



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive

Dr. Steevens' Hospital

Dublin 8

Tel: 01 635 2319 Email: nationalhr@hse.ie

Memorandum

To: Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHOs
Each Head of HR CHOs
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

From: Anne Marie Hoey, National Director of Human Resources

Date: 6th May 2021

Re: Process for Payment of Pandemic Placement Grant (PPG)

Dear Colleagues,

The purpose of this memo is to sanction the payment of a new temporary Pandemic Placement Grant (PPG) for eligible student nurses and midwives and to outline the process by which it will be paid.

Background

Recognising that COVID-19 has impacted student nurses and midwives undertaking supernumerary clinical placements, the Minister for Health requested a short-term review of the current allowances available to student nurses and midwives in the context of COVID-19 be undertaken. Professor Tom Collins carried out this independent review, and his report was submitted to the Minister on the 31st of December 2020.

The key recommendation in this Report is that an additional and exceptional Student Nurse/Midwife **Pandemic Placement Grant (PPG) of €100 per week** for each week of supernumerary placement be introduced temporarily from January 2021 for the duration of the pandemic. Approval is also in place for the PPG to be backdated to the 1st of September, 2020.

Eligibility

The PPG is a one-off grant retrospective to the 1st of September 2020. It should be noted that the PPG **is not a vouched grant**. The only criterion for this grant is the number of weeks of rostered **supernumerary** clinical placement complete from the 1st of September 2020 until the end of the academic year 2020/2021.

Allocation of the grant **is based on the original schedule of supernumerary placements** of the 2020/2021 academic year. This approach is based upon the understanding that the pandemic has impacted the original program; 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 2020 until the end of the academic year 2020/2021.

Exclusions;

- 4th year Internship placements
- 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 09/2004.

Payment Process

The PPG payment process will be a one-off payment and not subject to vouching at the local paymaster level. The PPG should be processed with immediate effect and received by the student no later than 1st of June 2021

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. Each SALO produces a report of supernumerary

placement weeks per student for the academic year 2020/2021 to the relevant finance department. The relevant finance departments will process the payments promptly and reimburse the students per the existing structures by the 1st of June 2021. The HSE will complete a report to the Department of Health by the 4th of June, confirming all students have been awarded the grant.

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

Yours sincerely



Anne Marie Hoey
National Director of Human Resources