


NF30A	Health Information and Quality Authority	 Health Information and Quality Authority An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte
Form	Change of Person in Charge*	

Section 1. Designated centre details	
Centre name	
Centre ID (OSV)	
Registered provider name (such as company name)	
Do you currently have an open application to register or renew the registration of the designated centre?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes , do you want to update the open application with the information provided on this form?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2. Change [†] of person in charge	
Name of the departing [†] person in charge	
Date the departing person will cease or has ceased to be in charge	
Has a new person been appointed to be in charge of the centre?	Yes <input type="checkbox"/> No <input type="checkbox"/>

[†] This is a statutory notification as per the Health Act 2007 and regulations thereunder.

Section 3. Appointment of new[†] person in charge

If you have ticked **yes** to the appointment of a new person in charge, please complete the following:

Name of the new person in charge.

Date this person will commence the role of person in charge.

In addition to the NF30 form, please complete either:

- **Section 5:** Prescribed information for the person in charge of a designated centre for persons with **disabilities** (DCD), or
- **Section 6:** Prescribed information for the person in charge of a designated centre for **older persons** (DCOP), or
- **Section 7:** Prescribed information for the person in charge of a designated centre - **special care units** (DCSC)

Section 4. No new person in charge appointed

If you have ticked **no** to the appointment of a new person in charge, please state the following in the box below:

1. **Why** another person has not been appointed to the role of person in charge and,
2. The **arrangements** that you have put in place.

Section 5. Prescribed information for the person in charge (PIC) of a designated centre for persons with disabilities (DCD)

The following prescribed information for the PIC must accompany your notification form.	Enclosed	Recently submitted
1. Personal information form – PIF’s must be included with every new appointment of PIC regardless of when last submitted.	<input type="checkbox"/>	N/A
2. Copy of current photo identification	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of a current Garda vetting disclosure for the person	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of the person’s relevant qualifications as identified in the personal information form	<input type="checkbox"/>	<input type="checkbox"/>
5. Two HIQA reference forms, one form must be completed by the person’s previous employer	<input type="checkbox"/>	<input type="checkbox"/>
6. Medical declaration form	<input type="checkbox"/>	<input type="checkbox"/>
7. Copy of birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
If you have ticked “ recently submitted ”, please provide the centre name, centre ID (OSV), and date the documentation was submitted. [†]		

[†] Please read our **guidance** for an explanation of recently submitted and valid documentation. Our guidance is available to download from our website www.higa.ie

Section 6. Prescribed information for the person in charge (PIC) of a designated centre for older persons (DCOP)

The following prescribed information for the PIC must accompany your notification form.	Enclosed	Recently submitted
1. Personal information form – PIF’s must be included with every new appointment of PIC regardless of when last submitted.	<input type="checkbox"/>	N/A
2. Copy of current photo identification	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of a current Garda vetting disclosure for the person	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of the person’s relevant qualifications as identified in the personal information form	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked “**recently submitted**” to any of the items above, please provide the centre name, centre ID (OSV), and date the documentation was submitted.[‡]

[‡]Please read our **guidance** for an explanation of recently submitted and valid documentation. Our guidance is available to download from our website www.higa.ie

Section 7. Prescribed information for the person in charge (PIC) of a designated centre for special care units (DCSC)

The following prescribed information for the PIC must accompany your notification form.	Enclosed	Recently submitted
1. Personal information form – PIF’s must be included with every new appointment of PIC regardless of when last submitted.	<input type="checkbox"/>	N/A
2. Copy of current photo identification	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of a current Garda vetting disclosure for the person	<input type="checkbox"/>	<input type="checkbox"/>
4. Vetting information from police authorities in other State if person has lived in another State for 6 consecutive months or more. <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of the person’s relevant qualifications as identified in the personal information form	<input type="checkbox"/>	<input type="checkbox"/>
6. Two HIQA reference forms, one form must be completed by the person’s previous employer	<input type="checkbox"/>	<input type="checkbox"/>
7. Medical declaration form	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked “**recently submitted**”, please provide the centre name, centre ID (OSV), and date the documentation was submitted.[§]

[§]Please read our **guidance** for an explanation of recently submitted and valid documentation. Our guidance is available to download from our website www.hiqa.ie

Section 8. Declaration by the registered provider

I, the undersigned, having been authorised to do so, declare that the information I have provided in this notification form is true to the best of my knowledge and belief.

Name (print)	
Position	Director <input type="checkbox"/> Partner <input type="checkbox"/> Individual/sole trader <input type="checkbox"/> Member of the committee of management or other controlling authority of the unincorporated body <input type="checkbox"/> Person responsible on behalf of the statutory body <input type="checkbox"/> Authorised signatory for and on behalf of the registered provider** <input type="checkbox"/>
Signed	
Date	
Contact number (during office hours)	

** 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 which is available to download from our website www.hiqa.ie. This is only applicable if the registered provider is a company, partnership or an unincorporated body.

The most secure and convenient way to submit the notification form and prescribed information is through the HIQA Portal:

<https://portal.hiqa.ie/User/Login?ReturnUrl=%2f>

Should you wish to continue in hardcopy, please post the form to:

Registration Office
Regulatory Support Services
Health Information and Quality Authority
Unit 1301, City Gate
Mahon, Cork
T12 Y2XT

Telephone no: 021 240 9340

Email: registration@hiqa.ie