

ONMSD and HSeLanD Digital Learning Governance Group Guidance Document



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1.0 Introduction

1.1 Purpose

The purpose of this document is to set out the governance arrangements for the design of new programmes, updating, approval and maintenance of digital learning programmes and tools which have been sponsored/commissioned through the ONMSD and are hosted on HSeLanD for nurses and midwives. It also includes bespoke and off the shelf digital programmes and tools and the Nursing and Midwifery Hub for Nursing and Midwifery staff.

The governance arrangements offer assurance that:

- Relevant, accurate and evidence-based learning and development is being provided to nurses and midwives.
- Appropriate arrangements are in place for effective quality management and significant risks are identified and addressed.
- Metrics and activity data can be provided to demonstrate engagement and completion of learning of on line information resources and e-Learning programmes.

1.2 Terms of Reference

The Governance Group meets quarterly and has a remit to provide oversight on the following:

- Reviewing the HSeLanD register of digital programmes for nurses and midwives that lists all programmes that are at the pre-development stage, are in development and are live on HSeLanD.
- Ensuring appropriate management including updating and maintaining bespoke digital tools and programmes which have been sponsored/commissioned through the ONMSD and are hosted on HSeLanD for nurses and midwives, consistent with the agreed ONMSD application process.
- Applying appropriate approval processes for the commissioning and development of new programmes
- Following the initiation by HSeLanD, oversee the review of live HSeLanD programmes within stated timelines in line with the agreed ONMSD process.
- Approving the digital programmes for nurses and midwives purchased from and provided by third parties.
- Evaluating and revising the contents on the Nursing and Midwifery Hub.
- Reviewing and updating the ONMSD and HSeLanD Digital Learning Governance Group document 2 yearly.

1.3 Membership of the ONMSD and HSeLanD Digital Learning Governance Group

The efficient and effective management of the ONMSD and HSeLanD Digital Learning Governance Group requires the commitment and support of all members of the group. This Governance Group is chaired by Area Director Nursing and Midwifery Planning and Development (NMPD) on behalf of the ONMSD.

1. The role of the Chair is to plan and prepare for meetings and ensure that decisions are reached based on consensus in line with ONMSD policy. Furthermore the Chair will ensure effective working relationships between members of the group and external stakeholders.
2. The appointed secretary is responsible for minute taking, logistics around meetings, working with the Chair to develop agenda's and communicating with the group members on various matters arising.
3. The membership of the ONMSD and HSeLanD Digital Learning Governance Group is comprised of representatives from Centres of Nursing and Midwifery Education, Centres for Midwifery Education, Centre for Childrens Nurse Education, Centres of Learning and Development in the HSE and voluntary organisations, Nursing and Midwifery Planning and

- Development Units, the ONMSD and HSeLanD. The members are required to actively participate in the group's activities, to research and prepare work and meet deadlines.
4. The role of the HSeLanD Manager(s) will include but is not limited to the following:
 - Offering direction and advice on HSEeLanD related matters (general and technical).
 - Providing expertise on education and digital learning related matters as well as updating the group on the HSeLanD register of ONMSD sponsored/commissioned digital programmes and tools for nurses and midwives.
 - Present on available metrics and activity data that demonstrate engagement and completion at meetings.
 5. Subject matter experts can be invited onto the group as required.

1.4 Related Policies/Legislation

This document should be read in conjunction with local protocols and policies in relation to educational programme design and the following documents:

- HSeLanD Governance 2019
- HSeLanD e-Learning Design Standards
- General guidance and resource on publishing and related issues for Health Service Executive, Office for Nursing and Midwifery Services Director (ONMSD) staff.
- HSE National Procurement Policy <https://www.hse.ie/eng/about/who/healthbusinessservices/procurement/>
- National Financial Regulations (2014) <https://www.hse.ie/eng/staff/resources/financial%20regulations/>
- [General Data Protection Regulation \(2016\) https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02016R0679-20160504&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02016R0679-20160504&from=EN)

1.5 Glossary of Terms

Programme or Programme Plan

A high level description of the scope of the programme, programme team, governance arrangements, the target audience, the learning outcomes plus a high level structure of the programme, topic by topic. The plan will also contain an outline of the content that will be included in each topic and the format of the content e.g. text, imagery, video, interactivity plus the assessment strategy.

Register of Digital Programmes

The list of programmes that are in development, planned and live on HSeLanD. Live programme details include the name of the programme, date of deployment on HSeLanD, date of planned format review, reviewer name and programme lead.

Learning Management System

A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of educational courses, training programs, or learning and development programs.

The HSeLanD LMS currently employed is Net Dimensions Learning which is a full end to end LMS offering classroom management functionality, competency framework integration, exams engine, evaluation etc.

Programme Sponsor

The programme sponsor is responsible for funding the project. The sponsor is accountable for ensuring that the work is governed effectively and delivers the objectives that meet identified needs.

Reviewer

An appropriately qualified person who formally assesses a programme with a view to changing/updating it if required

Project Lead

The role of the project lead is to ensure that the programme is designed or updated within the specified time frame and under the established budget, while achieving its objectives

Content writer

A person who writes or directs the development of the content for an e-Learning programme having liaised with the relevant subject matter experts.

Subject Matter Expert

A member of the programme team who is responsible for ensuring that the content that is written by the content writer(s) is accurate, evidence-based and relevant to practice A subject matter expert may also be a content writer

2.0 HSeLanD Governance of ONMSD Digital Learning

2.1 HSeLanD Overview

HSeLanD – Health Services e Learning and Development (www.HSeLanD.ie) is the HSE’s online learning portal, developed and run by the Health Service Executive National HR Leadership, Education and Talent Development Service.

It is available to over 120,000 health and social care staff at all levels across the statutory (HSE) and voluntary (Section 38 and 39) Health and Social Care sector agencies throughout the Republic of Ireland. It is also available to 3rd level Health and Social Care student professionals as well as agency professionals engaged by the HSE.

HSeLanD provides a central source of high quality online training and learning and development opportunities to staff that enables them to develop new personal and professional skills, update and refresh existing skills and enables learners to take responsibility for their own learning interventions

As of January 2019, the HSeLanD platform boasts over 100,000 active learners who have access to:

- Over 170 e-Learning programmes and resources. (50% have been developed as bespoke programmes using internal Health Service Subject Matter Experts)
- 17 collaborative learning hubs to facilitate knowledge sharing between multidisciplinary groups.
- e-Portfolio and personal development planning (PDP) workbook and tools and 360 competency assessment tools that allow users to plan their learning and development over time and recommends learning interventions.
- Online management of Classroom learning/training and events to allow learners to register on live learning events in their organisation including scheduling and wait-listing, room management feature to allow learners to register on live learning events in their organisation.

HSeLanD’s core mission is to provide an environment that facilitates teaching health and social care professionals either through the provision of online learning resources or live events or a combination of each. HSeLanD plays a crucial role in disseminating learning metrics to the organisation aimed at aligning Learning and Development with strategic and operational imperatives of the Irish Health Service.

HSeLanD aligns its activities with all key National Health Strategies, set out with the National HR Strategy to improve and reform service provision.

2.2 HSeLanD Team and Internal Governance

HSeLanD is managed and run internally by 3 HSE HR Leadership, Education and Talent Development Services staff comprising of a General Manager, a National e-Learning Manager and an Administrative Support/Administrator.

The HSeLanD Team are currently supported by specialists at an e-Learning technology company, engaged and contracted through the public procurement process. This contract identifies the e-Learning technology company as the sole provider for internally developed bespoke digital learning solutions for hosting on HSeLanD for the agreed timeframe.

A separate document ‘HSeLanD Governance 2019’ sets out the full Governance arrangements in place across a broad range of HSeLanD Resources, Services and Stakeholder Groups including E-Learning, Practice Development Hubs, HeLM Learning Management System initiative, classroom management system, data reporting, and GDPR.

3.0 Managing ONMSD bespoke digital learning programmes and tools for Nurses and Midwives on HSeLanD

3.1 List of digital programme and tools

HSeLanD will provide an update at each meeting on the status of the register of digital programmes and tools for nurses and midwives that lists all programmes that are at the pre-development stage, are in development and are live on HSeLanD. This will ensure that all members of the group are up to date on the status of ONMSD digital programmes.

3.2 Bespoke Digital Initiatives

Ensure appropriate management of bespoke digital programmes/initiatives that are in pre development and development stages, consistent with the agreed ONMSD application process (Appendix 1).

3.2.1 Application for design and approval of bespoke digital programmes – Pre development

- The applicant discusses the need for a bespoke digital programme/initiative with line management.
- The dates for submission for the quarterly ONMSD and HSeLanD Digital Learning Governance Group meetings are February, May, August and November.
- With line manager support the applicant submits **Form 1 Expression of Interest** (Appendix II) to the Chair of the ONMSD and HSeLanD Digital Learning Governance Group and cc's the Director NMPDU/CNME/L&D.
- The Chair presents the application at ONMSD and HSeLanD Digital Learning Governance Group meeting.
- In exceptional circumstances, where an e-Learning programme requires immediate development and there isn't a meeting organised within 2 - 3 weeks of receipt of the application, the Chair will convene a subgroup to review and process Form 1 Expression of Interest within a 2 week timeframe.
- If the application is approved by the ONMSD and HSeLanD Digital Learning Governance Group or subgroup, the Chair communicates the decision to the applicant and requests that a **Form 2 Application for Support** (Appendix III) is completed. The applicant is informed if the application is not approved and the reason for refusal is outlined.
- The applicant will be required to contact HSeLanD through the HSeLanD Manager for a detailed review of the programme requirements, which include costs for the digital initiative. Costs are included in the completed Form 2 Application for Support.
- The applicant submits the completed Form 2 Application for Support to the Chair of the ONMSD and HSeLanD Digital Learning Governance Group.
- The Chair presents the application at the ONMSD and HSeLanD Digital Learning Governance Group meeting. In exceptional circumstances, where an e-Learning programme requires immediate development and there isn't a meeting organised within 2 - 3 weeks of receipt of the application, the Chair will convene a subgroup to review and process the Form 2 Application for Support within a 2 week timeframe.

3.2.2 Programme Validation and Development

If the initiative is considered to be a national programme, **Form 2 Application for Support** is forwarded to the GM ONMSD for approval of funding.

- If the application is approved by the ONMSD and HSeLanD Digital Learning Governance Group or subgroup the decision on approval of funding is communicated to the applicant by the GM ONMSD and is forwarded to the HSeLanD Manager to commence the process of developing the programme.
- If the initiative is considered to be a regional programme the **Form 2 Application for Support** is forwarded to the Director NMPDU/CNME/L&D for approval of funding.

- If the application is approved by the Director NMPDU/CNME/L&D, the decision on approval of funding is communicated to the applicant by the Director NMPDU/CNME/L&D and is forwarded to the HSeLanD Manager to commence the process of developing the programme.
- It is the responsibility of the line manager and programme sponsor to agree the project lead. The programme is developed in line with the agreed HSeLanD process and within the agreed timeframe.

3.2.3 Application for review of digital programmes – Programmes live on HSeLanD

- The ONMSD and HSeLanD Digital Learning Governance Group agree to oversee a 2-yearly review process with a list of identified programmes that require review.
- The HSeLanD Manager provides an update on the status of programmes for nurses and midwives that are live on HSeLanD at every meeting.
- It is the responsibility of the secretary and Chair of the ONMSD and HSeLanD Digital Learning Governance Group to email the programme sponsors the identified programmes and request a review. A HSeLanD Review Sheet will accompany each letter (Appendix IV).
- Where the programme sponsor does not engage in the review process within the agreed timeframe, a communication is sent by the Chair of the ONMSD and HSeLanD Digital Learning Governance Group informing the sponsor that the programme will be withdrawn from HSeLanD until the review is completed.
- In the event that the programme sponsor does not respond after two reminders to the request for programme review the decision on further action will be referred to the Director ONMSD which may include removal of the programme.
- It is the responsibility of the programme sponsor to select a reviewer, who will review the content of the programme. The review will determine the extent to which the programme will be modified or remain unchanged.
- The reviewer will be required to submit the completed HSeLanD Review Sheet in order for HSeLanD to identify the associated costs (Appendix IV).
- The reviewer submits the completed HSeLanD Review Sheet including projected costs to project sponsor for sign off.
- If the initiative is a national programme, the programme sponsor forwards the completed HSeLanD Review Sheet to the GM ONMSD for approval of funding.
- The decision on approval of funding is communicated to the programme sponsor by the GM ONMSD and is forwarded to the HSeLanD Manager to commence the process of updating the digital initiative.
- If the initiative is a regional programme, the HSeLanD Review Sheet is forwarded to the Director NMPDU/CNME/L&D for approval of funding.
- The decision on approval of funding is communicated to the programme sponsor by the Director NMPDU/CNME/L&D and is forwarded to the HSeLanD Manager to commence the process of updating the digital initiative.
- The programme is updated.

3.3 Third Party/Off the Shelf Digital Programmes for Nurses and Midwives

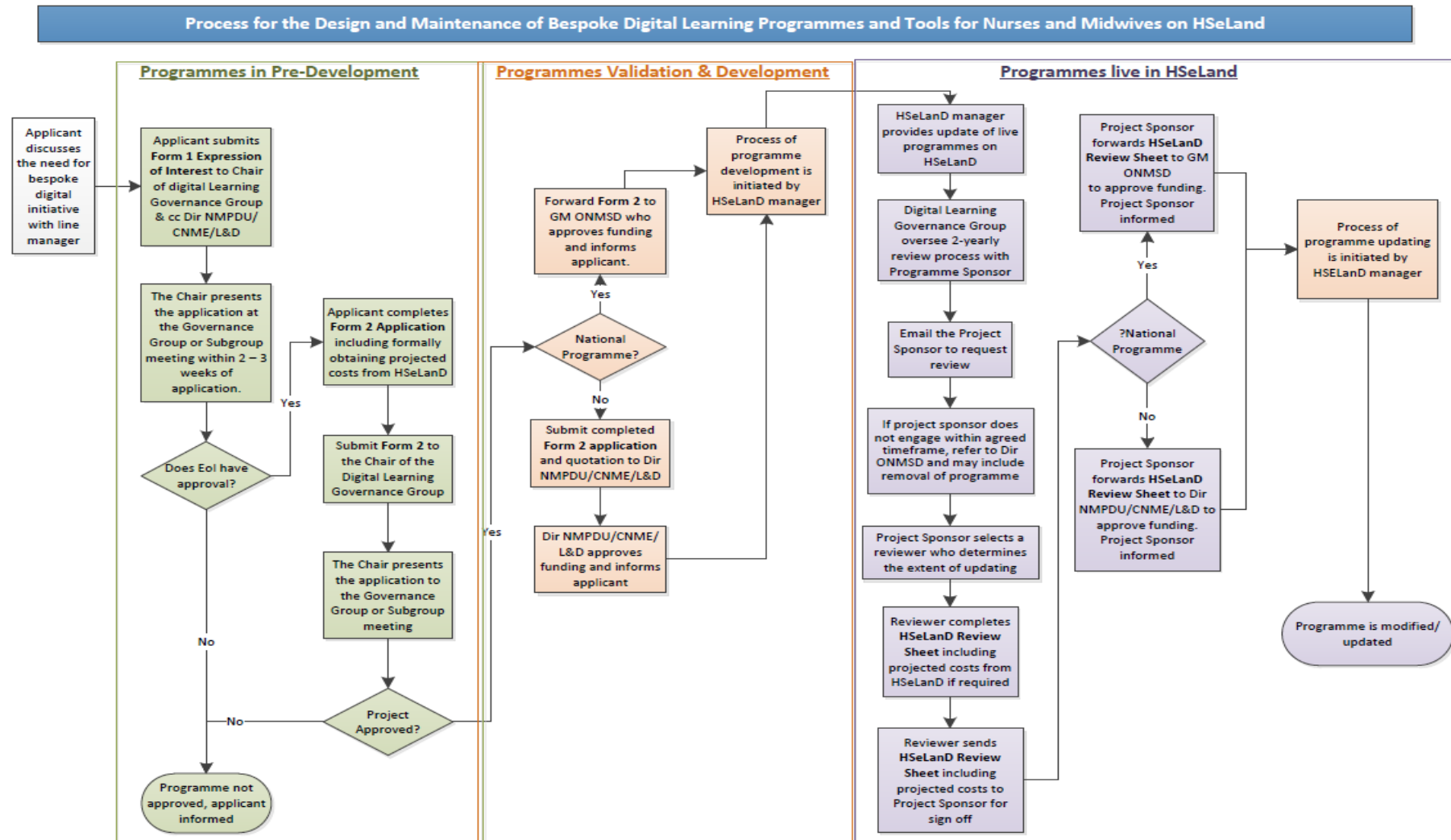
- When an application to upload a third party/off the shelf digital programme onto HSeLanD is received from an external source, the Chair of the ONMSD and HSeLanD Digital Learning Governance Group will present the proposal at the next meeting of the ONMSD and HSeLanD Digital Learning Governance Group.
- The ONMSD and HSeLanD Digital Learning Governance Group members will assess the relevance and value of the proposed programme to nurses and midwives. This assessment will involve consultation with subject matter experts.
- If the is deemed to be relevant to the professional development of nurses and midwives, the Chair of the ONMSD and HSeLanD Digital Learning Governance Group will forward the proposal to the HSeLanD Manager to assess for technical compatibility review and associated costings.

- The applicant will be requested to complete the 3rd Party e-Learning Specification document (Appendix V) by the Chair. The source files are forwarded to the HSeLanD manager who will assess how long it will take to test the content. Costings will be based on the anticipated time to be allocated by the HSeLanD technical team on quality assurance.
- The HSeLanD manager forwards the costings to the Chair. If the application for funding is approved by the ONMSD and HSeLanD Digital Learning Governance Group, the Chair communicates the decision to the applicant.
- The decision on approval of funding is communicated by the GM ONMSD to the HSeLanD Manager. Once approved, HSeLanD will test the content and ask for any necessary refinements to be made to ensure it works on the HSeLanD Learning Management System. Additional costs may accrue which arise from actual additional technical effort required outside of the preliminary proposal. This additional cost will need to be communicated to the Chair of the ONMSD and HSeLanD Digital Learning Governance Group and the GM ONMSD.

3.4 Digital Tools including Nursing and Midwifery Hub

The ONMSD and HSeLanD Digital Learning Governance Group has responsibility for the oversight of the management of any ONMSD sponsored/commissioned digital tools or initiatives relevant to nurses and midwives hosted on HSeLanD.

Appendix I - Process for the Design and Maintenance of Bespoke Digital Learning Programmes & Tools for Nurses and Midwives on HSeLanD



Appendix II - Form 1: Expression of Interest for ONMSD/NMPDU Support for E-Learning/On Line Initiative



Form 1: Expression of Interest to ONMSD/NMPDU for Support for e-Learning/On Line Initiative

This application process for funding support for e-Learning programmes or online initiatives consists of 2 parts.

Form 1: Expression of Interest to ONMSD/NMPDU.

Form 2: If ONMSD/NMPDU agree to progress your **Form 1** Expression of Interest application, a more detailed review of requirements and a submission of costing (based on consultation with HSEland) will be requested in **Form 2**.

Name of Applicant:			
NMBI PIN:	Email:	Tel No:	
Name of Service:			
Subject area of e-Learning programme/initiative:			
Is the programme/initiative part of a national learning initiative/National Clinical Programme or is it targeted at a local audience? <i>Please note that priority will be given to programmes of national relevance by NMPDU/ONMSD.</i>			
Describe the nature and overall purpose of the proposed e-Learning programme/initiative:			
Why is this e-Learning programme/initiative needed?			
Who is the Target Audience?			
Approximately how many learners will access the programme per annum?			
Proposed Start Date:			

Line Manager Form 1 Submission

Name of applying
DoN/DoM/Dir CNME/Service
Manager:

Date of submission:

Programme Sponsor Support

The programme sponsor is responsible for funding the project. The sponsor is accountable for ensuring that the work is governed effectively and delivers the objectives that meet identified needs.

By signing below you are agreeing to undertake a programme review when contacted by the HSeLanD Governance Group. If authorised, this programme is required to have a total review 2 years from when it was posted on HSeLanD.

Programme Sponsor
Name:

Signature: _____

Date: _____

Please forward the completed form to ONMSD/your local Director NMPDU

Appendix III - Form 2: Application for ONMSD/NMPDU Support for E-Learning/On Line Initiative



Office of the
Nursing & Midwifery
Services Director

Form 2: Application for ONMSD/NMPDU Support for e-Learning/On Line Initiative

Please contact HSeLanD (support@HSeLanD.ie) for a detailed review of project requirements. The HSeLanD team will also support you in the completion of this Form 2 Application, including the projected costs for the project.

Overview

Programme/Initiative Aim: <i>1-2 sentences only</i>	The aim of the programme/initiative is to:
Learning Outcomes: <i>Please enter up to 5 learning outcomes</i>	This programme/initiative will enable learners to:
	1.
	2.
	3.
	4.
	5.

Proposed Project Team

Project Sponsor

Name and title:	
Email:	Tel:

Project Lead

Name and title:	
Email:	Tel:
Qualifications:	NMBI PIN:

Lead Subject Matter Expert

Name and title:	
Qualifications:	NMBI PIN:

Other personnel involved in the project

Name and title:	
Qualifications:	NMBI PIN:

Name and title:	
Qualifications:	NMBI PIN:

Name and title:	
Qualifications:	NMBI PIN:

Breakdown of costs

<i>Please attach a copy of the HSeLanD quotation</i>	Estimated Costs €
TOTAL COST	

Target Audience

Who is the Target Audience?	
Approximately how many learners will access the programme per annum?	

Please outline the source and amount of any other funding/sponsorship to support development of the programme/initiative

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Please forward completed form and quotation to the ONMSD or your local Director NMPDU.

NMPDU Form 2 Submission Approval

By submitting this application for consideration to the ONMSD and HSeLanD Digital Learning Governance Group I am agreeing to fund and provide oversight to this initiative in the event that it is recommended to be a regional programme.

<i>Name of NMPDU:</i>	<i>Director Signature:</i>	<i>Date:</i>

ONMSD and HSeLanD Digital Learning Governance Group Submission Recommendation

<i>National Programme</i>	<i>Yes/No :</i>
<i>If yes Signature of GM ONMSD:</i>	
<i>Regional Programme</i>	<i>Yes/No:</i>
<i>If Yes Name of NMPDU Director:</i>	
<i>Signature of Chair:</i>	<i>Signature of HSeLanD Manager:</i>

HSeLanD Digital Programme Review Sheet & Guidelines



Programme Title:	
Reviewer Name:	
Date of Review	

General Comments

Enter your general comments here about the changes to be made to the programme:

Programme Wide Updates

Enter details of programme wide changes to be made e.g. change of term throughout the programme

Module/Topic:

Page Title	Reviewer Updates	Additional resources	Priority (H/M/L)

Programme Reviewer Guidelines

As the nominated Programme Reviewer, you need to complete a Review Sheet for the E-Learning programme and return it to the Health Services Project Lead.

You should, where possible, return the Review Sheet within 3-4 weeks of receiving it from the Project Lead.

There may be more than 1 reviewer nominated to review the E-Learning programme. Your review comments will be collated into a consolidated Review Sheet by the Health Services Project Lead.

Please ensure you put a priority level against each suggested content update. This information will be used to prioritise content updates and help with budgeting for the necessary programme updates.

If there are general changes to be made across all sections of the programme e.g. use of terminology throughout the programme, this can be mentioned once only in the *Programme Wide Updates* section.

When the content changes have been implemented, you may be asked to provide feedback on the updated programme before it goes live.

Your review should cover, as a minimum:

1. **Legislation:** Have there been any legislation updates since the date of the last review which impacts on the accuracy/relevancy of the content?
2. **Policy, Procedures and Guidelines:** Have there been any national or local changes to policies, procedures or guidelines since the date of the last review that impacts on the accuracy/relevancy of the content?
3. **Organisational Structure:** If there are any organisational structures, roles, or named individuals mentioned in the programme, are they still accurate/relevant?
4. **Evidence / best practice:** Is there new documented evidence or best practice that needs to be reflected in the programme content?
5. **Learning Outcomes:** Does the programme still achieve the documented learning outcomes? Are the learning outcomes still relevant?
6. **6 month Learner Evaluation Feedback:** How satisfied/dissatisfied are learners with the programme based on the results of the learner feedback forms? What are the suggested improvements to the programme? Are they relevant, valid or realistic? How have learners been putting their learning into practice? Are the results what you would want to see and within good to excellent parameters? If less than satisfactory, what improvements could be made to the programme?
7. **HSeLanD Support Desk:** What queries have been raised with the HSeLanD support desk? Do they consistently relate to any areas of the programme which may need to be updated?
8. **Assessment:** Is the assessment approach still relevant? Are any questions consistently posing difficulties for learners? Consider why this may be the case? Is the content being explained adequately? Access any available reports/information from HSeLanD.
9. **Completions:** What % of learners are completing the programme? If <50% you may need to carry out some interviews with learners to assess why they are not completing the programme to plan how you might update the content.
10. **Feedback from local training/CNME/L&D units:** Consider gathering feedback on the programme from local training/L&D units who may be providing support to local learners. You may want to gather feedback from a general email or design a short questionnaire.
11. **CPD Requirements:** Have there been any updates to relevant CPD requirements that may suggest for example addition of new materials or an additional or modified assessment approach.



3rd Party e-Learning Programme Information

Contents

- Introduction
- Section 1: HSeLand Technical Requirements
- Section 2: 3rd Party Details
 - Provider Details
 - Programme Technical Information
 - Programme Information
- Appendix A (Assessment Q&A)

Introduction

This document is required to be completed to facilitate the upload of any 3rd Party provided e-Learning Programmes into designated HSeLanD Catalogues.

- Section 1 details current HSeLanD technical requirements.
- Section 2 should be completed by the 3rd party provider.

Section 1: HSeLanD Technical Requirements

Content provided or developed for HSeLanD must comply with the following technical requirements.	
Content Types supported	<ul style="list-style-type: none"> • SCORM 1.2, SCORM 2004, Tin Can, AICC (HTML5 (with flash fallback if possible)) • Word, PowerPoint, PDF files
Authoring tools	<p>HSeLanD supports content created & provided by the following authoring tools, as long as their technical outputs comply with the details listed in this document</p> <ul style="list-style-type: none"> • Storyline – versions 3, 360 • Evolve • Content created by different authoring tools will also be considered. Please provide details in section 2.
Tracking	<ul style="list-style-type: none"> • Single SCO, Multi-SCO and Composite programmes
Browser compatibility	<p>HSeLanD content must support the following Internet browsers</p> <ul style="list-style-type: none"> • Explorer 10, 11 ,Edge • Chrome (Latest version) • Firefox (Latest version) • Safari (Latest version) <p>Mobile browser compatibility</p> <p>The following list of mobile browsers is supported:</p> <ul style="list-style-type: none"> • iOS Safari: Version 9 and above • Android browser: Version 4.4 and above • Chrome for Android: Version 47 and above
Assessment	<p>Where desired an assessment can be implemented in the LMS and included as completion criteria for the learning content.</p> <p>HSeLanD also supports inbuilt content assessment i.e within the asset.</p>
Survey	A module feedback survey or evaluation may be implemented in the LMS.
Completion Tracking	Programmes developed or provided for placement in HSeLanD must communicate completion to the LMS (cmi.completion_status , cmi.core.lesson_status)
Screen Resolution	Standard HSeLanD resolution which should be supported is 1024 x 768

Section 2: 3rd Party Details

Provider Details

Provider Name	
Provider Address	
Provider Contact details	

Programme Technical Information

What format is your programme? e.g. HTML5, Flash	
When was the programme developed?	
Programme Structure Please detail your programmes structure e.g. is it modular?	
Technical Standard e.g. SCORM 1.2, SCORM 2004, Tin Can, AICC	
Has your programme been developed using an authoring tool? If so, please provide details? e.g. Storyline2, Evolve	
Is your programme responsive? If so, please provide details.	
What browsers and associated versions is your programme compatible with? HSeLanD Supports Internet Explorer 9, 10, 11, Chrome, Firefox, Safari	
Please list any known technical issues or limitations.	
Can you provide us with access to where it is currently hosted?	

Programme Information

Programme title: Full Programme title as it will be displayed in HSeLanD (max 50 characters)	
Programme description: Short description of the programme (up to 200 words). This description is displayed on the details page within HSeLanD when the user clicks on a Programme Title. This text is also used in the HSeLanD search function.	
Target Audience Who is the primary and secondary target audience for the programme?	This programme is designed for

<p>Duration What is the recommended time it should take learners to complete the programme?</p>	
<p>Completion Criteria: Criteria for completion of the Programme e.g. visit all programme pages & complete programme. Please specify in detail</p>	
<p>Assessment Criteria: Please describe Programme assessment (If applicable) & assessment pass mark e.g. 80%. Please provide question sets, clearly identifying correct answers in Appendix A so that testing can be conducted for your package on our LMS.</p>	

Appendix A (Assessment Q&A)

Appendix VI – Templates for programme review letters

Letter A – Request for 2 yearly review to commence



Office of the Nursing & Midwifery Services Director
Office of the Chief Clinical Officer
Health Service Executive
Room 250
Dr Steevens' Hospital
Dublin D08 W2A8.
Ph: 01-6352471

Re: XXXX e-Learning Programme

Dear xxxx

In xxx month, xxx year you were the programme sponsor of xxxxxx programme. As part of this process you agreed to undertake a two yearly review of this programme. This review is due on the xxx date.

This is an opportunity to make sure that the content is relevant, evidence based and fit for purpose. Therefore you will be required to appoint a reviewer for this programme.

I have attached the Programme Review document and I would appreciate if you could arrange to have this completed and returned to be by XXX date
Looking forward to hearing from you.

Yours sincerely,

Chair, ONMSD HSeLanD Digital Learning Governance Group

Letter B – Follow up communication regarding request for 2 yearly review



Office of the Nursing & Midwifery Services Director
Office of the Chief Clinical Officer
Health Service Executive
Room 250
Dr Steevens' Hospital
Dublin D08 W2A8.
Ph: 01-6352471

Re: XXX

Dear xxx

I refer to correspondence on the xxx date. I note that we have not received the completed Programme review document.

I note from previous correspondence that you were to nominate someone from your team to review the xxxxx e-Learning Programme as part of the two-year review process outlined in the ONMSD e-Learning Governance Policy.

I did contact you earlier this year. If we do not hear from you by, the xxxxx e-Learning Programme will be withdrawn from HSeLanD from XXXX as part of our governance policy arrangements. The programme can be reinstated again once it has undergone its two year review/refresh.

Please do not hesitate to contact me with any queries you have in relation to this.

Yours sincerely,

Chair, ONMSD HSeLanD Digital Learning Governance Group