



NATIONAL COUNCIL FOR THE PROFESSIONAL DEVELOPMENT OF NURSING AND MIDWIFERY

# Accreditation of Advanced Nurse Practitioners and Advanced Midwife Practitioners

2nd Edition



*National Council for the  
Professional Development  
of Nursing and Midwifery*

*An Chomhairle Náisiúnta d'Fhorbairt  
Ghairmiúil an Altranais agus  
an Chnáimhseachais*

NOVEMBER 2008



## A Celebration of Life

By Catherine Barron

### Mission Statement of the National Council

The purpose of the Council is to promote and develop the professional roles of nurses and midwives in partnership with stakeholders in order to support the delivery of quality nursing and midwifery care to patients/clients in a changing healthcare environment.

© National Council for the Professional Development of Nursing and Midwifery 2008

Published by

National Council for the Professional Development of Nursing and Midwifery  
6-7 Manor Street Business Park, Manor Street, Dublin 7

t: 353 1 882 5300 f: 353 1 868 0366

e: [admin@ncnm.ie](mailto:admin@ncnm.ie)

w: [www.ncnm.ie](http://www.ncnm.ie)

NATIONAL COUNCIL FOR THE PROFESSIONAL DEVELOPMENT OF  
NURSING AND MIDWIFERY

# Accreditation of Advanced Nurse Practitioners and Advanced Midwife Practitioners

2nd Edition



*National Council for the  
Professional Development  
of Nursing and Midwifery*

*An Chomhairle Náisiúnta d'Fhorbairt  
Ghairmiúil an Altranais agus  
an Chnáimhseachais*

NOVEMBER 2008



# ACCREDITATION OF ADVANCED NURSE PRACTITIONERS AND ADVANCED MIDWIFE PRACTITIONERS

# Contents

Introduction		3
Definition of Advanced Nursing Practice/Advanced Midwifery Practice		5
Core Concepts of Advanced Nursing Practice/Advanced Midwifery Practice		7
Advanced Nursing Practice/Advanced Midwifery Practice Requirements		9
Advanced Nursing Practice/Advanced Midwifery Practice Competencies		11
Process for the Accreditation of Advanced Nurse Practitioners/Advanced Midwifery Practitioners		13
References		16
Template	Accreditation of Advanced Nurse Practitioner/Advanced Midwife Practitioner - Individual Application	17
Template Re-accreditation	Re-accreditation as an Advanced Nurse Practitioner/ Advanced Midwife Practitioner - Individual Application	21



# Introduction

Advanced practice in nursing and midwifery has developed internationally and nationally. The Commission on Nursing recognised that promotional opportunities should be open to nurses and midwives wishing to remain in clinical practice and accordingly recommended a clinical career pathway leading from registration to clinical specialisation and to advanced practice (Government of Ireland 1998 6.26). The development of this career pathway serves to develop clinical nursing and midwifery expertise in the interests of holism and excellence in patient/client care.

The establishment of this clinical career pathway is a function vested in the National Council for the Professional Development of Nursing and Midwifery. The National Council has developed a definition, core concepts and competencies for the role of the Advanced Nurse Practitioner/Advanced Midwife Practitioner (ANP/AMP) and determines the requirements for nurses and midwives to be accredited as ANPs/AMPs.

The National Council has undertaken research to provide a preliminary evaluation of the role of the ANP as part of its function in monitoring the ongoing development of specialist and advanced practice in nursing and midwifery (National Council for the Professional Development of Nursing and Midwifery 2005). The findings of the study indicate that the introduction of the role of the ANP in Ireland has been successful. The ANPs' contribution to clinical patient/client care is clear. They are effective in delivering good quality, timely, holistic, and comprehensive care that is acceptable to patient/clients. They have been successful in implementing the role within the four core concepts (autonomy in clinical practice, expert practice, professional and clinical leadership and research) of advanced nursing/midwifery practice as defined by the National Council. This has been largely as a result of the enthusiasm, commitment, leadership and professionalism of the nurses who have been the first cohort of ANPs in Ireland and the nurse managers and multidisciplinary teams who have supported them. The majority of their time is spent in clinical practice and in associated activities and because of the overwhelming need for their services they reported finding time to undertake research difficult. The roles are spread over a wide variety of care areas indicating that roles have developed in response to health service need and that the definition and core concepts developed by the National Council for Ireland have been sufficiently comprehensive to support the development of nursing practice to respond to evolving needs. There has been wide acceptance of the ANP roles in the services where these first posts have been developed and this has been as a result of tireless working on the part of the nurses and other members of the multidisciplinary teams who have led practice. The strong clinical focus of the ANP role identified in this study suggests that one of the original aims of the Commission on Nursing (Government of Ireland 1998), namely to retain expert nurses in direct patient care, has been achieved.

This document, building on the framework outlined in previous editions (National Council for the Professional Development of Nursing and Midwifery 2001, 2004, 2007, 2008a, 2008b), provides definition of ANP/AMP roles and outlines the criteria that nurses and midwives must meet to in order to become ANPs/AMPs. It also provides guidance for managers, nurses and midwives who are working through the processes. Templates are provided to assist in the application process.



# Definition of Advanced Nursing Practice/Advanced Midwifery Practice

ANPs/AMPs promote wellness, offer healthcare interventions and advocate healthy lifestyle choices for patients/clients, their families and carers in a wide variety of settings in collaboration with other healthcare professionals, according to agreed scope of practice guidelines. They utilise advanced clinical nursing/midwifery knowledge and critical thinking skills to independently provide optimum patient/client care through caseload management of acute and/or chronic illness. Advanced nursing/midwifery practice is grounded in the theory and practice of nursing/midwifery and incorporates nursing/midwifery and other related research, management and leadership theories and skills in order to encourage a collegiate, multidisciplinary approach to quality patient/client care.

Advanced nursing and midwifery practice is carried out by autonomous, experienced practitioners who are competent, accountable and responsible for their own practice. They are highly experienced in clinical practice and are educated to masters degree level<sup>1</sup> (or higher). The postgraduate programme must be in nursing/midwifery or an area which is highly relevant to the specialist field of practice (educational preparation must include substantial clinical modular component(s) pertaining to the relevant area of specialist practice).

ANP/AMP roles are developed in response to patient/client need and healthcare service requirements at local, national and international levels. ANPs/AMPs must have a vision of areas of nursing/midwifery practice that can be developed beyond the current scope of nursing/midwifery practice and a commitment to the development of these areas.

<sup>1</sup>A master's degree is a major award, level 9 on the National Qualification Authority of Ireland Framework of Qualifications (2003). [www.nqai.ie](http://www.nqai.ie)



# Core Concepts of Advanced Nursing Practice/Advanced Midwifery Practice

## Autonomy in Clinical Practice

An autonomous ANP/AMP is accountable and responsible for advanced levels of decision-making which occur through management of specific patient/client caseload. ANPs/AMPs may conduct comprehensive health assessment and demonstrate expert skill in the clinical diagnosis and treatment of acute and/or chronic illness from within a collaboratively agreed scope of practice framework alongside other healthcare professionals. The crucial factor in determining advanced nursing/midwifery practice, however, is the level of decision-making and responsibility rather than the nature or difficulty of the task undertaken by the practitioner. Nursing or midwifery knowledge and experience should continuously inform the ANP's/AMP's decision-making, even though some parts of the role may overlap the medical or other healthcare professional role.

## Expert Practice

Expert practitioners demonstrate practical and theoretical knowledge and critical thinking skills that are acknowledged by their peers as exemplary. They also demonstrate the ability to articulate and rationalise the concept of advanced practice. Education must be at master's degree level (or higher) in a programme relevant to the area of specialist practice and which encompasses a major clinical component. This postgraduate education will maximise pre- and post-registration nursing/midwifery curricula to enable the ANP/AMP to assimilate a wide range of knowledge and understanding which is applied to clinical practice.

## Professional and Clinical Leadership

ANPs/AMPs are pioneers and clinical leaders in that they may initiate and implement changes in healthcare service in response to patient/client need and service demand. They must have a vision of areas of nursing/midwifery practice that can be developed beyond the current scope of nursing/midwifery practice and a commitment to the development of these areas. They provide new and additional health services to many communities in collaboration with other healthcare professionals to meet a growing need that is identified both locally and nationally by healthcare management and governmental organisations. ANPs/AMPs participate in educating nursing/midwifery staff, and other healthcare professionals through role-modelling, mentoring, sharing and facilitating the exchange of knowledge both in the classroom, the clinical area and the wider community.

## Research

ANPs/AMPs are required to initiate and co-ordinate nursing/midwifery audit and research. They identify and integrate nursing/midwifery research in areas of the healthcare environment that can incorporate best evidence-based practice to meet patient/client and service need. They are required to carry out nursing/midwifery research which contributes to quality patient/client care and which advances nursing/midwifery and health policy development, implementation and evaluation. They demonstrate accountability by initiating and participating in audit of their practice. The application of evidence based practice, audit and research will inform and evaluate practice and thus contribute to the professional body of nursing/midwifery knowledge both nationally and internationally.



# Advanced Nurse Practitioner/Advanced Midwife Practitioner Requirements

## The following criteria apply for accreditation as an ANP/AMP.

The nurse/midwife must:

1. Be a registered nurse or midwife on An Bord Altranais' live register<sup>2</sup>;
2. Be registered in the division of An Bord Altranais' live register for which the application is being made  
or,  
in recognition of services which span several patient/client groups and/or registrations, provide evidence of validated competencies relevant to the context of practice.
3. Be educated to masters degree level (or higher). The postgraduate programme must be in nursing/midwifery or an area which reflects the specialist field of practice<sup>3</sup> (educational preparation must include a substantial clinical modular component(s) pertaining to the relevant area of specialist practice);
4. Have a minimum of 7 years post-registration experience, which will include 5 years experience in the chosen area of specialist practice;
5. Have substantive hours<sup>4</sup> at supervised advanced practice level<sup>5</sup>;
6. Have the competence to exercise higher levels of judgement, discretion and decision-making in the clinical area above that expected of the nurse/midwife working at primary practice level or of the clinical nurse/midwife specialist;
7. Demonstrate competencies relevant to context of practice; and
8. Provide evidence of continuing professional development.

<sup>2</sup>An Bord Altranais is the statutory regulatory authority for nurses and midwives in Ireland. In order to practise nursing or midwifery it is necessary for individuals to have their name on the live register maintained by An Bord Altranais.

<sup>3</sup>Determining relevance involves a comparison between the competencies outlined for the post and the applicant's attainment of competencies.

<sup>4</sup>The appropriate number of substantive hours required by the applicant to fulfill the competencies required by the role will be approved on an individual basis by the accreditation committee.

<sup>5</sup>Appropriate supervisors must be identified. These may include nurses, midwives, and/or other healthcare professionals. The appropriateness of professionals to supervise the clinical practice should be decided with consideration of the area of advanced practice and the particular competencies required.



# Advanced Nursing Practice/Advanced Midwifery Practice Competencies

The competence of an advanced practitioner encompasses that of a nurse or midwife practising at primary level, and as such, the necessary competencies for entry to registration as determined by An Bord Altranais (2000a) are pre-requisites to advanced practice<sup>6</sup>. Advanced practice is developed within the context of the Scope of Nursing and Midwifery Practice Framework (An Bord Altranais 2000b).

Competencies for advanced practice may be categorised as core and specific competencies. Core competencies are those that emerge from the core concepts of the role of the ANP/AMP. The core competencies of the ANP/AMP are shared by all who practice at advanced level. Specific competencies are those identified as specific to the practice role and setting. Due to the diverse nature of roles and settings, the responsibility for detailing specific competencies for the specific roles lies with the service providers and should be outlined in the job description.

## The core competencies for Advanced Nurse Practitioners/Advanced Midwife Practitioners are outlined below.

CORE CONCEPT	ASSOCIATED COMPETENCIES
Autonomy in clinical practice	<ul style="list-style-type: none"> <li>• Accepts accountability and responsibility for clinical decision-making at advanced practice level through caseload management for patients/clients</li> <li>• Performs comprehensive health assessment, plans and initiates care and treatment modalities to achieve patient/client-centred outcomes and evaluates their effectiveness, initiating and terminating a care episode</li> <li>• Uses professional judgement to refer patients/clients to nurses, midwives, healthcare professionals and healthcare agencies</li> </ul>
Expert practice	<ul style="list-style-type: none"> <li>• Articulates and demonstrates the concept of nursing/midwifery advanced practice within the framework of relevant legislation, the Scope of Nursing and Midwifery Practice Framework (An Bord Altranais 2000b), the Code of Professional Conduct (An Bord Altranais 2000c) and Guidelines for Midwives (An Bord Altranais 2001).</li> <li>• Demonstrates advanced clinical decision-making skills to manage a patient/client caseload</li> <li>• Identifies health promotion priorities in the area of clinical practice</li> <li>• Implements health promotion strategies for patient/client groups in accordance with the public health agenda</li> </ul>
Professional and clinical leadership	<ul style="list-style-type: none"> <li>• Articulates and communicates a vision of areas of nursing/midwifery practice that can be developed beyond the current scope of nursing/midwifery practice and demonstrates a commitment to development of these areas</li> <li>• Contributes to professional and health policy at local, regional and national level</li> <li>• Initiates and implements changes in healthcare service in response to patient/client need and service demand</li> <li>• Contributes to service planning and budgetary processes</li> <li>• Demonstrates mentorship, preceptorship, teaching, facilitation and professional supervisory skills for nurses and midwives and other healthcare professionals</li> <li>• Provides leadership in clinical practice and acts as a resource and a role model of advanced nursing/midwifery practice</li> <li>• Contributes to the professional body of nursing/midwifery knowledge and practice nationally and internationally</li> <li>• Identifies need and leads development of clinical standards</li> <li>• Procures and effectively manages resources required for service provision and development</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Identifies research priorities for the area of practice</li> <li>• Leads, conducts, disseminates and publishes nursing/midwifery research, which shapes and advances nursing/midwifery practice, education and policy and the wider health agenda</li> <li>• Identifies, critically analyses, disseminates and integrates nursing/midwifery and other evidence into the area of clinical practice</li> <li>• Initiates, participates in and evaluates audit</li> <li>• Uses the outcomes of audit to improve service provision</li> <li>• Contributes to service planning and budgetary processes through use of audit data and specialist knowledge</li> </ul>

<sup>6</sup>An Bord Altranais outlines five Domains of Competence representing the level the student must meet on completion of the registration education programme. They are:

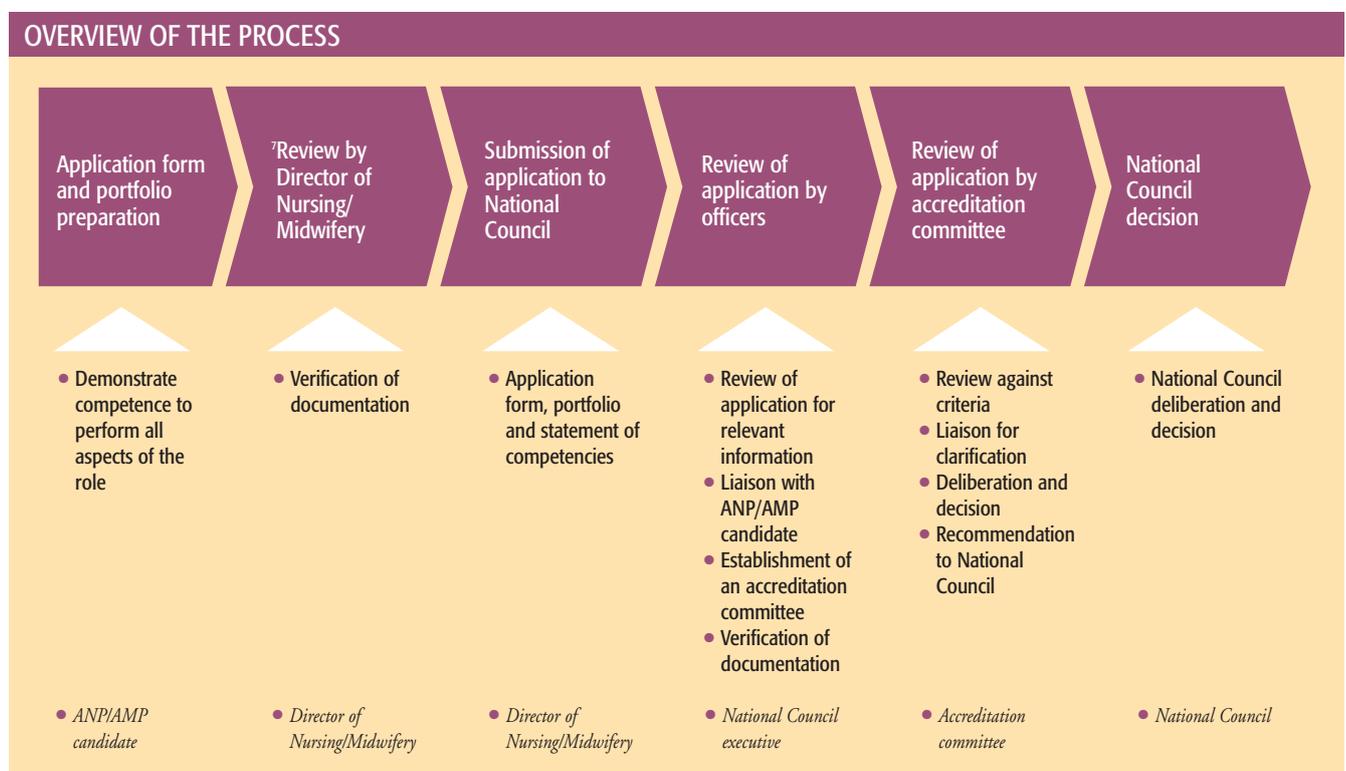
- Domain 1. Professional/Ethical Practice
- Domain 2. Holistic Approaches to Care and the Integration of Knowledge
- Domain 3. Interpersonal Relationships
- Domain 4. Organisation and Management of Care
- Domain 5. Personal and Professional Development.



# Process for the Accreditation of Advanced Nurse Practitioners and Advanced Midwifery Practitioners

## Application by nurse or midwife for accreditation as an ANP/AMP

While nurses or midwives may conform to the definition of or meet the accreditation criteria for ANPs/AMPs they will be eligible to apply for accreditation as an ANP/AMP only where they have been offered an approved ANP/AMP post subject to accreditation. Each nurse/midwife must successfully undergo the accreditation process of the National Council before he/she can use the title ANP/AMP. Therefore the titles may only be used by nurses/midwives who are accredited as ANPs/AMPs by the National Council.



<sup>7</sup>In the absence of a nursing/midwifery management structure this step can be undertaken by the management of the service in consultation with the appropriate Nursing and Midwifery Planning and Development Unit.

## Application by nurse or midwife for accreditation as an ANP/AMP

### Accreditation of the ANP/AMP



The central aim of the application is to demonstrate that the applicant meets the National Council criteria for accreditation as an ANP/AMP and that he/she can demonstrate the required competencies to perform the role.

The application for accreditation as an ANP/AMP comprises:

1. National Council Application Form for accreditation as an ANP/AMP
2. Current person specification for the approved post the applicant has been offered (subject to accreditation)
3. A detailed portfolio

A template for application by Nurses or Midwives for accreditation as an ANP/AMP-Individual Application is provided on pages 17-20 of this document and *Guidelines for Portfolio Development for Nurses and Midwives* provides general guidance on portfolio development together with a detailed section on specific portfolio development for ANPs/AMPs (National Council for the Professional Development of Nursing and Midwifery 2006).

### Accreditation of the ANP/AMP



The Director of Nursing/Midwifery reviews the application and signs the application form to indicate that he/she is satisfied with the information provided and then submits the application to the National Council.

### Accreditation of the ANP/AMP



Each application is reviewed by an officer of the National Council to ensure that all necessary documentation and information is included. If there are areas requiring clarification the officers liaise with the applicant.

### Accreditation of the ANP/AMP



When all the necessary information has been collated an accreditation committee is convened. The accreditation committee reviews the documentation against the criteria for ANP/AMP and the job description for the post that the nurse/midwife intends to take up. The applicant may be required to provide additional information or clarification at this stage and where necessary he/she may be required to meet the accreditation committee. The accreditation committee makes a decision and recommends a decision to the National Council.



## Accreditation of the ANP/AMP



The final decision is taken by the National Council. The Chief Executive Officer of the National Council advises the applicant, the Director of Nursing/Midwifery and the Director of the NMPDU in writing of the outcome.

Where the applicant is accredited as an ANP/AMP he/she will be issued with a certificate of accreditation bearing the seal of the National Council. Accreditation as an ANP/AMP (title of specialty) is granted for a five-year period from the date of accreditation by the National Council, providing all the criteria continue to be fulfilled. Accreditation as an ANP/AMP is valid only as long as the person holds an approved ANP/AMP post.

ANPs/AMPs wishing to move post are required to reapply for accreditation as a ANP/AMP. Accreditation is then valid for a five year period. In order to expedite this process it is advisable for ANPs/AMPs to take note of the dates for submission of documentation to the accreditation committee (see [www.ncnm.ie](http://www.ncnm.ie)), and notify the National Council in a timely manner of their intention to move post.

The National Council must be notified by the director of nursing/midwifery or service manager when posts become vacant.

Where the applicant is not accredited, feedback will be provided in writing to the applicant on the rationale for this decision together with guidance on areas of development. The applicant may then re-apply providing he/she has addressed the areas recommended by the National Council.

## Re-accreditation as an ANP/AMP

Application for re-accreditation is necessary after a five-year period. To re-apply for accreditation to practice as an ANP/AMP the applicant must demonstrate to the National Council that the requirements for the initial application continue to be met.

Application for re-accreditation involves the submission of an application form together with a document indicating how the applicant continues to fulfill the criteria for ANP/AMP. It is important to note that in order to continue practising as an ANP/AMP the nurse or midwife needs to make an application for re-accreditation well in advance of the date that their current accreditation expires. The National Council recommends that nurses and midwives apply for re-accreditation six months before their current period of accreditation expires. In order to apply for re-accreditation the ANP/AMP must submit:

1. A re-accreditation form and
2. A portfolio up-date

A template for application for re-accreditation is provided on pages 21-22 of this document. The process is then the same as the accreditation process above.

# References

- An Bord Altranais (2000a) *Requirements and Standards for Nurse Registration Education Programmes*. ABA, Dublin.
- An Bord Altranais (2000b) *Scope of Nursing and Midwifery Practice Framework*. ABA, Dublin.
- An Bord Altranais (2000c) *The Code of Professional Conduct for each Nurse and Midwife*. ABA, Dublin.
- An Bord Altranais (2001) *Guidelines for Midwives* (3rd Edition). ABA, Dublin.
- Government of Ireland (1998) *Report of the Commission on Nursing A Blueprint for the Future*. Dublin, Stationery Office.
- National Council for the Professional Development of Nursing and Midwifery (2001) *Framework for the Development of Advanced Nurse Practitioner and Advanced Midwife Practitioner Posts*. NCNM, Dublin.
- National Council for the Professional Development of Nursing and Midwifery (2004) *Framework for the Establishment of Advanced Nurse Practitioner and Advanced Midwife Practitioner Posts*. NCNM, Dublin.
- National Council for the Professional Development of Nursing and Midwifery (2005) *A Preliminary Evaluation of the Role of the Advanced Nurse Practitioner*. NCNM, Dublin.
- National Council for the Professional Development of Nursing and Midwifery (2006) *Guidelines for Portfolio Development for Nurses and Midwives*. NCNM, Dublin.
- National Council for the Professional Development of Nursing and Midwifery (2007) *Framework for the Establishment of Advanced Nurse Practitioner and Advanced Midwife Practitioner Posts*. NCNM, Dublin.
- National Council for the Professional Development of Nursing and Midwifery (2008a) *Framework for the Establishment of Advanced Nurse Practitioner and Advanced Midwife Practitioner Posts*. NCNM, Dublin.
- National Council for the Professional Development of Nursing and Midwifery (2008b) *Accreditation of Advanced Nurse Practitioners and Advanced Midwife Practitioners*. NCNM, Dublin.
- National Qualifications Authority of Ireland (2003) *Outline National Framework of Qualifications-Determinations Made by the National Qualification Authority of Ireland. NQA Qualifications-Determinations Made by the National Qualification Authority of Ireland*. NQAI, Dublin.

# Template - Accreditation as an Advanced Nurse Practitioner/Advanced Midwife Practitioner - Application

This template is intended as a guide for applicants in the preparation of their application, the purpose of which is to demonstrate in writing that they meet the criteria for ANP/AMP.

## The application should comprise:

1. National Council Application Form for Accreditation as an ANP/AMP
2. Current person specification for the approved post the applicant has been offered (subject to accreditation)
3. Detailed Portfolio containing:
  - personal details,
  - a detailed employment history,
  - details of registerable qualifications
  - details of education undertaken,
  - details of continuing professional development
  - details of research activities
  - details of involvement in educational activities
  - details of professional activities
  - details of any clinical skills development outside formal education programmes with verification of nature, duration and supervision
  - evidence of current registration on An Bord Altranais live register
  - copies of certificates of all courses completed
  - transcripts of all major courses completed bearing the stamp of the awarding body
  - details of competencies required for the post as outlined in the job description, together with an indication of how the nurse/midwife has obtained competence in these areas and evidence that competence has been attained in these areas, with reference to items outlined in the portfolio (see template on page 20).

For guidelines on development of portfolios please refer to *Guidelines for Portfolio Development for Nurses and Midwives* (National Council for the Professional Development of Nursing and Midwifery 2006).

## Collation and Submission of Application

- One loose leaf copy of the application should be submitted (suitable for photocopying).
- Original certificates of all relevant education programmes and evidence of current registration on An Bord Altranais live register must be reviewed by a Professional Development Officer of the National Council, therefore the applicant will need to make an appointment to meet with an officer. A list of all original certificates should be brought by the applicant to this meeting.
- All pages including appendices should be numbered.
- A table of contents should be included. It should list in sequence, indicating page numbers, all relevant divisions and sub-divisions of the documents.
- References should be in the Harvard Style.
- The title page of the application should contain the following information:
  - Name of Candidate
  - Title of Post
  - Name of Organisation
  - Date of Submission
  - National Council Approved Post Number



## **Address for submission of applications**

Chief Executive Officer  
National Council for the Professional Development of Nursing and Midwifery  
6/7 Manor Street Business Park  
Manor Street , Dublin 7

*This template is available electronically on the National Council website ([www.ncnm.ie](http://www.ncnm.ie)) to facilitate ease of documentation.*

# Application Form for Accreditation as an ANP/AMP

## Title of Post

Advanced Nurse/Midwife Practitioner

*Title of speciality*

## Whole Time Equivalent (WTE)

## Name of Organisation

## HSE Area

## Date Post Approved

## Approved Post Number

## Name of Applicant

## Date of Birth

## Number of Years Post-Registration

## Number of Years Working in Area of Practice for Which the Application is being Made

## An Bord Altranais PIN

## Person Specification enclosed

Yes

## Portfolio enclosed

Yes

Signature of applicant

*I declare that information supplied by me in support of this application is a true and correct record.*

Signature of Director of Nursing and Midwifery<sup>1</sup>

*I hereby verify that the above named nurse/midwife has been offered this post subject to accreditation by the National Council and that the person specification included relates to this post.*

Date of submission of application to National Council

<sup>1</sup>In the absence of a nursing/midwifery management structure this step can be undertaken by the management of the service in consultation with the appropriate Nursing and Midwifery Planning and Development Unit.

DATA PROTECTION ACT: Information submitted will be held on computer. Personal Information will not be disclosed to any third party.

# Competency Attainment for ANP/AMP Role Template

<b>Competency</b> <i>(Core and Specific)</i>	<b>How competency has been achieved</b> <i>(specify whether through formal education, supervised clinical practice, or other professional development pursuit as outlined in the portfolio)</i>	<b>Evidence that competency has been achieved</b> <i>(indicate where in the document is the evidence that this competency has been achieved)</i>

# Template - Re-Accreditation as an Advanced Nurse Practitioner/Advanced Midwife Practitioner - Application

The aim of the portfolio up-date is to demonstrate that the criteria for ANP/AMP continue to be met, that the applicant has fulfilled the core concepts of ANP/AMP and that they have maintained and up-dated their competencies in line with the requirements of their role.

This template is intended as a guide to applicants in the preparation of their portfolio up-date indicating what evidence they should present to indicate that they meet the criteria.

## The portfolio up-date should comprise:

1. National Council application form for re-accreditation as an ANP/AMP
2. A portfolio up-date relevant to the **preceding 5 years**, including:
  - details of education undertaken
  - details of continuing professional development
  - details of research activities
  - details of involvement in educational activities
  - details of professional activities
  - details of any clinical skills development
  - evidence of current registration on An Bord Altranais live register
  - copies of certificates of any courses completed
  - transcripts of any courses completed bearing the stamp of the awarding body.
3. Current person specification for the post in which the ANP/AMP is practising
4. Details of any additional competencies required by the role
5. An account of how additional competencies have been obtained

For general guidelines on development of portfolios please refer to *Guidelines for Portfolio Development for Nurses and Midwives* (National Council for the Professional Development of Nursing and Midwifery 2006).

## Collation and Submission of Application

- One loose leaf copy of the application should be submitted (suitable for photocopying).
- Original certificates of all relevant education programmes and evidence of current registration on An Bord Altranais live register must be reviewed by a Professional Development Officer of the National Council, therefore the applicant will need to make an appointment to meet with an officer. A list of all original certificates should be brought by the applicant to this meeting.
- All pages including appendices should be numbered
- A table of contents should be included. It should list in sequence, indicating page numbers all relevant divisions and sub-divisions of the documents.
- References should be in the Harvard Style
- The title page of the application should contain the following information:

Name of Candidate

Title of Post

Name of Organisation

Date of Submission

National Council Approved Post Number



## **Address for submission of applications**

Chief Executive Officer  
National Council for the Professional Development of Nursing and Midwifery  
6/7 Manor Street Business Park  
Manor Street , Dublin 7

*This template is available electronically on the National Council website ([www.ncnm.ie](http://www.ncnm.ie)) to facilitate ease of documentation.*

# Application Form for Re-Accreditation as an ANP/AMP

## Title of Post

Advanced Nurse/Midwife Practitioner

*Title of speciality*

## Post No

## Whole Time Equivalent (WTE)

## HSE Area

## Name of Organisation

## Health Region

## Date post approved

## Name of Applicant

## Date of Birth

## An Bord Altranais PIN

## Date of last accreditation as an ANP/AMP

## Portfolio update enclosed

Yes

Signature of applicant:

*I declare that information supplied by me in support of this application is a true and correct record.*

Signature of Director of Nursing/Midwifery<sup>1</sup>

*I hereby verify that the above named nurse is in employment in the above stated post subject to re-accreditation by the National Council and that the person specification included relates to this post.*

Date of submission of application to  
National Council

<sup>1</sup>In the absence of a nursing/midwifery management structure this step can be undertaken by the management of the service in consultation with the appropriate Nursing and Midwifery Planning and Development Unit.

# Portfolio Up-Date for Re-accreditation as an ANP/AMP Template

The following outlines the criteria for ANP/AMP and the possible sources of information for presentation in the portfolio up-date.

CRITERIA	SUPPORTING EVIDENCE
Current registration	<ul style="list-style-type: none"> <li>• Original evidence of current registration on An Bord Altranais live register</li> </ul>
<p>The ANP/AMP fulfils all aspects of the ANP/AMP role as defined by the National Council:</p> <ul style="list-style-type: none"> <li>• Autonomy in Clinical Practice</li> <li>• Expert Practice</li> <li>• Professional and Clinical Leadership</li> <li>• Research</li> </ul>	<ul style="list-style-type: none"> <li>• An account of each aspect of the role over the past 5 years and what activities that the ANP/AMP has been engaged in fulfilment of it</li> <li>• Results of clinical audits or research studies</li> <li>• Evidence from the service plan demonstrating how the role has contributed to the service</li> <li>• Details of involvement in consultancy, education of others, research and audit</li> <li>• Evidence of clinical supervision undertaken</li> <li>• Case studies</li> <li>• Practice development initiatives</li> <li>• A diary of a typical working week</li> <li>• Publications and other documents to which the applicant has contributed</li> <li>• Membership and involvement in professional organisations and activities</li> </ul>
<p>The ANP/AMP ensures that they develop competencies as the role develops relative to service requirements</p>	<ul style="list-style-type: none"> <li>• Changes in the competencies for the post, for example, expansion of scope of practice or expansion of service to other clients groups</li> <li>• Newly developed guidelines and protocols for practice</li> <li>• How the ANP/AMP has responded to these changes and developed their competencies accordingly through engagement in: <ul style="list-style-type: none"> <li>• Formal education</li> <li>• Supervised clinical practice</li> </ul> </li> <li>• Attendance at study days, in-service education or conferences</li> </ul>









*National Council for the*  
**Professional Development**  
*of Nursing and Midwifery*

---

*An Chomhairle Náisiúnta d'Fhorbairt*  
*Ghairmiúil an Altranais agus*  
*an Chnáimhseachais*

National Council for the Professional Development of Nursing and Midwifery  
6-7 Manor Street Business Park, Manor Street, Dublin 7. t: 353 1 882 5300 f: 353 1 868 0366 e: [admin@ncnm.ie](mailto:admin@ncnm.ie) w: [www.ncnm.ie](http://www.ncnm.ie)