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Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
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From: John Delamere, Acting National Director of Human Resources

Date: 6th September 2023

Subject: HR Circular 019/2023: Payment of Clinical Placement Allowances to Undergraduate Supernumerary Nursing and Midwifery Students

Dear Colleagues

Enclosed, please find attached a copy of the Department of Health Circular 04/2023 *Payment of Clinical Placement Allowances to Undergraduate Supernumerary Nursing and Midwifery Students (Appendix A)*. This updates the travel and subsistence allowance provisions set out in earlier Department of Health Circulars, 9/2004 and 1/2022, regarding the payment of clinical placement allowances payable to Undergraduate Supernumerary Student Nurses and Student Midwives. It should be noted that Undergraduate Supernumerary Student Nurses and Student Midwives while undertaking their clinical placements are **not employees** of the agencies providing the aforementioned clinical placements. These measures stem from the Longer-Term Review of Matters relating to Student Nurses and Student Midwives (McHugh Report).

Students undertaking their internship placement or students availing of a sponsorship programme are not entitled to payment of these allowances. [HSE HR Circulars 030/2009](#) (Arrangements for Undergraduate Nursing/Midwifery Students Undertaking

the Continuous Thirty-Six Week Internship) and [040/2020](#) (Sponsorship for Public Health Service Employees wishing to train as Nurses/Midwives) refer.

1. Accommodation Allowance

Where it is necessary for the student to obtain accommodation away from their normal place of residence (*i.e., where they normally reside when attending the undergraduate nursing and midwifery programme*) to attend a supernumerary clinical placement, a student nurse or midwife is entitled to, on a vouched basis, an overnight accommodation allowance of up to €80 per night. This is subject to a weekly cap of €300 (week starts on a Sunday). Additionally, and also on a vouched basis, a student availing of the accommodation allowance is entitled to recoup the reasonable cost of uniform laundry services. The above measures will be based on receipts provided by the student and certified by the Student Allocation Liaison Officer (SALO) in the clinical partner site. The accommodation allowance is intended as a contribution toward the cost of attending a supernumerary clinical placement. It is not intended to meet the full cost of an undergraduate nursing/midwifery degree student's accommodation where incurred.

2. Travel Allowance

- (1) A supernumerary student on the undergraduate nursing/midwifery programme continues to be entitled to claim for payment of travel expenses necessarily incurred while attending placements, on the basis of transport receipts (original or electronic) provided by the student and certified by the SALO in the clinical partner site. The expenses incurred for travel should be as low as possible – using public transport to take the shortest route and buying the cheapest tickets. Taxis or vehicles should only be used where no suitable public transport is available.

Where public transport is not available and the use of private transport is necessary to attend placements, a supernumerary student is entitled to claim for payment of these necessarily incurred travel expenses. These expenses can only be claimed from the student's Higher Education Institute (HEI) or normal place of residence (*i.e., where they normally reside when attending the undergraduate nursing and midwifery programme*) whichever is the closest to their assigned placement. These should be reimbursed at the rates that which applies generally in the public sector as set out in Department of Health Circular 5/2022 or its successor Circular. All reasonable measures shall be taken to ensure that the most economical option is availed of, including using available public transport for portions of a journey and where applicable the use of TFI Leap Cards.

If claiming mileage:

- (1) Details of one specific vehicle. This vehicle will be used to calculate travel expenses and claims will only be processed for this vehicle.
- (2) Licensing certificate and vehicle registration details for nominated vehicle.
- (3) Copy of current motor insurance policy
- (4) The insurance policy must indemnify, the HSE and its associated services, against any claims from the supernumerary student or their insurer for any loss

or damage incurred during the use of the vehicle while undertaking travel to or from their clinical placement. The insurance certificate must clearly mention indemnity to the “HSE and its associated services”. If such indemnity is not explicitly stated, an additional side letter will be required to confirm the appropriate indemnity.

- (5) If a student uses their own vehicle where public transport could have been used, the amount of mileage reimbursed must not exceed the cost of public transport (including that of passengers).

3. Subsistence

As a targeted measure to contribute to meeting the extra costs of meals associated with supernumerary specialist placements, students are entitled to a flat-rate meals allowance of €500 per student per academic year (Years 1 to 3 only), to be paid in two instalments of €250 each (November and February).

It should be noted that the Allocations Officers in the HEIs in partnership with the health care agencies, should place supernumerary undergraduate Nursing/Midwifery students in clinical sites as near as possible to their third level institutions. Managers must ensure that limited funds are applied in a cost-effective manner in accordance with value for money principles.

Payments due to eligible student nurses and student midwives as per this Circular should be made a priority and backdated to the start of the academic year 2022/2023.

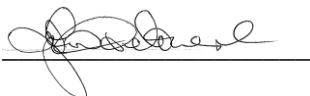
Please ensure that this Circular is brought to the attention of all relevant managers and staff in your area of responsibility.

For Queries

Queries from employees or managers should be directed to local HR Departments/ Employee Relations Departments. The National HR Helpdesk can also assist with queries from employees. Tel: 1850 444 925, Email: ask.hr@hse.ie.

For HR Departments with questions on nursing and midwifery related to this circular, please contact John Scott, Office of Nursing and Midwifery Services Director, Dr. Steevens’ Hospital, Dublin 8. Tel: (01) 635 2241, Email: john.scott@hse.ie.

Yours Sincerely,



John Delamere
On behalf of Anne Marie Hoey
National Director, Human Resources