

**Procedure on Staff Development**

Policy     Procedure     Protocol     Guideline

**Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)**

<b>Title of PPPG Development Group:</b>	Consortium of Centres of Nursing and Midwifery Education (CCNME)		
<b>Approved by:</b>	Academic Council: 04/11/2022		
<b>Reference Number:</b>	CCNME04(4)/2022		
<b>Version Number:</b>	1		
<b>Publication Date:</b>	2022		
<b>Date for revision:</b>	2025		
<b>Online Location:</b>	<a href="https://healthservice.hse.ie/filelibrary/onmsd/procedure-on-staff-development.pdf">https://healthservice.hse.ie/filelibrary/onmsd/procedure-on-staff-development.pdf</a>		
<b>Version</b>	<b>Date Approved</b>	<b>List section numbers changed</b>	<b>Author</b>

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## 1.0 Purpose

The CCNME promotes a range of opportunities for staff to develop their practice in line with education, teaching, research and emerging and new education technologies.

## 2.0 Procedure

### 2.1 Staff Development Practices

2.1.1 Staff are encouraged to create a Personal Development Plan (PDP) in line with their existing local reporting relationships and available resources to proactively manage their own learning and development.

2.1.2 The PDP provide individuals with a clear framework for

2.1.2.1 Undertaking a self-assessment of their competencies and current situation;

2.1.2.2 Identifying where they would like to be in the future;

2.1.2.3 Developing a plan outlining the learning and development required;

2.1.2.4 Undertake activities that expand current knowledge e.g. education forums.

2.1.3 Access online education and training resources e.g. HSELand/Conferences/Webinars/Teaching and Learning in a Digital World/Education forums for teaching and learning.

2.1.4 Promote Attendance at appropriate QQI briefings – as relevant to their role.

2.1.5 Maintain and submit a record of attendance of education / training annually inclusive of mandatory training.

## 3.0 Document Control

Document Title	<b>Procedure on Staff Development</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting Documentation	<ul style="list-style-type: none"><li>• European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> [online]. Available from: <a href="https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf">https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf</a> [accessed 22 April 2022].</li><li>• <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.57 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html</a> [accessed 31 January 2022].</li><li>• Quality and Qualifications Ireland (QQI). (2016). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all</i></li></ul>	

	<p><i>Providers</i> [online]. Available from:  <a href="https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf">https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf</a> [accessed 30 January 2022].</p>
Related Policies & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Staff Development</a> [PDF, 4 Pages]</li> <li>• <a href="#">Policy on Staff Communication</a> [PDF, 4 Pages]</li> <li>• <a href="#">Procedure on Staff Communication</a> [PDF, 4 Pages]</li> </ul>