



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

HSE HR Circular 008/2015

23<sup>rd</sup> April 2015

**To:** Each Member of the Directorate and Leadership Team HSE  
Each Hospital Group CEO  
Each Chief Officer, CHO  
Each Assistant National Director, HR  
Each Employee Relations Manager  
Each CEO Section 38 Agency

**From:** Ian Tegerdine, Interim National Director of Human Resources

**Date:** 23<sup>rd</sup> April 2015

**Re:** Sponsorship of Student Public Health Nurses

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### Dear Colleagues

Arrangements relating to the sponsorship of Student Public Health Nurses in the following circulars are superseded by this circular.

- Circular 085/2000 - Revised Arrangements for Sponsorship of Student Public Health Nurses
- Circular 004/2005 - Sponsorship of Student Public Health Nurses
- Circular 019/2013 - Sponsorship of Student Public Health Nurses (PHNs)

With effect from the sponsorship programme commencing in Autumn 2015, the number of sponsorships advertised in future will be based on projected service needs of individual HSE Community Health Organisations. In this regard the following principles apply:

- The number of sponsored places should relate clearly to the level of recruits required by the HSE to meet service requirements in each year.
- The number of clinical placements provided by the HSE to facilitate Public Health Nurse training should relate clearly to the number of places it sponsors in the year in question.

### The revised sponsorship arrangements are as follows:

#### 1. Eligibility to apply:

Eligibility is outlined in National Recruitment Services (NRS) Campaign Information for the Student Public Health Nurse Recruitment Scheme.

## **2. Satisfactory Employment Record:**

In order to qualify for sponsorship, the applicant must provide evidence of a satisfactory service record.

## **3. Course Fees Funding:**

Course funding will only be provided for the tuition fee applicable to an EU/EEA citizen. While the HSE is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applicants from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. In the event that a non EEA citizen is granted sponsorship, the excess amount due in tuition fees by the Non EEA student will be borne by him/her. This excess amount will not be funded under the terms of the circular.

## **4. Salary:**

The student Public Health Nurse will be paid the salary at the minimum point of the staff nurse scale while studying for the Graduate/Postgraduate Diploma (Nursing/Public Health Nursing) and at 80% of the minimum point of the of the Public Health Nurse scale for the duration of the clinical placement period.

The HSE will offer permanent employment in the sponsoring Community Health Organisation LHO area on qualification to sponsored nurses who successfully complete the Public Health Nursing programme.

## **5. Service Commitment:**

Successful applicants for sponsorship will be required to give a written undertaking that, following successful completion of the programme, he/she will immediately register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and accept an initial assignment in their sponsoring LHO area in a full time or part time/pro rata capacity, as a Public Health Nurse for a period of not less than 18 months from the date of registration with the Nursing & Midwifery Board of Ireland (NMBI).

The initial assignment as a full time or part time pro rata capacity Public Health Nurse will be undertaken in the sponsoring LHO area. The sponsorship programme will target the areas of greatest service need. In 2015/16 the majority of the sponsorships will be in the greater Dublin area.

A sponsored employee is required to honour his /her contractual undertaking to work as a Public Health Nurse in their sponsoring LHO area for an 18 months period, in a full time- or pro-rata/part time capacity, from the date required to register as a Public Health Nurse. However, if the sponsored employee leaves or resigns from the sponsoring LHO location and/or employment of the HSE, within 18 months, they may be penalised financially in terms of full recoupement of the full cost of the course fees and the value of the salary received by them during the theory element of the programme. Any repayment due will be adjusted on a pro rata basis for any period of service commitment honoured. If an arrangement for repayment is not agreed within twenty-eight calendar days of notification of liability by HSE the HSE may pursue repayment through the Civil Courts.

**6. Additional Costs:**

All other and additional costs, charges and expenses incurred by the student undertaking the programme will be discharged by the student at their own expense.

**7. Substantive Post:**

A public health service employee who is sponsored in accordance with the terms of this circular will retain the permanent status of their existing substantive post for the duration of the training programme. On successful completion of the programme, any entitlement to return to their previous substantive post within the public health service shall cease.

**8. Annual Leave:**

Annual leave may only be taken outside of academic semesters and in accordance with service need.

**9. Student Obligations:**

The student will attend in full the programme with proper diligence and will undergo such examination and tests as may be prescribed in or required by the programme curriculum with a view to successfully completing the programme.

**10. Governance:**

The student will be required to provide a copy of their examination results at the end of the programme.

**11. Exceptions:**

A student absenting themselves, and/or failing to complete the programme due to unforeseen or exceptional circumstances, may be facilitated at the discretion of the HSE and higher education institute to complete the course and examinations in such manner as may be specified.

**12. Repeat:**

A student public health nurse, failing to obtain the Public Health Nurse qualification on completion of the programme may, at the discretion of the HSE, be retained on probation to afford him/her one further opportunity to secure the qualification at repeat examination but in any event no later than the end of the following academic year. During this repeat period the student will be remunerated as a student Public Health Nurse. No funding will be provided for repeat tuition or examinations fees; such costs must be borne by the student concerned.

In the event of failure to secure the qualification, assignment as a Public Health Nurse will not be ratified.

**13. Repayment of Fees and salary:**

If the sponsored candidate ceases employment or does not complete the programme he/she will be required to repay both the tuition fee and the portion of the salary received during the theory element of the programme. Such repayments shall be made to the HSE

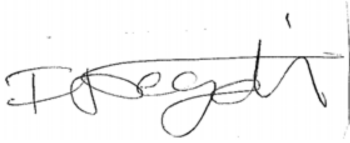
In exceptional circumstances all the above repayments may be waived, reduced or deferred at the discretion of the HSE.

#### **14. Queries**

Any queries in relation to this Circular should be addressed to the Office of the Nursing Services, Dr Steevens' Hospital, Dublin 8. Tel. 01 6352241 Email: [John.scott@hse.ie](mailto:John.scott@hse.ie)

This Circular will be kept under annual review by all parties.

**Yours sincerely**

A handwritten signature in black ink, appearing to read 'I Tegerdine', is enclosed within a rectangular box. The signature is written in a cursive style.

**Ian Tegerdine**  
**Interim National Director of Human Resources**