



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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HSE HR Circular 03/2008

Date: **21st January 2008**

To: **Each Asst National Director, PCCC
Each Asst National Director of Human Resources
Each Asst National Director of Finance
Each Local Health Manager**

Re: **Transportation of student nurses by Community Mental Health Nurses**

The requirement for Community Mental Health Nurses (CMHNs) to transport student nurses or other work colleagues in their private cars during the course of their work may have certain implications for the motor insurance policy of individual CMHNs.

1. Increase in Insurance Premium

With immediate effect, where a CMHN who is authorised to use her/his own transport while travelling on official business is required to pay an additional loading on his/her car insurance arising directly from the transportation of student nurses or work colleagues during the course of the CMHN's official duties, the Health Service Executive will consider an application to have the additional loading recouped subject to the following conditions:

- a) Appropriate written evidence from the insurer confirming that the CMHN has comprehensive motor insurance cover in place and that the insurer has been notified that the vehicle in question has been and will be used during the course of the CMHN's official duties, including transporting student nurses and work colleagues as part of their official duties.
- b) Appropriate written evidence from the insurer confirming the amount of the additional loading in excess of the cost of comprehensive cover.
- c) Confirmation in each case that the comprehensive policy does not contain a clause limiting cover to risks to third parties in the event of commercial use.
- d) In accordance with normal practice, expenditure on travel should continue to be strictly appraised and monitored. Funding to meet increases in Insurance Premium should derive from effective monitoring by local managers of all travel and through the elimination of duplication. Where more than one CMHN is travelling to the same area, arrangements should where feasible, be made to avoid the unnecessary duplication of the use of the CMHN's own cars.

2. Loss of No-Claims-Bonus

With immediate effect, where a Community Mental Health Nurse who is authorised to use her/his own transport while travelling on official business suffers a loss of no claims bonus as a result of a claim by a student nurse, a work colleague or by another party, the Health Service Executive will reimburse to the Community Mental Health Nurse the verified additional cost of their insurance policy arising from such loss of no-claims-bonus up to a total limit of €2,000 provided that:

- a) The accident happened during the course of the CMHN's official duties and while transporting student nurses or work colleagues while they were on official duties;
- b) The CMHN furnishes appropriate written evidence from their insurer confirming that the CMHN has comprehensive motor insurance cover in place and that the insurer has been notified prior to such accident that the vehicle in question was being used during the course of the CMHN's official duties, including transporting student nurses or work colleagues as part of their official duties.

For the avoidance of doubt the HSE will bear no liability whatsoever in respect of the actual claim.

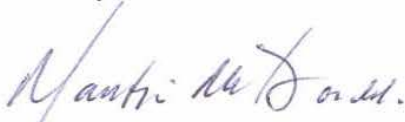
- c) All claims received in relation to Loss of No-Claims-Bonus should be processed through local management.

Enquiries in relation to this circular should be directed to:

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Yours sincerely,



Martin McDonald
National Director of Human Resources

cc: **Ms Laverne McGuinness, National Director of PCCC**
Mr Liam Woods, National Director of Finance
Dr. Siobhan O'Halloran, Nursing Services Director