



**Catherine McAuley School of Nursing and Midwifery
University College Cork
and
Participating Health Service Providers**

**Mandatory and Essential Skills Policy
for the
BSc Nursing & BSc Midwifery Undergraduate
Programme**

Agreed by:

Clinical Practice Committee: 25th June 2020

Steering Group: 10th July 2020

Operational From: July 2020

Review Date: As Required

Updated March 2022

Note – to be discussed at next Clinical Practice and Steering group

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- 1. Mandatory Skills** are defined as those skills that must be successfully completed and updated to participate and remain skilled in safe clinical practice.

Mandatory Skills for **ALL** Students (See **Appendix 1** for delivery schedule during the BSc Undergraduate Programme) are stipulated by the Department of Health and the Health Service Executive and include the following:

- 1.1 Manual Handling & People Load Moving & Handling (Update: Not exceeding 3 years)**
- 1.2 AHA Basic Life Support (BLS) Provider Course (Update: Not exceeding 2 years)**
- 1.3 Prevention and Control of Healthcare Associated Infections (PCHCAI) to include:**
 - 1.3.1 Hand hygiene (update at least once in each academic year)**
 - 1.3.2 Exposure to blood and body fluids (Update: Not exceeding 2 years)**
 - 1.3.3 Waste management (Update: Not exceeding 2 years)**
 - 1.3.4 Personal Protective Equipment (Update: Not exceeding 2 years)**
- 1.4 Children First (Update: Not exceeding 3 Years)**

- 2. Additional Mandatory Skills for General Students; Children's & General Integrated Students; Midwifery Students include:**

- 2.1 General Nursing:** National Early Warning Score (NEWS) and associated COMPASS Education Programme (completed in Year 3 as per National Clinical Guidance)
- 2.2 Children's and General Integrated Nursing:** National Early Warning Score (NEWS) & Paediatric Early Warning Score (PEWS) (completed in Year 3 as per National Clinical Guidance)
- 2.3 Midwifery:** Irish Maternity Early Warning System (IMEWS) (completed in Year 3 as per National Clinical Guidance)

- 3. Additional Mandatory Skills for Mental Health nursing students include:**

- 3.1 Professional Management of Challenging Behaviours (PMCB) (Update: Not exceeding 2 years)**

- 4. Additional Mandatory Skills for Intellectual Disability nursing students include:**

- 4.1 Management of Actual or Potential Aggression (MAPA) (Update: Not exceeding 2 years)**

- 5. Essential Skills** in addition to Mandatory Skills, must also be completed during the BSc Nursing and Midwifery Programme and are defined as specialised skills required

by students to safely participate in the delivery of patient care. They include the following:

5.1 General; Children's & General Integrated; Midwifery Students Essential Skills include:

Intravenous Fluid Management and Numeracy Skills in Year 3 of the BSc Nursing (General; Children's & General Integrated) and BSc Midwifery Programmes. This includes intravenous therapy and numeracy skills. Students are required to attend (i) theoretical instruction (ii) practical session and are also required to successfully complete the associated numeracy assessment.

5.2 Intellectual Disability Students Essential Skills include: Year 3 BSc Nursing Intellectual Disability students are required to complete training in the LÁMH sign system for people with intellectual disabilities.

6. Attendance for Mandatory & Essential Skills

- Attendance at all assigned skill training is **COMPULSORY**. Facilitator/student ratio is planned well in advance of each skill training on the basis of expected numbers in the particular tutorial/skills group.
- Students **must** attend skills training as is scheduled by the School of Nursing and Midwifery UCC and/or associated Health Service Provider.
- Should **mitigating circumstances exist**, students are required to make immediate contact with the appropriate Executive Assistant in G03. Supporting evidence of extenuating circumstances in line with the SoNM attendance policy is to be submitted immediately to G03 SoNM either via post, by hand or by email.
- Student requests for change or transfer to another tutorial group will **not** be accommodated.
- Students who **arrive late** will not be accommodated.
- Students are required to keep a personal record of dates for mandatory and essential skills training attended/completed.
- Students are responsible to ensure their mandatory and essential clinical skills are updated, as required, for the duration of the programme, as outlined in this policy.
- It is important to note that students may be required to source the required skills through an external provider at their own expense if there are no available sessions in the SoNM prior to a scheduled clinical placement.
- If mandatory skills remain incomplete or expired (which may be the case for students returning from a deferral or leave of absence), then the respective student

will not be permitted to attend their scheduled clinical practice placement until such a time that mandatory skill requirements are met.

7. Attendance Recording and Reporting

- Student attendance lists are generated and printed in advance of the skills session via ARC by the relevant EA and collected by the relevant skills lead.
- Completed attendance lists and/or certification are submitted by the skill lead to the relevant Executive Assistant (EA) in G03 on the day of completion of the actual skill or the following day at the latest.
- Online certification completed by students are submitted by the student to the relevant EA in G03 OR submitted online via CANVAS as directed by the skill lead on or before the submission date set by the skill lead. Please note that certificates submitted online via CANVAS must be verified as accurate by the relevant skills lead prior to the submission to the relevant EA in G03.
- On receipt of the completed attendance list the relevant EA in G03 enters the attendance/completion of mandatory and essential skills into ARC for each individual student.
- A report is generated by the relevant EA identifying all students who have not met the specified requirements.
- The report indicates specific mitigating circumstances if any for the individual students concerned and this is circulated to the Practice Module Leader for action and the relevant skills lead for information.
- If **no evidence of mitigation**, an email requesting a meeting with the student (see **Appendix 2** for template to be used) is sent by the Practice Module Leader to the student(s) through the relevant EA in G03. The purpose of this meeting is to clearly outline the following:
 - Non-attendance at scheduled mandatory and essential skills sessions is unacceptable.
 - Any further non-attendance will result in disciplinary procedures.
 - The student is now responsible for ensuring that they source the required skills through an external provider at their own expense.
 - In the case of **Basic Life Support (BLS)**, students must attend a BLS provider course that is recognised by the Irish Heart Foundation (IHF) and adheres to the American Heart Association (AHA) regulations for BLS provider courses. Students must be certified as a BLS Provider on completion of the course.
 - In the case of **Manual Handling & People Load Moving & Handling**, students must attend a Manual/Inanimate and People Moving and Handling training

programme delivered by a certified FETAC Level 6 Moving and Handling Instructor.

- In the case of **Management of Actual or Potential Aggression (MAPA)**, students must attend an approved MAPA training course.

 - In the case of **Professional Management of Challenging Behaviours (PMCB)** students must attend an approved PMCB training course.
 - Evidence of attendance at the relevant course and a copy of appropriate certificates must be submitted to the relevant EA in G03.
 - Once submitted, the relevant EA in G03 notifies the relevant skills lead. The attendance and certification must be verified by the skills lead prior to the relevant EA recording same on ARC & subsequent access to clinical placement.
 - The relevant EA informs the relevant Practice Module Lead that skill completion has now been recorded on ARC.
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- If **evidence of mitigation**, an email is sent to the student(s) through the relevant EA in G03 by the Practice Module Leader, informing the student of details of their **final opportunity** to complete their mandatory or essential skill requirements. This final opportunity will be scheduled in conjunction with CSSRC and facilitator availability and will only be accommodated for a cohort of students. Sessions for individual students and adhoc sessions **cannot be accommodated**. As such it is likely that significant time may elapse before such sessions can be accommodated. In such instances, students **even with evidence of mitigation/or returning from leave of absence or deferral**, may be required to source the required skills through an external provider at their own expense if there are no available sessions in the SoNM prior to scheduled clinical placement.

 - The relevant EA generates a report of the status of all mandatory and essential skills completion and forwards to the Director of Undergraduate Clinical Practice Education at a time agreed by the Director (relevant to the first clinical placement in semester 1 and in semester 2). This report is to include students on leave/deferral from their respective programme. The report is to be made available 3-5 working days prior to clinical placement commencing.

 - On receipt of the report, the Director of Undergraduate Clinical Practice Education will inform Programme Leads and SoNM & Health Service Provider Allocation Officers of the status of Mandatory skill completion for their respective student groups.

 - If mandatory skills remain incomplete or expired (which may be the case for students returning from a deferral or leave of absence), then the respective student **will not** be permitted to attend their scheduled clinical practice placement until such a time that requirements are met.

- ALO SoNM will communicate with students whose mandatory skills remain incomplete or out of date (**See Appendix 3**)

Please note: In the unlikely event that it is discovered that a student is on clinical placement without the necessary mandatory skill requirements completed, then the student **will be removed** from clinical placement with **immediate effect**, until such a time that requirements are met. Process of removal from clinical placement is as follows:

- The Director of Undergraduate Clinical Practice Education will inform the relevant Programme Lead to initiate the process of removing the student from Clinical Placement with immediate effect.
- The Programme Lead will inform the Allocations Officer SoNM UCC to remove the student from Clinical Placement with immediate effect.
- An email is to be sent by the Allocations Office SoNM UCC to all relevant support staff (e.g. ALO, CPC) detailing the intent to remove the student from clinical placement and why.
- The Allocations Office SoNM UCC will contact the student directly by telephone and email.
- The student will be asked by the Allocations Office SoNM UCC to inform the person in charge of their current clinical placement and CPC (if applicable) that they have been requested by the SoNM to leave clinical placement until training is complete before leaving the clinical area.
- The respective student will not be permitted to attend their scheduled clinical practice placement until such a time that requirements are met.
- An email requesting a meeting with the student (see Appendix 2 for template to be used) is sent by the Practice Module Leader to the student(s) through the relevant EA in G03.
- Evidence of attendance at the relevant course and a copy of appropriate certificates must be submitted to the relevant EA in G03.
- Once submitted, the relevant EA in G03 notifies the relevant skills lead. The attendance and certification must be verified by the skills lead prior to the relevant EA recording same on ARC & subsequent access to clinical placement.
- The skills lead will inform the allocations office when the certification is confirmed as valid.
- The Allocations Office will make contact with the student by telephone and email about the arrangements for return to practice.
- Any time missed due to the removal from placement due to mandatory skill deficits will have to be made up. This time will be organised by the Allocations office, UCC in conjunction with the relevant personnel.

Appendix 1: Mandatory and Essential Skills Delivery Schedule

Mandatory and Essential Skills for General Nursing Students & Children's & General Integrated Nursing Students

Skill	Semester 1	Semester 2	Stage of Learning	Recording Location	Skill Lead Contact Email
1st Year					
Manual Handling and Patient Moving & Handling	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie
Prevention & Control of Healthcare Associated Infections (PCHCAI) <ul style="list-style-type: none"> • Hand hygiene • Exposure to blood and body fluids • Waste Management 	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	anna.oleary@ucc.ie
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie

Children First	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie
3rd Year					
National Early Warning Score (NEWS)	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	n.walshe@ucc.ie
Paediatric Early Warning Score PEWS (Children's & General Integrated Nursing Only)	√				maria.oshea@ucc.ie
Prevention & Control of Healthcare Associated Infections (PCHCAI) <ul style="list-style-type: none"> • Hand hygiene • Exposure to blood and body fluids • Waste Management 	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	n.walshe@ucc.ie
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie

Manual Handling & People Moving & Handling		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	b.noonan@ucc.ie
IV Theory and Skills inclusive of numeracy assessment	√		<i>Essential</i> Prior to participating in IV skills	Stamp of completion in 3 rd Year CAD	s.kelleher@ucc.ie

Mandatory and Essential Skills for Intellectual Disability Nursing Students

Skill	Semester 1	Semester 2	Stage of Learning	Recording Location	Skill Lead Contact Email
1st Year					
Manual Handling & People Load Moving & Handling	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie
Prevention & Control of Healthcare Associated Infections (PCHCAI) <ul style="list-style-type: none"> • Hand hygiene • Exposure to blood and body fluids • Waste Management 	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	anna.oleary@ucc.ie
Management of Actual or Potential Aggression (MAPA)	√		<i>Mandatory</i>	ARC	caroline.egan@ucc.ie

			Prior to 2 nd Clinical Placement		
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie
Children First	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie
3rd Year					
Management of Actual or Potential Aggression (MAPA)		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	caroline.egan@ucc.ie
Prevention & Control Healthcare Associated Infections (PCHCAI).	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	n.walsh@ucc.ie
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie
Manual Handling & People Load Moving & Handling		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	b.noonan@ucc.ie
LÁMH sign system for people with	√		<i>Essential</i>	ARC	m.caples@ucc.ie

intellectual disabilities			Prior to 2 nd clinical placement		
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Mandatory Skills for BSc Mental Health Nursing Students

Skill	Semester 1	Semester 2	Stage of Learning	Recording Location	Skill Lead Contact Email
1st Year					
Manual Handling & People Moving & Handling	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie
Prevention & Control of Healthcare Associated Infections (PCHCAI)	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	anna.oleary@ucc.ie
Professional Management of Challenging Behaviours (PMCB)	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	Mental health clinical skills lead
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie
Children First	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie

2 nd Year					
Professional Management of Challenging Behaviour (PMCB)	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	Mental health clinical skills lead
3 rd Year					
Professional Management of Challenging Behaviour (PMCB) (HSELand online course)		√	<i>Essential</i> Prior to 2 nd Clinical Placement	ARC	Mental health clinical skills lead
Prevention & Control of Healthcare Associated Infections (PCHCAI).	√		<i>Mandatory</i> During first 2 weeks of clinical placement	ARC	n.walsh@ucc.ie
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie
Manual Handling and People Moving & Handling		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	b.noonan@ucc.ie
4 th year					
Professional Management of Challenging Behaviour (PMCB)	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	Mental health clinical skills lead

Mandatory and Essential Skills for BSc Midwifery Students

Skill	Semester 1	Semester 2	Stage of Learning	Recorded	Skill Lead Contact Email
1st Year					
Manual Handling & People Moving & Handling	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie
Prevention & Control of Healthcare Associated Infections (PCHCAI)	√		<i>Mandatory</i> Prior to 1 st Clinical	ARC	anna.oleary@ucc.ie
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie
Children First	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie
3rd Year					
Irish Maternity Early Warning Score (IMEWS)	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	gmc.louglin@ucc.ie
Prevention & Control of	√		<i>Mandatory</i>	ARC	n.walsh@ucc.ie

Healthcare Associated Infections (PCHCAI).			Prior to 1 st Clinical Placement		
AHA Basic Life Support (BLS) Provider Course		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	sinead.obrien@ucc.ie
Manual Handling & People Moving & Handling		√	<i>Mandatory</i> Prior to 2 nd Clinical Placement	ARC	b.noonan@ucc.ie
I/V Theory and Skills Numeracy assessment		√	<i>Essential</i> Prior to participating in IV skills	ARC Stamp of completion in 3 rd Year CAD	s.kelleher@ucc.ie
Children First	√		<i>Mandatory</i> Prior to 1 st Clinical Placement	ARC	b.noonan@ucc.ie

Appendix 2: No Evidence of Mitigation (Email Template)

Dear [Insert Student Name],

It has come to my attention that you did not attend a scheduled mandatory skills class relating [Insert Mandatory Skill Title] on [Insert date].

Permission to attend clinical placement is now revoked.

You are now required to attend an urgent meeting with [insert Practice Module Lead name] to discuss your absence.

This urgent meeting has been scheduled for [Insert Date; Time and Venue].

Mandatory skills are requirements stipulated by the Department of Health and Children, and the Health Service Executive.

Sincerely,

[Insert Name and Title]

Appendix 3: Students whose Mandatory skills remain Incomplete or out of date (email template)

Dear [Insert Student Name],

I am confirming that you are **not permitted on Clinical Placement** commencing [Insert date] due to incomplete Mandatory Skills [Insert Title of Mandatory Skill]. Your Placement Area has been informed that you will not be attending.

Once we receive confirmation that you have completed your Mandatory skills, we will reorganize your placement as soon as possible. Any time missed during this period will have to be made up at a later date.

I am cc your [Insert name of HSP ALO] and the Director of Undergraduate Practice Education [Insert name] for information

Kind regards

[Insert name SoNM ALO]

Allocations Officer

Room 3.33

School of Nursing & Midwifery

Brookfield Health Sciences Complex

University College Cork

Tel: 021 4901647

[Insert email address]