



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

HSE policy on Annual Certification of Registration of Social Workers with the Social Workers Registration Board at CORU

16 July 2014

Document developed by			Mr. P Duggan
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1.0 Policy Statement:

1.1. Social Workers employed by the HSE

It is the policy of the Health Service Executive (HSE) to employ and to maintain in employment Social Workers who on appointment furnish the HSE with proof of their registration in the register maintained by the Social Workers Registration Board at CORU (Registration Board) and maintain registration on that register.

It is the policy of the HSE to require Social Workers to furnish the HSE with proof of payment of the annual registration fee to CORU and to certify annually, by way of the *Patient Safety Assurance Certificate (PSAC)*, Appendix 1:

- That they are registered on the register maintained by the Registration Board
- That they will advise the HSE without delay if there is any change in their registration status by way of restrictions or conditions placed on their practice or through erasure from the register or any other change to their status
- The name under which they are registered with the Registration Board

It is the policy of the HSE to suspend from employment any Social Worker who does not provide the proof of payment of the annual registration fee to CORU and the PSAC by the 28th July annually to their head of discipline or service manager.

The HSE reserves the right to report to An Garda Síochána, in support of section 80 of the Health and Social Care Professionals Act 2005 any employee of the HSE who presents themselves as a Social Worker to the HSE or practises as a Social Worker in the HSE without the appropriate registration with the Registration Board.

1.2. Social Workers employed by the HSE before the 31st May 2011 who are awaiting a decision from CORU on their application

It is the policy of the Health Service Executive (HSE) to require Social Workers, employed by the HSE before the 31st May 2011, to furnish the HSE with the most recent proof of their application to be registered as a Social Worker with the Registration Board by the 28th July 2014.

It is the policy of the HSE to suspend from employment any Social Worker who does not by the 28 July 2014 furnish the HSE with the most recent proof of their application to be registered as a Social Worker with the Registration Board. The acceptable proof is the acknowledgement of receipt of their completed application from the Registration Board and correspondence from CORU dated June 2014, see appendix 3, in respect of their registration.

1.3. Social Workers employed by funded agencies

Agencies funded by the HSE have a responsibility in the Service Arrangements, *Part 1, Provider Personnel, section 16.2 and Part 2, Schedule 2, Quality and Safety* to employ, contract, engage or accept, as part of the provision of the Services, only such persons who are registered, and maintain a current valid registration, with the appropriate statutory registration body. HSE funded agencies are responsible for the development, implementation

and monitoring of appropriate policies and procedures in support of this requirement.

2.0 Purpose: The purpose of this policy and procedure is to protect patients, service users and HSE employees and to provide evidence in support of good governance.

3.0 Scope: This Policy and procedure applies to:

- Each individual employed as a Social Worker by the HSE
- Each person employed in a position that requires a social work qualification and registration with the Registration Board
- Principal Social Workers
- Managers of Services, who are not Social Workers and who are responsible for managing Social Workers.
- Each National Director, Hospital Group CEO, ISA Manager, Divisional HR Manager, Assistant National Director of Human Resources at Regional level, Assistant National Director of Human Resources National HBS and the individuals designated by them for the purpose of ensuring compliance with this policy and procedure
- Operations Manger, Quality and Patient Safety Manager/Planning and Performance Manager or other manager designated by the National Director of a Division for the implementation and /or monitoring of the policy.

4.0 Legislation/other related policies:

- The relevant primary legislation is:
Health and Social Care Professionals Act 2005
Health and Social Care Professionals (Amendment) Act 2012
- Other relevant legislation:
Data Protection Act 1988 and amendment Act 2003
- Other related policies:
Disciplinary Procedure for Employees of the Health Service Executive 2007

5.0 Glossary of Terms and Definitions: Explanation of key technical terms or terminology that are referred to in the PPG.

- **Other staff record system** - As SAP HR has not been deployed in HSE South it will use its existing staff record system to comply with this policy and procedure.
- **PSAC** - Patient Safety Assurance Certificate.
- **Relevant Service Manager** - A manager who is not a Social Worker but has responsibility for managing Social Workers
- **Social Worker** - the protected title regulated by the Social Workers Registration Board at CORU
- **Registration Board** – The Social Workers Registration Board at CORU

6.0 Roles and Responsibilities:

6.1 Social Workers

- 6.1.1 The individual Social Worker** is, as a condition of their employment, personally responsible and accountable for maintaining appropriate registration in the register maintained by the Registration Board.
 - 6.1.2 The Social Worker referred to in 1.1** is personally responsible for completing the PSAC by the 28th July 2014
 - 6.1.3 The Social Worker referred to in 1.2** is personally responsible for providing the relevant proofs of their application to the HSE by the 28th July 2014
 - 6.1.4** Once a **Social Worker described in 1.2** achieves registration with the Registration Board they must without delay inform their manager and complete a PSAC for 2014.
- 6.2 Principal Social Worker or Service Manager with responsibility for Social Workers is responsible for:**
- 6.2.1 (a)** Requesting Social Workers to provide proof of payment of the annual registration fee to CORU and to complete the PSAC by the 28th July 2014
or
 - (b)** Requesting that Social Workers provide proof by the 28th July 2014 that they have applied for registration as a Social Worker with the Registration Board on or before the 31st May 2013 and to furnish the HSE with correspondence from CORU in respect of their registration. The acceptable proof is the acknowledgement of receipt of their completed application from CORU and correspondence from CORU dated June 2014 (see appendix 3), in respect of their registration.
 - 6.2.2** Advising each Social Worker that failure to complete the PSAC or provide proof of application for registration and current relevant correspondence from the Registration Board by the appointed date may result in suspension from employment on the grounds of patient safety, pending further investigation under the HSE's Disciplinary Procedure of their registration status in compliance with this policy and procedure.
 - 6.2.3** Ensuring that Social Workers who are on approved long term leave (sick, maternity, leave of absence) provide the relevant proofs, as described in 6.2.1 (a) or (b), prior to recommencing employment.
 - 6.2.4** Storing the completed PSAC or proof of registration and current relevant correspondence in the local site.
 - 6.2.5** Ensuring that a validated copy of the completed PSAC is passed to the local personnel administration office for entry into the SAP HR system or other staff record systems.
 - 6.2.6** Maintain and monitor the *Record of applications for registration with the Registration Board*, appendix 2, in respect of Social Workers who are awaiting a final decision from CORU on their application for registration.
 - 6.2.7** Advising the relevant Divisional HR Manager, through local HR managers where they exist, of the names of the Social Workers who

fail to complete the PSAC or provide the required proof of application and consideration by CORU for registration by the appointed date.

6.2.8 Advising on an ongoing basis the Quality and Patient Safety Manager/ Operations Manager/Planning and Performance Manager, as nominated by the Divisional National Director, of the status of the Social Workers subject to the registration application process as described in 1.2.

6.3 The Divisional HR managers, Regional Assistant National Directors of HR, and the Assistant National Director of National HR Services, Health Business Services is responsible for:

6.3.1 Establishing a process within their Region or Service that will ensure that the required information is recorded on the SAP HR system or other staff record system (HSE South) annually.

6.4 The Divisional HR Manager is responsible for:

6.3.2 Ensuring that a failure to complete a PSAC, provide proof of registration or provide proof of application and engagement with CORU for registration by the appointed date is managed in compliance with this policy and is investigated using the HSE's Disciplinary Procedure.

6.3.3 Reporting to the relevant National Director details of the reported failures to complete the PSAC, or provide proof of application for registration/engagement with CORU by the appointed date, the actions taken in respect of these failures and the outcome of these actions.

6.4 Each National Director is responsible for ensuring that this Policy and Procedure is implemented in their Directorate. Each National Director is also responsible for identifying and implementing the necessary systems and processes within their Directorate in support of this policy and procedure.

7.0 Procedure

7.1. Annual completion of the PSAC by registered Social Workers

The relevant Principal Social Worker or relevant Service Manager will request Social Workers to provide proof of payment of the annual registration fee to CORU and to complete the PSAC by the 28th July 2014

7.1.2 A copy of the completed and validated PSAC will be sent by the relevant Principal Social Worker or Service Manager to the local personnel administration office for entry onto SAP HR system or other staff records system. A copy of the PSAC and proof of payment will be maintained locally by the relevant Principal Social Worker or Service Manager for audit purposes.

7.1.3 The following information will be entered into the Social Workers record in the SAP HR system or other staff record systems by the designated personnel administration section.

Information required	SAP field
Name of the statutory regulatory authority	ID Type)
Registration number	(ID number)
PSAC expiry date of the 31 st May annually	(Valid to)

Social Workers who submit the PSAC will have the status **Active** entered in their record in the *Application Status* field on SAP HR. A similar description will be entered in the appropriate field in other staff record systems.

- 7.1.4** The names of the Social Workers who by 28th July 2014 have not supplied the PSAC, proof of registration or proof of application for registration and June correspondence with CORU will be forwarded by the relevant professional head of discipline or relevant service manager, through local HR managers where they exist, to the relevant Divisional HR Manager.
- 7.1.6** Following a preliminary review of the facts by the relevant Divisional HR Manager and the professional head of discipline or relevant Service Manager the Social Worker may be suspended from employment pending a full investigation using the HSE's Disciplinary Procedure.

7.2 Proof of application for registration with the Registration Board

- 7.2.1** The Principal Social Worker or relevant Service Manager will request non registered Social Workers to provide proof that they have applied for registration as a Social Worker with the Registration Board and to furnish the HSE with correspondence from CORU dated June 2014, (see appendix 3), in respect of their registration. These proofs will be required by the 28th July 2014.
- 7.2.2** The Principal Social Worker or relevant Service Manager will advise the relevant Divisional HR Manager, through local HR managers where they exist, of the names of the Social Workers who fail to complete the PSAC, provide proof of registration or provide the required proof of application and consideration by CORU for registration by the appointed date.
- 7.2.3** The Principal Social Worker or relevant Service Manager will advise on an ongoing basis the Quality and Patient Safety Manager/Operations Manager/Planning and Performance Manager, as nominated by the Divisional National Director, of the status of the Social Workers subject to the registration application process as described in 1.2.
- 7.2.4** The names of the Social Workers who by the 28th July 2014 have not supplied the proof of their application to be registered as a Social Worker with the Registration Board will be forwarded by the relevant professional head of discipline or relevant service manager, through local HR managers where they exist, to the relevant Divisional HR Manager
- 7.2.5** Following a preliminary review of the facts by the relevant AND of HR and the professional head of discipline or relevant Service Manager the Social Worker may be suspended from employment pending a full investigation using the HSE's Disciplinary Procedure.

7.3 Registration with the Registration Board following successful application by a Social Worker

Once a Social Worker, who was awaiting registration achieves registration with the Registration Board they must without delay inform their manager and complete a PSAC in respect of 2013. The PSAC information will then be entered on the SAP HR system as specified in 7.1.4 above.

8.0 Revision and Audit

This policy will be reviewed in Q4 2014 in anticipation of the culmination of the application process for Social Workers described in 1.2

The implementation of this policy and procedure will be reviewed in September 2014 by nominations from each of the Divisions, Quality and Patient Safety and National HR.

9.0 References/bibliography: N/A

10.0 Appendices:

Appendix 1 The Patient Safety Assurance Certificate

Appendix 2 Record of applications for registration with the Registration Board at CORU

Appendix 3 Update on the Social Workers Registration, CORU 6th June 2014

Appendix 1 to HSE policy on Social Workers annual certification of registration with the Social Workers Registration Board at CORU (the Registration Board)

Applicable to HSCPA 2005 Section 38 applicants

Social Worker Patient Safety Assurance Certificate

to be completed by the 28th July 2014

I (Name) _____ Employee number _____

D.O.B. _____

Birth name (if different from above) _____

employed by the HSE in (service and location) _____ in

the capacity of _____ (title and grade)

am appropriately registered in the register maintained by the Registration Board

My registered name with the Registration Board

is _____

I confirm that I will advise the Health Service Executive without delay should there be any change in my registration status with the **Registration Board** during the year. I understand that change in status means non registration, any restriction, conditions, censure, admonishment or removal from the register under Part 6 of the Health and Social Care Professionals Act 2005 and the Health and Social Care Professionals (Amendment) Act 2012.

I also confirm that I have advised the **Registration Board** of my current address and employer.

I also confirm that I will advise the **Registration Board** of any change in my family name, address or employer.

I make this statement so as to provide assurance to patients, service users and fellow employees.

I also acknowledge that should I practice as a Social Worker without appropriate registration that I may be prosecuted under section 80 of the Health and Social Care Professionals Act 2005 and the Health and Social Care Professionals (Amendment) Act 2012.

Registration Number: _____

Signed: _____ **Date:** _____

Print name: _____

Validated by: _____

Title: _____ **Date:** _____



Regulating Health +
Social Care Professionals

Dear Colleagues

Re: Update on the Social Workers Register

As you are aware it is a legal requirement that all social workers are registered. The Social Workers Registration Board has, to date, approved applications from over 3,260 Social Workers who are now listed on the Social Workers Register. The Register is available online at www.coru.ie and is publicly accessible.

All fully completed applications are now finalised. However a small number of applications remain to be finalised as applicants have not yet provided all the previously requested information. Applicants awaiting final determination of their application under the transitional arrangements by the Social Workers Registration Board can continue to use the title "Social Worker".

CORU will this week issue final requests for information to all outstanding applicants. The Social Workers Registration Board will shortly commence making final decisions on all outstanding applications. If applicants do not supply the requested information they will find themselves in a position where they may need to undertake an assessment of professional competency (AOPC) or their application to be listed on the social workers register is refused.

The closing date for renewal of registration on the social workers register was 31 May 2014. The current registration status of social workers can be viewed online at www.coru.ie. Renewal Certificates for the coming year are issuing on a daily basis. Social workers who did not renew their registration by the closing date will be contacted over the coming weeks.

Social workers should be able to provide employers a certificate valid to 31 May 2015 or a letter requesting final information dated June 2014. The published register is also available at www.coru.ie.

Yours sincerely

Ginny Hanrahan
CEO
6 June 2014