



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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HSE HR Circular 014/2006

**To: All National Directors
All CEO/Secretary/Managers
Each Assistant National Directors of HR
Each Network Manager**

**Re: Arrangements for Undergraduate Nursing Students Undertaking the
Continuous Twelve Month Rostered Clinical Placement**

I wish to advise you of the arrangements for the 2003 intake of undergraduate nursing degree students commencing the twelve month rostered clinical placement.

Nursing students on the continuous twelve month rostered clinical placement will be entitled to the following:

1. Salary

Students will be paid 80% of the first point of the staff nurse salary for twelve months (52 weeks x 39 hours*). Students are also entitled to receive premium pay (i.e. Saturday, Sunday, Night Duty, Unsocial Hours etc). The Salary for Student Nurses (Degree) can be found in the Consolidated Salary Scales.

There is no provision for the payment of allowances to student nurses during their rostered clinical placement i.e. mileage allowances, external clinical placement allowances (travel or accommodation), community, location, long stay unit allowance etc.

2. PRSI

The PRSI class applicable to nursing students on the rostered clinical placement is Class A1.

3. Superannuation

Nursing students should be entered into the employer's existing superannuation scheme. Students should be advised that the remaining three years of the programme are not reckonable for superannuation purposes.

4. Incremental Credit

Students will receive incremental credit for the rostered year. On successful completion of the Degree Programme and registration with An Bord Altranais, and on commencement of employment in the public health service he/she will be paid at the second point of the staff nurse scale.

5. Sponsored Students

Health service employees who were awarded a sponsorship under the terms of Circular 1/2002 continue to remain on the payroll of her/his public health service employer (parent employer). S/he retains her/his existing substantive salary throughout the four years of the nursing degree programme, and continues to be entitled to normal incremental progression up to the maximum of that scale. Sponsored employees will not receive any extra remuneration during the rostered placement other than premium payments where appropriate. Details of the sponsored student's hours/days worked should be notified to her/his parent employer to enable that employer to calculate the premium payments due to the sponsored student.

6. Annual Leave

Students will be entitled to 4 weeks (20 x 7.8 hour days) annual leave.

7. Public Holidays

The entitlement of students on rostered placement to the benefit of any public holidays is determined by the provisions of the Organisation of Working Time Act 1997 and the arrangements which already apply to Nurses and Midwives working in the public health service.

8. Sick Leave

The employer's existing sick leave arrangements for staff will apply to nursing students during the course of the paid rostered placement. Student nurses may be granted up to 12 weeks' sick pay (in accordance with paragraph 3 of this circular) during their rostered clinical placement subject to compliance with the sick leave procedure. To meet the mandatory requirement of registration outstanding clinical hours must be completed. These outstanding clinical hours to meet the mandatory requirement of registration will be paid.

9. Maternity Leave

Students who are pregnant during the course of the paid rostered placement may avail of maternity leave in accordance with the Maternity Protection Acts 1994 and 2004. Students on maternity leave may continue to receive payment up until the date the rostered placement was due to expire.

The student will be entitled to return to complete the clinical rostered placement with pay (in accordance with paragraph 3 of this circular) at the end of the maternity leave in order to fulfill the mandatory requirements.

10. Policies and Procedures

Nursing students must comply with the employing authority's policies and procedures in relation to grievance, health and safety, disciplinary procedures, etc. and with the disciplinary codes for undergraduate BSc Nursing Students agreed between the health service providers and the HEIs as part of the Memoranda of Understanding.

11. Terms of Employment

In accordance with the Terms of Employment (Information) Act, 1994 and 2001 nursing students on the paid rostered placement should be provided with a written statement of particulars of the student's terms of employment.

12. An Bord Altranais Standards and Requirements

Students should be reminded that a minimum number of hours in theoretical and clinical instruction must be successfully completed before registering with An Bord Altranais.

Failure to satisfy these requirements will result in the student having to make up the lost hours and she/he will not be entitled to any further remuneration. All enquiries should be directed to Ms. Catherine Neary, Professional Education, HR Directorate, HSE, Lacken, Dublin Road, Kilkenny. E-mail: catherine.neary@maila.hse.ie

Yours sincerely,



Martin McDonald,
A/National Director Human Resources.

*39 hour week inclusive of 4 hours per week reflective time.