

Information in Relation to Clinical Placement Allowances for Unrostered Pre-Registration Nursing / Midwifery Degree Students.

Please note this information does not apply to Sponsored Students (HSE 009/06)

1. ACCOMODATION ALLOWANCE

- 1.1 A student on the pre-registration nursing/midwifery degree programme is entitled to an accommodation allowance **where it is necessary for the student to obtain accommodation away from his/her normal place of residence (Which is the University of Limerick base)**. The cost of accommodation up to a limit of €50.79 weekly will only be refunded on the basis of receipts certified by the Student and the Allocations Liaison Officer (Department of Health & Children, 9/2004; Department of Health & Children, 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 they may claim for student public transport rates to and from the clinical placement site, on the basis of receipts certified.
- 1.3 For the purpose of claiming expenses the University of Limerick is considered the normal place of residence.

2. TRAVEL ALLOWANCE

- 2.1 Students will be refunded the cost of public transport at weekly student rates from the University base. 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 weekly rates'. When travelling with another claimant, only the owner of the vehicle can claim travel allowance.
- 2.4 Travel rates will be reviewed annually in line with Bus Eireann, Iarnrod Eireann and correspondence from the Department of Health and Children.
- 2.5 Students are not entitled to reimbursement for parking tickets, discs or tolls.

3. CLAIM FORM & RECEIPT

- 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 BSc. Student Nurse/Midwifery claim form. This is available on the University of Limerick's Department of Nursing and Midwifery

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website and the HSE [BSc Mental Health Nursing \(undergraduate\) HUB for Student Nurses and Preceptors](http://hsenet.hse.ie/Hospital_Staff_Hub/ulh/pppgs/LMHS/BSCHUB/StudentForms.pdf).

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3.3 One original claim form is to be submitted per block of clinical placement. This claim form must be submitted within two weeks of completion of a block of clinical placement to the Allocations Liaison Officer. Please submit student weekly travel tickets where possible instead of individual daily receipts.

3.4 Original receipts will only be accepted with a completed claim form and attendance records.

REFERENCES

- Department of Health and Children, 2004. **Payment of Clinical Placement Allowance to Pre-Registration Nursing Degree Students**. Circular No 9/2004. Dublin.
- Department of Health and Children, 2004. **Report of the Expert Group on Midwifery and Children's Nursing Education**. Dublin.
- Health Service Executive, 2006. **Sponsorship for Public Health Service Employees wishing to train as Nurses/ Midwives**. Circular 009/2006. Dublin.