



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: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officers
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO HR Manager
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: 3rd January 2020

Re: HR Circular 001/2020 re intern Induction 2018

Dear Colleagues,

From July 2019 the HSE has made funding available to employers to fund one week of medical intern induction. A mediated agreement was reached under the auspices of the WRC regarding the 2018 cohort of interns. The purpose of this circular is to activate payment and a payment mechanism for medical interns who attended intern induction at the start of their internship in 2018 only. Any payments made are taxable and non-pensionable.

The former interns fall into two cohorts.

a) Former Interns who took WRC cases

A small and defined list of these interns will be provided to the relevant clinical sites. Each clinical site will be advised which interns are to be in receipt of a full and final settlement in respect of their attendance at induction in July 2018. The amount due for payment for each claimant will be advised. These interns are not entitled to the additional payment as in (b) below.

Each clinical site can expect to be notified individually by HSE CERS of the claimant name and amount that falls for payment. The name of the clinical site is per the WRC claim form.

The processing of payment for the defined and named cohort falls due on or before **31st January 2020**. As such these payments should be processed by HR and Payroll departments as soon as possible.



Seirbhís Sláinte
Níos Fearr
á Forbairt

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To view the Health Services People Strategy 2019 - 2024 Final Working Draft, please click [here](#)

b) Eligibility for the general cohort of former interns

All interns who commenced internship in July 2018 and also attended induction in 2018 are eligible to receive a payment for their induction upon application. **The application deadline is 29th February 2020.**

Each intern network is required to verify attendance at induction and HR are required to process payment through payroll. The applicable amount for each former intern in “cohort b” is €110 which is a full and final settlement.

The responsibility for payment processing lies with the employer as at 9th July 2018.

Application Process

Applications must be made to the site where interns commenced their paid employment in 9th July 2018.

Applications for payment must be made on the “Intern Induction Pay Application Form” (see Appendix 1).

HR Process for applications from 2018 Interns

An Intern Induction Pay Application Form must be verified and signed off for all applications received and processed via the relevant Payroll department. For recording purposes, a HR Form “Processing Intern 2018 Induction Payment” outlining processing requirements is provided (see Appendix 2).

In the context of the above payments, it should be noted that this is in the category of additional payments outside of basic pay, and therefore should not be included in the calculation of WTE for census purposes.

Queries

Queries from individual employees should be addressed to the local management or the relevant HR department.

Queries from HR Departments on the contents of this Circular may be referred Barbara Whiston, Corporate Employee Relations, 63/64 Adelaide Road, Dublin 2. Tel: 01- 6626966, Email: barbara.whiston@hse.ie

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925 or ask.hr@hse.ie

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources

Appendix 1 Intern Induction Pay Application Form

Intern Induction Pay Application Form

I, Dr _____ (first name/surname) hereby make an application for payment of €110 in respect of the Intern induction I attended in July 2018 at _____ (hospital/clinical site) in _____ (name of intern network) and I declare that the above information provided in support of my application is, to the best of my knowledge, correct. I agree to provide validation, where requested.

I agree to the provisions as set out in the relevant HR Circular.

Applications must be made to the site where you commenced your employment on 9th July 2018.

Signature of applicant: _____ **Date:** _____

PPSN (in order to reactive payroll record): (Mandatory):

This form must be returned to the HR department of your first employer during your intern year i.e. **where you commenced your employment on 9th July 2018**

Verified and approved on behalf of

Employer: _____ **Date;** _____

HR Approval; _____ **Date;** _____

Appendix 2 HR Form Processing Intern 2018 Induction Payment

HR Form Processing Intern 2018 Induction Payment

Intern Post – 2018/2019

APPLICANT'S DETAILS:

Name: _____

Work Location (as at 09/07/2018) _____

Personnel Number (as at 09/07/2018): (Mandatory) _____

Intern Network: _____

Payment is subject to evidence of attendance at induction in 2018

Criteria as set out in HR Circular	Applicant meets criteria (Y/N)
Attended induction 2018 (to be verified by the Intern Network)	
Made application by 29 th February 2020	
Reactivated on payroll	
Instruction to pay sent	