



An Information Guide for Practice Nurses



Irish Nurses and Midwives Organisation
Working Together

This short booklet sets out guidelines on the pay and conditions of employment of Practice Nurses/Midwives as recommended by the Irish Nurses & Midwives Organisation. It also provides information regarding the INMO's Professional Indemnity Insurance Cover and Guidelines in the event of a claim.

Pay and Conditions of Employment

Contract of Employment

A contract of employment is a legal agreement between an employer and employee. Many employees believe that in order to have a contract of employment it must be a written contract. It may, in fact, be in writing or by way of a verbal agreement. However, it is advisable to have a written contract which should outline the key terms and conditions of employment and may include the following:

- Name and address of employer
- Place of work
- Job title/nature of the work
- Date of commencement of employment
- Nature of contract - whether temporary or fixed term
- Pay – how it will be paid, frequency of payments, etc.
- Hours of work (including overtime)
- Holidays
- Absence – policy in relation to, for example, sick leave, maternity leave, parental leave, study leave etc.
- Grievance and Disciplinary Procedures – procedures to be followed by employees and employers (sample Grievance and Disciplinary Procedures available on request)
- Notice entitlements
- Confidentiality of information – it will be usual for a clause requiring total confidentiality to be present in any contract, particularly in this type of work environment.

Pay and Conditions of Employment

Practice Nurse/Midwife Salary (Salary Scales applicable to 1 September 2008)

The Irish Nurses and Midwives Organisation recommends that the following rate of pay apply to Practice Nurses:

- **€46541** – should be the salary payable to a Practice Nurse/Midwife - this is equivalent to maximum point of Staff Nurse/Midwife salary scale.
- **€48870** – should be the salary payable to a Senior Practice Nurse/Midwife who has at least 20 years service - this is equivalent to Senior Staff Nurse/Midwife salary.
- **€48130** – should be the salary payable to a Dual Qualified Practice Nurse i.e., registered in any two of the five disciplines - general, midwifery, mental handicap, sick children's, psychiatric nursing – this is equivalent to the maximum point of the Dual Qualified Nurse salary scale. (In order to qualify for the dual qualified scale, you must have held the 2nd qualification or have been in training for it on 1st October 1996)
- **€50537** – should be the salary payable to a Senior Dual Qualified Practice Nurse/Midwife who has at least 20 years service - this is equivalent to the Senior Dual Qualified Nurse/Midwife salary.

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A Practice Nurse/Midwife may also benefit from a qualification allowance when he/she is using that particular qualification in carrying out his/her duties. This allowance is currently valued at **€2791** per annum where specific qualifications are held in addition to basic nursing registration (see Appendix A – Specialist Qualification List).

A Practice Nurse/Midwife can only receive either a dual qualified scale or a qualification allowance whichever is the greater.

- **Clinical Nurse/Midwife Specialist** – The National Council for the Professional Development of Nursing and Midwifery has defined the newly created Clinical Nurse/Midwife Specialist as a nurse/midwife who has more than five years experience in a particular area of nursing and/or has a qualification specific to that area.

The INMO recommends that where Practice Nurses/Midwives fall into this category that they be paid the Clinical Nurse/Midwife Specialist salary scale (CNM2) as follows:

€50096 - €50958 - €51685 - €52875 - €54188 - €55478
€56768 - €58220 - €59570

It should be noted that the subsidy payable to General Practitioners by the HSE is merely a grant to assist with the cost of employing a Practice Nurse/Midwife – it should not constitute the full salary of the nurse/midwife.

With effect the following Subsidy is payable to GP's employing Practice Nurses/Midwives.

Nurse/Midwife		
Fee Category Description	Fee Rate	
Nursing Subsidy 1 yrs exp	€32,903.63	Panels of 1200 or more. Subject to relevant practice experience. Pro Rata for panels of 100 to 1200.
Nursing Subsidy 2 yrs exp	€34,731.60	
Nursing Subsidy 3 yrs exp	€36,559.59	
Nursing Subsidy 4+ yrs exp	€40,215.55	

Pay and Conditions of Employment

The actual cost of your employment to the GP based on CNM2 salary (see page 4) can be arrived at by subtracting subsidy from your gross salary.

For example a nurse/midwife with four years plus experience in receipt of CNM2 salary on point 9 of that scale therefore, the actual cost to the G.P. of employing a nurse/midwife at max of salary scale is €372pw and obviously this is not factoring in additional private income generated by the Practice nurses/midwives for the Practice. This point should be emphasised in your salary negotiation.

See table below:

Incremental Point	Gross Salary	Subsidy	Total Cost to GP
1 st	50,096	40,215	9,881
2 nd	50,958	40,215	10,743
3 rd	51,685	40,215	11,475
4 th	52,875	40,215	12,660
5 th	54,188	40,215	14,973
6 th	55,478	40,215	15,263
7 th	56,768	40,215	16,553
8 th	58,220	40,215	18,005
9 th	59,570	40,215	19,355

Pay and Conditions of Employment

Annual Leave

The INMO recommends that Practice Nurses/Midwives should receive the same annual leave entitlements as nurses/midwives employed in the health services which are in excess of the statutory minimum entitlements (see Leaflets - Annual Leave Entitlements and Public Holiday Entitlements).

Sick Pay

The INMO recommends that 13 weeks paid sick leave in each leave year should be payable to Practice Nurses/Midwives. During this period, and where a nurse/midwife is in receipt of her salary from her employer, any Disability Benefit payments she receives from the Department of Social, Community and Family Affairs should be submitted to her employer.

Maternity Leave

Anyone under a contract of employment is entitled to protection under the Maternity Protection Acts 1994-2004. There is no service qualification for any of the rights given under the Act which applies to all female employees who have notified their employer of their condition, i.e. they are pregnant, have given birth not more than 14 weeks previously or are breastfeeding within six months following the birth (see Leaflet The Maternity Protection Acts 1994-2006).

Parental Leave & Force Majeure Leave

Employee entitlements to parental leave and force majeure leave based on the provisions of the Parental Leave Acts 1998-2006 and the Amendment to the Act are set out in the Leaflets, Parental Leave & Force Majeure Leave.

Pay and Conditions of Employment

Notice

The statutory minimum period of notice for employees who work a minimum of 8 hours a week and who have at least 13 weeks continuous employment with their employer is as follows:

Length of Service	Minimum Notice
13 weeks to 2 years	1 week
2 years to 5 years	2 weeks
5 years to 10 years	4 weeks
10 years to 15 years	6 weeks
More than 15 years	8 weeks

Employers are entitled to at least 1 weeks notice from employees who have been in their employment for at least 13 weeks.

However, while notice entitlements in a contract of employment may exceed the minimum periods described above they may not be for shorter periods.

Certification

It will be necessary for a Practice Nurse/Midwife to maintain her/his name on the Register with An Bord Altranais.

Professional Indemnity Insurance

Cover

The Irish Nurses and Midwives Organisation provides each member with automatic indemnity insurance cover. Therefore, as a member of the INMO, your indemnity insurance covers legal liability for claims which may be made against you for any alleged breach of professional duty through your actions, errors or omissions in providing nursing care to individual patients in your designated nursing role.

Two very important points must be highlighted in relation to Practice Nurses/Midwives and the indemnity insurance scheme.

1. **Agreed practice protocols must exist in respect of all procedures being undertaken by Practice Nurses/Midwives** – The Irish Nurses and Midwives Organisation's Practice Nurse/Midwifery Section can advise members in relation to this.
2. **All Practice Nurses/Midwives must be suitably qualified for the procedures they carry out.**

It must be emphasised that while our Insurance underwriters are willing to provide coverage for various duties performed by Practice Nurses/Midwives they will only do so under the above conditions.

Geographical Limits

The policy covers the Republic of Ireland, Great Britain, Channel Islands and Isle of Man. Individual cases of nurses/midwives working in Europe on a temporary basis will be considered.

Guidelines in the Event of a Claim

What to Do

Any member or members who receive notification from a third party or anyone acting on the third party's behalf, should send this notification unanswered and on a confidential basis to the Industrial Relations Officer for their area or to the General Secretary at Head Office who will immediately contact the organisation's insurance brokers. The insurance company will then take up the matter with the third party involved and may appoint solicitors to act for them.

Members should not attempt to engage in correspondence with anybody, nor appoint a Solicitor themselves. Needless to say they should avoid spontaneous admission of liability and thereafter not admit liability.

A member who is concerned about the possibility being made for alleged breach of professional duty as outlined above should send a confidential report to the General Secretary without delay as it may be advisable to seek professional advice in advance of a possible claim.

Who to Contact for Advice and Assistance

Professional Advice is available from the INMO Practice Nurse/Midwife Section (contact Section Liaison Officer c/o Irish Nurses and Midwives Organisation, The Whitworth Building, North Brunswick Street, Dublin 7).

You can also contact the Industrial Relations Officer covering your area:

Region	Industrial Relations Officer
Dublin East Coast Area	Philip McAnenly INMO Head Office The Whitworth Building North Brunswick Street, Dublin 7 Tel: 01-6640600 Fax: 01-6610466 E-mail: philip@inmo.ie
Dublin Northern Area	Eddie Matthews INMO Head Office The Whitworth Building North Brunswick Street, Dublin 7 Tel: 01-6640600 Fax: 01-6610466 E-mail: edward@inmo.ie
Dublin South West Area	Derek Reilly INMO Head Office The Whitworth Building North Brunswick Street, Dublin 7 Tel: 01-6640600 Fax: 01-6610466 E-mail: derek@inmo.ie
North-Eastern Region	Tony Fitzpatrick INMO Head Office The Whitworth Building North Brunswick Street, Dublin 7 Tel: 01-6640600 Fax: 01-6610466 E-mail: tony@inmo.ie
South Eastern Region	Liz Curran 186 Robertshill Circular Road Kilkenny Tel:(061) 308999 Fax:(061) 309035 E-Mail: liz@inmo.ie

Who to Contact for Advice and Assistance

Region	Industrial Relations Officer
Southern Region	Michael Dineen/Patsy Doyle INMO 15 Melbourne Business Park Model Farm Road Cork Tel:021-4865633 Fax: 021-4865493 E-mail: michael@inmo.ie Patsy@inmo.ie
Midland Region/ Carlow and Kilkenny	Lorraine Monaghan INMO Head Office The Whitworth Building North Brunswick Street, Dublin 7 Tel: 01-6640600 Fax: 01-6610466 E-Mail: lorraine@inmo.ie
Western Region	Noreen Muldoon INMO Westside Business Centre Old Seamus Quirke Road Galway Tel: 091-581818 Fax: 091-862700 E-mail: noreenm@inmo.ie
North Western Region	Noel Treanor INMO Westside Business Centre Old Seamus Quirke Road Galway Tel: 091-581818 Fax: 091-862700 E-mail: noel@inmo.ie
Mid Western Region	Mary Fogarty INMO Unit 4B Courtfields, Raheen Limerick Tel: 061-308999 Fax: 061-309035 E-mail: maryf@inmo.ie
Dublin Hospitals	Albert Murphy INMO Head Office The Whitworth Building North Brunswick Street, Dublin 7 Tel: 01-6640600 Fax: 01-6610466 E-Mail: albertmurphy@inmo.ie

SPECIALIST QUALIFICATION LIST Appendix A

An Bord Altranais Category II Courses, or their equivalent, are deemed eligible for the specialist qualification allowance. The following are examples of some of these courses. If you have a course that is category II or its equivalent but is not nominated on the following list, it can also be included for the purpose of the specialist qualification allowance.

Accident & Emergency Nursing Course
Anaesthetic Nursing Course
Behaviour Modification Course
Behavioural Therapy Course
Burns Nursing Course
Child & Adolescent Psychiatric Nursing Course
Coronary Care Course
Diabetic Nursing Course
Ear Nose & Throat Nursing Course
Forensic Psychiatric Nursing Course
Gerontological Nursing Course
Higher Diploma in Midwifery
Higher Diploma in Paediatrics
Infection Control Nursing Course
Intensive Care Nursing Course (*incl. Paediatric Intensive Care and Special and Intensive Care of New Born*)
Neurological/Neurosurgical Nursing Course
Operating Theatre Nursing Course (*incl. Paediatric Op. Theatre*)
Ophthalmic Nursing Course
Orthopaedic Nursing Course
Higher Diploma in Cardiovascular Nursing
Higher Diploma in Diabetes Nursing
Higher Diploma in Oncological Nursing
Higher Diploma in Palliative Care Nursing
Higher Diploma in Accident and Emergency Nursing
Rehabilitation Nursing Course
Renal Nursing Course
Stoma Care Nursing Course

With effect from 1st March 2002, payment of the Specialist Qualification Allowance is extended to all specialist courses confirmed as Category 11 or equivalent by An Bord Altranais.

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Produced by the Information Department
February 2010

