

PROFESSIONAL
STANDARDS

NURSING &
MIDWIFERY

Policy for Programme Approval and Monitoring Processes



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

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01

Introduction

NMBI is the regulatory body for the professions of nursing and midwifery in Ireland. Our vision is to provide leadership to registered nurses and midwives in delivering safe care to patients, their families and society. Our mission is to protect the public and the integrity of the professions of nursing and midwifery through the promotion of high standards of education, training and professional conduct.

We do this by:

- maintaining a Register of Nurses and Midwives
- promoting high standards of professional education, training and practice
- promoting high standards of professional conduct amongst nurses and midwives, and
- investigating and considering complaints against nurses and midwives.

NMBI sets the standards and requirements for registration in any division of the register and specialist nursing and midwifery qualifications. NMBI sets the criteria for the approval of a body seeking to deliver an education and training programme and monitors adherence to these criteria to ensure ongoing compliance.

This document presents an updated approach to the approval and monitoring of nursing and midwifery education and training programmes. It outlines the role of NMBI, education bodies and their Associated Health Care Providers (AHCPs) in our programme approval and monitoring processes.

The processes outlined in this document relate to programme approval and monitoring of all pre first time registration programmes, post-registration programmes leading to registration and specialist nursing and midwifery education and training programmes. The processes are informed by our primary legislation, statutory instruments, our statement of strategy and our funding model.

The document is divided into four sections:

1. Overview of NMBI programme approval and monitoring processes
2. Programme approval process
3. Programme monitoring process
4. Publishing inspection reports.

02

**Overview of NMBI
Programme Approval
and Monitoring
Processes**

2.1 Legislative basis

Section 85 of the Nurses and Midwives Act, 2011 (the Act)¹, provides for:

- the setting and publishing of standards for nursing and midwifery education and training for first time registration and post-registration specialist nursing and midwifery qualifications,
- approval of programmes of pre first time registration, post-registration leading to registration and specialist nursing and midwifery education and training,
- monitoring adherence to the standards of nursing and midwifery education and training for first time registration and post-registration specialist nursing and midwifery qualifications
- inspection of approved bodies to ensure ongoing compliance with criteria set out in the Rules (S.I. 218 of 2018 Nurses and Midwives (Education and Training) Rules 2018, S.I. 501 of 2020 Nurses and Midwives (Education and Training) Amendment Rules 2020):
 - compliance with relevant standards and requirements
 - minimum governance requirements relating to the delivery of programmes
 - an indicative curriculum that is responsive to current healthcare needs
 - have regard to the National Framework of Qualifications.
- inspection of places where training takes place
- publishing details of all inspections.

2.2 Standards and Requirements

The approval and monitoring of nursing and midwifery education and training programmes is based on the standards and requirements developed for each of the programmes (see full list in Appendix 1). The standards and requirements provide guidance for education bodies and the AHCPs in relation to the development, approval, delivery, assessment and monitoring of education and training programmes. They are developed and updated in consultation with registrants, education providers and a wide range of stakeholders including public representative groups.

Approved programmes are required to meet all the relevant standards and requirements.

¹ Government of Ireland. *Nurses and Midwives Act (2011)* Dublin: Stationery Office.

2.3 Programme Approval

An application by an education body for approval to deliver a new pre first time registration programme, a post-registration programme leading to registration, or a specialist nursing or midwifery education and training programme shall²:

- satisfy the Board that it complies with the relevant standards and requirements
- set out minimum governance requirements relating to the delivery of programmes
- incorporate an indicative curriculum that is responsive to current healthcare needs, and
- have regard to the National Framework of Qualifications.

Applications for approval to deliver a new education and training programme can be made by an existing approved education body or by an education body not previously approved by the Board. There are distinct processes for previously approved education bodies and for education bodies applying for programme approval for the first time.

At the end of the approval process the Board, after it has consulted with the Minister for Further and Higher Education, Research, Innovation and Science (the Minister), can, where appropriate:

- approve such programmes and bodies which may deliver such programmes, or
- approve subject to conditions attached to the approval of programmes and bodies which may deliver such programmes, or
- refuse to approve a body as a body which may deliver such programmes.

Once a programme has been approved by the Board the programme moves to the programme monitoring phase.

2.4 Programme Monitoring

Programme monitoring commences once a programme has been approved by the Board. The purpose of monitoring is to ensure ongoing compliance with the standards and requirements. There are three elements involved in the monitoring of programmes:

² Government of Ireland. *Nurses and Midwives (Education and Training) Rules* (2018). S.I. No. 218 of 2018.

Site Inspections

The Board will inspect bodies approved to deliver education and training programmes, at intervals not exceeding five years, to ensure ongoing compliance with the relevant standards and requirements. The site inspection involves the completion of a self-assessment audit by the education body, a visit by a site inspection team to the education body and a review of all programmes leading to registration in any division of the register and specialist programmes not leading to registration. The site inspection also includes a visit by a site inspection team to a sample of the AHCPs associated with the education programmes. Site inspections can be in-person, virtual or a combination of in-person and virtual.

The site inspection team, having carried out the inspection, will prepare a written report setting out its findings and recommendations for the Education, Training and Standards Committee³ (ETS). Where more than one programme is being reviewed, during an inspection, separate reports will be prepared for each programme. The ETS can recommend to the Board to continue to approve an education and training programme and the decision to continue to approve a programme will be made by the Board. Where the ETS recommends continued approval with certain specified conditions, deferral of the decision on continued approval pending the resolution of specified issues of concern or withdrawal of approval of an education and training programme the ETS will escalate the decision to the Board.

Site inspection reports are published on the Board's website.

Annual Reports

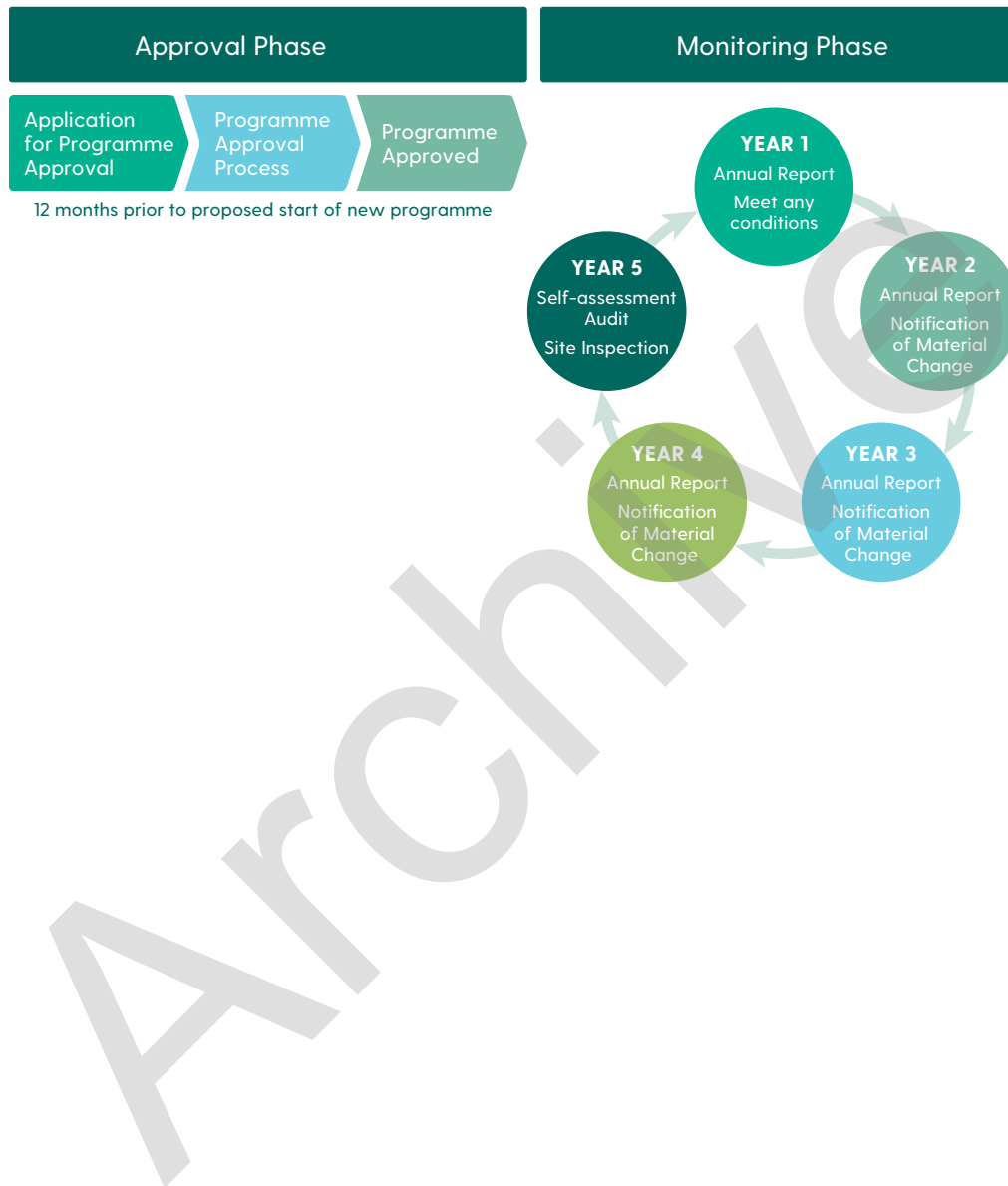
All education bodies, in association with their partner AHCPs, are required to submit a report to NMBI in June each year in relation to the continued compliance of their programme/s with the standards and requirements and an update on any conditions the Board may have imposed. A template for the Annual Report is available on the NMBI website. Annual reports are not published, however, compliance with conditions imposed at initial approval or as an outcome of a site inspection will be published on the website as an update/addendum to the previously published site inspection report which set out the conditions to be met.

Notification of Proposed Material Changes

An education body approved to deliver an education and training programme is required to notify the Board of any proposed material change to the programme and to receive approval for the change in advance of implementing the change.

³ The Education Training and Standards Committee (ETS) is a committee of the Nursing and Midwifery Board of Ireland.

Figure 1: Overview of NMBI Programme Approval and Monitoring Processes



Archive

03

Programme
Approval
Process

3.1 Introduction

Section 85(2) of the Nurses and Midwives Act, 2011 provides for the approval of programmes of education and training in nursing and midwifery at pre first time registration, post registration leading to registration and specialist nursing and midwifery programmes. Approval must be in accordance with the relevant criteria specified in the rules. The criteria specified in the Nurses and Midwifery (Education and Training) Rules 2018 state that the body shall:

- satisfy the Board that the programme will comply with the relevant standards and criteria
- set out minimum governance requirements relating to the delivery of the programme, including long-term commitment, staffing, premises, facilities, funding, policies, procedures and organisational structures
- incorporate an indicative syllabus that is responsive to current healthcare needs, and
- have regard to the National Framework of Qualifications kept and maintained in accordance with section 43 of the Qualification and Quality Assurance (Education and Training) Act 2012.

This section sets out two programme approval processes:

- Process for initial approval of an education body to deliver an education and training programme
- Process for approval of a new programme in a previously approved education body.

3.2 Process for initial approval of an education body to deliver education and training programme

The process for an education body seeking initial approval from the Board to deliver an education and training programme includes the following stages:

Application

The education body seeking approval to deliver an education and training programme for the first time will express, in writing to NMBI, their intent to develop a new pre first time registration programme, a post registration programme leading to registration or a specialist nursing and midwifery programme.

Meeting with NMBI personnel

A preliminary meeting will be set up with the Director of Education, Policy and Standards or the Director of Midwifery, as appropriate, to discuss the approval process.

Self-assessment audit

The education body will complete a self-assessment audit (template provided by NMBI) in accordance with the relevant standards and requirements, compile all the relevant documentation and submit the application to NMBI twelve months in advance of the proposed commencement date for the programme.

Review of application

A desk-based review of the application will be carried out to ensure compliance with the criteria for approval of programmes, see above. At any stage NMBI may request further information from the education body in support of its application.

The application will be presented to the ETS for its consideration and for approval to proceed and undertake a site inspection.

Site inspection

The Board will appoint a site inspection team to assess the application, carry out the site inspection and prepare a draft written report. The inspection team will comprise persons with relevant knowledge and experience. The site inspection will include the education body and a sample of their proposed AHCP partners and is designed to ensure compliance with the standards and requirements. The schedule for the inspection will be agreed between NMBI and the education body.

After the site inspection

The education body will be provided with a copy of the site inspectors draft report and may submit its comments and observations on the factual accuracy of the report within the period specified (not being less than one month). The ETS will be provided with the report from the desk - based review and the report from the site inspectors for its consideration. The Committee will make a recommendation to the Board to grant its approval of the programme, grant its approval the programme subject to certain specified conditions or refuse to approve the programme.

Decision by the Board

The Board, having considered the application and the recommendations of the ETS, and having consulted with the Minister, will make its decision to:

- grant its approval of a proposed education and training programme
- grant its approval of a proposed education and training programme subject to certain specified conditions
- refuse to grant approval of a proposed education and training programme on the basis of specified reasons
- refuse to approve the body as a body which may deliver such programmes on the basis of specified reasons.

Approval with conditions

Conditions attached to the approval of a programme must be met on or before the deadline set by the Board. A report on meeting conditions attached to the approval will be presented to the ETS for consideration and a recommendation will be made to the Board. The Board, having consulted with the Minister, can amend or remove the conditions attached to the approval of the programme.

In extraneous circumstances an education body could request an extension to the period of approval for a programme or an extension to the period for meeting a particular condition imposed by the Board. Such requests would have to be made in writing in good time and the request for such extension would have to be approved by the ETS.

Refusal to approve a proposed programme or a body which may deliver such programmes

Where the Board is unable to grant approval to a programme or refuses to grant approval to an education body that delivers education programmes, it will notify the body setting out the reasons. The body has the right to respond to the Board in relation to the matters raised. This response should be received within a reasonable amount of time as specified by the Board (the amount of time shall not be less than one month beginning on the date that the reasons were notified). The Board, taking into consideration the reasons notified and any resolutions it may receive from the body, will then decide on the outcome and it will notify the body accordingly. This decision will be effective from the date of notification.

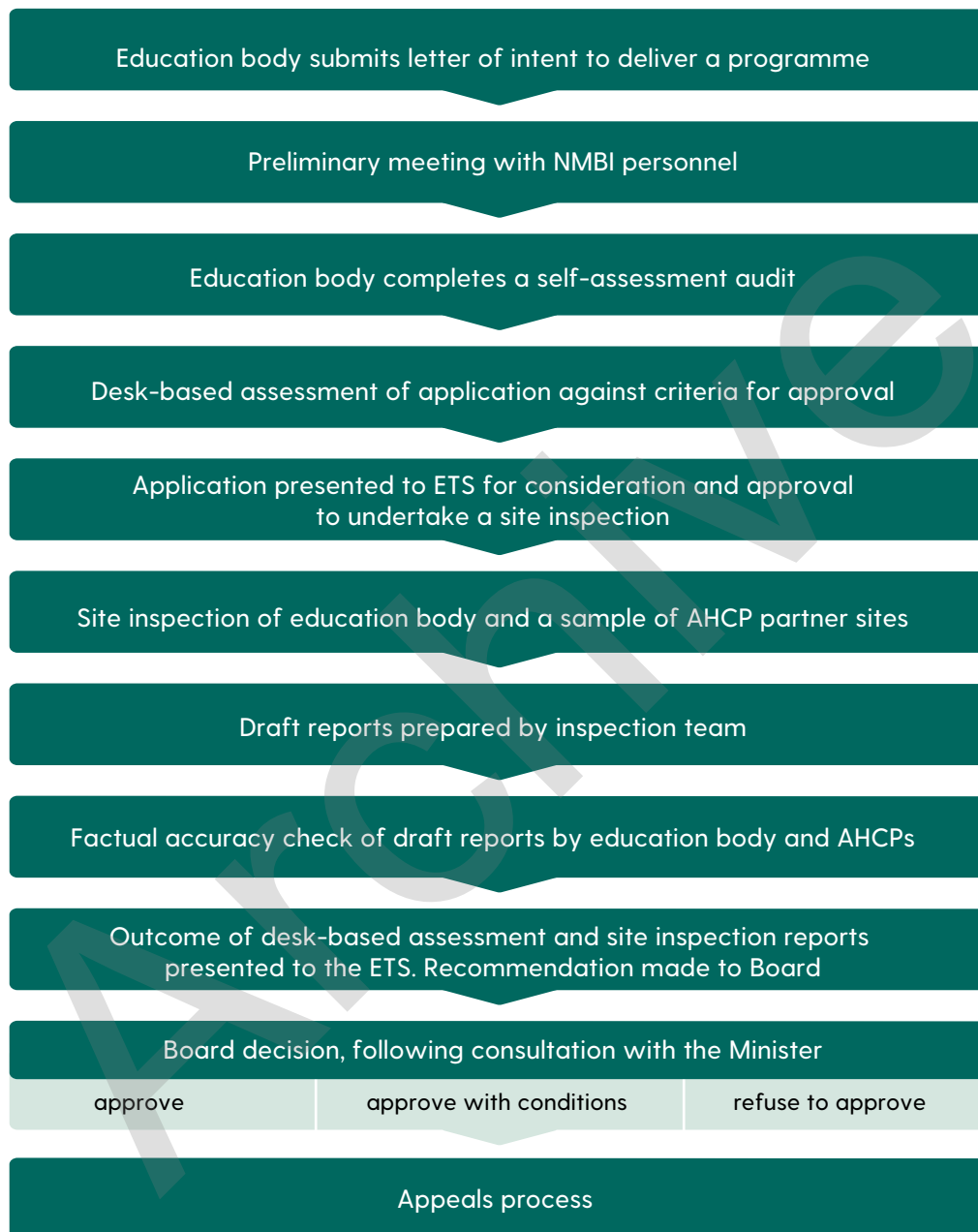
Appeal against the Board's decision

An education body can appeal the decision of the Board to the High Court under section 86 of the Act not later than 21 days after receiving notice of the Board's decision. A copy of the relevant section of the Act will be included with the notice of the decision of the Board.

Publication of the Board's decision

A decision by the Board to approve an education body as a body which may deliver education and training programmes and named education and training programme/s under section 85(2)(a) of the Act, including approval with conditions, will be published on the NMBI website.

Figure 2: Flowchart for initial approval of an education body to deliver programmes



3.3 Application for approval of a new programme in a previously approved education body

An application for approval of a new pre first time registration programme, a post registration programme leading to registration or a specialist education programme from an education body with existing approval to deliver education programmes consists of a desk-based process only (see Figure 3).

The education body will complete a self-assessment audit (template provided by NMBI) in relation to the appropriate standards and requirements, compile all the relevant documentation and submit the application to NMBI at least nine months in advance of the proposed commencement date for the programme.

Following the desk-based review of all documentation a report will be prepared for information, input and preparation of recommendation/s by the ETS to the Board. The Board, having considered the application and any recommendations of the ETS Committee, and following consultation with the Minister, shall:

- grant its approval of the proposed education programme
- grant approval of the proposed education programme with such conditions as may be relevant and necessary, or
- refuse to grant approval of the proposed education programme on the basis of specified reasons.

A decision of the Board to approve an education programme under section 85(2) (a) of the Act, including approval with conditions, will be published on the NMBI website.

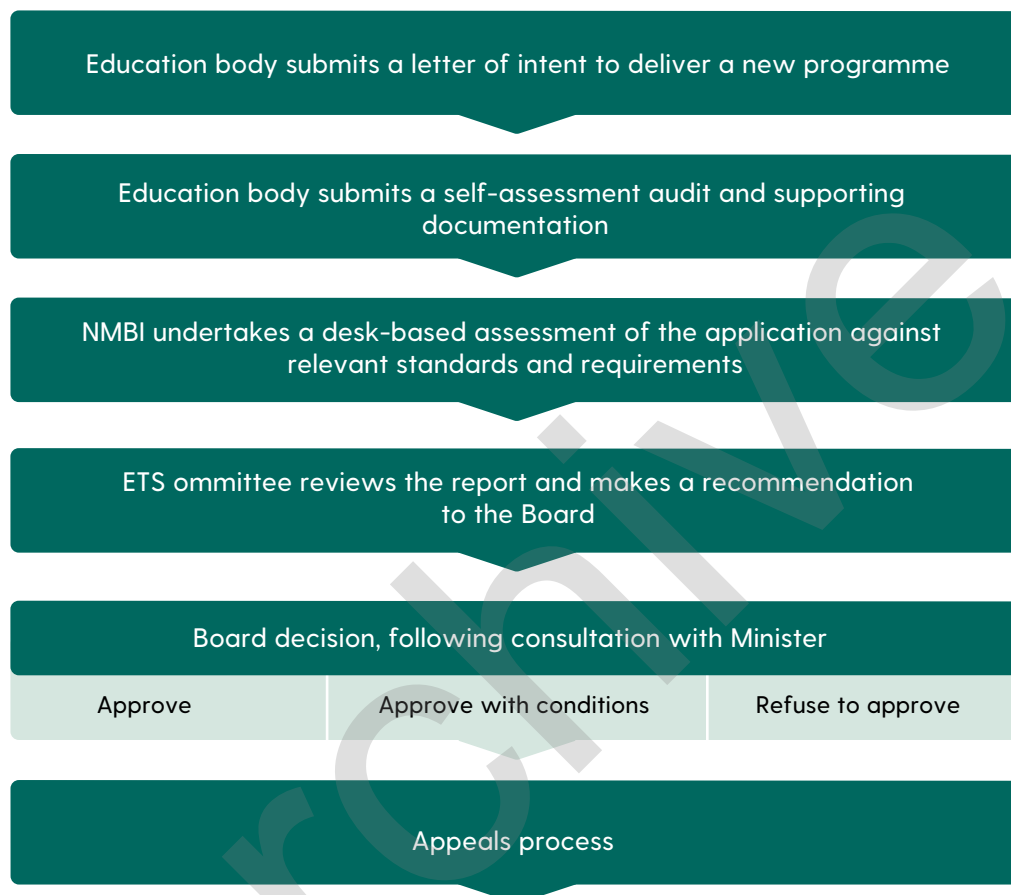
Refusal to approve a programme

Where the Board proposes to adopt a resolution that would have the effect of refusing to grant its approval of a proposed education programme, it will notify the body proposing to deliver the programme accordingly. Any such notification will include a statement that the body has the right to make observations to the Board in response to the matters raised, within the period of time specified by the Board (which will not be less than one month beginning on the date on which the reasons were notified to the body). The Board will take no further steps before the period granted for a response from the body has expired. The Board, taking into account the reasons notified, and any representations it may receive from the body concerned, will decide whether to adopt the resolution as proposed or alter the proposed resolution and it will notify the body accordingly. The decision will be effective from that date of the decision.

Appeals

The Board shall inform a body the subject of a decision to refuse to grant approval of a programme of the body's right to appeal that decision to the High Court under section 86 of the Act.

Figure 3: Flowchart for approval for a new programme in a previously approved education body



04

**Programme
Monitoring
Process**

4.1 Introduction

Section 85 of the Nurses and Midwives Act, 2011 provides for monitoring adherence to the standards and requirements for nursing and midwifery education and training. The Board achieves this through site inspections of education bodies and their associated AHCPs and the review of Annual Reports from education bodies. In addition, education bodies are required to notify the Board of any proposed material change to the programme.

The processes associated with site inspections, Annual Reports and notification of any proposed material change to the programme are detailed in this section.

4.2 Site Inspections

Schedule for site inspections

A site inspection will take place, at least once in a 5-year cycle, to each education body approved to deliver an education programme, to monitor ongoing compliance with the relevant standards and requirements and any guidelines on curriculum issues and content. During the site inspection the Board will review all programmes leading to registration in any division of the register, specialist nursing and midwifery programmes and a sample of AHCP sites linked to individual programmes.

Site inspections also take place when an education body applies for initial approval to deliver a nursing or midwifery education programme.

A site inspection could be scheduled by the Board at a time outside the 5-year cycle in certain circumstances, for example, where there are such significant material changes to a programme/s that the Board recommends an additional site inspection or if conditions imposed by the Board require a follow up inspection.

Notice of site inspection

One year before the end of the 5-year cycle a formal notice will be issued to the education body to commence the review process for the approved education and training programme/s and to prepare a self-assessment audit of each approved programme. A meeting will be organised between NMBI and a nominated site visit lead from the education body to discuss document requirements and scheduling arrangements for the site visit six months prior to the site visit occurring. The education body will be required to submit the audit report and all supporting documentation, highlighting any changes or updates to the programme by a given date. It is the responsibility of the education body to submit details of all programmes they wish to continue to offer. A programme not submitted will not be approved to continue and will be removed from the published list of approved programmes on the NMBI website.

Pre-inspection arrangements

NMBI will agree dates for the site inspection with the education body. The education body will nominate a member of staff to lead the site inspection process. NMBI will request details of all AHCPs, including associated documentation and access to all sites.

Selection of clinical placement sites for inspection

Assessment of AHCP suitability is delegated to the education provider. NMBI provides an audit tool to support the determination of suitability of a clinical site vis-à-vis NMBI's standards and requirements. NMBI will conduct AHCP site inspections to audit compliance with the standards and requirements for clinical components of the programme. Previously a sample size of 30% of AHCP sites was agreed by the Board, however, this will now be calculated on a risk basis for each education body. NMBI will confirm the clinical placement sites to be visited as part of the site inspection.

NMBI uses a number of metrics to identify clinical sites for inspection, including:

- a move towards a more risk-based approach to selection of sites
- prioritisation of new programmes
- high volume sites
- high profile sites
- a site will not usually be revisited within the same 5-year cycle
- sites with change of ownership/structure
- date of previous inspection, and
- outcome of previous inspection.

Site inspection team

The Board will appoint a site inspection team to review the self-assessment audit tool and relevant supporting documentation, carry out the site inspections and prepare a written report. The site inspection team will comprise persons with relevant knowledge and experience.

The site inspection team will meet with NMBI executive to discuss the documentation received and the upcoming visit process. The education body will be notified of issues to be clarified or further documentation required prior to the site visit.

Site inspection

Education body

The timetable for the site inspection will be finalised a few days in advance of the visit. Education bodies will be advised of the format and purpose of each meeting and any requirements for presentations by staff.

If, during the site inspection, the inspection team has serious concerns regarding the education body these concerns will be discussed with the designated liaison person to determine a course of action. This will be brought to the attention of Head of School in the Department of Nursing/Midwifery or other relevant personnel.

Clinical placement sites

Clinical placement sites will be selected and informed at least six weeks prior to proposed inspection. The timetable and agenda for the site inspectors will be agreed in advance. The agenda will include a presentation from the clinical site outlining nursing and/or midwifery services available. The self-assessment audit completed by the clinical site will be reviewed by the site inspector in advance of the site inspection and evidence supporting the self-assessment will be requested during the site inspection. It is the responsibility of the clinical sites to provide evidence requested to support the self-assessment audit.

Post site inspection

The site inspection team for the education body will meet to discuss the findings from the site inspection, to determine areas of good practice/commendations and make their recommendations regarding the continued approval of each programme. The site inspection team will prepare a draft written report.

The site inspection team for the clinical site inspections will prepare a draft written report for clinical sites inspected to include their recommendation on continued approval, any recommendations to management of the clinical site and any conditions that may be attached to the programme approval.

A copy of the relevant draft reports will be sent to the education body and the clinical partners to check for factual accuracy.

Outcome of site inspection

Education body

The draft report will be brought to the ETS Committee. The Committee can recommend to the Board whether to continue to approve an education programme. A recommendation to continue to approve an education programme subject to certain specified conditions or to withdraw approval of an education programme on the basis of specified reasons will be escalated to the Board for a decision.

Clinical placement sites

The draft report will be brought to the ETS Committee. The Committee can recommend to the Board to continue to approve the clinical placement site. A recommendation to continue to approve a clinical placement site subject to certain specified conditions or to withdraw approval of the clinical placement site on the basis of specified reasons will be escalated to the Board for a decision. Where conditions relating to the continued suitability of the clinical placement site are involved the conditions will be attached to the related education programme. It will be the shared responsibility of the education body and the clinical placement site to ensure that such conditions are met.

The outcome of a clinical placement site inspection can include recommendations to the management of the clinical site on any improvements in nursing and midwifery education and training standards or any other issues arising from such inspections.

Shared clinical sites

ACHP sites can be shared by two or more education bodies. A site (for example a specific ward) visited in relation to one education programme will not usually be visited again until the next 5-year cycle. In the event there is a significant issue arising from the site inspection that merits escalating, there are several options available including notification to the CEO of NMBI who can, depending on the scale of seriousness, contact the Hospital Management, and if needed it can be escalated to the Hospital Group Director of Nursing or the Hospital Group CEO or the NMBI Board.

Publication of site inspection reports

Summary inspection reports for the education body, the individual education and training programmes and the individual clinical placement sites will be published on the NMBI website (see Section 4).

Figure 4: Flowchart for a site inspection to an education body



Figure 5: Flowchart for site inspections to a clinical placement, as a component of education body site inspection



4.3 Annual Report

Education bodies are required to provide the Board with an Annual Report, jointly prepared by the education body and their AHCPs, in relation to ongoing compliance of their programme/s with the relevant standards and requirements and a report on meeting specified conditions previously imposed by the Board.

A template for the Annual Report is provided by the Board (see Appendix 2). The template enables the education body report on all pre-registration programmes, all post-registration programmes and all specialist programmes. The template includes a core set of data to be collected each year, e.g. student numbers, attrition rates. The template can be amended by NMBI to address or gather information about particular themes in a given year (e.g. practices in the context of Covid-19 pandemic).

Annual reports are submitted on or before 30th June each year or as otherwise communicated by the Board. A one-month extension to this deadline may be requested in writing by the third week in February with a valid reason for such request.

Annual reports will be reviewed by NMBI executive, and a summary report will be presented to the ETS Committee annually detailing education body declarations of continued compliance with standards and requirements and a report on compliance with conditions imposed at initial approval stage or following a site inspection.

The Annual Report may not be required the year that the site inspection takes place, to be advised by NMBI.

Failure to submit an Annual Report will be referred to the ETS Committee for consideration and recommended action, which could include an additional site inspection.

The Annual Report template includes the following information:

- Report on conditions attached to initial programme approval
- Report on conditions attached to ongoing monitoring of programmes (site inspections)
- A declaration by management that the programme/s continue to meet the standards and requirements
- Data relating to student numbers on all approved programmes, including attrition rates
- Notification of proposed or approved material changes to programme/s, see below
- Feedback/information/data related to a particular theme/topic selected by NMBI in a given year.

Annual reports are not published, however, compliance with conditions imposed at initial approval or as an outcome of a site inspection will be published on the website as an addendum to the previously published site inspection report which set out the conditions to be met.

4.4 Notification of proposed material change

Education bodies are required to notify the Board of any proposed material change to an education programme. A material change is a change that might be considered relevant to the continued approval of a programme. The education body should explain how the proposed change would enable the standards and requirements to continue to be met.

Where possible the Board should be notified of proposed material change in the Annual Report (end of June). Where this is not possible the education body can notify the Board in writing at the most appropriate time. Material changes will be approved by the executive, or they can be escalated to the ETS Committee for a decision.

Approval for the proposed material change must be received by the education body before the change is applied to the programme. The education body should record in their Annual Report all approved material changes that have been applied to programmes.

05

**Publication
of inspection
reports**

The 2011 Act requires NMBI to publish details of all inspections on its website. NMBI will publish a summary report following a site inspection of an education body and a summary report for each programme reviewed as part of that site inspection from Summer 2021. NMBI will incorporate a summary report for each clinical site inspected into the education body report.

The report template will include a description of NMBI approval or monitoring processes with particular focus on the role of site inspections and a description of the type of documentation that is involved in the site inspection – site inspection audit tool, type of evidence provided etc.

5.1 Education body summary report

The education body summary report will include:

- A table with the relevant indicators (governance, student supports etc.) and the finding in relation to each indicator – fully compliant (FC), partially compliant (PC) or non-compliant (NC)
- Any conditions attached to the continued approval of the education body
- Any commendations – aspects of good practice observed as part of the site inspection.

5.2 Education programme summary report

The individual education and training programme summary report will include:

- A table with the indicators relevant to the education programme and the finding in relation to each indicator - fully compliant (FC), partially compliant (PC) or non-compliant (NC)
- Any commendations – aspects good practice observed as part of the site inspection
- The decision of the Board following the site inspection:
 - to continue to approve the education and training programme
 - to continue to approve the education and training programme with conditions
 - to defer approval of the education and training programme pending the resolution, to the satisfaction of the Board, of specified issues of concern arising from the inspection, or
 - to withdraw approval for the education and training programme on the basis of specified reasons.
- Any conditions applied to the education and training programme arising from the inspection process with a timeline for reporting on such conditions.
- Conditions applied to a clinical placement site/s associated with the education and training programme will be attached to the relevant education and training programme.

5.3 Practice placement site summary report

Details of the practice placement site inspection will be incorporated into the overall education body report. These details may include:

- Any recommendations to the management of clinical placement site on any improvements to nursing and midwifery education and training standards
- The decision of the Board following the clinical placement site inspection:
 - to continue to approve the clinical placement site,
 - to continue to approve the clinical placement site with conditions,
 - to defer approval of the clinical placement site pending the resolution to the satisfaction of the Board, of specified issues of concern arising from the inspections, or
 - to withdraw approval for the clinical placement site on the basis of specified reasons.

Conditions applied to a clinical placement site/s will be attached to the relevant education programme. It is the joint responsibility of the education body and their AHCP partners to address conditions applied to the clinical sites. Education bodies are required to provide a progress update in relation to such conditions in their Annual Report. An addendum to the published site inspection report will be applied once the conditions have been met.



Archive

Appendices

Appendix 1: Relevant documentation

Nurses and Midwives Act (NMA) 2011

Regulated Professions (Health and Social Care) (Amendment) Act 2020

Nurses and Midwives (Education and Training) Rules 2018 – SI No 218 of 2018

Nurses and Midwives (Education and Training) (Amendment) Rules 2020 – SI No 501 of 2020

NMBI (2021) Intellectual Disability Nurse Post Registration Education Programmes Standards and Requirements

NMBI (2018) Psychiatric Nurse Post Registration Education Programme Standards and Requirements

NMBI (2018) Children's Nurse Post Registration Standards and Requirements

NMBI (2018) Advanced Practice (Midwifery) Standards and Requirements

NMBI (2017) Advanced Practice (Nursing) Standards and Requirements

NMBI (2016) Nurse Registration Programmes Standards and Requirements

NMBI (2020) Midwife Registration Programme Standards and Requirements

NMBI (2015) Midwife Registration Education Post-RGN Programme Standards and Requirements

NMBI (2010) Post Registration Nursing and Midwifery Programmes Standards and Requirements

NMBI (2007) Nurse Tutor Registration Programme Standards and Requirements

NMBI (2007) Prescriptive Authority for Nurses and Midwives Standards and Requirements

NMBI (2005) Public Health Nursing Education Programme Standards and Requirements

Directive 2005/36/EC and 2013/55/EU on the Recognition of Professional Qualifications

Qualifications and Quality Assurance (Education and Training) Act 2012 (No. 28 of 2012)

S.I. No.8 of 2017 European Union (Recognition of Professional Qualifications) Regulation 2017

Appendix 2: Annual Report Template

Education Bodies Annual Report Template



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

ACADEMIC YEAR _____

The Education Bodies Annual Report relates to nursing and midwifery programmes leading to registration and specialist programmes not leading to registration.

The Annual Report is to be completed and returned to the NMBI by _____

The Annual Report should be completed in partnership with AHCPs and signed by the Head of School. This template should be used when preparing the Annual Report.

Name of the education body:

Address of education body:

Programme co-ordinator:

Date of most recent NMBI programme approval:

Date of last NMBI site inspection:

List of all Associated Health Care Providers (AHCPs) for programmes leading to registration and specialist programmes not leading to registration:

--

Please highlight any new clinical partners sites added during academic year ending _____

Name of AHCP	Name of linked programme

List of NMBI approved programmes leading to registration and specialist programmes not leading to registration currently offered by the education body

No.	Name of programme
1	
2	
3	
4	
5	

List of approved programmes leading to registration and specialist programmes not leading to registration that are not being delivered by the education body in _____

No.	Name of approved programme	Reason programme is not being offered
1		
2		
3		
4		
5		

Dates of Local Joint Working Group (LJWG) Meetings in last 12 months:

1	
2	
3	

Update on condition(s) and recommendation(s) in respect of programme approval and site inspections.

Condition(s) for approval (if applicable):

1	
2	
3	

Please provide an update on how each of the conditions is being met and attach appropriate evidence/documentation to this report

Recommendations

1	
2	
3	

Please provide an update on how each of the recommendations is being addressed and attach appropriate evidence/documentation to this report

Student Numbers

Current student numbers by programme as of April _____. Include all programmes here.

Programme name	No. of places allocated	Prog. Duration	Year 1	Year 2	Year 3	Year 4

Attrition rates per year (as of end April _____)

Programme name	Year 1	Year 2	Year 3	Year 4
e.g. General Nursing	50	45 (-3)*	38 (-5)	41 (+1)

*The numbers in brackets represent the difference in student numbers from Year 1 intake. The numbers can include student deferrals, withdrawals or non-progression and students returning to the programmes.

Notification of material changes to programmes for _____

Rule 10(2) requires education bodies to notify NMBI of ‘any proposed material change’ to an education and training programme. A material change is a change that might be considered relevant to the continued approval of a programme. The education body should explain how the proposed change/s would enable the programme to continue to meet the relevant standards and requirements. The education body should outline the process for approval of such material changes at institution level.

Topical issue _____ : Meeting the challenges associated with _____

Please address the topical issues under the following headings: teaching and learning, clinical placements, supporting staff and students.

Declaration

I confirm that the programme/s listed above meet the relevant NMBI standards and requirements (tick appropriate boxes):

- NMBI (2022) Nurse Registration Programmes Standards and Requirements. 4th ed. NMBI, Dublin.
- NMBI (2016) Midwife Registration Programme: Standards and Requirements. 4th ed. NMBI, Dublin.
- NMBI (2007) Nurse Tutor Programmes Standards and Requirements. 1st ed. NMBI, Dublin.
- NMBI (2007) Prescriptive Authority for Nurses and Midwives Standards and Requirements. 1st ed. NMBI, Dublin.
- NMBI (2005) Public Health Nursing Standards and Requirements. 1st ed. NMBI, Dublin.
- NMBI (2010) Post Registration Nursing and Midwifery Programmes Standards and Requirements. 2nd ed. NMBI, Dublin.
- NMBI (2017) Advanced Practice Nursing Standards and Requirements. 1st ed. NMBI Dublin.
- NMBI (2018) Advanced Practice Midwifery Standards and Requirements. 1st ed. NMBI, Dublin.
- NMBI (2017) Midwifery Registration Education Post-RGN Programmes: Standards and Requirements. 4th ed. NMBI, Dublin.
- NMBI (2018) Children's Nurse Post-Registration Education Programmes Standards and Requirements. 2nd ed. NMBI, Dublin.
- NMBI (2018) Psychiatric Nurse Post Registration Education Programme Standards and Requirements. 2nd ed. NMBI, Dublin.
- NMBI (2021) Intellectual Disability Nurse Post Registration Education Programmes Standards and Requirements. 1st ed. NMBI, Dublin

Name of Head of School:
(please print)

Signature of Head of School:

Date:

Organisation Official Stamp:

Please provide a list of all accompanying documentation/evidence here:

Archive

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