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March 1997

Chief Executive Officer/Secretary Manager  
Each Public Voluntary and Joint Hospital Board

**DEPARTMENT  
OF HEALTH**  
AN ROINN  
SLAINTE

Shirley  
Healthcare

**Remuneration of Director of Nursing / Matron grade**

I am directed by the Minister for Health to refer to the recent agreement reached between employers and unions representing nursing grades in relation to their claim for a special pay increase under the Programme for Competitiveness and Work.

In relation to the grades **Director of Nursing / Matron** the agreement provides for a revised and rationalised 5 band salary scale structure being introduced to replace previous arrangements under which salary scales were determined historically on the basis of bed numbers. Revised scales for all posts are based on inclusive salaries for the role and responsibilities attaching to the posts. No additional payments by way of premium payments for attendance at weekends, nights or bank holidays are payable. Accordingly, in circumstances where staff at Director of Nursing / Matron level are currently in receipt of premium payments for weekend, bank holiday or night attendance arrangements must be put in place to terminate this practice to coincide with, (and no later than), the implementation of the revised scales.

In relation to Director of Nursing posts in the Band 1 category full implementation of the new salary scales and the introduction of additional performance related payments is conditional upon agreement to new job descriptions (in addition to elimination of premium payments). The finalisation of arrangements in relation to performance related pay and job descriptions will be co-ordinated at national level.

A schedule setting out the initial classification of posts within the 5 salary / band structure is attached to this letter. A review procedure will be introduced which will facilitate reappraisal of posts in circumstances where the annual activity, staffing or other relevant criteria change or additional responsibilities are attached to posts. The criteria under which posts have been allocated within the 5 band structure are outlined in Appendix 1.

Because of the assimilation from over 12 separate scales to the 5 salary scale / band structure and the maintenance of uniformity in the salary structure during the phasing arrangements the percentage increases applicable, while significant in all cases, will differ in the case of particular posts.

Hawkins House Dublin 2

The approval of the Minister may be assumed for the implementation of the scales outlined in Appendix 2 with effect from 1 June 1996 as appropriate in terms of the categorisation of posts.

Details of the cost involved should be included in your Board's claim in relation to the special pay adjustments for nurses generally.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Martin Mc Donald', written over a horizontal line.

Martin Mc Donald  
Personnel Management & Development

## **Appendix 1**

### **Criteria for new Band Structure for Director of Nursing/Matron Grade**

Posts in Band 1 must satisfy all of the following criteria :

- ♦ Activity levels at 20,000 patients per annum (through combination of in-patient admissions and day cases;
- ♦ Full recognition for pre-registration nurse training;
- ♦ Responsibility for 200 nursing staff or over;
- ♦ Accident and Emergency Department with over 15,000 attendances per annum.

Posts in Band 2 must satisfy the following criteria:

- ♦ Activity levels above 10,000 patients per annum ( through combination of in-patient admissions and day cases)
- ♦ Responsibility for 100 nursing staff or more

Posts in Band 3 must satisfy the following criteria:

- ♦ Activity levels above 1,000 in-patient admissions per annum

Posts in Band 4 must satisfy the following criteria:

- ♦ Hospital budget in 1996 in excess of £1 million or
- ♦ Additional responsibilities attached to the Matron post which involve responsibility for services provided at other geographical locations.

Posts in Band 5 :

- ♦ Remaining District Hospitals

## Appendix 2

	1 June 1996	1 October 1996	1 January 1997
<b>Band 1</b>	27,745	28,161	28,443
	28,517	28,945	29,234
	29,289	29,728	30,025
	30,061	30,512	30,817
	30,831	31,293	31,606
	31,604	32,078	32,399
	32,375	32,861	33,190
<b>Band 2</b>	26,108	26,500	26,765
	26,844	27,247	27,519
	27,581	27,995	28,275
	28,316	28,741	29,028
	29,053	29,489	29,784
	29,790	30,237	30,539
	30,525	30,983	31,293
<b>Band 3</b>	24,050	24,411	24,655
	24,589	24,958	25,208
	25,129	25,506	25,761
	25,669	26,054	26,315
	26,208	26,601	26,867
	26,748	27,149	27,420
	27,288	27,697	27,974
<b>Band 4</b>	22,428	22,764	22,992
	23,127	23,474	23,709
	23,824	24,181	24,423
	24,523	24,891	25,140
	25,223	25,601	25,857
	25,920	26,309	26,572
	26,617	27,016	27,286
<b>Band 5</b>	20,938	21,252	21,465
	21,405	21,726	21,943
	21,873	22,201	22,423
	22,340	22,675	22,902
	22,807	23,149	23,380
	23,276	23,625	24,861
	23,743	24,099	24,340