



**Príomhoifigeach Daoine**

Feidhmeannacht na Seirbhísí  
Sláinte Ospidéal Dr. Steevens',  
Baile Átha Cliath 8, D08 W2A8

**Chief People Officer**

Health Service Executive,  
Dr Steevens' Hospital,  
Dublin 8, D08 W2A8

[www.hse.ie](http://www.hse.ie)  
[@hselive](https://twitter.com/hselive)

t 01 635 2319  
e [nationalhr@hse.ie](mailto:nationalhr@hse.ie)

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Each Group Director of Midwifery  
Each Clinical Director  
Head of HR, PCRS  
Director National Ambulance Service

**From:** Anne Marie Hoey, Chief People Officer

**Date:** 12<sup>th</sup> March 2025

**Subject:** HR Circular 005/2025 - Changes to HR Circular 019/2023: Payment of Clinical Placement Allowances to Undergraduate Supernumerary Nursing and Midwifery Students

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Dear Colleagues

[HR Circular 019/2023](#): Payment of Clinical Placement Allowances to Undergraduate Supernumerary Nursing and Midwifery Students was issued on the 6th of September 2023. This Memo is issued to amend two specific elements of the original Circular that have had an unintended negative impact on eligible Student Nurses Years 1-3.

- Section (2) Travel Allowance has been amended to clarify that the allowance payable to Student Nurses Years 1-3 is to be paid at the full public service rate.
- Section (2) Travel Allowance has also been amended to remove the need for Student Nurses Years 1-3 to produce their motor insurance certificate and/or Letter of Indemnification from their insurance company, effective from 6th of September 2023.

The amended version of the Circular shall now read

## 2) Travel Allowance

- 1) A supernumerary student on the undergraduate Nursing/Midwifery programme continues to be entitled to claim for payment of travel expenses necessarily incurred while attending placements, on the basis of transport receipts (original or electronic) provided by the student and certified by the SALO in the clinical partner site. The expenses incurred for travel should be as low as possible – using public transport to take the shortest route and buying the cheapest tickets. Taxis or vehicles should only be used where no suitable public transport is available.

Where public transport is not available and the use of private transport is necessary to attend placements, a supernumerary student is entitled to claim reimbursement for these necessarily incurred travel expenses. These travel expenses, specifically for miles or kilometres driven, must be reimbursed at the full public sector mileage/kilometre rates as outlined in Department of Health Circular 5/2022 or its successor Circular. Reduced rates applicable to discretionary travel (e.g., for education or conferences) do not apply to these mandatory clinical placements. These expenses can only be claimed from the student's Higher Education Institute (HEI) or normal place of residence (i.e., where they normally reside when attending the undergraduate nursing and midwifery programme) whichever is the closest to their assigned placement. These should be reimbursed at the rates that which applies generally in the public sector as set out in Department of Health Circular 5/2022 or its successor Circular. All reasonable measures shall be taken to ensure that the most economical option is availed of, including using available public transport for portions of a journey and where applicable the use of TFI Leap Cards.

If claiming mileage:

- 1) Details of one specific vehicle. This vehicle will be used to calculate travel expenses and claims will only be processed for this vehicle.
- 2) Licensing certificate and vehicle registration details for nominated vehicle.
- 3) If a student uses their own vehicle where public transport could have been used, the amount of mileage reimbursed must not exceed the cost of public transport (including that of passengers).

All other elements of Circular 19/2023 remain unchanged.

Please ensure that this Circular is brought to the attention of all relevant managers and staff in your area of responsibility.

## **Queries**

Queries from employees or managers should be directed to local HR Departments/ Employee Relations Departments. The National HR Helpdesk can also assist with queries from employees. Tel: 1850 444 925, Email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

For HR Departments with questions on nursing and midwifery related to this circular, please contact John Scott, Office of Nursing and Midwifery Services Director, Dr. Steevens' Hospital, Dublin 8. Tel: (01) 635 2241, Email: [john.scott@hse.ie](mailto:john.scott@hse.ie)

Yours sincerely



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**Anne Marie Hoey**  
**Chief People Officer**