



Oifig an Stiúrthóra 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

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To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHOs
Each Head of HR CHOs
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Clinical Director

From: Anne Marie Hoey, National Director Human Resources

Date: 14^h April 2020

Re: HR Circular 028 2020: Temporary Variation in Terms and Conditions of Service and associated New Grades/Codes – Final Year (Academic Year 4)
Nurse/Midwife Students in Response to COVID-19

Dear Colleagues,

Further to the HR memo of 7th April on the arrangements for the recording of Nursing and Midwifery Students (Years 1-3) temporarily hired as Health Care Assistants, I wish to now advise on the arrangements for the 4th Year cohort of Nursing and Midwifery internship students.

Further to the sanction received by the Department of Health, 4th Year Nursing and Midwifery internship students (pre-registration), currently on paid placement, will also be temporarily paid on the first point of the Health Care Assistant scale, for a period of 3 months, effective from April 14th 2020. The sanction is based on the uplift cost from the student nurse internship salary scale.

As this cohort are currently our employees, to enable this change, a Temporary Variation in the Terms and Conditions of Service gives effect to this change as follows:

1. This cohort shall continue in their existing placement location and shall be paid the HCA scale at point 1;

2. Appendix A sets out a communication to each nursing and midwifery internship student advising them of the Temporary Variation in the Terms and Conditions of Service. This must be provided by the relevant service (HR Lead/ Director of Nursing/ Midwifery) to each Nursing and Midwifery Internship Student to ensure that they are advised of the changes;
3. The change shall apply for 3 months only, effective from 14th April 2020 with no retrospection before this date. For any 4th year internship students commencing practice placement after this date, the 3-month period will still apply from the 14th April, with salary reflected from the date they actually commence in placement;
4. New grade codes have been sanctioned by the Department of Health to enable accurate reporting and recording of student nursing and midwifery interns (COVID-19 HCA), which are set out in Table A below. Please note that the change in grade code is necessary for subsequent financial allocation;
5. As a temporary change, automatic return to the grade codes for student nursing and midwifery interns (pre-registration) after the 3-month period (unless otherwise advised) is required. For ease Table B below provides the current grade codes for the student nursing and midwifery interns (pre-registration), and the new temporary codes for COVID-19 response;
6. The recording of the WTE value for this temporary change will be 100% of WTE value for the 3-month period only;

Table A: New Grade Codes Student Nursing and Midwifery Intern (COVID-19 HCA)

	Grade Title	Grade Code
	Student General Nursing Intern (COVID-19 HCA)	2939
	Student Children's & General Nursing Intern (COVID-19 HCA)	2940
	Student Midwifery Intern (COVID-19 HCA)	2941
	Student Psychiatric Nursing Intern (COVID-19 HCA)	2942
	Student Intellectual Disability Nursing Intern (COVID-19 HCA)	2943
Staff Category:	Nursing & Midwifery	
Terms & Conditions of Employment:	€28,493/€29,825/€31,229/€31,602/€32,519/€33,310/€34,452/ €35,636/€36,862 Standard T&C's for the grade of Nursing and Midwifery Internship Student (Pre-registration) with a temporary variation to terms and conditions of service only to reflect salary based on the HCA salary scale for a 3-month period. Payment is at the first point of the scale.	

To note for SAP sites, confirmation has been received from HBS HPSA that these new Grade Codes will be available on SAP with effect from **14th April 2020**.

Table B: Grade Codes for Student Nursing and Midwifery Interns (Pre-Registration) & Student Nursing and Midwifery Interns (COVID-19 HCA)

Pre-registration Nurse/ Midwife Intern	Code	COVID-19 Temporary Grade	Code
Student General Nursing Intern (pre-registration)	2931	Student General Nursing Intern (COVID-19 HCA)	2939
Student Children's & General Nursing Intern (pre-registration)	2933	Student Children's & General Nursing Intern (COVID-19 HCA)	2940
Student Midwifery Intern (pre-registration)	2209	Student Midwifery Intern (COVID-19 HCA)	2941
Student Psychiatric Nursing Intern (pre-registration)	2930	Student Psychiatric Nursing Intern (COVID-19 HCA)	2942
Student Intellectual Disability Nursing Intern (pre-registration)	2932	Student Intellectual Disability Nursing Intern (COVID-19 HCA)	2943

General queries in relation to this grade code should be directed to: Strategic Workforce Planning & Intelligence, National HR. **Email:** workforcedata@hse.ie

Queries from individual employees or managers in relation to Terms & Conditions of employment should be referred to local HR departments/Employee Relations Managers

Queries from HR Departments in relation to Terms and Conditions of employment should be directed to: HSE Corporate Employee Relations Services. **Email:** info.t@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources



"To view the Health Services People Strategy 2019 - 2024 please click [here](#)."

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus