



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Memorandum of Understanding between
The Health Service Executive West
and
Galway-Mayo Institute of Technology

1. General Context

In the context of the Nurses Act, (1985), the Regional Technical Colleges' Acts 1992 & 1999, the Qualifications (Education and Training) Act 1999 and the regulations associated with this legislation, and taking account of the Nurses Rules, 1988 (Amendment) Rules, 1998 and 1999, this Memorandum of Understanding is hereby agreed by The Health Services Executive West (HSE West), and Galway-Mayo Institute of Technology @ Castlebar in relation to the operation of the four year Undergraduate Honours Degree programme in General and Psychiatric Nursing, leading to registration with An Bord Altranais. This memorandum applies to all such education programmes commencing on or after September 2002.

2. Legislative Framework

The HSE West and Galway Mayo Institute of Technology recognise the legislative requirements in relation to nursing education and registration, assessments and examinations specified in the Nurses Act, (1985) and undertake to operate in accordance with that legislation and rules made by An Bord Altranais thereunder or any future legislation and rules in respect of nursing education, examinations and registration.

The HSE West recognises the statutory obligations of Galway Mayo Institute of Technology in respect of its approval of programmes for third level awards, as specified in the Institute of Technology Acts 1992-2006 and the Qualifications (Education and Training) Act 1999.

3. Partnership Arrangements

The Undergraduate Degree programmes in General and Psychiatric Nursing are being conducted in partnership between the HSE West and Galway Mayo Institute of Technology. Responsibility for the education of students, both theoretical and taught clinical lies with Galway Mayo Institute of Technology.

Responsibility for the provision, supervision and assessment of clinical experiential learning lies with the HSE West and will be undertaken in partnership with GMIT.

Academic lecturers in Nursing from Galway Mayo Institute of Technology will be covered for liability in accordance with the insurance policy of the HSE West while engaged in link lecturing activities with clinical placement sites or if accessing clinical sites to update clinical skills competencies in the premises of the HSE West.

4. **Co-operative Structures**

A Department of Nursing Education has been established in Galway Mayo Institute of Technology to manage the programmes, to co-ordinate the theoretical content with the statutory clinical content, including the internship period and to provide the necessary administrative support system. A Head of Department, a registered nurse, has been appointed at the Galway Mayo Institute of Technology.

5. **Joint Working Group**

A relevant joint working group has been established, with appropriately balanced representation from Galway Mayo Institute of Technology and the HSE West to monitor the progress of the programmes. Chairperson(s) will be agreed by the Joint Working Group. Sub committees have been established as required.

The remit of the Joint Working Group is:

- To provide a collaborative forum for discussion and decision making.
- To propose and agree an appropriate structure, which ensures all partners are represented, consulted and involved in appropriate decision making.
- Responsibility for the development and regular revision of strategic priorities that govern the management of the undergraduate General and Psychiatric nursing programmes.
- To ensure that appropriate accommodation for the programmes is in place.
- To examine the issues arising from the curriculum development group.
- To undertake any tasks which are deemed necessary by the joint working group

- To discuss and agree other mutual resource issues where and as appropriate.
- To review the Working Group remit annually.
- To facilitate a communication strategy

6. Student Health and Security Screening

All successful applicants who are offered places on the degree programmes will be required to have Medical and Garda Clearance: this will include medical assessment, screening and, if necessary, vaccination prior to the first clinical placement in accordance with the policies of Galway Mayo Institute of Technology and the Health Service Executive West.

The Galway Mayo Institute of Technology (GMIT) offers a number of educational programmes which require applicants to undertake placements, with external agencies which bring them into contact with children, the public and vulnerable groups and in which they will assume positions of trust. This applies to both the B.Sc (Hons) in General Nursing and the B.Sc (Hons) in Psychiatric Nursing Programmes. GMIT is committed to ensuring that only suitable applicants are allowed to undertake these programmes. GMIT uses the Garda Central Vetting Unit (GCVU) vetting service to assess the suitability of such applicants, and may also require applicants to provide an enhanced disclosure by the completion of an affidavit at the time of registration. For GMIT applicants undertaking B.Sc Programmes in Undergraduate General and Psychiatric Nursing, the Health Service Executive (HSE) completes the Garda Vetting Process. All Applicants are provided with the relevant forms and documentation for vetting within the Republic of Ireland. Applicants who have resided outside Ireland for a consecutive 6 month period or more will be required to submit Police clearance from the country in which they resided. All applicants must satisfy the requirements of the Health Service Executive (HSE) for Garda Vetting and clinical placements can only be arranged for applicants on receipt of satisfactory Garda Vetting. In the event of a concern about criminal activity, further Garda Vetting maybe required within the duration of the programme.

A list of students will be provided by Galway Mayo Institute of Technology to the Health Services West. All students will be requested to complete a self-declaration indicating that they do not have a criminal record or otherwise.

In the event of any concern regarding a students physical or mental ability to engage in practice, occupational health clearance will be required prior to practice placement.

7. Registration

All students will be required to register with Galway Mayo Institute of Technology for the duration of the degree programme.

8. Programme Content

The programme will meet the requirements of EU Directives 77/453/EEC as amended by Directive 2005/36/EC, the requirements of An Bord Altranais and the requirement of HETAC and will comply with the terms of any relevant legislation or EU Directives and/or Regulations in force from time to time.

The location of the theoretical elements of the programme will be principally in Galway Mayo Institute of Technology, Castlebar.

9. Clinical Placements

The type and duration of clinical placements for students of nursing are as required by An Bord Altranais and the programme curriculum. Facilitation of clinical placements will be agreed between the Head of Department of Nursing, Galway Mayo Institute of Technology and the Directors of Nursing of HSE West.

The Directors of Nursing, HSE West have responsibility for matters relating to clinical placements in so far as they impact on patient care. Galway Mayo Institute of Technology accepts that the Directors of Nursing, HSE West and Mayo Mental Health Services will ensure that the clinical placements comply with the agreed placement programme drawn up by Galway Mayo Institute of Technology and comply with the rules and regulations of An Bord Altranais and the terms of any relevant legislation or EU Directives and/or regulations in force from time to time.

In planning the programme schedule, arrangements will be made to ensure that the optimum number of nursing students (1st, 2nd, 3rd and 4th year) are allocated to the clinical area at any one time so as to allow maximum preceptorship of students and to optimise learning in clinical placements. The programmes will facilitate early clinical placement. Eight hours/fortnight of reflective time will be built into the supernumerary and Internship clinical placements.

10. Assessment and Methodologies and Examinations

The regulations governing the conduct and assessment of the degree examinations will be determined by Galway Mayo Institute of Technology in accordance with Academic Codes of Practice numbers 1 to 5. Any changes in the programmes will be subject to the internal GMIT validation processes and where appropriate the HETAC's external validation and accreditation process, which are designed to ensure that the programmes' academic and professional status meet national and international standards. External examiners shall be appointed by the Galway Mayo Institute of Technology. In appointing such Examiners, Galway Mayo Institute of Technology undertakes to take due account of the requirements and standards of An Bord Altranais. Galway Mayo Institute of Technology will be responsible for the operational and academic standard of clinical assessments as per Codes of Practice numbers 1 to 5 which will be undertaken in partnership with the Health Services Executive West.

11. Academic Approval/Accreditation

The Bachelor of Science (Honours) in General and Psychiatric Nursing have both been approved by the Academic Council of Galway Mayo Institute of Technology, An Bord Altranais and HETAC. Any changes in either programme will be subject to the Academic Council of Galway Mayo Institute of Technology approval processes.

12. Student Welfare and Code of Conduct

Galway Mayo Institute of Technology and the HSE West have developed a joint Disciplinary policy for dealing with breaches of the Code of Conduct while the student is on taught clinical placement, otherwise the GMIT student code of conduct applies.

13. Review

The Memorandum of Understanding will be reviewed after two years. In the interim either party may request a review. The Memorandum of Understanding will be supplemented by a Service Level Agreement.

14. Notice to Terminate the Agreement

The HSE West and Galway Mayo Institute of Technology each undertakes to give not less than 4 years' formal notice of their intention to withdraw from the arrangements as described in this Memorandum of Understanding unless a shorter period of notice is mutually agreed between the parties in light of any particular or special circumstances.

15. Statement of Date of Effect:

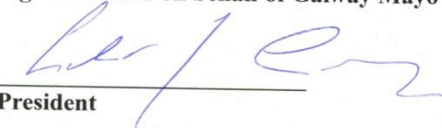
The Memorandum of Understanding will become operative with effect from the date of its signature by both parties.

Signed for and on behalf of the Health Service Executive West


Regional Director of Operations

24/8/2011
Date

Signed for and on behalf of Galway Mayo Institute of Technology


President

24/8/11
Date