

## INFORMATION FOR APPLICANTS RE ADAPTATION and ASSESSMENT

### Assessment by An Bord Altranais

EU trained applicants not entitled to direct registration under the provisions of EU Directive (Directive 2005/36/EC of The European Parliament and the Council) plus non-EU trained applicants for registration with An Bord Altranais are individually assessed by An Bord Altranais.

An application with all submitted supporting documentation is fully assessed on an individual basis using the *DIRECTIVE 2005/36/EC OF THE EUROPEAN PARLIAMENT AND THE COUNCIL of 7 September 2005 on the recognition of professional qualifications Amended by Council Directive 2006/100/EC of 20 November 2006 Corrected by OJ L 271, 16.10.2007, p. 18 (2005/36/EC)* ([http://ec.europa.eu/internal\\_market/qualifications/future\\_en.htm](http://ec.europa.eu/internal_market/qualifications/future_en.htm))

And/or

*Requirements and Standards of An Bord Altranais*

([http://www.nursingboard.ie/en/publications\\_current.aspx](http://www.nursingboard.ie/en/publications_current.aspx))

Following assessment by An Bord Altranais, the applicant may receive a decision letter indicating that a period of adaptation and assessment must be successfully completed as a pre-requisite to registration.

### Considerations Prior to a Period of Adaptation and Assessment

The period of adaptation and assessment placement must:

- Be in a healthcare facility commensurate with the Division of the Register for which the applicant has applied
- Be in a healthcare facility that is on the current An Bord Altranais approved list
- Have commenced within twelve months of the date of the decision letter.

The minimum timeframe for completing the period of adaptation and assessment is six weeks. The timeframe may be extended to twelve weeks as considered necessary by a healthcare facility. Any extension beyond twelve weeks requires the approval of An Bord Altranais.

The applicant must contact the office of the Director of Nursing/Midwifery of the main healthcare facility to request a period of adaptation and assessment. A copy of the decision letter from An Bord Altranais must accompany the request.

It is important to note that even though a healthcare facility is on the attached list, it does not guarantee that an adaptation placement will be available.

If an applicant has applied for registration as a general nurse and has been offered a contract of employment in the public or private health sector in the Republic of Ireland, the employer may arrange the adaptation placement by contacting the National Co-ordinator for Clinical Placements.

Some healthcare facilities will only offer a placement to an applicant who has a contract of employment (\*see list). If an applicant has not been offered a contract of employment in the public or private health sector in the Republic of Ireland, the onus is fully on the applicant to secure the placement and it must be noted that it can prove very difficult to obtain a placement without a contract of employment.

Once a placement has been agreed, the applicant must arrange for a Request for Candidate Certificate Form to be completed by the HSE/employer/applicant. The completed Request for Candidate Certificate Form together with a letter of confirmation from the hospital/HSE detailing the site and the proposed start date of the period of adaptation and assessment must be forwarded from the HSE/employer/applicant to the Registration Department in An Bord Altranais. Following processing of this documentation, An Bord Altranais will issue the applicant with a Candidate Certificate. This process must be completed before the applicant can commence the period of adaptation and assessment. The applicant will also be sent the publication *Competence Assessment Tool* ([http://www.nursingboard.ie/en/publications\\_current.aspx](http://www.nursingboard.ie/en/publications_current.aspx)).

### Considerations Following a Period of Adaptation and Assessment

Following completion of the period of adaptation and assessment, specific documentation is submitted by the Director of Nursing/Midwifery of the healthcare facility to An Bord Altranais.

If the applicant was successful at the period of adaptation and assessment, then registration of the applicant is processed.

If the applicant was not successful at the period of adaptation and assessment, then registration is refused and the applicant is informed in writing by An Bord Altranais.

The applicant is given an opportunity to appeal within fifty-six (56) days of the date on the decision letter from An Bord Altranais.

The applicant must complete an appeals application form, available from [registration.appeals@nursingboard.ie](mailto:registration.appeals@nursingboard.ie) giving specific reasons as to why an appeal is being made.

The applicant's appeal, including any documentation, is sent to the Director of Nursing/Midwifery for comment.

All comments will be considered by the Appeals Committee when making a decision.

If an appeal is submitted, then the file is reviewed by An Bord Altranais and considered by the Appeals Committee. The outcome may be to uphold the decision to refuse registration or to afford the applicant the opportunity to avail of another period of adaptation and assessment. The decision of the Appeals Committee is final with regard to An Bord Altranais procedures.

#### Sites

A list of sites offering adaptation and assessment specific to the Division of the Register is forwarded to the applicant. This list is updated yearly at the initiation of the education Department but is also updated as and when changes are indicated by the Healthcare Facilities. All lists are dated

The following is indicated on the lists:

\* Will ONLY consider an applicant who has a contract of employment.

But please note that although a healthcare facility has not indicated that an applicant must have a contract of employment, any healthcare facility may impose such a restriction at any time.

#### Please Note

If an applicant has any query, the most effective and efficient way of having it dealt with is to send an email to [registration@nursingboard.ie](mailto:registration@nursingboard.ie). Please do not call in person to our offices unless, in exceptional circumstances and then only with a definite appointment.

In all communication, please always quote the reference number.

An applicant may appeal a decision. Refer: [http://www.nursingboard.ie/en/registration\\_appeals\\_proc.aspx](http://www.nursingboard.ie/en/registration_appeals_proc.aspx)

An Bord Altranais has no role or responsibility regarding visas/permits.

An Bord Altranais has no role or responsibility in organizing a period of adaptation and assessment or in assisting with attainment of employment. If not already living in Ireland, it is strongly advised that an applicant does not travel to the Republic of Ireland or purchase a travel ticket without having a confirmed placement for the period of adaptation and assessment.

#### Useful contacts

<p><b>An Bord Altranais</b> Overseas Registration Department 18-20 Carysfort Avenue Blackrock County Dublin. Republic of Ireland. Tel: 00353 1 2669777 Fax: 00353 1 6398515 Email: <a href="mailto:registration@nursingboard.ie">registration@nursingboard.ie</a> Web: <a href="http://www.nursingboard.ie">www.nursingboard.ie</a></p>	<p><b>Visa Office</b> Irish Naturalisation and Immigration Service 13/14 Burgh Quay Dublin 2. Republic of Ireland. Tel: Locall: 1890 551 500 Web: <a href="http://www.inis.gov.ie">www.inis.gov.ie</a></p>	<p><b>Employment Permits</b> Department of Jobs, Enterprise and Innovation Davitt House, 65A Adelaide Road, Dublin 2. Telephone: +353 1 4175333 LoCall: 1890 201 616 Fax: +353 1 631 3268 E-mail: <a href="mailto:employmentpermits@djei.ie">employmentpermits@djei.ie</a> Web: <a href="http://www.djei.ie/aboutus.htm">http://www.djei.ie/aboutus.htm</a></p>
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CHILDREN'S NURSING
* The Children's University Hospital, Temple Street, Dublin 1 <a href="http://www.cuh.ie">www.cuh.ie</a>
Our Lady's Children's Hospital, Crumlin, Dublin 12 <a href="http://www.olchc.ie">www.olchc.ie</a>

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GENERAL NURSING
* Cork University Hospital, High Street House, Wilton, Cork <a href="http://www.cuh.hse.ie/">http://www.cuh.hse.ie/</a>
* Mercy University Hospital, Grenville Place, Cork <a href="http://www.mu.hse.ie/">http://www.mu.hse.ie/</a>
* Beacon Hospital, Sandyford, Dublin 18 <a href="http://www.beaconhospital.ie">www.beaconhospital.ie</a>
* Beaumont Hospital, Beaumont Road, Dublin 9 <a href="http://www.beaumont.ie/">www.beaumont.ie/</a>
* Blackrock Clinic, Rock Road, Blackrock, County Dublin <a href="http://www.blackrock-clinic.ie/">www.blackrock-clinic.ie/</a>
Connolly Hospital, Blanchardstown, Dublin 15 <a href="http://www.connollyhospital.ie/">www.connollyhospital.ie/</a>
* St Michael's Hospital, Lower George's Street, Dun Laoghaire, County Dublin <a href="http://www.stmichaels.ie/">www.stmichaels.ie/</a>
* St Vincent's Hospital, Elm Park, Dublin 4 <a href="http://www.st-vincents.ie">www.st-vincents.ie</a>
* Portiuncula Hospital, Western Region HSE, Ballinasloe, County Galway <a href="http://www.hse.ie/eng/services/Find_a_Service/HospsCancer/Portiuncula/Portiuncula.html">http://www.hse.ie/eng/services/Find_a_Service/HospsCancer/Portiuncula/Portiuncula.html</a>
* Kerry General Hospital, Tralee, County Kerry <a href="http://www.hse.ie/eng/services/find_a_service/hospscancer/kerry/">http://www.hse.ie/eng/services/find_a_service/hospscancer/kerry/</a>
* Naas General Hospital, Naas, County Kildare. <a href="http://www.hse.ie/eng/services/find_a_service/hospscancer/Naas/">http://www.hse.ie/eng/services/find_a_service/hospscancer/Naas/</a>
* Our Lady of Lourdes Hospital, HSE Dublin North East, Drogheda, County Louth <a href="http://www.hse.ie/eng/services/Find_a_Service/HospsCancer/Lourdes/">http://www.hse.ie/eng/services/Find_a_Service/HospsCancer/Lourdes/</a>
* Cavan General Hospital is an affiliated site * Sligo General Hospital, The Mall, Sligo. <a href="http://www.sqh.ie">www.sqh.ie</a>
* Waterford Regional Hospital, Dunmore Road, Waterford <a href="http://www.hse.ie/eng/find_a_service/Hospitals/waterford/">http://www.hse.ie/eng/find_a_service/Hospitals/waterford/</a>

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INTELLECTUAL DISABILITY NURSING
St Joseph's Intellectual Disability Service, St Ita's Hospital, Portrane, County Dublin <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/NorthDublin/Disability/Intellectual_Disability_Services_-_LHO_-_North_Dublin.html">http://www.hse.ie/eng/services/Find_a_Service/LHO/NorthDublin/Disability/Intellectual_Disability_Services_-_LHO_-_North_Dublin.html</a>
Daughters of Charity Service, St Vincent's Centre, Lisnagry, County Limerick <a href="http://www.docservice.ie">http://www.docservice.ie</a>
* Sisters of La Sagesse (Wisdom Services), Cregg House Services, Ballincar, Rosses Point Road, Sligo <a href="http://www.wisdomservices.ie/">http://www.wisdomservices.ie/</a>

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MIDWIFERY
National Maternity Hospital, Holles Street, Dublin 2 <a href="http://www.nmh.ie/iopen24/">http://www.nmh.ie/iopen24/</a>
The Coombe Women's and Infants' Hospital, Dolphin's Barn, Dublin 8 <a href="http://www.coombe.ie">http://www.coombe.ie</a>
The Rotunda Hospital, Parnell Street, Dublin 1 <a href="http://www.rotunda.ie">www.rotunda.ie</a>
* Our Lady of Lourdes Hospital, Drogheda, County Louth <a href="http://www.hse.ie/eng/services/Find_a_Service/HospsCancer/Lourdes/">http://www.hse.ie/eng/services/Find_a_Service/HospsCancer/Lourdes/</a>

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PSYCHIATRIC NURSING
* North Lee Mental Health Services, Eye Ear & Throat Hospital First Floor, Western Road, Cork <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/CorkNorthLee/MentalHealth/">http://www.hse.ie/eng/services/Find_a_Service/LHO/CorkNorthLee/MentalHealth/</a>
* Dublin West/South West Mental Health Service, St Loman's Hospital, Ballyowen, Palmerstown, Dublin 20 <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_South_West/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_South_West/Mental_Health_Services/</a>
* HSE Dublin North West. Connolly Norman House, 224 North Circular Road, Dublin 7 <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_North_West/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_North_West/Mental_Health_Services/</a>
* HSE Dublin North West. Department of Psychiatry, Connolly Hospital, Blanchardstown, Dublin 15 <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_North_West/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_North_West/Mental_Health_Services/</a>
* St Brendan's Hospital, PO Box 418, Rathdown Road, Dublin 7 <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_North_West/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/LHO/Dublin_North_West/Mental_Health_Services/</a>
* Mental Health Services (Dublin South East) / Elm Mount Unit SVH (Acute Unit) Vergemount Hall, Clonskeagh, Dublin 6. <a href="http://www.hse.ie/eng/services/Find_a_Service/Lho/Dublin_South_East/Mental_Health_Services/Mental_Health_Services_in_Dublin_South_East.html">http://www.hse.ie/eng/services/Find_a_Service/Lho/Dublin_South_East/Mental_Health_Services/Mental_Health_Services_in_Dublin_South_East.html</a>
St Patrick's University Hospital, James Street, Dublin 8 <a href="http://www.stpatrickshosp.com/">http://www.stpatrickshosp.com/</a>
St Vincent's Hospital, HSE Area 7, Richmond Road, Fairview, Dublin 3 <a href="http://www.svhf.ie">www.svhf.ie</a>
East Galway Mental Health Service St Brigid's Hospital, Creagh, Ballinasloe, County Galway <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/Galway/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/LHO/Galway/Mental_Health_Services/</a>
West Galway Mental Health Unit, Department of Psychiatry, UHG, Newcastle Road, Galway <a href="http://www.guh.hse.ie/">http://www.guh.hse.ie/</a>
* Kildare/West Wicklow Mental Health Service, Lakeview Unit, Naas Hospital, Naas, County Kildare <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/Kildare_West_Wicklow/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/LHO/Kildare_West_Wicklow/Mental_Health_Services/</a>
St Fintan's Hospital, Portlaoise, County Laois <a href="http://www.hse.ie/eng/services/Find_a_Service/Lho/Laois_Offaly/Mental_Health_Services/Mental_Health_Services_in_Laois_and_Offaly.html">http://www.hse.ie/eng/services/Find_a_Service/Lho/Laois_Offaly/Mental_Health_Services/Mental_Health_Services_in_Laois_and_Offaly.html</a>
Louth Meath Mental Health Services, St Brigid's Hospital, Kells Road, Ardee, County Louth <a href="http://www.hse.ie/eng/services/Find_a_Service/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/Mental_Health_Services/</a>
* Wexford Mental Health Services, St Senan's Hospital, Enniscorthy, County Wexford <a href="http://www.hse.ie/eng/services/Find_a_Service/LHO/Wexford/Mental_Health_Services/">http://www.hse.ie/eng/services/Find_a_Service/LHO/Wexford/Mental_Health_Services/</a>

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PUBLIC HEALTH NURSING
HSE South. West Cork LHO. PHN Services. Coolnagurrane. Skibbereen. County Cork <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
* HSE South. North Lee LHO, Floor 4. Abbey Court House. Georges Quay. Cork City <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
* HSE Dublin Mid Leinster. Dun Laoghaire LHO. HSE Office. Tivoli Road. Dun Laoghaire. County Dublin <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
HSE Dublin Mid Leinster. Dublin West LHO. Cherry Orchard Hospital. Ballyfermot. Dublin 10 <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
* HSE Mid Leinster. Dublin South East LHO. Vergemont Hall. Clonskeagh. Dublin 6 <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
HSE Dublin North East. North West Dublin LHO. PCCC Directorate. Rathdown Road. Dublin 7 <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
HSE West. Roscommon LHO. Community Services. Lanesboro Road, Roscommon. County Roscommon <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
* HSE South. Waterford LHO. Community Care. Waterford. Cork Road. Waterford <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>
* HSE Dublin Mid Leinster. Longford/Westmeath LHO. Health Clinic. Longford Road. Mullingar. County Westmeath <a href="http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html">http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/Contact_Details_for_HSE_Local_Health_Offices_-_for_all_Public_Enquiries.html</a>

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