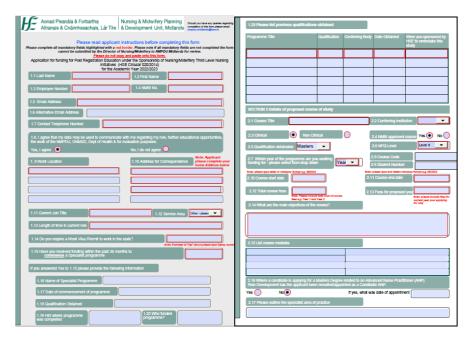
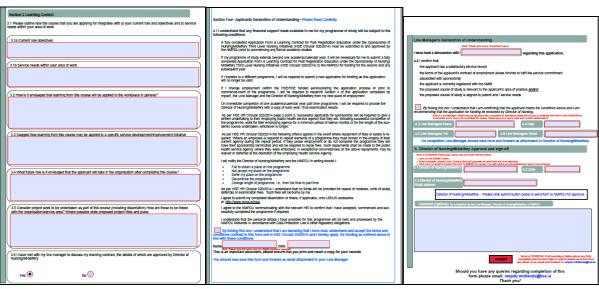
Instructions for completing Application form for funding for Post Registration Education under the Sponsorship of Nursing/Midwifery Third Level Nursing Initiatives (HSE Circular 020/2014)

- 1. Please open attached PDF application form and save as your First name and Surname to your computer
 - 1. Applicant must type in all fields from Section 1.1 to 4.1
 - 2. **Line Manager** must type in all fields in **Section 4.2** "Line Manager's Declaration of Understanding"
 - 3. **Director of Nursing/Midwifery/Head of Service** must type in all fields in **Section 5** "Director of Nursing/Midwifery/**Head of Service** Approval and sign-off"
- 2. All mandatory fields as highlighted below with a red border _____ must be typed in





Please note:

- Section 1.12 (Service area) and Section 2.2 (Conferring institution) have drop down boxes containing the most common answers. If your work area or institution is not listed you may type it in.
- Section 1.14 (Work Visa) If you answer "yes" to this question you will be required to provide evidence that the terms of your work visa and contract are of sufficient length to allow you to fulfil the service requirement associated with sponsorship. (See Declaration of Understanding)
- **Section 4.1** (Conditions) Please read the declaration of Understanding and **Tick** √ the box to indicate your acceptance of the Conditions and type your name and the date.
- 4. Review the form carefully to ensure that you have typed in the data in all mandatory fields (highlighted with a red border). Please note if a mandatory field is left blank your Director of Nursing/Midwifery/Head of Service will not be able to submit the funding application.
- 5. **Save the form** and email as an attachment to your **line manager to complete** "Line Manager's Declaration of Understanding" **Section 4.2**
- 6. Your **Line Manager** must email the form as an attachment to your **Director of Nursing/Midwifery** who will submit the form on your behalf to NMPDU for approval
- 7. Please note that your Director will be unable to submit the application form if there are incomplete fields on the form.

If you have any queries in relation to this please contact Jennifer O'Shaughnessy/Sheila Browne:

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