



CNME Mid West (LCNT)

New eForm - Funding for Formal Academic Studies

Information for Applicant / Line Managers and Directors of Services

CNME Mid West eForm can be located via the following link:

<https://healthservice.hse.ie/about-us/onmsd/cpd-for-nurses-and-midwives/cnme-limerick.html>

Steps for Applicant

1. The applicant must complete sections 1,2,3 and 4.1 of the eForm application
2. On completion of all fields, the eForm application must be saved by the applicant
3. The applicant must then email the completed eForm application to their Line Manager for discussion and approval

Steps for Line Manager

1. The Line Manager discusses the eForm application with the applicant
2. If the line manager supports the eForm application, they then complete section 4.2 titled 'Line Managers Declaration of Understanding'
3. The line manager saves the eForm application to their PC
4. Once saved, the line manager emails the eForm application to their Director of Nursing /Midwifery / Head of Services for discussion and approval

Steps for the Director of Nursing/Midwifery/ Head of Services

1. The Director of Nursing/Midwifery/ Head of Services reviews the eForm application
2. The Director of Nursing/Midwifery/ Head of Services completes Section 5 titled: 'Director of Nursing / Midwifery / Public Health Nursing / Director of Service sign-off' of the eForm application
3. The Director of Nursing/Midwifery/Head of Services saves the eForm application for their records
4. If there is a specific service need to support this application, the Director of Nursing/Midwifery/ Head of Services must outline what the specific service need is, in the comment box of section 5.7 of the eForm application
5. The Director of Nursing/Midwifery/ Head of Services submits the eForm application to the CNME Mid West by **clicking the submit button** located at the bottom of the eForm application -see screenshot below



Please Note:

- If the Line Manager and Director of Nursing/Midwifery / Head of Services are the same person they complete both sections 4.2 and 4.3 as the eForm application cannot be completed and submitted if any mandatory fields are left blank.

If you have any queries in relation to this please contact academicfundingmidwest@hse.ie