

# CRITERIA AND PROCESS FOR THE ALLOCATION OF CONTINUING EDUCATION FUNDING

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# Introduction

The National Council for the Professional Development of Nursing and Midwifery (National Council) supports nurses and midwives in developing and implementing new ways of working which best deliver the range and quality of services required, in the most efficient and effective way to meet the needs of patient and service demands.

In order to support innovation in nursing and midwifery practice the National Council provides funding in the form of continuing education programmes in accordance with agreed criteria. It should be noted that the prime responsibility for the provision and funding of continuing education lies with the Health Service Executive (HSE). The funding available from the National Council is to support continuing education in addition to funding already available through the HSE or other health service providers.

Three types of continuing education programmes will be eligible for funding from the National Council:

## **Short continuing education programmes.**

Short continuing education programmes are programmes up to €10,000 which will be completed within a twelve-month period. Programmes eligible for this funding can range from practice development projects, seminars, conferences, workshops and formal education programmes.

## **Continuing education programme grants.**

Continuing education programme grants are programmes with funding up to €200,000 per annum for a maximum of three years. Continuing education programme grants are targeted funding for specific strategic developments which will be identified annually by the National Council (will be published on the National Council's website [www.ncnm.ie](http://www.ncnm.ie)). It is anticipated that service areas will submit collaborative applications.

## **Advanced Nurse Practitioner (ANP)/ Advanced Midwife Practitioner (AMP) site preparation and job description grants.**

These grants offer €12,500 for a programme to fund a part-time facilitator to prepare the site and a job description for an ANP/AMP role within a twelve-month period.

This second edition of the *Criteria and Process for the Allocation of Continuing Education Funding* provides updated criteria and guidance for applications for funding in the form of continuing education programmes from the National Council. Closing dates for receipt of application forms, and supplementary information is provided on the National Council's website ([www.ncnm.ie](http://www.ncnm.ie)).



# Funding available from the National Council

## Types of continuing education programmes which will be eligible for funding:

### 1. Short continuing education programmes.

Short continuing education programmes are programmes up to €10,000 which will be completed within a twelve-month period. Programmes eligible for this funding can range from practice development projects, seminars, conferences, workshops and formal education programmes.

#### Criteria for funding short continuing education programmes

- The programme supports innovation in nursing and midwifery practice
- The programme supports the Health Service Executive's corporate plan, national service plan and transformation programme
- The programme supports national health policy
- The programme will contribute to the development of the knowledge, skills and attitudes of the nurses and midwives involved
- The programme supports nursing and midwifery role development
- The programme is designed to support shared learning across nursing and midwifery practice areas

### 2. Continuing education programme grants.

Continuing education programme grants are programmes with funding up to €200,000 per annum for a maximum of three years. Continuing education programme grants are targeted funding for specific strategic developments which will be identified annually by the National Council (will be published on the National Council's website [www.ncnm.ie](http://www.ncnm.ie)). It is anticipated that service areas will submit collaborative applications.

#### Criteria for funding continuing education programme grants

- The programme supports innovation in nursing and midwifery practice
- The programme supports the Health Service Executive's corporate plan, national service plan and transformation programme
- The programme supports national health policy
- The programme supports nursing and midwifery role development
- The programme demonstrates collaboration across service areas
- The programme will constitute a valuable learning experience and make a meaningful contribution to the professional development of the nurses and midwives involved
- The programme will contribute to the development of the knowledge, skills and attitudes of the nurses and midwives involved
- The programme will enhance nursing and midwifery practice and patient/client care outcomes
- The programme is designed to support shared learning across nursing and midwifery practice areas
- The programme is in line with Health Research Board research priorities



### 3. Advanced Nurse Practitioner (ANP)/ Advanced Midwife Practitioner (AMP) site preparation and job description grants.

These grants offer €12,500 for a programme to fund a part-time facilitator to prepare the site and a job description for an ANP/AMP role within a twelve-month period.

#### Criteria for funding for ANP/AMP site preparation and job description grants

- The organisation is committed to employing an ANP/AMP
- The programme supports innovation in nursing and midwifery practice
- The programme supports the Health Service Executive's corporate plan, national service plan and transformation programme
- The programme supports national health policy
- The programme will contribute to the development of the knowledge, skills and attitudes of the nurses and midwives involved
- The programme is designed to support shared learning across nursing and midwifery practice areas

# Funding policy

Only high quality applications which meet the criteria for funding will be funded. Funding will be allocated through the Nursing and Midwifery Planning and Development Units on review of completed application forms in accordance with agreed criteria. A completed application form for each programme should be submitted to the National Council by the Nursing and Midwifery Planning and Development Units by the required date (dates and application forms available from [www.ncnm.ie](http://www.ncnm.ie)).

The following conditions of funding and funding rules apply:

## Conditions of funding

1. Principles of public accountability are adhered to
2. Programme will be made available to other regions/services on a national basis, if requested
3. Programme details may be made available on the National Council website
4. The programme is delivered as described in the application. Where a programme has not met its projected targets a full rationale is provided
5. In relation to short continuing education programmes a final report will be provided (guidelines are provided by the National Council)
6. In relation to ANP/AMP site preparation and job description grants a final report will be provided (guidelines are provided by the National Council)
7. In relation to continuing education programme grants, annual reports and final report will be provided (guidelines are provided by the National Council). Continued funding is contingent on satisfactory annual reports
8. Acknowledgement of the support of the National Council in any documentation related to the programme
9. Programme summary will be added to the *All Ireland Practice and Quality Development Database* within 3 months of programme completion.

## Funding rules

1. All decisions are made in the context of value for money
2. Procurement of goods, services and equipment is carried out in accordance with public procurement policy. Further information can be found at [www.procurement.ie](http://www.procurement.ie) and at [www.etenders.gov.ie](http://www.etenders.gov.ie)
3. Projects which demonstrate collaborative funding will be considered. Examples of such collaborators are funding from charities such as the Irish Cancer Society or the Irish Heart Foundation
4. Facilitator's posts are funded at the 9th point CNM 2 pay scale (to include employer's PRSI)
5. Funding is not for normal service delivery
6. Funding is not for on-going in-service programmes
7. Locum cover/replacement of staff not funded
8. Photocopying and equipment are not funded
9. Secretarial support is not funded
10. Travel expenses are not funded
11. Courses for individual nurses or midwives are not funded unless part of an overall service development
12. In relation to conferences funded through short continuing education programmes venue fees are funded to a limit of €3,000 if there are 50 or more participants.



### **Funding Approval Process**

Final funding decisions for all continuing education funding are made by the National Council. The National Council members are subject to declaration of conflict of interest rules and a code of conduct. Continuing education programme grants will be reviewed by the National Council Continuing Education Committee. This committee is mandated by the National Council to make recommendations to the National Council on the approval of applications for funding for Continuing Education initiatives for nurses and midwives.



# Submitting an Application



Please read *Criteria and Processes for the Allocation of Additional Funding for Continuing Education* (National Council, 2007) prior to completing the application form.



Use one application form for each programme. *Please note* there are three different application forms depending on programme being applied for:

- Short continuing education programme application form
- Continuing education programme grant application form
- Advanced Nurse Practitioner (ANP)/ Advanced Midwife Practitioner (AMP) site preparation and job description grant application form.

All forms are available on [www.ncnm.ie](http://www.ncnm.ie)



Ensure each section of the application form is complete prior to submission demonstrating how the criteria for the programme are being met.



Submit applications prior to date for submission (Check [www.ncnm.ie](http://www.ncnm.ie)).



Send the completed application form(s) to the director of the nursing and midwifery planning and development unit in the appropriate location.



Ensure signatures as appropriate on the application form. Please note that the application form must be signed by the director of the nursing and midwifery planning and development unit.



Use additional pages where the application form does not provide sufficient space.



## SUBMITTING AN APPLICATION

# APPENDIX ONE

## Application Form Short Continuing Education Programmes

Please note application form is available from National Council website [www.ncnm.ie](http://www.ncnm.ie)

### Application Form Short Continuing Education Programmes

Please read *Criteria and Processes for the Allocation of Additional Funding for Continuing Education by the National Council* (National Council, 2007) prior to completing the application form.

#### 1.1 Director of Planning & Development Unit

#### 1.2 Proposed programme title

*This should indicate concisely the nature of the programme*

#### 1.3 Format of programme

- |  |                          |
|--|--------------------------|
| Practice development project                           | <input type="checkbox"/> |
| Seminar or series of seminars                          | <input type="checkbox"/> |
| Conference   | <input type="checkbox"/> |
| Workshop   | <input type="checkbox"/> |
| Skills training programme                              | <input type="checkbox"/> |
| Formal education programme or component/module of same | <input type="checkbox"/> |
| Other (please describe briefly below)                  | <input type="checkbox"/> |

#### 1.4 Proposed commencement and completion dates:

Commencement:    --/--/----

Completion:        --/--/----



**1.5 Division of An Bord Altranais Register participating in the programme**

RGN  RCN  RPN  RNID  RM  PHN  RNT

**1.6 Approximate number of nurses/midwives participating in the programme: \_\_\_\_**

**1.7 Name(s) and address(es) of organisation(s) involved in the programme:**

*Please distinguish between those (a) involved in providing and/or delivering the programme and (b) for whom the programme will be provided/delivered. The name(s) and title(s) of key personnel involved in the programme provision/delivery should be stated. (If necessary please use additional page(s))*

DETAILS	PROVIDER	RECIPIENT
Name(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Organisation/Company _____	<input type="checkbox"/>	<input type="checkbox"/>
Address _____ _____		
Name(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Organisation/Company _____	<input type="checkbox"/>	<input type="checkbox"/>
Address _____ _____		
Name(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Organisation/Company _____	<input type="checkbox"/>	<input type="checkbox"/>
Address _____ _____		

**1.8 Overall aims of the programme**

*The aims should consist of a general statement of intent relating to the objectives of the programme*



**1.9 Summary of the programme**

*Include points about the key topics*

**1.10 Evaluation of the programme**

*Indicate briefly how the programme and/or components of the programme will be assessed.*



### 1.11 Budget

All costs associated with the programme should be stated in detail. Elements of the costs sought from the National Council and the source(s) of funding for other costs should be indicated.

DETAILS	TOTAL (EURO)	AMOUNT SOUGHT FROM NATIONAL COUNCIL
---------	--------------	-------------------------------------

**HUMAN RESOURCES** *Includes WTE hours and salary per annum*


**EQUIPMENT** *Itemise and cost*


**MATERIALS/CONSUMABLES** *Itemise and cost*


**FACILITIES AND SERVICES** *Accommodation – on and off Provider's premises*


**OTHER** *Please specify*


**TOTAL COST OF PROGRAMME** \_\_\_\_\_

**TOTAL FUNDING SOUGHT FROM THE NATIONAL COUNCIL** \_\_\_\_\_



**1.12 Other sources of funding (Euro)**

*All costs associated with the programme should be stated in detail. Elements of the costs sought from the National Council and the source(s) of funding for other costs should be indicated.*

SOURCE	ESTIMATED AMOUNT OF FUNDING
<b>TOTAL</b>	

**1.13 Contact person**

*State the name and contact details of the person within the organisation or service responsible for leading and/or implementing the programme.*

<b>NAME</b>	
<b>JOB TITLE</b>	
<b>TELEPHONE (+ EXTN)</b>	
<b>E-MAIL</b>	

<b>SIGNATURE(S) OF DIRECTOR OF NURSING / MIDWIFERY OR SERVICE MANAGER</b>	<b>DATE</b>

<b>SIGNATURE(S) OF DIRECTOR OF NURSING &amp; MIDWIFERY PLANNING &amp; DEVELOPMENT UNIT</b>	<b>DATE</b>





## APPENDIX TWO

# Application Form Continuing Education Programme Grants

Please note application form is available from National Council website [www.ncnm.ie](http://www.ncnm.ie)

### Application Form Continuing Education Programme Grants

Please read *Criteria and Processes for the Allocation of Additional Funding for Continuing Education by the National Council* (National Council, 2007) prior to completing the application form.

**1.1 Director of Planning & Development Unit**

**1.2 Please tick which target area funding is being applied for:**

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

**1.3 Proposed programme title**

**1.4 Summary of the programme** maximum 1 extra page

**1.4 Proposed commencement and completion dates:**

Commencement:    \_ \_ / \_ \_ / \_ \_ \_ \_

Completion:        \_ \_ / \_ \_ / \_ \_ \_ \_

**1.5 Division of An Bord Altranais Register participating in the programme**

RGN     RCN     RPN     RNID     RM     PHN     RNT





**1.8 Describe the background and / or any pilot work relevant to this proposal including and policy / strategy documents** *maximum 2 extra pages*

**1.9 Describe the programme giving details of key milestones, activities and deliverables**

*Please include the start date, duration and expected end date for the project. Detail services and likely numbers involved. You may use tables and / or flow diagrams or charts in this section. Maximum 3 extra pages.*

**1.10 Describe how the programme will be evaluated** *maximum 1 extra page*



### 1.11 Budget

All costs associated with the programme should be stated in detail. Elements of the costs sought from the National Council and the source(s) of funding for other costs should be indicated.

DETAILS	YEAR 1	YEAR 2	YEAR 3	Total (Euro)	Amount sought from National Council
---------	--------	--------	--------	--------------	-------------------------------------

**HUMAN RESOURCES** *Includes WTE hours and salary per annum*


**EQUIPMENT** *Itemise and cost*


**MATERIALS/CONSUMABLES** *Itemise and cost*


**FACILITIES AND SERVICES** *Accommodation – on and off Provider's premises*


**OTHER** *Please specify*


**TOTAL PER YEAR** \_\_\_\_\_

**TOTAL FUNDING SOUGHT FROM THE NATIONAL COUNCIL** \_\_\_\_\_



**1.12 Other sources of funding (Euro)**

SOURCE	ESTIMATED AMOUNT OF FUNDING
<b>TOTAL</b>	

**1.13 Signature (s)**

SIGNATURE OF CO-FUNDERS AS DETAILED 1.12	DATE
--	------

SIGNATURE OF DIRECTOR OF NURSING & MIDWIFERY PLANNING & DEVELOPMENT UNIT	DATE
--	------

SIGNATURE(S) AS PER 1.6	DATE
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# APPENDIX THREE

## Application Form

# ANP/AMP Site Preparation and Job Description Grants

Please note application form is available from National Council website [www.ncnm.ie](http://www.ncnm.ie)

### Application Form

### ANP/AMP Site Preparation and Job Description Grants

Please read *Criteria and Processes for the Allocation of Additional Funding for Continuing Education by the National Council* (National Council, 2007) prior to completing the application form.

#### 1.1 Director of Planning & Development Unit

#### 1.2 Proposed ANP/AMP post(s) to be developed

#### 1.3 Name(s) and address(es) of healthcare settings / organisations involved in the ANP / AMP development:

Name(s)	
Organisation/Company	
Address	

Name(s)	
Organisation/Company	
Address	

Name(s)	
Organisation/Company	
Address	

#### 1.4 Division of An Bord Altranais Register participating in the programme

RGN  RCN  RPN  RNID  RM  PHN  RNT



**1.5 Outline details of the identified need for ANP / AMP post(s) in this / these area(s)**

**1.6 Give a summary of the programme**

**1.7 Outline details of key programme activities**





**1.8 Proposed commencement and completion dates:**

Commencement: \_\_/\_\_/\_\_\_\_

Completion: \_\_/\_\_/\_\_\_\_

**1.9 How will the programme be evaluated?**

**1.10 Funding Sought**

DETAILS	TOTAL (EURO)	AMOUNT SOUGHT FROM NATIONAL COUNCIL
---------	--------------	-------------------------------------

**HUMAN RESOURCES** *Includes WTE hours and salary per annum*


TOTAL COST OF PROGRAMME \_\_\_\_\_

TOTAL FUNDING SOUGHT FROM THE NATIONAL COUNCIL \_\_\_\_\_



**1.11 Other sources of funding (Euro)**

SOURCE	ESTIMATED AMOUNT OF FUNDING
<b>TOTAL</b>	

**1.12 To be completed by the Director of the Nursing and Midwifery Planning and Development Unit**

HAS THE HSE COMMITTED TO FUNDING THE ANP / AMP POSTS THAT ARE PLANNED IN THIS PROJECT?	YES	NO
--	-----	----

SIGNATURE OF DIRECTOR OF NURSING & MIDWIFERY PLANNING & DEVELOPMENT UNIT	DATE

SIGNATURE(S) OF DIRECTOR OF NURSING / MIDWIFERY OR SERVICE MANAGER	DATE

**NAME OF KEY CONTACT PERSON IN THE ORGANISATION (IF DIFFERENT)**

Name	
Job title	
Telephone (+ Extn)	
E-mail	



