

Memo

To: Regional Director of Nursing and Midwifery, Directors of Nursing, Area
Directors of Nursing, Nurse Practice Development Coordinators

From: Daniel Newman
Director – Centre for Nurse Education, Cork

Date: 13/11/2025

Subject: Education Request Form

Ref: 00005/2025

The Education Request Form supports the Board of Management (BOM) structure in identifying education needs. It aims to facilitate communication between the Centre of Nurse Education (CNE) Cork and its stakeholders. Additionally, it helps stakeholders identify educational needs, which can assist in developing the annual prospectus published by the CNE Cork.

The Education Request Form will be available on the CNE Cork ONMSD Webpage. The address is: <https://healthservice.hse.ie/about-us/onmsd/education-and-continuous-professional-development/cpd-for-nurses-and-midwives/centres-of-nursing-and-midwifery-education-in-cork.html>. Any updated additions to the Educational Request Form will be published on this webpage.

When fully complete, the form can be sent to Rebecca O'Flathery (CNE Assistant Staff Officer) and Daniel Newman (CNE Cork, Director).



The Education Request Form will be discussed at the CNE Cork Teaching Meeting. The following responses are expected to emerge from this meeting.

Option 1	The CNE Cork will refer the applicant to existing courses which can meet their needs.
Option 2	A Tutor will be assigned to the request, and training previously developed will be rolled out to address the identified training need.
Option 3	A Tutor will be assigned to the request and will work with the applicant and other stakeholders to develop a curriculum document that focuses on training to meet the identified need.
Option 4	The education request could fall within courses provided by the Consortium of Centres of Nurse and Midwifery Education (CCNME). In this circumstance, the CNE Cork will either offer or serve as the link to the national rollout of the program.
Option 5	The education request falls outside the remit of CNE Cork, or organisational factors (e.g., PPPGs) must be addressed first before the educational request is considered.
Option 6	Another response, depending on the request

To align with the semester-based training delivery system, please note the following submission deadlines.

- Semester 1 (Autumn/Winter) deadline: March 15th each year
- Semester 2 (Spring/Summer) deadline: October 1st each year.

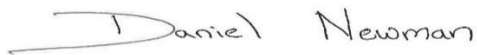
The CNE Cork will consider requests at any time and will act to support stakeholders. This system is established to ensure that the CNE Cork and stakeholders have sufficient time to prepare for training and to identify and implement follow-up actions after training.

Additionally, it enables the CNE Cork to develop/deliver high-quality, evidence-based training, ensuring that the programme is accredited by NMBI or QQI as appropriate.

If one stakeholder submits multiple Education Request Forms to CNE Cork, the Director will, as appropriate, discuss this with the relevant Director of Nursing. They will then be asked to prioritise the requests to ensure the most urgent needs are met first. The CNE Cork aims to address all stakeholder needs as resources allow, while maintaining equal access to training for all.

It is hoped that the Education Request Form can improve communication and enable the CNE Cork to support its stakeholders in meeting their Continuing Professional Development and educational needs.

Yours sincerely



Daniel Newman,
Director, Centre for Nurse Education, Cork.