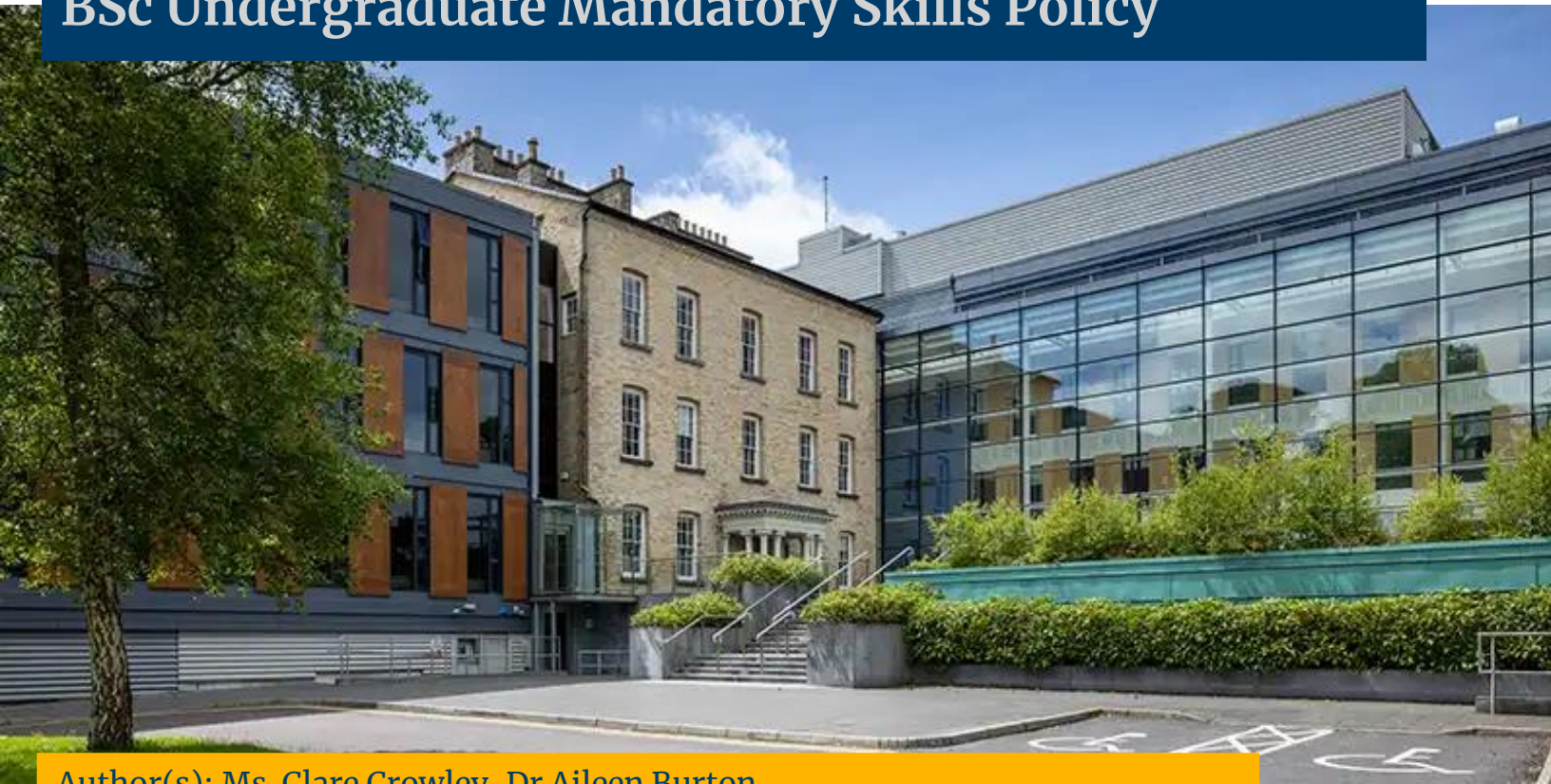


# Catherine McAuley, School of Nursing & Midwifery

## BSc Undergraduate Mandatory Skills Policy



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## **Purpose**

This policy outlines the mandatory skills that UCC School of Nursing & Midwifery (SoNM) students must successfully complete and update to participate in safe clinical practice. It ensures that all students maintain competency in key areas as required by the Department of Health and the Health Service Executive.

## **Scope**

This policy applies to all students enrolled in the BSc Nursing and BSc Midwifery undergraduate programmes. All students are required to obtain core mandatory skills, with additional mandatory skills specified according to their respective nursing or midwifery programmes.

## **Mandatory Skills**

Mandatory skills are essential competencies that must be successfully completed and regularly updated to ensure continued participation in clinical practice.

# MANDATORY SKILLS FOR ALL STUDENTS

## 1.1 Mandatory Skills Details

Skill	UG Programme	Skills Requirements	Completion Requirement	Skills Lead and Contact Email
<b>AHA/IFH BLS Provider Course</b>	<ul style="list-style-type: none"> <li>General Nursing</li> <li>Children's &amp; General Nursing</li> <li>Mental Health Nursing</li> <li>Intellectual Disability Nursing</li> <li>Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>E-learning &amp; certificate submission</li> <li>Face to Face skills session</li> <li>Skills Assessment</li> </ul>	<p>Mandatory every 2 years</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to 2nd placement in Year 1, Semester 2 (<i>All programmes</i>).</li> <li>Prior to 2nd Placement in Year 3, Semester 2 (<i>General, Mental Health and Intellectual Disability programmes</i>).</li> <li>Prior to 1<sup>st</sup> Placement in Year 3, Semester 2 (<i>Integrated Children's &amp; General programme</i>).</li> <li>Prior to 3<sup>rd</sup> Placement in Year 3, Semester 2 (<i>Midwifery programme</i>).</li> </ul>	<p>Ms. Sinéad O' Brien <a href="mailto:sinead.obrien@ucc.ie">sinead.obrien@ucc.ie</a></p>
<b>Inanimate and People Moving and Handling</b>	<ul style="list-style-type: none"> <li>General Nursing</li> <li>Children's &amp; General Nursing</li> <li>Mental Health Nursing</li> <li>Intellectual Disability Nursing</li> <li>Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>E-learning &amp; certificate submission</li> <li>Face to Face skills session</li> </ul>	<p>Mandatory every 3 years</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to 1<sup>st</sup> placement in Year 1, Semester 1 (<i>All programmes</i>).</li> <li>Prior to 2nd Placement in Year 3, Semester 2 (<i>General, Mental Health and Intellectual Disability programmes</i>).</li> <li>Prior to 1<sup>st</sup> Placement in Year 3, Semester 2 (<i>Integrated Children's &amp; General programme</i>).</li> <li>Prior to 3<sup>rd</sup> Placement in Year 3, Semester 2 (<i>Midwifery programme</i>).</li> </ul>	<p>Dr. Brendan Noonan <a href="mailto:B.Noonan@ucc.ie">B.Noonan@ucc.ie</a></p>
<b>Prevention &amp; Control of Health Care Associated Infections (PCHCAI):</b>	<ul style="list-style-type: none"> <li>General Nursing</li> <li>Children's &amp; General Nursing</li> <li>Mental Health Nursing</li> <li>Intellectual Disability Nursing</li> <li>Midwifery</li> </ul>	<p>Year 1:</p> <ul style="list-style-type: none"> <li>E-learning &amp; certificate submission *</li> <li>Face to Face skills session</li> <li>Observed Hand Hygiene Assessment</li> </ul>	<p>Mandatory once per academic year</p> <p>Year 1 completion:</p> <ul style="list-style-type: none"> <li>Prior to 1st placement Year 1, Semester 1 (<i>All programmes</i>).</li> </ul>	<p>Ms. Anna O' Leary Year 1 (<i>General, Integrated Children's &amp; General, Mental Health and Intellectual Disability programmes</i>) <a href="mailto:anna.oleary@ucc.ie">anna.oleary@ucc.ie</a></p> <p>Ms Agnes Phelan Year 1 (<i>Midwifery programme</i>) <a href="mailto:Agnes.Phelan@ucc.ie">Agnes.Phelan@ucc.ie</a></p>

		<p>Years 2,3,4 and 5:</p> <ul style="list-style-type: none"> <li>E-learning &amp; certificate submission **</li> <li>Observed Hand Hygiene Assessment</li> </ul>	<p>Years 2, 3, 4 and 5 completions:</p> <ul style="list-style-type: none"> <li>Prior to 1st placement Year 2, Semester 1. (<i>General, Mental Health, Intellectual Disability and Midwifery programmes</i>).</li> <li>Prior to 2<sup>nd</sup> placement Year 2, Semester 1 (<i>Integrated Children's &amp; General programme</i>).</li> <li>Prior to 2nd Placement in Year 3, Semester 2 (<i>General, Mental Health and Intellectual Disability programmes</i>).</li> <li>Prior to 1<sup>st</sup> Placement in Year 3, Semester 2 (<i>Integrated Children's &amp; General programme</i>).</li> <li>Prior to 3<sup>rd</sup> Placement in Year 3, Semester 2 (<i>Midwifery programme</i>).</li> <li>Prior to first placement of semester 2 in Year 4 (<i>All programmes</i>).</li> <li>Prior to the end of second rotation of Year 5 placement (<i>Integrated Children's &amp; General programme</i>).</li> </ul>	<p>Ms. Clare Crowley (Years 2, 3, 4 and 5) <a href="mailto:clare.crowley@ucc.ie">clare.crowley@ucc.ie</a></p>
<b>Children First</b>	<ul style="list-style-type: none"> <li>General Nursing</li> <li>Children's &amp; General Nursing</li> <li>Mental Health Nursing</li> <li>Intellectual Disability Nursing</li> <li>Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>E-learning &amp; certificate submission</li> </ul>	<p>Mandatory every three years</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to 1st placement Year 1, Semester 1 (<i>All programmes</i>).</li> <li>Prior to first placement of semester 2 in Year 4 (<i>All programmes</i>).</li> </ul>	<p>Ms. Cora O' Leary <a href="mailto:coraoleary@ucc.ie">coraoleary@ucc.ie</a></p>
<b>GDPR</b>	<ul style="list-style-type: none"> <li>General Nursing</li> <li>Children's &amp; General Nursing</li> <li>Mental Health Nursing</li> <li>Intellectual Disability Nursing</li> <li>Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>E-learning &amp; certificate submission</li> </ul>	<p>Mandatory once per academic year</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to 1<sup>st</sup> placement of Year 1, Semester 1 (<i>All programmes</i>).</li> <li>Prior to 1st placement Year 2, Semester 1. (<i>General, Mental Health, Intellectual Disability and Midwifery programmes</i>).</li> <li>Prior to 2<sup>nd</sup> placement Year 2, Semester 1 (<i>Integrated Children's &amp; General programme</i>).</li> <li>Prior to 1<sup>st</sup> placement of year 3, (<i>General, Integrated Children's &amp; General, Mental Health and Intellectual Disability programmes</i>).</li> </ul>	<p>Clinical Practice Module Leaders for each programme</p>

			<ul style="list-style-type: none"> <li>Prior to 2<sup>nd</sup> Placement in Year 3, Semester 2 (<i>Midwifery programme</i>).</li> <li>Prior to first placement of semester 2 in Year 4 (<i>All programmes</i>).</li> <li>Prior to the end of second rotation of Year 5 placement (<i>Integrated Children's &amp; General programme</i>).</li> </ul>	
<b>Irish National Early Warning System (INEWS) V2</b>	<ul style="list-style-type: none"> <li>General Nursing</li> <li>Children's &amp; General Nursing</li> <li>Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>E-learning &amp; certificate submission</li> </ul>	<p>Mandatory once per programme</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to first placement of semester 2 in Year 4</li> </ul>	<p>Ms. Clare Crowley</p> <p><a href="mailto:clare.crowley@ucc.ie">clare.crowley@ucc.ie</a></p>
<b>Irish Maternity Early Warning System (IMEWS) V2</b>	<ul style="list-style-type: none"> <li>Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>E-learning &amp; certificate submission</li> </ul>	<p>Mandatory once per programme</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to first placement of semester 2 in Year 4</li> </ul>	<p>Dr. Margaret Murphy</p> <p><a href="mailto:mgt.murphy@ucc.ie">mgt.murphy@ucc.ie</a></p>
<b>The Irish Paediatric Early Warning System (PEWS)</b>	<ul style="list-style-type: none"> <li>Children's &amp; General Nursing</li> </ul>	<ul style="list-style-type: none"> <li>Face to face session</li> </ul>	<p>Mandatory once per programme</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to Internship Year 5</li> </ul>	<p>Ms. Cora O' Leary</p> <p><a href="mailto:coraoleary@ucc.ie">coraoleary@ucc.ie</a></p>
<b>Safety Intervention Training</b>	<ul style="list-style-type: none"> <li>Intellectual Disability Nursing</li> </ul>	<ul style="list-style-type: none"> <li>Face to face skill session</li> </ul>	<p>Mandatory every two years</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to 1<sup>st</sup> placement of Year 1, Semester 1.</li> <li>Prior to 2<sup>nd</sup> placement Year 3, Semester 2.</li> </ul>	<p>Ms Caroline Egan</p> <p><a href="mailto:caroline.egan@ucc.ie">caroline.egan@ucc.ie</a></p>
<b>Professional Management of Complex Behaviours (PMCB)</b>	<ul style="list-style-type: none"> <li>Mental Health Nursing</li> </ul>	<ul style="list-style-type: none"> <li>Face to face skill session</li> </ul>	<p>Mandatory every two years</p> <p>To be completed:</p> <ul style="list-style-type: none"> <li>Prior to 1<sup>st</sup> placement of Year 1, Semester 1. ***</li> <li>Prior to the end of Year 2, Semester 2.</li> <li>Prior to first placement of semester 2 in Year 4.</li> </ul>	<p>Mx Ryan Goulding</p> <p><a href="mailto:rgoulding@ucc.ie">rgoulding@ucc.ie</a></p>

**Table 1**

\* Year 1 AMRIC Certificates completed: *AMRIC Basics of Infection Control, AMRIC Hand Hygiene, AMRIC Standard & Transmission Based Precautions, AMRIC Personal Protective Equipment, AMRIC Respiratory & Cough Etiquette, AMRIC Cleansing & Disinfecting the Healthcare Environment & Patient Equipment, AMRIC Management of Blood and Body Fluid Spills.*

\*\* Years 2, 3, 4 and 5 AMRIC Certificates completed: *AMRIC Hand Hygiene, AMRIC Standard & Transmission Based Precautions, AMRIC Personal Protective Equipment.*

\*\*\* Year 1 is introduction to Professional Management of Complex Behaviours (PMCB) programme.

Note: Delivery Timeframe of the above may on occasion be subject to change which will be communicated.

## **1.2 Compliance and Monitoring**

- It is the responsibility of students to ensure that their mandatory skills remain up to date.
- SoNM Faculty will monitor compliance with training requirements.
- Failure to complete mandatory skills will result in the student being deemed ineligible for clinical placement.

# ATTENDANCE MONITORING FOR MANDATORY SKILLS

Attendance at all assigned Mandatory Skills training is compulsory. Facilitator-to-student ratios are planned based on expected attendance, and therefore, adherence at scheduled sessions is strictly required.

## 2.1 Mandatory Skills Sessions Attendance Requirements

- Students must attend all scheduled skills training as assigned by the School of Nursing and Midwifery (SoNM), University College Cork.
- Late arrivals will not be accommodated, and students must arrive on time for all training sessions.
- Requests for changes or transfers to another tutorial/ practical group will not be accommodated.
- In the event of absence from any mandatory skills session evidence of mitigating circumstances must be provided.

## 2.2 Absence Due to Mitigating Circumstances

- If mitigating circumstances prevent attendance, students must immediately communicate their absence by email and supporting evidence of mitigating circumstances must be submitted by email to the following: G.03 administrative support staff at [SONMUnderGrad@ucc.ie](mailto:SONMUnderGrad@ucc.ie), the Skills Lead (see Table 1 for details) and the Practice Module Lead.

## 2.3 Follow-Up if Absent

If a student has not met the specified skills training requirements, the following steps will be taken only when valid evidence of mitigating circumstances for their absence is provided:

- Following consultation between the Practice Module Leader and Skills Lead(s), the student will be informed if a final opportunity to complete the required training is available (note: all training is subject to capacity and availability).

- This final session will be scheduled based on Clinical Skills & Simulation Resource Centre (CSSRC) and facilitator availability and is not guaranteed before the next clinical placement.
- If no SoNM training sessions are available, the student must source external training at their own expense.
- Supporting evidence of mitigating circumstances for non-submission of e-learning certificates is also required in all cases. Skills Lead(s) and Practice Module Lead(s) will review the opportunity to submit/ re-submit certificates where evidence is provided. This may be after the next clinical placement block.

## 2.4 External Skills Training

- In cases where a student does not attend a mandatory training session within the SoNM before a scheduled clinical placement, they will be required to source training through an external provider at their own expense.
- It is the student's responsibility to ensure that external training meets the required standards as outlined in this policy. See Table 2 for external training requirements.
- Evidence of attendance and certification must be submitted to [SONMUnderGrad@ucc.ie](mailto:SONMUnderGrad@ucc.ie), the Skills Lead and the Practice Module Leader.
- Once verified by the Skills Lead, records are updated on the *Allocations Pre- Placement Requirements Masterfile* and clinical placement access is restored by the Allocations Office.
- In the case of PCHCAI training, where external training cannot be sourced, students will be required to wait until the next cohort of undergraduate students are undertaking this training (note: all training is subject to capacity and availability). This may be after the next clinical placement block.

Mandatory Skill	External Training Requirement
Basic Life Support (BLS) Provider	Irish Heart Foundation (IHF) & AHA-recognised provider

Inanimate and People Moving and Handling	FETAC Level 6 Instructor
Safety Intervention Training	Approved Safety Intervention Training course
Professional Management of Challenging Behaviours (PMCB)	Approved PMCB training course

Table 2

## 2.5 Student Responsibility for Skill Maintenance

- Students are required to keep a personal record of the dates of all Mandatory Skills training they have attended and completed (see Appendix 1 for student record template).
- If a student's skills certification expires during the programme (e.g. due to a repeat year, deferral or leave of absence), they will not be permitted to attend their scheduled clinical practice placement until all mandatory skill requirements are met.

## 2.6 Reporting and Communication

- The *Allocations Pre-placement Requirements Masterfile* is compiled by Skills Leads (or *their nominee*) identifying mandatory skill completion status.
- The Allocations Office informs the Health Service Provider/ Allocation Liaison Officers about student compliance status.
- Students with incomplete or expired mandatory skills will not be permitted to attend clinical placement.

**Failure to comply with attendance and skill update requirements will impact clinical placement eligibility.**

## Appendix 1: Student Mandatory Skills record template

<b>Mandatory Skill</b>	<b>Certificates completed</b> <i>(if applicable)</i>	<b>Skills Session completed</b> <i>(if applicable)</i>	<b>Date completed</b>	<b>Expiry Date</b>	<b>Notes</b>