



Anaesthesia/Recovery Room Care for Nurses and Midwives

Application guidance notes

Please follow the following guidance, which is specific to the application for this module.

Please click on the appropriate link above under **HOW TO APPLY** according to when you wish to undertake this module. This will take you to the online application form where you will need to create a new user account to proceed.

Online application form:

There are a number of sections, which need to be complete. At the end of each section please click SAVE & PROCEED.

1. **Personal details:** Please complete all sections marked *
2. **Education & Qualifications:** Please complete sections marked *. For this module the NURSING subsection must be completed in full.
3. **Experience:** Please complete sections marked *.
4. **Additional Information:** Please complete sections marked *. Under FUNDING/FINANCIAL SUPPORT please click “Employer funding” if your fee is being subsidised by the HSE.
5. **Personal Statement:** This section is optional and does not need to be completed.
6. **Referees:** The name and email address of two referees is required, one of which should be your line manager who has sanctioned your participation on the course. Note: The referees do not need to be academic referees as suggested in the form.
7. **Supporting documents:**
 - a. Two documents are required a copy of your NMBI registration and a letter from your Director of Nursing/Midwifery. PLEASE NOTE academic references and degree parchments are not required.
 - b. Please upload the letter from your Director of Nursing/Midwifery sanctioning your participation in the course and the availability of a



mentor in practice. This mentor must be a nurse/midwife with a qualification in anaesthesia recovery room care/perioperative care or a consultant anaesthetist. In the *PERMISSION TO VERIFY DOCUMENTS line.

- c. Please upload a copy of your current NMBI registration in the *PARCHMENT line.

Declaration: Please read and once satisfied please tick the acceptance box.

- 8. This will take you to a page stating there is an application fee. For the Anaesthesia /Recovery Room Care module this application fee has been waived. Please click PROCEED TO PAYMENT.
- 9. The next screen confirms your application. Please press EXIT to complete the application.

You will then receive an automated email confirming your application has been received. Further emails will be sent to alert you to the progress of your application and with further information if your application has been accepted.

For further information please contact rmeinder@tcd.ie