



## Memo

**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each Head of HR CHO  
Head of HR, PCRS  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

**From:** Anne Marie Hoey, National Director Human Resources

**Date:** 16<sup>th</sup> February 2024

**Subject:** HR Memo 006/2024 – Permanent employment for Nursing & Midwifery Graduates 2024

---

Dear Colleagues,

As you are aware the HSE continues to operate employment control measures. There continues to be a significant requirement for staff Nurses and Midwives in order to maintain existing levels of service in addition to service developments as provided for in the National Service Plan 2024. Therefore, to ensure that the HSE can meet the demands including that created by staff turnover it is essential that all Nursing and Midwifery graduates from Irish colleges for 2024 are offered permanent contracts of employment.

The retention of all 2024 Nurses and Midwifery Graduates across our services is a key action as part of our approach to optimise our resourcing needs.

The HSE is offering each of the graduate nurses and midwives in 2024, a permanent contract. This includes graduates in General, Mental Health, Intellectual Disability, Midwifery and our Integrated Children's and General nursing graduates, due to graduate by January 2025. The early communication of this approach to all graduating nurses and midwives is vital to ensure maximum uptake of permanent contract offers, and to give assurance in an effort to retain these graduates, of careers in the public health services.

The operation of this initiative is set out as below and is designed to ensure optimum co-ordination and balance of service needs with graduating nurse/midwife preferences.

- i. Each service is requested to bring this memo to the attention of all 2024 graduate nurses and midwives who are interns in their services;
- ii. Each service is requested to identify and match funded service developments and vacancies, both current and expected in 2024, in addition to the potential to displace current agency spend, so as to facilitate early offer and retention of the graduates into these posts; this must be undertaken in the context of the overall workforce wte target 2024.
- iii. In undertaking ii above, each service is requested to undertake this work across their services inclusive of and in collaboration across HSE and Voluntary Section 38 Hospitals and Agencies so as to optimise all opportunities locally.
- iv. Further to ii above, in the event that services identify an undersupply of posts to match to graduate supply, the service is requested, by not later than **31<sup>st</sup> March 2024** to provide the below information to National HR by email to [Colette.McShera@hse.ie](mailto:Colette.McShera@hse.ie). This is to enable a process to alert graduates to potential other employers across our services to ensure retention of these graduates.
  - a. Service name and specific location;
  - b. Number of surplus graduates by graduate discipline (e.g. 5 midwives, 3 intellectual disability nurses etc.);
  - c. Nominated contact from the service for National HR to link in directly to engage with the graduates via the local service;
- v. Where National HR has not received data for your service by close of business on **31<sup>st</sup> March 2024**, it will be **assumed** that your services have the capacity to retain all graduates;
- vi. It is important to note that the above exercise is completed fully to ensure that we can maximise the number of graduates retained. Please note that this does not reflect graduate preferences for those offers;
- vii. Allied to vi above, each service will also be required in Q2 to provide a report to National HR on the numbers of graduates in their services, the numbers of graduates offered a permanent contract, and the numbers of graduates taking up permanent contract offers. **Please note that the reporting tool (Appendix A attached) is only provided for ease at this juncture. It will be re circulated by National HR in Q2 for your completion and return as outlined above.**

The above assessment and offer of contracts by your services, undertaken in line with the appropriate recruitment standards is critical to enable early communication and assurance to graduate nurses and midwives on careers within the public health service. Your support in this approach is appreciated.

For further queries please email [Colette.McShera@hse.ie](mailto:Colette.McShera@hse.ie).

Yours Sincerely



---

**Anne Marie Hoey**  
**National Director, Human Resources**

