



**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

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**To:**

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- 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**
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- 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**
- Director National Ambulance Service**

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

**Date:** 21<sup>st</sup> December 2020

**Re:** HR Circular 070/2020 re Grade Codes/Reporting of HCA Student Nurse/Midwife Year 1-3 and Final Year (Year 4) Nurse/Midwife Interns

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Dear Colleagues,

The purpose of this circular is to set out instructions for the grade code management and reporting of HCA Student Nurse/Midwives Year 1-3, and Final Year (Year 4) Nurse/Midwife Interns.

## **1 HCA Student Nurse/ Midwife Years 1-3**

- i. Under a temporary scheme, sanction was provided for the temporary hiring of student nurses and midwives (Years 1-3) as HCAs. The details of this scheme were set out in HSE HR Memo (7<sup>th</sup> April 2020) and HSE HR Circular 048/2020, noting the extension of this scheme to 31<sup>st</sup> August 2020. Therefore, no new entrants should be appointed to this temporary grade code beyond this date. Grade code **6077** will be made obsolete for future use effective from 31/12/2020.

Grade Title	Grade Code
Health Care Assistant (Student Nurse/Midwife COVID-19)	6077

## 2 4<sup>th</sup> Year Student Nurse/Midwife Interns

- i. Under a further temporary scheme, sanction was also provided for temporary new grade codes/HCA pay scale for 4<sup>th</sup> Year Nursing and Midwifery Interns, as outlined in HSE HR Circular 028/2020 and 048/2020. The use of the temporary grade codes set out in these Circulars **apply only** to the provisions as set out in these Circulars and only to those encompassed within it, as a temporary scheme.
- ii. **All new entrants** to 4<sup>th</sup> year student nursing/ midwifery internship are to be appointed to the standard grade codes as listed below, with the associated pay scale and reported at 50% WTE value (ie the grade codes and reporting used prior to the introduction of the temporary scheme noted above).

Grade Title	Grade Code
Student General Nursing Intern (pre-registration)	2931
Student Intellectual Disability Nursing Intern (pre-registration)	2932
Student Midwifery Intern (pre-registration)	2209
Student Psychiatric Nursing Intern (pre-registration)	2930

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

Yours sincerely,



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



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