



Memo

To: Chief Executive Officer
Each Regional Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Regional Director of People
Each Regional Director of Finance
Each Integrated Health Area Manager
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
Head of HR, PCRS
Director National Ambulance Service

From: Anne Marie Hoey, Chief People Officer

Date: 10th December 2025

Subject: HR Memo 054/2025 – Guidance Document Providing Transition Year (TY) Student Education and Career Information Placements in a Health Care Setting

Dear Colleagues

This memo provides a summary of the key guidance governing Transition Year (TY) Education and Career Information Placements across our services.

TY placements are a strategically important component of the HSE's long-term workforce pipeline. By offering students structured exposure to healthcare environments and professions, these placements support informed career decision-making and help position the HSE as an employer of choice. It is therefore essential that all participating services demonstrate the highest professional standards, ensuring that students experience a safe, well-organised, and positive introduction to the health sector.

Placements are voluntary, unpaid, and observational. They may be delivered as structured programmes or arranged on an ad-hoc basis according to local capacity and service pressures. Effective delivery requires coordinated planning and clear communication between HSE sites, participating schools, and students.

A suite of standardised supports—including a Request Form, Placement Checklist, sample programme outline, and Confidentiality Agreement—has been developed to assist services in delivering high-quality, compliant placement experiences. Consistent application of these materials will enhance the reputation of HSE services and strengthen future recruitment pathways.

Senior leadership endorsement and oversight are critical to ensuring that TY placements remain aligned with organisational priorities and continue to contribute meaningfully to the development of Ireland's future health workforce.

To support this initiative, I would be most grateful if you could disseminate this information widely across your services.

Queries

If you have any queries regarding the content of this memo, please email the Office of Recruitment Reform and Resourcing at resourcingandreform@hse.ie

Yours Sincerely



Anne Marie Hoey
Chief People Officer