


Form NF21	Notification Return of person in charge to duty from continuous absence of 28 days or more	 Health Information and Quality Authority <small>An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte</small>
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Name of centre:	
Centre ID as provided by the Inspectorate (if known):	
Name of registered provider:	
Name of temporary person in charge:	
Centre address:	
Date form completed:	__ / __ / __ DAY/MONTH/YEAR
Name of person who was absent:	
Date absence started:	__ / __ / __ DAY/MONTH/YEAR
Date absence ended:	__ / __ / __ DAY/MONTH/YEAR

Declaration

The information I have provided in this application form is true to the best of my knowledge and belief.
 Notifications made on behalf of companies or other corporate bodies should be signed by a duly authorised person

Signed:	
Name: (please print)	
Position:	
Date:	__ / __ / __ DAY/MONTH/YEAR

On completion of this form

Please return the completed signed form by email to notify@hiqa.ie

Alternatively you may post or fax it to your regional Health Information and Quality Authority office. You can find out the address and fax number of your regional office by checking the table below. Please mark faxes for the attention of 'Notifications section'.

Northern Regional Office
Health Information and Quality Authority
Social Services Inspectorate
Georges Court
Georges Lane
Smithfield
Dublin 7
Fax: 01 814 7499

Central Regional Office
Health Information and Quality Authority
Social Services Inspectorate
Georges Court
Georges Lane
Smithfield
Dublin 7
Fax: 01 814 7499

Southern Regional Office
Health Information and Quality Authority
Social Services Inspectorate
Unit 1301
City Gate
Mahon
Cork
Fax: 021 240 9600

Northern Regional Office covers the following HSE local health office areas:	Central Regional Office covers the following HSE local health office areas:	Southern Regional Office covers the following HSE local health office areas:
<ul style="list-style-type: none">○ Cavan/Monaghan○ Donegal○ Dublin North○ Dublin North Central○ Dublin North West○ Longford/Westmeath○ Louth○ Mayo○ Meath○ Roscommon○ Sligo/Leitrim	<ul style="list-style-type: none">○ Clare○ Dublin South City○ Dublin South East○ Dublin South West○ Dublin West○ Dun Laoghaire○ Galway○ Kildare/West Wicklow○ Laois/Offaly○ Tipperary North/East○ Limerick○ Wicklow	<ul style="list-style-type: none">○ Carlow/Kilkenny○ Cork North○ Cork North Lee○ Cork South Lee○ Cork West○ Kerry○ Limerick○ Tipperary South○ Waterford○ Wexford