

Additional Campaign Information

HSE SPONSORSHIP STUDENT MIDWIFE RECRUITMENT SCHEME (2021 intake)

Higher Diploma in Midwifery REF: HBS09128

Dear Applicant,

Thank you for your interest in pursuing a career with the HSE. We are delighted that you are considering a career in midwifery.

This is some additional important information regarding this campaign. We strongly recommend that you read this document before applying for this campaign.

In this document we lay out the regulations by which the campaign will run. It outlines what we require from you and in what format we require it, it also explains what will happen after the interview process and how panels will be managed.

This is to ensure that we have the same information from all candidates and that candidates are treated in the same manner.

1. Campaign closing date and documentation required as part of your application

The closing date for receipt of completed on-line Applications (which includes all supporting documentation and supplementary forms) is no later than **12 noon Friday 31st July 2020**.

Documentation required as part of your application:

Supplementary Forms:

- HSE Supplementary Form 1 – Pensions and Registration Details
This form may be downloaded from the PAC application form.
- HSE Supplementary Form 2 – Verification of Service form
*The Verification of Service Forms are used to determine if you meet the outlined HSE eligibility criteria (please see page 4) The Form **must be stamped** if completed by the relevant HR/Payroll Dept., failure to do so will deem it invalid. Where completed by a Director of Nursing, the Form will be accepted without an official stamp. HBS Recruit may contact the Director of Nursing to verify completed Form.*

PLEASE NOTE:

If you are experiencing difficulties seeking the requested HSE Supplementary Form 2 – Verification of Service form, due to the current situation with COVID-19, by the closing date and time **you must** tick the **Self Declaration Box** on your PAC application declaring that you meet the HSE eligibility criteria. Please note that Verification Forms verifying your experience as per HSE Eligibility Criteria will be requested and checked at contracting stage if offered a sponsorship placement.

if your employer/HR department is unable to complete the HSE form that is provided to download they can, as an alternative, issue you with a letter with the required information, the letter needs to be on Headed Paper and signed.

Candidates who applied last year may upload their Verification of Service Form used for last year's programme, and must be confident it verifies the required HSE eligibility criteria outlined for this year (*Unfortunately HBS Recruit will not be able to retrieve VOS forms for candidates from last year's campaign.*)

2. How to apply for the HSE 2021 Student Midwife Recruitment Scheme Higher Diploma in Midwifery.

Candidates must apply for sponsorship through <https://v2.pac.ie/institute/8>

We will not be able to process applications by CV or any other method. This means that if you apply by any method other than the approved online application form you will not proceed to the next stage of the recruitment process.

NB This is a competency based application form. In order for your application to be considered, **the supplementary section of the application form, i.e. the competency based questions, must be fully completed.** If you do not complete all questions, we will be unable to process your application further. **You are required to complete each example in no less than 300 words.**

Candidates please note HBS Recruit review applications after the closing date for the receipt of applications and supplementary forms. This is due to the high volume of applications. HBS Recruit can only accept applications received by PAC by the closing date and time of **12 noon Friday 31st July 2020**. HBS Recruit can only accept supplementary forms received by PAC by **12 noon Friday 31st July 2020**. This means that if you have submitted the wrong version of your application form (e.g. blank, incomplete, etc), or have not submitted the requested relevant documentation, your application will not be processed further.

N.B. PLEASE NOTE CONTACT WILL MAINLY BE MADE TO YOU BY E-MAIL AND VIA YOUR PAC ACCOUNT. THEREFORE IT IS MOST IMPORTANT THAT BOTH YOUR E-MAIL ADDRESS & MOBILE TELEPHONE NUMBER ARE INCLUDED IN YOUR APPLICATION AS WELL AS A POSTAL ADDRESS. IT IS YOUR RESPONSIBILITY TO ENSURE YOU HAVE ACCESS TO YOUR EMAILS, MOBILE VOICE MAILS, AND TEXT MESSAGES. THIS MEANS THAT IF YOU CHOOSE TO USE YOUR WORK EMAIL ADDRESS AND WORK MOBILE YOU MAY RECEIVE COMMUNICATIONS THAT HAVE A TIME DEADLINE REQUIREMENT WHILE WORKING AWAY OR ON LEAVE.

3. Who should apply?

Applicants who, by the closing date and time of 12 noon, Friday 31st July 2020:

- Are registered in the General Division of the Register of Nurses maintained by the Nursing and Midwifery Board of Ireland (NMBI) or entitled to be so registered
- Have a minimum of 6 months post registration experience as an RGN within the past 3 years by closing date for receipt of completed applications working a minimum of 78 hours per month.

- If you are successful at interview and are not registered in the General Division of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) you will remain dormant* on the panel and will not be offered sponsorship until you have informed HBS Recruit that you are in receipt of your appropriate Nursing and Midwifery Board of Ireland registration.
- Confirmation of this registration must be emailed to apply.midwifery@hse.ie by Monday 31st August 2020.
- Seeking registration is the responsibility of the candidate.
- Please note registration can take a period of time.
- For further details on registration please see www.nursingboard.ie

* Dormant = you retain your place on the panel but you are not contacted about opportunities

Information for Non-European Economic Area Applicants

While the HSE is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy.

However, we welcome applications from holders of the following documents:

- A scanned copy of your documentation which **entitles you to work in this state**
- A scanned copy of your passport showing your **identification details and immigration stamp** showing you have permission to be in this state

A full explanatory list of the required documentation at application stage to be provided by Non EEA Applicants can be found in Appendix 1.

You must submit proof of authorisation to work in Ireland with your application. Only candidates with valid authorisation to work in the Republic of Ireland will be appointed to posts

Further details regarding work authorisations can be found on www.djei.ie

4. Who cannot apply?

- Persons who are currently in receipt of a pension from any of the following superannuation schemes:
 1. Local Government Superannuation Scheme (LGSS)
 2. HSE Employee Superannuation Scheme
 3. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
 4. Nominated Health Agencies Superannuation Scheme (NHASS)
 5. Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:
Incentivised Scheme of Early Retirement (ISER)

Voluntary Early Retirement Scheme 2010 (VER)

(Please see **Appendix 2** for further details)

Applications received from candidates who fall under the above categories will not be processed further in the selection process; this means that you will not be invited to interview.

5. Will I get a sponsorship place through this campaign?

The allocation of places is based on –

- a. Your placement, by order of merit, on the panel.
- b. Maternity Site/HEI Choice
- c. Availability of advertised sponsored places.

Successful applicants for sponsorship will be required to give a written undertaking to their sponsoring public health service agency that they will, following successful completion of the programme, work for their sponsoring agency for a minimum period of twelve months or for the length of the academic course undertaken, which is longer (see HSE HR Circular 004/2011)

NB: However, please note that the availability of the service commitment is subject to employment controls.

Applicants who are successful at interview and who are not registered in the General Division of the Register of Nurses maintained by the Nursing and Midwifery Board of Ireland (NMBI) will remain dormant** on the panel and will not be offered any sponsorship posts until they have informed HBS Recruit that they are in receipt of their appropriate NMBI registration. Please see Appendix 1. ** Dormant = you retain your place on the panel but you are not contacted about opportunities

Please note:

In order to maximise your prospects of securing a sponsorship it is advisable to identify more than one site.

6. Where are the sponsorship training places located and how many places are available?

Cork University Maternity Hospital/University College Cork (CUMH/UCC)	32 places
University Hospital Galway/National University of Ireland, Galway (UHG/NUIG)	17 places
University Maternity Hospital Limerick/University of Limerick (UMHL/UL)	15 places
Our Lady of Lourdes Hospital, Drogheda/Dundalk Institute of Technology (LOL/DKIT)	15 places

7. Interview Locations

It is anticipated that interviews will be held from mid August to mid September 2020. Further details will issue after eligibility has taken place.

You will be required to produce the following documentation upon your arrival for your interview. Candidates who do not bring the required documentation listed below **may not be admitted to interview.**

- **Form of recent photographic identification** i.e. drivers licence, passport or student/HSE Work I.D. This identification will be checked and returned to you immediately on the day.

8. Security Clearances

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 3** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

9. What is the selection process?

Candidates must apply online through <https://v2.pac.ie/institute/8>. There is an application fee of €50 paid by credit/debit card or €55 euro if paid by bank transfer/bank draft payable to PAC.

- a. Candidates who apply must be suitably qualified (see above “2. Who Should Apply?”). Candidates should pay due attention to the “Professional Experience” section of their application form with regard to demonstrating their eligibility. Candidates who do not provide sufficient evidence of their eligibility will not be processed further. Candidates are required to submit verification of their 6 months post registration experience as a RGN to PAC.
- b. Candidates must complete the “Competency Based Questions” section of the application form. Those applicants who do not fully complete the “Competency Based Questions” section of the application form will not be processed further. **You are required to complete each example in no less than 300 words.**
- c. A shortlisting exercise may apply based on the information you provide in your application form. This means that a shortlisting board comprised of Directors/ Assistant Directors of Midwifery will shortlist applicants based on information put forward in the application form. Please note the criteria for shortlisting is based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job

specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

- d. Appointment to the sponsorship programme will be subject to satisfactory references, Garda/Security clearance, medicals and other clearance requirements.

10. Formation of Panels

What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. The allocation of places is based on –

- a. Your placement, by order of merit, on the panel.
- b. Maternity site/HEI choice
- c. Availability of advertised sponsored places

Marking System

Candidates are given marks for skill areas during the interview. These elements are clearly indicated in the Application Form and Competency Based Questions.

Where two or more candidates score the same marks and are interested in the same sponsorship area, a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They have both applied for Cork University Maternity Hospital/University College Cork (CUMH/UCC). They both score 121 at interview, which would place them at joint number 3 on the panel for Cork University Maternity Hospital/University College Cork (CUMH/UCC). If Professional Knowledge has been the secondary ranking chosen then the candidate who has scored highest in this area will receive the first job offer.

Karen scored 19 in the Professional Knowledge element and Mary scored 18. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

11. Acceptance / Refusal of Sponsorship places

HBS Recruit **will require that you include in your application form your:**

- **E-mail address**
- **Mobile telephone number**

These are the communication channels HBS Recruit will use to contact you. If you change your e-mail address or mobile telephone number it is your responsibility to inform the HBS Recruit

It is your responsibility to ensure you have access to your emails, mobile voice mails and text messages. This means that if you choose to use your work email address and mobile you

may receive communications that have a time deadline requirement while working away or on leave.

Should you be offered a sponsorship you will be offered only one HSE maternity site/HEI. **If you decline this offer you will be removed from the panel.**

Should you be offered, you will receive a message from HBS Recruit and a message on your PAC account.

You will have 48 hours in which to accept a sponsorship offer made in the first round of offers. Should there be subsequent rounds of offers the timeframes for accepting sponsorship offers may be shorter and will be clearly indicated at offer stage.

Please note that the option to defer sponsorship is not available.

Medical Clearances:

It is the successful candidates' responsibility to ensure that all relevant immunisations are up to date **prior** to the commencement of the programme. Individual HEIs will advise on specific requirements on acceptance of the programme place. Please note that clinical placements may be delayed significantly if immunisations are not current.

12. Course Commencement Dates

UL	25/01/2021
UCC	08/03/2021
NUIG	01/03/2021
DKIT	08/03/2021

13. Appeals Procedure

Appointments in the HSE are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal. Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.

14. What happens at the end of my sponsorship?

Upon successful completion of the Course the Student will be eligible for registration as a midwife with the Nursing and Midwifery Board of Ireland.

Successful applicants for sponsorship will be required to give a written undertaking to their sponsoring public health service agency that they will, following successful completion of the programme, work for their sponsoring agency for a minimum period of twelve months or for the length of the academic course undertaken, which is longer (please see HSE HR Circular 004/2011 <https://www.hse.ie/eng/staff/resources/hr-circulars/>).

NB: However, please note that the availability of the service commitment is subject to employment controls.

A sponsored employee who fails to honour their contractual undertaking to work as a midwife for their sponsoring maternity site, shall be required to repay to that sponsoring maternity site their fees and in the case of fulltime courses, 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 applicable (please see HSE HR Circular 004/2011 <https://www.hse.ie/eng/staff/resources/hr-circulars/>)

15. HSE Privacy Policy

HBS Recruit is committed to protecting your privacy and takes the security of your information very seriously. HBS Recruit aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Privacy Policy, is available at <https://www.hse.ie/eng/privacy-statement/>

Information on the General Data Protection Regulation is available at <https://www.hse.ie/eng/gdpr>

Appendix 1

(i) EEA Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1G, Stamp 4, Stamp 4EUfam, Stamp 5, Stamp 6.

or

** A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1.*

OR

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 3 and scanned copies of the following (mandatory)

and

Marriage/Civil Partnership Certificate

And

Spouse's passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit (CSEP).

or

** Spouse's passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1, 1G, 4, 5 or 6*.*

or

** If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student*

** You cannot start a job or enter employment unless your employer has obtained an employment permit for you*

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview. For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

Please note:

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

Appendix 2

Candidates who CANNOT APPLY

Persons in receipt of a pension from specified Superannuation Schemes

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

Incentivised Scheme of Early Retirement (ISER)
Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012)

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a persons pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Appendix 3 International Clearances

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for any post engaged in relevant work.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

https://www.acro.police.uk/police_certificates.aspx

<http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.police.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

Note: Any costs incurred in this process will be borne by the candidate.

Appendix 4 Sponsorship Agreement

HSE Sponsorship of Higher Diploma in Midwifery (2021 intake)

AGREEMENT made **BETWEEN HSE** (hereinafter called the Maternity Hospital) and (hereinafter called 'the Student').

- A. The Student is undertaking the Higher Diploma in Midwifery [hereinafter called 'the Course'] at **(name) Maternity Hospital. The Maternity Hospital** is in a position to appoint the Student in a temporary capacity as a student Midwife attached to (Maternity Hospital) and (HEI). A public health service employee who is sponsored in accordance with the terms of the HSE HR Circular 004/2011 covering this education initiative, will retain the permanent status of their existing substantive post for the duration of the academic study programme and, if applicable, for the duration of the service commitment [hereinafter called the 'the service commitment'].

- B. The Maternity Hospital as part of it's commitment to the provision of sponsorship to the Student will pay the student their current point on the staff nurse salary scale on entry into the programme, based on verified nursing service. Participants will retain their incremental credit date and will be granted incremental credit, if applicable, during this programme.

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

1. **OBLIGATIONS OF THE STUDENT:**

- (a) The Student will attend in full the programme of training with proper diligence and will undergo such examinations and tests as may be prescribed in or required by the Course curriculum in order to obtain the postgraduate higher diploma.

- (b) The Student will be required to provide the Maternity hospital with a copy of his/her examination results at the end of each academic term.
- (c) The Student must adhere to all HSE policies and procedures. Annual leave may only be taken outside of academic semesters and in accordance with service needs.
- (d) The Student, who heretofore, was employed on a part-time basis and who is awarded sponsorship for this full time course, leading to registration as a midwife with Nursing & Midwifery Board of Ireland (NMBI), will be required to become a full time employee for the duration of the Course and, if applicable, for the duration of the service commitment. Following successful completion of the Course, he/she may, with the prior agreement of their Director of Midwifery, revert to working part-time (provided the part-time work is not less than half time). (The requirement to honour the service commitment may be waived if the sponsoring agency is not in a position to recruit suitably qualified midwives.)
- (e) All additional costs, charges and expenses, including travel, textbooks and library charges, incurred by the Student undertaking the Course will be discharged by the Student at his/her own expense.
- (f) Upon successful completion of the Course the Student will be eligible for registration as a midwife with Nursing & Midwifery Board of Ireland (NMBI) subject to the requirements set out in Appendix A below.
- (g) The Student undertakes to their sponsoring public health service agency that he/she will immediately, upon successful completion of the Course, fulfill the terms of their service commitment. However, the requirement to honour the service commitment may be waived by the sponsoring public health service agency if it deems it is not in a position to thereafter recruit suitably qualified midwives.
- (h) If the Student ceases employment or does not complete the Course he/she will be required to repay both course registration and tuition fees and the portion of the salary received by him/her during the theory element of the Course (refer to Circular 004/2011).
- (i) A Student absenting themselves and/or failing to complete the Course due to unforeseen or exceptional circumstances, may be facilitated at the discretion of the sponsoring public health service agency and the higher education institute to complete the course and examinations in such a manner as may be specified.

2. **OBLIGATIONS OF THE Maternity Hospital**

- (a) The Maternity Hospital, subject to the compliance of the Student with the terms of this agreement, will sponsor the Student at the appropriate validated pay rate while studying for the Higher Diploma in Midwifery.
- (b) The Maternity Hospital will also pay the course fees levied by the College in respect of the Student's attendance on the programme.
- (c) The Maternity Hospital will provide clinical placements in accordance with the requirements of the course.

- (d) The Maternity Hospital will grant the Student their annual leave entitlements through the period of the course. However, annual leave may only be taken outside of academic semesters and in accordance with service need.
- (e) The Maternity Hospital reserves the right to contact the Higher Education Institute regarding the Student's attendance record and performance on an ongoing basis.
- (f) Notwithstanding the Student successfully completing the Course and, if applicable, the service commitment, neither the Maternity Hospital nor the sponsoring public health service agency are obliged to offer the Student an appointment as midwife.

I hereby accept my place on the HSE Higher Diploma in Midwifery Programme (2021 intake)

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

Signed _____
Student:

Date _____

Signed _____
For HBS Recruit, on behalf of Maternity Hospital (HSE)

Date _____