



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

HSE HR Circular 009/2015

29<sup>th</sup> April 2015

**To:** Each Member of the Directorate and Leadership Team HSE  
Each Hospital Group CEO  
Each Chief Officer, CHO  
Each Assistant National Director, HR  
Each Employee Relations Manager  
Each CEO Section 38 Agency

**From:** Ian Tegerdine, Interim National Director of Human Resources

**Date:** 29<sup>th</sup> April 2015

**Re:** New Public Health Nurses(PHN) Transfer Policy

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**Dear Colleagues**

I write to advise you of the new Public Health Nurses Transfer Policy, effective from 1st April 2015, as attached.

### **Purpose**

The purpose of this policy is to give effect to the Labour Relations Commission [LRC] proposals of the 23<sup>rd</sup> July 2014, to the HSE and INMO, to establish a transfer panel for Public Health Nurses [PHNs] on or before 1<sup>st</sup> April 2015. The attached policy has been agreed by all parties.

### **Policy**

The Policy makes the following provisions:

- It replaces any existing local or regional system used to fill vacant PHN posts
- It provides an open, fair and transparent mechanism to allow PHNs transfer to a location of their choice, balanced with the operational needs of service provision
- All transfers will be subject to the availability of posts and the exigencies of the service
- It incorporates :
  - rules relating to the assimilation of those remaining on the 2011 Recruitment Panel

- 2014 graduates whose clinical placements were outside Dublin but accepted posts in the Greater Dublin area
- 2014 graduates not yet appointed as PHN's
- applications for transfer from staff received prior to 31<sup>st</sup> March 2015 and held locally or regionally, subject to the provision of documentary evidence of the date of application

### **Administration of the PHN Transfer Panel**

- National Personnel Records Services [NPRS] will administer the panel, using a database maintained within NPRS, and will, in conjunction with National Recruitment Services [NRS], co-ordinate between PHNs, and Nursing Services Managers to process requests under the PHN Transfer Policy.
- NPRS will provide control and central visibility of PHN transfers ensuring standardization of process, monitoring and reporting on compliance.

### **Queries**

Queries regarding applications and the operation of the transfer panel should be directed to NPRS as follows:-

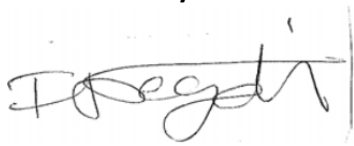
Email: [nprs.phn@hse.ie](mailto:nprs.phn@hse.ie)

Phone: 1850 77 62 87

Post: PHN Transfers, HSE HBS, NPRS, 20-23 Merchants Quay, Dublin 8

A separate frequently asked questions document will be published on the HSE website.

**Yours sincerely**



**Ian Tegerdine**  
**Interim National Director of Human Resources**