

Information in Relation to Payment of Clinical Placement Allowances to Supernumerary BSc. General Nursing Undergraduate Students, University of Limerick
From: Allocations Liaison Officer, NPDU, Mid-Western Regional Hospital, Dooradoyle
Please note this information does not apply to Sponsored Students (HSE 009/06) or Internship Students (HSE 030/2009).

1.0 Accommodation Allowance

- 1.1 A student on the pre-registration nursing/midwifery degree programme is entitled to an accommodation allowance up to but not exceeding €50.79 weekly for the duration of the placement, **where it is necessary for the student to obtain a second accommodation away from his/her normal place of residence** (Department of Health & Children, 9/2004; DOHC Letter 23rd April 2004). The cost of accommodation will only be refunded on the basis of receipts certified by the Student and the Allocations Liaison Officer (Department of Health & Children, 9/2004). This allowance is intended as a contribution towards the cost of a clinical placement. It is not intended to meet the full cost of pre-registration nursing/midwifery degree student's accommodation where incurred (Department of Health & Children, 9/2004).
- 1.2 Where it is necessary for students to obtain accommodation outside of their normal place of residence accommodation they may claim for student public transport rates to and from the clinical placement site, on the basis of receipts certified.

2.0 Travel Allowance

- 2.1 Students will be refunded the cost of public transport at weekly or daily student rates from the University base, whichever is the most economical rate. Please note that within Limerick city day saver or single journey rates may be cheaper than the weekly rate. Original receipts must be provided. Claims without receipts will not be processed.
- 2.2 Where public transport is not available, all reasonable measures should be taken to ensure the most economical option is availed of, including sharing transport facilities and utilising available public transport for portions of a journey (DOHC, 9/2004). Travel Allowances, in such cases, will be paid to a maximum amount of €50.79 per week, as it is anticipated that students whose travel expenses are greater than this amount will avail of accommodation near the placement site.
- 2.3 Petrol receipts will only be paid to the value of public transport student rates. When travelling with another claimant, only the owner of the vehicle can claim travel allowance.
- 2.4 Students are not entitled to reimbursement for Parking tickets or Disc Parking tickets.

3.0 Claim Form and Receipts

- 3.1 **Receipts for all claims must be original, clear, legible, dated and from a recognisable source, otherwise they will not be processed for payment.**
- 3.2 All claims for the above allowances must be made on the relevant BSc. Student Nurse /Midwifery claim form. This is available on the University of Limerick, Department of Nursing & Midwifery website.
- 3.3 One original claim form is to be submitted per block of clinical placement. Claim form should be submitted within two weeks of completion of a block of clinical placement to the Allocations Liaison Officer. **Any claims submitted later than one month from the end of the placement block will not be processed (HSE, 2011).**

References

1. Department of Health and Children, 2004. **Payment of Clinical Placement Allowance to Pre-Registration Nursing Degree Students.** Circular No 9/2004. Dublin.
2. Department of Health and Children, 2004. **Report of the Expert Group on Midwifery and Children's Nursing Education.** Dublin.
3. Health Service Executive, 2009. **Arrangements for Undergraduate Nursing/Midwifery Students Undertaking the Continuous Thirty Six Week Internship.** Circular 030/2009.
4. Health Service Executive, 2006. **Sponsorship for Public Health Service Employees wishing to train as Nurses/ Midwives.** Circular 009/2006. Dublin.