



Organisational Health, HSE Workplace Health & Wellbeing Unit, National HR

Manager Referral FORM (002.24)

To request Psychosocial Risk Management/ Organisational Health & Wellbeing Support to HSE Workplace/Team

Please fill in both pages as much as you can and submit to hr.wellbeing@hse.ie

This referral form is treated confidential and GDPR compliant. All requests for support will be reviewed by Organisational Health, Workplace Health and Wellbeing Unit National Human Resource Services.

Your name and contact details:	
DATE	
Service Area name and contact details:	
What support/activity do you require?	
Please rate this requirement for support:	<input type="checkbox"/> Extreme <input type="checkbox"/> High <input type="checkbox"/> Considerable <input type="checkbox"/> Moderate <input type="checkbox"/> Low
When is this support/activity required?	
How many staff will be involved?	
Is the service in place and ready to support/respond to any identified follow-up actions/outcomes?	
List any other HR activities that are <u>currently active</u> in your service? i.e. formal investigations 'Trust in Care', 'Dignity at Work', 'Grievance Complaint' etc.	

Do you have budget?	Yes/No/NA	Is this planned support in your service plan/operational plan?	Yes/No/NA
Have you discussed this support requirement with your Service Lead/General Manager?	Yes/No/NA	Do you have approval from the relevant national director for this activity?	Yes/No/NA

When filling out this form, it may be useful to think about, and complete the following:



Who is involved? (For example, HSE staff & groups e.g. nursing/support/admin etc. certain professionals, others)	What do you want to achieve? (for example, 'address certain issues e.g. work-related stress/morale')	How will this support make a difference to the current situation in your service and into the future?

For office use only:

Support Category	
Additional information or clarifications	
Level of Support/intervention required	
Signed	
Date	