



Please read applicant instructions before completing this form

Please note if all mandatory fields highlighted with a red border are not completed the form cannot be submitted by the Director of Nursing/ Midwifery/Head of Service to Nursing & Midwifery Planning & Development Unit or Centre for Nursing and Midwifery Education for review.

APPLICATION FORM FOR FORMAL ACADEMIC STUDIES

Application for funding for Post Registration Education under the Sponsorship of Nursing/Midwifery Third Level Nursing Initiatives (HSE Circular 020/2014) for the Academic Year 2023/2024. Applications will be considered for funding within available financial resources

| | | | |
|-------------|----------------------|----------------|----------------------|
| 1.1 Surname | <input type="text"/> | 1.2 First Name | <input type="text"/> |
|-------------|----------------------|----------------|----------------------|

| | | | |
|--|----------------------|--------------|----------------------|
| 1.3 Employee Number / Personnel Number | <input type="text"/> | 1.4 NMBI No. | <input type="text"/> |
|--|----------------------|--------------|----------------------|

1.5 Email Address

1.6 Alternative Email Address

1.7 Mobile Number

1.8 I agree that my data may be used;

| | | |
|--|-----|----|
| 1. to communicate with me regarding my role and/or further educational opportunities | Yes | No |
| 2. in relation to the work of the Office of the Nursing & Midwifery Services Director and/or Nursing Midwifery Planning & Development Unit and/or Centre for Nursing & Midwifery Education | Yes | No |

1.9 Work Location/Department

1.10 Address for Correspondence

Eircode (if known)

Eircode (if known)

1.11 Current Job Title

1.12 Service Area

1.13 Length of time in current role

1.14 Do you require a Work Visa /Permit to work in the state?
Please note that any amount in excess of the fee applicable to an EU / EAA citizen will not be funded

Note: If answer is "Yes" above please enter Stamp number

1.15 Have you received funding within the past 36 months to commence a Programme/Course

| | |
|-----|----|
| Yes | No |
|-----|----|

If you answered Yes to 1.15 please provide the following information

1.16 Name of Programme/Course

1.17 Date of commencement of programme

1.18 Qualification Obtained

1.19 HEI where programme was completed

1.20 Who funded programme?

1.21 Please list previous qualification obtained (please start with most recent)

| Programme Title | Qualification | Conferring Body | Date Obtained dd/mm/yyyy | Were you sponsored by HSE to undertake this study |
|-----------------|---------------|-----------------|--------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SECTION 2 Details of proposed programme of study

2.1 Programme Title
(as per HEI/3rd level Institution)

2.2 Conferring Institution

2.3 Clinical

Non Clinical

2.4 NMBI approved Programme

Yes

No

2.5 Qualification obtainable

2.6 NFQ Level

2.7 Which year of the Programme/Course are you seeking funding for - please select from drop down

2.8 Programme/Course Code

2.9 Student Number
(if available)

Note: please enter dates in mm/yyyy format e.g. 09/2022

2.10 Programme start date

2.11 Programme end date

Note: please enter end date in mm/yyyy format e.g. 06/2023

2.12 Total Course fees(EU)

Note: Please include total cost of programme fees e.g. Year 1 and Year 2

2.13 Fees for proposed year

Note: please include fees for current year you're applying for only

2.14 What are the main objectives of the programme as per course outline?

2.15 List programme modules

| | |
|--|--|
| | |
| | |
| | |
| | |

2.16 If this application is for a Masters degree related to ANP/AMP, has the applicant been recruited/appointed as a Candidate ANP/AMP

Yes

No

If yes, what was date of appointment

2.17 Please outline the specialist area of practice

SECTION 3 Learning Context

3.1 Please outline how the course that you are applying for integrates with a) your current role and objectives and b) service needs within your area of work

3.1a Current role objectives

3.1b Service needs within your area of work

3.2 How is it envisaged that this programme of education will contribute specifically to your area of work and your career development?

3.3 Please demonstrate how learning from this programme will be applied in your area of clinical practice

3.4 What future role is it envisaged that the applicant will take in the organisation after completing this programme?

3.5 What project work will be undertaken as part of this programme (including dissertation). How will this project work be linked with the organisation/service area? Where possible state proposed project titles and plans.

3.6 I have met with my line manager to discuss my learning contract, the details of which are approved by Director of Nursing/Midwifery

Yes

No

SECTION 4 - Applicants Declaration of Understanding—Please Read Carefully

4.1 I understand that any financial support made available to me for my programme of study will be subject to the following conditions:

A fully completed Application Form & Learning Contract for Post Registration Education under the Sponsorship of Nursing/Midwifery Third Level Nursing Initiatives (HSE Circular 020/2014) must be submitted to and approved by the NMPDU/CNME prior to commencing any formal academic studies

If I have already commenced my programme of study without prior approval for funding, the CNME/NMPDU will not process my late application

If my programme of study extends beyond one academic/calendar year, it will be necessary for me to submit a fully completed Application Form & Learning Contract for Post Registration Education under the Sponsorship of Nursing/Midwifery Third Level Nursing Initiatives (HSE Circular 020/2014) to the CNME/NMPDU for funding for the second and any subsequent year

If I transfer to a different Programme, I will be required to submit a new application for funding as this application will no longer be valid

If I change employment (within the HSE/HSE funded service) during the application process or prior to commencement of the Programme, I will be required to resubmit Section 4 of this application completed by myself, the Line Manager and the Director of Nursing/Midwifery or Head of Service from my new place of employment

On completion of one academic /calendar year part-time programme, I will be required to provide the CNME/NMPDU with a copy of my Year 1 / Final examination results

As per HSE HR Circular 020/2014 'successful applicants for sponsorship will be required to give a written undertaking to their employing public health service agency that they will, following successful completion of the programme, work for their employing agency for a minimum period of twelve months or for the length of the academic course undertaken, whichever is longer.'

I shall be liable for any fee due to the HEI if I withdraw from the programme following registration and prior the HSE having paid the HEI

I shall be liable to repay the programme fees to HSE if:

- I withdraw from the programme after the HSE has paid fees to the HEI
- I do not complete my programme within 5 years of commencement or
- After the completion of my programme I cease working in my employing public health service agency and have not worked for a minimum period of 12 months or for the length of the academic course undertaken, whichever is longer or
- I defer my place on this programme, and do not complete the programme within 5 years and programme fees have been paid

I will notify the CNME/NMPDU & DoN/M in writing should I:

- not accept my place on the programme
- defer my place on the programme
- discontinue the programme or
- change length of programme, i.e., from full time to part time

I understand that no funds will be provided for repeat modules, units of study, deferrals or examination fees. Such fees will be borne by me.

I agree to submit my completed dissertation or thesis (Masters/PhD programmes) onto LENUS accessible at <http://www.lenus.ie/hse>

I agree to the NMPDU/CNME communicating with the relevant HEI as required for the processing of my Programme fee

I understand that the personal details I have provided for this Programme will be held and processed by the NMPDU/CNME in accordance with GDPR and Data Protection Regulations

By ticking this box I understand that I am declaring that I have read, understand and accept the terms and conditions outlined in this form and in HSE Circular 020/2014 and I hereby apply for funding as outlined above in line with these conditions.

Name _____ Date _____

Note: Please type full name only (digital signature not possible)

This is an important document, please ensure that you print and retain a copy for your records

You should now save this form and forward as email attachment to your Line Manager

Line Manager's Declaration of Understanding

Please confirm you have had a discussion with the Applicant regarding this application

4.2 I confirm that;

the applicant has a satisfactory service record

the terms of the applicant's contract of employment allows him/her to fulfil the service commitment associated with sponsorship

the applicant is currently registered with the NMBI

the proposed course of study is relevant to the applicant's area of practice **and/or**

the proposed course of study is aligned to patient and / service needs

By ticking this box I understand that I am confirming that the applicant meets the conditions above and I am recommending that the application for funding be endorsed by Director of Nursing/Midwifery/Head of Service.

Note to Line Manager: Please ensure applicant has completed all mandatory fields above prior to emailing this form to the DON/DOM/Head of Service as incomplete forms cannot be submitted for review. Please enter your name, date and contact details below

4.3 Manager First Name

4.4 Manager Surname

4.5 Email Address

4.6 Tel No

4.7 Date

4.8 NMBI No

On completion Line Manager should save form and forward as attachment to Director of Nursing/Midwifery/Head of Service

SECTION 5 Director of Nursing/Midwifery/Head of Service Approval and sign-off

Note to DON/DOM/Head of Service: Please enter name, date and email address below

Click on the SUBMIT button

When prompted please Click Continue (this will generate an email with the form attached)

Click send on email to forward the form to NMPDU/CNME for review. You will receive an acknowledgment email once received.

5.1 First-name

5.2 Surname

5.3 Email address

5.4 Tel No

5.5 Date

5.6 NMBI No

Comment (Optional): for completion by the Line Manager, Director of Nursing/Midwifery or Head of Service

Once all Mandatory field are complete the DON/DOM/Head of Service clicks the submit button

Should you have any queries regarding completion of this form please email: CNME.MayoRos@hse.ie Thank you!

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