

# Application Guidelines for the Education Programmes for Nurse and Midwife Referral for Radiological Procedures

Office of the Nursing and Midwifery Services Director  
Health Service Executive

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Information for:  
Health Service Providers,  
Nurses and Midwives and  
Mentors (Medical Practitioners)

*Changing practice to support service delivery*

## Introduction

The Office of Nursing and Midwifery Services Director (ONMSD) Health Service Executive (HSE) provides funding for nurses/midwives employed in the HSE and HSE funded agencies (Section 38) to undertake the Nurse and Midwife Referral for Radiological Procedures Education Programme provided by Higher Education Institutions (HEIs)/Education Providers (EPs) who provide this education programme. The HEIs/EPs are: University College Dublin (UCD), Trinity College Dublin (TCD), University, College Cork (UCC) and the Regional Centre of Nurse and Midwifery Education (RCNME) Connolly Hospital.

The education programme meets the requirements and standards laid down by the Nursing and Midwifery Board of Ireland (NMBI) *Nurse Authority to Refer for Radiological Procedures Standards and Requirements for Education Programmes (2020)*. The programme consists of a minimum of 30 hours theoretical instruction, delivered through blended learning, online learning and distance learning plus clinical supervision with a medical practitioner/mentor in the clinical area during the education programme.

There are a number of options to undertake the Nurse and Midwife Referral for Radiological Procedures education programme. This programme is delivered as a stand-alone programme or integrated within various masters' programmes. Applications are welcome from all clinical areas. The programmes are open to nurses and midwives employed in private health service providers who meet the entry criteria and are self-funding or funded by their employer.

It is essential that the health service provider is committed to supporting the applicant in developing safe Nurse and Midwife Referral for Radiological Procedures in the appropriate setting based on patient/service need. Applicants will be required to fully complete the *Site Declaration Form\**. Applicants must fully complete all parts of this form in consultation with the Director of Nursing/Midwifery/Service Manager/designate. The completed form MUST be submitted to the HEI/EP as part of the application process.

Applicants employed in the HSE and HSE funded agencies (Section 38) MUST also email this completed form to the National Lead for the Implementation and Audit of Nurse and Midwife Referral for Radiological Procedures at [nurse.prescribing@hse.ie](mailto:nurse.prescribing@hse.ie) by the relevant HEIs/EPs closing date. This is a requirement as part of the application process to secure funding for the applicant by the HSE. This form is necessary to enable the National Lead for the Implementation and Audit of Nurse and Midwife Referral for Radiological Procedures to validate registration of the applicant with the HEI/EP and to ensure applicant fees are paid directly by the Office of the Nursing and Midwifery Services Director (ONMSD) HSE to the HEI.

Incomplete forms will be returned to the applicant and their application may not be considered.

- The individual nurse/midwife applicant must meet the entry criteria of the HEI/EP  
See Information Sheet One
- The *Site Declaration Form* must be signed by the Director of Nursing/Midwifery/Service Manager/designate on behalf of the health service provider See Information Sheet Two
- The medical practitioner/mentor must sign the *Site Declaration Form\** as a commitment to act as a mentor and provide instruction and supervision within the specific clinical practice area for the duration of the education programme See Information Sheet Three
- The radiologist must sign the *Site Declaration Form* as a commitment to support Nurse and Midwife Referral for Radiological Procedures and provide relevant radiological instruction and education within the specific area of clinical practice area See Information Sheet Four

\*The Site Declaration Form can be accessed via the HEI/EP application process

## Site Declaration Form, Requirements for the Nurse and Midwife Referral for Radiological Procedures Education Programme

Applicants (nurse/midwife) can access the application form which incorporates the *Site Declaration Form* from the relevant HEI/EP via their website:

- Applicant is responsible for fully completing all aspects of the application form as part of the application process as per individual HEI/EP requirements
- Applicant must include the signature of the relevant Director of Nursing/ Midwifery/Service Manager/designate and medical practitioner/mentor
- Applicants employed in the HSE and HSE funded agencies (Section 38) must email this completed form to [nurse.prescribing@hse.ie](mailto:nurse.prescribing@hse.ie) by the HEI/EP closing date. This is a requirement as part of the application process to secure funding for the applicant by the HSE.

## Information Sheet One: An Overview of the Higher Education Institution's /Education Providers Requirements

The nurse/midwife must seek the approval of their Director of Nursing/Midwifery/Service Manager/designate to apply for the Nurse and Midwife Referral for Radiological Procedures Education Programme, or alternative pathway provided by the HEI/EP. The nurse/midwife must also satisfy the criteria determined by the HEI/EP as follows:

- Must be registered as a nurse and/or a children's nurse in the NMBI Register
- Have one year's recent post registration clinical experience
- Demonstrate evidence of further education
- Possess a competent level of information technology literacy
- Currently employed as a nurse or midwife in the HSE and HSE funded agencies (Section 38) or a private health service provider
- Support from employer to undertake the programme
- Nomination and confirmation of a designated medical practitioner/mentor.

**Note:** Applicants can contact the programme coordinator in each of the HE/EPI for further information.

## Information Sheet Two: Health Service Provider

Each health service provider where Nurse and Midwife Referral for Radiological Procedures is or has been introduced must have in place a local health service provider's Nurse and Midwife Referral for Radiological Procedures policy, procedure, protocol or guideline (PPPGs) incorporating relevant legislation and regulatory requirements. Health service providers can adopt the National Nurse and Midwife Authority to Refer for Radiological Procedures Guideline (2021) and develop addenda in relation to local governance arrangement or develop their own local PPPG.

For HSE and HSE funded agencies (Section 38), local governance arrangements to oversee the introduction and implementation of Nurse and Midwife Referral for Radiological Procedures must be in place and include the following:

- A named person to act as a referring site coordinator (RSC) delegated by the Director of Nursing/Midwifery/Service Manager/designate to have responsibility for the initiative locally and for liaising with the HEI/EP
- A named medical practitioner/mentor who has agreed to support the candidate nurse/midwife referrer through the education programme
- Risk management systems - There must be a process for:
  - Adverse event/Incident reporting
  - Reporting of near misses
  - Reporting of radiological errors
- Confirmation that the name of the nurse/midwife applying for the education programme, is on the active register maintained by the NMBI
- Confirmation that the RSC will liaise with members of the ONMSD, HSE National Lead for the Implementation and Audit of Nurse and Midwife Referral for Radiological Procedures
- A firm commitment by the health service provider's senior management to support the introduction of Nurse and Midwife Referral for Radiological Procedures
- Confirmation of a signed sponsorship agreement with each candidate undertaking the education programme setting out the arrangements for study leave and financial support. The sponsorship agreement form is included in the *Site Declaration Form*. A copy of this form will be kept on the nurse/midwife file by the local health service provider
- An agreed schedule for routine audit of the Nurse/Midwife Referrers, referral practice.

### Information Sheet Three: The Medical Practitioner/Mentor

The clinical component of the education programme is provided in the clinical practice setting of each candidate nurse/midwife referrer with instruction and supervision from a dedicated medical practitioner who acts as a mentor for the duration of the programme. The medical practitioner/mentor is identified by the candidate nurse/midwife referrer, in consultation with the health service provider and is a senior medical practitioner within the clinical specialist field. The commitment of a medical practitioner/mentor is confirmed through the inclusion of their signature on the *Site Declaration Form*, which is part of the nurse/midwife's application to the HEI/EP for the education programme.

Each HEI/EP provides support to the medical practitioner/mentor through:

- The provision of an introductory session if required
- Site visits to the clinical area if required
- On-going support as required.

The key responsibilities for a medical practitioner/mentor include:

- On commencement of the education programme, the candidate nurse/midwife referrer and the medical practitioner/mentor explore learning needs and agree a programme/contract for learning. This is specific for each candidate nurse/midwife referrer reflecting the differing clinical skills and experience
- The medical practitioner/mentor and/or members of the medical team provide the candidate nurse/midwife referrer with supervision, support, teaching and learning opportunities over the duration of the education programme
- The medical practitioner/mentor and candidate nurse/midwife referrer meet formally at three and six months to review progress
- The medical practitioner/mentor assesses achievement of competence in practice
- The medical practitioner/mentor formally assesses the candidate nurse/midwife referrer's progress in the clinical setting using the assessment tool provided by the HEI/EP
- At the end of the education programme, the medical practitioner/mentor "signs off" the candidate nurse/midwife referrer's competence booklet. The candidate nurse/midwife referrer must pass the learning in practice assessment in order to successfully complete the education programme.

## Information Sheet Four: The Radiologist

The clinical component of the education programme that is undertaken in the clinical setting of each candidate nurse/midwife referrer includes time (4-8hours) with the consultant radiologist.

The commitment to support a nurse/midwife referrer of radiological procedures is confirmed through the inclusion of their signature on the *Site Declaration Form*, which is part of the nurse/midwife's application to the HEI/EP for the education programme.

The main responsibilities of the Head of Radiology (Consultant Radiologist) include:

- Signing the Nurse and Midwife Referral for Radiological Procedures Site Declaration Form
- Providing education session/s with a consultant radiologist in the local hospital
- Membership of the Local Implementation Group for Nurse and Midwife Referral for Radiological Procedures or the local Radiation Safety Committee.

Upon successful completion of the Nurse and Midwife Referral for Radiological Procedures Education Programme the nurse receives a certificate from the education providers. A copy of this notification is given to the Director of Nursing/Midwifery. The Director of Nursing/Midwifery or designate will enter the nurse/midwife's name on the HSE National Database of Nurse and Midwife Referrers of Radiological Procedures and authorises in writing the nurse/midwife to commence referrals for radiological procedures. The Director of Nursing/Midwifery will inform the Head of Radiology (Consultant Radiologist) of the nurse's authority to commence referrals for radiological procedures in that health service provider.

### Contact:

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