

Regulation of  
Health and Social  
Care Services

# Registration prescribed information handbook

**Guidance for registered providers submitting  
prescribed information as part of a registration  
pack or a registration notification form.**

August 2018

## About the Health Information and Quality Authority

The Health Information and Quality Authority (HIQA) is an independent authority established to drive high-quality and safe care for people using our health and social care services in Ireland. HIQA's role is to develop standards, inspect and review health and social care services and support informed decisions on how services are delivered.

HIQA aims to safeguard people and improve the safety and quality of health and social care services across its full range of functions.

HIQA's mandate to date extends across a specified range of public, private and voluntary sector services. Reporting to the Minister for Health and the Minister for Children and Youth Affairs, HIQA has statutory responsibility for:

- **Setting Standards for Health and Social Services** — Developing person-centred standards, based on evidence and best international practice, for health and social care services in Ireland.
- **Regulation** — Registering and inspecting designated centres.
- **Monitoring Children's Services** — Monitoring and inspecting children's social services.
- **Monitoring Healthcare Safety and Quality** — Monitoring the safety and quality of health services and investigating as necessary serious concerns about the health and welfare of people who use these services.
- **Health Technology Assessment** — Providing advice that enables the best outcome for people who use our health service and the best use of resources by evaluating the clinical effectiveness and cost-effectiveness of drugs, equipment, diagnostic techniques and health promotion and protection activities.
- **Health Information** — Advising on the efficient and secure collection and sharing of health information, setting standards, evaluating information resources and publishing information about the delivery and performance of Ireland's health and social care services.



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## Prescribed information — questions and answers

### What is prescribed information?

Prescribed information refers to supporting documentation which is required to accompany an application to register or renew registration. You must submit prescribed information for the:

- applicant or registered provider,
- person in charge,
- each person participating in management, and
- the designated centre (disability and Special care units only).

### Why must I submit prescribed information?

This is a legal requirement set out in:

- Regulation 4(2) of the [registration regulations for older people](#),
- Regulation 5(3) of the [registration regulations for persons with disabilities](#)
- Regulation 4(a) of the [registration regulations for Special care units](#),

### Is there any other time I should submit prescribed information?

Yes, where there is a change to the person in charge, or person participating in management of a designated centre, you must send us full and satisfactory information as outlined in:

- Regulation 6 of the [registration regulations for older people \(DCOP\)](#),
- Regulation 7 of the [registration regulations for persons with disabilities \(DCD\) and](#)
- Regulation 6 of [the registration regulations for Special care units \(DCSC\)](#)

### What if prescribed information is incomplete or missing?

Prescribed information is a legal requirement under section 48 of the Health Act 2007, therefore, your failure to comply with the legislation will be notified to your inspector, and may impact on the Chief Inspector's decision to grant or refuse your application to register or renew registration.

It is your responsibility as the applicant or the registered provider to ensure you send us complete and correct documentation as outlined in this guidance.

## Recently-submitted prescribed information

### What does 'recently submitted' mean?

If you have recently submitted prescribed information to us and the documents are valid, you **may not** be required to send us the documentation again. The validity of the prescribed information will depend on:

- the document type
- the expiration date (if applicable).

Please read the relevant prescribed information section of this guidance to identify how long each document type is valid.

### What if I don't have a copy of what I recently submitted?

We recommend that you keep a copy of the registration application and notification documents that you submit to us; however, if you are unsure about the validity of your documentation please contact the registration office.

The following image is an example of how to complete the 'recently submitted' section.

Section 3.1 Prescribed information for the applicant (Company).		
The following prescribed information <b>must</b> accompany your application form, unless recently submitted.	Enclosed	Recently submitted
1. Proof of identity, that is to say a copy of the company's <b>certificate of incorporation.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. <b>Company self declaration</b> form.**	<input checked="" type="checkbox"/>	
3. Details of any <b>previous experience</b> by the company of carrying on the business of a designated centre (if applicable). n/a <input type="checkbox"/>	<input checked="" type="checkbox"/>	
If you have ticked " <b>recently submitted</b> ", please provide the centre name, centre ID (OSV), and date the documentation was submitted. Documents must be <b>valid</b> . <sup>††</sup>		
Certificate or incorporation submitted with application to register HIQA House – OSV-0009999 on 01 May 2016.		

If you have recently submitted **valid** prescribed information, please tick the recently submitted checkbox.

Please state the **centre's name, centre ID and date** the prescribed information was submitted for each document recently submitted.

## Prescribed information for the applicant or registered provider

You must send us the following prescribed information for the applicant or registered provider entity:

1. Proof of identity.
2. Garda vetting report.
3. Details of previous experience of carrying on the business of a designated centre in Ireland or elsewhere.

The document type that we will accept is specific to the applicant or registered provider entity type. Please ensure you send us the correct documentation for your entity.

### Proof of identity

Proof of identity	Entity Type				
	Company	Partnership	Individual	Unincorporated body	Statutory body
Photographic Identification		✓	✓		✓
Certificate of Incorporation	✓				
Proof of Existence				✓	

### A company

We will accept a **copy** of the company's certificate of incorporation. Do not send us the original certificate of incorporation.

#### How long will the certificate of incorporation stay valid with HIQA?

The certificate of incorporation **does not expire**. If you have sent us a copy of this documentation previously, you are not required to submit it again. You should tick the 'recently submitted' checkbox.



## A partnership, individual, and statutory body

We will accept a **copy** of photographic identification for:

- each partner in a partnership
- the individual or sole trader
- the person responsible on behalf of a statutory body.

Photographic identification submitted must meet our requirements as outlined in the [photographic identification](#) section of this handbook. Do not send us the original document.

### How long will photographic identification stay valid with HIQA?

Photographic identification is valid according to the date identified on the documentation.

- If you recently submitted photo identification to us and the document is in date, you are not required to submit this again. You should tick the 'recently submitted' checkbox.
- If the photo identification you previously submitted is now expired or out of date, you must submit up-to-date photo identification.

## An unincorporated body

We will accept one of the following documents as proof of identity of the unincorporated body:

- if you are a charity, a copy of your up-to-date registration from the Charities Regulatory Authority
- a recent bank statement (dated within the last six months) showing the unincorporated body as the account holder
- Tax Clearance Certificate or other documentation from the Revenue Commissioners addressed to the unincorporated body
- an unincorporated body's charter or constitution.

Please send us a photocopy only — do not send original proof of identity.

If you are unable to provide any of the above documentation, please contact the registration office as other documentation may be acceptable as proof of identify.

### How long will proof of existence stay valid with HIQA?

Proof of identity for the unincorporated body does not expire. If you sent us a copy of this documentation previously, you are not required to submit it again. You should tick the 'recently submitted' checkbox.

## Garda Síochána (police) vetting for the applicant or registered provider

The type of vetting documentation required is specific to the applicant or registered provider entity. Please read the guidance relevant to your entity type.

Garda vetting document	Entity Type				
	Company	Partnership	Individual	Unincorporated body	Statutory body
HIQA National Vetting Bureau Invitation Form		✓	✓		N/A
Company Self Declaration	✓				N/A
Unincorporated Body Self Declaration				✓	N/A

### Company and Unincorporated Body

Company directors and members of an unincorporated body are **not required** to complete a National Vetting Bureau Invitation Form. The application to register or renew registration states that you should complete one of the following forms (enclosed with your registration pack), depending on your entity type:

- **Company Self-declaration Form** if the applicant and or registered provider entity is a company.
- **Unincorporated Body Self-declaration Form** if the applicant and or registered provider entity is an unincorporated body.

Should you choose to use our form, the form must be:

- **dated** within six months of submitting your application to us,
- **signed** by the appropriate person:
  - company — an officer of the company
  - unincorporated body — a manager, chairperson or a member of the unincorporated body.
- **completed** in full as per the guidelines below (per entity).

## Company and unincorporated body self-declaration forms

### Section 1. Company details or unincorporated body details

This section is unique to the entity type. Please read the relevant guidance that applies to you.

**Company details** — The company name, address and companies registration office number must match the Companies Registration Office register. You can check the registered name, address and registered number of the company by going to [www.cro.ie](http://www.cro.ie).

**Unincorporated body details** — The unincorporated body name and address should be the same as the information provided in your application form.

**Name of the person completing this form** — Please state the first name and surname of the person who is completing the form on behalf of the body.

- In the case of a **company**, this person must be a director or another officer of the company such as company secretary or chief executive officer.
- In the case of an **unincorporated body** the person must be a manager, a chairperson or a member of the unincorporated body.

**Role of the person** — Please tick the checkbox that reflects the role of the person. We will only accept forms signed by a person who carries out one of the roles identified on the form.

### Section 2. Declaration

In signing this form, the person doing so is declaring that there are no convictions recorded against the **company** except for those listed in 'Schedule 1' of the declaration, either in the Republic of Ireland or elsewhere. Please see the following example:

Name (print)	John Smith
Position	Director <input checked="" type="checkbox"/>
	Authorised officer of the company <input type="checkbox"/>
Signed	<i>John Smith</i>
Date	01 May 2016
Contact number (during office hours)	021 240 9300

You should print, **sign** and return the form via post with your registration pack.

## Schedule 1

Please list any convictions recorded against the company entity or unincorporated entity in this section. This refers to the entity's conviction(s) for any criminal offence. If the applicant or registered provider is unsure about what type of information should be disclosed in this section, the applicant or registered provider may wish to seek legal advice on the matter.

Schedule 1.
List of convictions (if applicable).
N/A

If there are no convictions recorded against the entity, please state that this section is not applicable.

### Can I submit other types of Garda vetting documentation for a company or unincorporated body?

Yes, we will also accept:

1. A photocopy of the National Vetting Bureau disclosure report for the company or the unincorporated body. This must be dated within six months of submitting your application to us.
2. A declaration by the company or unincorporated body, in a format other than the HIQA form, stating there has been no conviction, or listing each conviction recorded against the company either in the Republic of Ireland or elsewhere. The declaration must be:
  - signed by the appropriate person:
    - an officer of the company or
    - a manager, chairperson or a member of the unincorporated body.
  - an original document with an original signature
  - dated within six months of submitting your application.

## Partnership and individual

If the applicant and or registered provider entity is a partnership, individual or sole trader we will process a vetting request through the National Vetting Bureau's e-vetting system. A **HIOA National Vetting Bureau Invitation Form** (included in your pack) must be completed by:

- each partner in a partnership, and
- an individual or sole trader.

We will only accept **HIOA-specific forms** (as illustrated below) with an original signature,

- dated within six months of submitting your registration pack
- forms completed in accordance with National Vetting Bureau guidelines (listed on the first page of the form).

We will be unable to process your form if it is completed incorrectly.

Health Information and Quality Authority  
Unit 1301, City Gate  
Mahon, Cork  
T12 Y2XT

**Health Information and Quality Authority**  
An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte

Your Ref:

Form NVB 1  
**Vetting Invitation**

### E-vetting system steps:

1. On receipt of a complete HIOA National Vetting Bureau Invitation Form we will confirm proof of identity for the vetting applicant.
2. The vetting subject will receive an email (to the email address provided on the invitation form) with a link to the National Vetting Bureau's e-vetting system.
3. The vetting subject must complete the vetting application form online and click 'submit'.
4. We will check the vetting application form and once satisfied that it is fully and correctly completed, we will submit it to the National Vetting Bureau (NVB).
5. The National Vetting Bureau will process the application and send the disclosure to us through the e-vetting system.

A photocopy of the disclosure released by the National Vetting Bureau will be made available to the vetting subject on request.

## Statutory body

A Garda vetting report for the person responsible on behalf of the statutory body is **not required**.

### How long will vetting document stay valid with HIQA?

The vetting documentation you submit to us will not be requested again for three years. You will be required to submit up-to-date Garda vetting documentation when you are renewing the registration of a designated centre.

If you have recently submitted a Garda vetting document to us (a self-declaration form or a HIQA National Vetting Bureau Invitation Form), the date of the form is **within the last two years** and there has been no change to the information previously supplied, you are not required to submit this form again. You should tick the '**recently submitted**' checkbox on the prescribed information checklist.

If the vetting documentation is not dated within the last two years **or there has been a change** to the information previously supplied, you should submit up-to-date vetting documentation.

### Details of any previous experience

You must submit details of previous experience for the entity (individual, partnership, company, unincorporated body and statutory body) that is carrying on the business of the designated centre in Ireland or a similar residential service outside of Ireland.

#### We will accept:

1. A list of designated centres operated by the entity in Ireland or a similar residential service outside of Ireland, or
2. A 'tick' in the N/A checkbox if the entity does not have previous experience of carrying on the business of a designated centre in Ireland or elsewhere.

### How long will details of previous experience stay valid with HIQA?

Details of previous experience do not expire. If there has been no change to the information previously submitted you are not required to submit this documentation again. You should tick the 'recently submitted' checkbox on the prescribed information checklist.

If there is a change to the information previously submitted, you will be required to submit up-to-date details of previous experience for the entity.

## Prescribed information for the person in charge and person participating in management

Prescribed information for a person in charge or person participating in management must be submitted with an:

- application to register
- application to renew registration:
  - if the person has not previously submitted this form, or
  - if there has been a change to the information previously supplied on the personal information form.
- NF30A Notification Form — new person in charge
- NF31 Notification Form — new person participating in management

### What prescribed information should I submit for the person in charge and each person participating in management?

Prescribed information required for the person will vary depending on the **service** provided at your designated centre. It is your responsibility to ensure you send us the correct documentation. Please use the following table as guidance.

Prescribed information — person in charge and each person participating in management	Service type		
	Disability	Older persons	Special care units
<a href="#">Personal Information Form</a>	✓	✓	✓
Copy of current <a href="#">photographic identification</a>	✓	✓	✓
Copy of a current <a href="#">Garda vetting report</a> (disclosure)	✓	✓	✓
Vetting information from police authorities in other state/s if the person has lived in another state for six consecutive months or more.	Not required	Not required	✓
Copy of the person's <a href="#">birth certificate</a>	✓	Not required	Not required

Prescribed information — person in charge and each person participating in management	Service type		
	Disability	Older persons	Special care units
Copy of relevant <a href="#">qualifications</a>	✓	✓	✓
Two <a href="#">HIQA Reference Forms</a>	✓	Not required	✓
<a href="#">Medical Declaration Form</a>	✓	Not Required	✓

## Personal Information Form

The Personal Information Form should be completed in respect of the person in charge and each person participating in management at the designated centre.

### How long will the Personal Information Form stay valid with HIQA?

The information you send us in this form is specific to the designated centre where the person works and is valid **unless** there has been a change to:

- any information previously supplied in the form, such as work history or qualifications, or
- a change of designated centre where the person works — in this case you should submit a new form with updated information.

If you have previously submitted a Personal Information Form, and there has been no change to the information previously supplied and the role of this person has not changed at the designated centre, you are not required to submit the forms again. In this case, you should tick the 'recently submitted' checkbox.

### How do I complete the Personal Information Form?

We will accept forms completed by the registered provider that are:

- dated within three months of submitting your registration pack,
- in original, with an original signature (do not send us a photocopy), and
- completed as per the following guidelines.



## Section 1. Designated centre details

In this section you should tell us the name and associated centre ID (OSV) of the designated centre. If the subject of this form has the **same role in more than one designated centre** please include the name of each designated centre and the associated centre ID (OSV) in this section or attach a list of each designated centre and the associated centre ID (OSV).

## Section 2. Contact details for the person

Please tick the checkbox that relates to the role of the person. If the name is different to what is on the person's birth certificate or photographic identification, please note this on the form. The person's name and business phone number provided in this section will be included on our register of designated centres and your certificate of registration.

## Section 3. Registration with a professional regulatory body

**Professional body** — please state the name of the professional body that the person is registered with. Professional regulatory bodies relevant to this form may include:

- An Bord Altranais agus Cnáimhseachais na hÉireann, Nursing and Midwifery Board of Ireland (NMBI), [www.nmbi.ie](http://www.nmbi.ie)
- CORU, the regulator for health and social care professionals , [www.coru.ie](http://www.coru.ie)
- the Medical Council (Republic of Ireland), [www.medicalcouncil.ie](http://www.medicalcouncil.ie).

**Registration numbers** — Please state the registration number associated with the person's registration. **Registration status** — Please also state the status of your registration with the professional body, that is to say either active or inactive.

## Section 4. Qualifications

Please list the relevant qualifications or accredited training for the person. 'Relevant' refers to any qualification that is related to the role of the person in charge or person participating in management. You should include the following information as it appears on the award:

- name of the qualification
- name of the awarding body
- date of the award.

You are required to submit a **photocopy** of each document listed in this section (do not send originals).

## Section 5. Employment history

This section should reflect the person's employment history, including each period of employment (including employment outside of Ireland), study, and any gaps in employment. Please start with the person's current role and state:

- **Start and end date** for each period. Do not leave any gaps.
- **Name and address** of every place the person has worked or studied.
- **Job title and position** details for each role, including employment type, such as full-time, part-time or voluntary. If there is a gap, please state the reason for the gap, for example career break or maternity leave.
- **Reason for leaving** should reflect the reason why the period of employment, study or gap in employment ended.

## Section 6. Verification of previous employment

**Has this person ever worked with vulnerable adults or children in a previous role? —**

When completing this section, please tick one of the following options:

- **'Yes'**— If the person's employment history identifies that they have worked directly with children or vulnerable adults. If yes, you must complete 'Subsection 6.1'.
- **'No'** — If the person's employment history does not identify that they have worked directly with children or vulnerable adults. If no, go to 'Section 7' next.

Work with vulnerable adults includes older people, people with an intellectual disability, and people with:

- dementia
- a mental illness
- an acquired brain injury
- an inability to communicate decisions.

For the purpose of this form, a person in an acute hospital setting is not necessarily a vulnerable person. If the person's previous employment was a nurse in a hospital setting, they do not have to tick **'Yes'** in respect of this employment.

## Subsection 6.1

This section should be completed if the person has worked with vulnerable adults or children in a previous role. You should state if you have 'verified the reason why the employment or position(s) has ended for each period of employment' by ticking either the '**Yes**' or '**No**' checkbox.

- If you have ticked the '**No**' checkbox, please provide your rationale for not verifying why the position or employment ended in the text box provided. This may include a situation whereby it is not reasonably practical to obtain verification, for example if the previous employer is no longer operational.
- If you have ticked the Yes checkbox, you should state if you are satisfied with the reason given for the discontinuation of employment or position by ticking either the Yes or No checkbox in this section.". If you have ticked '**No**' and you are not satisfied with the reasons given, please state your rationale in the text box provided.

## Section 7. Details of previous experience (Special care units only)

This section should be completed if the person has ever participated in the management of a Special care unit or services registered with another regulator or social care sector in Ireland or in another state.

- If you have ticked the 'Yes' checkbox, you should list the designated centres in which the person has participated in management.

## Section 7. Declaration by the registered provider (DCOP/DCD) and

## Section 8. Declaration by the registered provider (DCSC)

The declaration should be signed by the applicant, registered provider or by a person authorised by the registered provider. Please use the following table as guidance.

Who can sign the declaration	Who will be accepted by the Chief Inspector to sign the declaration on behalf of the Provider
<b>Sole trader</b>	Individual person (sole trader — the person applying to register or renew registration)
<b>Company</b>	A director of the company OR Authorised signatory for and on behalf of the company*
<b>Partnership</b>	A partner of the partnership OR Authorised signatory for and on behalf of the partnership*
<b>Unincorporated body</b>	A member of the committee of management or other controlling authority of the unincorporated body OR Authorised signatory for and on behalf of the unincorporated body*
<b>Statutory body</b>	Person responsible on behalf of the statutory body

### \*Who is an authorised signatory?

If the Provider is a company, a partnership or an unincorporated body, the Provider may appoint an individual or individuals as an authorised signatory or authorised signatories to sign relevant documentation<sup>5</sup> on its behalf.

Once validly appointed, an authorised signatory or signatories will be authorised to sign all relevant forms on behalf of the Provider until such time as the authorisation is revoked by the Provider and such revocation is notified to the Chief Inspector in writing.

Where an authorised signatory has been appointed, an original hard copy letter signed by the Provider— stating that the authorised signatory or signatories has or have been validly authorised to sign documentation on behalf of the Provider — must be sent to the Chief Inspector in advance of the authorised signatory exercising signing authority.

This authorisation must take the form of a resolution duly passed by:

- the board of directors of the company named as being the Provider or
- the partners of the partnership named as being the Provider or
- the members of the committee of management or other controlling authority of the unincorporated body named as being the Provider.

A letter of authorisation notifying the Chief Inspector of the appointment of an authorised signatory must be sent by post in advance of the authorised signatory exercising signing authority. This letter must contain certain information which is set out in our Regulatory Notice – *Important information about registration documentation for intended and registered providers of designated centres* which is available to download from our website [www.hiqa.ie](http://www.hiqa.ie)

## Photographic identification

You are required to submit documentation to prove the identity of the person in charge and each person participating in management, each partner in a partnership and an individual sole trader. Photocopied documents must include a clear photograph, the person's name and date of birth. We will accept a **photocopy** of the following documents (do not send us originals).

### Irish citizens:

- a valid Irish passport which has not expired
- a valid Irish driving licence or learner permit which has not expired
- a photocopy of the person's valid public services card which has not expired

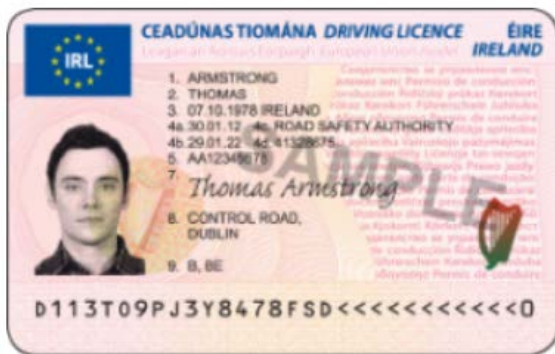


Image: [www.ndls.ie](http://www.ndls.ie)



Image: [www.dfa.ie](http://www.dfa.ie)

### Non-Irish citizens:

- a valid passport which has not expired
- for EU/ European Economic Area (EEA)\* /Swiss citizens, a valid national ID card
- a photocopy of the person's valid public services card which has not expired
- a photocopy of a valid UK driving licence. which has not expired

If the person does not hold any of the above, we will accept a current photograph of the person and a photocopy of the person's birth certificate.

### How long will this document stay valid?

Photographic identification is valid as per the date identified on the document itself.

If the document previously submitted to us is **in date**, you should tick the 'recently submitted' checkbox on the prescribed information checklist.

If the document **has expired or changed** (including name and address), you should submit up-to-date photographic identification.

\* EU Member states along with Norway, Iceland and Liechtenstein.

## Photocopy of a Garda vetting report for the person in charge and person participating in management

You are required to send us a **photocopy** of the Garda vetting report (disclosure) obtained by the applicant or registered provider for the person in charge and person participating in management:

- when you are completing an application to register,
- every **three years** thereafter with an application to renew, or
- as part of an NF30 or NF31 notification form.

We will accept a photocopy of a National Vetting Bureau report (disclosure). This must be a clear copy and the person's name and details clearly identifiable. The date on the report must be dated within six months of submission to HIQA.

### How long will the vetting documentation stay valid with HIQA?

A photocopy of vetting documentation will not be requested again for three years. You will be required to submit up-to-date Garda vetting documentation for the person in charge and person participating in management when you are renewing the registration of the designated centre.

If the person has moved to a new designated centre with a different registered provider the applicant or registered provider will be required to submit a copy of a current Garda Vetting report for the person enclosed with the relevant registration or notification pack.

### What if I have recently submitted this documentation?

You should tick the 'recently submitted' checkbox on the prescribed information checklist if the vetting report (disclosure) recently submitted is:

- dated within the last two years
- there has been no change to the information previously supplied
- the person has not moved to another designated centre with a different registered provider.

If the vetting report (disclosure) is not dated within the last two years **or there has been a change** to the information previously supplied, you should submit an up-to-date photocopy of a National Garda Vetting Bureau report (disclosure) for the person.

## Photocopy of a vetting information from police authorities in other states (Special care units)

You are required to send us a **photocopy** of the vetting information from police authorities in other state(s) for the person in charge and person participating in management if the person has lived in another state for six months or more.



## Birth certificate (disability)

Applicants and or registered providers for designated centres for persons with disabilities are required to submit a copy of a birth certificate for the person in charge and each person participating in management. This is a legal requirement set out [schedule 3 of the registration regulations](#) for designated centres for persons with disabilities.

### What should I submit?

We will accept a photocopy of the person's birth certificate. The photocopy should be clear and the person's name and date of birth should be identifiable. Please **do not** send us the original birth certificate.

### How long will the birth certificate stay valid with HIQA?

The birth certificate does not expire. If you have previously sent us a copy of the person's birth certificate you are not required to do so again. You should tick the 'recently submitted' checkbox on the prescribed information checklist.

## Copy of qualifications

### What should I submit?

You are required to submit documentary evidence of any relevant qualifications or accredited training in respect of the person in charge and each person participating in management.

**We will accept** a photocopy of qualifications or accredited training that has been identified for the person in Section 4 of the personal information form ('Qualifications'). Do not send us original documents. Please ensure all photocopies are legible and state:

- the person's name
- the qualification or training awarded, and
- the date of the award.

### What if I cannot obtain documentary evidence?

If you are unable to provide a photocopy of the qualification or accredited training you should submit a declaration stating the reasons why you cannot do so. HIQA inspectors will review the information on receipt and may contact you directly if further clarification is required.

## Reference Form (disability and special care units)

Applicants or registered providers for designated centres for persons with disabilities and special care units are required to submit two HIQA Reference Forms for the person in charge and for each person participating in management at the designated centre.

### Who should complete the HIQA Reference Forms?

One HIQA reference form must be completed in respect of the person's last employment. We will accept forms completed by:

- the person's previous employer (last employment), or
- a previous line manager (last employment).

If you are unable to obtain a reference from the person's last employer or line manager, we will accept a declaration stating the reason(s) why you cannot obtain this reference, **in addition** to a HIQA Reference Form completed by one of the following:

- the person's current line manager, or
- the person's previous line manager in their current employment.

A second HIQA Reference Form should be completed by a referee in a professional capacity who previously or currently works with the person, such as a medical professional. This person should be able to attest to the suitability of the person in their role of person in charge or person participating in management.

### Is there any type of reference not accepted?

We will not accept Reference Forms completed by a friend, relative, resident or relative of a resident. All references must be submitted in format of the HIQA Reference Form.

### How long will the Reference Form stay valid with HIQA?

A Reference Form does not expire. If you have previously completed two HIQA Reference Forms and the person's role in the designated centre has not changed, you are not required to resubmit the forms. You should tick the 'recently submitted' checkbox in the prescribed information checklist.

### What should I submit if the person's role has changed from a person participating in management to a person in charge?

If the person's role in the designated centre has changed from the role of person participating in management to a person in charge, you are required to submit **one** additional Reference Form from the person's previous employer or line manager attesting to their suitability in the role of person in charge of a designated centre.

### **What if the person has submitted Reference Forms with another organisation?**

If the person is new to the organisation but has previously submitted HIQA Reference Forms while employed by another organisation, you should submit **one** additional HIQA Reference Form from the person's previous employer or line manager.

### **Who should submit the Reference Form to the Registration Office?**

It is the responsibility of the applicant and or registered provider to ensure that two HIQA Reference Forms are sent to the Registration Office as part of your registration pack, NF30 or NF31 Notification Form.

The referee should return the form directly to the Registration Office; however, if the referee chooses to return the form to the applicant or registered provider, the forms should be enclosed with the relevant registration pack or notification.

### **How do I complete the HIQA Reference Form?**

We will accept a complete reference form with original signatures within three months of submitting your registration pack. Please ensure the form has been completed correctly by following the guidelines above.

## Section 1. Designated centre details

This section of the form should be completed by the applicant and or registered provider.

Section 1. Designated centre details	
Centre name	HIQA House
Centre ID (OSV)	OSV-0009999
Centre address	Unit 1301 City Gate Mahon Cork T12 Y2XT

Please state the **name**, associated **centre ID** and **address** of the designated centre where the person works.

## Section 2. Person's details

This section should be completed by the applicant and or registered provider.

- **Please tick the relevant role** — please tick the checkbox relating to the role of the person who is the subject of the Reference Form, either a person in charge or a person participating in management.
- **Name (PIC/PPIM)** — please state the name of the person who is the subject of the Reference Form. The name entered in this section should be identical to the name entered in the application form or notification form.
- **How does this person know the referee** — please identify the relationship between the person named in the previous section and the referee, for example: 'the referee is a former work colleague'.

## Section 3. Referee details

This section of the form should be completed by the referee. Information provided in this Reference Form will be used by inspectors to assess the fitness of the person in charge or person participating in management. We may contact the referee via email or telephone if more information is required.

Please state the:

**Name and occupation of the referee** — The name and occupation of the person who is providing the reference.

**Contact number** — Please enter a daytime contact telephone number for the referee.

**Business email address** — Provide a valid business email address for the referee.

**Type of reference being provided** — Please tick the 'Previous Employer' checkbox if you are the person's most recent employer or line manager (last employer or current employment). Please tick the 'Professional Character Reference' checkbox if you are providing a character reference in a professional capacity.

**How you know the person?** — The referee should provide an approximate timeframe of how long he or she has known the person.

**Have you previously worked together?** — Please tick either the 'Yes' or 'No' checkbox. If you have ticked 'Yes', please state the name of the place where you both worked and your roles at that time.

## Section 4. Attributes

The referee should use the scale provided to measure how the person has demonstrated these key attributes in the role that they are known to the referee.

If the referee has not worked with the person in a capacity that would allow them comment on these attributes, please tick the "0" checkbox as illustrated in the following example.

Attribute 1: Integrity and good character				
0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>
Attribute 2: Competent and capable in their role				
0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>
Attribute 3: Demonstrated participation in management and governance				
0 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

## Section 5. Other information

This section of the form should be completed by the referee.

**Have you any reason to be concerned about this person having access to vulnerable adults or children?** — vulnerable adults may include older people or people with disabilities. The referee should tick either the 'Yes' or 'No' checkbox. If the referee ticks the 'Yes' checkbox, please ensure details of the concern are noted in the text box provided.

**Do you wish to bring any other information about this person to the attention of HIQA?** — The referee should tick either the 'Yes' or 'No' checkbox. Please tick the 'Yes' checkbox if there is other information relevant to the person and their role of person in charge or person participating in management that may not have been accounted for in previous questions.

## Section 6. Declaration by referee

The referee must sign and date the reference form. We will only accept reference forms with an original signature. If you send this form via email, please ensure the original form is posted directly to the registration office.

## Medical Declaration Form (Disability and Special care units)

Applicants and or registered providers for designated centres for persons with **disabilities and Special care units** are required to submit evidence that the person in charge and each person participating in management is physically and mentally fit for the purposes of the work that they are to perform at the designated centre.

### What should I submit?

You should send us a **HIQA Medical Declaration Form** signed by the applicant or registered provider and accompanied by:

- a medical certificate, or
- a declaration of physical and mental fitness.

### How long is the medical declaration valid with HIQA?

A medical declaration is valid for three years from the date of the medical certificate **or** declaration of physical and mental fitness form **unless** the person changes organisation.

You will be required to submit up-to-date evidence for the person in charge and person participating in management when:

- you are renewing the registration of the designated centre, or
- if the person (designated centre and registered provider)

### What if I have recently submitted this documentation?

You should tick the 'recently submitted' checkbox if a medical declaration has been submitted for the person in the last two years and:

- the form is dated within two years,
- there has been no change to the information previously supplied, and
- the person has not changed designated centre (with a new registered provider)

If the documentation is not dated within the last two years **or there has been a change** to the information previously supplied, you should submit up-to-date vetting documentation.

### How do I complete the HIQA Medical Declaration Form?

We will accept a complete HIQA Medical Declaration Form with original signatures and dated within three months of submitting your registration pack. Please ensure the form has been completed correctly by following the guidelines.

## Section 1. Designated centre details

Please state the designated centre name and associated centre ID. Please also state the name of the applicant or registered provider entity, such as 'HIQA House Limited'

## Section 2. Person's details

Please use the following illustration as a guide to completing this section.

Section 2. Person's details.	
Please tick the relevant <b>role</b> for the person	Person in charge (PIC) <input checked="" type="checkbox"/>
	Person participating in management (PPIM) <input type="checkbox"/>
Name (PIC or PPIM)	John Smith
Please state the type of evidence of physical and mental fitness you obtained for this person. Tick <b>one box</b> and complete the relevant section.	
<b>Section 3.</b>	<b>Medical certificate.</b> <input type="checkbox"/>
<b>Section 4.</b>	<b>Declaration of physical and mental fitness.</b> <input type="checkbox"/>

**Please tick the relevant role** - tick the checkbox relating to one role for the person.

The **name** entered in this section should match with the name identified in the application or notification form.

Tick the **medical certificate** checkbox and complete '**section 3**' if you have obtained a medical certificate for the person completed by a medical practitioner.

Tick the **Declaration of physical and mental fitness** checkbox and complete '**section 4**' if it is **not practical** for the person to obtain a medical certificate but you have obtained a declaration signed by the person stating they are so fit.



### Section 3. Medical certificate

Please complete this section in full by ticking each checkbox confirming that you have:

1. Obtained a medical certificate stating that this person is physically and mentally fit for the purpose of the work that they are to perform.
2. You have enclosed a **photocopy** of the medical certificate.
3. The medical certificate is dated within three months of the date of submission.

If one or more checkbox is not ticked as complete we will not be able to process your form.

### Section 4. Declaration of physical and mental fitness

In the absence of a medical certificate or where it is not practical for the person to obtain evidence of physical and mental fitness, please complete this section in full by ticking each checkbox confirming that:

1. You have obtained a signed declaration from the subject of this form stating that they are physically and mentally fit for the purpose of the work that they are to perform.
1. You have enclosed a **photocopy** of the declaration.
2. The declaration is dated within the last three months.
3. You are satisfied that the person is physically and mentally fit for the purpose of the work that they are to perform.

Please be aware that if one or more checkbox is not ticked as complete, we will not be able to process your form.

### Section 5. Declaration by the registered provider

Please read the guidance provided in the '[declaration section](#)' of this handbook to ensure that you complete the declaration correctly. Please note that we will only accept forms with an original signature.

## Prescribed information for the designated centre (disability)

Prescribed information for the designated applies only to designated centres for persons with disabilities and is a legal requirement set out in regulation 5(3) of the [disability registration regulations](#). The applicant and or registered provider must submit the following prescribed information:

- evidence that the designated centre complies with the planning and development acts and any building bye-laws that may be in force.
- a copy of the written guide produced for residents and an example of any brochure or advertisement used or to be used for the designated centre.
- a copy of any contracts of insurance.

### Evidence that the designated centre complies with the planning and development acts and any building bye-laws that may be in force.

You must submit evidence of planning compliance. If your designated centre comprises more than one building you must send us evidence of planning compliance for each building. We will accept one of the following documents:

- planning compliance self-declaration form,
- HIQA planning compliance form,
- other documentary evidence that the designated centre complies with the planning and development acts and any building bye-laws that may be in force.

### How long will evidence of planning compliance stay valid with HIQA?

Evidence of planning compliance does not expire **unless** there is a change to specifications or dimensions of the designated centre.

### Should I submit planning compliance with an application to renew?

Where there has been **no change** to the specifications or dimensions of the designated centre since your previous application to register we will accept a declaration stating there has been no change.

However, if there **has been a change** to the structure of the designated centre, you will be required to submit up-to-date evidence of same.

## Planning Compliance Self-declaration Form

This form is included in your registration pack. We will accept a HIQA Planning Compliance Self-declaration Form completed in full and signed by the applicant and or registered provider. This document must be:

- dated, within three months of the date of submission, and
- must be an original document with original signatures (do not send us a photocopy).

## HIQA Planning Compliance Form

This form is included in your registration pack. If you choose to use the HIQA Planning Compliance Form, the form must be completed in accordance with the guidance provided on the front of the form.

We will accept a HIQA Planning Compliance Form completed in full and signed by the applicant or registered provider and a competent person. This document must be:

- an original document with original signatures (do not send us a photocopy)
- dated within three months of the date of submission, and
- each section should be completed in full.

### Who is a competent person?

The 'competent person' must sign the declaration part of the form stating that they are a properly and suitably qualified person with experience in planning and construction. This competent person confirms that all statutory requirements relating to the planning and development acts, and any building bye-laws that may be in force, have been substantially complied with. Registered professionals who are suitably qualified will be registered on one of the following registers:

- the RIAI Register for architects (under Part 3 of the Building Control Act 2007)
- the SCSI Register for building surveyors (under Part 5 of the Building Control Act 2007)
- Engineers Ireland's Register for chartered engineers (under section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969).

## Documentary evidence of planning compliance

We will accept evidence of compliance in a format other than the HIQA Planning Compliance Form or self-declaration form. Evidence must state the designated centre name, address and must be:

- dated within three months of the date of submission to us,

- signed by a 'competent person' and
- an original document with original signatures.

## **Resident's guide and an example of any brochures or advertisements (disability)**

You must submit a photocopy of the written guide produced for residents. This document should clearly state the:

- name of the designated centre, and
- the date of the document

In addition, you should also send us an example of any brochure or advertisement used or to be used for the designated centre.

## **Contracts of insurance (disability)**

You must submit a photocopy of any contracts of insurance for the designated centre or each building that comprises the designated centre. This document should clearly state the:

- name of the designated centre, and
- the date of the document

The photocopy must be no older than six months old. Expired contracts of insurance will not be accepted.

## Prescribed information for the designated centre (special care units)

Prescribed information for the designated centre – special care units is a legal requirement set out in regulation 4 (2) of the special care unit registration regulations. The applicant and or registered provider must submit the following prescribed information:

- evidence that the designated centre complies with the statutory requirements relating to fire safety and building control bye-laws that may be in force.

You must submit evidence of compliance. We will accept one of the following documents:

- HIQA compliance with statutory requirements relating to fire safety and building control,
- other documentary evidence that the designated centre complies with statutory requirements relating to fire safety and building control.

### How long will evidence of fire safety compliance stay valid with HIQA?

You will be required to resubmit evidence of fire safety compliance when you are renewing the registration of the designated centre.

## HIQA Compliance with Statutory Requirements Relating to Fire Safety and Building Control Form

This form is included in your registration pack. If you choose to use the HIQA fire safety form, the form must be completed in accordance with the guidance provided on the front of the form.

We will accept a HIQA fire safety form completed in full and signed by the applicant, registered provider or by a person authorised by the registered provider, and signed by a **'competent person'**. This document must be:

- an original document with original signatures (do not send us a photocopy)
- dated within three months of the date of submission, and
- each section must be completed in full.

### Who is a 'competent person'?

The written confirmation should be signed by a person with qualifications as set out in the Building Control Act 2007, the Multi-Unit Developments Act 2011, and regulations thereunder.

These are:

- (a) architects that are on the register maintained by the RIAI under Part 3 of the Building Control Act 2007; or

- (b) building surveyors that are on the register maintained by the SCSI under Part 5 of the Building Control Act 2007; or
- (c) chartered engineers on the register maintained by Engineers Ireland under section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969.

## **Documentary evidence of fire safety compliance**

We will accept evidence of compliance in a format other than the Compliance with Statutory Requirements Relating to Fire Safety and Building Control form. Evidence must state the designated centre name, address and must be:

- dated within three months of the date of submission,
- signed by a 'competent person' and
- an original document with original signatures.

## Prescribed information for an application to renew (older persons)

Schedule 2, Part B of the [registration regulations for older people](#) states that, in the case of an application to renew, you must complete:

- a) a statutory declaration stating there has been no change to the prescribed information submitted with the previous application to register, or
- b) a statement of each change where there has been a change in a format specified by the Chief Inspector





### How do I complete 'Section 3', prescribed information'?

You must identify if there has been a change to the prescribed information previously submitted. You should tick one checkbox and complete the section of the form that is associated with the type of change. Please tick:

- **Section 3.1** if there has been no change to the prescribed information submitted with the previous application.
- **Section 3.2** if there has been a change to the prescribed information submitted with the previous application or if you have not previously submitted the relevant prescribed information.

### Section 3.1 No change

If you have ticked 'Section 3.1' you must submit the following documentation.

The following prescribed information <b>must</b> accompany your application to renew form, unless recently submitted.	Enclosed
1. <b>Statutory declaration</b> ** stating that there has been no change in the particulars supplied since the previous application.	
2. <b>Current</b> company self declaration form.**	
3. <b>Copy of a current</b> Garda vetting report for the person in charge.	
4. <b>Copy of a current</b> Garda vetting report for each person participating in management.	

You may use our 'Registered provider renewal of registration statutory declaration' form.

## Section 3.2 There has been a change

If you have ticked 'Section 3.2', you must **provide a statement of each change** to the prescribed information previously submitted. You can do this by ticking the relevant checkbox provided in section 3.2 as illustrated.

<b>Section 3.2 A statement of each change, where there has been a change to prescribed information supplied with the previous application.</b>		
Has there been a <b>change</b> to the prescribed information for the registered provider? Please tick the relevant box.	<b>Yes</b>	<b>No</b>
1. Proof of identity, that is to say a copy of the company's <b>certificate of incorporation.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Details of any <b>previous experience</b> by the company of carrying on the business of a designated or similar service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**In addition**, you must enclose the following documentation in your registration pack:

1. Updated prescribed information, where a **change** has been identified.
2. Garda vetting report for the registered provider as per the [Garda vetting documentation](#) guidance provided in this handbook.
3. A photocopy of a current Garda vetting report for the person in charge.
4. A photocopy of a current Garda vetting report for each person participating in management.

Photocopies of the Garda vetting report must meet the requirements as per the person in charge and person participating in management [Garda vetting report](#) guidance outlined in this handbook.

### What if I have not previously submitted the prescribed information listed in this section?

Please tick the '**Yes**' checkbox associated with the prescribed information in section 3.2 (as illustrated above) and enclose the completed document with your registration pack.



## Registered provider renewal of registration statutory declaration

This declaration is enclosed with your registration pack and can be completed, if you have stated there has been **no change** to the prescribed information submitted with your previous application (as part of 'Section 3.1').

### Who should complete the statutory declaration?

This form should be completed and signed by:

1. The applicant or registered provider.
2. A commissioner for oaths or practising solicitor.

Please read the guidance provided in the '[declaration section](#)' of this handbook to ensure that you complete the declaration correctly. Please note that we will only accept forms with an original signature.

The role of the registered provider signing the declaration depends on the entity of the registered provider, please read the following chart to ensure the correct person signs the declaration.

### How do I complete the declaration?

We will accept an original form with each section completed in full:

- signed by the applicant or registered provider **and** a commissioner for oaths or practising solicitor, and
- dated within three months of your submission.

## Prescribed information for an application to renew (disability)

Schedule 3 of the [disability registration regulations](#) identifies prescribed information that must accompany your application when you are applying to renew the registration of a designated centre. **Please complete section 3.1, section 3.2 and section 3.3 in full.**

### Section 3.1 Prescribed information supplied with the previous application to register.

This section refers to the prescribed information submitted with your previous application to register or renew for the:

- registered provider
- person in charge, and
- each person participating in management.

Please tick the '**Yes**' or '**No**' checkbox to identify if there has been a change to the information you have previously sent to us. If you tick the '**Yes**' checkbox, please ensure you enclose the updated prescribed information with your registration pack.

If you have not previously submitted prescribed information listed in this section, please tick the '**Yes**' checkbox associated with the prescribed information and enclose the completed document with your registration pack.

## Section 3.2 Prescribed information to accompany your application to renew

You must send us the following documentation with your registration pack. Please use the checklist provided to ensure you have enclosed all documents required.

1. Up-to-date prescribed information, where a change has been identified in section 3.1.
2. Garda vetting report for the registered provider as per the [Garda vetting](#) guidance provided in this handbook.
3. A photocopy of a current Garda vetting report for the person in charge and each person participating in management.
4. A current medical declaration form for the person in charge and each person participating in management.

Photocopies of the Garda vetting report must meet the requirements as per the person in charge and person participating in management [Garda vetting report](#) guidance outlined in this handbook.

## Section 3.3 Prescribed information for the designated centre.

This section lists the documentation, for the designated centre, that you must submit to us as part of your application to **renew** registration.

1. Evidence that the designated centre complies with the planning and development acts and any building bye laws that may be in force.
1. A copy of the written guide produced for residents and an example of any brochures or advertisements used or to be used for the designated centre.
2. A copy of any contracts of insurance.

All documents must meet the requirements outlined in the ['Prescribed information for the designated centre \(disability\)'](#) section of this handbook. Please use the checkbox provided to ensure you have enclosed each document with your registration pack, as illustrated here:

<b>Section 3.3 Prescribed information for the designated centre.</b>	
You <b>must</b> send us the following prescribed information with your application to renew. Documentation should be dated currently, that is to say the date is current or the document has not expired.	Enclosed
1. Evidence that the designated centre complies with the <b>planning</b> and development acts and any building bye laws that may be in force.	<input checked="" type="checkbox"/>
2. A copy of the <b>written guide</b> produced for residents and an example of any brochure or advertisement used or to be used for the designated centre.	<input checked="" type="checkbox"/>
3. A copy of any contracts of <b>insurance</b> .	<input checked="" type="checkbox"/>





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