Framework for Accreditation of Continuing Professional Development Courses

Trinity Centre for Practice and Healthcare Innovation (TCPHI)

School of Nursing & Midwifery,

Trinity College Dublin

Accreditation

The School of Nursing and Midwifery Accreditation Committee under the auspices of the Trinity Centre for Practice and Healthcare Innovation (TCPHI) is a granting committee for programmes/courses concerned with continuous professional development. The purpose is to provide comprehensive and transparent guidance to associated academic partner clinical institutions who wish to apply for accreditation with the TCPHI. Having your programme accreditation with the TCPHI ensures that you have the instructional, student support and other services in place to assist participants achieve their educational goals. Accreditation allows participants to benchmark provision against recognized quality standards and facilitates transfer and progression of their knowledge.

Who should apply for accreditation?

- Only associated healthcare providers are eligible to apply for accreditation;
- Accreditation is not appropriate for courses eligible for category 2 approval from the Nursing and Midwifery Board of Ireland (NMBI), as these are major awards.
- Courses should be under the direction of suitably qualified personnel who possess the knowledge and skills to provide the education programme.
- Programmes can be Nursing and Midwifery focussed or inter-professional in nature.

Please note:
At all times the provider remains responsible for the welfare of the participants, the delivery of the educational programme, the assessment and any award provided. Trinity College Dublin accepts no liability for any loss or damage associated with the accredited course.

Process

The process involves a systematic review of the content, structures, processes and outcomes of the programme/course submitted for review. The delivery and responsibility for the course remains with the provider and the relationship of the student is with the provider.

Awarding of accreditation

Submissions will be assessed by an independent academic committee, drawn from the appropriate discipline of Nursing or Midwifery.

- The application is considered by the accreditation committee and the decision may be to (i) grant accreditation, (ii) grant accreditation with/without conditions or (iii) refuse accreditation.
- Unless otherwise stated, accreditation usually applies for 2 years, following which re-application is necessary.

- Following successful accreditation the words 'accredited by the Trinity Centre for Practice and Healthcare Innovation (TCPHI) at the School of Nursing and Midwifery, Trinity College, Dublin' may be used on course material.

Application Process

To submit an application, please provide the information requested in Appendix 1 and submit as **one merged document** to tcphi@tcd.ie by 4pm on the deadline outlined below. Documents not adhering to this format will be returned to the applicant for merging and resubmitted for review at the next meeting.

Submission deadline by 4pm	Accreditation meeting date
Friday 29th August 2025	Wednesday 8th October 2025
Friday 30th January 2026	Thursday 26th February 2026
Friday 27th February 2026	Tuesday 24th March 2026

There will be three submission dates within the academic year and documentation needs to be submitted at least four weeks prior to meeting date. The decision of the Committee will be communicated within two weeks of the meeting. Retrospective accreditation for courses delivered before the application has been received and accredited cannot be granted.

Costing Structure

The Application fee of €500 must be paid at the time of the submission of the course application. This is for 2 years of accreditation and an invoice will issue for that amount. *Please note that as TCD is a publicly funded body, we are bound by the public sector purchasing regulations which require a Purchase Order (PO) to be issued to the supplier in advance of an order for goods and services being confirmed. Therefore, the Accounts department of the hospital/service provider that is making the application is required to raise a PO in order for TCD to then issue the invoice.

Framework

When submitting a course for accreditation, the following information in conjunction with Appendix 1 is required (all the programme documentation needs to be submitted as one document):

Title:

1.1: The title of the programme should be clearly articulated.

Course membership:

2.1: Persons with appropriate knowledge and practice experience must participate in all stages of development, delivery and assessment of a programme.

Duration:

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Dámh na NEolaíochtaí Sláinte,
Coláiste na Tríonóide, Baile Átha Cliath,
Ollscoil Átha Cliath,
24 Sráid D'Olier
Baile Átha Cliath 2, Éire.

**Trinity Centre for Practice
and Healthcare Innovation**
School of Nursing and Midwifery
Faculty of Health Sciences,
Trinity College Dublin,
The University of Dublin,
24 D'Olier Street,
Dublin 2, Ireland.

T: +353 1 896 2692
tcphi@tcd.ie
www.tcd.ie/tcphi

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3.1 : The duration of the programme should be stated in months and the direct contact hours should be made explicit in hours.

Aims & learning outcomes:

4.1 Programmes must include clearly written aims that specify the overall aims of the programme.

4.2 The learning outcomes participants can expect to achieve upon successful completion of the programme should be clearly stated.

Methodology:

5.1 : An approved programme should describe the mechanism that allows registered nurses/midwives to achieve one or more of the following:

- build upon the theoretical and practice knowledge that they already possess as practitioners.
- acquire new theoretical knowledge related to the outcomes of the programme.
- acquire competency in cognitive and practice based skills related to the learning outcomes.

5.2 : The provider must demonstrate how the programme content and materials have been developed with access to appropriate expertise in the subject area.

5.3 : The provider needs to specify what active or interactive learning activities employing adult learning principles to help participants incorporate the knowledge into their practice.

5.6: As a quality assurance mechanism, all programmes approved must include mechanisms by which the education and training content and materials are regularly reviewed, revised, and updated to reflect changes in best practices.

Structure:

6.1 : The provider must provide evidence of structures that support the provision of a quality learning experience/programme. These should include any quality assurance mechanisms in place for the programme and a description of how the programme content has been developed with access to appropriate internal and external expertise in Nursing or Midwifery.

Clinical input:

7.1 : Where a programme involves both theoretical and practical applications, the programme should include both informational and practical components enabling registered nurses/midwives to learn and demonstrate mastery of particular skills.

7.2 : Procedures for assessing the competence of participants (where appropriate), must be provided.

Theoretical input:

8.1 : Submissions should provide details of the theoretical input and be consistent with the overall learning aims of the programme.

8.2 Preferred learning format should be outlined and reflect adult learning principles to ensure the most effective methods to achieve the outcomes are employed.

8.3 : Theoretical input must be congruent with professional standards for nursing and midwifery.

Educational facilities:

9.1 : Evidence should be provided to ensure that the organisation or personnel providing the programme have the necessary teaching, audio- visual, accommodation and other resources to support the delivery of the programme.

Projected Participant Numbers:

10.1 : Projected participant numbers should be provided as part of the submission.

Course personnel and experience:

11.1 : The provider must demonstrate that the personnel involved in providing the educational experience have the appropriate professional and academic qualifications and experience.

Assessment processes:

12.1 : The assessment strategy and process must be clearly articulated and provide a full description of all requirements established by the provider for successful completion of the programme.

12.2 : The assessment should be designed to demonstrate that participants have met the overall learning aims of the programme, and are able to incorporate that knowledge into practice.

Evaluation:

13.1 : Every accredited programme must have a programme evaluation component. All participants must have the opportunity to evaluate the quality of the programme.

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Applications seeking accreditation for a programme/course should provide the following (as appropriate)

Sections in Application Form	Critical Elements to be Discussed in Application	Guidance Points
Context, rationale and justification for development and provision of programme/course **Elements to be included** (i) **Rationale and justification for the Programme/course** (ii) **The philosophy of the programme/course** (iii) **Aim(s) and objective(s) of programme/course**	**(i) Rationale and Justification for the programme/course** 1. Describe how the programme/course supports: • professional decision making, • safe and ethical practice, • quality care and, where appropriate, confidentiality, interprofessional collaboration and sharing of knowledge and skills • the support and, where appropriate, supervision of colleagues, competence development, professional behaviour and conduct 2. Where appropriate, describe how the programme/course aligns with: (i) government policy, (ii) Health Service Executive and local policies, (iii) national and international trends in Nursing and Midwifery 3. Reference made to best practice guidance in Nursing and Midwifery 4. Where appropriate, reference is made to service user need (this refers to client/patients accessing Nursing and Midwifery services and care) 5. The programme/course is situated in emerging/developing/expanding service(s) 6. Reference made to professional competence, continuing competence and continued professional development	1. Reference is made to relevant guidance documents from the Nursing and Midwifery Board of Ireland (NMBI) e.g. (i) NMBI Code of Professional Conduct (ii) Scope of Professional Practice (iii) Practice Standards (iv) Other appropriate and relevant guidance documents 2. Where appropriate, reference is made to appropriate and relevant: (i) government policy documents and guidance from other statutory bodies, (ii) national and local policies , (iii) situate the programme/course within current and prospective developments in the Nursing and Midwifery profession e.g. ANP roles, expansion of role, interprofessional education 3. Describe how best practice informs the theoretical and practical/clinical elements of Nursing and Midwifery 4. Describe how the programme/course addresses service user need and, where appropriate, take cognizance of the impact/service user outcomes 5. Describe how the programme/course aligns with local developments implemented to meet service user needs 6. Demonstrate how the programme/course builds on existing knowledge, contributes to knowledge base, competency and continued professional development of the Nurse/Midwife
	(i) The philosophy of the programme/course should be clear	Clearly state the philosophy of the programme/course
	(ii) The specific aim(s) and objective(s) of the programme/course should be clear	Clearly state the specific aim(s) and objective(s) of the programme/course outlining how they will contribute to/enhance the professional development of the Nurse/Midwife

Sections in Application Form	Critical Elements to be Discussed in Application	Guidance Points
Structure and processes involved in the provision of the programme/course **Elements to be included** **(i) Programme/course structure** **(ii) Content - theoretical and clinical input (as relevant)** **(iii) Venue, educational facilities and resources** **(iv) Methods of supporting and facilitating the provision of quality, effective learning**	**(i) Programme/course structure** 1. Where appropriate, demonstrate there is cooperative and integrated education in relation to theory, research and practice 2. Provide a description of key personal involved in the programme/course (pg. 3 of application form) 3. Explain how (i) the personal, (ii) resources and (iii) structures support teaching and learning (theoretical and clinical) on the programme/course 4. Describe the strategies that ensures quality learning	1. Describe how theory, research and practice are integrated in the programme/course 2. A brief biography and, where appropriate, the NMBI PIN number of key personnel involved should be provided 3. Describe the professional, academic qualifications, experience of all personnel involved in the programme and the resources and structures available to support teaching and learning 4. Describe the quality assurance mechanisms in place for the programme/course
	(ii) Content – theoretical and clinical input 1. Describe, where appropriate, how (i) active/participative approaches to education and learning, (ii) interprofessional education and learning and (iii) Elearning/blended education and learning are incorporated in the programme/course 2. Best practice informing learning	1. Outline the range of teaching methods and, where appropriate, methods of facilitating interprofessional learning that support learning (theoretical and clinical) 2. Describe how learning is informed by evidence
	(iii) Venue, educational facilities and resources are appropriate	Describe the teaching, audio-visual, accommodation and other resources available to support the delivery of the programme/course
	(iv) Describe how an effective learning environment will be facilitated	Describe the specific resources and support(s) (theoretical and clinical) that support the development of a quality learning environment
Outcome – assessment and evaluation processes **Elements to be included** (i) **Assessment of learning** (ii) **Programme/course evaluation**	**(i) Assessment of learning** Describe how learning outcomes are measured in the programme/course **(ii) Programme/course evaluation** Describe how the programme/course will be evaluated and assessed	Describe how all knowledge, skills and competencies (as appropriate) will be assessed in the programme/course. All assessment tools should be included as appendices The evaluation strategy should be a clearly outlined and evaluation form included as an appendix

Trinity Centre for Practice and Healthcare Innovation (TCPHI), School of Nursing and Midwifery, Trinity College Dublin, Accreditation Application Form

Name of Applicant(s):	
Applicant's Address:	
Applicant's Email Address: Please ensure this is correct because the decision regarding accreditation will be sent to this email address	
Name/Title of Programme/Course accreditation is being sought for:	

Please tick the box that applies to your application:

New application for accreditation ☐

Previously accredited course application ☐

Date of accreditation (if previously accredited): _____

Please ensure all supporting documentation is submitted with the application as appendices, failure to so may result in a delay regarding a decision regarding accreditation.

Supporting documentation includes, where appropriate:

(i)   Biography of core personal involved in the programme/course
(ii)   Copy of the pre reading participants will be required to read pre commencement of programme/course
(iii)   Timetable of the programme/course
(iv)   Assessment tools e.g. competency assessment tool, final exam paper etc.
(v)   Guidelines regarding specific components of the programme/course e.g. practice base log, reflective piece/narratives, learning contracts, log of teaching hours
(vi)   Marking criteria for all elements assessed on the programme/course
(vii)   Evaluation form that will be used to evaluate the programme/course
(viii) Any other supporting document relevant to the application

ACCREDITATION APPLICATION INDEX

Section 1: Course Membership and Personnel

Section 2: Details of Programme/Course

Section 3: Context, Rationale and Justification for the Development and Provision of Programme/Course

Section 4: Structure and Processes involved in the Provision of the Programme/Course

Section 5: Outcome – Assessment and Evaluation Processes of the Programme/Course

Section 6: Applicant's Declaration and Signature

Once completed please return <u>one signed electronic copy</u> of the application form to:
Mr Keith Brennan, TCPHI Administrator: <u>6</u>

If you have any queries regarding the application process please email <u>tcphi@tcd.ie</u> or telephone 01 896 8745.

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Please complete all information relevant to your application

SECTION 1 – PROGRAMME/COURSE MEMBERSHIP AND PERSONNEL

1.1   Name, qualification and position of persons involved in the programme/course

Title/First name/ Surname	Postal Address	Email address	Tel No	Professional Qualification	Primary Employer (Hospital/University/ Other)	Role in programme/ course	Current Occupation	NMBI PIN

Please provide a biography of core persons involved in the delivery of the programme/course as an appendix

SECTION 2 – DETAILS OF THE PROGRAMME/COURSE

2.1   Title of programme/course

2.2   Dates & duration of programme/course stated in months and direct contact hours

Start Date: End Date:

Direct contact hours:

2.3   Projected participant/student number on the programme/course

2.4   Primary location(s) where programme/course will be provided (theoretical and clinical components)

2.5   Provide a brief outline of the programme/course to include the necessary pre-requisites for the programme/course

2.6   Describe how the programme/course will facilitate registered nurses/midwives to:

(i)   build upon the theoretical and practice knowledge they already possess as practitioners

(ii)   acquire new theoretical knowledge related to the outcomes of the programme/course

(iii)   acquire competency in cognitive and practice based skills related to the learning outcomes of the programme/course

SECTION 3 – CONTEXT, RATIONALE AND JUSTIFCATION FOR THE DEVELOPMENT AND PROVISION OF PROGRAMME/COURSE

3.1 Describe the rationale and justification for the programme/course and how the programme content and materials have been developed

3.2 Describe the philosophy of the programme/course

3.3 List the specific aim(s) and learning outcome(s) of the programme/course

    i.   **Aims:**

    ii.   **Learning outcomes:**

SECTION 4 – STRUCTURE AND PROCESSES INVOLVED IN THE PROVISION OF THE PROGRAMME/COURSE
(Theoretical and Clinical)

4.1   Provide a brief outline of the structure of the programme/course

4.2   Explain how (i) the personal, (ii) resources and (iii) structures support teaching and learning (theoretical and clinical) on the programme/course

(i)	Personal
(ii)	Resources
(iii)	Structures

4.3 Describe the quality assurance mechanisms for the programme/course

4.4 Theoretical Input – describe the theoretical component(s) of the programme/course and the learning activities utilised. This should be consistent with the overall aim(s) and objective(s) of the programme/course (max 500 words)

4.5 Clinical Input – describe the clinical component(s) of the programme/course and the learning activities utilised. This should include, where appropriate, a description of how registered nurses/midwives will be enabled to learn and demonstrate mastery and competence of particular clinical skills (max 500 words)

4.6 Describe the venue, educational facilities and resources available to facilitate the programme/course

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4.7 Describe how an effective learning environment (theoretical and clinical) will be supported and facilitated

(i)   Theoretical Learning
(ii)   Clinical Learning

SECTION 5 – OUTCOME – ASSESSMENT AND EVALUATION PROCESSES

5.1 Describe how learning (theoretical and clinical) will be assessment in the programme/course

(i)   Assessment of Theoretical Learning

(i)   Assessment of Clinical Learning

5.2 Describe how the programme/course will be evaluated

SECTION 6 - DECLARATION AND APPLICANT'S SIGNATURE

APPLICANT'S DECLARATION:

6.1 I confirm that the information provided in this application and submission is correct.

NAME: **(BLOCK CAPITALS)**		
DEPARTMENT:		
CONTACT DETAILS:	Telephone:	Email address:
SIGNATURE:		**DATE:**

PLEASE NOTE THAT IF THERE IS MORE THEN ONE APPLICANT, ALL APPLICANTS MUST SIGN THE APPLICATION FORM

NAME: **(BLOCK CAPITALS)**		
DEPARTMENT:		
CONTACT DETAILS:	Telephone:	Email address:
SIGNATURE:		**DATE:**

NAME: **(BLOCK CAPITALS)**		
DEPARTMENT:		
CONTACT DETAILS:	Telephone:	Email address:
SIGNATURE:		**DATE:**

Office Use Only:

Reference Number	
School of Nursing and Midwifery, Trinity College Dublin, Accreditation Committee Meeting Date	

Decision (tick one)	Approved	Approved with recommendations	Not Approved

Date	

Suggested Recommendations	

Date revised application resubmitted	
Date accreditation expires	