

## **FAQs SNA Re-Assignment**

### **Question 1**

***As part of SNA Re-Assignment, can I volunteer my services outside of home working? for example, in residential and social care settings.***

### **Answer 1**

Yes, you can volunteer for services outside of home working. The HSE is happy to engage with any SNA who has additional skills and whom is interested in volunteering in residential or other services across the health system. The provision of PPE for staff in such roles will be provided in line with the relevant policies and procedures.

### **Question 2**

***I am presently working remotely with Students/Student in my School; can I continue with this work?***

### **Answer 2**

The HSE are aware that many SNAs have been providing an ongoing service to Students since school closures. The HSE are keen to continue and build on this through arrangements provided under the temporary assignment project. The HSE believes that the governance and supervision arrangements provided under the temporary assignment project will provide a safer environment for SNAs as well as for children and families.

When contacted by the HSE Point of Contact, SNAs will be able to discuss present working arrangements with the intention of providing a safe and structured plan of working for SNAs, Student and Families

### **Question 3**

***I have been volunteering and supporting community initiatives during Covid-19 crisis, can I continue with these efforts?***

### **Answer 3**

The HSE would prefer to match SNAs with Students and Families. However, the HSE are happy to consider SNAs who are presently volunteering in the community in conjunction with SNA temporary re-assignment. Again, when called upon, you can discuss this with your HSE Point of Contact.

### **Question 4**

***How will the process of matching SNAs with Students and Families work?***

### **Answer 4**

The HSE will look to identify Students and Families who are most in need and whom are presently accessing HSE services. This process will prioritise how SNAs are matched with Students and Families.

#### **Question 5**

***Who from the HSE will contact me to discuss re-assignment and planned remote working?***

#### **Answer 5**

You will be contacted by a HSE Clinician who will be your Key Point of Contact. For example, this maybe an Occupational Therapist, Physiotherapist or Speech and Language Therapist. The Key Point of Contact may already be familiar with the Student and their Family. Usually, SNAs work under the direction of Teachers and Principals, in this instance and for re-assignment purposes, SNAs will work under the direction and in collaboration with the Point of Contact.

#### **Question 6**

***The HSE have indicated that SNAs will need to take part in an Induction Process prior to Re-Assignment. How will this take place and what information will I receive as part of the Induction?***

#### **Answer 6**

Firstly, you will be contacted by your HSE Point of Contact. The preference of the HSE is to do the induction face to face in a HSE premises. However, you can request to complete the Induction remotely over the phone. You will be provided with information pertaining to Child Protection, Data Protection, Confidentiality, Reporting Arrangements, Roles and Responsibilities, etc.

In the event that any issues are identified at the Induction Phase these can be addressed following on a case-by-case basis.

#### **Question 7**

***How will I communicate with the Student I am matched with?***

#### **Answer 7**

The HSE are going to provide an IT Platform to SNAs. This IT Platform will allow SNAs to log and report their interactions with Students and Families.

This platform can be accessed remotely using the SNA's own smartphone / laptop.

#### **Question 8**

***If Public Health Advice changes, will there be any changes to SNA working arrangements as presently set out?***

#### **Answer 8**

The HSE have agreed to comply with Public Health Advice as provided by the National Public Emergency Team. In addition, the HSE have outlined that any change to the current public health advice and SNA Re-Assignment arrangements will in the first instance will be discussed with Fórsa.

#### **Question 9**

***If I am out of pocket due to operational requirements for SNA Re-Assignment, will I be reimbursed?***

#### **Answer 9**

If an SNA incurs Travel and Subsistence (T&S) costs, such costs may be payable in accordance with normal public service T&S regulations and rates. As outlined in the [Guidance and FAQs for Public Service Employers during COVID-19 In relation to working arrangements and temporary assignments across the Public Service](#). SNAs who are Re-Assigned will be treated as being headquartered at the new location. In this regard, normal Public Service and Revenue rules on non-payment of T&S for home to work travel apply. In any case, remote home working will offset any requirement for T&S.

#### **Question 10**

***Will my working hours stay the same? Will an SNA be expected to provide remote sessions lasting several hours, or be required to be on line with students for the length of a normal School day?***

#### **Answer 10**

Yes, your hours will remain the same. You will not be required to work beyond your current contracted hours.

However, in some cases the pattern of working hours will depend on the particular needs of students. The HSE envisage work will be completed in short sessions throughout the working day. You will be able to collaborate with the Student, Family and Point of Contact to devise a structured plan in this respect.

#### **Question 11**

***Will I be requested to work during usual School Closure and Holiday Periods?***

#### **Answer 11**

Presently, we do not have an answer to this. The situation is constantly evolving. The matter of closure and opening periods, deferral of exams etc. has been tabled for discussion in the coming weeks and will involve all the relevant stakeholders.

Any further updates in this regard will be posted on our website, official social media platforms and sent through our members Ebulletin's.

#### **Question 12**

***If I have a query in relation to SNA Re-Assignment, where can I get information and answers?***

#### **Answer 12**

You should always engage with trusted sources for information, your Local Representative or Fórsa Official. Information will also be available on the Fórsa Website and Department of Education Website.

The HSE will also be providing a Contact Query Email for SNAs in due course, once this is established you will be able to access this to highlight general concerns in respect of SNA Re-Assignment. Fórsa

will provide members with the Contact Details for the HSE Query Email Address when it is operational and functioning.

**Question 13**

***How long are the reassignments likely to last?***

**Answer 13**

The reassignments will commence in the coming weeks and were initially expected to last for an initial period of 12 weeks. However, whilst not yet confirmed, the re-opening of schools and the rescheduling of exams would have an effect on this.

Should there be a definitive decision to open schools or run exams, Fórsa will update members accordingly following.

**Question 14**

***I have colleagues who are considering joining Fórsa, how can they get information on becoming a member?***

**Answer 14**

Your Local Fórsa Representative, Fórsa Official and the Fórsa Website are sources you can direct your colleagues who are interested in membership. Additionally, see link to Fórsa membership form below.

<https://www.Fórsa.ie/join/deduction-at-source-das-application-form/>

