

**Pre-Placement Health Assessment process for**

**Internal HSE employees promoted or transferring into non-patient facing Management/Admin roles**

**or those where the normal work location is not in a clinical area grades from Grade III to Grade VIII**

**Effective from: 1st October 2025** **Review date by: 1st February 2026**

**Context:**

The aim to reduce the requirement for Occupational Health (OH) clearance in the recruitment process for internal HSE directly employed candidates being recruited to non-patient facing roles classified under Management/Admin (Categories **in Department of Health consolidated salary scales)** grades with effect from 1st October 2025. This will be reviewed by 1st February 2026.

**Key Change:**

The initiation of the Pre – Placement Health Assessment (PPHA) process will be removed for HSE directly employed staff who are being appointed internally to promotional roles and meet the below criteria outlined in the scope section of this document.

**Definition:**

**Pre-Placement Health Assessment (PPHA)**

A PPHA is a process where HSE evaluates a candidate’s health to ensure they are fit for the role. This assessment is conducted by Occupational Health Services. They determine if a candidate can safely perform the job duties assigned to their position, and, if any reasonable accommodations are required.

**Employee Pre-Placement Health Self-Declaration**

An Employee Pre-Placement Health Self-Declaration is a document where a recruitment candidate self declares that they do not have any health conditions or disabilities that might affect their new role at the time of recruitment. This self-declaration is used to ensure the individual can safely & effectively carry out their new duties aligned to their new role. This self-declaration does not apply to applicants who have a health condition or requires workplace accommodations.

**Non-Patient-Facing Role**

Non-patient facing Management/Admin roles are those where thenormal work location is not in a clinical area such as a ward, emergency department or outpatient clinic, or their work does not require them to attend clinical areas. These roles include:

* Administration and support services, including receptionists, secretaries and medical records administration working in non-clinical areas.
* Estates and facilities management.

**Scope:**

Applies only to internal HSE direct employees, who are being promoted or transferred in the non-patient facing staff categories of Management/Admin roles at Grade III to Grade VIII’s, provided they are not moving into a clinical area and the duties are not significantly different from the current role.

**Out of Scope:**

Certain management/admin grades should follow the pre-existing PPHA process, particularly where the role involves specific operational responsibilities. These roles include, but not limited to:

* Management/admin staff with patient-facing roles
* Management/admin staff where the role requires attendance in a clinical area
* Staff who are required driving as part of their role
* Supplies Officer Grade A, B, C, D
* Quantity Surveying staff
* Staff working in Ambulance service
* Staff requiring legislative health surveillance
* Staff required to carry out Lone Working

**Operational Process:**

The Employee Pre-placement Self Declaration should be used in the below criteria. Pre- Placement Health Assessment (PPHA) is not required in the below criteria.

* If the candidates sick leave is less than 30 days within the last two years, proceed with Employee Pre-Placement Self Declaration, and the standard clearance checks and issue a Contract of Employment.
* Candiate sick leave record is verified to confirm ongoing/recent sick leave is not over 30 days in the last 2 years (this can be sourced from SAP or in a reference)

**PPHA required (OH Clearance Mandatory)**

* If sick leave is more than 30 days over the last two years initiate Pre-existing PPHA process.
* If the candidate requests a PPHA form.
* If the role meets any of the Out of Scope criteria above you must initiate the Pre-existing PPHA process.
* Grades working a clinical setting must undertake Pre-existing PPHA process.

In these cases, a Pre-existing PPHA must be completed, and a contract may only be issued following receipt of a satisfactory Occupational Health Fitness Certificate.

**Additional notes.**

All Contracts of employment should only to be issued if verification is received that sick leave doesn’t exceed 30 days in the last two years.

All candidates required to complete the Pre-existing PPHA process must receive OH clearance prior to appointment.

In cases of potential risk is identified, the Recruitment Manager may override this requirement and the Pre-existing PPHA process will proceed.

Notification of a request for reasonable accommodation will result in a referral to OH department.

Should the role change to a patient-facing role in the future, a Pre-existing PPHA process with Occupational Health must be carried out.