



**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 6352319 Email: nationalhr@hse.ie

**To: Each Chief Officer, CHO  
Each CEO, Hospital Group  
Each HR Director, Hospital Group  
Each Head of HR, CHO  
Each CEO Section 38 Agencies  
Each Head of HR Section 38 Agencies  
Each Medical Manpower Manager  
Each Clinical Director Hospital Group**

**Date: 25<sup>th</sup> June 2019**

**Re: Payment for Intern Induction July 2019**

**From: Rosarii Mannion, National Director, Human Resources**

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Dear Colleagues

I wish to confirm commencing in July 2019 medical interns should be paid for up to a maximum of five days for attendance at induction where this takes place prior to commencement of employment. Interns are employed from the second Monday of July annually.

After medical interns begin employment at the start of the medical training year (i.e this year the date will be Monday 8<sup>th</sup> July 2019), each intern should be paid for 39 hours once it is confirmed they have attended the full week of induction. In cases where an intern does not attend the full induction or where induction lasts less than 5 days, they may be paid on a pro-rata basis.

Funding is being made available to employers on the basis of a maximum payment of 39 hours per intern. Employing agencies are requested to ensure that relevant induction material can be covered during this period. Any further information to be given or training required should be accommodated during working hours after the commencement of employment.

Nothing in this memo changes the employment commencement date of the interns in line with the medical NCHD training year, and in no circumstances are interns permitted to perform or be asked to perform clinical duties prior to this.

## Process to be followed

Following the week of induction, HR /Medical HR departments should return hours to payroll departments locally, once it has been verified that each intern has attended induction. Interns will then be entitled to receive this additional payment with their first standard pay as employees.

## Queries

Managers may refer any queries that they may have in relation to this memo to their local HR/Employee Relations Department. Queries from HR / Employee Relations Departments on this memo may be referred to Barbara Whiston, HSE Corporate Employee Relations, HR Directorate, 63 / 64 Adelaide Road, Dublin 2. Tel: 01-6626966, E-mail: [barbara.whiston@hse.ie](mailto:barbara.whiston@hse.ie)

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925 or email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Yours sincerely



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**Rosarii Mannion**  
**National Director**  
**Human Resources**