

To: [REDACTED] [Jacqueline Joynt](#)
Cc: [REDACTED]; [Stephen Kearns](#); [Joe Lynch](#); [REDACTED]; [Leona Doyle](#)
Subject: RE: NF30A: Helensburgh - Information required regarding the governance and management arrangements in place for Helensburgh and Applevue PRISM:039100941
Date: Friday 12 August 2022 11:56:01

Dear [REDACTED],

Thank you for your email and information.

In addition to submitting the PIF form today you will need to submit a new NF30A which clearly names Steven Kearns as the PIC. The form submitted on 03/08/2022 does not clearly state this.

Please included on the NF30A form, additional details to demonstrate that Steven has capacity alongside his PPIM roles, to ensure the effective governance, operational management and administration of the designated centres concerned during the interim period that he will be PIC.

Kind regards,

Jacqueline

Jacqueline Joynt | Inspector of Social Services

Health Information and Quality Authority

Georges Court | Georges Lane, | Smithfield | Dublin 7 D07 E98Y

Tel: 01 8147400

Email: jjoynt@hiqa.ie | Website: www.hiqa.ie

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Tá an t-eolais san ríomhphost seo, agus in aon ceangláin leis, faoi phribhléid agus faoi rún agus le h-aghaidh an seolaí amháin. D'fhéadfadh ábhar an seoladh seo bheith faoi phribhléid profisiúnta nó dlíthiúil. Mura tusa an seolaí a bhí beartaithe leis an ríomhphost seo a fháil, tá cosc air, nó aon chuid de, a úsáid, a chóipeál, nó a scaoileadh. Mé tháinig sé chugat de bharr dearmad, téigh i dteagmháil leis an seoltóir agus scríos an t-ábhar ó do ríomhaire le do thoil.

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From: [REDACTED]
Sent: Tuesday 9 August 2022 12:59
To: Registration <Registration@hiqa.ie>; Jacqueline Joynt <jjoynt@hiqa.ie>
Cc: [REDACTED]

Subject: RE: NF30A: Helensburgh - Information required regarding the governance and management arrangements in place for Helensburgh and Applevue PRISM:039100941

Good afternoon, Jacqueline,

The required documentation for Stephen Kearns to be in charge in Helensburgh is already uploaded on the Helensburgh and Applevue HIQA portal with the exception of the personal information form which will be uploaded by Friday.

This additional responsibility is an interim measure until the PIC for this designated centre is in place. In the meantime, 2 senior staff in Helensburgh are deputising while the PPIM is on annual leave.

Senior operational manager, Kate Hopkins is covering for emergencies for Stephen's designated centres including Helensburgh while he is on annual leave.

Kind regards,

[REDACTED]
[REDACTED]
Sunbeam House Services
Southern Cross House
Southern Cross Business Park
Boghall Road
Bray
Co. Wicklow
A98 RH93

[REDACTED]

From: <OPDIS Registration> <registration@hiqa.ie>

Sent: 09 August 2022 11:13

To: Joe Lynch <Joe.Lynch@sunbeam.ie>

Cc: [REDACTED]

Subject: NF30A: Helensburgh - Information required regarding the governance and management arrangements in place for Helensburgh and Applevue PRISM:039100941

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Dear Joe,

I hope this email finds you well.

I tried to call Stephen Kearns this morning however, his telephone message advised that he was on annual leave until 15th of August. As such I am contacting you as information is required.

In relation to the NF30A that was submitted for Designated centres, Helensburgh and Applevue, which states that the person in charge has departed on 1st of August 2022 and that Stephen Kearns will be in charge from 2nd of August, please note that a designated centre must have a person in charge in place. As the notification has noted that Stephen Kearns is now in charge, then he is effectively the person in charge and a NF30A, with the required documents, must be submitted for him.

In addition, taking in to account that Stephen Kearns is also responsible as PPIM for eight other designated centres, can I ask you provide assurances that he has the capacity to ensure the effective governance, operational management and administration of the designated centres concerned and the arrangements in place to demonstrate this. Furthermore, can you advise of the arrangements in place for both designated centres when the PPIM and PIC are on annual leave.

Can I ask you to respond to this email at registration@hiqa.ie and cc a copy to jjoynt@hiqa.ie by close of business 11th of August and ensure that both NF30As with a named Person in charge are submitted.

Kind regards,

Jacqueline

Jacqueline Joynt | Inspector of Social Services
Health Information and Quality Authority
Georges Court | Georges Lane, | Smithfield | Dublin 7 D07 E98Y
Tel: 01 8147400
Email: jjoynt@hiqa.ie | Website: www.hiqa.ie

Registration Team
Regulatory Support Services
Office of the Chief Inspector
Health Information and Quality Authority
Unit 1301, City Gate, Mahon, Cork

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