



## Memo: Process for registration of new Frontline Healthcare Workers not previously vaccinated

28<sup>th</sup> April 2021.

Dear Frontline Healthcare Workers,

Covid-19 vaccines are available to all newly appointed Frontline Health Care Workers (FLHCWs) or those FLHCWs who have returned to the workplace and were not previously registered for Covid-19 vaccination via the Healthcare Worker Portal.

If you are a frontline healthcare worker (FLHCW) who meets criteria for the cohort (age groupings) currently eligible for registration on the public portal OR in a previous cohort i.e. your age is greater than or equal to the category currently being registered, then you should register on the public portal for vaccination.

If you are a FLHCW aged less than the current group eligible for vaccination and you have not yet received your Covid-19 vaccination then the following process should be followed. You should contact only **one** of the below email addresses. You should make contact with the email address which covers the area for your **home** address.

Dedicated Mailbox	Counties
<a href="mailto:flhcwvax.saolta@hse.ie">flhcwvax.saolta@hse.ie</a>	Donegal, Galway, Leitrim, Mayo, Roscommon Sligo
<a href="mailto:Cho1staffhealth@hse.ie">Cho1staffhealth@hse.ie</a>	Cavan, Monaghan
<a href="mailto:Covid19vaccinehcw.midwest@hse.ie">Covid19vaccinehcw.midwest@hse.ie</a>	Limerick, Clare, North Tipperary,
<a href="mailto:Hcw.vaccines@hse.ie">Hcw.vaccines@hse.ie</a>	Cork, Kerry
<a href="mailto:hcwvc@sivuh.ie">hcwvc@sivuh.ie</a>	Waterford, South Tipperary
<a href="mailto:Southeastflhcwvac@hse.ie">Southeastflhcwvac@hse.ie</a>	Carlow, Wexford, Kilkenny
<a href="mailto:Cho6.vaccinations@hse.ie">Cho6.vaccinations@hse.ie</a>	Dublin South (Dublin 2, 4, 14, 16, 18) Dun Laoghaire-Rathdown, Wicklow
<a href="mailto:Hcwwac.cho7@hse.ie">Hcwwac.cho7@hse.ie</a>	Dublin South West (Dublin 6, 8, 10, 12, 14, 20, 22, 24) plus Lucan, Saggart, Rathcoole and Kildare
<a href="mailto:Staffvacc.cho8@hse.ie">Staffvacc.cho8@hse.ie</a>	Laois, Longford, Louth, Meath, Offaly, Westmeath,
<a href="mailto:Staffvacc.cho9@hse.ie">Staffvacc.cho9@hse.ie</a>	Dublin North City and County



When contacting the email address to request covid-19 vaccination as a new FLHCW you must provide proof of employment e.g. letter from employer along with each of the following pieces information.

<b>Forename</b>	
<b>Surname</b>	
<b>DOB</b>	
<b>PPSN</b>	<a href="#">here's how to find your PPS number</a>
<b>Primary Healthcare Facility (when employed)</b>	
<b>Priority Subgroup (ref. document)</b>	<a href="#">Guidelines for Sequencing and Registration Process for HCWs Covid-19 Vaccination</a>
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>Address Line 3</b>	
<b>County</b>	
<b>Eircode</b>	<a href="#">find your Eircode here</a>
<b>Mobile Phone Number</b>	

Regular clinics will be organised in your area to ensure that an appointment is allocated as soon as possible.

**Prepared by:**

**National Covid Vaccination Operations Team**