1. INTRODUCTION

Please read this booklet carefully before completing any part of the application form. http://www.nursingboard.ie/en/apply_registration.aspx
Failure to do so may delay your application process.

1.1. Acknowledgement

An Bord Altranais would like to acknowledge the prior work of the National Council for the Professional Development of Nursing and Midwifery (NCNM), which has been of invaluable assistance in producing this booklet: http://www.ncnm.ie

1.2. Background to the Registration of Advanced Nurse Practitioners / Advanced Midwife Practitioners

Statutory Instrument SI No. 3 of 2010 HEALTH (AN BORD ALTRANAIS) (ADDITIONAL FUNCTIONS) ORDER 2010 gave An Bord Altranais responsibility to accredit Advanced Nurse Practitioner (ANP) and Advanced Midwife Practitioner (AMP) posts and to provide for the registration of individuals in the new Divisions of the Register known as the Advanced Nurse Practitioner Division and the Advanced Midwife Practitioner Division. http://www.dohc.ie/legislation/statutory_instruments/pdf/si20100003.pdf

The Nurses Rules, 2010 were signed by the Minister for Health and Children on 4 June, 2010. The revised Rules include amendments to allow for the introduction of the new Divisions of the Register: the Registered Advanced Nurse Practitioner (RANP) and the Registered Advanced Midwife Practitioner (RAMP). The Rules also include a new section on the accreditation of ANP and AMP posts. Included in the Rules is a provision for the Board to remove a person from the ANP/AMP Divisions of the Register or to remove approval of an ANP/AMP post. http://www.nursingboard.ie/en/nurses_act.aspx

1.3. The use of the title RANP/RAMP

While nurses or midwives may conform to the definition of or meet the accreditation criteria for ANP/AMP they will be eligible to apply for registration as an ANP/AMP only where they have been offered an accredited ANP/AMP post subject to registration as an ANP/AMP with An Bord Altranais.

Each nurse/midwife must be registered in the ANP/AMP Division of the Register before he/she can use the title RANP/RAMP.
2. CRITERIA FOR REGISTRATION AS AN ANP/AMP

The nurse/midwife must:

Have received an offer of an ANP/AMP An Bord Altranais accredited post with a definite start date

Be a registered nurse or midwife on An Bord Altranais active Register

Be registered in the Division of An Bord Altranais active Register for which the application is being made or in recognition of services which span several patient/client groups and/or registrations, provide evidence of validated competencies relevant to the context of practice

Be educated to Masters degree level (or higher). The postgraduate programme must be in nursing/midwifery or an area that reflects the specialist field of practice. Determining relevance involves a comparison between the competencies outlined for the post and the applicant's attainment of competencies. The educational preparation must include a substantial clinical modular component/s pertaining to the relevant area of specialist practice

Have a minimum of 7 years post-registration experience, which will include 5 years experience in the chosen area of specialist practice

Have substantive hours at supervised advanced practice level. The appropriate number of substantive hours required by the applicant to fulfill the competencies required by the role will be approved on an individual basis by the Committee of Advanced Practice (CAP). Appropriate supervisors must be identified. These may include nurses, midwives, and/or other healthcare professionals. The appropriateness of professionals to supervise the clinical practice should be decided with consideration of the area of advanced practice and the particular competencies required

Have the competence to exercise higher levels of judgement, discretion and decision-making in the clinical area above that expected of the nurse/midwife working at primary practice level or of the clinical nurse/midwife specialist

Demonstrate competencies relevant to context of practice

Provide evidence of continuing professional development.
3. APPLICATION PROCESS FOR THE REGISTRATION OF ANP/AMP

The central aim of the application is to demonstrate that the applicant meets An Bord Altranais criteria for registration as an ANP/AMP and that he/she can demonstrate the required competencies to perform the role.

3.1. Application Form

Please email your request for an Application Form for Registration as an ANP/AMP to registration@nursingboard.ie. Please quote your An Bord Altranais PIN and postal address in this correspondence and an application form will be posted to you.

3.2. Additional Qualification Fee

The additional qualification fee is applicable for registration as an ANP/AMP. www.nursingboard.ie/en/fees_methods_payments.aspx

3.3. Documents Required

3.3.1. A Detailed Portfolio including Supporting Documentation: Submitted by you
3.3.2. Application Form completed by Applicant and Employer: Submitted by you
3.3.3. Form/s 1: Transcript/s: Direct from source. Not accepted if sent by you
3.3.4. Form 2: Employer’s Evaluation: Direct from source. Not accepted if sent by you
3.3.5. Other Supporting Documentation: Submitted either by you or from source
3.3.1. Portfolio

Use the templates provided on our website in Portfolio Development Guidelines for Advanced Nurse/Midwife Practitioners http://www.nursingboard.ie/en/apply_registration.aspx

Submit a portfolio as follows:
- Type-written
- Arial Narrow Font size 12
- Single spacing
- Use clear headings and sub-headings
- Do not use shading or colour
- Number the pages in the format x of y (for example 1 of 88)
- Check spellings, grammar, punctuation and consistency of layout and formatting
- Printed single-sided on white A4 paper double punched
- Place directly in black, A4 sized ring/lever arch binder
- Do not use hard or soft binding (wire/combi binding)
- Do not use plastic pockets or dividers
- Label front top right and side of binder with Name and PIN.

The Portfolio must include the following:

A. title page with: your name; An Bord Altranais PIN; title of ANP/AMP post; name of organization; date of submission; An Bord Altranais Accredited Post Number
B. contents page
C. list of abbreviations and a glossary of terms used
D. personal details
E. details of your qualifications that have led to registration with An Bord Altranais
F. details of how your registration is relevant to the ANP/AMP post
G. details of hours worked/whole time equivalent
H. detailed employment history
I. details of how you are working within your scope of practice
J. details of your Masters (or higher) programme
K. details of how your Masters (or higher) programme is highly relevant to your specialist field of practice
L. details of the clinical modular component/s pertaining to your relevant area of specialist practice contained in your educational preparation
M. details of any clinical skills development outside formal education programmes with verification of nature, duration and supervision
N. details of all other education undertaken
O. details of continuing professional development
P. details of research activities
Q. details of involvement in educational activities
R. details of professional activities
S. certified copies of certificates of all short courses completed
T. details of competencies required for the post as outlined in the job description, together with an indication of how you have obtained competence in these areas and evidence that competence has been attained in these areas, with reference to items outlined in the portfolio (excluding details submitted directly from employer with Form 2)
U. person specification relative to ANP/AMP Post
V. reference list in the Harvard style
W. appendices for supporting information, which should be listed in the contents page
3.3.2. Application Form for Registration as an ANP/AMP
To be submitted by applicant. Please email your request for an Application Form for Registration as an ANP/AMP to registration@nursingboard.ie. Please quote your An Bord Altranais PIN number and postal address in this correspondence and an application form will be posted to you.
Please enclose the Additional Qualifications Fee with your completed Application Form plus the Annual Retention Fee if not paid for current calendar year.

3.3.3. Form/s 1: Transcript/s
Please arrange for this form to be sent direct from the relevant Higher Education Institution/s, in respect of any educational programme you successfully completed, which you would like us to consider as part of our assessment. Please note that this form must be completed in respect of any major courses undertaken that are of relevance to the area of specialist practice specific to the ANP/AMP post you have applied for. A transcript including all theoretical hours and all clinical hours contained in your education programme, must accompany this form.

3.3.4. Form 2: Employer’s Evaluation
Please arrange for this form to be sent direct from your employer to An Bord Altranais. An employer’s evaluation of how you meet AMP/ANP criteria and core competencies (as outlined in Part A and Part B of Form 2: Employer’s Evaluation) must be attached to this form.

3.3.5. Other Supporting Documentation
All other documentation can be submitted by you as part of your portfolio (e.g. certificates of completion for short courses, certificates of attendance at study days).

A copy of an original document must be certified (stamped and signed) as a true copy of the original by a member of the Police, Solicitor, Notary Public, Peace Commissioner or Commissioner for Oaths. We advise applicants not to send original documents, as original documents will not be returned.
4. OVERVIEW OF THE ASSESSMENT PROCESS

4.1. Accounts Department

Your application form will first arrive in the Accounts Department so that your fee can be processed. Your application will be stamped when the fee is processed and this date will constitute your application date.

4.2. Registration Department

The Registration Department will log receipt of the following items:

- Application Form completed by Applicant and Employer
- Portfolio including Supporting Documentation
- Form/s 1: Transcript/s
- Form 2: Employer’s Evaluation.

When all the above documents are deemed satisfactory, you will be emailed a brief self-assessment form to complete. When the completed self-assessment form is received by email, your application form and related documentation plus the documentation for the linked ANP/AMP post are forwarded to the Education Officer Regulation for a full educational assessment. This must be received by the Education Officer at least six weeks prior to the next CAP meeting. You will be emailed with the date that your file is sent for an educational assessment.

4.3. Education Department

The Education Officer Regulation assesses your application and portfolio in detail.

Following an educational assessment, the outcome may be to require further information/clarification. If further information is required, you will be informed in writing within seven working days of file being sent for assessment. The onus of responsibility is on you to ensure that any further information/clarification required is received by us. You will be advised as to whether the further information/clarification is to be submitted by you or submitted to us directly from a specific source. All such further information/clarification must be with the Education Officer Regulation at least three weeks prior to a CAP meeting in order that the application may be presented at that meeting.

When further information/clarification has been received, the Education Officer prepares a report confirming whether or not the criteria for ANP/AMP have been met based on the evidence contained in all the documentation submitted.

The outcome may be to recommend to CAP that you be registered as an ANP/AMP or to recommend to CAP that you be refused registration as an ANP/AMP.

If a start date is not confirmed, the application can progress to an educational assessment but cannot progress to CAP.
If the start date is not confirmed within six months of application, or if all further information/clarification is not received within six months of application, the Board reserves the right to request re-submission of documentation and/or further documentation/clarification.

4.4. Committee for Advanced Practice (CAP)

A detailed report on your application will be presented by an Education Officer at the CAP meeting. The CAP will then consider your application and the outcome may be to:

Request further information/clarification. If further information/clarification is required you will be advised in writing within ten working days of the CAP meeting at which your application was considered. The onus of responsibility is on you to ensure that any further information/clarification required is received by us. In the letter you will be advised as to whether the further information/clarification is to be submitted by you or submitted to us directly from a specific source

OR

Make a recommendation to the CEO of An Bord Altranais to register you as an ANP/AMP

OR

Make a recommendation to the CEO of An Bord Altranais to refuse you registration as an ANP/AMP.

4.5. Outcome from CEO

The final decision regarding registration of an ANP/AMP is taken by the CEO. You will be advised in writing of this decision within ten working days of the CAP meeting (excluding the date of the CAP meeting) at which your application was considered. The Director of Nursing/Midwifery in your place of employment and the Director of Nursing/Midwifery in the NMPDU will also be informed of the outcome in writing.

If your application is successful, then you will be registered as an ANP/AMP on but not before the start date as confirmed, in writing, by your employer. You will subsequently be issued with an initial registration certificate confirming your registration in the ANP/AMP Division of the Register and an annual retention card.

If a final decision is not reached on the application within twelve months from the date of original application (that is the date when fee was processed by An Bord Altranais) then the file will be closed.

<table>
<thead>
<tr>
<th>Provisional Meeting Schedule 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 April ✓</td>
</tr>
</tbody>
</table>
5. SUBMISSION OF APPLICATION

Checklist for applicant

Please ensure that you post the following to An Bord Altranais:
1. Completed Application form............................................................................
2. Application Fee ..............................................................................................
3. Portfolio...........................................................................................................

Please arrange for the following documentation to be sent direct from source to our office in support of your application:
1. Form/s 1 - Transcript/s ………………………………………………………………
2. Form 2 – Employer’s Evaluation........................................................................

Faxed or emailed applications from either applicants or third parties will not be accepted.

Please return completed application form by post to:

AMP/ANP Section
Registration Department
An Bord Altranais
18/20 Carysfort Avenue
Blackrock
County Dublin
6. DEFINITION AND CORE CONCEPTS IN RELATION TO ANP/AMP

ANPs/AMPs promote wellness, offer healthcare interventions and advocate healthy lifestyle choices for patients/clients, their families and carers in a wide variety of settings in collaboration with other healthcare professionals, according to agreed scope of practice guidelines. They utilise advanced clinical nursing/midwifery knowledge and critical thinking skills to independently provide optimum patient/client care through caseload management of acute and/or chronic illness. Advanced nursing/midwifery practice is grounded in the theory and practice of nursing/midwifery and incorporates nursing/midwifery and other related research, management and leadership theories and skills in order to encourage a collegiate, multidisciplinary approach to quality patient/client care.

Advanced nursing and midwifery practice is carried out by autonomous, experienced practitioners who are competent, accountable and responsible for their own practice. They are highly experienced in clinical practice and are educated to master’s degree level (or higher). The postgraduate programme must be in nursing/midwifery or an area which is highly relevant to the specialist field of practice (educational preparation must include substantial clinical modular component(s) pertaining to the relevant area of specialist practice).

ANP/AMP roles are developed in response to patient/client need and healthcare service requirements at local, national and international levels. ANPs/AMPs must have a vision of areas of nursing/midwifery practice that can be developed beyond the current scope of nursing/midwifery practice and a commitment to the development of these areas.

The Core Concepts include:

**Autonomy in Clinical Practice**

An autonomous ANP/AMP is accountable and responsible for advanced levels of decision-making which occur through management of specific patient/client caseload. ANPs/AMPs may conduct comprehensive health assessment and demonstrate expert skill in the clinical diagnosis and treatment of acute and/or chronic illness from within a collaboratively agreed scope of practice framework alongside other health care professionals. The crucial factor in determining advanced nursing/midwifery practice, however, is the level of decision-making and responsibility rather than the nature or difficulty of the task undertaken by the practitioner. Nursing or midwifery knowledge and experience should continuously inform the ANPs/AMPs decision-making, even though some parts of the role may overlap the medical or other healthcare professional role.

**Expert Practice**

Expert practitioners demonstrate practical and theoretical knowledge and critical thinking skills that are acknowledged by their peers as exemplary. They also demonstrate the ability to articulate and rationalise the concept of advanced practice. Education must be at Master’s degree level (or higher) in a programme relevant to the area of specialist practice and which encompasses a major clinical component. This postgraduate education will maximise pre-registration and post-registration nursing/midwifery curricula to enable the ANP/AMP to assimilate a wide range of knowledge and understanding which is applied to clinical practice.
Professional and Clinical Leadership

ANPs/AMPs are pioneers and clinical leaders in that they may initiate and implement changes in healthcare service in response to patient/client need and service demand. They must have a vision of areas of nursing/midwifery practice that can be developed beyond the current scope of nursing/midwifery practice and a commitment to the development of these areas. They provide new and additional health services to many communities in collaboration with other healthcare professionals to meet a growing need that is identified both locally and nationally by healthcare management and governmental organisations. ANPs/AMPs participate in educating nursing/midwifery staff, and other healthcare professionals through role-modeling, mentoring, sharing and facilitating the exchange of knowledge both in the classroom, the clinical area and the wider community.

Research

ANPs/AMPs are required to initiate and co-ordinate nursing/midwifery audit and research. They identify and integrate nursing/midwifery research in areas of the healthcare environment that can incorporate best evidence-based practice to meet patient/client and service need. They are required to carry out nursing/midwifery research which contributes to quality patient/client care and which advances nursing/midwifery and health policy development, implementation and evaluation. They demonstrate accountability by initiating and participating in audit of their practice. The application of evidence based practice, audit and research will inform and evaluate practice and thus contribute to the professional body of nursing/midwifery knowledge both nationally and internationally.

(ADNCM (November 2008) Accreditation of Advanced Nurse Practitioners and Advanced Midwife Practitioners. 2nd edition. p 5 and p 7.)