



**Príomhoifigeach Daoine**

Feidhmeannacht na Seirbhísí  
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**Chief People Officer**

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**To:**

- Chief Executive Officer**
- Each Regional Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHOs**
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- 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:** Anne Marie Hoey, Chief People Officer

**Date:** 23<sup>rd</sup> April 2024

**Subject:** HR Circular 008/2024 - HR policy on Medical Clinical Observership (Doctors)

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Dear Colleagues

Medical Clinical Observerships provide opportunities for doctors to gain experience and an appreciation of the nature of clinical practice in Ireland and the HSE, and to observe the role of doctors and other professionals within the healthcare system. The purpose of this circular is to provide clarity on Medical Clinical Observerships (Doctor) in the HSE. This circular and related policy (attached) outlines the HSE's position on assigning Medical Clinical Observers (Doctor) and consolidates and supersedes previous guidance issued relating to Medical Clinical Observers.

The HSE is providing a framework that will support and guide local services in the assignment of Medical Clinical Observers in their areas, and assigns responsibility to relevant Clinical Supervisors and functions to implement this policy.

The policy requires that Medical Clinical Observers must:

- (a) Have a primary medical qualification awarded by a medical school listed in the World Directory of Medical Schools (*Note: where the listing includes a Sponsor Note indicating that it is an acceptable medical school in Canada or for the purposes of USMLE*)

And

- (b) Be currently registered with a Medical Regulator or previously registered with a Medical Regulator, within a reasonable timeframe

And

- (c) Ability to communicate effectively in English as evidenced by meeting the language requirements for HSE.

**Note** that doctors undertaking medical clinical observerships are unpaid and are not employees of the HSE.

Please bring this circular to the attention of all relevant staff in your area of responsibility.

FAQs have been prepared to assist all relevant stakeholders to understand the governance requirements and operational processes associated with Medical Clinical Observerships. Copies of the Policy on Medical Clinical Observerships for clinical sites, Observership description, eligibility criteria and applicant FAQs are attached.

**Queries:**

Queries from individual employees or managers in relation to this memorandum should be referred to the local Medical Manpower Manager.

Queries from HR Departments in relation to this memorandum may be referred to National Doctor Training & Planning at [ndtpdirector@hse.ie](mailto:ndtpdirector@hse.ie)

Yours sincerely



**Anne Marie Hoey**  
**Chief People Officer**