

The Nursing and Midwifery Resource

Guidance for Best Practice on
the Recruitment of Overseas
Nurses and Midwives

December 2001

Nursing Policy Division
Department of Health and Children

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Foreword

The Steering Group for the *Study of Nursing and Midwifery Resource*, commissioned by my Department, recognised the need for guidance on best practice with regard to the recruitment of nurses and midwives from abroad (including EU and non-EU countries). Accordingly a small working group was established to develop a guidance document as a resource for employers.

Guidance for Best Practice on the Recruitment of Overseas Nurses and Midwives is prepared specifically for employers. The document includes a set of principles which are fundamental to the development of a model of transcultural nursing and midwifery.

The document is based on the assumption that each potential employee has the qualifications and experience required to meet the criteria for registration as a nurse or midwife in Ireland.

The Irish health system can benefit greatly from successful international recruitment. I recognise the contribution which overseas recruitment can bring to a wide range of services and I support the development of effective and appropriate recruitment strategies in partnership with health service employers. Employment experiences in Ireland provide positive opportunities for personal and professional development. However, overseas recruitment is not a simple process. The preparation and support of nurses and midwives in adapting to working as members of a culturally diverse team is crucial to the success of international recruitment.

I would like to take this opportunity to thank everyone who contributed to the preparation of this document. I appreciate the interest of the Irish Nurses Organisation and others who have contributed to the preparation of this guidance document. I am confident that this body of work will inform human resource practices currently used by employers and will form a cornerstone for future developments in the recruitment of overseas nurses and midwives.



Micheál Martin, T.D.
Minister for Health and Children

Introduction

Nursing personnel comprise over 36% of all public health service employees. The Department of Health and Children believes that quality health care is directly dependent on an adequate supply of qualified nursing personnel. Ireland is currently experiencing a shortage of registered nurses and midwives. The increasing mobility of the global workforce coupled with a need for registered nurses and midwives means that international recruitment of nurses and midwives will continue for the foreseeable future. Nurses and midwives recruited from abroad currently constitute a significant part of the nursing workforce in Ireland. The training location and number of applications from overseas applicants registered by An Bord Altranais are set out in Table 1 below. Details for each division of the register are given in Appendix 1.

Table 1 – Applications from Overseas Applicants Registered by An Bord Altranais

Training Location	1999 Jan – Dec	2000 Jan – Dec	2001 Jan – Sept*
New Zealand	90	75	13
Canada	16	11	5
U.S.A.	107	36	37
Australia	275	216	158
Malta	1	—	—
Czech Republic	1	1	1
Romania	1	1	2
Bulgaria	—	—	1
Sudan	—	—	1
Nigeria	30	32	25
Cameroon	—	1	—
Kenya	1	1	1
Tanzania	1	—	2
Zambia	2	2	2
Zimbabwe	4	3	5
South Africa	79	81	58
Trinidad and Tobago	2	2	1
Peru	1	1	—
Brazil	1	—	1
Jordan	19	19	6
Bahrain	1	1	—
India	45	48	58
Philippines	1,057	1,143	1,310
South Korea	3	3	2
Others	9	—	—
Total Registered	1,746	1,677	1,689

Source: An Bord Altranais, Registration Department, November 2001.

*Figures for 2000 relate to 1st January to 27th September.

The Irish health service can benefit greatly from successful international recruitment. The Department of Health and Children supports the development of effective and appropriate recruitment strategies in partnership with health service employers.

The Nursing Policy Division established a working group with the following term of reference:

To provide guidance on best practice with regard to the recruitment of nurses and midwives from overseas (including EEA¹ and non-EEA countries).

This document is the result of the deliberations of this group. It outlines the processes involved in recruiting nurses and midwives from overseas and makes recommendations for best practice. International recruitment of nurses and midwives is a two-way process. Irish health service employers are developing the processes which underpin successful overseas recruitment in a multicultural society. Non-national nurses and midwives are adapting to the Irish health care system and are bringing their particular skills to the nursing and midwifery workforce. The guidance provided in this document supports existing human resource practices.

Table 2 – Membership of Working Group²

Ms. Mary McCarthy, Chief Nursing Officer, Department of Health and Children
Ms. Peta Taaffe, Chief Nursing Officer, Department of Health and Children
Ms. Elizabeth Farrell, Nurse Researcher, Nursing Policy Division, Department of Health and Children
Ms. Deirdre Hogan, Deputy Chief Executive Officer, An Bord Altranais
Ms. Marie Keane, Director of Nursing, Beaumont Hospital, Dublin
Ms. Mary Kelly, Director of Human Resource, Northern Area Health Board
Ms. Liz Kingston, National Co-ordinator for Clinical Placements, Health Service Employers Agency
Ms. Anna Lloyd, Nurse Adviser (Paediatrics), Nursing Policy Division, Department of Health and Children
Ms. Margaret Malone, Higher Executive Officer, Department of Enterprise, Trade and Employment
Ms. Sheila O'Malley, Director of Nursing & Midwifery Planning & Development Unit, Eastern Regional Health Authority
Ms. Carolyn O'Neill, Higher Executive Officer, Nursing Policy Division, Department of Health and Children
Kay O'Sullivan, Director of Nursing, Cork University Hospital
Ms. Susan Reilly, Assistant Principal Officer, Nursing Policy Division, Department of Health and Children
Ms. Anne-Marie Ryan, Chief Education Officer, An Bord Altranais
Ms. Mairead Shields, Director of Human Resources, Adelaide and Meath Hospital Dublin incorporating the National Children's Hospital

Guiding principles

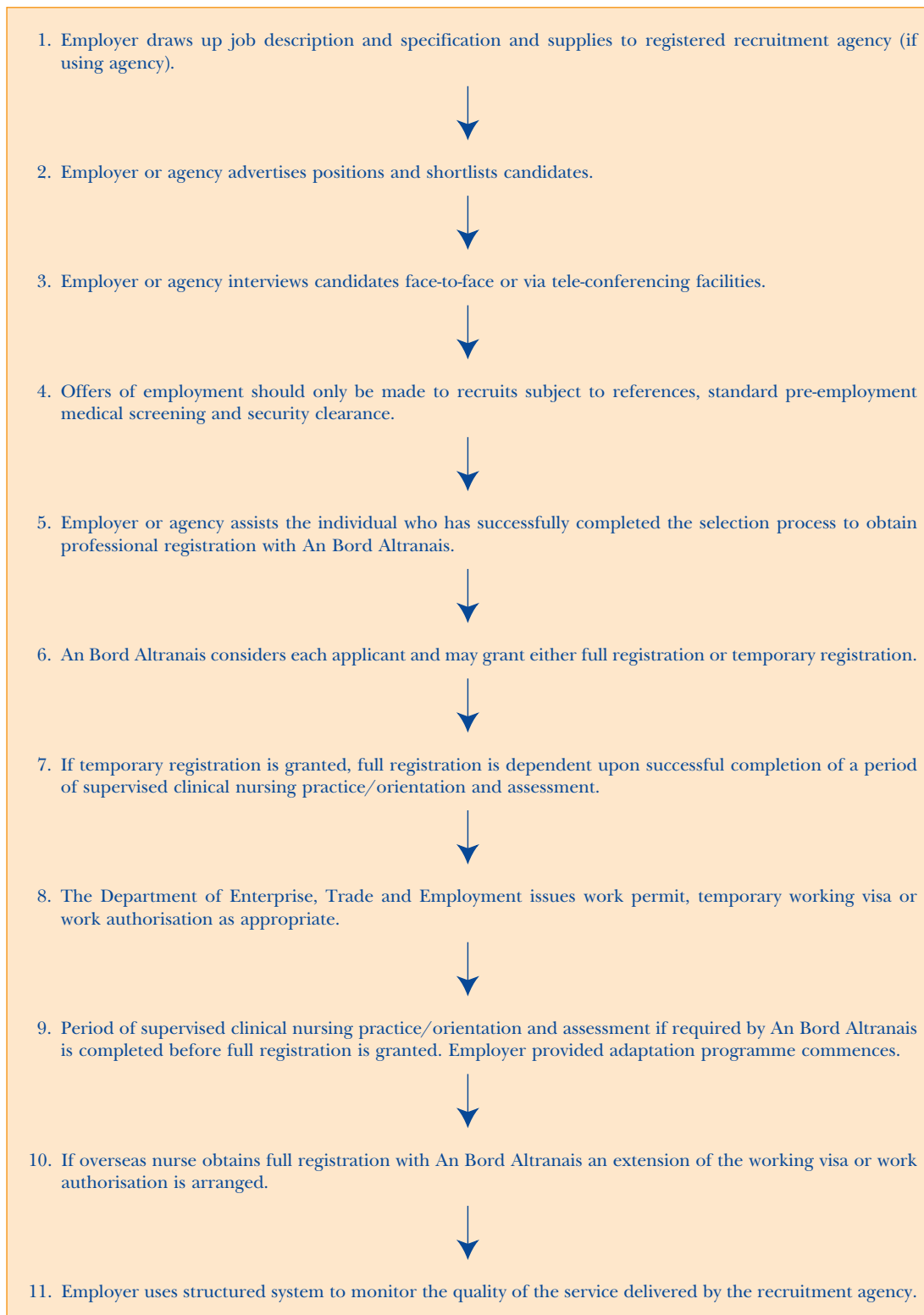
Five principles guided the working group in identifying best practice for recruitment of nurses and midwives from abroad

- **Quality** – overseas nurse recruitment process encompasses best practice standards which are evaluated on an on-going basis.
- **Ethical recruitment** – nurses, midwives and human resource personnel, who manage and are involved in overseas recruitment process, must ensure that ethical and best practice standards are implemented. International nurse recruitment must be supported by local policies which reflect ethical practice.
- **Equity** – recruitment of overseas nurses and midwives forms part of an overall recruitment strategy for the Irish nursing workforce. Employment legislation applies equally to national and non-national nurses.
- **Inclusiveness** – international nurse recruitment benefits consumers, Irish nurses and midwives, health service employers and overseas nurses alike.
- **Promotion of nursing** – existing recruitment strategies for the Irish nursing workforce should continue to encompass the development of effective measures for: enhancing the attractiveness of nursing and midwifery as a career; recruiting and retaining nurses and midwives; re-entry to the workforce, and long-term human resource planning.

¹ The EEA (European Economic Area) comprises of the member states of the European Union (Belgium, Denmark, Germany, Greece, Spain, France, Ireland, Italy, Luxembourg, the Netherlands, Austria, Portugal, Finland, Sweden and the United Kingdom) together with Norway, Iceland and Liechtenstein.

² Ms. Mary McCarthy chaired the working group from October 2001 following the retirement of Ms. Peta Taaffe, Chief Nursing Officer from 1998-2000.

Figure 1 – Stages in the recruitment process



Planning to Recruit from Overseas

1.1 The European Economic Area

An employer can choose to recruit nurses and midwives from either inside or outside the EEA. If recruiting inside the EEA prospective employees do not require work permits. Professional qualifications are generally compatible. If recruiting from outside the EEA a work permit, working visa or work authorisation is required. In general recruitment from within the EEA is a shorter process.

1.2 Outside the European Economic Area

If employers wish to pursue recruitment outside the EEA, it is necessary to ensure that the applicant's education, training, ability to communicate in English and post-registration experience is consistent with the standards expected of nurses and midwives educated in Ireland.

1.3 Ethical recruitment

Some developing countries are experiencing nursing and midwifery skills shortages of their own. It is recommended that Irish employers only actively recruit in countries where the national government supports the process. This approach is consistent with the concept of ethical recruitment.

1.4 Philippine Overseas Employment Administration

The Government of the Philippines actively supports recruitment by Irish Health Service employers. The Philippine Overseas Employment Administration (POEA) facilitates this process. Best practice guidance indicates that Irish health services employers work through the Philippine Overseas Employment Administration.

Philippine Overseas Employment Administration

EDSA corner Ortigas Avenue,

Mandaluyong City

Philippines

E-mail: info@poea.org.ph

Telephone number: (632) 7221174/77

Fax number: (632) 7221159/7243656

1.5 Approach to overseas recruitment

Once individual employers have satisfied themselves that they cannot fill their nursing and midwifery vacancies either nationally or within the EEA, overseas recruitment should then be considered. All public health service employers should consult with their health board or

health authority, Nursing and Midwifery Planning and Development Unit and Personnel Department to ascertain if recruitment initiatives are already underway. Collaborative recruitment strategies represent best practice in that they are resource effective in terms of cost and time.

1.6 Individual applicants

Individual unsolicited applications by nurses or midwives from any country for employment in Ireland should be processed in the same manner as any other application. Details of vacancies and job descriptions should be provided. If the employer uses the services of a registered recruitment agency individuals could be referred to the agency to assist with the recruitment process.

1.7 Tendering for services

If selecting or tendering for the services of a registered recruitment agency employers must observe local specifications regarding tendering and purchasing. Governing legislation requires that contracts over the value of £165,000 or €209,506, be awarded under the ambit of an EU tender competition which is open, fair, transparent and non-discriminatory.

1.8 Recruitment fee

Employers bear the cost of the overseas recruitment process and no recruitment fee should be charged to the recruit.

1.9 Recruitment agency

Once the decision has been taken to use a registered agency the employer should ask the following questions of the agency:

- is the agency legally registered to recruit?
- does the agency have successful experience in recruiting from abroad?
- does the agency demonstrate a working knowledge of international nursing and midwifery recruitment (e.g. immigration procedures, professional registration procedures and equality and employment legislation) and the international nursing and midwifery market?
- can the agency provide sufficient proof of financial and economic standing?
- has the agency established international networks?
- does the agency have competitive recruitment fees?
- does the agency have a 'no recruitment fee' for the prospective employee?
- has the agency a quality control and audit mechanism?
- has the agency a proven commitment to ethical and sound employment practices?

1.10 Cost effectiveness

The employer should ensure that any overseas recruitment initiative is cost effective vis-à-vis local recruitment initiatives. The numbers of nurses likely to be recruited should justify the costs of the recruitment process – agency charges, recruiting time, travel and induction costs.

1.11 Accommodation on arrival

Employers should make plans to accommodate overseas nurses on their arrival in Ireland. Irish nursing employers have adopted a range of strategies in this area. They range from providing eight weeks accommodation free-of-charge, financial support in the form of loans to facilitate the overseas nurse in securing private rented accommodation, to providing six weeks of accommodation at varying costs to the nurse.

1.12 Sourcing accommodation

It may be considered as best practice that the employer provides accommodation, of an acceptable standard, for a maximum of six weeks. The employer should subsequently assist the nurse in sourcing private accommodation.

RECOMMENDED BEST PRACTICE FOR PLANNING TO RECRUIT FROM OVERSEAS

- Irish employers should recruit nurses and midwives from those countries which support overseas recruitment.
- Employers intending to recruit overseas nurses and midwives should liaise with the health board or health authority, Nursing and Midwifery Planning and Development Unit and Personnel Department.
- Employers should bear the cost of the overseas recruitment process and no recruitment fee should be charged to the recruit.
- The cost effectiveness of international recruitment should be assessed.
- If recruitment agencies are used they must be registered for this purpose.
- The employer should monitor the quality of the service delivered by the recruitment agency.
- The employer provides acceptable accommodation for six weeks, at a subsidised cost and then provides assistance to the nurse in sourcing private accommodation.

Selection of Staff

2.1 Criteria for selection of overseas candidate

Employers recruiting from abroad should apply the same criteria used in the selection and appointment of all new employees within or outside the EEA.

2.2 Short-listing candidates

Recruitment agencies where used may short-list candidates. The prospective employer should interview candidates who have been short-listed.

2.3 Interviews in country of origin

Interviews should take place in the candidate's country of origin and be conducted face-to-face by experienced nursing staff from the employing institution board/authority. Using teleconferencing technology for interviews from an Irish employer's home base, may be useful.

2.4 Applicants english language skill

The interview process affords the employer an opportunity to assess the applicants proficiency in the English language. Appointments should only be made if the employer is satisfied that the candidate's command of the English language is sufficient to ensure safe and competent nursing practice in the Irish health care setting.

2.5 Language testing

It is strongly recommended that employers do not rely entirely on the interview as a test of English language proficiency, but rather use a recognised testing system. The International English Language Testing System (IELTS) is suited to this purpose and is the system currently used by the United Kingdom Central Council (UKCC) and The Medical Council in Ireland. Further information about this system is available at the IELTS website: www.ielts.com

2.6 Assessment of language prior to registration

Ability to communicate in English should also be assessed during the period of supervised clinical nursing practice/orientation and assessment.

2.7 On-going language assessment

As well as assessing English ability via tests and at interview, language assessment should also form part of on-going and structured review of personnel in the early stages of employment.

RECOMMENDED BEST PRACTICE FOR SELECTION OF STAFF

- Employers should apply the same criteria for selection and appointment of all new employees.
- Employers interview candidates face to face in the recruit's home country, or by using tele-conferencing technology.
- Employers must assess the applicants proficiency in the English language as part of the selection process.

CHAPTER 3

Working Visa, Work Authorisation and Work Permits

3.1 Freedom of movement

Nurses from member countries of the European Union have freedom of movement within the member states and are, therefore, eligible to work in Ireland without the need to secure a visa, permit or authorisation. All nurses and midwives must be registered with An Bord Altranais (see points 5.1. and 5.2.). Employers should continue to recruit nurses from EU countries.

3.2 Working Visa and Work Authorisation

A working visa and work authorisation scheme was introduced by the Department of Enterprise, Trade and Employment to facilitate recruitment from non-EEA countries for designated sectors of the employment market. Due to the current nursing and midwifery skills shortage in Ireland, registered nurses and midwives are included in this scheme. Whether a registered nurse or midwife requires a working visa or work authorisation is dependent upon his or her country of origin (Appendix 2). Prospective employees with job offers from employers in Ireland should obtain the relevant visa or authorisation in advance from an Irish Embassy or Consulate.

3.3 Criteria for application

The prospective employee can seek a working visa or work authorisation valid for two years. Criteria for application for a work visa or work authorisation include that a nurse or midwife must be a registered nurse or midwife in their own country, be registered with An Bord Altranais and have a job offer in Ireland.

3.4 Supervised clinical nursing practice/orientation and assessment

Non-EEA nurses or midwives may be required by An Bord Altranais to undertake a period of supervised clinical nursing practice/orientation and assessment before they may be considered eligible for full registration. This is conducted in an Irish hospital approved by An Bord Altranais for the education of nurses and midwives. An Bord Altranais issues certificates of temporary registration, which enable nurses to apply for working visas or work authorisations valid for three months. The certificate of temporary registration is also valid for three months.

3.5 Extending Working Visa and Work Authorisation

If full registration is granted after completion of supervised clinical nursing practice/orientation and assessment, the nurse or midwife can then extend the period of their visa, initially for a further twenty-one months. Working visas or work authorisations may then be extended for two years at a time, provided the nurse or midwife continues to fulfil the

conditions of the scheme. The working visa or authorisation does not confine the nurse or midwife to a particular employer.

3.6 Failure to qualify for full registration

Temporarily registered nurses or midwives who do not qualify for full registration within three months will not be allowed to remain in Ireland.

Queries regarding the working visa and work authorisation scheme should be directed to

Policy Unit in Employment Services
Department of Enterprise, Trade and Employment
Room 207, Davitt House
65a Adelaide Road
Dublin 2.
E-mail: working_visas@entemp.ie

Visa Office, Department of Foreign Affairs
Hainault House
69-71 St. Stephen's Green
Dublin 2.
Telephone number: 01 4082764 or 01 4082765;
E-mail: visa@iveagh.irlgov.ie

or
to any Irish Embassy or Consulate

Work permits

3.7 Work permits

The Department of Enterprise, Trade and Employment also allows non-nationals to work in Ireland under the work permit scheme. The working visa and work authorisation scheme, outlined above, does not replace, but is a faster alternative to the work permit scheme, which continues to be available to employers in Ireland. An employer wishing to employ an individual who is not a national of an EEA country and does not have a work visa or work authorisation must seek a work permit. Only the employer can apply for a work permit on behalf of the individual. The work permit ties the worker to that particular employer for its duration, normally a year. The employer can apply to renew work permits.

Applications for work permits are processed by the
Work Permits Section
Department of Enterprise, Trade and Employment
Room 207, Davitt House
65a Adelaide Road
Dublin 2.
Telephone number: 01 6313308
Website: www.entemp.ie

3.8 Filling a vacancy

Employers must demonstrate that despite reasonable effort, the vacancy could not be filled by an Irish candidate or EEA candidate.

Registration with the Garda Síochána

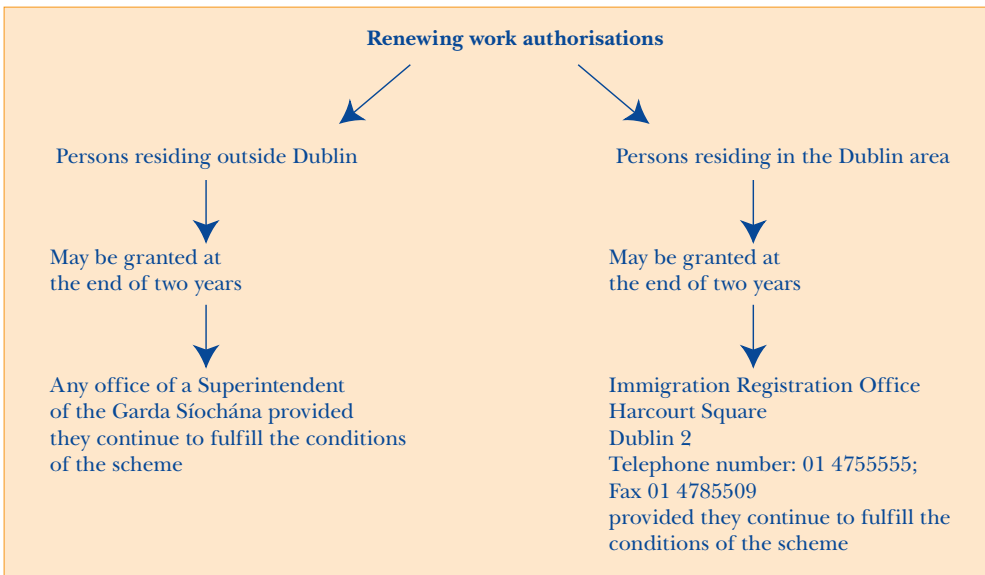
3.9 Registration after arrival

All nationals of non-EEA countries must register with the Garda Síochána in the area in which they intend to reside within three months of arriving in the State. In the Dublin area registration is carried out at the Immigration Registration Office, Harcourt Square, Dublin 2 (Telephone 01 4755555; fax 01 4785509). Persons living outside the Dublin area should register at the local Garda Superintendent's Office.

Figure 3.9-1 – Process for Renewing Working Visas



Figure 3.9-2 – Process for Renewing Work Authorisations



RECOMMENDED BEST PRACTICE FOR OBTAINING VISA AND PROFESSIONAL REGISTRATION

- Employers should assist the overseas nurse in obtaining temporary or full registration with An Bord Altranais.
- Employers may assist the overseas nurse or midwife in obtaining the relevant permit, visa or authorisation.

Before Leaving Country of Origin

4.1 Prior to leaving the country of origin

There are many parts of the recruitment process which, of necessity, must be completed prior to the nurse or midwife leaving the country of origin. Best practice involves completion of as much of the recruitment process as is possible before a recruit leaves her or his home country. It is the employer's responsibility to ensure that any nurse or midwife employed is registered with An Bord Altranais and is legally permitted to work in Ireland. This section provides the employer with guidance on such practice. Table 4.1-1 outlines parts of the recruitment process for completion before travel to Ireland.

Table 4.1-1 Parts of the recruitment process for completion before travel to Ireland

- Information sharing
- Interview and language assessment (see Chapter 2)
- Pre-employment medical assessment
- Reference check
- Security clearance
- Temporary or full professional registration with An Bord Altranais (see Chapter 5)
- Work permit, working visa or work authorisation (see Chapter 3)

Information sharing

Successful overseas recruitment is underpinned by extensive information sharing. Candidates who are relocating to Ireland need considerable amounts of information on the processes involved.

4.2 Cultural sensitivity

The information sharing process should take account of cultural differences between Ireland and the applicant's country of origin. Recruitment agencies can assist employers in identifying the cultural differences.

4.3 Informed decision about employment

Applicants must be provided with the information necessary to allow them to make an informed decision about relocating to Ireland (see 4.5). The information sharing process should commence at the application stage of recruitment and continue following relocation to Ireland. If using a recruitment agency, employers should satisfy themselves as to the nature, content, quality and accuracy of information supplied on their behalf to recruits.

4.4 Job description

It is essential that a job description be provided upon application for the vacant position.

4.5 Material supplied to the recruit

The information supplied to the recruit should include, but is not limited to the following:

- place of employment – organisation/hospital/health agency;
- job description for the post;
- place of any necessary period of supervised clinical nursing practice/orientation and assessment;
- stages in the recruitment process;
- role of the recruitment agency and the employer in the recruitment process;
- recruitment costs, (the employer bears the cost of the recruitment process – the applicant may incur incidental costs, e.g. notarisation, translation or copying of documentation);
- salary scale applicable during both supervised clinical nursing practice/orientation and assessment period, and on attaining full professional registration;
- accommodation arrangements;
- cost of living and working in Ireland;
- social welfare, taxation and pension systems;
- continuing professional education opportunities;
- equality and employment legislation applicable to all employees;
- medical assessment process;
- occupational health policies pertaining to the Irish health care setting; and
- mechanisms for recognition of qualifications earned in other countries.

4.6 Sources of information

Employers or agencies can develop their own information and supplement it with information from a number of sources. The following internet sites are recommended:

- www.irlgov.ie – the Irish Government website
- www.doh.ie – the Department of Health & Children website
- www.nursingboard.ie – the An Bord Altranais website
- www.ireland.travel.com – the Irish tourist board website.

A useful information booklet is produced by the Department of Social, Community and Family Affairs entitled *Returning to Ireland, A Practical Guide To Accommodation, Health, Tax, Pensions, Social Welfare*.³

Department of Social, Community and Family Affairs

Aras Mhic Dhiarmada
Store Street
Dublin 1

Telephone number: 01 7043000

Website: www.welfare.ie

The following book is a useful resource and is easily available in bookshops: – *Working & Living in Ireland*.⁴

³ *Returning to Ireland, A Practical Guide to Accommodation, Health, Tax, Pensions, Social Welfare* (2001) Dublin: Department of Social, Community and Family Affairs.

⁴ Houston, E. (2001) *Working and Living in Ireland*. Clane: Working and living Publication Ireland.

Pre-employment medical assessment

4.7 Pre-employment medical assessment

The pre-employment medical assessment should be conducted in the nurse's or midwife's country of origin prior to confirmation of employment. An employer may prescribe the exact requirements of the pre-employment medical assessment.

4.8 Occupational Health Department

The results of the pre-employment medical assessment should be forwarded, in confidence, to the Occupational Health Department within the employing organisation, prior to commencement of employment.

4.9 Further medical assessment on arrival

On commencing employment in Ireland, a new employee may be required to undergo further medical assessment.

4.10 Occupational health policy

As part of the health screening process, prospective employees should be made aware of occupational health policies pertaining to the Irish healthcare setting. For example current policy in relation to blood borne diseases states that:

on commencement of employment, all employees must be made aware of the risk factors for acquiring blood-borne diseases, and the legal and ethical duties to disclose any blood-borne infection or risk of infection to appropriate authorities⁵

In this case the appropriate authorities are the Occupational Health Physicians or the Occupational Health Department within the employing organisation. An Bord Altranais have published a *Guidance for Nurses and Midwives with Serious Contagious/Infectious Diseases*.⁶

Security screening and references

4.11 Security screening and references

All overseas nurses and midwives recruited to work in Ireland are subject to the same employment checks as Irish nurses. References from current and previous employers are obtained and checked in the usual way. Local checks, equivalent to the Garda Síochána clearance required within Ireland, must be completed before the recruit travels to Ireland. Recruitment agencies will normally facilitate these processes as part of their service to the employer.

⁵ *The Prevention of Transmission of Blood-Borne Disease in the Health-Care Setting*. (1999) Dublin: Department of Health & Children.

⁶ *Guidance for Nurses and Midwives with Serious Contagious/Infectious Diseases*. (2001) Dublin: An Bord Altranais.

RECOMMENDED BEST PRACTICE FOR THE RECRUITMENT PROCESS PRIOR TO LEAVING THE COUNTRY OF ORIGIN

- Completion of as much of the recruitment process as possible before a recruit leaves their home country.
- Job description should be supplied.
- Information about working and living in Ireland should be supplied.
- Each nurse or midwife must be aware of the place of employment and where any necessary period of supervised clinical nursing practice/orientation and assessment will be undertaken.
- Information regarding pay scales should be given.
- Employee should be informed about the process of attaining full professional nurse registration.
- Job offers are made subject to standard pre-employment medical assessment, security clearance and satisfactory references.

Attaining Full Professional Registration

5.1 EU Directive – General Nursing

Registration with An Bord Altranais for general trained nurses who trained in another European Union member country is governed by EC Directives 77/452/EC and 77/453/EC. If a nurse has trained under the EU syllabus for general nursing or has practised as a first level general nurse for three of the preceding five years he/she is eligible for consideration for entry to the register as maintained by An Bord Altranais.

5.2 EU Directive – Midwifery

Registration with An Bord Altranais for midwives who trained in another European Union member country is governed by EC Directives 80/154/EC and 80/155/EC. If a midwife has trained under the EU syllabus for midwifery or has practised as a midwife for three of the preceding five years he/she is eligible for consideration for entry to the division of midwifery on the Register of Nurses as maintained by An Bord Altranais.

5.3 Supervised Clinical Nursing Practice/Orientation and Assessment

A period of supervised clinical nursing practice/orientation and assessment may be required by An Bord Altranais for non-EEA nurses or midwives who hold qualifications from countries other than Australia, Canada, New Zealand and the United States. This gives the nurse or midwife the opportunity to give nursing care under supervision, be orientated to the Irish health care system, and to be assessed for suitability for full professional registration in Ireland. Supervised clinical nursing practice/orientation and assessment for nurses and midwives may only take place at sites which have been approved by An Bord Altranais. Employers recruiting for unapproved sites, should make arrangements for supervised clinical nursing practice/orientation and assessment.

5.4 National Co-ordinator for Clinical Placements

The employer arranges the period of supervised clinical nursing practice/orientation and assessment, through the National Co-ordinator for Clinical Placements, at the Health Service Employers Agency (HSEA, 63-64 Adelaide Road, Dublin 2. Telephone number: 01 6626966).

5.5 Individual applicants

Individuals without an offer of employment who are seeking registration with An Bord Altranais may apply directly to an approved site seeking supervised clinical nursing practice/orientation and assessment. The hospital may view the applicant as a potential employee and proceed with the standard recruitment process.

5.6 Salary during Supervised Clinical Nursing Practice/Orientation and Assessment

While on supervised clinical nursing practice/orientation and assessment, the recruit should be paid at a rate equivalent to that of a third year student nurse. This rate increases in line with national pay policy.

5.7 Professional registration

Upon completion of the period of supervised clinical nursing practice/orientation and assessment, the Director of Nursing recommends (or does not recommend) the nurse or midwife for professional registration to An Bord Altranais. Once an applicant is recommended to An Bord Altranais and is subsequently entered on the professional register the person is eligible to practice as a registered nurse/midwife.

5.8 Salary once registered

Once registered, the overseas nurse or midwife should be placed at the point on the incremental salary scale commensurate with their verified nursing experience.

5.9 Appeals

An applicant who is not recommended for registration and for whom registration is not granted by An Bord Altranais, should be informed that any appeals process must be pursued through the Irish Judicial system.

RECOMMENDED BEST PRACTICE FOR ATTAINING FULL PROFESSIONAL REGISTRATION

- Supervised clinical nursing practice/orientation and assessment can only be provided at sites approved by An Bord Altranais for this purpose.
- Placement of nurses or midwives on the supervised clinical nursing practice/orientation and assessment programme can be arranged with the National Co-ordinator for Clinical Placements.
- During the period of supervised clinical nursing practice/orientation and assessment, overseas nurses and midwives are paid at a rate equivalent to that of third year student nurses. After full registration they are paid at the appropriate point on the incremental salary scale.

Induction, Orientation and Adaptation

6.1 Induction and orientation

Orientation and induction programmes are essential. Every new recruit needs effective orientation and induction to the organisation and to the clinical area. Employers have a responsibility to facilitate this adaptation process.

6.2 Framework supporting adaptation

A structured framework should be developed within organisations to support nurses and midwives in this adaptation process. The employer should provide written guidelines and specific training in mentorship or preceptorship for staff supervising overseas nurses. A robust framework for supervising staff will enhance effective adaptation and is a key element to forging supportive relationships. The adaptation programme may overlap with any period of supervised clinical nursing practice/orientation and assessment that a nurse or midwife may be required to undertake. Nurses or midwives commencing employment with full professional registration (i.e. who do not require a period of supervised nursing practice/orientation and assessment) must also receive a comprehensive orientation and induction programme.

6.3 Features of an adaptation programme

The provision of an adaptation programme spanning cultural, professional and clinical issues is essential. An adaptation programme should aim to:

- promote the ability of the overseas nurse or midwife to integrate into Irish society.
- facilitate safe and competent practice of the overseas nurse or midwife in the Irish healthcare setting.

Many health care employers have extensive experience of providing adaptation programmes for employees. Irish employers can draw on this experience in developing adaptation programmes. Table 6.3-1 outlines possible features of an adaptation programme.

Table 6.3-1 Suggested features of an adaptation programme

- Intensive one/two weeks of theoretical input.
- Designed to meet the individual needs of each nurse or midwife.
- Syllabus informed by a needs analysis.
- Promotes cross cultural understanding.
- Input and focus on language skills.
- Ongoing review and adaptation of the programme.
- Review incorporates views of overseas nurses.
- Ongoing promotion of accommodating cultural diversity in the workplace.
- Preparation of existing staff in skills of mentoring or precepting.

6.4 Content of adaptation programme

An adaptation programme should cover professional and clinical issues, cultural and social issues. The following Table 6.4-1, suggests a broad range of topics or areas for consideration in drawing up an adaptation programme.

Table 6.4-1 Suggested content of an adaptation programme

PROFESSIONAL AND CLINICAL ISSUES	CULTURAL AND SOCIAL ISSUES
<ul style="list-style-type: none"> • Health care delivery system in Ireland • Role of the nurse within the Irish health care system • Code of Professional Conduct and Scope of Practice (An Bord Altranais) • Organisational structure of the hospital • Hospital protocols • Nursing policies and procedures • Infection control policies • Drug administration policy • Moving and handling course • Cardio pulmonary resuscitation (CPR) • Documentation and communication • Abbreviations and new terminology • Health and safety issues • Ethical and legal issues • Professional groups and associations • Professional development and continuing professional educational opportunities* 	<ul style="list-style-type: none"> • Irish cultural and social norms • Irish climate and weather • Irish food and lifestyle • Tour of neighbourhood • Public transport information • Accessing public services • Cost of living • Post office, banking and internet facilities • Payment of salary arrangements • Healthcare entitlements and access • Personal safety issues • Employment and equality legislation • Accommodation arrangements • Social welfare entitlements

*Please note that the fees charged for non-national students by most third level institutions are often substantially higher than those charged for national students

6.5 Accommodation of diversity

Each employer, in collaboration with employees should promote transcultural awareness and accommodation of diversity. This should foster a culturally sensitive environment and promote the integration of overseas nurses.

6.6 Equity and equal status

The Employment Equality Act (1998) and the Equal Status Act (2000) apply equally to all individuals employed in an Irish health care setting.

RECOMMENDED BEST PRACTICE FOR PROMOTING ADAPTATION TO IRELAND AND THE IRISH HEALTHCARE SETTING

- An orientation, induction and adaptation programme should be provided for all overseas nurses and midwives arriving to work in Ireland.
- Each employer should adopt a policy promoting transcultural awareness.
- Employment legislation applies equally to national and non-national nurses.

APPENDICES

APPENDIX 1

Applications from Overseas Nurses by Division of the Nurses Register

Applications from Overseas Applicants registered between 1st January 2001 and 27th September 2001

Training Location	DIVISION						Total
	RGN	RM	RPN	RSCN	RMHN	RNT	
New Zealand	11		2				13
Canada	5						5
U.S.A.	37						37
Australia	139	7	8	2	2		158
Czech Republic	1						1
Romania	2						2
Bulgaria	1						1
Sudan	1						1
Nigeria	23	1	1				25
Kenya	1						1
Tanzania	2						2
Zambia	2						2
Zimbabwe	5						5
South Africa	55	1	2				58
Trinidad and Tobago	1						1
Brazil	1						1
Jordan	6						6
India	57		1				58
Philippines	1,309	1					1,310
South Korea	2						2
Total Registered	1,661	10	14	2	2		1,689

Source: An Bord Altranais Registration Department, November 2001.

RGN Registered General Nurse; RM Registered Midwife; RPN Registered Psychiatric Nurse; RSCN, Registered Sick Children's Nurse; RNT, Registered Nurse Tutor.

Applications from Overseas Applicants registered between 1st January 2000 and 31st December 2000

Training Location	DIVISION						
	RGN	RM	RPN	RSCN	RMHN	RNT	Total
New Zealand	67	2	4				75
Canada	10		1				11
U.S.A.	35		1				36
Australia	196	8	11			1	216
Czech Republic	1						1
Romania	1						1
Nigeria	28	2	2				32
Cameroon	1						1
Kenya	1						1
Zambia	2						2
Zimbabwe	3						3
South Africa	79	1	1				81
Trinidad and Tobago	2						2
Peru	1						1
Jordan	19						19
Bahrain	1						1
India	47		1				48
Philippines	1,143						1,143
South Korea	3						3
Total Registered	1,640	13	21		2	1	1,677

Source: An Bord Altranais Registration Department, November 2001.

RGN Registered General Nurse; RM Registered Midwife; RPN Registered Psychiatric Nurse; RSCN, Registered Sick Children's Nurse; RNT, Registered Nurse Tutor.

Applications from Overseas Applicants registered between 1st January 1999 and 31st December 1999

Training Location	DIVISION						
	RGN	RM	RPN	RSCN	RMHN	RNT	Total
New Zealand	81	1	5	1	2		90
Canada	15		1				16
U.S.A.	106		1				107
Australia	251	7	15	1		1	275
Czech Republic	1						1
Romania	1						1
Nigeria	25	3	2				30
Kenya	1						1
Tanzania	1						1
Zambia	2						2
Zimbabwe	4						4
South Africa	78	1					79
Trinidad and Tobago	2						2
Peru	1						1
Brazil	1						1
Jordan	19						19
Bahrain	1						1
India	45						45
Philippines	1,057						1,057
South Korea	3						3
Others	9						9
Total Registered	1,705	12	24	2	2	1	1,746

Source: An Bord Altranais Registration Department, November 2001.

RGN Registered General Nurse; RM Registered Midwife; RPN Registered Psychiatric Nurse; RSCN, Registered Sick Children's Nurse; RNT, Registered Nurse Tutor.

APPENDIX 2

Non-EEA countries, holders of passports that are not required to have a visa to travel to Ireland

Non-EEA countries

Holders of passports that are not required to have a visa to travel to Ireland

Andorra	Guyana	Portugal
Antigua & Barbuda	Honduras	Saint Kitts & Nevis
Argentina	Hong Kong (Special Administrative Region)	Saint Lucia
Australia	Iceland	Saint Vincent & the Grenadines
Austria	Israel	San Marino
Bahamas	Italy	Seychelles
Barbados	Jamaica	Singapore
Belgium	Japan	Slovenia
Belize	Kiribati	Solomon Islands
Bolivia	Latvia	South Africa
Botswana	Lesotho	South Korea
Brazil	Liechtenstein	Spain
Brunei	Lithuania	Swaziland
Canada	Luxembourg	Sweden
Chile	Malawi	Switzerland
Costa Rica	Malaysia	Tonga
Cyprus	Maldives	Trinidad & Tobago
Czech Republic	Malta	Tuvalu
Denmark	Mauritius	United States of America
Dominica	Mexico	United Kingdom & Colonies
El Salvador	Monaco	Uruguay
Estonia	Nauru	Vanuatu
Fiji	Netherlands	Vatican City
Finland	New Zealand	Venezuela
France	Nicaragua	Western Samoa
Gambia	Norway	Zimbabwe
Germany	Panama	
Greece	Paraguay	
Grenada	Poland	
Guatemala		

Source: Department of Foreign Affairs, Dublin, February 2001.

APPENDIX 3

Contacts

An Bord Altranais

31 Fitzwilliam Square

Dublin 2

Telephone number: (01) 639 8500

Website: www.nursingboard.ie

Department of Enterprise, Trade and Employment

Davitt House

65a Adelaide Road

Dublin 2

Website: www.entemp.ie

Specific queries should be directed as follows:

- a) Working visas and work authorisations – Room 207
- b) Work permits – Room 105

Department of Social, Community and Family Affairs

Aras Mhic Dhiarmada

Store Street

Dublin 1

Telephone number: (01) 7043000

Website: www.welfare.ie

Department of Health and Children

Hawkins House

Hawkins Street

Dublin 2

Telephone number: (01) 635 4000

Website: www.doh.ie

Government Publications Sales Office

Sun Alliance House

Molesworth Street

Dublin 2

Telephone number: (01) 6793515

Immigration Registration Office

Harcourt Square

Dublin 2

Telephone number: (01) 4755555

Fax: (01) 4785509

National Co-ordinator for Clinical Placements

Health Services Employers Agency

63-64 Adelaide Road

Dublin 2

Telephone number: (01) 6626966

The Alliance of Nursing Unions

Irish Municipal Public and Civil Trade Union (IMPACT)

Nerney's Court

Dublin 1

Telephone number: (01) 8171567

Website: www.impact.ie

Irish Nurses Organisation (INO)

11 Fitzwilliam Place

Dublin 2

Telephone number: (01) 6760137

E-mail: ino@ino.ie

Website: www.ino.ie

Psychiatric Nurses Association of Ireland (PNA)

2 Gardiner Place

Dublin 1

Telephone number: (01) 8746793

Services, Industrial, Professional and Technical Union (SIPTU)

Liberty Hall

Dublin 1

Telephone number: (01) 874 9731

Website: www.siptu.ie

Philippine Overseas Employment Administration (POEA)

POEA Building

EDSA corner Ortigas Avenue

Mandaluyong City

Philippines

Telephone number: + (632) 7221174/77

Fax: + (632) 7221159/7243646

E-mail: info@poea.org.ph

Revenue Information Services

Telephone number: (01) 8780000

Forms and leaflets, Telephone number: (01) 8780100

Website: www.revenue.ie

For information on transferring residence to Ireland, contact:

Residence Section

Government Buildings

Nenagh

Co. Tipperary

Telephone number: (067) 33533

Fax: (067) 32916

For information on the Irish legal requirements for non-nationals living in Ireland, contact:

Immigration Division

Department of Justice, Equality and Law Reform

72-76 St Stephen's Green

Dublin 2

Telephone number: (01) 6789711

Fax: (01) 6620966

E mail: info@justice.ie

The Equality Authority – provides advice to employers, service providers and employees in relation to equality.

2 Clonmel Street

Dublin 2

Telephone number: 1 890 245545

Website: www.equality.ie

Threshold (Housing advice and information agency)

Dublin – 19 Mary's Abbey, Dublin 7.

Telephone number: (01) 872 6311

Cork – 8 Fr Matthew Quay.

Telephone number: (021) 271250

Galway – Augustine House, St Augustine St.

Telephone number: (091) 563080

Website: www.threshold.ie

Visa Office

Department of Foreign Affairs

Hainault House

69-71 St Stephen's Green

Dublin 2

Telephone number: (01) 4082764 , (01) 4082765

Fax: (01) 4751201

Email: visa@iveagh.irlgov.ie

