



Oifig an Stiúrthóra Seirbhísí
Altranais & Cnáimhseachais

Office of the Nursing &
Midwifery Services Director

Application Guidelines

Nurse Referral for Radiological Procedures

Standalone Education Programme

March 2025

Office of the Nursing and Midwifery
Services Director, Health Service
Executive



Information for:

Nurses, Health Service Providers, Medical Practitioners
(supervisors), and Radiological Consultants

Introduction

This guidance document is for any nurse registered with the Nursing and Midwifery Board of Ireland (NMBI) who wishes to apply to undertake the standalone 'Referral for Radiological Procedures' education programme.

The purpose of this guidance document is to help the applicant navigate the application process which includes securing Health Services Executive (HSE) funding approval and submission of all Higher Education Institution (HEI) required documentation prior to the HEI application closing date.

Funding

The Office of Nursing and Midwifery Services Director (ONMSD) HSE provides funding for registered nurses employed in the HSE and HSE funded agencies (Section 38) to undertake the standalone "Nurse Referral for Radiological Procedures Education Programme" provided by HEIs. The HEIs/EPs are: University College Dublin (UCD), Trinity College Dublin (TCD), University College Cork (UCC).

Details of the referral for radiological procedures standalone education programmes provided by the HEIs can be found on the information sheet [here](#). This information sheet provides information on opening and closing dates for applications along with contact details for the education programme coordinators and links to HEI application portals.

Programme Overview

All education programmes must comply with the NMBI validation policies and criteria and meet the education standards and requirements as set down by the NMBI (2020) [Nurse Authority to Refer for Radiological Procedures Standards and Requirements for Education Programmes](#)

These guidelines outline the entry requirements for each programme option:

1. Referring an adult and child for medical radiological procedures: open to those registered as a Nurse in the NMBI register
2. Referring a child for medical radiological procedures: open to those registered as a Nurse and/or a Childrens nurse in the NMBI register.
3. Referring an adult for medical radiological procedures: open to those registered as a Nurse in the NMBI register

All applicants must have at least the equivalent of a minimum of one year's recent post registration experience.

The programme structure consists of a minimum of 30 hours theoretical instruction, delivered using a variety of blended learning approaches specific to each HEI. Clinical instruction and supervision is provided by a designed medical practitioner/supervisor in the area in which the student is currently employed for the duration of the programme. Students must complete a minimum of 10 episodes of 'referring a patient for a radiological procedure' under the direct supervision of the medical practitioner/supervisor as a demonstration of competence.

Note: for students undertaking both the adult and children's education programme equal exposure of supervised practice and referral episodes for medical radiological and other imaging procedures should be undertaken – 50% with adults and 50% with children.

Entry Requirements

The registered nurse must also satisfy the entry criteria determined by the HEI as follows:

- Be a Registered Nurse or Registered Children's Nurse on the active NMBI Register
- Have at least the equivalent of a minimum of one-years recent post registration experience
- Possess the competencies and prior education designated by the HEI
- Have completed a National Framework of Qualifications (NFQ) level 8 physical health assessment module (including physical examination skill) or equivalent
- Demonstrate evidence of further education/CPD - on the HEI application form
- Possess a competent level of information technology literacy
- Be currently employed as a registered nurse in the HSE or HSE funded agencies (Section 38)
- Have support from their employer to undertake the programme
- Have nomination and confirmation of a designated medical practitioner/supervisor as per the Site Declaration Form.

Application Process

- Discuss your potential scope of radiological referral practice based on service needs with the medical consultant and Director of Nursing/Service Manager/Designate and secure support for the duration of the education programme; to include a named designated medical practitioner/supervisor.
- Download the 'Site Declaration Form' from the relevant HEI website and complete all sections to include Director of Nursing/Service Manager/Designate and medical practitioner/supervisor signatures. **Note:** this form may take several weeks to complete.
- Complete the HSE ONMSD online 'Funding Application Form for Nurse Referral for Radiological Procedures Standalone Education Programme' in consultation with the Director of Nursing/Service Manager/Designate (click [here](#)). **Note:** please apply for funding well in advance of the HEI closing date as the ONMSD process takes time to complete.
- Receive response from ONMSD and funding letter (if application is approved).
- Make formal application to the relevant HEI by completing the online application form and uploading all required documentation to the relevant application portal prior to closing date. **Note** failure to submit all required documentation may lead to your application not being processed.
- Receive response from HEI regarding place on the education programme following review of your application.

Appendix 1: Governance Structures, Policies and Procedures

The following governance structures, policies and procedures must be in place prior to any candidate applying to undertake a 'Nurse Referral for Radiological Procedures' standalone education programme.

Health Service Provider

Each health service provider must have in place a local health service provider's Nurse Referral for Radiological Procedures policy, procedure, protocol or guideline (PPPG) incorporating relevant legislation and regulatory requirements. Health service providers can adopt the HSE "National Nurse Authority to Refer for Radiological Procedures Guideline" (ONMSD, 2025) and develop addenda in relation to local governance arrangements or develop their own local PPPG.

Local governance

- A firm commitment by the health service provider's senior management to support the introduction of nurse referral for radiological procedures
- A named Site Nurse Coordinator for Referral for Radiological Procedures delegated by the Director of Nursing/Service Manager/Designate to have responsibility for the initiative locally and for liaising with the HEI and the HSE national lead for nurse referral for radiological procedures
- A named medical practitioner/supervisor who has agreed to support the candidate nurse referrer throughout the education programme
- Risk management systems – with processes for:
 - Adverse event reporting
 - Incident reporting and management
 - Reporting of near misses
 - Reporting of radiological errors
- Confirmation that the nurse referrer for radiological procedures will have access to a computer, email / internet and decision support tools, for example iRefer
- Provide access to relevant Continuing Professional Development (CPD)
- An agreed schedule for routine audit of the nurse referrers referral practice

Sponsorship

- Confirmation that the registered nurse/registered children's nurse applying for the education programme is on the active Register maintained by the NMBI
- Submit an electronic funding application form signed by the registered nurse applicant, line manager and Director of Nursing/Service Manager/Designate to the ONMSD for approval for funding of this standalone education programme. **Note:** a sponsorship agreement is included in the electronic funding application form and a copy of this form will be kept on file by the local health service provider.

The Medical Practitioner/Supervisor

The clinical component of the education programme is provided in the clinical practice setting of each candidate nurse referrer with instruction and supervision from a dedicated medical practitioner who acts as a supervisor for the duration of the programme. The medical practitioner/supervisor is identified by the candidate nurse referrer, in consultation with the health service provider and is a senior medical practitioner within the clinical specialist field. The commitment of a medical practitioner/supervisor is confirmed through the inclusion of their signature on the "Site Declaration Form", which is part of the registered nurse application to the HEI for the education programme.

Each HEI provides support to the medical practitioner/mentor through:

- The provision of an introductory session if required
- Site visits to the clinical area if required
- On-going support as required.

The key responsibilities for a medical practitioner/supervisor include:

- On commencement of the education programme, the candidate nurse referrer and the medical practitioner/supervisor explore learning needs and agree a programme/contract for learning. This is specific for each candidate nurse referrer reflecting the differing clinical skills, experience and scope of practice.
- The medical practitioner/supervisor and/or members of the medical team provide the candidate nurse referrer with practice placements, supervision, support, teaching and learning opportunities over the duration of the education programme (a minimum of ten episodes of supervised referral practice documented and recorded as a demonstration of competence).
- The medical practitioner/supervisor and candidate nurse referrer meet formally on two occasions to review progress as per the HEIs requirements.
- The medical practitioner/supervisor assesses achievement of competence in practice.
- The medical practitioner/supervisor formally assesses the candidate nurse referrer's progress in the clinical setting using the assessment tool provided by the HEI.
- At the end of the education programme, the medical practitioner/supervisor "signs off" the candidate nurse referrer's competency booklet which is submitted to the relevant HEI. The candidate nurse referrer must pass the learning in practice assessment to successfully complete the education programme.

The Radiologist

It is recommended that the clinical component of the education programme undertaken in the clinical setting of each candidate nurse referrer - includes time with a consultant radiologist.

The commitment to support a nurse referrer of radiological procedures is confirmed through the inclusion of their signature on the "Site Declaration Form" which is part of the registered nurse application to the HEI for the education programme.

The main responsibilities of the Head of Radiology (Consultant Radiologist) include:

- Signing the Nurse Referral for Radiological Procedures "Site Declaration Form"
- Providing education session/s with a Consultant Radiologist in their location
- Membership of the Local Implementation Group for Nurse Referral for Radiological Procedures or the local Radiation Safety Committee.

Contact details for national lead:

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