



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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**HSE HR Circular 004/2006**

**15<sup>th</sup> March 2006.**

**TO: Each Hospital Network Manager  
Each LHO Manager  
Each CEO, Voluntary Hospitals  
Each CEO, Intellectual Disability Agencies**

**Re: Co-ordination and overseeing of undergraduate student therapists during clinical placements.**

I refer to the provisions of Section 56 of the Expert Group Report on Various Health Professions which dealt with the issue of Therapists involvement in the overseeing and coordinating of undergraduate students during their clinical placements.

Following agreement between employers and unions on the implementation of this recommendation, the arrangements set out hereunder should now be implemented.

1. The scope of this agreement relates to Physiotherapists, Occupational Therapists, Speech and Language Therapists and Dieticians who are in employments which cater for the clinical/practical training of undergraduate therapy students during their clinical placements.

This agreement applies to all therapists grades in such locations i.e. basic, Senior, Manager and Clinical Specialist.

NB. – please note that no entitlement accrues to therapy staff who work in locations which are not involved in the practical training of undergraduate therapy students.

2. Each full time therapist will be entitled to an annual allowance of €250, pro rata for part time employees, to be used and drawn down for professional/educational development. This allowance is in addition to any other training funds that may be available in individual employments.

3. The rates set out shall apply from the beginning of 2003. Staff encompassed by the agreement who have been in employment since 2003 will have €750 credited to their training account, those who commenced in 2004 will have €500 credited to their account and those who commenced employment in 2005 will have €250 credited to their account. In respect of staff who have moved employments during this period, their current employer has responsibility for allocation of the respective amounts set, providing that satisfactory verification of earlier employments is confirmed.
4. In respect of 2006 and beyond, payments may be aggregated over a 3 year maximum period e.g. allowances in respect of 2006 must be drawn down before end of 2008, however, if not drawn by that stage, payments are forfeited, payments relating to 2007 can be aggregated up to end 2009 etc.
5. Payments from the fund will follow application to the relevant line manager. The approval of the manager, must be forthcoming before monies can be drawn down and the manager must be satisfied that the funds are to be used for professional development/educational purposes.

The ultimate decision as to whether a claim for payment comes within the remit of professional/educational development shall be determined by the therapy manager, however, items such as attendance at relevant courses, purchases of books or educational material shall be considered.

6. A record of all payments made shall be maintained by the therapy manager. A therapist on leaving employment will be given a balancing statement outlining the amount remaining in their fund.

You are requested to give effect to the contents of this circular as soon as possible.

All enquiries should be directed to John Delamere, Senior Industrial Relations Executive, HSE – Employers Agency, 63 – 64 Adelaide Road, Dublin 2.

Yours sincerely,



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**Martin Mc Donald,**  
**A/National Director of Human Resources.**

**Cc Mr. John Delamere, HSE – Employers Agency.**  
**Mr. Liam Woods, National Director of Finance.**  
**Mr. Jim Fleming, Asst. National Director of Human Resources.**