

HSE National Central Repository Frequently Asked Questions

HSE National Central Repository:

What is the National Central Repository (NCR)?

The NCR is a single source system for accessing, storage and document control of HSE National policies, procedures, protocols, guidelines and clinical guidelines.

What documents can be stored on the NCR?

HSE documents defined as a national policy, procedure, protocol, guideline or national clinical guideline.

What document format does the NCR accept?

The NCR accepts approved National PPPGs (full document) in pdf format only.

What happens if I have additional documentation to accompany my PPPG?

If you have a suite of documentation to accompany your PPPG, these should be sent as normal to HSE Digital in pdf format for listing on your web page at digital@hse.ie

Why are there changes to publications on the HSE website?

HSE Digital are in the process of moving all HSE content from Ptools content management system (CMS) to Wagtail CMS. The change at the moment is only affecting PPPG documents and certain other parts of the HSE website. If you haven't been notified by HSE Digital of the change for other content you edit, you can continue with your content in the usual way. Once changeover to Wagtail occurs old documents will no longer be published even if you update them on Ptools.

National Template:

Is it mandatory to use the National Template when developing HSE National PPPGs?

Yes. The use of the National [Template](#) is mandatory for developing HSE National PPPGs and covers all HSE and HSE funded services.

Why has the National Template got a new cover page?

The new cover page of the National Template was developed in order to meet the document management requirements of the HSE National Central Repository (NCR).

National and local PPPG development:

What is the rule on adopting National PPPGs at the local service delivery area?

- All HSE National PPPGs should be adopted in their entirety across the organisation, including Section 38 and Section 39 organisations where this is stated.
- PPPGs of the same topic should not vary by location, although the procedure for local implementation may differ.

Are local areas allowed to develop a document in order to implement a National 3PG?

- If it is evident that due to the local situational context, a supplementary document is required in order to implement the National PPPG, then yes a local procedure (sometimes called addendum) can be developed for local implementation.

- Developing a completely new local policy about a national policy is not required. This is unnecessary duplication of effort.

What is the format for a local procedure/addendum to implement a National PPPG?

- It should state at the top of the local procedure/addendum that the document should be read in conjunction with the relevant National PPPG (provide link to it on the HSE National Central Repository) and was developed in order to implement the National PPPG at the local service delivery level.
- Such a local procedure/addendum does not require:
 - replicating the content of the National PPPG, or
 - re-applying the development standards and effort to create the National PPPG.

In general, should local areas be developing their own PPPGs?

- Only 3PGs that are exclusively site specific should be developed locally.
- Best practice is always to consider where appropriate, to develop a National 3PG, rather than creating multiple local documents on the same topic.
- Duplication of National PPPGs at local level may create conflicting guidance, variation in practice and service delivery and potential risk to the organisation.

What if there is a need for a PPPG and no National document exists?

Stakeholders who have identified the need for a PPPG, should collaborate within their established areas/networks to develop a National PPPG, in the interests of standardisation across the health service.

How can National PPPG developers reduce the necessity to develop local documentation?

- Where possible, National PPPGs should be developed so that they can be adhered to without the necessity to develop additional local documentation.
- To avoid or at least reduce the impact of this, National PPPG Development Groups need early and ongoing engagement with implementers at the local level to plan a solution.
- In line with recommendations in QAVD Healthcare Audit report findings ‘Learning from Healthcare Audit processes related to the development and implementation of PPPGs within the HSE and HSE funded services, March 2019’ *“where a number of different evidence based and safe solutions are identified, one that is implementable in as many sites as possible is chosen to ensure a standard response”*.
The QAVD Healthcare Audit report recommends further that **‘variations in local policy should only occur where efforts to find standard solutions are exhausted and where variation is required in the interest of safety.’**

How do I contact the National Central Repository office?

If you have a query, wish to advise us of a National PPPG in development, want to upload a National PPPG or have feedback on the NCR, please contact us at ncr.team@hse.ie.