



Oifig an Stiúirthóra Seirbhísí
Altranais & Cnáimhseachais

Office of the Nursing &
Midwifery Services Director

Application Guidelines

Nurse and Midwife Referral for Radiological Procedures

Education Programmes

March 2024

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



Information for:

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

Introduction

The Office of Nursing and Midwifery Services Director (ONMSD) Health Service Executive (HSE) provides funding for registered nurses and midwives employed in the HSE and HSE funded agencies (Section 38) to undertake the “Nurse Referral for Radiological Procedures Education Programme” provided by Higher Education Institutions (HEIs)/Education Providers (EPs). The HEIs/EPs are: University College Dublin (UCD), Trinity College Dublin (TCD), University College Cork (UCC) and Centres of Nurse and Midwifery Education (to be confirmed).

The education programme meets the requirements and standards laid down by the Nursing and Midwifery Board of Ireland (NMBI) “Nurse Authority to Refer for Radiological Procedures Standards and Requirements for Education Programmes” (2020). The programme consists of a minimum of 30 hours theoretical instruction, delivered through blended learning, online learning and distance learning, plus practice placement (no fewer than 10 episodes of care) and clinical instruction with a medical practitioner/mentor in the clinical area during the education programme.

There are a number of options to undertake the “Nurse Referral for Radiological Procedures Education Programme”. This programme is delivered as a standalone programme or integrated within Higher Diploma/Masters’ programmes. Applications are welcome from all clinical areas. Applicants are required to be a Registered Nurse or Registered Children’s Nurse on the active Nursing and Midwifery Board of Ireland (NMBI) Register. This document provides information for candidates who are seeking to undertake the standalone education programme.

The education programmes are also open to nurses employed in private health service providers who meet the entry criteria and are self-funding or funded by their employer.

It is essential that the health service provider is committed to supporting the applicant in developing safe nurse/midwife referral for radiological procedures in the appropriate setting based on patient/service need.

Please note you must complete two separate application forms

1. One for the relevant HEI to apply for a place on the education programme. The applicant is responsible for fully completing all aspects of the application form as part of the application process as per individual HEI requirements, applicants apply online – links found on the HEI Programme webpage.
 - The individual registered nurse/midwife applicant must meet the NMBI entry criteria and any other requirements of the individual HEI they are applying to (see information sheet one).
 - The “Site Declaration Form” which is part of the HEI application process must be signed by the Director of Nursing/Midwifery/Service Manager/Designate on behalf of the health service provider (see information sheet two).
 - The Medical Practitioner/Mentor must also sign the “Site Declaration Form” as a commitment to act as a mentor and provide instruction and supervision within the specific clinical practice area for the duration of the education programme. (See information sheet three). This must also be signed by the Head of Radiology (Radiology Consultant) (See information sheet four).

2. One for the ONMSD to secure funding for the education programme. In order to secure programme funding applicants will be required to fully complete an electronic Funding Application Form for Nurse Referral for Radiological Procedures Education Programme. The application form must be downloaded from: <https://healthservice.hse.ie/about-us/onmsd/education-and-continuous-professional-development/cpd-for-nurses-and-midwives/onmsd-sponsorship-schemes/medical-ionising-radiation-procedures.html>

- Applicants must complete all sections of this form in consultation with the Director of Nursing/Midwifery/Service Manager/Designate (see information sheet two).
- Please note to secure funding for the education programme the completed electronic application form must be submitted, by the Director of Nursing/Midwifery/Service Manager/Designate, prior to the application closing date for the relevant HEI. Incomplete funding application forms will not be accepted.

Information Sheet One: An Overview of the Higher Education Institution's / Education Providers Requirements

The registered nurse must seek the approval of their Director of Nursing/Midwifery/Service Manager/Designate to apply for the "Nurse Referral for Radiological Procedures Education Programme", or alternative pathway provided by the HEI/EP.

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

- Be a Registered Nurse or Registered Children's Nurse on the active Nursing and Midwifery Board of Ireland (NMBI) Register
- Have at least the equivalent of a minimum of one-year 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/midwife in the HSE or HSE funded agencies (Section 38) or a private health service provider
- Have support from their employer to undertake the programme
- Have nomination and confirmation of a designated medical practitioner/mentor.

HEI Application Process and Site Declaration Form

Applicants (registered nurse/midwife) can access the HEI application form which incorporates a "Site Declaration Form" from the relevant HEI/EP programme webpage:

- The applicant is responsible for fully completing all aspects of the HEI application form as part of the application process as per individual HEI/EP requirements
- The applicant must include the signature of the relevant Director of Nursing/ Midwifery/Service Manager/Designate, Medical Practitioner/Mentor and Consultant Radiologist on the "Site Declaration Form".

Information Sheet Two: Health Service Provider

Each health service provider where Nurse/Midwife Referral for Radiological Procedures is or has been introduced must have in place a local health service provider's Nurse/Midwife Referral for Radiological Procedures policy, procedure, protocol or guideline (PPPG) incorporating relevant legislation and regulatory requirements. Health service providers can adopt the "National Nurse and Midwife Authority to Refer for Radiological Procedures Guideline" (ONMSD, 2021) and develop addenda in relation to local governance arrangements or develop their own local PPPG.

Local governance arrangements to oversee the introduction and implementation of Nurse Referral for Radiological Procedures must be in place and include the following:

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 Referring Site Coordinator (RSC) delegated by the Director of Nursing/Midwifery/Service Manager/Designate to have responsibility for the initiative locally and for liaising with the HEI/EP and the HSE national lead for nurse referral for radiological procedures
- A named medical practitioner/mentor who has agreed to support the candidate nurse referrer through 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 registered nurse referrer for radiological procedures will have access to a computer, email and internet
- 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 and Director of Nursing/Midwifery/Service Manager/Designate to the ONMSD for approval for funding of the education programme
- Complete a sponsorship agreement with each candidate undertaking the education programme setting out the arrangements for study leave and financial support. The 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 services provider.

HSE National Database for Nurse and Midwife Referrers for Radiological Procedures Database

- The Radiological Site Coordinator / Director of Nursing/Midwifery/Service Manager/Designate requests the ONMSD National lead for radiological procedures to enter the name of the nurse referrer onto the national database
- The ONMSD National lead for radiological procedures provides the nurse referrer with data base access and confirms this to the Radiological Site Coordinator / Director of Nursing/Midwifery/Service Manager/Designate.
- The Director of Nursing/Midwifery/Service Manager/Designate then authorises in writing the nurse to commence referrals for radiological procedures and informs the Head of Radiology (Consultant Radiologist).

Information Sheet Three: The Medical Practitioner/Mentor

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 mentor for the duration of the programme. The medical practitioner/mentor 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/mentor is confirmed through the inclusion of their signature on the "Site Declaration Form", which is part of the registered nurse application to the HEI/EP for the education programme.

Each HEI/EP 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/mentor include:

- On commencement of the education programme, the candidate nurse referrer and the medical practitioner/mentor 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/mentor 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 (at least ten episodes of supervised practice documented and recorded as a demonstration of competence)
- The medical practitioner/mentor and candidate nurse referrer meet formally on two occasions to review progress as per the HEIs requirements
- The medical practitioner/mentor assesses achievement of competence in practice
- The medical practitioner/mentor formally assesses the candidate nurse referrer's progress in the clinical setting using the assessment tool provided by the HEI/EP
- At the end of the education programme, the medical practitioner/mentor "signs off" the candidate nurse referrer's competence booklet. The candidate nurse referrer must pass the learning in practice assessment in order to successfully complete the education programme.

Information Sheet Four: 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/EP 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 organisation
- Membership of the Local Implementation Group for Nurse Referral for Radiological Procedures or the local Radiation Safety Committee.

Upon successful completion of the standalone "Nurse Referral for Radiological Procedures Education Programme" the registered nurse receives a certificate/transcript from the education provider (for candidates undertaking the MSc/Higher Diploma in advanced practice this is included within their transcript).

- A copy of the certificate/transcript is submitted by the registered nurse to the Director of Nursing/Midwifery/Service Manager/Designate.
- The Radiological Site Coordinator / Director of Nursing/Midwifery/Service Manager/Designate requests the ONMSD National lead for radiological procedures to enter the name of the nurse referrer onto the "HSE National Database for Nurse and Midwife Referrers for Radiological Procedures".
- The ONMSD National lead for radiological procedures provides the nurse referrer with data base access and confirms this to the Radiological Site Coordinator / Director of Nursing/Midwifery/Service Manager/Designate.
- The Director of Nursing/Midwifery/Service Manager/Designate then authorises in writing the nurse to commence referrals for radiological procedures.
- The Director of Nursing/Midwifery/Service Manager/Designate informs the Head of Radiology (Consultant Radiologist) of the nurse's authority to commence referrals for radiological procedures in the health service provider.

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