This form must be completed annually when requesting funding and study leave for Nursing/Midwifery Formal Academic Study initiatives (Module, Certificate, Diploma, Higher Diploma, Degree, Post Graduate Diploma, Masters and Doctorate - Nursing/Midwifery)

N.B. PLEASE READ GUIDELINES DOCUMENT CAREFULLY BEFORE FULLY COMPLETING THIS FORM USING BLOCK LETTERS. INCOMPLETE FORMS WILL BE RETURNED.

**FULL PROGRAMME TITLE:**

**PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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<tbody>
<tr>
<td>Group/Personnel No:</td>
<td>NMBI No:</td>
</tr>
<tr>
<td>Grade:</td>
<td>Location: (Ward etc)</td>
</tr>
<tr>
<td>Work Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Details:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td>Please ensure that you give a valid email address as your funding decision letter will be sent to this email account unless you are unable to access email and require a letter by post.</td>
</tr>
<tr>
<td>Correspondence Address:</td>
<td></td>
</tr>
</tbody>
</table>

When did you commence working for HSE – South [DAY] / [MONTH] / [YEAR]

Please tick appropriate box:

- Permanent
- Temporary
- Full time
- Part time
- _____ Hours average per month

Formal academic study Request Form/Learning Contract, Revised Feb 2016
Please Note: It is essential to complete the following if you have previously received support from the HSE South for accredited third level course(s)

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>COLLEGE/UNIVERSITY</th>
<th>DATE OBTAINED</th>
</tr>
</thead>
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</tbody>
</table>

**PROGRAMME DETAILS**

Programme Title:  
Qualification Sought:  
Programme Providers:

<table>
<thead>
<tr>
<th>Programme Start Date:</th>
<th>Programme End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY       MONTH   YEAR</td>
<td>DAY       MONTH   YEAR</td>
</tr>
</tbody>
</table>

What areas of your professional development or current role will this programme address?

1)  
2)  
3)  

List programmes you plan to undertake in the current year

<table>
<thead>
<tr>
<th>Programme / Subjects</th>
<th>Modules</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**PROGRAMME FEES**

**ACADEMIC YEAR PROGRAMMES**

**FEE PER CURRENT ACADEMIC YEAR**

______________________________ : Please state currency i.e. euro/sterling etc.
**CONTACT TIME:** (To facilitate lectures, seminars etc)
Outline what contact time has been agreed with your manager and detail how it will be managed (annual leave, roster management etc). See Formal Academic Study Guideline: Contact Time.

**STUDY LEAVE** is at the discretion of the line manager

*Please indicate agreed option*

<table>
<thead>
<tr>
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</thead>
<tbody>
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<td>Diploma/H Dip</td>
<td>4 days per academic year</td>
</tr>
<tr>
<td>Degrees/Graduate Diploma Masters &amp; Doctorate</td>
<td>5 days per academic year <em>(for a maximum of 4 years)</em></td>
</tr>
</tbody>
</table>

Discussions will take place between applicant and manager to agree accessing of study leave quota as appropriate and with regard to service delivery requirements.

**EXAM LEAVE**
Please inform the Manager of exam dates as soon as you are aware of same. See Guideline: Exam Leave

**APPLICANT’S DECLARATION**

**SHOULD THIS REQUEST BE SUCCESSFUL:**

**LEARNING CONTRACT**

A) I undertake to share learning with colleagues in cooperation with my line manager through staff meetings, individual contact or provision of in-service training.

B) Any thesis/project which forms part of this programme will be available to the Nursing & Midwifery Planning & Development Unit, HSE South (Cork/Kerry) and colleagues as appropriate.

C) I agree to submit my completed dissertation or thesis (Masters/PhD programmes) onto LENUS, accessible at http://www.lenus.ie/hse.

- I understand that it is my responsibility to liaise with my line manager in advance should study and exam leave arrangements require changing.
- I understand that any contact time and study / exam leave agreed can only be facilitated with due regard to service delivery.
- I agree to submit results to the NMPDU (Cork/Kerry) HSE South indicating successful completion of full programme.
- In return for suite of benefits provided by the HSE South to support me in obtaining further education I agree to working with the HSE South, Health Service (dependent on programme) for a period following completion of programme as detailed in Guidelines: Return on Investment.
- I have read, understood and agree to all conditions, as discussed with my line manager, outlined in the Request form and in Formal Academic Study Guidelines Document.

**SIGNED:** ___________________________ **DATE:** __________/________/________

(APPLICANT) **DAY** **MONTH** **YEAR**
Please keep A) Copy of Request Form and B) Guidelines Section

Return ORIGINAL Request Form to:
Nursing & Midwifery Planning & Development Unit
Health Service Executive-South, (Cork/Kerry), Administration Building,
St Mary’s Health Campus, Gurranabraher, Cork. Eircode T23 X440.

LINE MANAGER DECLARATION

If you are recommending this request please complete SECTION 1
If you are not recommending this request please complete SECTION 2

SECTION 1

I have discussed this request with ____________________________________________ (NAME OF APPLICANT)

I understand the nature of the programme and believe it to be directly relevant to his/her current role and to service development needs therefore I RECOMMEND THIS REQUEST.

Please comment_________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

☐ I will offer support based on the discussed and agreed terms outlined both in the Request Form and in the Formal Academic Study Guidelines.
☐ I agree to arrange follow-up meetings with the applicant to monitor progress, to facilitate leave, work based projects and transfer of learning opportunities and to ensure service benefits.

SECTION 2

I have discussed this request with ________________________________________ (NAME OF APPLICANT)

I DO NOT RECOMMEND THIS REQUEST

The reasons are as follows (PLEASE TICK APPROPRIATE BOX)
☐ Programme not relevant to applicants current role.
☐ Programme does not address current service development needs.
☐ In context of continued service delivery this service is currently facilitating capacity number of staff pursuing Formal Academic and other initiatives.

Other comments_________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Line Manager Name_______________________________ Title: _________________________
Work Address__________________________________________________________________
Contact Details: TEL _______________ MOBILE __________________EMAIL___________________

DAY     MONTH      YEAR

Signed ___________________________________________(LINE MANAGER) Date __________/_____/________

(N.B. Please retain copy of complete Request Form and Guidelines for your own file)
FORMAL ACADEMIC STUDY GUIDELINES

NURSING & MIDWIFERY PLANNING & DEVELOPMENT UNIT

HEALTH SERVICE EXECUTIVE SOUTH
(CORK/KERRY)
ADMINISTRATION BUILDING, ST MARY’S HEALTH CAMPUS,
GURRANABRAHER,
CORK.
Eircode T23 X440.

Tel: 021-4921203
Fax 021-4921212

Email: nmpdu3@hse.ie
Purpose of Document

This document has been produced to help you!

Its purpose is to clarify the process regarding accessing of support if intending to pursue a third level qualification. The HSE South aims to be a learning organisation. We promote staff development and will offer support where reasonable and realistic both for staff member and the organisation. Formal Academic Study is one way of progressing your professional development – please do not forget to access other ways. Make sure to familiarise yourself with the Nursing & Midwifery Planning & Development Unit, HSE South, (Cork/Kerry) Regional Continuing Education Prospectus and Performance & Development Department In-service Initiatives as both documents offer a wide range of opportunities for upskilling and promote Continuing Professional Development Initiatives within your team at local level. It is crucial to examine and to be clear about what your goals are before adopting a way forward – do you really need a full programme at third level if an in house “tailored to topic” programme may be more effective?

What courses can I apply for?

Part time third level programmes of study including Academic Modules, Certificates, Diplomas, Higher Diplomas, Degrees, Post Graduate Diplomas, Masters or Doctorates (Nursing/Midwifery). Programmes of study, which will be considered under this initiative must be relevant to current work role and service development and must result in an accredited qualification. Where applicable, post registration education programmes must have NMBI approval.

Who can apply?

Any staff directly employed either on a permanent or temporary basis (three consecutive months) by the HSE South. Individual applications will be considered taking into account, length of time with service, role, course relevance, return on investment and commitment to working with the HSE South in future etc. Funding will only be awarded for course/programmes approved by the line manager.

Who do I need to talk to?

Initially the most important person is you!

Before you consider development options spend some time considering your needs. What is your current role? What areas of role would benefit from development focus? Where do you see yourself in one year’s time? in three years time? Is this the best time to take up a long-term commitment? Is your work life balance able to sustain another commitment? What supports will you need both personally and professionally to offer yourself the best chance of completing this programme successfully? What are the financial implications? Is a third level programme the best option? Is this third level programme the best option? Have you considered all options to meet your needs?

In addition it is important to discuss with your Manager – your development option must address service need alongside personal need in order to be considered for support.
Application Criteria

- Programme of study must be relevant to current employment position and service development needs.
- Programme must be discussed in advance with line manager.
- Request Form must be completed in liaison with line manager and submitted to Nursing & Midwifery Planning & Development Unit, HSE South, and (Cork/Kerry) in advance. Retrospective requests cannot be considered.
- Both APPLICANT AND LINE MANAGER DECLARATION SECTIONS MUST BE SIGNED AND DATED. FUNDING WILL ONLY BE AWARDED FOR COURSES/PROGRAMMES APPROVED BY LINE MANAGER.
- The funding, study and exam leave only applies to agreed requests and are at the line manager’s discretion. There is no onus on managers to facilitate study or exam leave for programmes of study pursued by individual.
- Relevant clinical experience is required when applying for funding to pursue a Masters programme.
- Applicants requiring a work visa/authorisation for employment in the State must provide evidence that their work visa/authorisation allows them to fulfil their commitment required to the HSE.
- Course funding will be provided at the fee applicable to an EU/EEA citizen. Any amount in excess of the fee applicable to an EU/EEA citizen will not be funded.
- No funding will be provided for repeat module(s), deferrals, units of study or examination fees. Such fees must be borne by the nurse or midwife concerned.
- Funding decision letters are issued by email to the email address provided unless a letter by post is requested (if the applicant doesn’t have access to email).

This Standard Operating Procedure (SOP) is developed in line with SOP 001 for Funding of Post Registration Education for Nurses and Midwives issued by the Office of the Nursing & Midwifery Services Director and in line with HSE HR Circular 020/2014.

Return on Investment

The transfer of learning from classroom to work place is the responsibility of the individual in liaison with line manager. It is crucial that applicant and manager discuss programme pre-and post-participation and on an ongoing basis throughout the lifetime of the programme. Managers must endeavour to facilitate linking research and project work to service developments and to afford opportunities for application of new knowledge or skill within the work role otherwise we are not capitalising on the level of finance and time invested in upskilling our most important resource - people.

Evidence of successful completion of full programme must be submitted to Nursing & Midwifery Planning & Development Unit, HSE South, and (Cork/Kerry). If individual sponsored employees do not fulfil the conditions of their contract (as per terms and conditions in HSE HR Circular 20/2014) it is the responsibility of the employing Director of Nursing/Midwifery to monitor and action. The NMPDU will follow up with employing Directors of Nursing/Midwifery to ensure that they have actioned any non compliance within the terms and conditions of the Circular 20/2014. Candidates who are unsuccessful or opt out before/during course will have fees recouped from salary through payroll.

- Successful applicants for sponsorship will be required to give a written undertaking to their employing public health service agency that they will, following successful completion of the programme, work for their sponsoring agency for a minimum period of twelve months or for the length of the academic course undertaken, whichever is longer (HSE 020/2014).
- These details, which do not affect your current work role, will be specified in an Under Taking In Respect Of the Payment of Course Fees Form (Appendix 1). In exceptional circumstances, all or a portion of the service commitment may, with the prior agreement of the sponsoring public health service agency concerned, be given in the employment of an alternative Irish public health service agency.
- If the applicant leaves the employment of the HSE South before completion of work commitment, the sponsored employee will be required to repay to their employing agency their fees, adjusted on a pro rata basis for any period of service commitment honoured.

Applicants may be required where reasonable and appropriate to provide in-service training either on a local or regional basis.
Procedures

When booking your place on a course/programme, please direct providers to submit the invoice to the Nursing & Midwifery Planning & Development Unit, HSE South, (Cork/Kerry).

- Students who have been approved for funding will have their agreed fees paid by the Nursing & Midwifery Planning & Development Unit, HSE South, (Cork/Kerry).
- Students, who opt to pay fees themselves directly to the course providers, will be reimbursed the appropriate amount via payroll on submission of receipt.

Nursing and Midwifery Planning and Development Unit, HSE South (Cork/Kerry)
Tel: 021-4921203 Fax: 021-4921212 E-Mail: nmpdu3@hse.ie

Course Contact Time

Course attendance (lectures, seminars etc): it is the responsibility of the applicant to manage and arrange attendance time in liaison with the line manager and this must be discussed and agreed in advance of Formal Academic Study Request Form being submitted to Nursing & Midwifery Planning & Development Unit, HSE South, and (Cork/Kerry). Accessing courses cannot impact on service delivery.

FOOTNOTE: Nursing & Midwifery Planning & Development Unit, HSE South (Cork/Kerry) promotes the support of staff in pursuing professional development initiatives and recommends that managers facilitate staff where possible and reasonable.

Study Leave

Study leave is at the discretion of the line manager and with due regard to service delivery. Absence from work for purpose of study leave in preparation for submission of course work or prior to examinations, if agreed in advance, is paid at the basic rate of pay. 1 day equals 7.8 hours: (39hr wk).

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<tr>
<td>Degrees/Graduate Diploma/Masters &amp; Doctorate</td>
<td>5 days per academic year (to 4 years max.)</td>
</tr>
</tbody>
</table>

Exam Leave

Absence from work for purpose of fulfilling exam requirements of a third level programme if agreed in advance is paid at basic rate of pay.
Note: If two or more exams fall on the same day, only one exam leave day will be allocated. Staff are entitled to exam leave only when exams are scheduled to coincide with rostered working time.
If programmes of study are examined by continual assessment and not by sitting of exams, study leave applies, exam leave does not. Repeat examination (both fee and leave) are the applicant’s responsibility.

Expenses

All other expenses (travel, subsistence, accommodation, resource materials, additional seminars, supervision etc.) are the responsibility of the applicant. Nursing & Midwifery Planning & Development Unit, HSE South, (Cork/Kerry) does not fund these expenses; they are responsibility of individual and constitute a proportion of personnel investment in professional development.