



Oifig Náisiúnta Um Ghairmithe Sláinte  
agus Cúraim Shóisalaigh  
Dara Urlár, Foirgneamh Clinciúil & Riarcháin Bloc A  
Feidhmeannacht na Seirbhíse  
Sláinte Páirc Mheirlinne, Gaillimh  
H91 N973  
Fón: 091 775094/775906

National Health and Social Care Professions Office  
2nd Floor, Clinical and Administration Block A  
HSE, Merlin Park, Galway  
H91 N973  
Email: HSCP.nationaloffice@hse.ie

Oifig Náisiúnta Um Ghairmithe Sláinte  
agus Cúraim Shóisalaigh  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr Steevens'  
Lána Steeven  
Baile Átha Cliath 8  
D08 W2A8  
Fón: 01 6352184

National Health and Social Care Professions Office  
HSE, Dr. Steevens' Hospital  
Steevens' Lane  
Dublin 8  
D08 W2A8  
Email: HSCP.nationaloffice@hse.ie

Form 4

**Applicants Name:**

**Train the Trainer: - Manager's Commitment to Release**

**CONFIDENTIAL**

**HSE Professional Supervision Training Programme**

**For Health and Social Care Professionals – HSE & Voluntary Organisation**

**The applicant and line manager agree to:**

- The agreed release as part of the applicant's role initially for 24 months, with a built in review thereafter to discuss future release.

**First year: 2019 – 2020** (14 days including the eight-day Train the Trainer programme)

This release entails:

1. The applicant's full participation in the *4 Day Professional Supervision for HSE HSCP Training Programme (Supervisors)* delivered in two parts of two consecutive days each.
2. If selected, the applicant's full participation in the *4-day Train the Trainer Programme* delivered in two parts of two consecutive days each. Please see dates overleaf.
3. Delivery of *one Professional Supervision for HSCP four day (Supervisors) Training Programme* in Winter 2019 following completion of the Train the Trainer Programme including *half day preparation for each course and half day wrap-up time following the course delivery.*
4. On-going engagement with the National HSCP Office for training delivery.
5. Participation in on-going Refresher training as provided by the National HSCP Office - equivalent to *1 day per year*

**Subsequent year: (11 days) 2020 -2021**

This release entails:

6. The applicant to deliver of a minimum of *2 (4-day) courses per year plus 1 x half day assigned to preparation for each course and*



1 x half day wrap-up time following the course delivery; one of these programmes to be co-delivered with another trainer external to their service.

7. The applicant to attend updates/refreshers – 2 x 1/2 days per year (the dates required will be planned in advance on an annual basis to allow maximum notice for release)

**Dates:**

**29<sup>th</sup> & 30<sup>th</sup> April AND 27<sup>th</sup> & 28<sup>th</sup> May 2019.**

**AND**

**2<sup>nd</sup> & 3<sup>rd</sup> September AND 15<sup>th</sup> & 16<sup>th</sup> October 2019.**

I understand and agree to the terms set out in this document:

**Signed:** \_\_\_\_\_

**Line Manager**

**Signed:** \_\_\_\_\_

**Applicant**

**Print Name:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

Please give contact details for next of kin, in case of emergency during the trainer/facilitator orientation:

**Name:** \_\_\_\_\_ **Mobile No: (Day and night)** \_\_\_\_\_

**PLEASE EMAIL COMPLETED LINE MANAGER RELEASE COMMITMENT with APPLICATION FORM & CERTIFICATE OF COMPLETION OF HseLand PROGRAMME to Nuala Flynn: [Richard.smith@hse.ie](mailto:Richard.smith@hse.ie) OR BEFORE 12pm on Thursday 28<sup>th</sup> February 2019. Applications received after this time will not be considered.**

If you have any queries please do not hesitate to contact Nuala Flynn, National HSCP Office, Tel: 0879978663.

Please note that the information you have provided for the purpose of your application, will be held by the National HSCP Office both electronically and/or manually; in accordance with the obligations set out in the General Data Protection Regulation. If you have any queries, please email the National HSCP Office, at [hscp.nationaloffice@hse.ie](mailto:hscp.nationaloffice@hse.ie)