

Appendix 1 Eligibility Criteria

Eligible applicants for the Student PHN Sponsorship Postgraduate Programme must at the closing date for the competition:

1. Professional Qualifications, Experience, etc.

- A. i. Be registered in the General Nursing Division of the Register of Nurses maintained by the Nursing & Midwifery Board of Ireland (NMBI) or entitled to be so registered
and
ii. have a minimum of 2 years post registration general nursing experience.

OR

- B. i. Be registered in the General Nursing Division and another Division of the Register (including Registered Midwife (RM), Registered Children's Nurse (RCN), Registered Nurse Intellectual Disability (RNID) or Registered Psychiatric Nurse (RPN) Divisions of the Register of Nurses and Midwives) maintained by the Nursing & Midwifery Board of Ireland (NMBI) or entitled to be so registered
and
ii. have a minimum of 12 months post registration general nursing experience as an RGN,
and
iii. have a minimum of 12 months post registration experience as an RM or RCN or RNID or RPN.

AND

- C. Meet the HEI academic criteria set by the relevant Higher Education Institutes: as outlined below:

2. Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Character

Each candidate for and any person holding the office must be of good character.

Registration with An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland):

Candidates successful at interview will be eligible to receive offers but will not be able to take up a sponsorship place until they can submit evidence of their NMBI registration. Therefore if you are interested in attaining a place on the PHN Sponsorship Postgraduate Programme, we strongly recommend that you commence the registration process now. On receipt of your registration, it is your responsibility to contact this office in writing at recruitment.phnsponsorship@hse.ie to update your status.

Seeking registration is the responsibility of the applicant. Please note registration can take a period of time. For all information regarding the process and/or completed applications please visit www.nmbi.ie

HEI Academic Criteria

1. Academic Transcript

Applicants must provide evidence of study at Irish National Framework of Qualifications (NFQ) Level 8 (Honours Degree/Level 8 Higher Diploma) or above (Level 9 award) by providing an academic transcript.

An academic transcript is an official document from a college or university showing the final marks achieved and awarded (total final grade and grades for each module completed over the course of the programme). It is only available to students following the completion of an academic programme. Only official university academic transcripts will be accepted. If the document does not state 'Academic Transcript' the applicant must submit a supporting letter from the university or college confirming the submitted document is equivalent to an academic transcript. The parchment that graduates receive on a graduation day is not an academic transcript. **(Please refer to pages 3 & 4 of this document for examples of what we can & cannot accept)**

The academic transcript provided by the applicant will be used as evidence to verify the level of academic course(s) previously undertaken. It must be complete and must demonstrate that the applicant has studied at Irish National Framework of Qualifications (NFQ) Level 8 or above and has been awarded an Irish NFQ Level 8 Honours Degree or Level 8 Higher Diploma or a Level 9 award (minimum of 10 ECTS for Level 9 award). It is the applicant's responsibility to ensure the programme of study they are presenting is equivalent to Irish NFQ Level 8 or above, please refer to <http://www.nqai.ie> or <http://www.nfq.ie> for further information.

NB. If an applicant's award is from a university outside of the Republic of Ireland it is their responsibility to ensure the award is equivalent to Irish NFQ Level 8 or above by submitting a supporting letter from the university.

Transcript example:



UCD Registry
Student Desk & Records

Tiemey Building
University College Dublin
Belfield, Dublin 4, Ireland
T: +353 1 716 1555
F: +353 1 716 1234

Cláiríonn UCD
Desac na Mac Léinn & Tairfid

Áras Uí Thiamhaigh
An Coláiste Ollscoile Baile Átha Cliath
Belfield, Baile Átha Cliath 4, Éire

Academic Transcript

This document was produced on: 26th April 2022

Student Number: [REDACTED]

Date of Birth: [REDACTED]

This is to certify that the above student registered for a programme of study leading to the Graduate Certificate (40 Credits)

Qualification and Award

Qualification:	Graduate Certificate
NFQ Level:	Level 9
Major:	Health Professions Education
Award Status:	Completed
Award Date:	17th June 2021
Award GPA:	3.80
Award:	First Class Honours
Conferring Date:	8th July 2021

Module and Assessment Outcomes

Academic Year	Module	Credits Attempted	Credits Earned	Grade	Grade Points
2020/21 Spring Trimester					
NMHS43630	Enabling Effective Learning	10.0	10.0	A-	3.8
NMHS43640	Creating Curriculum	10.0	10.0	A-	3.8
NMHS43910	Facilitating Std Learning 1	10.0	10.0	A-	3.8
NMHS43920	Facilitating Std Learning 2	10.0	10.0	A-	3.8

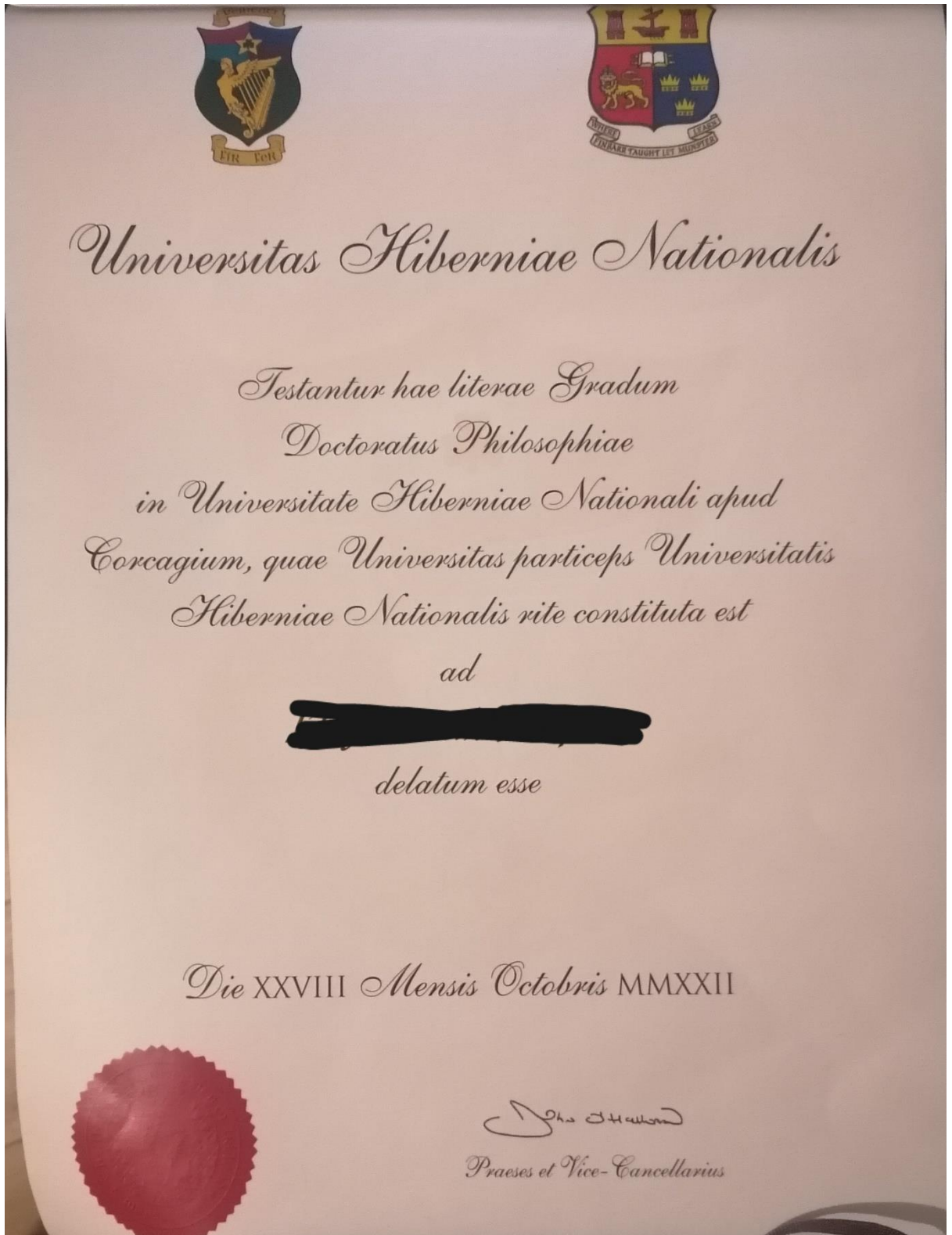
Stage Grade Point Averages

Stage	GPA	Credits
Stage 1	3.80	40.0

Signed

Professor Barbara Dooley
Registrar and Deputy President

Parchment certificate: This will NOT be accepted



2. Qualifications obtained outside of the Republic Of Ireland

If an applicant has not studied at Irish NFQ Level 8 or above, **or** is unable to submit a complete academic transcript, **or** is unsure of the level of their award as detailed above **or** is unable to confirm the level of their award is equivalent to Irish NFQ Level 8 or above they must complete an Accreditation of Prior Experiential Learning (APEL) document (**guidelines for completing APEL are available on pages 7, 8 & 9 of this document**).

3. English Language Requirements

Applicants whose first language or language of primary expression is **not** English must provide evidence that their English language ability meets the required standard for admission by providing an in-date* English language examination certification, e.g. IELTS.

- The International English Language Testing System (IELTS) - the overall minimum required score is 7.0 on the IELTS assessment test Academic Version, with a minimum of 7.0 in any three components and 6.5 in any one component or the equivalent in another English language test and examination. *certificate must have been completed within 2 years of deadline for submitting Std PHN application.
- In circumstances where applicants previously met the minimum English requirements, but the cert has expired (**applicants must submit the expired certificate with their application**), applicants will not be required to re-take the examination if:
 - They have worked, for a minimum of 2 years, through the medium of English in a country where English is the acknowledged primary language.
 - Evidence of the applicant's English language ability (i.e. the applicant's completed IELTS or equivalent English language test and examination certificate) must be submitted.

Exemption from English Language Testing

- Applicants who hold an undergraduate (level 8) or a postgraduate (level 9) qualification from a recognised higher education institution in a country deemed to have English as it's acknowledged primary language. (See below for Majority English-Speaking Countries).

For the purposes of admission, English deemed to be the acknowledged primary language of the following Majority English-Speaking Countries:

American Samoa	Anguilla	Antigua & Barbuda	Australia	Bahamas
Barbados	Belize	Bermuda	Botswana	British Virgin Islands (BVI)
Canada	Cayman Islands	Dominica	Falkland Islands	Fiji
The Gambia	Ghana	Gibraltar	Grenada	Guam
Guyana	Jamaica	Kenya	Lesotho	Liberia
Malta	Marshall Islands	Montserrat	Namibia	New Zealand

For the purposes of admission, English deemed to be the acknowledged primary language of the following Majority English-Speaking Countries:

Nigeria	Seychelles	Sierra Leone	Singapore	Solomon Islands
South Africa	St Helena	St Kitts & Nevis	St Lucia	St Vincent & the Grenadines

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL) Graduate/Postgraduate Diploma (Nursing/Public Health Nursing) 2023/2024

The Graduate/Postgraduate Diploma (Nursing/Public Health Nursing) is a Graduate/registration programme. As such candidates are required to meet both the entry requirements of Nursing and Midwifery Board of Ireland (NMBI) and the Universities/college education providers (UG, UCC and UCD). The academic entry requirements for the Graduate/Postgraduate Diploma (Nursing/Public Health Nursing) include holding a NFQ Level 8 qualification (Honours Degree or Higher Diploma). However, third level institutions are committed to widening access to academic programmes. Students who do not meet the NFQ Level 8 requirements may be considered for entry to the programme through the Accreditation of prior experiential learning (APEL) process. APEL is the framework for accreditation for prior experiential learning.

APEL takes account of experiential learning which is learning achieved through work, the community or related setting. Experiential learning is judged and recognised as being worthy for consideration for entry to a programme of study not for credit within the programme. The APEL process is of particular value to candidates who for a variety of reasons such as geographical location, family commitments or other personal reasons are unable to undertake formal educational programmes such as an Honours Degree or Higher Diploma. The focus of APEL accreditation is on the outcomes of the learning rather than on the experience of learning. For example, it might include a personal reflection following a study day on infection control and how the principles are applied in clinical practice. The focus might be on what changes he/she made, the resources accessed, the people contacted as well as the impact on the individual and family he/she cared for. Included in the process is a critical evaluation of the changes on individual and family care. A search of the literature is included to provide the evidence base for the change.

ASSESSMENT OF PRIOR EXPERIENTIAL LEARNING

Candidates applying for consideration for entry using APEL are required to submit relevant evidence in accordance with appropriate guidelines. The following guidelines are based on the framework developed by the National Council for Professional Development of Nurses and midwives on portfolio development for nurses and midwives (National Council for Professional Development of Nurses and Midwives, 2006)¹. The following guidelines are specific to the above programmes.

The candidate is required to submit a portfolio of evidence to demonstrate their suitability for admission to the programmes.

The Portfolio assessment requires the candidate to submit the following:

- Personal information
- General education
- Professional education
- Employment history
- Continuing professional development

The portfolio should demonstrate how the candidate's clinical experience to date has prepared them for the role of a Public Health Nurse.

THE STRUCTURE OF THE PORTFOLIO

Cover page with the following details

- Name
- Address
- Nursing and Midwifery Board of Ireland PIN
- Word Count for Section 2
- Signed Declaration

¹The guidelines of the National Council for Professional Development of Nurses and midwives on portfolio development for nurses and midwives can be found using the following link <http://www.ncnm.ie/files/Portfolio%20Guidelines%20nd%20Ed.pdf>

Section 1:

Relevant Professional History.

Within this section you are required to describe in essay style your relevant professional history highlighting and discussing your achievements in the following areas. Please limit this section to one page only, no grids or tables are to be included. (This section is not included in your word count).

- o General education
- o Professional education
- o Employment
- o Continuing professional development

Section 2:

Demonstration of suitability for Public Health Nursing Programme

Within this section you are required to write 200 words on each domain of competence. This section of the portfolio should contain no more than 1500 words. This allows the candidate an opportunity to demonstrate knowledge, understanding, critical thinking, reflection and application of continuous professional development to nursing practice. In summary the five domains of competence are:

- Professional and ethical practice.
- Holistic approaches to care and integration of knowledge
- Interpersonal relationships
- Organisation and management of care
- Personal and professional development

When a candidate is critically discussing a domain that refers to recent relevant achievements³ (within 5 years), the candidate must use a different learning experience for each domain (i.e. a course, conference, study day, or research article may only be referred to once. Evidence of attendance at courses, conferences, or study days must be included. Each 200 word submissions must cite recent relevant literature pertaining to your learning experience. Please provide references for research articles only. Hard copies not to be included.

Section 3:

Referencing and General Layout of Portfolio's this section is not included in the word count.

- Pages should be numbered at the bottom centre, and the whole portfolio including the evidence from section 2 should be stapled together at the top left-hand corner only. Do not bind or put in folders.
- A minimum of 2.5cm margin should be allowed on the left hand side of each page and at the top and bottom of the text. Scripts should use one side only of each A4 sheet.
- Line spacing used should be 1.5 and fonts used Times New Roman 12.
- A full Reference list alphabetically arranged, separately numbered by page and distinct from the main text should be included at the end of the text. Referencing format must follow the Harvard method. i.e. http://www.ucd.ie/library/students/information_skills/harvard.html. No Appendices to be included.
- One copy of the assignment must be submitted
- Submission to follow Post-Graduate Application Centre (www.PAC.ie) directions
- Stay strictly within the word limit as outlined above.

Declaration

Please include this declaration statement in the portfolio cover page and ensure that you sign and date it: *I Hereby declare that this work is entirely my own and that I have acknowledged the writings, ideas, and work of others. Furthermore I have not knowingly allowed another to copy my work.*

²The Requirements and Standards for Public Health Nurse Registration Education Programmes can be found using the following link http://www.nursingboard.ie/en/publications_current.aspx?page=3

³When a candidate is critically discussing a domain that refers to recent relevant achievements (within 5 years). The candidate must use a different learning experience for each domain: a course, conference, study day, or research article may only be referred to once.

ASSESSMENT CRITERIA

The portfolio will be assessed on a pass/fail judgement on the following criteria: (see next page Appendix 1)

- Presentation and adherence to guidelines
- Exposition of knowledge and comprehension. Analysis and critical thinking
- Interpretation, integration and application to practice
- Use of supporting literature
- Reflection

Appendix 1: Assessment Criteria

Candidate must pass each criteria; Pass = $\geq 50\%$; Fail = $\leq 49\%$

Criteria	Presentation & Adherence to Guidelines	Exposition of knowledge and comprehension. Analysis and critical thinking.	Interpretation, integration and application to practice.	Use of supporting literature	Reflection
Grade /Fail $\leq 49\%$	Work is illegible. Poor use of English. Presentation does not meet criteria required	Contents lack relevance. Professional focus is not understood or explained. Theoretical concepts And frameworks Inappropriately selected. Theories and facts do not support propositions. Work is descriptive in nature	Wrong interpretation of brief/questions. Restricted ability to draw on professional experience and link theory to practice.	Limited evidence of supporting reading without using argument and discussion. Significant inaccuracies in citation of research/literature.	Limited evidence of reflection on experience. Limited evidence of evaluation of practice.
Grade/pass $\geq 50\%$	Work is clearly presented with good use of English demonstrated Presentation meets the criteria Appropriate presentation of illustrated material.	Content demonstrates relevant and adequate understanding/ explanation of professional focus. Correct use of facts and theories to support arguments avoiding generalisations. Some evidence of creativity. Good evidence of analysis	Interprets brief correctly. Irrelevant material is discriminated. Adequate evidence of being able to evaluate a situation in a logical way identifying aspects of problem solving relevant to nursing. Able to set own experiences within a wider context and take an objective stance	Adequate evidence of supportive reading with use of argument and discussion. Evidence of wider reading. Accurate citation of Relevant research/literature	Work shows evidence of reflective analysis of experience. Evidence of evaluation of own practice. Able to defend and justify own stance

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REFERENCES

Nursing and Midwifery Board of Ireland (2023 Version 3) *Requirements and Standards for Public Health Nurse Registration Education Programmes*. Nursing and Midwifery Board of Ireland. Dublin.