



MEMORANDUM

To: Each National Director
Each Regional Executive Officer
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Bernard Gloster, Chief Executive Officer

Date: 28 February

Subject: Process for seeking approval to recruit – revised memo

CEO Ref: 10885 Revised

Dear Colleagues

Further to the memo of 26th February 2024, the purpose of which is to clarify the process for seeking derogation to recruit, this memo provides an update and should replace the memo of 26th February.

Further to CEO Memo 09892 and in advance of the finalisation of PNS 2024 I wish to set out the process to be followed for those seeking approval to initiate or advance any recruitment that remains subject to the restrictions advised in CEO Memo 09892. For the avoidance of doubt this includes:

All external or nett growth recruitment will be paused with the following exemptions.

- *Approved Consultant Posts & GP training Posts*
- *NCHD training posts*
- *Nursing and midwifery – ED/Acute Medical Assessment nursing, Critical Care nursing, Midwifery, Community Nursing CIT/FIT,*
- *AHP and HCA (to achieve 7 day and extended day availability to UEC priorities)*



- *Home Help for discharge*
- *Dentists & Orthodontists for Public Service schools and public service emergency service.*
- *Exemptions apply for Disability in a list of specified front line and residential posts and the National Director of Community Operations / Regional Directors of Operations have advised Chief Officers of the process for approval.*
- *National Ambulance Service Pre-Hospital Care*
- *Radiation Therapists and Medical Physicists*

The following outlines the process to be followed.

1. Any post for recruitment is to be submitted via the relevant EMT member to the National Director of HR, at the following email address; Seniormanagers@hse.ie using the attached Template only. Only fully completed applications on this template will be accepted and processed.
2. The submission of posts by the relevant EMT member will necessitate the EMT member undertaking a thorough review of each request with recommendations to **proceed only** submitted to National HR. These should be submitted to the above email address by close of business on a Wednesday each week as appropriate.
3. **Only** applications in the grades of Senior Management and Administration will undergo a further verification by NHR, in line with previously issued HR Memo on new and replacement Senior Management and Administration posts.
4. The National Director of HR will screen submissions and will meet with me on a regular basis to review for decision.
5. To ensure due diligence is maintained any deviations to the above process will not be considered.

This is applicable to all HSE Statutory Services, Voluntary Hospitals and Voluntary Agencies. The above remains in place until further notice.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bernard Gloster', written over a horizontal line.

Bernard Gloster
Chief Executive Officer