



Guideline for Funding Support for Continuing Professional Development for Nurses & Midwives

Nursing and Midwifery Planning and Development Unit (Cork/Kerry)
Health Service Executive South West, Administration Building,
St. Mary's Health Campus,
Gurranabraher, Cork T23 X440

Tel: 021-4921204

Email: NMPDUApplications.CorkKerry@hse.ie

Website: [NMPDU Cork/Kerry CPD Programme Funding Website](#)

2024

Contents

1. Purpose of Document
2. Who can apply?
3. What programmes can I apply for?
4. Prior to funding application
5. Short course Application Process
6. Formal Academic Application Process
7. Service commitment
8. Change of Circumstances
9. Module Exemptions
10. General Data Protection Regulations (GDPR)

1. Purpose of Document

The HSE South West aims to be a learning organisation. We promote staff development and will offer support where reasonable and realistic both for registered nurses and midwives and the organisation. This guideline is developed in line with SOP 2023-016 for funding of Post Registration Education for Nurses and Midwives issued by the ONMSD and in line with HSE HR Circular 020/2014.

The purpose of this document is to outline the process to access funding support if intending to pursue:

(a) **Short programmes** (study day/workshop/conference)

or

(b) **Formal academic programmes** (Module, Certificate, Diploma, Degree, Higher Diploma, Post Graduate Diploma or Masters Studies (Nursing/Midwifery) with QQI (Level 6–9 award).

Programmes of study, within the scope of this guideline must be relevant to current work role and service development and must result in an accredited qualification. Where applicable, post registration education programmes must have NMBI approval.

2. Who can apply?

Registered nurses and midwives directly employed by the HSE South West (on a permanent or temporary basis) for three consecutive months. Applicants requiring a work visa/authorisation for employment in the State must provide evidence that their work visa/authorisation allows them to fulfil their requirement to the HSE.

In order to focus your professional development it may be useful to complete your personal development plan (PDP) and discuss with your line manager (CN/MM3; ADON/M; DON/M/Area Manager). This is available on the [Nursing and Midwifery Hub, HseLand](#).

Consideration will also be given to the following:

- Length of time with the service/speciality
- Relevance of programme to area of practice
- Relevance of programme to service needs
- Return on Investment
- Career progression
- The Education provider

3. What programmes can I apply for?

3a. **Short programmes** are defined as:

- No QQI qualification
- One to five days duration
- Includes study days, workshops and conferences

3b. **Formal Academic programmes** are defined as:

- QQI level 6-9
- Modules and Certificates
- Diplomas & Higher Diplomas,
- Degrees, Post Graduate Diplomas
- Masters (Nursing/Midwifery)

Please Note: the following programmes are funded centrally through the [Office of the Nursing and Midwifery Services Director \(ONMSD\)](#) for HSE Nurses/Midwives. :

- Nurse and Midwife Medicinal Product Prescribing
- Nurse and Midwife Authority to refer for Radiological Procedures
- Critical care nursing (Foundation Education Programme Level 8)
- Anaesthesia and recovery room care for nurses and midwives- National Foundation Programme (L8)
- Pre-Admission Unit Care for nurses and midwives- National Foundation Programme (L8)

Funding will be provided by the ONMSD directly to the relevant HEIs.

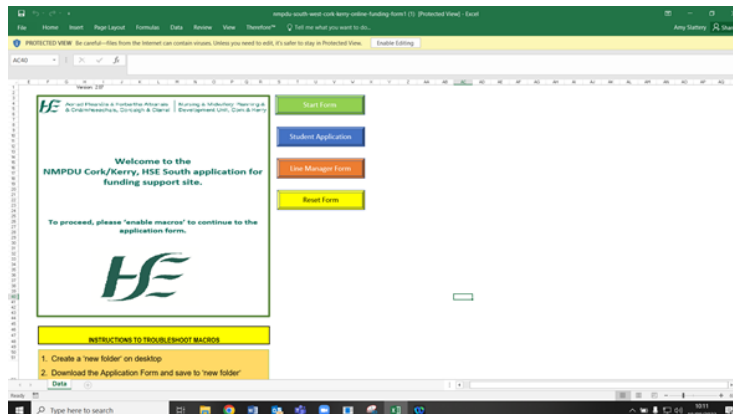
Prior to Funding Application

1. Programme of study must be discussed **and** approved with the Line Manager (CN/MM3/ADON/ADOM/DON/DOM/Area Director).
2. Attendance or virtual accessing of any educational programme must not negatively impact on service delivery. It is the responsibility of the applicant to negotiate and agree attendance at lectures/seminars etc. in conjunction with the Line Manager.
3. The decision to facilitate study or exam leave is at the discretion of the Line Manager in accordance with [HSE Terms and Conditions of Employment](#).
4. Programmes in Advanced Practice and Masters in Clinical Education must be approved by the DON/DOM/Area Director.
5. There are two formal academic funding campaigns; Spring and Autumn. Formal academic funding application forms must be received within the correct funding campaign.
6. Programme funding will be awarded at the fee applicable to an EU/EEA citizen. Fees in excess of this amount will not be funded and are the responsibility of the applicant.
7. All other expenses (travel, subsistence, accommodation, resource materials, additional seminars, supervision etc.) are the responsibility of the applicant and are considered a personal investment in professional development.

Please Note: By completing and submitting an application the applicant is confirming that they have read, understood and agree to comply with "Guidelines for Funding Support for Continuing Professional Development for Nurses & Midwives" (April 2024). .)

5. Short Course Application Process

1. Access the [NMPDU Cork/Kerry CPD Programme Funding Website](#) and select correct application form.
2. For **short programmes** i.e. Study Days, Workshops and conferences the application should look like this:



3. Once the application is reviewed and processed, decision letters are emailed to the email address listed on the application and to the approving Line Manager
4. Applicants must be in receipt of their funding decision approval letter prior to commencing any programme of study.
5. Where possible applications for short programmes should be made **two weeks** in advance of programme start date. Late applications may result in a delay in your funding application being processed.
6. Any applications received after the date of commencing a programme will not be eligible for funding. Retrospective funding will not be considered.

Payment Options for Short Courses

Payment via SAP

Applicants who have been granted funding for short course programmes can pay the course fees directly to the programme providers. Reimbursement of fees will be made via SAP payroll system. The process of reimbursement via SAP is outlined on the decision letter (**Section 1**) which is emailed to each successful applicant.

Payment via Direct Invoice

Alternatively, programme providers may submit an invoice directly to the NMPDU for payment. Invoices should be submitted to:

Nursing and Midwifery Planning and Development Unit Cork/Kerry, HSE South
West Tel: 021-4921204 e-mail: NMPDUApplications.CorkKerry@hse.ie

Note: The Line Manager/Designated Person must complete **Section 2B** to confirm attendance and completion of the programme of study.

6. Formal Academic Applications Process

1. Access the [NMPDU Cork/Kerry CPD Programme Funding Website](#) and select correct application form i.e. formal academic funding application.

Please complete the application form using Adobe Acrobat Reader DC following the Step by Step Guide

2. For **formal academic programmes** the application should look like this:

Acnád Pleanála & Forbartha Atránais & Cráimhseachais Baile Átha Cliath Theas, Cill Dara & Cill Mhantáin | Nursing & Midwifery Planning & Development Unit, Dublin South, Kildare & Wicklow

Postgraduate Education Funding Application Form

Application for funding for Post Registration Education under the Sponsorship of Nursing/Midwifery Third Level Nursing Initiatives (HSE Circular 020/2014)

- > This form must be opened in Adobe Acrobat (latest version of Adobe Acrobat can be downloaded by clicking the following link: <https://get.adobe.com/uk/reader/>)
- > 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/Public Health Nursing/Director of Service to Nursing & Midwifery Planning & Development Unit (NMPDU)/Centre for Nursing & Midwifery Education (CNME) for review.
- > Please do not copy and paste onto this form.
- > Communication regarding your application will come from the following email: **Therefore.Workflow@hse.ie**
- > Should you have any queries regarding completion of this form please email: **postgraduate.fundingdskw@hse.ie**

Section 1 - Personal Details

1.1 Surname (as on HEI application)

1.2 First Name (as on HEI application)

3. Complete all mandatory sections of the application – these are outlined in **red** (incomplete applications will be rejected).
4. Due to increased cyber security and firewalls, applicant should use a HSE work e-mail addresses (@hse.ie) for application and correspondence purposes.
5. Complete application and send **as attachment** to Line Manager for approval and signature.
6. Line manager completes relevant section and sends **as attachment** to Director of Nursing/Midwifery/Head of Service/Designated Person (must be CNM/CMM3 or above grade) for approval and sign off.
7. Director of Nursing/Midwifery/Head of Service/Designated Person (must be CNM/CMM3 or above grade) approves and signs application form and presses **submit button**. This will generate an automated email to NMPDUApplications.CorkKerry@hse.ie with attached application form. Press send.
8. The applicant will be notified via email of the receipt of the completed application. **It is the applicant's responsibility to ensure the completed application has been submitted.**
9. The applicant's previous NMPDU funding awards are reviewed (previous 36 months)
10. The applicant will be notified when the application is being processed and a decision has been made. Please note emails will be generated from a Therefore Workflow email address
11. All successful applicants will be notified by email to accept or refuse funding via the links contained in the email. **Failure to respond to this accept or refuse email will result in a delay in the processing of your funding.**

12. Once the NMPDU receives confirmation of acceptance the agreed academic course fees will be paid directly to the relevant Education Body by the NMPDU Cork/Kerry, HSE South West.
13. On completion of the funded programme, the NMPDU will request a copy of the transcript results indicating the applicant has successfully completed the program. This email will be automatically sent 2-3 months post course completion date (as outlined in application).

Please Note:

- **Any applications received after the date of commencing a programme or outside the designated campaign period will not be eligible for funding.**
- **Applicants must ensure they have been approved for funding and have their funding decision approval letter prior to commencing any programme of study. Retrospective funding will not be considered.**

7. Service Commitment

1. Acceptance of funding via the email notification is taken as confirmation that the applicant:
 - **Intends to continue to work in the Irish public health service for a period of not less than twelve months or for the length of the academic course undertaken, whichever is longer. (HSE Circular No. 020/2014).**

AND

- **Understands that in the event they resign from the employment of the HSE South before completion of this commitment, that they are required to repay their employer the fees (amount owed is adjusted on a pro-rata basis from any employment served).**
2. If the applicant does not fulfil this commitment, the DON/DOM/Area Director will inform the NMPDU Cork/Kerry funding Officer. It is the responsibility of the DON/DOM/Area Director to action any non-compliance within the terms and conditions of the HSE Circular 20/2014.
 3. Applicants will be required where reasonable and appropriate to provide in-service training and education either on a local or regional basis.

8. Change of Circumstances

The Nursing and Midwifery Planning and Development Unit (NMPDU) is committed to providing support to applicants undergoing programmes of study. We recognise that circumstances may arise e.g. changes in employment status, sick leave, maternity leave etc. which may necessitate deferral or cessation of your study. While we endeavour to offer assistance, it's important to note that **funding cannot be transferred from one year to another**. Fees for repeat module(s), deferrals, unit of study or examination fees must be paid for by the applicant. Therefore, please ensure you promptly contact the NMPDU should your circumstances change. By doing so, we can provide guidance and support on the required actions relating to your postgraduate funding.

9. Module Exemptions

If you have previously undertaken academic study in the related field you may be eligible to apply for exemptions from some modules. This will be assessed by your respective HEI. As fees are paid based on the modules you undertake therefore we request that you notify the NMPDU if you have been approved for any exemptions so the programme funding amount can be adjusted accordingly.

10. General Data Protection Regulations (GDPR)

The GDPR emphasises transparency, security and accountability by data controllers, while at the same time standardising and strengthening the right of European citizens to data protection (Data Protection Commissioner 2018). The Nursing and Midwifery Planning and Development Unit (NMPDU) employees require personal data included in the funding support application for the following reasons:

1. To enable a funding decision to be made in accordance with HSE HR Circular (20/2014)
2. To process payments to be made to your identified education provider
3. To maintain records that demonstrate compliance with [HSE National Financial Regulations](#)

Data will be held for the period of time recommended in the HSE National Financial Regulations. You are advised to provide only the personal data requested and utilise work contact details when available, for example, work address, work e-mail (@hse.ie), work land line/mobile number.

Designated NMPDU employees will use your personal data to:

1. Access the information you provide only to support your application for funding
2. Contact you or the identified Line Manager for application queries
3. Verify your identity when processing payments to identified third parties/education providers
4. Not divulge your personal details to other third party entities

Designated NMPDU employees may on occasion use your non-personal data (grade, work location, Education Programme, Course Provider) to:

1. Provide data on educational activity and funding to your DON/DOM/ Area Director
2. Provide data on educational activity and funding to Office of the Nursing and Midwifery Services Director (ONMSD) and the Department of Health.

By completing and submitting a funding application, the applicant is verifying that they have read, understand and consent to their data being used for the reasons outlined above (Guidelines for Funding Support for Continuing Professional Development for Nurses & Midwives, September 2023).