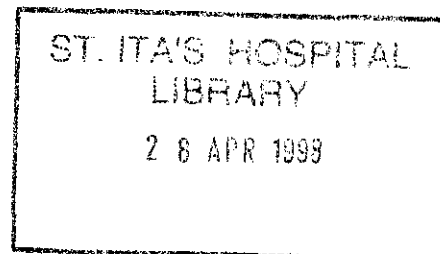


**DEPARTMENT OF HEALTH AND CHILDREN**

**ACCESS TO INFORMATION HELD BY THE  
DEPARTMENT OF HEALTH AND CHILDREN**

A MANUAL PREPARED IN ACCORDANCE WITH SECTION 15 OF  
THE **FREEDOM OF INFORMATION ACT, 1997**



**APRIL 1998**



DEPARTMENT OF HEALTH  
AND CHILDREN

AN RIONN SLÁINTE AGUS  
LEANAÍ

210146



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## **1.0. Introduction**

### **1.1. Freedom of Information Act 1997**

The **Freedom of Information Act 1997** establishes three new statutory rights:

- a legal right for each person to access information held by public bodies
- a legal right for each person to have official information relating to him/ herself amended where it is incomplete, incorrect or misleading
- a legal right for each person to obtain reasons for decisions affecting him/ herself

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

### **1.2. Scope of Freedom of Information Act manual**

This manual has been prepared and published in accordance with the requirements of Section 15 of the **Freedom of Information Act 1997**. Its purpose is to facilitate access to official information held by the Department of Health and Children. Specifically, the manual provides information on:

- aims, structure and functions of the Department
- rules, procedures and guidelines in use in the Department
- classes of records held by the Department
- how to make a request to the Department under the **Freedom of Information Act 1997**

Detailed information on the rules, procedures and guidelines in use in the Department is provided in the reference book prepared in accordance with Section 16 of the Act (see page 12).

### **1.3. Availability of Freedom of Information Act manual**

This manual is available in both a printed and an electronic version.

#### **Printed version**

The printed version of the manual is regularly revised, and is available for consultation in the following locations:

- offices of Health Boards (contact details for Health Boards are provided on page 54)
- public libraries
- citizens' information centres

The printed version of the manual is also available for consultation or removal, free-of-charge, from:

**Mr. Ray Smyth, Freedom of Information Officer, Department of Health and Children, Hawkins House, Hawkins St., Dublin 2.**

•Tel : (01) 6714711

•Fax: (01) 6711947

•E-mail : [queries@health.irigov.ie](mailto:queries@health.irigov.ie) (marked for the attention of the Freedom of Information Officer)

#### **Electronic version**

All information contained in this manual is regularly revised and available on the Department's Internet web-site at <http://www.doh.ie/>

### **1.4. Access to routinely available information**

The **Freedom of Information Act 1997** is intended to facilitate public access to information held by public bodies which is not routinely available by other means. Access to information under the terms of the Act is subject to certain exemptions, procedures and time limits. Details on how to make a request for information under the Act are provided on page 49.

The Department of Health and Children already makes available certain information on its functions and activities to the public. This information will continue to be available without having to make a formal request under the **Freedom of Information Act 1997**.

### **General information**

General information on the Department is available from:

**Library and Information Unit, Department of Health and Children, Hawkins House, Hawkins St., Dublin 2.**

- Tel : (01) 6714711
- Fax: (01) 6711947
- E-mail : [queries@health.irlgov.ie](mailto:queries@health.irlgov.ie)

and on the Department's Internet web-site at <http://www.doh.ie/>. The web-site also includes details, and in some cases the full text, of recent Department publications.

In its **Customer Service Action Plan 1998-1999** the Department has outlined plans for the establishment of a Customer Call-In Centre in Hawkins House, which will deal with requests for information, including Freedom of Information requests, and to the introduction of Lo-Call telephone services to facilitate the public when contacting the Department. Further details are provided on page 10.

### **Health promotion information**

The Health Promotion Unit issues a wide range of educational materials and leaflets, mainly in the following areas:

- child health
- smoking
- drugs/solvent abuse
- diet and nutrition
- hygiene
- women's health
- infectious diseases

A full list, and copies, of leaflets are available free-of-charge from the Health Promotion Unit, and through Health Boards and hospitals.

**Health Promotion Unit, Department of Health and Children, Hawkins House, Hawkins St., Dublin 2.**

- Tel : (01) 6714711
- Fax: (01) 6711947

### **Information relating to the registration of births, marriages, deaths and stillbirths**

Information relating to the registration of births, deaths, marriages and stillbirths, or the provision of certificates in respect of these events, is available from:

**General Register Office, Joyce House, 8-11 Lombard St. East, Dublin 2.**

- Tel : (01) 6711000
- Fax: (01) 6711243

### **Publications**

Policy reports and statistics issued by the Department, as well as legislation related to its areas of responsibility, are generally available from:

**Government Publications Office, Sun Alliance House, Molesworth St., Dublin 2.**

- Tel : (01) 6613111

or by post from:

**Trade and Postal Sales, Office of Public Works, 4/5 Harcourt Rd., Dublin 2.**

•Tel : (01) 6613111

*Reports, statistics and legislation are listed in catalogues issued regularly by the Government Publications Office. There is generally a charge for these publications.*

In addition, certain reports are issued directly by the Department. These are normally available directly from the relevant Unit of the Department, and are usually free-of-charge. A list of recent Department reports is provided on page 72. In addition, the Department's website (<http://www.doh.ie/>) includes details, and in some cases the full text, of recent Department publications.

### **1.5. Terminology**

In the course of their work, civil servants often use terminology which may not be familiar to the general public. A glossary of specialist terms and acronyms used in this manual is provided on page 52.

### **1.6. Policy with regard to confidentiality and Freedom of Information**

The Department of Health and Children undertakes to hold any information provided to it by individuals or others on a confidential basis, subject to the Department's obligations under law, including the **Freedom of Information Act 1997**. If, for any reason, it is wished that information provided to the Department should not be disclosed because of its sensitive nature, then it is incumbent upon the person or body when supplying the information, to make clear this wish and to specify the reasons for the information's sensitivity. The Department will consult with any individual or body so supplying sensitive information before making a decision on any Freedom of Information request received.



## **2.0. About the Department and Health and Children**

### **2.1. Mission Statement**

The mission of the Department of Health and Children is:

**In a partnership with the providers of health care, and in co-operation with other government departments, statutory and non-statutory bodies, to protect promote and restore the health and well-being of people by ensuring that health and personal social services are planned, managed and delivered to achieve measurable health and social gain and provide the optimum return on resources invested.**

### **2.2. Role, responsibilities and objectives of the Department**

#### **2.2.1. Background**

The Department of Health was established in 1947, under the **Ministers and Secretaries (Amendment) Act, 1946**. Prior to 1947, the public health services were the responsibility of the Department of Local Government and Public Health, and continued to be administered by local authorities until 1970. The **Health Act, 1970**, which established eight health boards and abolished the Hospitals Commission, increased the Department's direct involvement in the execution of health policy. The emphasis on the curative and regulatory aspects of the health services and on the need to develop the acute hospital sector, in particular, remained one of the defining characteristics of health policy in the decade following the passing of the Act. The period from 1970 to the mid-1980s was marked by a consistent development of services in accordance with the policy commitments in the 1966 White Paper, **The health services and their further development**.

The publication of the health strategy **Shaping a healthier future** in 1994 was the culmination of a re-appraisal of the health services which had commenced in 1986 with the discussion document **Health - the wider dimensions**. **Shaping a healthier future** signalled a significant change in direction, with its emphasis on the achievement and measurement of health gain and social gain and its commitment to organise and manage the system as an integrated whole.

The Department of Health became the Department of Health and Children in 1997.

#### **2.2.2. Responsibilities of the Department and the health agencies**

The Department of Health and Children has overall responsibility for the development of health policy and for the planning of health services.

The eight health boards, established under the **Health Act 1970**, are the statutory bodies responsible for the provision of health and personal social services in their functional areas. They are also the main providers of health care at regional level. A list of health boards, with contact details, is provided on page 54.

The voluntary sector also plays a vital role in the delivery of health and personal social services. Voluntary agencies range from major hospitals and national organisations to small community-based support groups set up in response to local needs.

In addition, a number of specialist agencies have been established to address particular needs or to provide particular services. A list of specialist agencies, with contact details, is provided on page 55.

#### **2.2.3. Objectives of the Department**

The key objectives of the Department of Health and Children are:

- to support the Minister in the formulation, development and evaluation of health policy and in the discharge of all other Ministerial functions;

- to plan the strategic development of services, through partnership and consultation with health boards, the voluntary sector, other relevant government departments and other interests;
- to encourage the attainment of the highest standards of effectiveness, efficiency, equity, quality and value for money in the health delivery system;
- to strengthen accountability at all levels of the health service;
- to encourage the continuing development of a customer service ethos in the delivery of health services;
- to optimise staff performance, training and development;
- to represent the Irish interest in European Union, World Health Organisation and other international fora relating to health matters;

The Department is currently repositioning itself to attain these objectives. This involves four inter-connected initiatives:

- internal reorganisation measures;
- ending the direct funding of voluntary agencies by the Department;
- devolving executive work to other agencies;
- redefining the Department's relationship with the agencies it funds.

### 2.3. Structure and organisation

The Department of Health and Children comprises five divisions, each representing a key area of the Department's work. A division is typically overseen by an Assistant Secretary or Director. Each division may then be sub-divided into units, which are typically overseen by a Principal Officer. Units may in turn be sub-divided into sections, usually overseen by an Assistant Principal Officer. In addition, certain offices are, for various reasons, outside the divisional structure.

The General Register Office operates as an executive unit of the Department, providing a registration service to the general public.

A detailed breakdown of the Department's structure, and a guide to the functions of individual units, is provided in Chapter 4. Organisation charts for the Department as a whole, and for each division, are provided on page 63.

### 2.4. Customer Service

The Department has a wide range of customer groups, including:

- members of the public;
- public representatives;
- staff in health boards and voluntary agencies;
- staff in private-sector organisations;
- staff in other Government departments;
- groups representing specific health interests;
- international organisations, including the European Union;
- the media.

In December, 1997 the Department published its **Customer Service Action Plan** covering the period 1998 - 1999. The plan set down a number of planned changes to the way customer services are delivered by the Department. The Action Plan also set down targets which staff of the Department will aim to achieve, over the life of the plan, in relation to written correspondence and telephone calls. It also set down the Department's plans to:

- establish a Customer Call In Centre in Hawkins House including requests for information arising from the Freedom of Information Act;
- examine and improve the services provided by the General Register Office;
- introduce Lo-Call Telephone services when accessing the Department;
- appoint a member of staff to co-ordinate services through Irish;
- set up feedback mechanisms for comments on the service it provides including the establishment of a Customer Consultation Group; and

- review the service standards being achieved by the Department via an independent third party.

## 2.5. Further information

Copies of the national health strategy, **Shaping a healthier future** (1994), are available from the Government Publications Sales Office (details on page 7.)

Further information on the Department's changing role is provided in the **Statement of strategy 1998-2001** (1998), which is available, free of charge, from the Department.

Copies of the Department's **Customer service action plan 1998-1999** (1997) are available free of charge from the Department's Customer Service Co-ordinator.

General information on the Department is available on the Department's web-site at <http://www.doh.ie/>. The site also includes details, and in some cases the full text, of recent Department publications.

## 2.6. Overview of the Department's records

The Department is currently developing a strategy which will commit it to the principles of good records management in order to maximise the data content of records and maintain their evidential quality. This involves procedures for the retention, storage, referencing, recording and security of records which are compliant with national legislation, national standards and directives, and best practice. The first phase of implementation of these procedures is currently taking place.

Chapter 4 provides a guide to the main classes of records currently held by each unit/ section of the Department. Changes in records management within the Department will be reflected in future editions of this manual.

## 2.7. Contact details for the Department

### **Department of Health and Children, Hawkins House, Hawkins St., Dublin 2**

- Tel : (01) 6714711
- Fax: (01) 6711947
- E-mail : Email: [queries@health.irlgov.ie](mailto:queries@health.irlgov.ie)
- Website: <http://www.doh.ie/>

### **Department of Health and Children, O'Connell Bridge House, D'Olier Street, Dublin 2**

- Tel : (01) 6714711
- Fax: (01) 6713164

### **General Register Office, Joyce House, 8 - 11 Lombard Street East, Dublin 2**

- Tel : (01) 6711000 (9.30am -12.30pm and 2.15pm - 4.30pm)
- Fax: (01) 6711243

Contact details for applications made under the **Freedom of Information Act 1997** are provided on page 50 of this manual.

Contact details for accessing information routinely available from the Department are provided on page 7 of this manual.

### **3.0. Rules, guidelines and procedures of the Department**

#### **3.1. Information on rules, guidelines and procedures (Section 16 Reference Book)**

Under Section 16 of the **Freedom of Information Act 1997**, the Department is required to make its internal rules, guidelines and procedures available to the public.

In accordance with this section, the Department has prepared a reference book containing:

- details of schemes administered by the Department;
- directives and guidelines issued to health agencies;
- general administrative circulars used within the Department;
- an index of the above.

#### **3.2. Access to Section 16 Reference Book**

This reference book is available from:

**Mr. Ray Smyth, Freedom of Information Officer, Department of Health and Children, Hawkins House, Hawkins St., Dublin 2.**

•Tel : (01) 6714711

•Fax: (01) 6711947

•E-mail : [queries@health.irigov.ie](mailto:queries@health.irigov.ie) (marked for the attention of Freedom of Information Officer)

#### **3.3. Scope of Section 16 Reference Book**

##### **3.3.1. Schemes administered directly by the Department:**

- National Lottery Grants
- General Medical Services Scheme Research and Education Fund 1998
- Licensing the conduct of experiments on live animals and the registration of premises
- Private Medical Insurance Regulations
- European Communities (Cosmetic Products) Regulations 1997
- Registration of medical devices and their manufacturers

##### **3.3.2. Schemes for which the Department administers the central records:**

- Voluntary Hospitals Superannuation Scheme 1969
- Voluntary Hospitals Superannuation Scheme 1985 (Non Officers)
- Nominated Health Agencies Superannuation Scheme
- Ex-Gratia Scheme for non-pensionable

##### **3.3.3. Circulars affecting the appointment and conditions of service of staff of health boards and agencies**

##### **3.3.4. Schemes affecting health agency staff in which the Department is directly involved:**

- Scheme of special leave with nominal pay
- Removal expenses

##### **3.3.5. Directives and guidance to health agencies on a variety of matters.**

##### **3.3.6. General administration circulars on internal matters such as records management and staffing arrangements. The conditions of service of Department staff are largely governed by circulars issued by the Department of Finance. These are described in the reference book prepared by the Department of Finance in accordance with Section 16 of the **Freedom of Information Act 1997**.**

##### **3.3.7. Directives issued by the General Register Office in relation to:**

- Registration of births, deaths, stillbirths and marriages including the provision of an index to events and the provision of certified copies of entries in the registers of births, deaths, marriages and adoptions

- Re-registration of births
- Late registration of births, deaths and marriages and amendments to registration
- Marriages of persons with foreign divorces
- Registration of stillbirths
- Notification of intention to marry (**Family Law Act 1995** ).

## **4.0. Structure, functions and classes of records of the Department**

**Minister for Health and Children:** Mr. Brian Cowen TD  
**Minister of State:** Mr. Frank Fahey TD  
**Minister of State:** Dr. Tom Moffatt TD

**Secretary General:** Mr. Jerry O'Dwyer

### **4.0.1. Scope**

The information contained in this chapter is intended to assist members of the public in exercising their rights under the **Freedom of Information Act 1997** by identifying the broad classes of records held within the Department and their organisational context.

Further assistance in identifying records held by the Department is obtainable from the Freedom of Information Officer (contact details are provided on page 50).

### **4.0.2. Structure**

The Department of Health and Children comprises five divisions, each representing a key area of the Department's work. Each Division may then be sub-divided into Units, which are typically overseen by a Principal Officer. Units may in turn be sub-divided into Sections, most overseen by an Assistant Principal Officer. For various reasons, certain offices are outside the divisional structure. Organisation charts for the Department are provided on page 63.

The following information is provided here in respect of each Unit/ Section of the Department:

- the officer(s) with responsibility for the Unit/ Section
- a brief overview of its role
- its principal functions
- the principal classes of records which it holds
- useful published information where appropriate

### **4.0.3. Functions and classes of records**

In addition to the specific functions outlined for each Unit/ Section of the Department in this chapter, most are regularly involved in answering parliamentary questions, ministerial representations, and enquiries from members of the public. Correspondingly, most hold records in respect of these functions.

### **4.0.4. Further Information**

If you require further information regarding the classes of records listed here, in order to assist you in making a Freedom of Information request, please contact:

**Mr. Ray Smyth, Freedom of Information Officer, Department of Health and Children, Hawkins House, Hawkins St., Dublin 2.**

•Tel : (01) 6714711

•Fax: (01) 6711947

•E-mail : [queries@health.irigov.ie](mailto:queries@health.irigov.ie) (marked for the attention of Freedom of Information Officer)

## **4.1. Blood Policy, Mental Health and Services for Older People Division**

**Assistant Secretary/Director:** Mr. Paul Barron

### **4.1.1. Blood Policy Division**

**Principal Officer(s):** Mr. Gerry Coffey

**Assistant Principal Officer(s):** Ms. Mary Hogan

#### **Overview**

The unit is responsible for:

- ensuring that the Blood Transfusion Service Board (BTSB) is supported in achieving and maintaining the highest internationally accepted standards of safety in relation to blood and blood products;
- ensuring that appropriate health care services are available to meet the current and future needs of persons infected by blood and blood products;

#### **Functions**

The Unit's principal functions are to:

- ensure the implementation of the recommendations of the **Tribunal of Inquiry into the Blood Transfusion Service Board**;
- support and oversee the restructuring of the BTSB as set out in the report of the **Tribunal of Inquiry into the Blood Transfusion Service Board**, the Board's Development Plan and **Blood Transfusion Service Board - fact finding and analysis** (the "Bain Report");
- support the BTSB in monitoring and, where appropriate, implementing emerging new technologies which will improve the safety and efficacy of blood components in accordance with best international practice;
- ensure the relocation of the BTSB to new, purpose-built premises which will meet pharmaceutical industry standards;
- review the provision of primary and secondary health care services for persons with Hepatitis C;
- support the Consultative Council on Hepatitis C in discharging its functions.
- support the special Hepatitis C research programme under the aegis of the Health Research Board.
- establish a Tribunal of Inquiry into the HIV and Hepatitis C infection of persons with haemophilia.

#### **Classes of records**

The main classes of records held by the Unit relate to:

- Policy on developments at the BTSB;
- Policy on services for persons infected with Hepatitis C;
- Policy relating to Hepatitis C : screening / Consultative Council on Hepatitis C;
- Policy relating to the establishment of the HIV Tribunal of Inquiry;
- Policy relating to the Hepatitis C Compensation Tribunal;
- Representations from/on behalf of persons who contracted Hepatitis C through blood and blood products : legal issues and correspondence.

#### 4.1.2. Mental Health Services Unit

Principal Officer(s):	Mr. Alan Aylward
Inspector of Mental Hospitals:	Dr. Dermot Walsh
Asst. Inspector of Mental Hospitals:	Dr. Liam Hannify
Psychiatric Nursing Advisor:	Mr. Michael Hughes
Assistant Principal Officer(s):	Mr. Brian Howard

##### Overview

The unit is responsible for the formulation of policy on the development of the mental health services and for the administration of these services. Services are being developed in line with the recommendations of **Planning for the future** (1984). This report recommended the development of services in the community as an alternative to institutionally-based care.

The unit is supported by the **Inspectorate of Mental Hospitals**. The Inspectorate publishes annual reports which provide an objective account of standards of care and accommodation in the mental health services.

##### Functions

The Unit's principal functions are to:

- review and develop policy for persons with mental health problems in accordance with the recommendations of **Planning for the future** (1984), including the specialised areas of child and adolescent psychiatry; psychiatry of old age; forensic psychiatry; and areas of special need such as suicide;
- prepare new mental health legislation, in line with the white paper **A new mental health act** (1995);

##### Classes of records

The main classes of records held by the Unit relate to:

- Mental health services: national issues/ administration/ finance/ personnel issues/ industrial relations/ hospital services/ community services/ services to adolescents and children
- Psychiatric hospitals
- Psychiatric services provided by voluntary organisations
- Inspector of Mental Hospitals representations/ reports
- Alcoholism services
- Suicides/ accidents/ injuries
- European Union/ other international agencies

##### Published information

- **Report of the Inspector of Mental Hospitals** (annual)

#### 4.1.3. Services for Older People Unit

Principal Officer(s):	Mr. Alan Aylward
Assistant Principal Officer(s):	Mr. John Brady

##### Overview

In the context provided by **The years ahead - a policy for the elderly** (1988) and the **Health (Nursing Homes) Act, 1990**, the unit is responsible for overseeing a range of services for older people.

##### Functions

The Unit has responsibility for the following areas:

- review and development of policy on services for older people;
- **Health (Nursing Homes) Act, 1990**, including standards of care in private nursing homes;



- health board extended care institutions, and community support services;
- liaison with statutory and voluntary agencies providing services for older people;
- development of palliative care services in line with the National Cancer Strategy.

### **Classes of records**

The main classes of records held by the Unit relate to:

- Services provided to older people: day care centres/ home help
- Nursing homes: legislation/ standards of care
- Contract care charter for older people
- Abuse of older people/ security for older people
- Organisations dealing with older people
- National Council on Aging and Older People
- Co-ordinating Group for **The years ahead : a policy for the elderly**
- Palliative care services

## **4.2. Children and Disability Division**

**Assistant Secretary/Director:** Dr. Ruth Barrington

### **4.2.1. Child Care Policy Unit**

**Principal Officer(s):** Ms. Frances Spillane

**Social Work Advisor:** Ms. Augusta McCabe

**Assistant Principal Officer(s):** Ms. Deirdre Walsh, Mr. Eamon Corcoran, Mr. Dermot Ryan

### **Overview**

The Unit holds primary responsibility for the formulation of policy in the area of child care and family support and oversees the delivery of appropriate services through the Health Boards. The Unit is also concerned with the formulation of adoption policy and legislation.

Staff in the Unit work closely with and provide support to the Minister of State with delegated responsibility for child care. (The Minister of State also has delegated functions in regard to children in the Departments of Justice Equality and Law Reform, and Education and Science).

### **Functions**

Current priorities in the Unit are to:

- establish a national framework for inspection of, and promotion of, good practice in the child care services;
- introduce legislation on the issue of access to birth records by adopted persons;
- prepare legislation on foreign adoptions to enable the State to ratify the Hague Convention on Protection of Children and Co-operation in respect of Intercountry Adoption.
- service the Working Group on Review of Child Abuse Guidelines.
- co-operate with Department of Justice, Equality and Law Reform in progressing the **Children Bill 1996** through the Oireachtas.
- develop secure units to cater for children on foot of this legislation
- work on the **Children (Reporting of Alleged Abuse) Bill, 1998**
- prepare a white paper on the mandatory reporting of child abuse.

Other functions are to:

- continue, in co-operation with the health boards, to develop child protection and family support services;
- provide support to the Minister of State;
- work with the health boards in the implementation of the Pre-School Services Regulations
- collect child care statistics

- participate in working groups and liaise with other Government Departments on child care and family law issues;
- formulate and implement adoption policy.

### **Classes of Records:**

The main classes of records held by the Unit relate to:

- Child care and adoption legislation (acts and regulations)
- Child care policy formulation and implementation: foster care/residential care/secure units/homeless children/ family support services etc.
- Adoption policy formulation and implementation
- Health board child care developments
- Child abuse: policy/ cases.
- Statistics: child abuse/ children in care
- Voluntary organisations: funding and correspondence
- Pre-school services
- International child care initiatives

### **4.2.2. Mental Handicap Services Unit**

<b>Principal Officer(s):</b>	<b>Mr. John Collins</b>
<b>Mental Handicap Advisor:</b>	<b>Dr. Michael Mulcahy</b>
<b>Assistant Principal Officer(s):</b>	<b>Ms. Frances Fletcher</b>

### **Overview**

The Unit has coordinating, monitoring and planning functions in relation to the provision of services to persons with a mental handicap.

Service planning and development is supported by the **National Intellectual Disability Database**, which provides information to assist in developing five-yearly assessments of the needs of persons with a mental handicap.

### **Functions**

The Unit's principal co-ordinating and monitoring functions are to:

- agree revenue allocations in respect of mental handicap services for health boards and directly-funded mental handicap agencies;
- monitor, in conjunction with Finance Unit, expenditure in respect of mental handicap services;
- agree, in conjunction with External Personnel Unit, staffing levels for mental handicap services;
- monitor the effectiveness of the schemes provided.

The Unit's principal planning functions are to:

- prepare briefs on the development needs of mental handicap services;
- negotiate funding in respect of mental handicap services;
- liaise with health boards on the provision of mental handicap services;
- evaluate regional plans in respect of mental handicap services;
- prepare, with the assistance of the Department's Mental Handicap Advisor, policy documents on mental handicap services;
- collate statistics on mental handicap services;
- liaise with other units of the Department, and with other Government Departments, on services for persons with a mental handicap.

### **Classes of records**

The main classes of records held by the Unit relate to:

- Mental handicap agencies: funding/ service planning/ monitoring/ personnel
- Section 65 agencies

#### **4.2.3. Physical and Sensory Disability Services Unit**

**Principal Officer(s):**

**Mr. John Collins**

**Assistant Principal Officer(s):**

**Mr. John Cronin, Mr. Seamus Molloy**

##### **Overview**

The Unit has coordinating, monitoring and planning functions in relation to the provision of services to persons with a physical or sensory disability.

##### **Functions**

The Unit's principal co-ordinating and monitoring functions are to:

- agree revenue allocations in respect of physical and sensory disability services for health boards and directly-funded agencies;
- monitor, in conjunction with Finance Unit, expenditure in respect of physical and sensory disability services;
- agree, in conjunction with External Personnel Unit, staffing levels for physical and sensory disability services;
- monitor the effectiveness of the schemes provided.

The Unit's principal planning functions are to:

- prepare briefs on the development needs of physical and sensory disability services;
- negotiate funding in respect of physical and sensory disability services;
- liaise with health boards on the provision of physical and sensory disability services;
- evaluate regional plans in respect of physical and sensory disability services;
- prepare policy documents on physical and sensory disability services;
- collate statistics on physical and sensory disability services;
- liaise with other units of the Department, and with other Government Departments, on services for persons with a physical or sensory disability;
- oversee certain aspects of training and rehabilitative work for persons with a physical or sensory disability;
- oversee health services for the homeless;
- develop health and personal social services for Travellers.

##### **Classes of records**

The main classes of records held by the Unit relate to:

- Information on schemes/ allowances for people with physical/ sensory disabilities
- Voluntary organisations dealing with people with physical/ sensory disabilities
- Employment for people with physical/ sensory disabilities
- European Union funding for training and employment
- Health services for the homeless
- Health services for Travellers

#### **4.3. Finance, Planning and International Division**

**Assistant Secretary/Director:**

**Mr. Dermot Smyth**

##### **4.3.1. Accounts and National Lottery Unit**

**Principal Officer(s):**

**Mr. Dermot Magan**

**Assistant Principal Officer(s):**

**Ms. Helen Minogue**

##### **Overview**

The Unit is responsible for administering the Department's payroll and accounting systems, and processing applications for National Lottery funding. In addition, the Unit provides information, document-

tation and responses to the Public Accounts Committee, and supports the attendance at the Committee of the Secretary General.

### **Structure**

The unit has three sections - **Payroll, Accounts Payable** and **National Lottery**.

### **Functions**

The Unit's principal payroll functions are to:

- arrange the payment of salaries and wages to staff employed by the Department
- make appropriate administrative arrangements regarding the payroll;
- monitor and reconcile all payments and deductions with the Vote Ledger of the Department;
- collate information necessary for monitoring the Administrative Budget of the Department;
- provide appropriate documentation to Department staff to satisfy pension arrangements

The Unit's principal accounts functions are to:

- pay for goods and services provided to the Department;
- pay health grants to health boards and other health agencies;
- pay travel and subsistence claims in respect of official duties;
- pay grants approved under the National Lottery Allocation;
- lodge to the Central Bank amounts received by the Department in respect of health contributions, licences and certificates issued, and refunds from the European Union (EU) in respect of travel and migrant workers;
- monitor income and expenditure on the Health Vote;
- liaise with other units within the Department regarding financial management of funds;
- maintain a records system to comply with audit requirements.

The Unit's principal National Lottery functions are to:

- issue National Lottery Grants Scheme application forms on request;
- process applications by liaison with the relevant unit of the Department;
- prepare the half-yearly submission to the Minister on National Lottery applications;
- ensure that appropriate certification of expenditure is received from successful applicants.

In addition, the Unit provides information, documentation and responses to the Public Accounts Committee, and supports the attendance at the Committee of the Secretary General.

### **Classes of records**

The main classes of records held by the Unit relate to:

- Payroll/ salary adjustments/ suspense accounts
- Travel and subsistence
- Control of Department expenditure
- Payment for goods and services
- National Lottery applications/ grants/ payments
- Correspondence with the Public Accounts Committee

## **4.3.2. Finance Unit**

**Principal Officer(s):**

**Mr. Dermot Magan**

**Professional Accountant, Grade 1:**

**Mr. Ray Carroll**

**Professional Accountant:**

**Mr. Brian Donovan**

### **Structure**

Finance Unit comprises the following sections:

- Voluntary Agencies Expenditure Section
- Finance Accounting Section
- Speciality Costing Section

- Cash Management Section
- Estimates/Vote Section
- Health Board Expenditure Section

#### **4.3.2.1. Voluntary Agencies Expenditure Section**

**Assistant Principal Officer(s):** Mr. Anthony Brogan

##### **Functions**

The Section's principal functions are to:

- determine approved expenditure limits in respect of directly-funded voluntary agencies, in association with service divisions;
- monitor expenditure in directly-funded voluntary agencies;
- report to the Management Advisory Committee and Department of Finance on expenditure trends/ outcomes.

##### **Classes of records**

The main classes of records held by the Section relate to:

- Voluntary hospitals: allocations/ adjustments to allocations/ audited accounts/ working capital returns/ Integrated Management Returns (IMRs)
- Mental handicap agencies: allocations/ adjustments to allocations/ audited accounts/ Integrated Management Returns (IMRs)
- Minor bodies: allocations

#### **4.3.2.2. Finance Accounting Section**

**Professional Accountant, Grade I:** Mr. Ray Carroll

##### **Functions**

The Section's principal functions are to:

- receive and audit reports from the Office of the Comptroller and Auditor General's on health board accounts and prepare these accounts for presentation to the Oireachtas;
- process requests for Ministerial approval for the acquisition and disposal of health board properties;
- continue to develop accounting standards for health boards and voluntary agencies;
- review the audited annual financial statements of selected voluntary hospitals.

##### **Classes of records**

The main classes of records held by the Section relate to:

- Reports/ audits of the Comptroller and Auditor General
- Disposal of health board properties
- Accounting standards

#### **4.3.2.3. Speciality Costing Section**

**Professional Accountant:** Mr. Brian O'Donovan

##### **Functions**

The term "speciality costing" refers to the costs associated with all in-patients of a consultant in a particular speciality. The Section's principal functions are to:

- produce speciality costings for use with casemix;
- measure the performance of the larger public voluntary and health board hospitals through the use of Diagnosis Related Group (DRG) analysis;
- reconcile audited accounts for each hospital with their speciality costings.

### **Classes of records**

The main classes of records held by the Section relate to:

- Speciality costing
- Diagnosis Related Group (DRG) analysis

#### **4.3.2.4. Cash Management Section**

**Assistant Principal Officer(s):** Mr. Jim Breslin, Mr. Anthony Brogan, Mr. John O'Toole

### **Functions**

The Section's principal functions are to:

- produce certain financial statements for auditors;
- monitor the working capital of public hospitals and health boards;
- pay grants to health boards, public voluntary hospitals etc.

### **Classes of records**

The main classes of records held by the Section relate to:

- Cash balance certification for voluntary agencies
- Health agency working capital returns/ correspondence
- Reports on working capital items/ miscellaneous data

#### **4.3.2.5. Estimates/Vote Section**

**Assistant Principal Officer(s):** Mr. Jim Breslin

### **Functions**

The Section's principal functions are to:

- prepare and submit the Department's non-capital estimate and multi-annual budget demands to the Department of Finance;
- manage and control the Department's Vote;
- manage and control determination of expenditure for the major agency groups, in line with the Department's Vote;
- prepare the general and special pay estimates in conjunction with External Personnel Unit.

### **Classes of records**

The main classes of records held by the Section relate to:

- Annual accounts of health boards/ voluntary agencies
- Annual estimates and multi-annual budgets for the health services
- Payments to health boards/ voluntary agencies

#### **4.3.2.6. Health Board Expenditure Section**

**Assistant Principal Officer(s):** Mr. John O'Toole

### **Functions**

The Section's principal functions are to:

- determine annual approved expenditure limits for health boards;
- evaluate annual budgets and service plans from health boards;
- monitor health board expenditure, including regular reporting;
- liaise with the Information Management Unit with regard to Integrated Management Returns (IMRs);
- report to the Management Advisory Committee on expenditure, and recommend remedial action/ solutions.

### **Classes of records**

The main classes of records held by the Section relate to:

- Health boards: allocations/ additions to allocations/ pay claims/ cash determination letters/ weekly cash turnarounds/ working capital records/ financial performance returns

### **4.3.3. Information Management Unit**

**Senior Statistician:**

**Mr. Hugh Magee**

#### **Overview**

The Information Management Unit was established to co-ordinate, process and disseminate management information and to support the decision making process in the Department through the provision of analytical advice and expertise.

#### **Functions**

The Unit's principal functions are to:

- collect statistical information, including Hospital In-Patient Enquiry (HIPE) data;
- process this information in order to provide standard reports;
- support the understanding and analysis of these reports at user level;
- support the development of decision-support solutions;
- prepare the census of health service staffing;
- maintain and develop the casemix budget model;
- maintain the Integrated Management Returns (IMRs) system;
- prepare and publish **Health statistics, Perinatal statistics, Survey of long-stay units and the European Home and Leisure Accident Surveillance System (EHLASS) Survey for Ireland;**
- Prepare data for the Public Health Information System.

### **Classes of records**

The main classes of records held by the Unit relate to:

- Health services activity data
- European Home and Leisure Accident Surveillance System (EHLASS)
- Perinatal statistics
- Integrated management returns (IMR)
- Birth notification returns
- Hospital In-Patient Enquiry (HIPE): development/ monitoring/ analysis/ Economic and Social Research Institute/ coding, data quality, computerisation
- Casemix model development
- Public health data set (PHIS) development

#### **Published information**

- **Health statistics** (annual)
- **Perinatal statistics** (annual)
- **EHLASS report for Ireland** (annual)
- **Survey of long-stay units** (annual)

### **4.3.4. Health Insurance and International Unit**

**Principal Officer(s):**

**Mr. Joseph Cregan**

**Assistant Principal Officer(s):**

**Ms. Mary Aylward, Mr. Colm Keenan, Ms. Sylvia Kelly**

#### **Overview**

The unit co-ordinates Ireland's participation in the World Health Organisation (WHO) and the European Union in respect of health issues. It also is responsible for the regulation of private health insurance.

#### **4.3.4.1. International Section**

**Assistant Principal Officer(s):**

**Ms. Mary Aylward, Ms. Sylvia Kelly**

##### **Functions**

The Section's principal functions are to:

- co-ordinate issues relating to Ireland's participation in the WHO;
- liaise with the Department of Foreign Affairs on Ireland's involvement in international health issues;
- co-ordinate health aspects of Ireland's refugee programme;
- liaise with other government departments on other international issues, such as those involving the Council of Europe and the United Nations;
- co-ordinate Ireland's involvement in the European Union Health Council and related matters;
- co-ordinate co-operation with the health services in the United Kingdom.

##### **Classes of records**

The main classes of records held by the Section relate to:

- European Union (EU): policy/ agreements/ programmes/ working groups/ health questions/ institutions/ action on individual diseases/ conferences/ treaties and legislation/ finance
- World Health Organisation (WHO): budget contributions/ nominations/ assemblies/ meetings/ conferences/ expert committees/ working groups/ programmes/ statistics
- Council of Europe (CoE)
- United Nations (UN)
- Other international organisations and issues
- Refugees/ asylum seekers

#### **4.3.4.2. Health Insurance Section**

**Assistant Principal Officer(s):**

**Mr. Colm Keenan**

##### **Functions**

The Section's principal functions are to:

- regulate the health insurance market in accordance the **Health Insurance Act 1994**;
- prepare legislation to amend the **Voluntary Health Insurance Act 1957**.
- prepare a white paper on private medical insurance.

##### **Classes of records**

The main classes of records held by the Section relate to:

- Private health insurance: general/ Voluntary Health Insurance Board (VHI)

#### **4.3.5. Planning and Evaluation Unit**

**Principal Officer(s):**

**Mr. Charlie Hardy**

**Assistant Principal Officer(s):**

**Mr. Pat Breen, Ms. Anna-May Harkin**

##### **Functions**

The Unit's principal functions are to:

- co-ordinate and further develop the national health strategy;
- co-ordinate and develop the use of service plans in health agencies;
- co-ordinate and manage the programme of expenditure reviews/expenditure evaluations agreed with the Department of Finance;
- deal with health services eligibility/charges/ eligibility under EU legislation;
- provide support services to the Secretary General and the Management Advisory Committee (MAC);
- manage the budget for the Department's research and consultancy needs;



- co-ordinate health research;
- co-ordinate health aspects of **Partnership 2000** (1996) and other national partnership agreements;
- liaise with the Organisation for Economic Co-operation and Development (OECD) on health statistics and structural reform.
- co-ordinate and develop Value for Money (VFM) initiatives and programmes
- administer public procurement at national and European Union (EU) level

### **Classes of records**

The main classes of records held by the Unit relate to:

- Health services research
- Management consultancy services
- Programmes for government
- Management Advisory Committee (MAC)/ Chief Executive Officer (CEO) meetings
- International reciprocal health agreements
- Eligibility for health services/ European Union (EU) eligibility
- Organisation for Economic Co-operation and Development (OECD)
- Review of public hospital bed designations
- National Health Strategy
- Value for Money (VFM) initiatives/ programmes
- Materials Management Advisory Group

## **4.4. General Register Office**

**Ard-Chlárathoir:**

**Mr. Jerry O'Dwyer**

**Ard-Chlárathoir Cúnta:**

**Mr. Seamus O'Cléirigh**

**Assistant Principal Officer(s):**

**Mr. Pat Patterson (Roscommon)**

### **Overview**

The General Register Office operates as an executive unit of the Department, providing a registration service to the general public. The General Register Office (GRO) is located in Joyce House, 8/11 Lombard Street East, Dublin 2.

The purpose of the registration service is:

1. to record births, deaths and marriages; and enable people to verify these events in the form of internationally acceptable certificates;
2. to provide material for use in the compilation of vital statistics.

### **Structure**

The Secretary General of the Department is customarily appointed to the separate statutory post of Ard-Chlárathoir (Registrar-General). An tArd-Chlárathoir Cúnta (Assistant-Registrar General), manages the General Register Office on a day-to-day basis.

An tArd-Chlárathoir has the following statutory functions:

- **Guarantor function:** as guarantor of the registration system An tArd-Chlárathoir is responsible for the maintenance of standards throughout the registration system
- **Authorisation function:** certain matters require the authority of An tArd-Chlárathoir before a registrar is empowered to act
- **Certificate production function:** an tArd-Chlárathoir is legally obliged to compile a national index of registered events and to make it available for researches by the public, who may also purchase copies of any of the entries in the Register. Access to the register of stillbirths is, however, strictly controlled.

The General Register Office is currently divided into three sections, which in turn are subdivided into a number of sub-sections. The sections are:

- Public office
  - Public office research room
  - Postal section - 1900s
  - Postal section - 1800s
- Indexing section
  - Accounts;
  - Corrections and late registrations;
  - Re-registration under the **Status of Children Act, 1987**;
  - Marriage queries and appointments;
  - Stores
- Special projects section

## **Functions**

The principal functions of the Office are to:

- co-ordinate the national registration system for births, deaths, marriages and stillbirths;
- provide certificates in respect of these events in the public office, or by post;
- provide research room facilities;
- maintain the national index of births, deaths and marriages;
- process applications for late registration;
- re-register births under the **Status of Children Act, 1987** (i.e. the registration of paternity details);
- appoint Registrars of Births, Deaths and marriages.

The General Register Office is also currently engaged in two major projects:

- the transfer of paper-based records to an electronic imaging system. This project will continue until 2000
- the registration of events using computer technology to replace the present system of manually recording births, deaths and marriages

## **Classes of records**

### **GRO (Dublin)**

The main classes of records held by the Office relate to:

- Applications for registration/ late registration/ amended registration
- **Family Law Act 1995**
- Marriage applications/ foreign divorces
- Licensers of marriages
- Registration of buildings for marriages
- Appointment of District Registrars/ temporary Registrars
- Appointment of Civil Registrars of Marriages
- Amalgamation of registration districts
- Still births registrations

### **GRO (Roscommon):**

The main classes of records held by the Office relate to:

- Buildings: procurement/ fittings/ maintenance
- Operating procedures/ procurement of consumables
- Personnel: performance appraisal/ training/ promotion/ interviews/ industrial relations

## **Published Information**

- Central Statistics Office, **Vital statistics** (Quarterly/Annual)

## 4.5. Hospital Planning Office

Chief Architectural Advisor:	Mr. Frank Jackman
Deputy Chief Architectural Advisor:	Mr. Richard O'Keefe
Principal Engineering Advisor:	Mr. Dermot O'Dwyer (Civil and Structural)
Principal Engineering Advisor:	Mr. Tom Gallagher (Mechanical and Electrical)
Principal Quantity Surveying Advisor:	Mr. Terence Woulfe-Flanagan
Architectural Advisors:	Mr. Des Fitzgerald, Ms. Jean O'Laoire, Mr. Des O'Riordan
Engineering Advisor(s):	<i>Civil and Structural:</i> Mr. Brendan McGrath <i>Mechanical and Electrical:</i> Mr. Wilf Higgins, Vacancy
Inspector (Quantity Surveying):	Mr. Peter Finnegan
Assistant Principal Officer(s):	Mr. Ronnie O'Sullivan

### Overview

The objective of the Hospital Planning Office (HPO) is to achieve an excellent environment for quality care delivery. This entails ensuring that health facilities provided are fully-functional, well-designed and constructed, properly equipped and economical to maintain.

HPO advises on, monitors and controls the procurement of general and psychiatric hospitals, health centres, centres for older people and centres for those with intellectual, physical and sensory disabilities.

### Structure

The Office is headed by the Chief Architectural Adviser who leads a multi-disciplinary team of professional and administrative staff.

### Functions

The Office's principal functions are to:

- assist in the preparation of the Department's annual and long term capital programme (building and equipment);
- help health boards and voluntary health agencies become better building clients and more effective managers by providing the necessary advice and support;
- play a key role in health facilities procurement by setting standards and ensuring good decision making, management and control;
- set guidelines for capital projects; selection and conditions of employment for design teams, project managers and specialist consultants
- provide project management assistance;
- manage and control the approved capital expenditure allocation;
- develop effective strategic asset management (estate management);
- advise on, and ensure compliance with, European Union (EU) directives, Building Regulations and other national standards;
- assist other units of the Department in Value for Money (VFM) studies;
- assist other units of the Department and external agencies in development work on new technology, communications, national telecommunications, international and national standardisation;
- participate in the National Ambulance Advisory Council;
- evaluate medical technology;
- advise on methods of facilities procurement.

### Classes of records

The main classes of records held by the Office relate to:

- Health Boards: capital development
- Voluntary Hospitals: capital development
- Physical/ mental handicap agencies: capital development

- Fire safety in hospitals/ agencies

## **4.6. Medical Division**

**Chief Medical Officer:**

**Dr. Jim Kiely**

**Deputy Chief Medical Officers:**

**Dr. Rosemary Boothman, Dr. Jane Buttimer, Dr. Eibhlín Connolly, Dr. John Devlin,**

**Medical Officers:**

**Dr. Maureen Boland**

### **Overview**

The Medical Division advises the Minister and the Department on policy and professional issues.

### **Structure**

The Medical Division is headed by the Chief Medical Officer, who is supported by Deputy Chief Medical Officers/ Medical Officers

### **Functions**

The Division's principal functions are to:

- advise the Minister and the Department on policy issues, and on general professional matters;
- contribute to the development and implementation of health services policy;
- liaise with the medical profession on policy and professional issues;
- liaise and collaborate with international health organisations.

### **Classes of records**

The main classes of records held by the Division relate to:

- General medical issues
- Communicable diseases
- Health promotion
- Biotechnology/ bioethics
- Blood transfusion services
- Healthcare standards/ quality assurance
- Inspector of Anatomy
- Medical equipment
- Irish Medicines Board
- Opticians Board
- Cancer
- Organ transplantation
- Medical/ surgical specialities
- Medical education/ staffing
- Quality assurance issues
- Women's health

## **4.7. Personnel Management and Development Division**

**Assistant Secretary/Director:**

**Mr. Frank Ahern**

### **Overview**

The Division is responsible for

1. Personnel policy in Health Boards, Voluntary Hospitals, Mental Handicap and other specialist agencies :
  - Sanctioning pay and conditions of service;
  - Laying down of qualifications and job descriptions for certain grades,

- Processing of regradings and pay claims in consultation with the Health Service Employers Agency (HSEA) and Irish Business and Employers Confederation (IBEC);
  - Implementation of EU legislation, recommendations of review groups or bodies.
  - Participation in working groups, expert groups etc.
2. Education and Training of Nurses
  3. Employment Control
    - Control and monitoring of personnel numbers in Health Service agencies
    - Assignment of employment ceilings for agencies
    - Approval of new posts
  4. Voluntary Hospitals Superannuation Scheme

## **Structure**

The division is structured as follows :

<b>Principal Officer(s):</b>	<b>Mr. Brendan Phelan</b>
Medical and Dental Staff	
<b>Principal Officer(s):</b>	<b>Mr. Bernard Carey</b>
Nursing Policy Unit	
<b>Principal Officer(s):</b>	<b>Ms. Melanie Pine</b>
Clerical and Administrative Staff Unit	
Paramedic Staff Unit	
Non-Officer grades i.e. skilled, semi-skilled and manual support staff (basic and supervisory grades)	
Employment Control and Appointments to Boards Unit	
Voluntary Hospitals Superannuation Scheme	

The main classes of records held by the Personnel Management and Development Division are listed on page 31.

### **4.7.1. Personnel Management and Development - Medical / Dental**

**Principal Officer(s):** **Mr. Brendan Phelan**

#### **4.7.1.1. Medical / Dental Staff Section**

**Assistant Principal Officer(s):** **Mr. Pat O'Byrne**

## **Functions**

The Section's principal functions relate to the pay and conditions of employment of Medical/Dental staff as outlined in the overview, with specific responsibility for:

- implementation of **Medical Manpower in Acute Hospitals** (1993) (the "Tierney Report");
- reform of medical and dental post-graduate training;
- medical indemnity/risk management;
- working hours of non-consultant hospital doctors;
- implementation of the EU Directive on General Practice (Council Directive 86/457/EEC);
- travel and subsistence rates for all Officer grades;
- removal expenses

### **4.7.2. Personnel Management and Development - Nursing Policy Unit**

<b>Principal Officer(s):</b>	<b>Mr. Bernard Carey</b>
<b>Chief Nursing Officer:</b>	<b>Ms. Peta Taaffe</b>
<b>Nursing (Survey) Officer:</b>	<b>Ms. Majorie Deegan</b>

#### **4.7.2.1. Nursing - Pay and Conditions**

**Assistant Principal Officer(s): Ms. Teresa Cody**

##### **Functions**

The Section's principal functions relate to the pay and conditions of employment of all nursing grades, as outlined in the overview.

#### **4.7.2.2. Nursing - Education/Training/Manpower**

**Assistant Principal Officer(s): Ms. Susan Reilly**

##### **Functions**

The Section's principal functions relate to:

- policy matters relating to nursing including manpower planning, examination of job descriptions, reporting relationships and nurse management structures;
- nurse education and training;
- implementation of the Recommendations on the Commission on Nursing;
- **Nurses Act 1985.**

#### **4.7.3. Personnel Management and Development - incorporating Paramedical, Clerical/Administrative and Non-officer subdivisions; Employment Control; and Voluntary Hospital Superannuation Scheme units**

**Principal Officer(s): Ms. Melanie Pine**

##### **4.7.3.1. Clerical and Administrative Staff Section**

**Assistant Principal Officer(s): Ms. Emer Brady**

##### **Functions**

The Section's principal functions relate to:

- pay and conditions of employment for clerical / administrative staff incorporating the following analogous grades : Houseparents, Assistant Houseparents, Catering Officer Grades, Community Welfare Officer Grades, Draughtsman Technician grades, Fire Prevention Officers, Dental Surgery Assistants, Technical Services Officer, Telephonists and Cooks.
- special responsibility for the revision of the Circular 10/71

##### **4.7.3.2. Paramedical Staff Section**

**Assistant Principal Officer(s): Ms. Adrienne Harrington**

##### **Functions**

The Section's principal functions relate to:

- pay and conditions for paramedical grades as outlined in overview
- specific responsibility for the suspension and dismissal of all officer grades in Health Boards

##### **4.7.3.3. Skilled, Semi-skilled and Manual Support Staff Section**

**Assistant Principal Officer(s): Ms. Molra Staunton**

##### **Functions**

The Section's principal functions relate to:

- pay and conditions for these non-officer grades incorporating basic and supervisory grades
- additional special responsibility for the issue of consolidated salary scales and the application of **Partnership 2000** (1996) to the health services.

#### **4.7.3.4. Employment Control and Appointment to Boards Section**

**Assistant Principal Officer(s):**

**Mr. Harry Harris**

##### **Functions**

The Section's principal functions relate to:

- control and monitoring of personnel numbers in Health Agencies
- assignment of employment ceilings for agencies
- approval for new posts
- **Safety, Health and Welfare at Work Act, 1989;**
- career breaks, job-sharing, **Maternity Protection Acts** and related legislation, part-time working and equality issues.

##### **Classes of Records**

The main classes of records held by Personnel Management and Development Unit (excluding Voluntary Hospitals Superannuation Scheme Unit) relate to:

- Rates of pay and conditions of employment sanctioned by the Department, incorporating collective agreements etc.;
- Employment control data;
- Data regarding education, training and registration of certain grades of staff;
- Details of agreed qualifications and duties for certain grades of staff;
- Details of membership of Boards under the aegis of the Department;
- General staffing issues including manpower and grading structures.
- Policy decisions on under-graduate and post-graduate medical, dental, paramedical and nursing education.

The main classes of records for Voluntary Hospitals Superannuation Scheme Unit are listed on page 32.

#### **4.7.3.5. Voluntary Hospitals Superannuation Scheme Unit**

**Assistant Principal Officer(s):**

**Ms. Emer Brady**

##### **Overview**

The following pension schemes, based on standard public service schemes, apply within the health service:-

1. Local Government Superannuation Scheme (health boards and certain health corporate bodies).
2. Voluntary Hospitals Superannuation Scheme (voluntary hospitals).
3. Nominated Health Agencies Superannuation Scheme (mental handicap agencies).

The Local Government Superannuation Scheme is a statutory scheme for which the Minister for the Environment has responsibility. The other two schemes are non-statutory, and come under the aegis of the Minister for Health and Children.

##### **Functions**

The Unit's principal function is to administer the Voluntary Hospital Superannuation Scheme (Officers) and associated Children's Pension Schemes for both officer and non-officer grades. In relation to these schemes, its functions are to:

- calculate retirement lump sums and pensions, death gratuities, lump-sums in respect of retirement on grounds of ill-health, preserved benefits, short service gratuities, marriage gratuities (for members still eligible), voluntary redundancy and *ex-gratia* benefits;
- refund contributions;
- transfer service to other public-sector bodies;
- verify and cost pre-scheme service;
- issue Statements of Service and Estimates of Benefits, as required under the **Pensions Act, 1990;**

- produce annual reports on the schemes, in accordance with the **Pensions Act, 1990**;
- register new members in the schemes;

The Nominated Health Agencies Superannuation Scheme is, in general, administered by participating agencies. However, the Voluntary Hospitals Superannuation Scheme Unit deals with the calculation of benefits and refunds for members of this scheme.

### **Classes of records**

The main classes of records held by the Unit relate to:

- Voluntary Hospitals Superannuation Scheme (VHSS)
- Voluntary Hospitals (Non-Officer) Superannuation Scheme
- Informal Ex-Gratia Benefit Scheme
- Nominated Health Agencies Superannuation Scheme
- Ex-Gratia Scheme for consultants
- Employees of Health Boards/ state agencies/ state-sponsored bodies
- Enquiries from Health Boards/ state agencies/ state-sponsored bodies relating to employee service
- Supplementary benefits for Health Board employees
- Correspondence with Health Boards/ voluntary hospitals/ government departments etc.
- Correspondence with Nominated Health Agencies Superannuation Scheme bodies

## **4.8. Primary Health Care Division**

**Assistant Secretary/Director:** Mr. Tom Mooney

### **4.8.1. Community Health: Dental, Ophthalmic and Aural Services Section**

**Principal Officer(s):** Ms. Dora Hennessy

**Chief Dental Officer:** Mr. Gerry Gavin

**Assistant Principal Officer(s):** Mr. Tom Coleman

### **Overview**

This Unit is responsible for dental services; community-based schemes for sight testing; and the provision of hearing aids.

### **Functions**

#### **Dental Services**

The dental services are currently being developed in accordance with the provisions of the **Dental Health Action Plan** (1994). The major developments taking place under the Action Plan are:

- consolidation, and extension, of eligibility for, children's dental services;
- development of secondary care orthodontic services;
- implementation of the Dental Treatment Services Scheme for Adults;
- development of oral surgery services;
- oral health promotion;
- the setting up of an oral health database;
- a new Dublin Dental Hospital and School;
- further investment in the National Fluoridation Programme;

#### **Ophthalmic Services**

- policy, monitoring of service levels, waiting lists, and funding relating to the provision of ophthalmic services to all children and to adult medical-card-holders.

#### **Hearing Aid Service**

- liaison with the health boards and the National Rehabilitation Board in relation to the provision of hearing aids to eligible persons.



### **Classes of records**

The main classes of records held by the Unit relate to:

- Dental services: legislation/ administration/ finance/ statistics
- Clinical dentistry
- Dental Council
- Fluoridation
- Dental health education
- Aural services: administration/ finance/ National Rehabilitation Board
- Ophthalmic services: legislation/ statistics
- Clinical ophthalmics

#### **4.8.2. Community Health: Drugs/HIV/AIDS Services Unit**

**Principal Officer(s):** Mr. Jimmy Duggan  
**Assistant Principal Officer(s):** Ms. Mary Jackson

##### **Overview**

The Unit's main role is to assist in the development and implementation of policy, and provision of services, relating to drug misuse and Acquired Immune Deficiency Syndrome (AIDS).

##### **Functions**

The Unit's principal functions relate to:

- development and implementation of policy, including the provision of services, for drug misusers;
- development and implementation of policy, including the provision of services, for, and surveillance of, HIV/ AIDS;
- monitoring the controls on importation and exportation of narcotic drugs and psychotropic substances, and provision of services relating to drug misuse and HIV/ AIDS;
- liaison with statutory and voluntary organisations, in Ireland and abroad, on drug misuse and HIV/ AIDS;

### **Classes of records**

The main classes of records held by the Unit relate to:

- HIV/ AIDS statistics/ research/ National AIDS Strategy Committee/ voluntary agencies/ international policy;
- Government Strategy to Prevent Drug Misuse;
- National Drug Strategy Team;
- European Union and drug misuse;
- United Nations Conventions;
- Drug-related statutory and voluntary agencies;
- Council of Europe (Pompidou Group);
- European Monitoring Centre for Drugs and Drug Addiction (EMCDDA);
- Licences to import and export, and letters of no objection, regarding controlled drugs.

#### **4.8.3. Community Health: Family and Child Health Unit**

**Principal Officer(s):** Ms. Dora Hennessy  
**Nursing Advisor:** Ms. Deirdre Fitzsimons  
**Assistant Principal Officer(s):** Mr. Hugh Boyle, Mr. Fergal Goodman, Ms. Mary Dowling

##### **Overview**

The Unit develops, and implements, policy relating to family and child health services.

## **Functions**

The Unit's principal functions are to:

- oversee and implement policy relating to the maternity and infant care service;
- develop and implement policy relating to child health services;
- develop and implement policy for childhood immunisation;
- develop policy to ensure that accessible and comprehensive family planning and pregnancy counselling services are available;
- liaise with health boards and international agencies on the monitoring, prevention and control of infectious diseases;
- provide administrative support in relation to the preparation of the Green Paper on Abortion
- develop and implement the capital programme for health centres
- oversee policy relating to the public health nursing service

## **Classes of records**

The main classes of records held by the Unit relate to:

- child health services : general issues
- cervical screening policy
- family planning policy/legislation
- infectious diseases: statistics / vaccination/ policy/ legislation/ regulations
- immunisation: statistics/ vaccine policy
- maternity and infant care scheme : policy/ statistics
- domiciliary births : policy/ statistics
- reports/reviews/work programmes in specific public health issues
- alleged vaccine damage/ Expert Group on Alleged Vaccine Damage
- health centres : correspondence with health boards relating to proposals to develop health centres
- general issues relating to public health nursing service

### **4.8.4. General Medical Services Division**

**Principal Officer(s):**

**Mr. Brian Mullen**

**Medical Advisor to National GP Unit:**

**Dr. Chris McNamara**

**Assistant Principal Officer(s):**

**Mr. Peter Lennon, Ms. Bernie Ryan**

## **Overview**

The unit oversees the General Medical Services (GMS) Scheme and the community drug schemes.

The unit is responsible for the formulation of policy on the development of general practitioner services, including the establishment of an infrastructure to enable general practitioners to participate more fully in the delivery of a comprehensive primary healthcare service.

The unit is also responsible for the formulation of policy on the development of community pharmacy services, provided under the GMS and the community drug schemes.

## **Functions**

The Unit's principal functions are to:

- conduct negotiations with the Irish Medical Organisation in relation to the terms and conditions applicable to the *GMS contract with general practitioners*;
- consult with the Irish College of General Practitioners in relation to general practice organisation, continuing education and standards;
- develop and implement a pricing and reimbursement policy for prescription drugs and medicines;
- negotiate with the pharmaceutical industry on the level of drugs prices and supply arrangements.

- conduct negotiations with the Irish Pharmaceutical Union in relation to terms and conditions applicable to community pharmacists who hold Community Pharmacy Contractor Agreements;
- oversee community drug schemes;
- develop policy to achieve rational, safe and cost-effective prescribing.

#### **Classes of records**

The main classes of records held by the Unit relate to:

- Community drug schemes (Long-Term Illness Scheme/ Drug Refund Scheme/ Drug Cost Subsidisation Scheme);
- GMS Contract;
- GMS services;
- Irish Medical Organisation/ Irish College of General Practitioners/ Irish Pharmaceutical Union/ Irish Pharmaceutical Healthcare Association/ other organisations;
- Health Board Primary Care Units;
- General Practitioner development funds;
- Indicative Drug Target fund;
- European Union (EU) Committees

#### **4.8.5. Public Health: Environmental Health Unit**

<b>Principal Officer(s):</b>	<b>Mr. Martin Higgins</b>
<b>Chief Environmental Health Officer:</b>	<b>Mr. Ray Ellard</b>
<b>Environmental Health Officer:</b>	<b>Ms. Siobhain McEvoy</b>
<b>Assistant Principal Officer(s):</b>	<b>Mr. Tom Power</b>

#### **Overview**

The Unit develops and co-ordinates policy on environmental health, and acts as the contact point for the public health aspects of national policy on the environment.

#### **Functions**

The Unit's principal functions are to:

- develop and implement controls on price, advertising and promotion of tobacco products, and controls on smoking;
- liaise with other Departments and agencies in relation to the "Wider Dimensions" section of **Shaping a Healthier Future** (1994) i.e. seeking to influence policies in other spheres which may have health implications;
- liaise with the Department's External Personnel Unit on the development of regional Departments of Public Health;
- issue licences for medical/scientific experiments using live animals.
- develop environmental health policy/ services

#### **Classes of records**

The main classes of records held by the Unit relate to:

- Tobacco control: policy/ legislation/ regulations/ EU Directives/ tobacco industry
- Policy/ applications for licences for scientific research using live animals
- Radiation protection/ hazards
- Environmental pollution
- Environmental health policy

#### **4.8.6. Public Health: Food Unit**

<b>Principal Officer(s):</b>	<b>Mr. Martin Higgins</b>
<b>Chief Environmental Health Officer:</b>	<b>Mr. Ray Ellard</b>
<b>Environmental Health Officer:</b>	<b>Ms. Siobhain McEvoy</b>
<b>Assistant Principal Officer(s):</b>	<b>Mr. David Smith, Mr. Hugh Boyle, Ms. Caltriona O'Brien</b>

##### **Overview**

The Unit develops and co-ordinates policy relating to food safety and related issues.

##### **Functions**

The Unit's principal functions relate to:

- food hygiene regulations;
- food law (food composition, food additives, food safety);
- laboratory services related to food hygiene regulations and general food law;
- establishment of the Food Safety Authority of Ireland
- Nutrition Advisory Group;
- European Union scientific co-operation on issues related to food (SCOOP);
- monitoring of Irish, World Health Organisation and European Union guidelines/rules on infant formulae (breast-milk substitutes).

The functions of this Unit may change following the enactment of the **Food Safety Authority of Ireland Bill 1998**.

##### **Classes of records**

The main classes of records held by the Unit relate to:

- Food hygiene/ policy/ legislation/ regulations/ EU Directives
- Bovine Spongiform Encephalopathy (BSE) /Creutzfeldt-Jakob Disease (CJD)
- Food Safety Authority of Ireland

#### **4.8.7. Public Health: Medicines Unit**

<b>Principal Officer(s):</b>	<b>Mr. Martin Higgins</b>
<b>Chief Pharmacist:</b>	<b>Mr. Tom McGuinn</b>
<b>Pharmacist:</b>	<b>Ms. Noreen Quinn</b>
<b>Assistant Principal Officer(s):</b>	<b>Mr. John Gillen</b>

##### **Overview**

The unit develops policy and legislation relating to the control of medicines and related matters.

The Irish Medicines Board is responsible for the licensing of human and veterinary medicines, and the approval of clinical trials. The Board also acts as an advisory body to the Minister for Health and Children in relation to the safety, control and regulation of medicines generally.

##### **Functions**

The Unit's principal functions are to:

- develop policy and legislation regulating medicines, clinical trials, cosmetics, poisons and related matters;
- implement European Union (EU) directives in respect of medicines, homeopathic products and cosmetics;
- liaise with the European Medicines Evaluation Agency in relation to the licensing of medicines at EU level.

## **Classes of records**

The main classes of records held by the Unit relate to:

- Medical products/ poisons/ cosmetics: product authorisations/ regulations/ importing
- Medical aids, devices and diagnostics
- European Communities (Veterinary Medical Products) Regulations
- Irish Medicines Board
- Irish Pharmaceutical Healthcare Association
- Therapeutic substances
- Committee of Proprietary Medical Products
- Committee for Veterinary Medical Products

## **4.9. Secondary Care Division**

**Assistant Secretary/Director:** Vacant

**Principal Officer(s):** Vincent Barton, Mr. Michael Lyons  
**Assistant Principal Officer(s):** Ms. Angela Fitzgerald, Mr. Brendan Ingoldsby, Mr. Fergal Lynch, Mr. Kevin McCarthy, Mr. Denis O'Sullivan, Mr. Paul O'Sullivan

### **Overview**

Secondary Care Division is responsible for all acute hospital services, excluding psychiatric units, and for Casemix.

### **Structure**

The division is structured as follows:

**Principal Officer(s):** Mr. Vincent Barton

- Eastern Health Board region, including voluntary hospitals
- Eastern Regional Health Authority
- Accident and emergency services
- Consumer issues
- Transplantation services
- Quality improvement
- Cardio-vascular health/ breast screening programme

**Principal Officer(s):** Mr. Michael Lyons

- All other health board regions, including voluntary hospitals
- Waiting list initiatives
- Pre-hospital care
- Casemix
- Medical devices
- Cancer/ accidents

**Principal Officer(s):** Mr. Anthony Morris

- Tallaght Hospital Project Team

### **Functions**

The Division's principal functions are to:

- develop service policy and monitor service levels;
- agree levels of service with health boards/hospitals;
- deal with representations from members of the public in relation to hospital services;
- work with hospital project/development teams;
- monitor accident and emergency services;
- regulate medical devices, including the implementation of European Union (EU) directive 93/42;
- measure hospital performance, including the use of casemix analysis and benchmarking;

- promote and monitor the use of clinical audit;
- administer waiting list initiatives;
- develop ambulance services, and support the National Ambulance Advisory Council;
- work with acute hospitals on the development of patient advocacy systems;
- develop a national breast screening programme;
- co-ordinate the Department's response to proposals for re-structuring Eastern region health services;
- develop policy in relation to national strategies on cancer/ cardiovascular health/ accidents

### **Classes of records**

The main classes of records held by the Division relate to:

- Health board/ public voluntary hospital services
- Casemix
- Integrated Management Returns (IMRs)
- Surgical services/ transplantation surgery
- Hospital quality issues
- National breast screening programme
- **Charter of Rights for Hospital Patients**
- Welfare of children in hospital
- Waiting list initiatives
- Ambulance services
- Emergency planning/ transport of dangerous substances
- National strategies on cancer/ cardiovascular health/ accidents
- High-technology medicine initiative
- Medical device regulation

#### **4.9.1. Casemix Section**

**Assistant Principal Officer(s):**

**Mr. Paul O'Sullivan**

### **Overview**

The section provides a secretariat to the National Casemix Programme. The Casemix Programme includes personnel from the Department and other participants.

### **Functions**

The Section's principal functions are to use casemix analysis to:

- quantify hospital output;
- promote equity in resource allocation between hospitals;
- provide hospital management with a means of managing resources more effectively;
- develop mechanisms for monitoring the quality of patient care;
- put in place a system of output measurement which will support the performance audit function in agencies and the Department;
- supply costing data for use with Diagnosis Related Groups (DRGs) in the development of casemix for the purpose of equitable allocation of resources.

### **Classes of records**

The main classes of records held by the Section relate to:

- Casemix policy/ budget model/ patient classification systems

#### **4.9.2. Tallaght Hospital Project Team**

**Principal Officer(s):** Mr. Anthony Morris  
**Assistant Principal Officer(s):** Ms. Teresa Cody

##### **Overview**

The Adelaide and Meath Hospital, Dublin incorporating the National Children's Hospital is a new public voluntary teaching hospital which is scheduled to open in Tallaght in June 1998. It will incorporate the Adelaide Hospital, the Meath Hospital and the National Children's Hospital and will include some services transferring from St. Loman's Psychiatric Hospital.

##### **Functions**

The Team's principal functions are to:

- ensure the opening of the hospital at Tallaght on schedule;
- co-ordinate Departmental activity in respect of all issues relating to the hospital at Tallaght and its relationship with the constituent (or "base" hospitals);
- liaise with external bodies, where appropriate, with regard to the opening of the hospital at Tallaght.

##### **Classes of records**

The main classes of records held by the Team relate to:

- Tallaght project: finance issues/ service issues/ personnel issues/ industrial relations

#### **4.10. Strategic Policy Development Division**

**Assistant Secretary/Director:** Mr. J. A. Enright

##### **4.10.1. Corporate Services Division**

**Principal Officer(s):** Ms. Mary McLoughlin

##### **Overview**

The Division comprises a range of internal support services.

##### **Structure**

The Division is sub-divided into eight Units as follows:

- Freedom of Information Unit
- General Unit
- Internal Personnel Unit
- Library and Information Unit
- Organisational Development/ Strategic Management Initiative Unit
- Systems Unit (Internal)
- Training and Development Unit
- Typing Unit

##### **4.10.1.1. Freedom of Information Unit**

**Assistant Principal Officer(s):** Mr. Ray Smyth

##### **Overview**

The Unit is responsible for the implementation of the **Freedom of Information Act 1997 (FOI)** within the Department and related policy development in the health sector. The Unit also monitors FOI developments. A liaison group comprising health boards and health agencies covered by the Act meets regularly to encourage the sharing of information and a common approach to matters of mutual interest.

#### **4.10.1.5. Organisational Development/Strategic Management Initiative Unit**

**Assistant Principal Officer(s):**

**Mr. Kieran Cronin, Ms. Balbre Nic Aongusa**

##### **Overview**

The Unit acts as facilitator for the pursuit within the Department of policy relating to the Strategic Management Initiative (SMI). The Unit also co-ordinates the preparation of the Department's statements of strategy and quality customer service initiatives.

##### **Functions**

The Unit's principal functions are to:

- prepare legislation to facilitate the establishment of the Eastern Regional Health Authority;
- co-ordinate with the Task Force on the Eastern Regional Health Authority;
- develop the Strategic Management Initiative process within the Department, and extend it to health boards;
- implement the **Quality Customer Service Action Plan** (1997);
- co-ordinate Departmental responses to Memoranda for Government received from other Government Departments for observations.

##### **Classes of Records**

The main classes of records held by the Unit relate to:

- National health strategy
- Health services quality issues
- Memoranda from other government departments/ observations
- Strategic Management Initiative (SMI) development/ organisational development
- Health board structures/ Eastern Regional Health Authority
- Quality customer service initiatives

##### **Published Information**

- **Customer Service Action Plan 1998-1999**

#### **4.10.1.6. Systems Unit (internal)**

**Assistant Principal Officer(s):**

**Mr. Kevin Conlon**

##### **Overview**

The unit provides computer and user-support services to the Department.

##### **Functions**

The Unit's principal functions are to:

- plan information technology services for the Department;
- manage the Department's computer network and applications;
- develop software;
- provide user-support services;
- manage procurement and budgetary control;
- manage computer security;
- ensure the Department's compliance with the **Data Protection Act, 1988**.

##### **Classes of records**

The main classes of records held by the Unit relate to:

- Supply of goods/ services/ consultancy
- Information technology (IT) training
- Software/ hardware procurement



- Information technology (IT) asset register
- Systems development
- **Data Protection Act 1988**

#### **4.10.1.7. Training and Development Unit**

**Assistant Principal Officer(s):** Mr. Larry O'Reilly  
**Training Officer:** Ms. Gillian Treacy

##### **Overview**

The unit is responsible for the planning, organisation, delivery and evaluation of training courses, including information technology (IT) training. Training is provided in-house or, where appropriate, in conjunction with the Centre for Management and Organisation Development (CMOD), other training organisations, or external consultants.

##### **Functions**

The Unit's principal functions are to:

- design, deliver and evaluate training courses (up to Executive Officer (EO) level);
- assess training needs of Departmental staff;
- evaluate training programmes;
- refund fees for approved third-level courses;
- arrange for payment of conference/ seminar fees;
- arrange international exchange programmes.

##### **Classes of records**

The main classes of records held by the Unit relate to:

- Information from training/ consultancy companies/ colleges/ correspondence with the Centre for Management Organisation and Development (CMOD)
- Information on training and development programmes
- Refund of fees
- Conference/ seminar registration fees
- Memberships/ subscriptions to professional bodies
- Details of training course participants/ evaluation sheets
- Information on World Health Organisation (WHO)/ Council of Europe (CoE)/ miscellaneous fellowships/ study visits/ exchanges

#### **4.10.1.8. Typing Unit**

**Supervisor of Typists:** Ms. Maria Farrell

##### **Overview/ functions**

The unit provides a typing service to certain sections of the Department.

#### **4.10.2. Health Promotion Unit**

**Principal Officer(s):** Mr. Chris Fitzgerald  
**Chief Education Officer:** Mr. Owen Metcalfe  
**Assistant Principal Officer(s):** Ms. Angela Good, Vacancy

##### **Overview**

The Health Promotion Unit was established in 1988 to replace the Health Education Bureau and to take on the wider remit of health promotion by stimulating inter-sectoral co-operation between Government Departments and statutory, voluntary and private organisations whose policies and activities affect health.

## **Functions**

The Unit's principal functions are to:

- lead the development of an inter-sectoral approach to health issues at national and local level;
- develop and implement national and local programmes on health promotion independently or in conjunction with statutory and non-statutory agencies, including information dissemination;
- co-ordinate national programmes on smoking cessation, alcohol awareness, AIDS awareness, nutrition education and cancer prevention.

## **Classes of Records**

The main classes of records held by the Unit relate to:

- Health Promotion: policy/ strategy/ programmes
- Health promotion in second and third-level education/ Health Promoting Schools Network/ workplace health promotion/ Health Promoting Hospitals Network/ Healthy Cities/ Communities
- Health promotion programmes on smoking/ alcohol/ nutrition/ drugs/ immunisation/ cancer/ women's health/ sexual health/ heart disease/ accident prevention/ mental health/ infectious diseases/ lifestyle/ dental health
- National Consultative Committee on Health Promotion
- Voluntary organisations: initiatives/ contacts
- Health Boards: initiatives/ contacts
- International organisations: initiatives/ contacts

### **4.10.3. Women's Health Policy Unit**

**Principal Officer(s):**

**Mr. Chris Fitzgerald**

**Assistant Principal Officer(s):**

**Ms. Dolores Moran**

## **Overview**

The Unit is responsible for overseeing the implementation of the **Plan for Women's Health**.

## **Functions**

The Unit's principal functions are to:

- liaise with the Women's Health Council;
- represent the Department on the Gender Equity Monitoring Committee;
- liaise with Women's Health Co-ordinators in health boards.

## **Classes of records**

The main classes of records held by the Unit relate to:

- Women's health policy/ planning/ issues

### **4.10.4. Systems Unit (External)**

**Principal Officer(s):**

**Dr. Richard Nolan**

**Assistant Principal Officer(s):**

**Mr. Aidan Clancy, Mr. Chris Costello, Ms. Catherine McManus**

## **Overview**

The unit deals with health service information technology (IT) policies and strategies, as well as capital funding for IT projects. It is also co-ordinating the computerisation of the General Register Office.

## **Functions**

The Unit's principal functions are to:

- provide information technology (IT) advice and assistance to health agencies;
- monitor and co-ordinate IT developments;
- evaluate, approve and fund IT projects.

#### **Classes of records**

The main classes of records held by the Unit relate to:

- information technology (IT) strategies
- IT projects and systems
- IT capital funding

### **4.11. Other offices and units of the Department**

#### **4.11.1. Internal Audit Unit**

**Principal Officer(s):**

**Mr. Martin Higgins**

#### **Overview**

The unit is responsible for appraising the adequacy and effectiveness of the Department's internal control system and for making recommendations for its improvement as appropriate. This internal control system comprises all controls, financial and otherwise, established by the Department in order to carry on its business in an orderly and efficient manner, ensure adherence to management policies, safeguard assets and secure as far as possible the completeness and accuracy of records.

#### **Functions**

The Unit's principal functions are to:

- appraise the adequacy and effectiveness of the Department's internal control system;
- make recommendations for improvement of the internal control system, as appropriate.

#### **Classes of records**

The main classes of records held by the Unit relate to:

- Internal audit topics

#### **4.11.2. Legal Unit**

**Legal Advisor:**

**Ms. Angela O'Flóinn**

#### **Overview**

The role of the unit is to provide legal advice to the Minister and the Department relating to the activities of the Department. The office complements the services provided to the Department by the Office of the Attorney-General and the Office of the Chief State Solicitor.

#### **Functions**

The Unit's principal functions are to:

- provide legal advice to the Minister and the Department;
- draft Statutory Instruments and Orders, to be made by the Minister under statutory powers, including regulations made under the European Communities Acts;
- advise on proposals for new or amended legislation of the Department, and on similar proposals of other Departments;
- draft amending and new legislation;

#### **Classes of records**

The main classes of records held by the Unit relate to:

- Legal advice to Department
- Legislation/ regulations

### **4.11.3. Minister's Constituency Office**

#### **Overview**

The Minister's Constituency Office serves as a formal link between the Minister and his or her constituents.

#### **Functions**

The principal functions of the Office are to:

- liaise with statutory agencies on behalf of the Minister's constituents;
- co-ordinate queries and requests which are made to the Minister by his constituents.

#### **Classes of records**

The main classes of records held by the Office relate to:

- Communications with Minister's constituents

### **4.11.4. Minister's Office**

**Policy Aide to Minister:**  
**Runal Aire**

**Mr. Noel Usher**  
**Mr. Gerry Steadman**

#### **Overview**

The Minister's Office provides a secretariat to the Minister, and serves as an intermediary between the Minister and senior officials and units within the Department, public representatives and members of the public.

#### **Functions**

The principal functions of the Office are to:

- support the Minister in carrying out his ministerial functions and responsibilities;
- support the Minister in carrying out his parliamentary functions;
- receive and acknowledge written representations from members of the Oireachtas, other public representatives and members of the public and forward them to relevant sections of the Department for the preparation of replies;
- co-ordinate the Minister's diary;
- request speeches/briefing material for the Minister from units of the Department;
- organise the Minister's travel arrangements;
- receive and prepare papers for Government meetings;
- request pairing arrangements;
- liaise with the Chief Whip's Office regarding Dáil business.

#### **Classes of records**

The main classes of records held by the Office relate to:

- Ministerial representations
- General correspondence

#### **4.11.5. Minister of State's Office(s)**

**Minister of State:** Mr. Frank Fahey TD  
**Runai Aire Stait:** Mr. John McGrath

**Minister of State:** Dr. Tom Moffatt TD  
**Runai Aire Stait:** Mr. Paul Cantwell

##### **Overview**

Ministers of State are normally appointed to one or more Departments by An Taoiseach. They support the Minister in carrying out his/ her functions. Particular areas of responsibility in each Department are delegated to each Minister of State.

##### **Structure**

There are currently two Ministers of State attached to the Department of Health and Children:

1. Mr. Frank Fahey TD (special responsibility for children)
2. Dr. Tom Moffatt TD (special responsibility for older people and food safety)

##### **Functions**

The Offices' principal functions are to:

- support the Minister of State in carrying out his or her delegated functions;
- support the Minister of State in performing his or her parliamentary functions;
- support the Minister of State in carrying out his or her constituency responsibilities;
- ensure that the Minister of State is fully briefed on all aspects of his or her delegated area of responsibility;
- integrate and co-ordinate the various roles of the Minister of State with those of the Minister and officials of the Department(s).

##### **Classes of records**

The main classes of records held by the Offices of the Ministers of State relate to:

- Communication with Minister of State's constituents
- General correspondence

#### **4.11.6. Press Office**

**Press Officers:** Mr. Alex Connolly, Ms. Louise Kenny

##### **Overview**

The Office co-ordinates the Department's communications with the media.

##### **Functions**

The Office's principal functions are to:

- co-ordinate media enquiries;
- issue press releases;
- organise interviews with the Minister and Ministers of State;
- organise press conferences.
- assemble and circulate daily press cuttings;

##### **Classes of records**

The main classes of records held by the Office relate to:

- Press cuttings/press releases/speeches/transcripts

#### 4.11.7. Secretary General's Office

##### Overview

The Office provides secretarial and clerical assistance to the Secretary General. The Office also liaises between the Department and Dáil Éireann.

##### Functions

The Office's principal functions are to:

- distribute, collect and transfer **parliamentary questions**;
- co-ordinate the Department's response to **Adjournment Debates** and **Special Notice Questions**;
- manage the Secretary-General's correspondence and diary.

## **5.0. Accessing information under the Freedom of Information Act, 1997**

### **5.1. Rights of access to and amendment of records**

Under the **Freedom of Information Act, 1997**, you are entitled to apply for access to information not otherwise publicly available. You have a right to:

- access records held by the Department;
- correct personal information relating to yourself held by the Department where it is inaccurate, incomplete or misleading;
- access reasons for decisions made by the Department directly affecting you.

The following records come within the scope of the Act:

- all records held by the Department which were created after the coming into force of the Freedom of Information Act on 21 April 1998;
- any record created before 21 April 1998 if this record is necessary for understanding a record created after 21 April 1998.
- all personal information about you which is held by the Department, regardless of when the records were created.
- personnel records of Department staff

Personnel records held by the Department may be accessed by the employees or ex-employees concerned. In this case, access will be available to records created after 21 April 1995, and to any earlier records liable to be used in a way that might adversely affect the interests of the member of staff concerned.

### **5.2. Making an application under the Freedom of Information Act**

Requests for information under the **Freedom of Information Act 1997** should be made in writing. In preparing your request, you should follow these guidelines.

- **State that your request is made under the Freedom of Information Act.** No legal formulas are required; it is sufficient to mention the name of the Act, or that you are making a "freedom of information" request. If you request records which are only available under the Act, without explicitly mentioning the Act, you will receive a letter from the Department of Health and Children informing you of this, and offering assistance in the preparation of a valid request.
- **Provide sufficient information.** You should provide enough information to enable Department staff to identify the records requested. An unnecessarily vague request will make your request difficult and expensive to answer.
- **State any preference you have regarding the format in which the record(s) are to be supplied.**
- **Provide full personal contact details.**

The Department also provides Freedom of Information application forms on request.

You do not have to give any reason for wanting access to the record, and no person has the right to demand such reasons from you. The **Freedom of Information Act 1997** prohibits the denial of access based on your real or presumed motives in requesting a record. If you have difficulty in identifying the precise records which you require, the Freedom of Information Officer will be happy to assist you in preparing your request.

Applications under the **Freedom of Information Act 1997** should be addressed to:

**Mr. Ray, Smyth, Freedom of Information Officer, Department of Health and Children, Hawkins House, Hawkins St., Dublin 2.**

•Tel : (01) 6714711

•Fax: (01) 6711947

•E-mail : [queries@health.gov.ie](mailto:queries@health.gov.ie) (marked for the attention of Freedom of Information Officer)

You may make an application by post or in person.

### **5.3. How Freedom of Information applications are dealt with**

The Freedom of Information Act sets down strict time-limits for the processing of your request:

- You should receive an acknowledgement of your request within two weeks of receipt of your request;
- You should receive a reply to your request within four weeks of receipt of your request. However, the Department may extend this period for up to four more weeks if:
  - your request relates to a very large number of records, or
  - a large number of requests for the same record(s) have been made
- If the period is extended, you will receive notice of this before the end of the initial four-week period, and the reasons for the delay will be given.

If the Department considers that your request should have been sent to another public body, the request shall be forwarded to that body, and you will be notified that this has happened. This must be done not later than two weeks from the receipt of your request. Your request will then be treated as though you had sent it to the second public body on the date on which it was forwarded by the Department

If the Department holds some, but not all, of the records you have requested, then you will be sent a letter informing you of this, and supplying the name(s) and contact details of the other bodies from whom you should request those records not held by the Department.

If your request is granted:

- You will receive a letter stating that your request has been granted;
- You will be told the name of the person dealing with your request;
- You will be told the day on which access to the relevant records will be granted, and the manner in which it will be granted;
- You will be given details of the fee, if applicable.

If your request is refused:

- You will receive a letter stating that your request has been refused, and giving reasons for the refusal;
- You will be informed of your rights of appeal and review, as set out below.

### **5.4. Rights of appeal and review**

The Act sets out a series of exemptions to protect sensitive information, where its disclosure may damage key interests of the State or of third parties. Where the Department invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access etc. may also be appealed. Details of appeals mechanisms are as follows:

#### **5.4.1. Internal review**

You may seek internal review of the initial decision, which will be carried out by an official at a higher level, if:

- you are dissatisfied with the initial response received, e.g. refusal of access, form of access, charges etc.; or
- you have not received a reply within four weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.



Requests for internal review should be submitted in writing to the Freedom of Information Officer. Contact details are provided on page 50.

A request for internal review must be submitted within four weeks of the initial decision. The Department must complete the review within three weeks. An internal review must normally be completed before an appeal is made to the Information Commissioner.

#### **5.4.2. Review by the Information Commissioner**

Following completion of the internal review, you may seek independent review of the decision by the Information Commissioner. Also, if you have not received a reply to your application for internal review within three weeks, this is deemed to be a refusal and you may appeal to the Information Commissioner.

Appeals, in writing, may be made to the Information Commissioner at the following address:

**Office of the Information Commissioner, 18 Lower Leeson Street, Dublin 2.**

- Tel : (01) 6785222
- Fax: (01) 6610570
- E-mail : [foi@ombudsman.irlgov.ie](mailto:foi@ombudsman.irlgov.ie)

#### **5.5. Fees**

A fee may be charged at the discretion of the Department of Health and Children for the following:

- The cost of searching for and retrieving the relevant record(s), based on a standard hourly rate. No charges will apply in respect of the time spent by the Department in considering requests;
- the estimated cost of copying the record(s).

The level of fees is determined by the Minister for Finance, and may be adjusted from time to time.

If the cost of satisfying the request is expected to exceed £40.00, the Department may request a deposit from you. The following conditions apply to deposits:

- The process of retrieving the record(s) will not commence until the deposit has been paid;
- If a deposit is required, you will receive notification of this within two weeks of making your request for access;
- If your request is refused, or if the fee is subsequently waived, then the deposit will be refunded to you;
- In cases where a deposit is payable, the Department will, if requested, assist in amending your request so as to reduce or eliminate the deposit.

Time spent in retrieving personal records will not be charged for, unless the number of records requested is large. The cost of copying such records may also be waived.

Charges may also be waived in the following circumstances:

- Where collecting the fee, and related costs, would exceed the amount of the fee;
- Where the information requested would be of particular assistance to the understanding of an issue of national importance;
- In the case of personal information, where such charges would not be reasonable having regard to the means of the requester

## Appendix I : Glossary

### Acute Hospital

Hospital providing medical and surgical treatment of relatively short duration. All, except district hospitals, are consultant-staffed. District hospitals are classified as "acute" where the average length of stay is less than 30 days.

### Capital Expenditure

Expenditure on items with a lifetime of more than one year e.g. buildings. Personnel expenditure is classed as "non-capital".

### Casemix

Ways of assessing hospital workload in a manner which describes the complexity (and resource-intensity) of the hospital's overall work, other than by a simple head count of total patients treated, total bed days etc.

### Category One/Category Two Eligibility

Category One and Category Two eligibility are the two levels of eligibility which residents of Ireland can possess. Anyone who qualifies as "ordinarily resident" is automatically entitled to Category Two eligibility. Entitlement to category one eligibility is means-tested.

### Central Bank

The agency responsible for safeguarding the domestic and external value of the currency; regulating banks and other financial institutions; and acting as banker to the Government.

### Clinical Audit

A detailed review and evaluation of selected clinical records by qualified professional personnel for evaluating quality of medical care.

### Community Drug Schemes

Schemes intended to subsidise or eliminate the cost of prescribed medicines to people who have Category Two eligibility, comprising the Drug Refund Scheme, the Drug Cost Subsidisation Scheme and the Long-Term Illness scheme

### Council of Europe

An intergovernmental organisation, of which Ireland is a member. The Council of Europe is concerned with the protection and promotion of human rights and democracy throughout Europe, and with strengthening political, social, legal and cultural co-operation among its member states.

### Diagnosis Related Group (DRG)

A system for classifying patient care by relating common characteristics such as diagnosis, treatment, and age to an expected consumption of hospital resources and length of stay. Its purpose is to provide a framework for specifying case mix and to reduce hospital costs.

### European Union (EU)

The aim of the European Union is "an ever closer union among the peoples of Europe, in which decisions are taken as closely as possible to the citizen", the objective is to promote economic and social progress which is balanced and sustainable, assert the European identity on the international scene and introduce a European citizenship for the nationals of the Member States.

### European Union Directives

EU legislation which must be transposed into national legislation.

### Health Board

A board appointed for "the administration of the health services in the State". Health boards were established under the *Health Act, 1970*, and replaced local authorities in fulfilling this role. There are currently eight health boards established.

### Health Promotion

Encouraging consumer behaviours most likely to optimise health potential (physical and psychosocial) through health information, preventive programs, and access to medical care.

### Health Vote

The area of Government expenditure which is the responsibility of the Department of Health and Children, which is in turn accountable to the Dáil for the expenditure shown.

### Hospital In-Patient Enquiry

A statistical system, managed by the Economic and Social Research Institute, which provides a range of information about each hospital discharge, including diagnostic information and length of stay. Covers over 90% of discharges from publicly funded acute hospitals (qv).

### Irish College of general Practitioners

Established to encourage, foster and maintain the highest possible standards of care in general practice, and to speak on behalf of general practitioners.

**Irish Medical Organisation**

The sole licensed negotiating body on behalf of all doctors in Ireland.

**Irish Pharmaceutical Union**

A registered trade union representing the interests of pharmacists.

**Mandatory Reporting**

Legal requirement for physicians and other professionals to report suspected incidents of abuse and neglect.

**Medical Card**

A "medical card" is given to persons with Category One (qv) eligibility. At present, around one-third of the population are covered by a medical card.

**Morbidity**

The proportion of patients with a particular disease during a given year per given unit of population.

**Mortality**

All deaths reported in a given population.

**Non-Capital Expenditure**

see Capital Expenditure.

**Ordinary Residence**

A person is "ordinarily resident" in Ireland if they can establish that they have resided in the country for at least 12 months, or that they intend to do so.

**Organisation for Economic Co-operation and Development (OECD)**

An intergovernmental organisation established to promote economic co-operation between member states, to co-ordinate development assistance to developing countries, and to provide a forum for the resolution of problems affecting trade and economic growth.

**Public Health Information System**

A statistical system to provide reliable data for the assessment of health status at a county and health board level.

**Public Voluntary Hospitals**

Certain hospitals not owned by the State but which receive funding directly from the Department acting as an agent for the health boards. Some are incorporated by religious orders; others are incorporated by charter or statute and work under boards which, in many cases, are appointed by the Minister.

**Statutory Instrument**

A regulation or order made by a Minister in exercise of powers granted to him by statute

**Strategic Management Initiative (SMI)**

The initiative launched by the Government in 1994 with the aim of reinvigorating the management and performance of the public service.

**United Nations (UN)**

An international organisation whose members include most of the sovereign nations of the world. The primary objectives of the organization are to maintain peace and security and to achieve international cooperation in solving international economic, social, cultural, or humanitarian problems.

**Voluntary Hospitals**

See Public Voluntary Hospitals

**World Health Organisation (WHO)**

A specialised agency of the United Nations designed as a coordinating authority on international health work; its aim is to promote the attainment of the highest possible level of health by all peoples.

## **Appendix II     Health Boards**

### **Eastern Health Board**

**Dr Steevens Hospital, Dublin 8.**

•Tel :            (01) 6790700 or Freephone 1800 520520

Covering : Dublin city and county, Co. Kildare, Co. Wicklow

Chief Executive Officer : Mr PJ Fitzpatrick

### **Midland Health Board**

**Arden Rd., Tullamore, Co. Offaly.**

•Tel :            (0506) 21868

Covering : Co. Laois, Co. Longford, Co. Offaly, Co. Westmeath

Chief Executive Officer : Mr Denis Doherty

### **Mid-Western Health Board**

**31-33 Catherine St., Limerick.**

•Tel :            (061) 316655

Covering : Co. Clare, Limerick city and county, Co. Tipperary N.R.

Chief Executive Officer : Mr Stiofan de Burca

### **North-Eastern Health Board**

**Navan Rd., Kells, Co. Meath.**

•Tel :            (046) 40341

Covering : Co. Cavan, Co. Louth, Co. Meath, Co. Monaghan

Chief Executive Officer : Mr Donal O'Shea

### **North-Western Health Board**

**Manorhamilton, Co. Leitrim.**

•Tel :            (072) 55123

Covering : Co. Donegal, Co. Leitrim, Co. Sligo

Chief Executive Officer : Mr Manus Ward

### **South-Eastern Health Board**

**Lacken, Dublin Rd., Kilkenny.**

•Tel :            (056) 51702

Covering : Co. Carlow, Co. Kilkenny, Co. Tipperary (S.R.), Co. Waterford, Co. Wexford

Chief Executive Officer : Mr John Cooney

### **Southern Health Board**

**Cork Farm Centre, Dennehy's Cross, Wilton Rd., Cork**

•Tel :            (021) 545011

Covering : Cork city and county, Co. Kerry

Chief Executive Officer : Mr Sean Hurley

### **Western Health Board**

**Merlin Park Regional Hospital, Galway.**

•Tel :            (091) 751131

Covering : Co. Galway, Co. Mayo, Co. Roscommon

Chief Executive Officer : Ms Sheelah Ryan

## **Appendix III    Agencies and Advisory Bodies under the aegis of the Minister for Health and Children**

Bodies marked“\*” are currently subject to the Freedom of Information Act, 1997.

### **The Adoption Board**

See “An Bord Uchtala (Adoption Board)” on page 56.

### **Beaumont Hospital Board**

**Beaumont Road, Dublin 9.**

•Tel :           (01) 837 7755

•Fax:           (01) 837 6982

•Established :           1977

•Statutory basis :       **Beaumont Hospital Board (Establishment) Order, 1977**

•Role :           To administer Beaumont Hospital

•Term of office :       3 Years

### **Blood Transfusion Service Board\***

**Pelican House, P.O. Box 97, 40 Mespil Road, Dublin 4.**

•Tel :           (01) 660 3333

•Fax:           (01) 660 3419

•Established :           1965

•Statutory basis :       **Blood Transfusion Service Board (Establishment) Order, 1965**

•Role :           Provision of a central blood bank

•Term of office :       3 Years

### **Board for the Employment of the Blind**

**Davitt Road, Goldenbridge, Dublin 12.**

•Tel :           (01) 455 9570

•Fax:           (01) 455 7941

•Established :           1957

•Statutory basis :       **None. The Board is governed by a Constitution and Rules which were drawn up in 1957 by the Legal Advisor for the Department of Social Welfare.**

•Role :           Provision of employment for blind persons

•Term of office :       3 Years (approx.)

### **Board of the Adelaide and Meath Hospital, Dublin incorporating the National Children's Hospital**

**Tallaght, Dublin 24.**

•Tel :           (01) 462 4000

•Fax:           (01) 462 4011

•Established :           1996

•Statutory basis :       **Charter**

•Role :           To operate the Adelaide and Meath Hospital, Dublin incorporating the National Children's Hospital

•Term of office :       3 Years

## **An Bord Altranais (Nursing Board)**

**21-32 Fitzwilliam Square, Dublin 2**

- Tel : (01) 676 0226
- Fax: (01) 676 3348
- Website: <http://www.nursingboard.ie/>

- Established : 1985
- Statutory basis : **The Nurses Act, 1985**
- Role : Registration and regulation of nurses
- Term of office : 5 Years

## **Bord na Radharcmhastóirí (Opticians Board)**

**18 Fitzwilliam Square, Dublin 2.**

- Tel : (01) 676 7416
- Fax: (01) 662 1051

- Established : 1956
- Statutory basis : **The Opticians Act, 1956**
- Role : Registration and regulation of opticians
- Term of office : 5 Years

## **An Bord Uchtala (Adoption Board)**

**Shelbourne House, Ballsbridge, Dublin 4.**

- Tel : (01) 667 1392
- Fax: (01) 667 1438

- Established : 1952
- Statutory basis : **Adoption Acts, 1952 to 1991**
- Role : To decide on applications for Adoption Orders and to register voluntary hospital societies.
- Term of office : 5 Years

## **Comhairle na Nimheanna\***

**c/o The Department of Health and Children, Hawkins House, Hawkins Street, Dublin 2.**

- Tel : (01) 671 4711
- Fax: (01) 671 1947
- E-mail : [Queries@health.irigov.ie](mailto:Queries@health.irigov.ie) (marked for the attention of Comhairle na Nimheanna)

- Established : 1961
- Statutory basis : **Poisons Act, 1961**
- Role : Advice to the Minister on the control of poisons
- Term of office : 3 Years (approx.)

## **Comhairle na n-Ospidéal\***

**Corrigan House, Fenian Street, Dublin 2.**

- Tel : (01) 676 3474
- Fax: (01) 676 1432

- Established : 1970
- Statutory basis : **The Health Act, 1970 and the Health (Hospital Bodies) Regulations, 1972**
- Role : To regulate the number and type of consultant (and senior registrar) appointments and to specify qualifications for these levels.
- Term of office : 3 Years

## **Dental Council (An Comhairle Fiaclóireachta)**

**57 Merrion Square, Dublin 2.**

- Tel : (01) 676 2069
- Fax: (01) 676 2076

- Established : 1985
- Statutory basis : **The Dentists Act, 1985**
- Role : Registration and regulation of dentists
- Term of office : 5 Years

## **Drug Treatment Centre Board**

**Trinity Court, 30-31 Pearse Street, Dublin 2.**

- Tel : (01) 677 1122
- Fax: (01) 677 9080

- Established : 1988
- Statutory basis : **Drug Treatment Centre Board (Establishment) Order, 1988 (S.I. No. 76 of 1988).**
- Role : To run an out-patient treatment centre
- Term of office : 5 Years

## **Dublin Dental Hospital Board**

**Lincoln Place, Dublin 2.**

- Tel : (01) 662 0766
- Fax: (01) 671 1255
- E-mail : [degrove@mail.tcd.ie](mailto:degrove@mail.tcd.ie)

- Established : 1963
- Statutory basis : **Dublin Dental Hospital (Establishment) Order 1963**
- Role : Operation of Dental Training Hospital
- Term of office : 4 Years

## **Food Safety Authority of Ireland**

**Abbey Court, Lower Abbey Street, Dublin 1.**

- Tel : (01) 878 6300
- Fax: (01) 878 6374
- E-mail : [fsai@iol.ie](mailto:fsai@iol.ie)
- Website: <http://www.fsai.ie/>

- Established : 1998
- Statutory basis : **Food Safety Authority of Ireland (Establishment) Order, 1997.**
- Role : To advise on issues relating to food safety, nutrition, food law and other matters related to the processing and sale of food.
- Term of office : 5 years

## **General Medical Services (Payments) Board**

**Raven House, Finglas, Dublin 11**

•Tel : (01) 834 3644  
•Fax: (01) 834 3589

- Established : 1972
- Statutory basis : **General Medical Services (Payments) Board (Establishment) Order, 1972**
- Role : To administer payments to doctors and pharmacists under the G.M.S. scheme.
- Term of office : n/a

## **Health Research Board (An Bord Taighde Sláinte)**

**73 Lower Baggott Street, Dublin 2**

•Tel : (01) 676 1176  
•Fax: (01) 661 1856  
•E-mail : hrb@hrb.ie

- Established : 1986
- Statutory basis : **The Health Research Board (Establishment) Order, 1986**
- Role : Advice to the Minister on Health research and related matters
- Term of office : 5 Years

## **Health Service Employers Agency**

**Block B, Dublin Castle, Ship Street, Dublin 2.**

•Tel : (01) 475 1333  
•Fax: (01) 476 1805

- Established : 1996
- Statutory basis : **Health Service Employers Agency (Establishment) Order, S.I. No 213 of 1996**
- Role : To provide services as required by health service employers
- Term of office : 3 Years

## **Hospital Bodies Administrative Bureau**

**Corrigan House, Fenian Street, Dublin 2.**

•Tel : (01) 676 3474  
•Fax: (01) 676 1432

- Established : 1973
- Statutory basis : **Hospital Bodies Administration Bureau (Establishment) Order, 1973**
- Role : Provision of administrative services for Comhairle na nOspidéal.
- Term of office : Indefinite

## **Hospitals Trust Board**

**Bank of Ireland Head Office, Lower Baggot Street, Dublin 2**

•Tel : (01) 661 5933

- Established : 1938
- Statutory basis : **Public Hospitals (Amendment) Act, 1938**
- Role : Administration of the Hospitals Trust Fund
- Term of office : Five Years



## **Irish Medicines Board (Bord Leigheasra na hÉireann)\***

**The Earlsfort Centre, Earlsfort Terrace, Dublin 2.**

- Tel : (01) 676 4971
- Fax: (01) 676 7836
- E-mail : imb@imb.ie

- Established : 1996
- Statutory basis : **Irish Medicines Board Act, 1995**
- Role : The Board is responsible for the licensing of human and veterinary medicines, and the approval of clinical trials. It also acts as an advisory body to the Minister in relation to safety, control and regulation of medicines generally.
- Term of office : 5 Years

## **Leopardstown Park Hospital Board (Bord Ospidéal Pháirc Bhaile na Lobhar)**

**Foxrock, Dublin 18**

- Tel : (01) 295 5055
- Fax: (01) 295 5957

- Established : 1979
- Statutory basis : **Leopardstown Park Hospital Board (Establishment) Order, 1979**
- Role : To administer Leopardstown Park Hospital
- Term of office : 5 Years

## **Medical Council**

**Portobello Court, Lower Rathmines Road, Dublin 6**

- Tel : (01) 496 5588
- Fax: (01) 496 5972

- Established : 1978
- Statutory basis : **Medical Practitioners Act, 1978**
- Role : Registration and regulation of doctors
- Term of office : 5 Years (approx.)

## **National Ambulance Advisory Council**

**c/o Department of Health and Children, Hawkins House, Hawkins Street, Dublin 2.**

- Tel : (01) 6714711
- Fax: (01) 6711947
- E-mail : queries@health.irlgov.ie (marked for the attention of the National Ambulance Advisory Council)

- Established : 1993
- Statutory basis : **National Ambulance Advisory Council (Establishment) Order, 1998**
- Role : To advise the Minister on general ambulance and pre-hospital care issues
- Term of office : 3 Years

## **National Cancer Registry Board**

**Elm Court, Boreenmanna Road, Cork**

- Tel : (021) 318014
- Fax: (021) 318016
- E-mail : [cancereg@indigo.ie](mailto:cancereg@indigo.ie)

- Established : 1991
- Statutory basis : **National Cancer Registry Board (Establishment) Order, 1991**
- Role : To collect and record information in relation to the incidence of cancer and the number of cancer patients.
- Term of office : 5 Years

## **National Council for the Elderly**

See "National Council on Ageing and Older People" on page 60.

## **National Council on Ageing and Older People**

**22 Clanwilliam Square, Grand Canal Quay, Dublin 2**

- Tel : (01) 676 6484
- Fax: (01) 676 5754

- Established : 1997
- Statutory basis : **National Council on Ageing and Older People (Establishment) Order, 1997**
- Role : *Advice to the Minister on all aspects of the welfare of the elderly.*
- Role : 4 Years

## **National Rehabilitation Board**

**25 Clyde Road, Dublin 4.**

- Tel : (01) 608 0400
- Fax: (01) 660 9935

- Established : 1967
- Statutory basis : **National Rehabilitation Board (Establishment) Order 1967, Worker Participation (State Enterprise) Acts, 1977 and 1988**
- Role : Co-Ordination and development of rehabilitation service
- Term of office : 4 Years

## **Nursing Board**

See "An Bord Altranais (Nursing Board)" on page 56.

## **Office for Health Management**

**26 Harcourt Street, Dublin 2.**

- Tel : (01) 475 4044
- Fax: (01) 475 4066
- E-mail : [ohm@tinet.ie](mailto:ohm@tinet.ie)

## **Opticians Board**

See "Bord na Radharcmhastóirí (Opticians Board)" on page 56.

## **Postgraduate Medical and Dental Board**

**Corrigan House, Fenian Street, Dublin 2.**

•Tel : (01) 676 3875  
•Fax: (01) 676 5791

- Established : 1978
- Statutory basis : **Medical Practitioners Act, 1978**
- Role : Advice to the Minister and the co-ordination of postgraduate medical and dental education.
- Term of office : 5 Years

## **St. James's Hospital Board**

**James's Street, Dublin 2.**

•Tel : (01) 453 7941

- Established : 1971
- Statutory basis : **St. James's Hospital Board (Establishment) Order, 1971**
- Role : To administer St. James's Hospital
- Term of office : 5 Years

## **St. Luke's and St. Anne's Hospital Board**

**Highfield Road, Rathgar, Dublin 6.**

•Tel : (01) 497 4552  
•Fax: (01) 497 2941

- Established : 1988
- Statutory basis : **St. Luke's and St. Anne's Hospital Board (Establishment) Order, 1988**
- Role : To administer St. Luke's and St. Anne's Hospital
- Term of office : 4 Years

## **Tallaght Hospital Board**

**Tallaght, Dublin 24.**

•Tel : (01) 462 4000  
•Fax: (01) 452 1349

- Established : 1980
- Statutory basis : **Tallaght Hospital Board (Establishment) Order, 1980**
- Role : To plan and equip Tallaght Hospital
- Term of office : 3 Years

## **Voluntary Health Insurance Board (An Bord Árachais Sláinte Shaoralaigh)**

**VHI House, Lower Abbey Street, Dublin 1.**

•Tel : (01) 872 4499  
•Fax: (01) 799 4091

- Established : 1957
- Statutory basis : **Voluntary Health Insurance Act, 1957**
- Role : Provision of a health insurance scheme
- Term of office : 5 Years

## **Women's Health Council**

**c/o Department of Health and Children, Hawkins House, Hawkins Street, Dublin 2.**

•Tel : (01) 671 4711

•Fax: (01) 671 1947

•E-mail : [Queries@health.irigov.ie](mailto:Queries@health.irigov.ie) (marked for the attention of the Women's Health Council)

•Established : 1997

•Statutory basis : **Women's Health Council (Establishment) Order 1997**

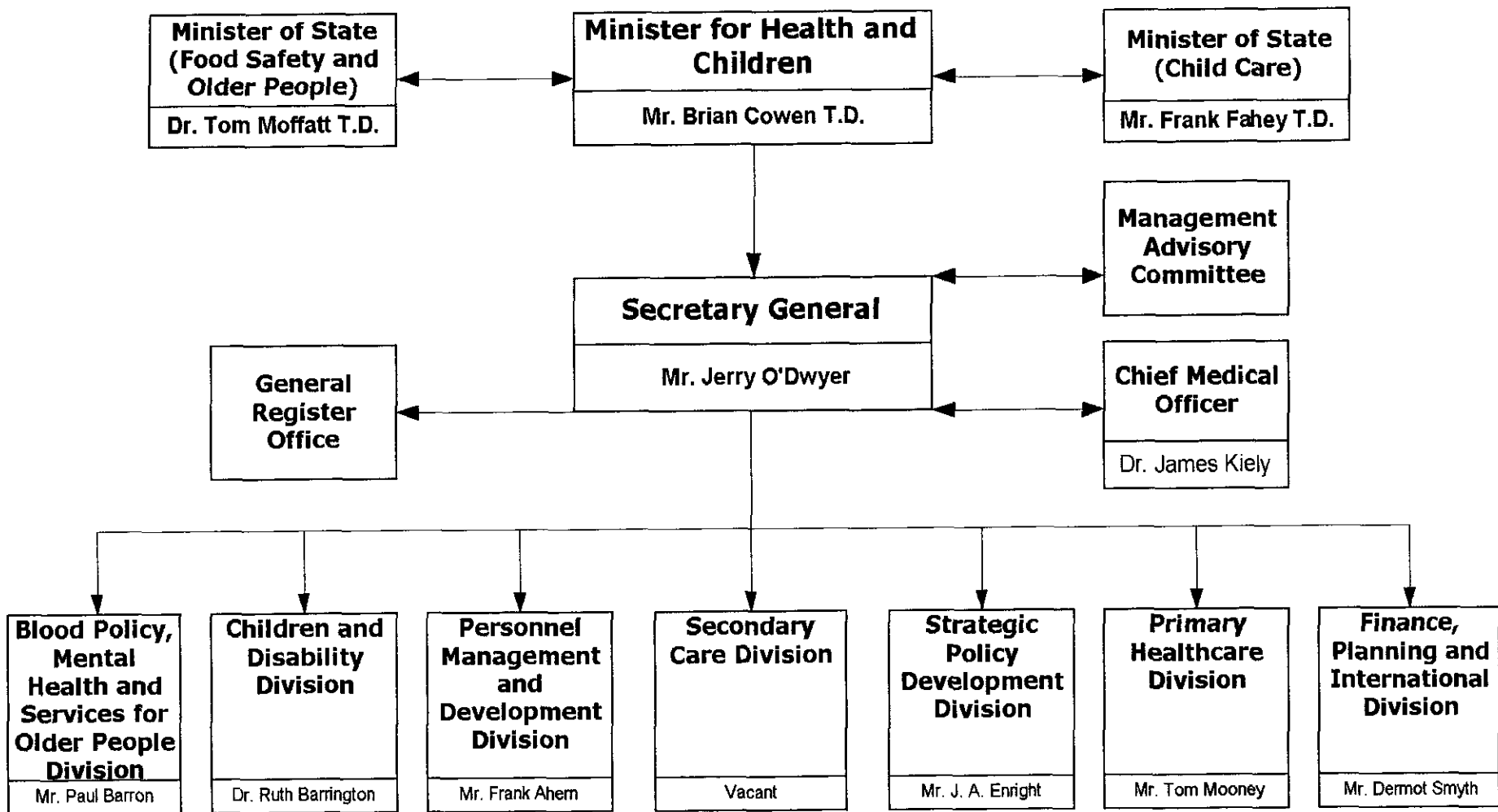
•Role : Advising the Minister on all aspects of women's health

•Term of office : 3 Year

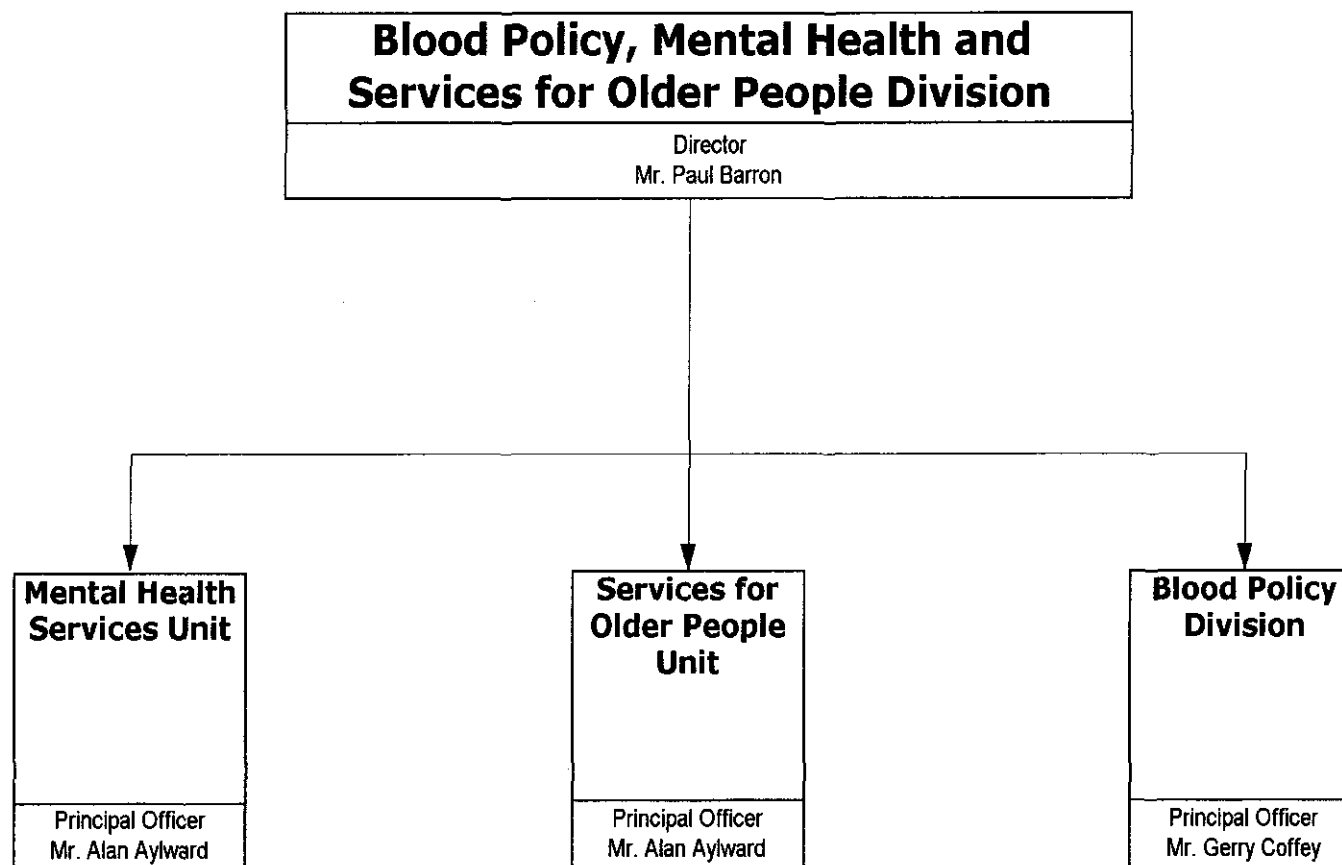
## **Appendix IV    Organisation Charts of the Department**

The following organisation charts are included:

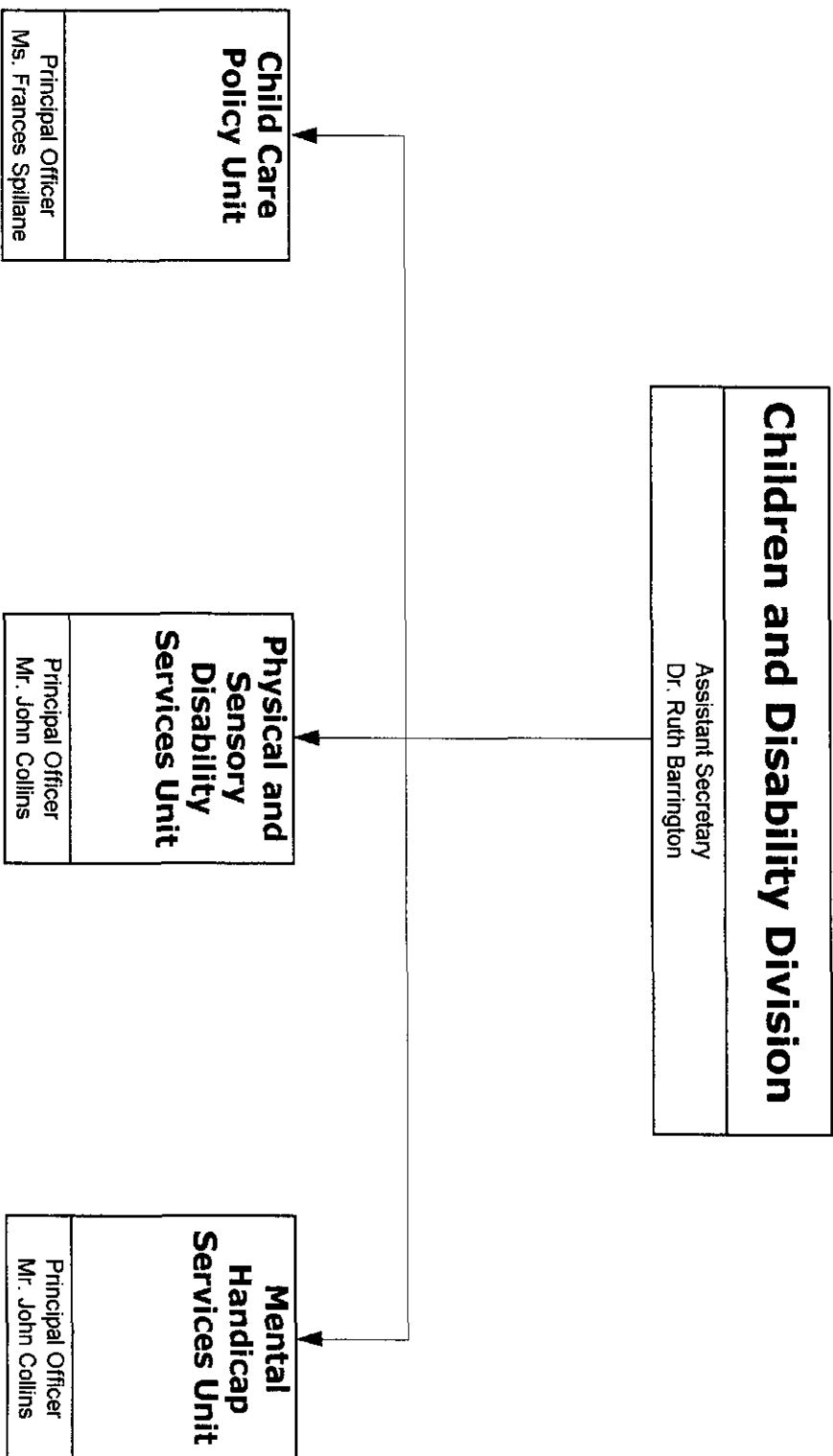
- Overall organisation of the Department
- Blood Policy, Mental Health and Services for Older People Division
- Children and Disability Division
- Finance Division
- Personnel Management and Development Division
- Primary Care Division
- Secondary Care Division
- Strategic Policy Development Division



**Department of Health and Children : Organisation Chart (April 1998)**

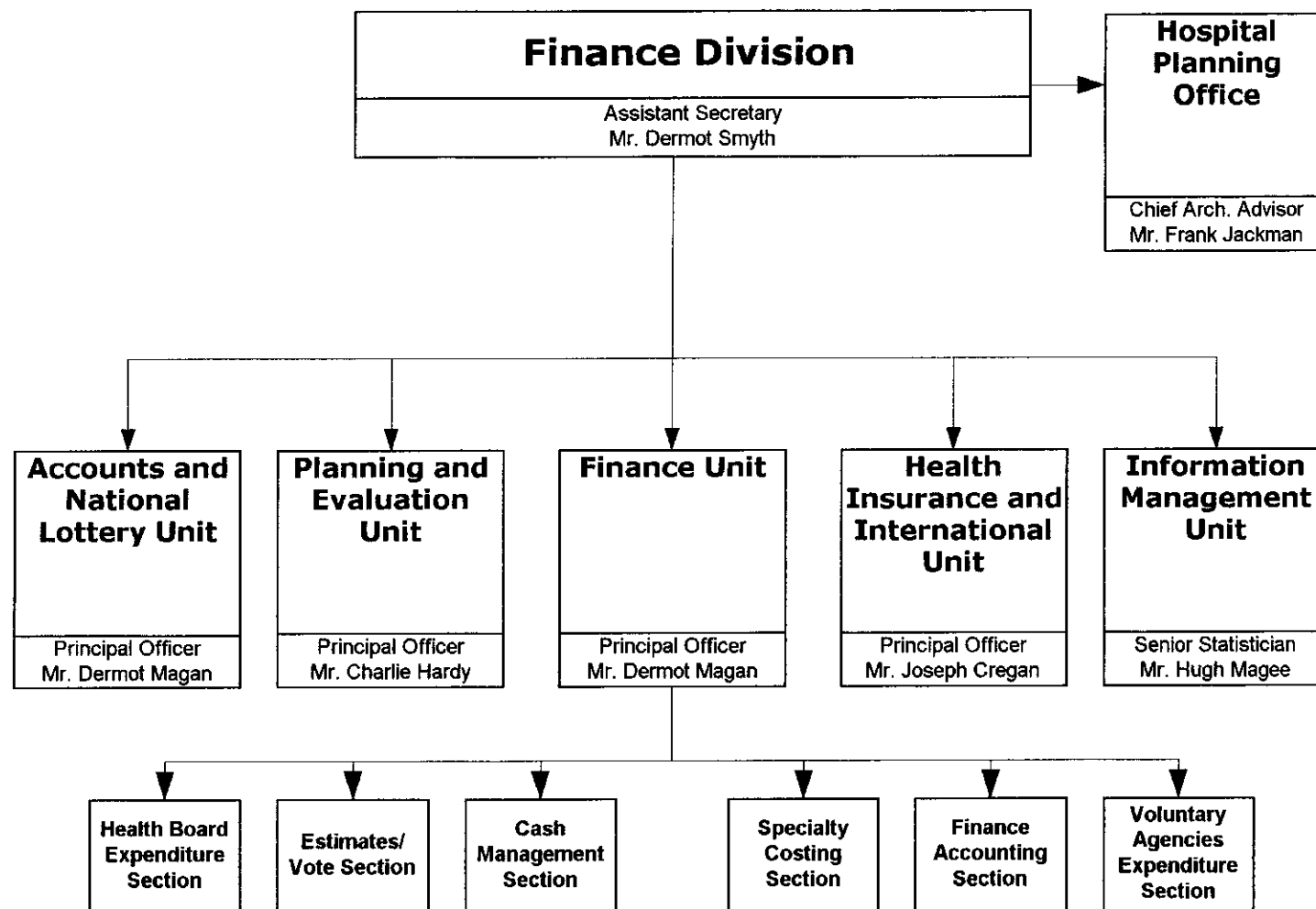


**Department of Health and Children : Blood Policy, Mental Health and Services for Older People Division :  
Organisation Chart (April 1998)**

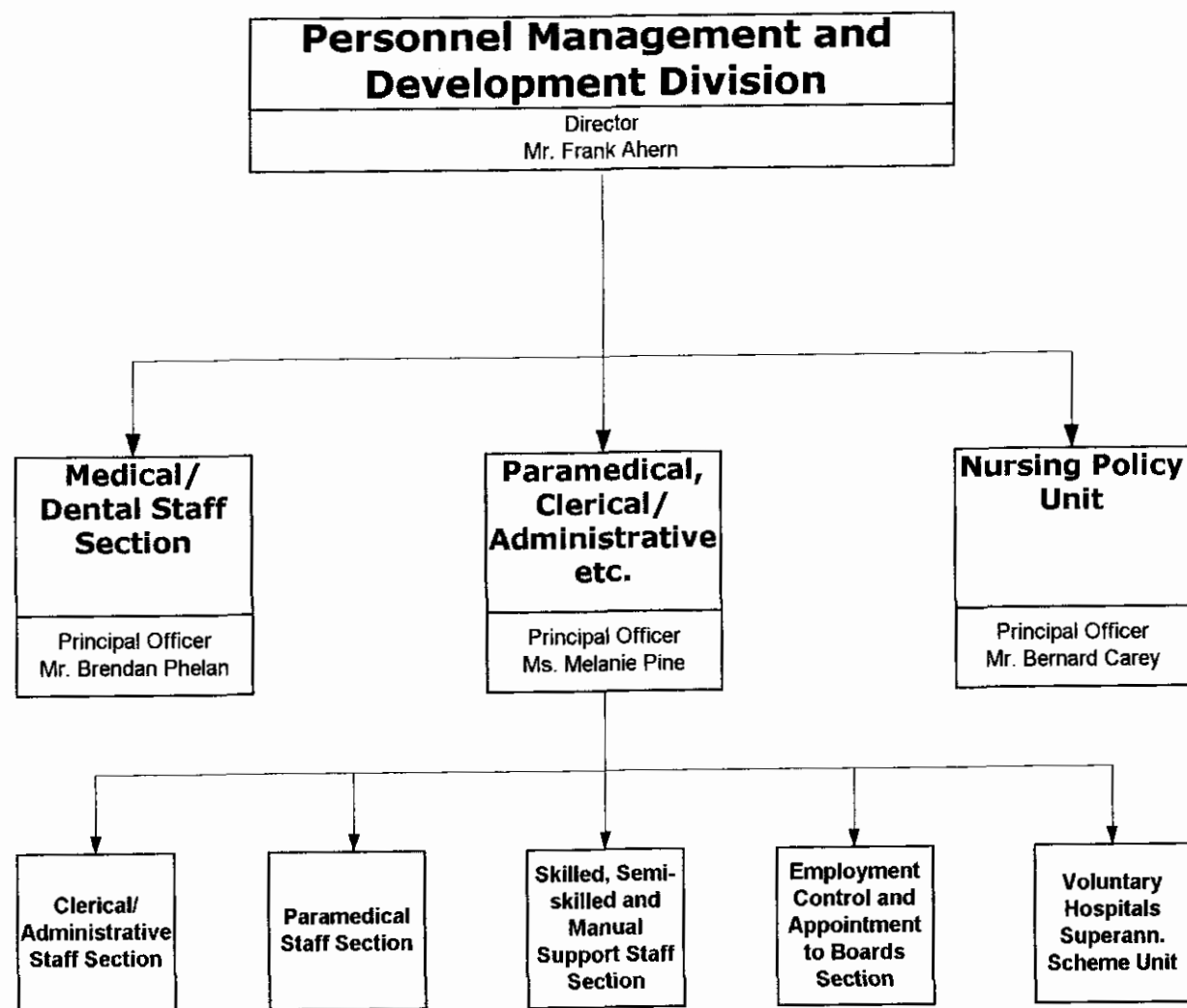


**Department of Health and Children : Children and Disability Division : Organisation Chart (April 1998)**

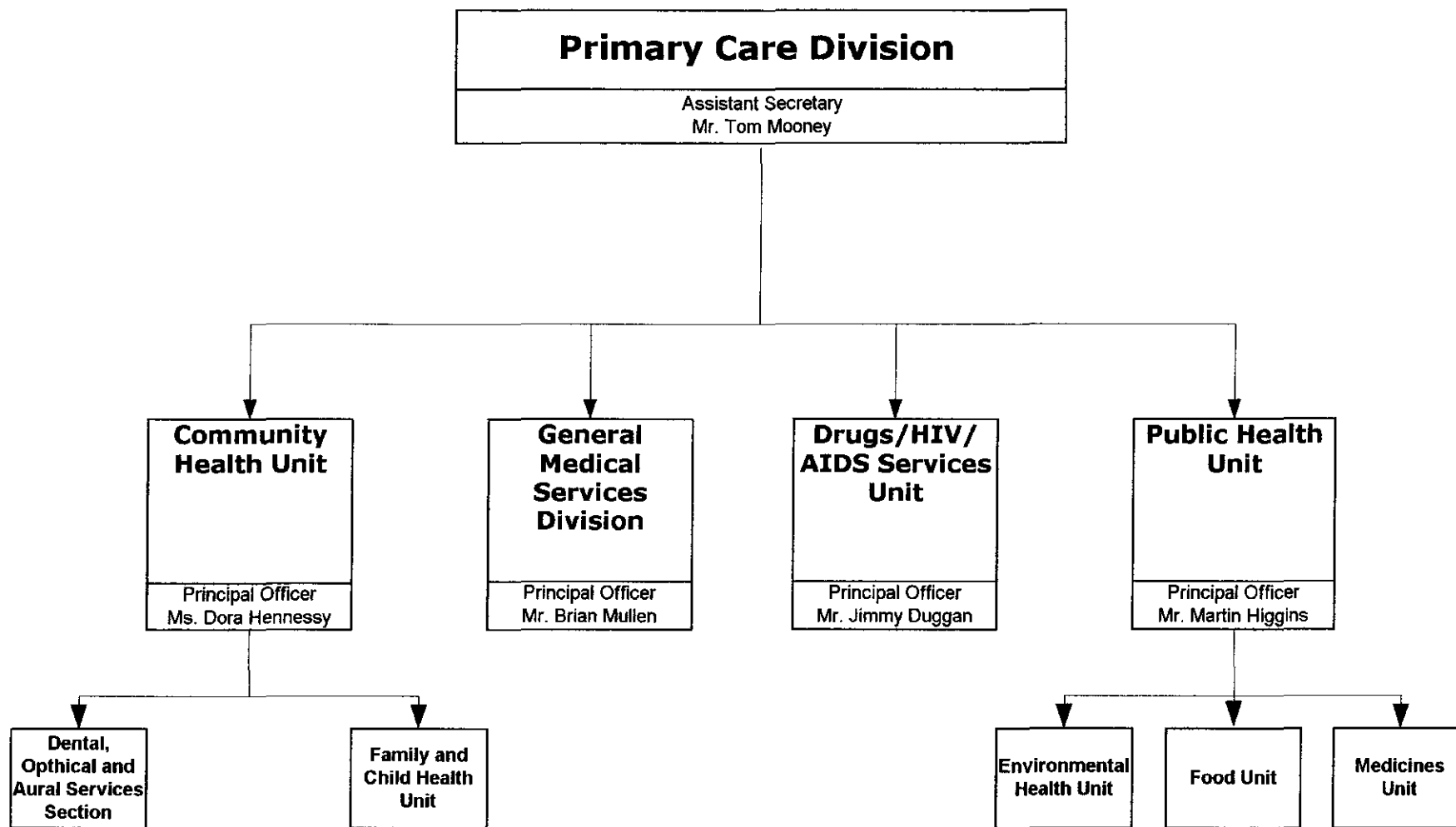




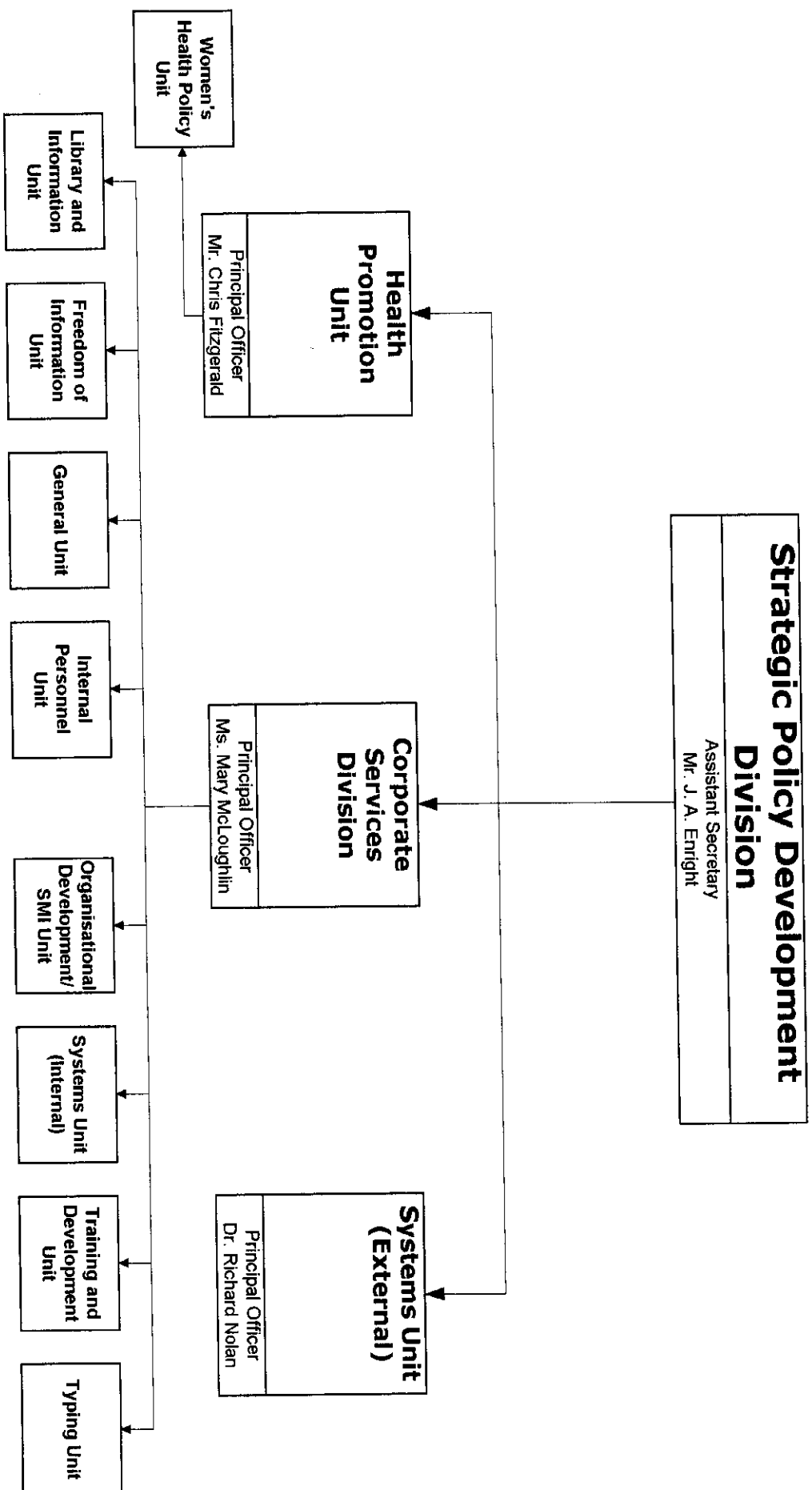
**Department of Health and Children : Finance Division : Organisation Chart (April 1998)**



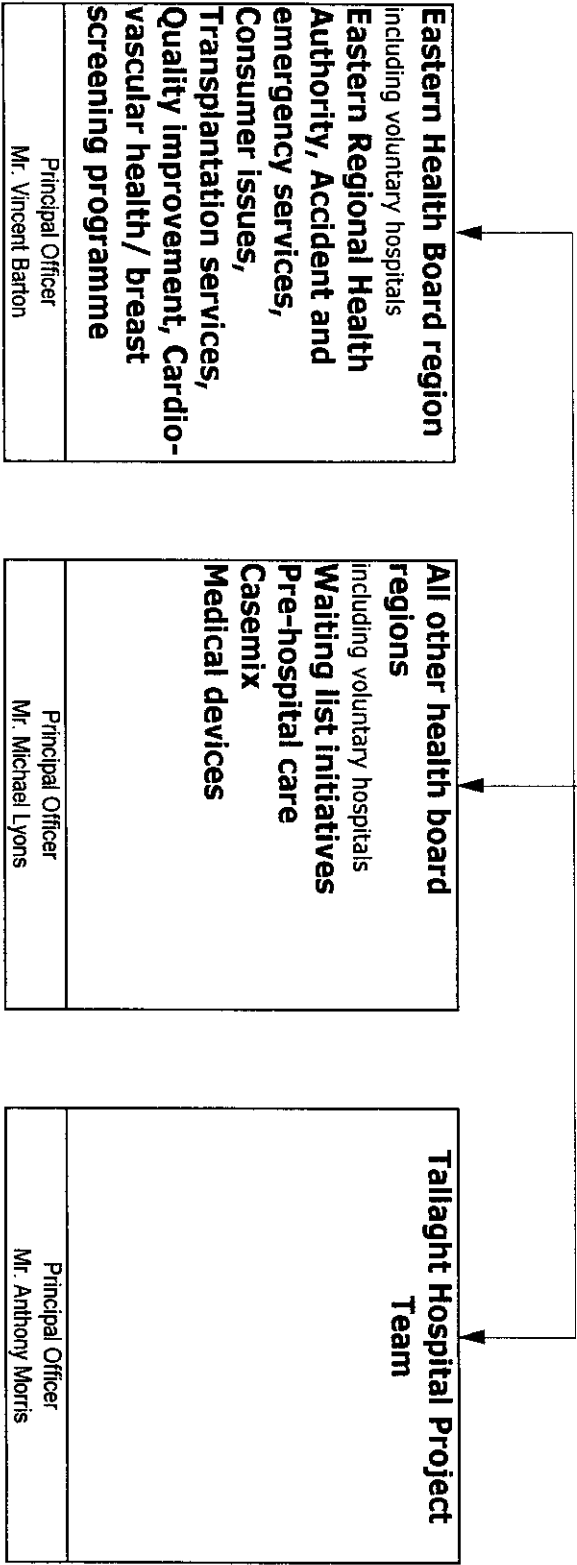
Department of Health and Children : Personnel Management and Development Division : Organisation Chart (April 1998)



Department of Health and Children : Primary Care Division : Organisation Chart (April 1998)



Department of Health and Children : Strategic Policy Development Division : Organisation Chart (April 1998)



Department of Health and Children : Secondary Care Division : Organisation Chart (April 1998)

## **Appendix V      Recent reports from the Department of Health and Children and Associated Agencies**

Following is a list of recent reports issued by the Department of Health and Children and certain associated agencies. The list provides full bibliographic references, as well as details of availability and price.

For reports listed as available from Government Publications, you should contact:

**Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.**

•Tel :            (01) 6113111

or, for postal orders,

**Government Publications Trade and Postal Sales, 4/5 Harcourt Road, Dublin 2.**

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