Student PHN Sponsorship Agreement

The 2027 Recruitment Scheme for Student Public Health Nurses.

AGREEMENT made **BETWEEN** **xxxxxxxxxx** **Local Health Office** [hereinafter called 'The Geographical Area]

and **xxxxxxxxxx** [hereinafter called 'the Student'].

WHEREAS:

A. The Student is undertaking a Graduate/Post Graduate Diploma in Nursing/Public Health Nursing at *(College)* [hereinafter called 'the Course']. **xxxxxxxxxx Geographical Area** is in a position to appoint the Student in a temporary capacity as a student Public Health Nurse attached to *(College)* and **xxxxxxxxxx Geographical Area**. Should the Student hold a permanent post within the Public Health Service, s/he will retain the permanent status of their substantive post while training as a Public Health Nurse. On successful completion of the course, the Student's entitlement to return to their previous substantive post within the Public Health Service will cease.

B. Each participant on this programme will retain his/her current point on the staff nurse salary scale on entry into the programme (based on verified nursing service). Participants will retain their incremental date and will be granted incremental credit (if applicable) during the programme.

Salary payment will be made by electronic transfers. The student will be required to supply bank details, etc. on the form provided at contracting stage and return to **National Recruitment Service.**

C. In return for the sponsorship received, the Student agrees and undertakes, at the successful conclusion of the Course, to register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and to accept an initial assignment as a full-time or part time/pro rata PHN for a period of not less than 18 months from the date of registration with the Nursing & Midwifery Board of Ireland. This initial 18 month assignment must be undertaken in the sponsoring Geographical Area. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

In consideration of the provision of the sponsorship set out it is now agreed between the parties as follows:

1. **OBLIGATIONS OF THE SPONSORING Geographical AREA**

(a) The Geographical Area will, subject to the compliance of the Student with the terms of this agreement, sponsor the Student at the appropriate Student Public Health Nurse rate above while studying for the Graduate/Post Graduate Diploma in Nursing/Public Health Nursing as set out below for the duration of any clinical placement period.

(b) The Geographical Area will also pay such course fees levied by the College in respect of the Student's attendance at the course.

(c) The sponsoring Geographical Area will provide clinical placements in accordance with the requirements of the course. The exception to this applies to the Maternal and Child Health Module (see 3(a) below).

(d) The Geographical Area reserves the right to contact the College regarding the Student's attendance record and performance on an ongoing basis. The College reserves the right to contact the Geographical Area regarding the student's attendance and progress.

2. **OBLIGATIONS OF THE STUDENT:**

(a) The Student will attend in full the course of training with proper diligence and will undergo such examinations and tests as may be prescribed in or required by the training syllabus with a view to qualifying as a Public Health Nurse.

(b) The Student will be required to provide the Geographical Area with a copy of his/her examination results at the end of the academic year.

(c) 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.

(d) 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 Geographical Area in 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).

(e) The Student acknowledges that failure to complete no less than 18 months continuous employment as a full-time- or pro-rata/part time Public Health Nurse in the sponsoring geographical area, on successful completion of the course, will result in the Student re-imbursing the HSE with the cost of the course fee and the value of the salary received by the student during the theory element of the programme. If monies are not received debt recovery proceedings may be initiated against the Student.

(f) A Student failing to obtain the Public Health Nursing qualification on completion of the course will, at the discretion of Health Service Executive, be retained on probation to afford him/her one further opportunity of securing 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 at the current point of their existing salary scale on entry into the programme. No funding will be provided for repeat tuition or examination 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.

(g) The Student must adhere to all HSE employment conditions including annual leave and sick leave.

(h) All other and additional costs, charges and expenses, including travel expenses, incurred by the Student undertaking the course will be discharged by the Student at his/her own expense. The exceptions to this requirement relate to (i) the period where the Student has responsibility for a defined case load as part of the final clinical placement and (ii) students identified under 3(b) below. In respect of final clinical placement or clinical placement at 3(b) below, the Student will be paid in accordance with Health Service Executive (HSE) Travel & Subsistence rates subject to submission of a current and valid insurance policy and indemnification of the HSE in respect of such travel.

(i) The student will be obliged to undertake their clinical placements as specified by their sponsoring Geographical Area. The exception to this applies to the Maternal and Child Health Module (see 3(a) below).

3. **CLINICAL PLACEMENTS**

(a) Maternal & Child Health Module **– Non-Midwifery Students**
All students undertaking the Graduate/Post Graduate Diploma in Nursing/Public Health Nursing will be required to complete the academic (three week) and clinical placement (six weeks or 180 hours in total) component of the Maternal & Infant Health Practice Practicum. In respect of the students requiring the clinical component, the clinical placement will be assigned by their third level college. In order to facilitate clinical placement for the Maternal & Child Health Module a 24/7 roster may apply.

(b) Maternal & Child Health Module **– Midwifery Students**
Students holding a validated Midwifery qualification may have the option to complete the academic (3 week) component. Where these students are not required to undertake this academic 3 week component, they will be required to undertake a clinical RGN placement as assigned by their Director of Public Health Nursing in their sponsoring Geographical Area.

4. HSE EMPLOYMENT CONDITIONS

(a) Annual Leave Entitlement:
Students will be entitled to a total of 24 (twenty four) days annual leave in respect of the calendar year starting on the first day the course commences. All annual leave must be taken over 12 month period. The salary applicable to such annual leave is that of Student Public Health Nurse. Annual leave may only be taken outside of academic semesters and in accordance with service need.

(b) Sick Leave Entitlement:
Sick Leave entitlement will be in line with the HSE Sick Leave Policy and National Attendance Guidelines. Any clinical placement or academic time to be made up resulting from sick leave or any certified/approved absence will be a matter for decision by the College and the Geographical Area. It is the responsibility of the student PHN to inform Public Health Nursing management in the sponsoring Geographical Area of any absences.

(c) Any offer of employment within the Health Service Executive is subject to receipt of satisfactory checks and clearances.

(d) Salary and Duties applicable in period between completion of the Graduate/Post Graduate Diploma in Nursing/Public Health Nursing and registration as Public Health Nurse by Nursing & Midwifery Board of Ireland (NMBI):

Each participant on this programme will retain his/her current point on the staff nurse salary scale on entry into the programme (based on verified nursing service). Participants will retain their incremental date and will be granted incremental credit (if applicable) during the programme.

The duties assigned in respect of such employment will be at the discretion of the Director of Public Health Nursing. **This service agreement must be signed prior to the Student commencing the Course and may be required at registration by the HEIs.**

Please refer to the terms and conditions of HSE employment. For further information please visit www.hse.ie

Signed: _____ Date: _____

(Student)

Address: _____

Signed: _____ Date: _____
On behalf of Geographical Area
Health Service Executive

I hereby accept my place on the HSE 2027 Student Public Health Nurse Recruitment Scheme Graduate/Postgraduate Diploma (Nursing/Public Health Nursing)
(Public Health Nursing 2027/2027)

I have read and understand the Terms and Conditions under which I am accepting the sponsorship place above.

Signed: _____

Name: _____

*(Please print name***)**

Address: _____

_____

_____

Date: _____