



Guidelines for joint Psychological Society of Ireland and Heads of Psychology Services response to requests from the Health Service Executive (HSE) Health and Social Care Professions (HSCP) Office for psychologist nominees for working groups and other inputs

The Psychological Society of Ireland (PSI) and Heads of Psychology Services Ireland (HPSI) are seeking to streamline, integrate and strengthen the processes for the nomination of psychologists to national HSE working groups and forums. The HSPC office is also keen to ensure successful nominations and improve effective consultation processes with professional bodies and representatives.

The following process will be jointly reviewed by the PSI and HPSI at twelve-month intervals. The PSI and HPSI will request the HSCP Office uses this process and invite their participation in its review.

Role of Nominee

Nominees are representing the PSI and HPSI and often give input on behalf of the wider psychology community. Nominees who are selected for committees are experienced professionals and/or academics/researchers with knowledge and suitability for the particular role in question. Nominees are encouraged to draw on their own knowledge, expertise, and networks when contributing to committees. Nominees should also make themselves aware of whether the PSI or HPSI has any positions on the subject matter, and link with any divisions or groups within the PSI or HPSI who are working on that topic. Nominees should keep the professional community abreast of the developments of the group they are working on. In the case of being a PSI HPSI representative, the nominee works in collaboration with the PSI and HPSI and disseminates information back to both bodies as per the process outlined below.

- **Communication with the PSI and HPSI committee**

Nominees will be requested to keep the PSI and HPSI informed of their continued participation on groups/committees, and where possible, make regular reports to the PSI HPSI Liaison Committee. Nominees who are involved in long-term committee work will be required to update the Liaison Committee approximately every six months or, more

frequently, as appropriate to the life and work of the committee with an update on their work on the committee, as above. Updates will be requested in the form of a brief written report.

- **Change in circumstances**

If a nominee can no longer continue in their working group role, they should let the PSI HPSI Liaison Committee know in a timely manner, so as to ensure the continuation of psychology contributions. The PSI HPSI Liaison Committee will explore sourcing a replacement member with the working group or HSCP office and, where indicated, invite a new nominee as per the agreed process.

Role of the PSI

The PSI office will maintain a list of all nominees, active and past members of HSE or government department committees and working groups for consultation and review by the PSI HPSI Liaison Committee. The PSI will provide a link person to each nominee representing the Society on an external committee. This will typically be a PSI staff member. In some cases, having a link person on a specific PSI division, or on PSI Council or within HPSI, may also be useful. The PSI HPSI Liaison Committee will also provide support to nominees by linking them to relevant divisions and groups within the Society, and by furnishing them with any PSI or HPSI positions/guidelines and/or work done within the Society or by HPSI on that topic. The PSI will email working group members in advance of a PSI HPSI committee meeting or as appropriate to the life and work of the committee, for an update on their work on the committee (e.g., when/if draft outputs will be ready for wider review, the activity of the committee, their role and level of participation, number of meetings held to date, number of meetings attended by the nominee, etc.)

A dedicated space on the PSI website is being developed to hold all relevant information regarding HSE or government department working groups that have a psychology representative, ensuring transparency and promoting the advocacy work of the PSI and HPSI. In due course, the nominee will be contacted to ask for their consent to publish their name and bio in this area of the website as best indicated.

Role of HPSI

HPSI will ensure requests for psychology nominees are well disseminated, particularly to ensure that those who have relevant expertise receive nomination request information in a timely manner.

Psychology managers will support the nominee in their work for the committee and assist them to ringfence time for their commitment to the working group and support with other communications and resources as indicated.

PSI HPSI Communication

The PSI and HPSI shall keep each other abreast of any developments and updates through the regular PSI HPSI Liaison Committee meetings or intervening PSI president and HPSI chair meetings. The PSI president and HPSI chair are responsible for further communication within their respective organisations.

Broader Psychology Collaboration

Where there are a number of nominated psychologists involved in contributing to the same project/elements of the same project, the PSI and HPSI will endeavour to provide a link between these psychologists so that they can collaborate. As above, the PSI will also assign a liaison person to psychologist nominees to encourage clear collaboration back with the PSI and HPSI. In some instances, the work of the group or committee may require the nominee to engage with the wider professional community. The PSI office staff can provide support for this, such as linking the nominee with HPSI resources, relevant division chairs, posting draft documents to get feedback from members, setting up remote meetings with members, facilitating info sessions, a piece in the Society ezine, or the setup of a survey, etc.

Dissemination

While the work of psychologists on some external committees may be confidential, in most cases this will not be the case. It may be appropriate and useful for the psychologist to disseminate the subject-specific knowledge of findings of the committee/group back to the Society and to the HPSI membership. The PSI and HPSI will be glad to facilitate this. There is a range of avenues for dissemination, including providing training, speaking to groups, e.g., HPSI, PSI Council, PSI division or special interest group (SIG), or writing a position paper. The PSI is keen that specialist committee work is shared with the wider professional community where possible. The PSI is happy to explore providing the nominee with a space in the ezine, an article in *The Irish Psychologist* magazine, a new item on the website, or look at other mediums for dissemination.

Appendix A

Protocol for processing calls for nominations from HSCP Office

1. The PSI and/or HPSI receive a call for nominations via the HSCP Office or otherwise.
2. Request is sent to the PSI president and HPSI chair for review/approval regarding relevance and appropriateness.
3. Once approved by the PSI president and HPSI chair the following process is activated.
4. Invitation for expressions of interest (EOI) is emailed to all PSI division and special interest group (SIG) chairs, Council members, PSI chartered members, and to the HPSI membership by the HPSI secretary. Nominations will be requested by completing the HSCP nomination form and submitting it to the PSI office (contact email will be provided)

5. The PSI office receives and collates all EOIs from both the PSI and HPSI and forwards them to the PSI President and HPSI chair for initial review.
6. The PSI president forwards applications to the PSI HPSI Liaison Committee for review and approval, deadline permitting (see 9 for process when deadline is tight). A quorum of three will be required to meet to select/approve nominees from the EOIs received.
7. Nominees will be evaluated based on their relevant experience for the role and previous experience of representing psychology.
8. Nominees will be selected by the majority vote of the Liaison Committee members in attendance. If there is a tied vote, the Liaison Committee will re-evaluate the tied nominees and re-vote. If the re-vote remains tied, the PSI president and HPSI chair will liaise to select the nominee.
9. If the deadline is very short (i.e., <72 hrs), the PSI president and HPSI chair will review and approve in consultation with, where possible, the relevant division chair(s) and/or the PSI presidential team and HPSI executive.
10. Once representatives are approved and informed their names are provided to the PSI office.
11. The PSI office will forward the approved nominee's application form to the HSCP office by email, copying the nominee.