



## Memo

**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:** 24<sup>th</sup> February 2022

**Subject:** HR Memo re Process for Payment of Pandemic Placement Grant (PPG)

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Dear Colleagues,

The purpose of this memo is to sanction a further payment of the temporary Pandemic Placement Grant (PPG) for eligible student nurses and midwives and advise in relation to the payment of a Pandemic Placement Grant. It replaces the provisions set out in HR Memo re Process for Payment of Pandemic Placement Grant (PPG) dated 6<sup>th</sup> May 2021.

### Background

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

1. 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.**

2. Whilst work is underway to develop a detailed proposal to give effect to the recommendation in the McHugh Report, relating to intern pay, eligible nursing and midwifery students on their final year internship placement will receive 50% (€50 per week internship placement) of the PPG up to a maximum of 36 weeks.

***The Minister for Health has written to the Minister for Finance regarding tax exemption provision for the PPG, which would also include exclusion from USC and PRSI. In this regard, the latter has confirmed his intention to bring forward an appropriate change in the Finance Bill 2022 to provide for this exemption, extending Section 4 of the Finance Act 2021 to also cover payments made in 2022.***

## **Eligibility**

The PPG is a one-off grant retrospective with effect from the start of the current academic year. It should be noted that the PPG is not a vouched grant and is not reckonable for pension purposes.

The only criterion for the payment of this grant is the **number of weeks of rostered clinical placement completed** from the start of the current academic year.

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 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.

### **Supernumerary students entitled to the PPG of €100 per week are as follows;**

- All student nurses and midwives that have undertaken supernumerary placements from the beginning of the current academic year until 31<sup>st</sup> March 2022. Each Student Allocations Liaison Officer (SALO) produces a report of supernumerary placement weeks per student for the academic year 2021/2022 and provides details to the relevant Finance Department for payment.

### **Intern students entitled to the PPG of €50 per week are as follows;**

- All final year students who commenced their internship in the current academic year and for the duration of their internship placement. Each Student Allocations Liaison Officer (SALO) produces a report on students on internship placement and provides details to the relevant Finance Department for payment.

## Exclusions

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 **DOH circular 01/2022**.

## Payment Process

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 beginning of the current academic year until 31<sup>st</sup> January 2022. This should be processed with immediate effect and received by the student no later than **30<sup>th</sup> March 2022**.
- The second payment will cover the period from 1<sup>st</sup> February 2022 until 31<sup>st</sup> March 2022 and received by the student no later than **30<sup>th</sup> April 2022**.

The PPG for **internship students (General, Mental Health, Intellectual Disabilities and Midwifery)** will be processed and paid in **three time points** and not subject to vouching at the local paymaster level.

- The first payment will cover the period from the beginning of the internship placement until 31<sup>st</sup> March 2022. This should be processed with immediate effect and received by the student no later than **30<sup>th</sup> April 2022**.
- The second payment will cover the period from 1<sup>st</sup> April 2022 until 30<sup>th</sup> June 2022 and received by the student no later than **31<sup>st</sup> July 2022**.
- The third payment will cover the period from 1<sup>st</sup> July 2022 until the end of the 36 week internship. These internship students will be paid for a maximum of 36 weeks no later than **31<sup>st</sup> October 2022**.

The PPG for **internship students (Integrated Childrens and General)** will be processed and paid in **three time points** and not subject to vouching at the local paymaster level.

- The first payment will cover the period from the beginning of the internship placement until 30<sup>th</sup> June 2022 and received by the student no later than **31<sup>st</sup> July 2022**.
- The second payment will cover the period from 1<sup>st</sup> July until 30<sup>th</sup> September 2022 and received by the student no later than **31<sup>st</sup> October 2022**.
- The third payment will cover the period from 1<sup>st</sup> October 2022 until the end of the 36 week internship. These internship students will be paid for a maximum of 36 weeks.

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 to authorise and certify the clinical placement weeks with the relevant payment per student from the start of the academic year in 2021 as per payment process above and forward to the relevant finance department for payment. The relevant finance departments will process the payments promptly and reimburse the students per the existing structures and within the timelines outlined above.

The HSE will complete reports to the Department of Health after each of the aforementioned payment dates, confirming all eligible students have been awarded the grant and the total amount paid.

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: 1800 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**