

HPRA



Emergency Medicines

An tÚdarás Rialála Táirgí Sláinte
Health Products Regulatory Authority

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Adding Personnel To The System



Personnel

Add/Update Accountable Person

- As highlighted, the Accountable Person is legally responsible for compliance with SI 449 of 2015. There is a legal declaration which must be completed by each Accountable Person before notification is complete. As the names of each Accountable Person will be published on the HPRA website, Data Protection Consent must also be provided. Please follow the steps below.
- From the drop down select Title
- Enter First Name
- Enter Last Name
- Enter the **personal email address** of the accountable person
- Select Save & Send Email (see email content on next slide)
- The Accountable Person should access their personal email account. The email should be read and clearly understood. Once the Accountable person accepts the terms they should click on the link within the email to confirm acceptance. (Please check junk email if email is not received to Inbox)
- If at any point in the future the accountable person needs to receive that email again the Send Email tab on the Personnel page can be clicked. An accountable person can also be deleted using the Delete tab on the Personnel page. Confirmation will be requested for both of these actions
- This section will only be considered complete if the Accountable Person has selected the clicked on the link in the email and the portal changes from **No** to **Yes** (see right)
- Multiple Accountable Persons can be added
- Once you have completed this section, click on the Payment tab on the left of the screen to move to the next section.

Please use the Add button in the top right corner of this window to add Accountable Persons

+ Add

ALL

B

Ms Jane Bloggs

Email: jane.bloggs@hpra.ie

Send Email

Delete

Has successfully declared that the procurement, storage, supply and administration of medicinal products for use in emergencies will be conducted in compliance with these Regulations (SI 449 of 2015). Consent for publication of information to the HPRA website and release to third parties, when required, has been provided in accordance with the Data Protection Act, 1988, as amended: **No**



Personnel

Accountable Persons

The email below will be sent to the Accountable person.

This confirms the accountable person has successfully declared that the procurement, storage, supply and administration of medicinal products for use in emergencies will be conducted in compliance with these Regulations (SI 449 of 2015). Consent for publication of information to the HPRAs website and release to third parties, when required, has been provided in accordance with the Data Protection Act, 1988, as amended.

Dear X,

HPRA have been notified that you have been appointed as an Accountable Person by as. The legal responsibilities and obligations of this role are detailed in [SI 449 of 2015](#).

Please find below two statements in relation to data protection consent and a declaration of compliance with the Regulations. You are requested to read the information below and click on the link at the end of this email to confirm that you consent to both.

DECLARATION:

I declare that the procurement, storage, supply and administration of medicinal products for use in emergencies will be conducted in compliance with these Regulations (SI 449 of 2015).

DATA PROTECTION CONSENT:

In accordance with the Data Protection Act, 1988 as amended and SI 449 of 2015, I consent, on behalf of the organisation listed, to the following information being published on the HPRAs website:

- (a) the name of the organisation which has made a valid notification in accordance with this Regulation to procure a medicinal product specified in Column 1 of the Tenth Schedule,
- (b) the address of the organisation by which the medicinal product shall be procured,
- (c) the business name or trading style, if different to the name referred to in paragraph (a), used in connection with such procurement,
- (d) the medicinal product or products in respect of which procurement has been notified,
- (e) the address of the premises, which shall not be a dwelling, where the medicinal product shall be stored, and (f) the name of the accountable person(s) pursuant to Regulation 4E. I understand that any information volunteered will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Act, 1988, as amended. I consent to the release of the above mentioned data to third parties, when required, strictly in accordance with the Data Protection Act, 1988, as amended.

[I confirm acceptance of the above terms](#)

Regards,
HPRA Support Team.

HPRA

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Main contact details : +353 1 676 4971 Email Address: info@hpra.ie

For training related queries please contact your training provider or The Pre-Hospital Emergency Care Council (PHECC) at www.phecit.ie