



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Office of the National Director of Human Resources
Health Service Executive
Dr. Steevens' Hospital
Dublin 8

All Queries to:
John Scott, Office of the Nursing Services Director,
National Quality & Clinical Care Directorate.
Tel: 01 6352241
Email: john.scott@hse.ie

HSE HR Circular 030/2009

19th November 2009.

To: Each Member of Management Team, HSE;
Each CEO / Secretary / Manager, Voluntary Agency / Hospital;
Each Regional Director of Operations, HSE;
Each Assistant National Director, Integrated Services Directorate, HSE;
Each Assistant National Director, Finance, HSE;
Each Assistant National Director, Human Resources, HSE;
Each Local Health Manager, Integrated Services Directorate, HSE;
Each Employee Relations Manager, HR, HSE.

c.c. Each HR Manager, Voluntary Agency / Hospital.

**Re: Arrangements for Undergraduate Nursing/Midwifery Students Undertaking the
Continuous Thirty Six Week Internship.**

Dear Colleagues

I wish to advise you of the arrangements for undergraduate nursing/midwifery degree students commencing the thirty six week internship.

Nursing/midwifery students on the continuous thirty six week internship will be entitled to the following:

1. Salary

Students will be paid 80% of the first point of the staff nurse salary for thirty six weeks (36 weeks inclusive of 4 hours per week reflective time). 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 internship 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/midwifery students on the internship is Class A1.

3. Superannuation

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

4. Incremental Credit

Students will receive incremental credit for the period of the internship. On successful completion of the Degree Programme and registration with An Bord Altranais, and on

commencement of employment in the public health service they 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/midwifery 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 internship 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. Leave Entitlement

Students will be entitled to fourteen and a half days leave.

Calculated as follows:

37.5 [hours per week] x 36 weeks = 1350 working hours

The Organisation of Working Time Act provides that employees who work less than 1365 hours per year are entitled to statutory minimum annual leave of 8% of the hours worked in a leave year (subject to a maximum of 4 working weeks).

8% of 1350 working hours = 108 hours per year

108 hours ÷ 7.5 hours [daily work hours] = 14.4 days, rounded up to 14.5 days.

7. Public Holidays

The entitlement of students on internship 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/midwifery students during the course of the paid internship. Student nurses may be granted up to 8 weeks' sick pay during their internship 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 internship 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 internship was due to expire. The student will be entitled to return to complete the internship with pay at the end of the maternity leave in order to fulfil the mandatory requirements.

10. Policies and Procedures

Nursing/midwifery 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/midwifery 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/midwifery students on the paid internship 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 due to reasons other than certified sick leave or maternity leave 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 John Scott, Office of the Nursing Services Director – Tel: 01 6352241; Email: john.scott@hse.ie

13. Replacement Ratio

The replacement ratio for the 2005 intake and subsequent intakes is 2:1.

14. Reporting of Student Nurse Numbers

Due to changes in the replacement ratio for student nurses to a 2:1 basis, it has been decided that the WTE value for student nurses should be reported at a 50% rate. Headcount should remain the same i.e. on an actual basis. The Health Service Personnel Census instructions will be amended accordingly.

It is vital to note that *ONLY bona fide* student nurse should be reported on student nurse grades/codes. The following grades /codes are applicable:

Grade	Code
Student Nurse, General (Degree)	2931
Student Nurse, Intellectual Disability (Degree)	2932
Student Nurse, Mental Health (Degree)	2930
Student Nurse, Sick Children's (Post Registration)	2062

15. Education Posts

The health service fulfils a key role in educating and supporting undergraduate pre-registration students across a broad range of academic disciplines. NHO/LHO Managers and CEO's of Agencies engaged in facilitating the provision of undergraduate pre-registration education must ensure that posts related to this provision are filled and that this is done within the context of the HSE's Employment Control Framework and from within existing employment ceilings.

Yours sincerely,



Séan McGrath,
National Director of Human Resources.