



## Memo

**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each Head of HR CHO  
Head of HR, PCRS  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

**From:** Anne Marie Hoey, National Director Human Resources

**Date:** 24<sup>th</sup> June 2022

**Subject:** HR Memo re Process for the Completion of Payment of Pandemic Placement Grant (PPG) for the 2021/2022 academic year.

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Dear Colleagues,

The purpose of this memo is to sanction the completion of the payment of the temporary Pandemic Placement Grant (PPG) for the 2021/2022 academic year for eligible student nurses and midwives and advise in relation to the payment of this PPG. It supplements the provisions set out in HR Memo re Process for Payment of Pandemic Placement Grant (PPG) dated 24<sup>th</sup> February 2022.

### Background

The Cabinet decision of 4 November 2021 regarding the McHugh Review of Matters Relating to Student Nurses and Midwives gave sanction to a number of interim measures, including:

- Continuation of the Pandemic Placement Grant (€100 per week of clinical placement) for supernumerary student nurses and midwives, with effect from

the start of the current academic year to 31 March 2022. This is an exceptional payment and in line with other Government pandemic support mechanisms.

**The Minister will complete a review of this measure in early 2022.**

The above mentioned review took place during March and the Minister decided, on the basis that the pandemic was continuing to have an effect on the health services and also on student nurses and midwives while they were on supernumerary clinical placement, to extend payment of the PPG to eligible student nurses and midwives for the remainder of the current academic year.

***The Department of Health, in consultation with the Department of Finance, have confirmed that tax exemption provision for the PPG, which also includes exclusion from USC and PRSI continues to apply.***

### **Eligibility**

The PPG is a one-off grant that will continue retrospectively from 1<sup>st</sup> April 2022. It should be noted that the PPG **is not a vouched grant** and is not reckonable for pension purposes.

The only criterion for this grant is the number of weeks of scheduled **supernumerary** clinical placement complete from the 1st of April 2022 until the end of the academic year 2021/2022.

Allocation of the grant is based on the original schedule of placements of the 2021/2022 academic year. This approach is based upon the understanding that the pandemic has impacted the original programme; and that some placements have not taken place in the scheduled weeks and may have to be completed outside the academic year to meet the required clinical hours.

Any additional weeks that are required to be undertaken outside the academic year will **not** be reimbursed in addition to original schedule.

Students entitled to the PPG are as follows;

- All student nurses and midwives that have undertaken **supernumerary placements** between the 1st of September 2021 until the end of the academic year 2021/2022.

### **Exclusions**

- 4th year Internship placements as this cohort were addressed in HR Memo re Process for Payment of Pandemic Placement Grant (PPG) dated 24<sup>th</sup> February 2022
- Students who the HSE sponsors under *HR Circular 40/2020: Sponsorship for Public Health Service Employees wishing to train as Nurses/Midwives* will not be entitled to this grant.

Of note, the PPG does not impact any current supports or allowances in place for student nurses and midwives and is in addition to those provided for under HSE circular 01/2022.

## Payment Process

The Pandemic Placement Grant should be administered using the same existing structures and processes to reimburse the current clinical placement allowances to student nurses and midwives.

The PPG for **supernumerary students** will be processed and paid in **two time points** and not subject to vouching at the local paymaster level.

- The first payment will cover the period from the 1<sup>st</sup> April 2022 until the end of the academic year for each HEI. This should be processed with immediate effect and received by the student no later than **8<sup>th</sup> July 2022**. Each SALO produces a report of supernumerary placement weeks per student from 1<sup>st</sup> April 2022 until the end of the academic year 2021/2022 to the relevant finance department. The relevant finance departments will process the payments promptly and reimburse the students per the existing structures by the **8<sup>th</sup> July 2022**.
- The second payment will cover the period from the end of the academic year 2021/2022 until the 12<sup>th</sup> August 2022 to facilitate the completion of deferred clinical placements in respect of academic year 2021/2022 only. This payment should be received by the student no later than **31<sup>st</sup> August 2022**. Each SALO produces a report of supernumerary placement weeks per student from the end of academic year 2021/2022 until 12<sup>th</sup> August 2022 to the relevant finance department. The relevant finance departments will process the payments promptly and reimburse the students per the existing structures by the **31<sup>st</sup> August 2022**.

Finance departments will be reimbursed from corporate HSE following submission of confirmation of grant payments.

Please ensure that this communication is brought to the attention of all relevant managers in your area of responsibility. Please ensure that responsibility is assigned to appropriate managers to ensure prompt payment of this grant.

## Queries

Queries from individual employees or managers should be referred to local HR Departments/ Employee Relations Departments.

Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1850 444 925 Email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Yours Sincerely



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**Anne Marie Hoey**  
National Director, Human Resources