

## **TO: ALL 1<sup>ST</sup> YEAR NURSING & MIDWIFERY STUDENTS**

**Re: Garda vetting, Health Screening, required forms and the NMBI candidate register for all HSE/ Student Nurse/ Student Midwifery Practice Placements.**

Congratulations on your recent acceptance of a place on the Nursing or Midwifery programmes at the School of Nursing & Midwifery, in University of Galway.

There are a few important things that need to be put in place in the first week of the programme to ensure you can attend Practice Placement as planned on the 21<sup>st</sup> of November.

**Please read carefully the information in Section 1, 2, 3 and 4 of this document**

### **Section 1:**

#### **Garda Vetting**

During the course you will be required to complete Practice Placements within the Health Service Executive (HSE) and external healthcare sites. Prior to commencement of any Practice Placements, you will need to have Garda vetting completed. Garda vetting is organised by the Admissions Office. Once you have fully registered for the nursing or midwifery programme you will receive an email from the Admissions Office inviting you to commence the vetting programme. Please ensure that you register as soon as possible to trigger the online vetting invitation. The email will be sent to your University of Galway email address. Please ensure that you complete the form via the link in the email and follow the directions provided.

**PLEASE OPEN THE VETTING LINK IN GOOGLE CHROME**

You will subsequently receive an email from the National Vetting Bureau to your University of Galway email address please click on the link below for step-by-step information on the Garda Vetting procedure.

<https://universityofgalway.ie/undergrad-admissions/garda-vetting/>

N.B. If you are under 18 years of age on the date you are completing the Vetting Invitation Form, a Parent/Guardian must complete the invitation with their contact details and not the student's. The Garda vetting application will be sent to your Parent/Guardians email not your email.

#### **URGENT - Overseas Police Clearance – Students with addresses outside of Ireland**

Please note that Garda clearance will only cover addresses in the Republic of Ireland and Northern Ireland. If you have resided in countries outside of the Republic of Ireland / Northern Ireland for a period of 6 months or more from the date of your 16th birthday, it is **mandatory** for you to furnish the Admissions Office with a Police Clearance Certificate from those countries stating that you have/have not convictions recorded against you while residing there. **Please ensure you apply for this as soon as possible as it can take up to 3 months to obtain.**

### **Section 2:**

#### **Health Declaration and Occupational Health Screening**

**Health Declaration:** As part of their university programme, nursing and midwifery students are required to undertake placements that involve direct contact with patients, clients, people supported, mothers and babies and/or service users.

Students who have previously been treated or are currently under management for any medical, surgical, or psychological condition will All students are required to complete a preplacement health assessment by a medical professional. Students who have previously been treated or are currently under management for any medical, surgical, or psychological condition will receive follow up from the Student Health Unit. The outcome of the preplacement health assessment will determine if a preplacement occupational health assessment is a

<sup>1</sup> If applicable Overseas clearance is required for each jurisdiction for periods of residence overseas of 6 months or more from the date of your 16th birthday.

prerequisite to the commencement of placement. You will be required to provide letters from your managing physician and/or consultant clearly identifying the condition, severity of the condition, the past and current management of the condition and the status of the condition. To speed up the occupational health screening process it would be in your best interest to request these letters from your health care team as soon as possible.

**Occupational Health Screening:** All students are required to engage in the screening and vaccination programme for Health Care Workers. In preparation for the screening, you are required to print and complete the **occupational health contact details form**. **You are required to complete this form and information for the first week of the programme.**

You will also be required to get records of previous vaccinations and immunisations.

The following information is required from all student nurses & midwives, you must take this information with you to your first occupational health appointment:

- Childhood vaccination records, including records of having received BCG vaccine and two MMR vaccines
- Hepatitis B vaccination records, if previously vaccinated
- Regarding Tuberculosis (TB), health care workers should have BCG scars or documented evidence of having received a BCG vaccine. If you develop or have suspicious symptoms including, prolonged cough, sputum production, fever, haemoptysis, chest pain, night sweats, weight loss, then you should seek medical advice, and contact your Occupational Health Department. If you have lived / travelled in a Tuberculosis endemic country for 4 weeks or more in the last 2 years you are required to attend our department for TB health care worker screening once commenced employment with the HSE.

### **Where can I get my childhood vaccination records if born or attended school in Ireland?**

For childhood immunisations such as MMR or BCG please contact your childhood health centre for records. Please see the following website for contact details on requesting records:

<http://www.hse.ie/eng/health/immunisation/whoware/requestrecord.html>

## **Section 3:**

### **ALL STUDENTS NEED TO COMPLETE AND SIGN THE FOLLOWING DOCUMENTS**

- **Statutory/General Declaration** forms
- **Policy Acknowledgment** document
- **Confidentiality** document
- **Personal Details** form.
- **Occupational Health contact details** form (please see important details regarding same below)

### **Statutory/General Declaration forms**

#### ➤ **Students under 18**

If you are under 18 years of age, please complete the 'General Declaration' and bring it with you on induction day.

#### ➤ **Students who are 18 or over**

If you are 18 years of age or over (on the date you complete the application) the 'Statutory Declaration' should be completed by you in the presence of a

- Practising Solicitor **or**
- Commissioner for Oaths **or**
- Peace Commissioner

The completed declaration form must be brought with you on Induction Day Monday 18<sup>th</sup> September.

NB: The Statutory Declaration must be countersigned by one of the three designated professionals. It is not appropriate to have your statutory declarations counter signed by a parish priest, schoolteacher, or a member of An Garda Siochana (unless they also hold one of the three official titles listed above).

**~Note: A Solicitor will be available on Monday 18<sup>th</sup> September within the school at a fee of €10** (*The University does not accept any liability in respect of document processing services provided by the solicitor to nursing students. Similar services can also be sourced from solicitors' whose details are available on the website of the Incorporated Law society Of Ireland*) **Note: Any cost incurred in this process will be borne by the student. Alternatively, you can complete this process prior to attending orientation and provide the countersigned forms and a copy of your ID as outlined in Section 4.**

It is your responsibility to ensure that all the appropriate documentation is completed fully, correctly, and legibly and produced in a timely manner. Failure to comply with your responsibilities in relation to the above will result in a delay in your Practice Placement.

### 3.1 Summary of Clearance documentation required.

Documents Required	Age of Student on application for clearances	
	Age 18 & Over	Under 18
Garda Vetting Invitation Form (Received via email)	✓	✓ (Completed by Parent/Guardian)
Overseas police clearance <sup>1</sup>	✓	✓
General Declaration	✗	✓
Statutory Declaration	✓	✗
Policy Acknowledgment	✓	✓
Confidentiality Form	✓	✓
Health Declaration Form	✓	✓
Letters from Consultants Doctors	Required only if you have a Medical/Surgical/ Psychological condition current or previous	
Personal Details Form	✓	✓
ID (either passport or driving licence and birth certificate) see NMBI requirement information below	✓	✓

We also wish to make you aware that your contact details will be shared with our Clinical Partners for the purposes of contacting you in regard to rosters while on placement.

### **Section 4:**

### **Nursing and Midwifery Candidate register requirements (NMBI)**

The NMBI is the regulatory body for Nursing and Midwifery in Ireland.

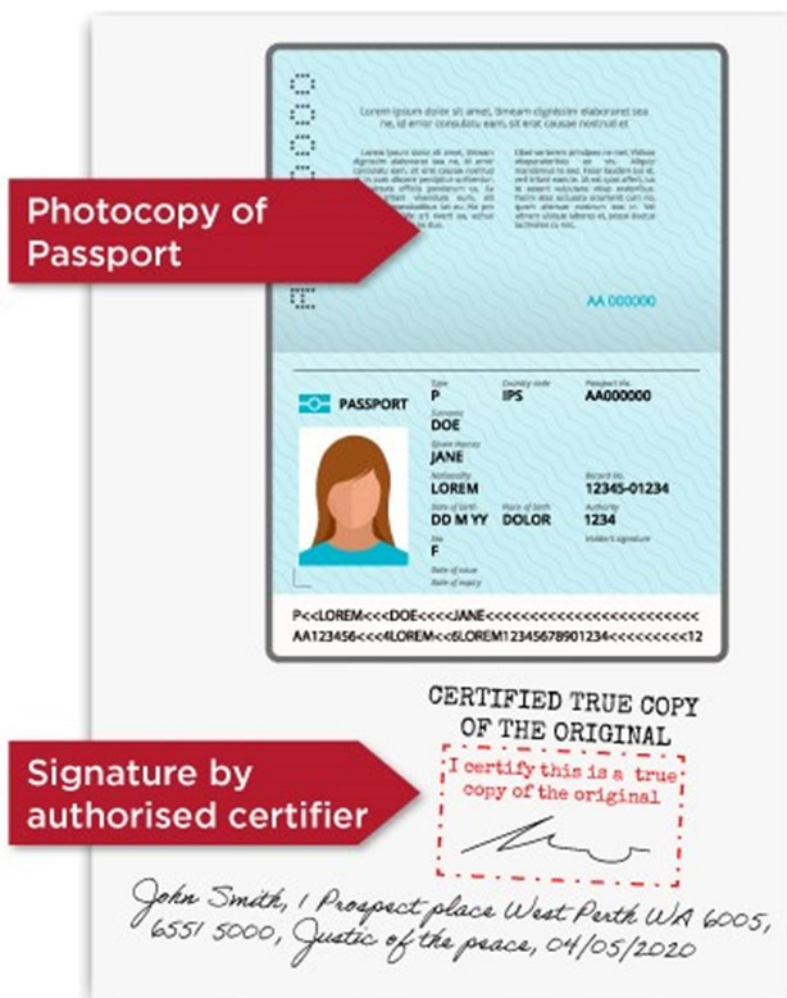
Undergraduate Nursing or Midwifery students must be entered onto the **Candidate Register** before going out into placement on the 06<sup>th</sup> of November 2023.

To register, students will upload personal details and a certified copy of their ID – if your ID is not certified copy, this will cause delays in processing. Registering with the NMBI costs €20 which is paid online when completing your application onto the candidate register.

To make this process easier for you to complete, please bring your ID and a coloured copy of either

- **Passport**  
or
- **Driving licence and birth certificate (NMBI will not accept a driving licence without a birth certificate).**

As there is a solicitor present during form filling on the orientation day, you will be given the opportunity to get a copy of your ID certified. This will help you complete this process correctly and without delay. See below what the printed copy should look like.



**NOTE:**

Students who are not cleared through the

- preplacement health assessment (if required)
- the Garda Vetting process

or

have not engaged with Occupation Health Vaccination & Screening process,

or

- are not enrolled on the NMBI candidate register

will not commence Practice Placement on the 6<sup>th</sup> of November and may be required to withdraw from the programme.

Please refer to table 3.1 to ensure you have the correct documents you need to take along with you at orientation.