



## Dignity 4 Patients

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Helpline Hours: 10:00am – 04:30pm

## 2019 - Board - HSE Notification Policy

### Why we have a procedure?

The HSE Notification Policy provides a framework to ensure timely and accurate notifications are provided to our funders and to the correct personnel in the interests of transparency to key stakeholders. This policy outlines what constitutes a change requiring notification to the HSE and gives a clear path for reporting the stated changes and procedures to follow.

### Who does the procedure apply to?

Primarily the responsibility for reporting notifications of changes to the HSE lays with:

- 1<sup>st</sup> Chairperson or the trustee acting in the capacity of Chairperson.
- 2<sup>nd</sup> Trustee of the board who is aware of a change that has not been notified to the HSE.
- 3<sup>rd</sup> CEO or Executive Director of the service who is aware of a change that has not been notified by a trustee.

### When should the procedure be applied?

- When a change of Chairperson due to resignation, retirement or appointment occurs.
- When a change of trustees' role or trustees' capacity due to resignation, retirement or appointment occurs.
- When a significant change of operational management occurs due to resignation, retirement or appointment to new roles.

### How to carry out this procedure?

Under the Grant Aid Agreement signed annual by the Chairperson on behalf of the board of trustees. Point 3.4 states *the Organisation will notify the HSE Executive where there is a change in the officers or management of the Organisation (e.g Chairperson, Treasurer or Secretary) or to the Organisation's external financial auditors (where applicable).* As at December 2019 the notifications of change should be sent to the following HSE contact personnel.

HSE Contact	Title	Telephone	Email
Ann Coyle	General Manager	042 9381232	Ann.Coyle@hse.ie
Joanne White	Liaison Officer	041 6871513	Joanne.White@hse.ie

### Notification Best Practice.

To allow for timely notifications and accurate record keeping of engagement with the HSE the board of Dignity4Patients has accepted that the following be adhered to when making notifications.

**Telephone Calls** to the HSE should be documented by a follow up email confirming the discussion and notification that has taken place.

**Emails** of notification to the HSE should primarily be address to the *General Manager* of the HSE and the *Liaison Officer* should be CC'd in the email. Copies of the email notification should then be provided to the Management of Dignity4Patients service for accurate record keeping. This can be provided by email to the Chief Executive Officer (or equivalent) or designated manager for appropriate filing.

<b>Policy</b>	<b>Board - HSE Notification Policy</b>		
<b>Board Member</b>	<b>Approved?</b>	<b>Date Approved?</b>	<b>Notes.</b>
Aine McDonough	<b>Yes</b>	<b>12.11.2019</b>	<b>Email – Read+Approved</b>
Brendan Kerin			
Gemma Byrne			
Grainne Rafferty			
Paul Farrell	<b>Yes</b>	<b>13.11.2019</b>	<b>Email – Read+Approved</b>
Paul Murphy			
<b>Policy Approved by Minimum Quorum of 3?:</b>		<b>No</b>	
<b>Policy Adopted On Date Of:</b>		<b>00.00.2019</b>	