



Circular 4/2023

27 February 2023

To: HSE Chief Executive Officer

National Director of Human Resources, HSE

Payment of Clinical Placement Allowances to Undergraduate Supernumerary Nursing and Midwifery Students

I am directed by the Minister for Health to refer to clinical placement allowances payable to undergraduate supernumerary nursing and midwifery students. The following revised arrangements shall apply with effect from the start of the 2022/2023 academic year. 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.

I now wish to inform you of revisions to the travel and subsistence allowance provisions set out in earlier Department of Health Circulars, 9/2004 and 1/2022, on the payment of clinical placement allowances payable to Student Nurses and Midwives as follows:

1. Accommodation Allowance

Where it is necessary for the student to obtain accommodation away from their normal place of residence 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. 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

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 receipts provided by the student and certified by the SALO in the clinical partner site. **Public transport should be used wherever possible.**



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 should be paid on the same basis as that which applies generally in the public sector. 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.

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.

It should be noted that the Allocations Officers in the higher education institutes, 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.

Queries for clarification from individual students should be directed to the students own Student Allocation Liaison Officer (SALO) where they are on placement. Queries for clarification from SALOs in the HSE and Section 38 agencies should be directed to the HSE/ONMSD who if required, will raise the matter further with the Department of Health at Chief Nursing Officer's Office at [CNO's Office@health.gov.ie](mailto:CNO's_Office@health.gov.ie).

Yours sincerely,

Eddie O'Reilly
Principal Officer
Office of the Chief Nursing Officer