



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Office of the National Director of Human Resources  
Health Service Executive  
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## **HSE HR Circular 12/2008**

**To: Each Asst. National Director of Human Resources  
Each Director Nursing & Midwifery Planning & Development Unit**

**18<sup>th</sup> April 2008**

**Re: Sponsorship for Nurses wishing to undertake the Graduate Certificate Professional Practice:  
Paediatric Intensive Care Nursing Programme (LSBU)**

The HSE is seeking applications from nurses employed in the public health service who would be interested in applying for a place on the Graduate Certificate Professional Practice: Paediatric Intensive Care Nursing Programme which is delivered in Great Ormond Street Hospital (GOSH) in collaboration with London South Bank University (LSBU) for the academic year 2008/2009. Details of this sponsorship scheme are set out below.

- 1. Number of Sponsorships**  
Funding for four sponsorships will be made available for the academic year 2007-2008.
- 2. Programme requirements/entry criteria**  
Candidates should be a registered children's nurse with a minimum of six months Paediatric ICU experience though registered nurses with a minimum of six months Paediatric ICU experience may also be considered.
- 3. Satisfactory Employment Record**  
In order to qualify for sponsorship, an applicant must have a satisfactory service record, verified by the applicant's Director of Nursing and Director of Midwifery.
- 4. Service Commitment**  
Successful applicants for sponsorship will be required to give a written undertaking to their sponsoring public health service employer (sponsor) that they will following successful completion of the programme, work for their sponsor for a period of two years (see paragraph 11 below in relation to service commitment required of part-time employees).

In exceptional circumstances, all or a portion of the two-year nursing service commitment may, with the prior agreement of the sponsor, be given in the employment of an alternative Irish public health service agency. Each employer has responsibility for enforcing the sponsored employees' compliance with their contractual service commitment contract.

A sponsored employee who fails to honour his/her written undertaking to work as a nurse for his/her employer for a period of two years immediately following successful completion of the programme shall be required to repay to that employer on a pro-rata basis the value of the salary received by him/her during the programme together with fees, accommodation, flights etc.

**5. Third Level/Registration/Visa/Work Permit Expenses**

All participants will have their course, registration and for non-EU students, their Visa and Work Permit costs paid as part of this sponsorship. A sponsored employee who is required to repeat any element of the programme will also be required to pay his/her own associated fees.

**6. Accommodation**

Accommodation will be provided on the campus of Great Ormond Street Hospital for the duration of the programme.

**7. Flights**

Three return (Economy) Ireland/England flights will be reimbursed on receipt of proof of payment

**8. Additional Costs**

All other and additional costs, charges and expenses, including travel expenses (other than flight expenses – see 7 above), incurred by the student undertaking the programme will be discharged by the student at his/her own expense.

**9. Retention of Salary**

A public health service employee who is sponsored in accordance with the terms of this circular will remain on the payroll of his/her sponsor. He/she will retain his/her existing basic salary plus specialist allowances throughout the period of the programme, and will continue to be entitled to normal incremental progression up to the maximum of that scale.

**10. Overtime/Unsocial Hours – (Saturday, Sunday, Bank Holiday (Irish) and Night Duty)**

Any overtime/unsocial hours worked while on course will be paid on receipt of verification from GOSH. This verification must be forwarded to the sponsoring public service employer within thirty days and or in accordance with their employer's overtime payment policies.

**11. Part-time Employees**

Part-time employees who are awarded sponsorship will be required to become full-time employees for the duration of the programme. Following successful completion of the programme, they may, with the prior agreement of their Director of Nursing, revert to working part-time (provided the part-time work is not less than half-time).

**12. Annual Leave**

Sponsored employees shall retain their annual leave entitlements throughout the period of the programme. However, annual leave may only be taken outside of academic semesters and allocated clinical time in full consultation with the programme director.

**13. Availability for Work**

Sponsored employees will be required to work by their sponsor during all periods outside of academic semesters, except when they are on annual leave or undertaking supernumerary clinical placements as part of the programme.



**14. Repeats**

A sponsored employee who is required to repeat part or all of the programme must remain in employment with his/her sponsor for the period of the repeat.

**15. Exceptions**

A student absenting him/herself, and/or failing to complete the programme due to unforeseen or exceptional circumstances, may be facilitated at the discretion of the sponsor and GOSH/LSBU to complete the course and examinations in such manner as specified by GOSH/LSBU.

**16. Student Obligations**

The student will attend in full the programme with proper diligence and will undergo such examination and tests as may be prescribed in or required by the programme syllabus with a view to successfully completing the programme.

**17. Governance**

Students agree to comply with GOSH's operational policy on managing attendance. The sponsor reserves the right to contact GOSH/LSBU regarding the student's attendance record and performance on an ongoing basis as appropriate. The student will be required to provide a copy of his/her examination results at the end of the academic programme.

**18. Vetting**

Successful applications must also pass UK Criminal Records Bureau (CRB) and Protection of Children Act List (POCAL) vetting.

**19. Funding**

The National HR Directorate funds the costs involved through NMPDU's.

Any queries with regard to this issue should be directed to Mr. John Scott, Senior Executive Manager, Office of the Nursing Service Director – email: [John.Scott@hse.ie](mailto:John.Scott@hse.ie).

Yours sincerely,



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**Martin McDonald,**  
**National Director of Human Resources**

**cc: Dr. Siobhan O'Halloran, Nursing Services Director**  
**Mr. John Scott, Senior Executive Manager HSE**