



# Nurse and Midwife Medicinal Product Prescribing Toolkit

Application Guidelines for the  
Education Programmes  
Fourth Edition - August 2020

Information for:  
Health Service Providers, Nurses and Midwives and  
Mentors (Medical Practitioners)

Office of the Nursing and Midwifery Services Director, Health Service Executive

*Changing practice to support service delivery*

## Introduction

The Office of Nursing and Midwifery Services Director (ONMSD) Health Service Executive (HSE) provides funding for nurses/midwives employed in the HSE and HSE funded agencies (Section 38) to undertake the Nurse/Midwife Medicinal Product Education Programme provided by Higher Education Institutions (HEIs) contracted by the HSE to provide this education programme. The HEIs are: Royal College of Surgeons in Ireland (RCSI), University College Cork (UCC), University College Dublin (UCD), University of Dublin, Trinity College (TCD), National University of Ireland Galway (NUIG) and University of Limerick (UL).

The education programme meets the requirements and standards laid down by the Nursing and Midwifery Board of Ireland (NMBI) *Requirements and Standards for the Education Programme for Nurses and Midwives with Prescriptive Authority* (An Bord Altranais, 2007). The programme consists of 28 days of theoretical instruction, delivered through blended learning, online learning and distance learning plus 12 days of clinical supervision with a medical practitioner/mentor in the clinical area during the education programme.

There are a number of options to undertake the Nurse/Midwife Medicinal Product Prescribing education programme. This programme is delivered as a stand-alone programme or integrated within various masters' programmes. Applications are welcome from all clinical areas. The programmes are open to nurses and midwives employed in private health service providers who meet the entry criteria and are self-funding or funded by their employer.

It is essential that the health service provider is committed to supporting the applicant in developing safe nurse/midwife medicinal product prescribing in the appropriate setting based on patient/service need. Applicants will be required to fully complete the *Site Declaration Form*<sup>1</sup>. Applicants must fully complete all parts of this form in consultation with the director of nursing/midwifery/service manager/designate. The completed form MUST be submitted to the Higher Education Institution (HEI) as part of the application process.

Applicants employed in the HSE and HSE funded agencies (Section 38) MUST also email this completed form to the National Prescribing Team at [nurse.prescribing@hse.ie](mailto:nurse.prescribing@hse.ie) by the closing date. This is a requirement as part of the application process to secure funding for the applicant by the HSE. This form is necessary to enable the National Nurse Midwife Medicinal Product Prescribing Team to validate registration of the applicant with the HEI, to ensure applicant fees are paid directly by the Office of the Nursing and Midwifery Services Director (ONMSD) HSE to the HEI.

Incomplete forms will be returned to the applicant and their application may not be considered.

- The individual nurse/midwife applicant must meet the entry criteria of the higher education institution (HEI) [See Information Sheet One](#)
- The *Site Declaration Form* must be signed by the director of nursing/midwifery/service manager/designate on behalf of the health service provider [See Information Sheet Two](#)
- The medical practitioner/mentor must sign the *Site Declaration Form*<sup>1</sup> as a commitment to act as a mentor and provide instruction and supervision within the specific clinical practice area for the duration of the education programme [See Information Sheet Three](#)

<sup>1</sup> The Site Declaration Form can be accessed via the HEI application process

## Information Sheet One:

### An Overview of the Higher Education Institution's Requirement

The nurse/midwife must seek the approval of their director of nursing/midwifery/service manager/designate to apply for the Certificate/Professional Diploma in Nursing (Nurse/Midwife Medicinal Product Prescribing), or alternative pathway provided by the HEI. The nurse/midwife must also satisfy the criteria determined by the HEI as follows:

- Name entered in the General, Psychiatric, Children's, Intellectual Disability, Midwife or Public Health Nurse Divisions of the Register (NMBI)
- Have three years recent post registration clinical experience in nursing/midwifery within the past 5 years with the equivalent of one year full time experience in the specific area of practice.
- Possess the competencies recognised at Level 8 on the National Qualification Authority of Ireland framework (NQAI)
- Demonstrate evidence of further education
- Possess a competent level of information technology literacy
- Currently employed as a nurse or midwife in the HSE and HSE funded agencies (Section 38) or a private health service provider
- Support from employer to undertake the programme
- Nomination and confirmation of a designated medical practitioner/mentor.

### Site Declaration Form, Requirements for the Nurse and Midwife Medicinal Product Prescribing Education Programme

Applicants (nurse/midwife) can access the application form which incorporates the *Site Declaration Form* from the relevant HEI via their website:

- Applicant is responsible for fully completing all aspects of the application form as part of the application process as per individual HEI requirements
- Applicant must include the signature of the relevant director of nursing/ midwifery/service manager/designate and medical practitioner/mentor
- Applicants employed in the HSE and HSE funded agencies (Section 38) must email this completed form to [nurse.prescribing@hse.ie](mailto:nurse.prescribing@hse.ie) by the closing date. This is a requirement as part of the application process to secure funding for the applicant by the HSE.

**Note:** Applicants can contact the programme coordinator in each of the HEI for further information.

## Information Sheet Two: Health Service Provider

Each health service provider where nurse/midwife medicinal product prescribing is or has been introduced must have in place a local health service provider's medicinal product prescribing policy, procedure, protocol or guideline (PPPGs) incorporating relevant legislation and regulatory requirements. Health service providers can adopt the National Nurse and Midwife Medicinal Product Prescribing Guideline (2020) and develop addenda in relation to local governance arrangement or develop their own local PPPG.

For HSE and HSE funded agencies (Section 38), local governance arrangements to oversee the introduction and implementation of nurse/midwife medicinal product prescribing must be in place and include the following:

- A named prescribing site coordinator (PSC) delegated by the director of nursing/midwifery/service manager/designate to have responsibility for the initiative locally and for liaising with the HEI
- A named medical practitioner/mentor who has agreed to support the candidate nurse/midwife prescriber through the education programme
- Risk management systems- There must be a process for:
  - Adverse event reporting
  - Incident reporting
  - Reporting of near misses
  - Reporting of medication errors
- Confirmation that the name of the nurse/midwife applying for the education programme, is on the active register maintained by the NMBI
- Confirmation that the PSC will liaise with members of the Office of the Nursing and Midwifery Services Director (ONMSD) HSE prescribing team
- A firm commitment by the health service provider's senior management to support the introduction of nurse/midwife medicinal product prescribing
- Confirmation of a signed sponsorship agreement with each candidate undertaking the education programme setting out the arrangements for study leave and financial support. The sponsorship agreement form is included in the *Site Declaration Form*. A copy of this form will be kept on file by the local health service provider
- An agreed schedule for routine audit of registered nurse/midwife prescriber (RN/MP) prescribing practice
- The health service provider must confirm that the RN/MP will have access to a computer, email and internet.

## Information Sheet Three: The Medical Practitioner/Mentor

The clinical component of the education programme is provided in the clinical practice setting of each candidate nurse/midwife prescriber with instruction and supervision from a dedicated medical practitioner who acts as a mentor for the duration of the programme. The medical practitioner/mentor is identified by the candidate nurse/midwife prescriber, in consultation with the health service provider and is a senior medical practitioner within the clinical specialist field. The commitment of a medical practitioner/mentor is confirmed through the inclusion of their signature on the *Site Declaration Form*, which is part of the nurse/midwife's application to the HEI for the education programme.

Each HEI provides support to the medical practitioner/mentor through:

- The provision of an introductory session if required
- Individual mentor information pack
- Site visits to the clinical area if required
- On-going support as required.

The key responsibilities for a medical practitioner/mentor include:

- On commencement of the education programme, the candidate nurse/midwife prescriber and the medical practitioner/mentor explore learning needs and agree a programme/contract for learning. This is specific for each candidate nurse/midwife prescriber reflecting the differing clinical skills and experience
- The medical practitioner/mentor and/or members of the medical team provide the candidate nurse/midwife prescriber with supervision, support, teaching and learning opportunities equivalent to 12 days (96 hours) over the duration of the education programme
- The medical practitioner/mentor and candidate nurse/midwife prescriber meet formally at three and six months to review progress
- The medical practitioner/mentor assesses achievement of competence in practice (using the NMBI competency framework)
- The medical practitioner/mentor formally assesses the candidate nurse/midwife prescriber's progress in the clinical setting using the assessment tool provided by the HEI (e.g. Objective Structured Long Examination Record (OSLER))
- At the end of the education programme, the medical practitioner/mentor "signs off" the candidate nurse/midwife prescriber's competence booklet. The candidate nurse/midwife prescriber must pass the learning in practice assessment in order to successfully complete the education programme.

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