



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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

**All Queries to:**  
Fionnuala O'Brien  
National HR Services  
**Email:** fionnuala.obrien1@hse.ie  
**Tel:** 01 8817007

HSE HR Circular 003/2010

29<sup>th</sup> January 2010.

**To:** Each Member of Management Team, HSE;  
Each Regional Director of Operations, HSE;  
Each Assistant National Director, Integrated Services Directorate, HSE;  
Each Assistant National Director, Finance, HSE;  
Each Assistant National Director, Human Resources, HSE;  
Each Local Health Manager, HSE;  
Each Medical Manpower Manager, HSE.

**Re:** *Terms for the Engagement of Temporary Consultants and NCHDs  
through the use of Recruitment Agencies*

Dear Colleagues,

Following a competitive tender process the following agencies have been appointed to supply temporary doctors to the HSE. The companies have been ranked based on the selection criteria. The ranking order must be followed when requesting staff from the agencies. This Framework Agreement is for a period of two years with the option to extend for a further two year. The commencement date is 8<sup>th</sup> February 2010.

**Lot 1 – Temporary Consultants/NCHDs (0 – 2 Weeks) in Duration**

1. Locum Express
2. Medical Recruitment Specialists
3. Health Care Solutions
4. Global Medics
5. Locumlink

**Lot 2 – Temporary Consultants Medium Term (2 weeks – 3 months) in Duration**

1. Locum Express
2. Medical Recruitment Specialists
3. Global Medics
4. Direct Medics
5. Locumlink
6. Healthcare Solutions

**Lot 3 – Temporary NCHDs Medium Term (2 weeks – 3 months) in Duration**

1. Healthcare Solutions
2. Medical Recruitment Specialists
3. Locum Express
4. Global Medics
5. LocumLink

In the event of a temporary / locum Consultant / NCHD position becoming available the HSE in all instances will exhaust its own internal recruitment options. When all internal recruitment options have been exhausted and the required approval to use a recruitment agency has been obtained, the HSE must use the agencies outlined above in a manner that is consistent with the signed Service level Agreement.

Commercial arrangements have been put in place with all of the agencies named above. These arrangements are fixed from the commencement date of the contracts – 8<sup>th</sup> February 2010 for an initial two years. Non-compliance with these Framework Agreements by the HSE may leave the organisation open to litigation from the contracted companies.

If a temporary / locum post falls outside what is defined above (i.e. Lots 1, 2 and 3), then the recruitment agency that must be used is Locumotion.

There is no authorisation for using agencies not listed. Express written approval for using agencies outside of the agencies listed above must be received from the Assistant National Director of HR Services prior to engagement.

An ongoing audit will be in place to monitor adherence to this HSE HR Circular.

A full contact list of the companies and their rates will be forwarded to the relevant personnel.

For further details please contact Ms. Fionnuala O'Brien, National HR Services on [fionnuala.obrien1@hse.ie](mailto:fionnuala.obrien1@hse.ie) or 01 8817007.

Yours sincerely,



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**Séan McGrath,**  
**National Director of Human Resources.**