



**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: 01 635 2319 Email: nationalhr@hse.ie

**To: Each National Director  
Each Assistant National Director HR  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each CHO HR Manager  
Each CEO Section 38 Agencies  
HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery**

**From: Anne Marie Hoey, National Director Human Resources**

**Date: 5<sup>th</sup> August 2020**

**Re: HR Circular 051/2020 - Theatre Nurse On Call**

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Dear Colleagues

I wish to advise that this circular replaces the Department of Health Circular 33/2003.

1. On-call with Standby - Each Day. Nurses who are on call with standby and who attend work will be paid one fee per case

Time Band	Payment
From start of On-Call-22:00 Operations lasting less than 2 Hours	2 Hour operation= Current Rate as per Department of Health consolidated pay scales  Multiple operations less than 2 hours duration in this Time Band = Number of cases x Current rate as per Department of Health Consolidated scales

From start of On-Call--22:00 Operation lasting more than 2 hours but less than 3	Current rate as per Department of Health Consolidated scales
From start of On-Call--22:00  Operation lasting more than 4 hours and up to 5 hours	Current rate as per Department of Health Consolidated scales
22:00-08:00 Fee per operation per hour	Current rate as per Department of Health Consolidated scales  Multiple operations during this Time Band = Number of cases x current rate as per Department of Health scales.

2. On-call without standby: Fee per operation (call-in without standby) as per current rate in Department of Health Consolidated scales. Overruns from roster at normal overtime rates (no time back in Lieu).
3. On-call over Weekend: In situations where no roster duty is available over the weekend the following will apply on a pro-rata basis, i.e. appropriate rate divided by 12, then multiplied by the number of hours available. No time back in lieu will apply.
4. Nurse co-ordinator allowance: A shift allowance (see consolidated scales for current value) will be paid to a staff nurse who undertakes the role of formalising the reporting and accountability relationships with the Theatre Superintend. The allowance only applies to a staff nurse who fulfils specified duties when called in.

The following information will be included in the report for the Superintendent:

- Number of patients to undergo operations in Theatre on any given night
- Time of the last operation
- Time nursing staff left
- Type of procedures undertaken
- What procedures were conducted
- Time the patient was sent for
- Time patient returned to a ward
- Nominated staff on duty

The allowance will apply concurrent with the commencement of the additional duties outlined above for staff nurses who undertake the co-ordinator role.

## Queries

Queries from individual employees or managers regarding this matter should be referred to their local HR / Employee Relations Department.

**The implementation date for this Circular is the 5<sup>th</sup> of March 2020.**

Queries from HR Departments on the contents of this memorandum may be referred to Morgan Nolan, ([morgan.nolan@hse.ie](mailto:morgan.nolan@hse.ie)) at HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966.

Yours sincerely



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**Anne Marie Hoey**  
**National Director of Human Resources**



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