

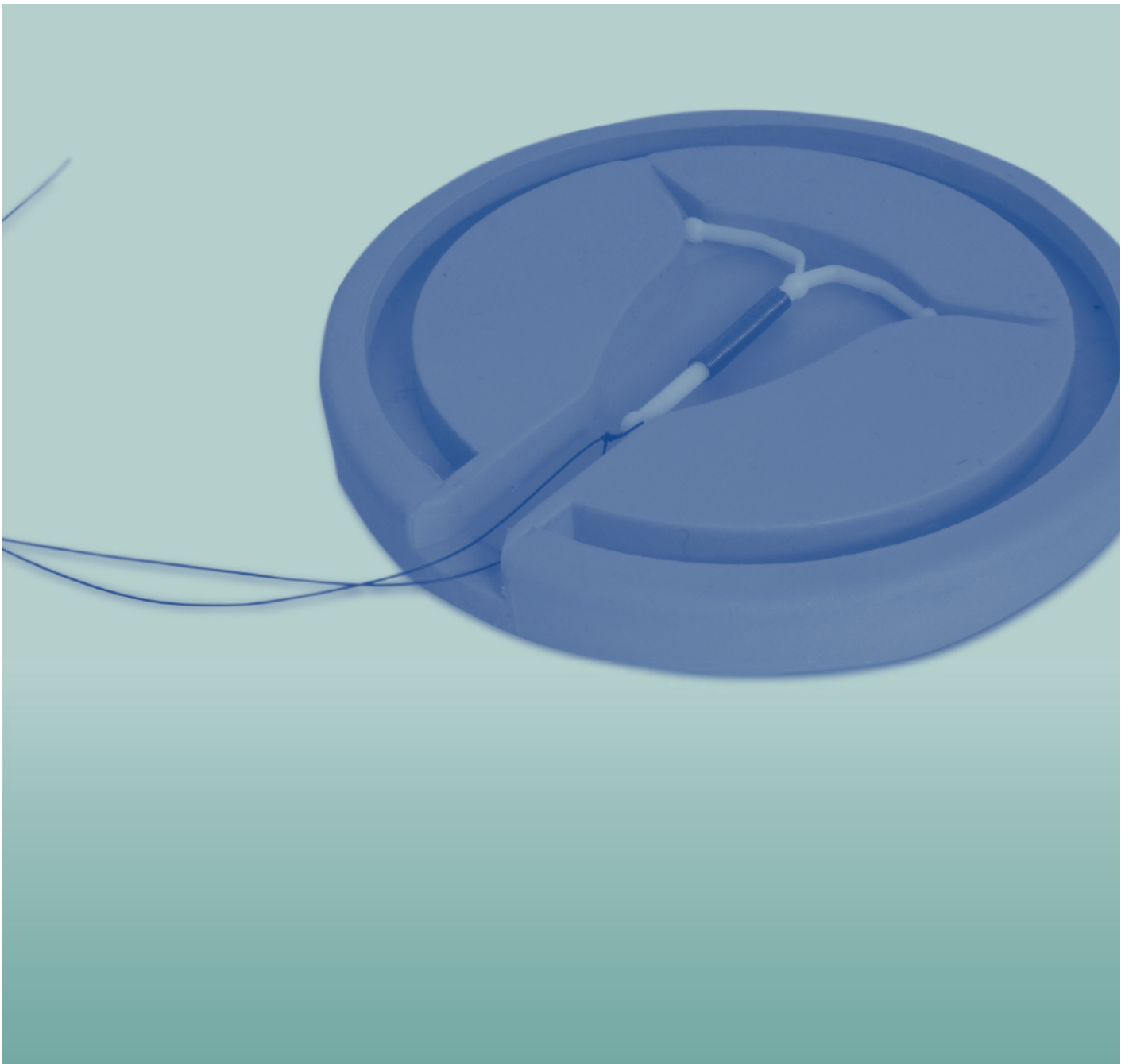


Royal College
of Nursing

Intrauterine techniques (IUT)

RCN accreditation and training guidance for nurses and midwives

Fifth edition





This guidance was updated in **July 2011**.

Acknowledgements

The first edition was written by Shelley Mehigan from the Garden Clinic, Slough and Kathy French, former sexual health adviser at the RCN, with support from members of the Faculty of Sexual and Reproductive Healthcare (FSRH) associate nurse working group, the RCN Sexual Health Forum (now RCN Public Health Forum), and the RCN Accreditation Unit. This edition has been updated with support from Wendy Moore, clinical nurse specialist and Vice-Chair of the FSRH associate members working group, Catriona Sutherland, nurse adviser, members of the FSRH associate members working group, the RCN Public Health Forum and the RCN Accreditation Unit.

Please note that separate accreditation and training guidance is available for the insertion and removal of contraceptive implants

Diversity

The RCN Accreditation Unit is committed to implementing equality of opportunity, eliminating unlawful discrimination and promoting good relations between different groups in all aspects of its day-to-day operation and strategic development. The Unit will therefore fully comply with the legal obligations contained in the Equality Act 2010 and the RCN's existing equality, diversity and human rights framework.

Appropriate arrangements should be in place to enable all clients, including those with additional support and care needs, to access sexual health services without undue delay. This may mean providing appropriate young people's services (including young people in care of the local authority), access to interpreters, clinic facilities for people with physical disabilities, learning disabilities, victims of sexual assault, sex workers and substance mis-users. Outreach services should be tailored to meeting the access and care needs of those currently not engaging with mainstream services.

Clients should have the assurance of confidentiality regarding their consultations regardless of age, gender, sexual orientation, religion or ethnicity unless the clinician has concerns about client wellbeing and/or safety.

RCN Legal Disclaimer

This publication contains information, advice and guidance to help nurse members of the RCN. It is intended for use within the UK but readers are advised that practices may vary in each country and outside the UK. The information in this publication has been compiled from professional sources, but its accuracy is not guaranteed. Whilst every effort has been made to ensure the RCN provides accurate and expert information and guidance, it is impossible to predict all the circumstances in which it may be used. Accordingly, to the extent permitted by law, the RCN shall not be liable to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by what is contained in or left out of this information and guidance.

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Intrauterine techniques

RCN accreditation and training guidance for nurses and midwives

Contents

Introduction	2
Section A: Before you start	3
Section B: Required documentation	4
Section C: Maintaining competence and re-accreditation	5
References and further reading	5
Useful websites	6
Section D: Applying for RCN Accreditation	7
Training	7
Theoretical training	7
Intrauterine techniques	7
Local anaesthetics and analgesia	8
Counselling	8
Practical training	8
Training records	9
Prescribing and patient group directions (PGDs)	9
Application forms	11
Form IUT 1: Application form for accreditation	11
Form IUT 2: Competence record	13
Form IUT 3: Practice skills (live patient training) and declaration of competence	15
Form IUT 4: Declaration of your nurse trainer (if applicable)	17
Form IUT 5: Checklist and self declaration	18
Form IUT 6: Application form for re-accreditation	20
Form IUT 7: Log of insertions and removals for re-accreditation	21
Form IUT 8: Declaration of nurse peer reviewer (if applicable)	22
Form IUT 9: Checklist for re-accreditation	23

Introduction

This RCN guidance aims to give information on how to acquire the clinical skills and competence you need in intrauterine techniques (IUT). It sets out the training requirements needed to undertake this advanced role; these closely follow the training recommended for doctors by the Faculty of Sexual and Reproductive Healthcare (FSRH) of the Royal College of Obstetricians and Gynaecologists. The RCN recommends that you follow these guidelines in order to ensure best practice and to protect the safety of women.

In 2005 the National Institute for Health and Clinical Excellence (NICE) published its guidelines on long acting reversible contraception (LARC). The key priorities for implementation recommended by NICE focused around contraception provision, counselling, patient information and the training of health care professionals in contraception care.

RCN Accreditation

Once you have completed the application form and training records within this publication you may be eligible to apply for RCN Accreditation of your practice.

Accreditation:

- was developed by nurse experts in contraception and sexual health and is based on the Faculty of Sexual and Reproductive Healthcare (FSRH)'s guidance.
- is endorsed by the FSRH, who require that any nurse applying to become a Faculty Nurse Registered Trainer in IUTs has current RCN IUT accreditation.
- ensures that nurses providing contraception services are appropriately trained, ensuring best practice and protecting the safety of women.

Once accreditation is granted you will receive a certificate which is valid for 5 years. Refer to the 'Before you start' section for more information and eligibility criteria. Please note that insertions or removals alone will not be accredited.

Accreditation fee

Please contact the RCN Accreditation Unit on 020 7647 3647 or email accreditation@rcn.org.uk for fee information.

It is your responsibility to ensure your application meets all of the criteria before applying and you will be liable for the accreditation fee once we have begun processing your application.

The following documents should also be read, followed and should direct your practice:

UK Medical Eligibility Criteria (UKMEC) (2009) Available from <http://www.fsrh.org/admin/uploads/UKMEC2009.pdf>

NICE LARC Guidance (2005) Available from <http://www.nice.org.uk/Guidance/CG30>

Faculty of Sexual and Reproductive Healthcare (2007) *Intrauterine Contraception*, London: FSRH. Available from <http://www.ffprhc.org.uk/admin/uploads/CEUGuidanceIntrauterineContraceptionNov07.pdf>

Section A

Before you start

Eligibility

Please ensure you are eligible before applying for accreditation.

In order to be eligible for accreditation, you will need:

- to have completed a recognised post-registration course in contraception and sexual health care (CASH); which will have consisted of university accredited theoretical and practical modules. The theoretical module must have contained a complete overview of all methods of contraception. The practical module needs to have included not less than 36 hours of practical sessions within an appropriate clinical setting and must have been assessed by a qualified CASH mentor. If you are unsure of whether your course meets our requirements contact us for clarification, please be aware that you may be asked to submit the programme and learning outcomes.
- to be working in an area within which you undertake contraceptive provision on a regular, rather than ad-hoc basis, following completion of your CASH training
- to have maintained your skill and competence in CASH provision by undertaking contraception specific continuing professional development (CPD) of at least two hours in duration within the last two years
- to have undertaken CPR/BLS and anaphylaxis training within the last two years
- the knowledge and skills to perform the procedure
- the ability to carry out counselling in all methods of contraception
- to undertake regular audit of your practice.

Additional training requirements for IUT Accreditation

You will also need to have undertaken:

- local anaesthesia training
- training in bi-manual pelvic examination
- a nurse independent prescriber qualification, or training in the use of patient group directions.

Section B

Required documentation

We strongly recommend that you keep a copy of all of your application in case of query or loss in the post. We endeavour to process all applications within eight weeks, however, we are unable to commence the accreditation process if your application has not been completed correctly or does not include all of the supporting documentation detailed below.

- Fully completed Application Form (IUT 1).
- Fully completed Training Record (IUT 2 and IUT 3). Accreditation will not be given for insertions or removals alone; you must undertake both procedures.
- Photocopy of your CASH qualification certificate. The programme and learning outcomes may also be required, for more information read the eligibility criteria detailed in Section A or contact us.
- Photocopies of certificate/s and programme information to show at least two hours of CPD in contraception undertaken within the last two years (please note: STIF/ cervical cytology or other non-contraceptive courses/up-dates are not acceptable).
- Photocopies of CPR/BLS and anaphylaxis training undertaken within the last two years.
- Evidence of intrauterine technique theoretical training; a photocopy of the certificate of completion of the e-SRH Module 18: Additional Training in Intrauterine Contraceptive Techniques, which you can access via www.e-lfh.org.uk/e-srh. You must submit this certificate in addition to your trainer confirming your competence on the application form on page 12. If the e-learning module is unavailable, it is acceptable to submit your certificate of attendance from a theoretical training study day. The study day must have covered the same content as the e-module and your trainer should also confirm your competence on page 12 of the application form.
- Evidence of bi-manual pelvic examination training, model uterus training and local anaesthetic training; this may be in the form of a certificate of attendance at a formal study day, or by your trainer signing and providing their details on page 12 to confirm that they have trained you in these aspects.
(All of the above must be completed to a satisfactory standard before you embark on live patient training).
- Copies of **all** trainers' documentation
For all doctors who participated in your training:
 - 1) photocopy of in-date Letter of Competence in Subdermal Contraceptive Implants (LoC IUT)
 - 2) photocopy of in-date Letter of Competence in Medical Education (LoC MED).

And/or

For all nurses who participated in your training:

- 1) photocopy of in-date RCN Accreditation certificate in IUTs
- 2) photocopy of teaching qualification
- 3) completed declaration stating that they have fitted an additional 25 devices since the date of their RCN Accreditation (IUT 4).

- Signed self-declaration (IUT 5)
- Details of how you will be paying (IUT 5).

Section C

Maintaining competence and re-accreditation

RCN accreditation is valid for five years, after which time re-accreditation must be sought. In order to gain re-accreditation you should complete forms **IUT 6**, **IUT 7** and **IUT 9**. If you are peer reviewed by a nurse, they will need to complete **IUT 8** to confirm that they have fitted 25 devices since the date of their accreditation.

You must have undertaken sufficient insertions and removals each year to maintain your competence. It is recommended you carry out a minimum of six procedures per year, to include at least one insertion and one removal on conscious and consenting women. A log (Form **IUT 7**) covering a consecutive 12-month period will need to be kept for 24 months prior to the date of re-accreditation.

You will need to submit all of the relevant completed forms along with all of the required documentation listed on the checklist to demonstrate your continued competence in the area of intrauterine techniques.

You can maintain your competence in many ways, for example, by attending lectures and reading journals and research papers. In order to demonstrate your continued competence for re-accreditation purposes, you should complete and submit a copy of the certificate of completion of the Faculty e-SRH module 18: Additional training in Intrauterine Techniques, which must be undertaken within the two years prior to applying for re-accreditation.

It should be noted that RCN Accreditation relates to existing devices only. It is essential that you undertake training in any new devices as they are introduced.

Nurses are also reminded to adhere to the NMC *Code* (2008) at all times.

References and further reading

Dennis J and Hampton N (2002) IUDs: which device? *Journal of family planning and reproductive health care*, 28 (2) April, pp.61-68

Faculty of Sexual and Reproductive Healthcare (2009) *UK Medical Eligibility Criteria for Contraceptive Use* (UKMEC). Available from <http://www.fsrh.org/admin/uploads/UKMEC2009.pdf> (Accessed 16 May 2011) (Web)

Faculty of Sexual and Reproductive Healthcare (2007) *Intrauterine Contraception*, London: FSRH. Available from <http://www.ffprhc.org.uk/admin/uploads/CEUGuidanceIntrauterineContraceptionNov07.pdf> (Accessed 16 May 2011) (Web)

National Institute for Health and Clinical Excellence (2005) *Long acting reversible contraception: the effective and appropriate use of long-acting reversible contraception* (LARC), London: NICE. Available from <http://www.nice.org.uk/Guidance/CG30> (Accessed 16 May 2011) (Web)

NHS Executive (2000) *Health Service Circular: patient group directions* [England only], Leeds: NHSE (HSC 2000/026). Available from http://www.dh.gov.uk/en/PublicationsAndStatistics/LettersAndCirculars/HealthServiceCirculars/DH_4004179 (Accessed 16 May 2011) (Web)

Nursing and Midwifery Council (2009) *Record keeping*, London: NMC. Available from <http://www.nmc-uk.org/Documents/Guidance/nmcGuidanceRecordKeepingGuidanceforNursesandMidwives.pdf> (Accessed 16 May 2011) (Web)

Nursing and Midwifery Council (2008a) *Guidance for Continuing Professional development for Nurse and Midwife Prescribers*, London: NMC. Available from <http://www.nmc-uk.org/Documents/Guidance/NMC-Guidance-for-CPD-for-nurse-and-midwife-prescribers.pdf> (Accessed 16 May 2011) (Web)

Nursing and Midwifery Council (2008b) *Standards for medicines management*, London: NMC. Available from <http://www.nmc-uk.org/Documents/Standards/nmcStandardsForMedicinesManagementBooklet.pdf> (Accessed 16 May 2011) (Web)

Nursing and Midwifery Council (2008c) *Standards to support learning and assessment in practice: NMC standards for mentors, practice teachers and teachers*, London: NMC. Available from <http://www.nmc-uk.org/Documents/Standards/nmcStandardsToSupportLearningAndAssessmentInPractice.pdf> (Accessed 16 May 2011) (Web)

Nursing and Midwifery Council (2008d) *The Code: standards of conduct, performance and ethics for nurses and midwives*, London: NMC. Available from <http://www.nmc-uk.org/Nurses-and-midwives/The-code/> (Accessed 16 May 2011) (Web)

Nursing and Midwifery Council (2008e) *The Prep handbook*, London: NMC. Available from <http://www.nmc-uk.org/Educators/Standards-for-education/The-Prep-handbook> (Accessed 16 May 2011) (Web)

Royal College of Nursing (2009) *Sexual Health Competencies: an integrated career and competency framework for sexual and reproductive health nursing*, London: RCN.

Useful websites

Faculty of Sexual and Reproductive Healthcare

www.fsrh.org

FPA (Family Planning Association)

www.fpa.org.uk

Nursing and Midwifery Council

www.nmc-uk.org

Royal College of Nursing

www.rcn.org.uk

RCN Accreditation Unit

www.rcn.org.uk/accreditation

Section D

Applying for RCN Accreditation

Training

Each of the recommended training elements should be undertaken in the order shown below. Training sessions for individual elements should continue until the trainer(s) is satisfied with your level of competence. Insertions and removals (live patient training) must be completed within **one year** of model uterus training. Completed applications should be submitted within **three years** of completing all theoretical training.

Theoretical training (IUT 2)

Theory training requires completion of the e-SRH Module 18: Additional Training in Intrauterine Contraceptive Techniques, which you can access via www.e-lfh.org.uk/e-srh and your trainer should also confirm your competence on page 12. If the e-learning module is unavailable, it is acceptable to submit your certificate of attendance from a theoretical training study day. The study day must have covered the same content as the e-module and your trainer should also confirm your competence on page 12 of the application form.

It is expected that your trainer(s) will assess your theoretical knowledge, including patient counselling skills, prior to and during your practical IUT sessions through observation and discussion. If your theoretical knowledge is inadequate your trainer may defer the practical training until your theoretical knowledge has been satisfactorily assessed.

Intrauterine techniques

The following specific areas should be covered:

- familiarity with the introducing mechanism and insertion techniques of mainstream devices, which must include copper and hormonal devices
- assessment and preparation of the client
- timing of insertion and removal
- method specific counselling pre-insertion and appropriate post-insertion advice and follow-up
- acceptability and user perceptions
- assessment of STI risks and appropriate investigations
- the mode of action and contraceptive efficacy of IUD/IUS devices
- the composition of IUDs and the pharmacokinetics of the IUS; including potential drug interactions
- indications for use of copper-IUD as emergency and on-going contraception
- contraindications for IUD/IUS
- advantages and disadvantages, which should include possible side effects and the following potential complications at the time of fitting and thereafter:
 - principles of appropriate resuscitation for IUD/IUS insertion
 - principles of management of medical emergencies associated with IUD/IUS fitting
 - management of uterine perforation if suspected at the time of insertion and as interval procedure
 - management of the client presenting with lost threads: differential diagnosis of the causes of lost threads, initiation of appropriate investigations and if the device is present

- retrieval using appropriate instruments
- assessment of acute pelvic pain in the presence of an IUD/IUS
- management of common problems associated with IUD/IUS use, e.g. bleeding problems
- management of suspected Pelvic Inflammatory Disease (PID) in IUD/IUS users
- management of women who have concerns because ALOs (Actinomyces like organisms) have been reported on their cytology report
- aseptic or no touch technique (dependent on local policy) and assessment of uterine cavity size
- local anaesthetic techniques
- use of lower-range cervical dilators
- clinical / peer supervision
- regular audits of practice.

Local anaesthetics and analgesia

The following specific areas should be covered:

- pharmacokinetics of local anaesthesia, if used
- indications and contraindications
- advantages and disadvantages
- side effects and complications
- management of complications
- mode of action.

Counselling (IUT 2)

Women should be given objective and accurate information about the IUD/IUS (and all other methods of contraception), including the specific insertion and removal procedures, follow-up care, any possible side effects or complications and what to do if further advice is needed. Practitioners should also discuss with women the possibility of pain both

during and after insertion, and during subsequent periods.

It may be helpful to show women a device prior to insertion, in order to help them understand its size, how it works and how it will be fitted. All verbal information provided during counselling should be supported by relevant written information, for example fpa (formerly known as the Family Planning Association) leaflets. In addition, at the time of insertion, the manufacturer's patient information literature must be given to the woman to take home with her.

Nurses and midwives must document all activity in line with Nursing and Midwifery Council (NMC) standards and local policies; and include the batch numbers and expiry dates of the IUD/S inserted; any analgesia supplied (including dose) and local anaesthetic used, plus the amount of local anaesthetic used.

Practical training (IUT 3)

Practical training entails having gynaecological skills and being competent to undertake bi-manual pelvic examination. The practical training element comprises of counselling, model uterus training, and the fitting of devices or systems in conscious consenting women. Practical training must be undertaken and overseen by a recognised and accredited trainer (or trainers) in contraception and sexual health, all of whom must also have undertaken accredited training in IUTs. Currently these are:

- Doctors who hold a current Letter of Competence in Intrauterine techniques (LoC IUT) together with a current Letter of Competence in Medical Education (LoC Med, formerly the FIN Doc) from the FSRH or who are currently a Faculty Registered Trainer with the FSRH

And

- Nurses who hold the RCN Certificate of Accreditation in Intrauterine techniques and have fitted an additional 25 devices, and hold an NMC approved mentor's qualification, which must contain both a theory and an assessed practical teaching component.

Nurses are accountable for their practice and must ensure they have the knowledge and skills commensurate with their specialist practice to train other nurses. RCN competences for nurses undertaking bi-manual pelvic examinations will be available shortly on the RCN website.

Before undertaking the formal practical training elements, the practitioner must have completed the following fundamentals of the training syllabus and have documented proven competency in the following gynaecological skills:

- assessment of size, position and mobility of the uterus
- competence in passing a vaginal speculum
- understanding the significance and need for assessment, investigation and management of potential IUD/IUS users with:
 - abnormal findings at bi-manual pelvic examination
 - heavy and/or painful periods
 - infrequent and/or absent periods
 - vaginal discharge and sexually transmitted infections (STIs)
 - acute and chronic pelvic pain.

Before or during the IUT training the trainer(s) may refer the trainee for further gynaecological experience if this is assessed as necessary.

Familiarisation with instruments and techniques required for insertion of IUD/IUS

The trainer(s) will demonstrate the insertion procedure of currently available mainstream devices on a model uterus, emphasising the different insertion mechanisms where applicable. It is recommended that model uterus training include IUS and current gold standard IUD. The trainee should practice these skills on a model uterus until the trainer(s) is satisfied that the trainee is competent.

Theoretical, model uterus and bi-manual pelvic examination training must be completed before live

training on patients begins. The Faculty e-module cannot be substituted as model-uterus training.

Live patient training (IUT 3)

Insertions – these should begin with a demonstration on at least one conscious and consenting woman by a doctor or nurse who is a recognised trainer. This is followed by supervised practice of a minimum of seven fittings of uterine devices in conscious and consenting women who have agreed to take part in the training process. In order to achieve/demonstrate competency, it is not uncommon for more than seven insertions to be required. Satisfactory insertions must include at least two different currently available devices. It is recommended that live patient training includes the IUS and the current gold standard IUD.

Removals – these should begin with a demonstration on at least one conscious and consenting woman by a doctor or nurse recognised as a trainer(s). This is followed by supervised practice. Although there is no specified limit to the number of removals required for training purposes, in order to be signed off by your trainer two consecutive removals on conscious and consenting women must be performed competently by the trainee.

Competence should also be assessed in dealing with emergency situations that may arise during insertion or removal of an IUD/IUS. Live patient training continues until both the trainer(s) and the trainee are satisfied with the level of competence achieved. The nurse should ensure that another registered professional (nurse or doctor) is available in the clinic/service during the fitting of an IUD/IUS, when they have completed the training and are working independently.

Training records

You should keep a record of your training for NMC Post Registration Education and Practice (PREP) purposes. This should include information on your eligibility for training, and a record of your training and updating in this field.

Prescribing and patient group directions (PGDs)

If you are being trained to fit a Mirena® IUS device, and are not a nurse independent prescriber (NIP), you will need a patient group direction (PGD). A template PGD is available from RCN Direct or a copy is available from the FSRH website at www.fsrh.org. PGDs should be devised and authorised in accordance with the criteria set out in the Health Service Circular (2000) 026 (England); Patient Group Directions (Wales WHC (2000) 116) and Scotland (2001)7. Northern Ireland uses the England PGDs as best practice. Nurses must not simply download a PGD and use. You should also refer to the NMC's *Guidelines for the administration of medicines*.

Application form for accreditation

Form IUT 1

Please complete all sections of the application form. Incomplete applications will be returned and this will delay the processing of your application.

Personal details and evidence of training

Name of applicant	
Address	Postcode
Name of employer Work address	Postcode
RCN membership number (if applicable)	
NMC PIN number and expiry date	PIN number Expiry date
Daytime telephone number including area code	
Email address Please write clearly and in block letters as we will be contacting you by email	
Name and details of contraception/sexual health training course Name of course, name of university where course was undertaken and details of individual modules undertaken. See the eligibility criteria for further information	
Current role Give a brief description of your current role (for example, whether you are a nurse working in CASH or a practice nurse) and how you will use this training	
Professional updating State the updating undertaken and provide photocopies of certificate/s and programme information to show at least two hours of contraception specific CPD within the last two years	
Date CPR/BLS training last undertaken Must be within the last two years. Photocopy of certificate required	
Date anaphylaxis training last undertaken Must be within the last two years. If anaphylaxis was contained within CPR/BLS training you must provide evidence of this. Photocopy of certificate required	

Application form for accreditation

Form IUT 1 continued

<p style="text-align: center;">Theoretical training</p> <p>Attach photocopy of certificate of completion of the e-SRH Module 18: Additional Training in Intrauterine Contraceptive Techniques or certificate of attendance from a study day covering the same content</p> <p style="text-align: center;">and</p> <p>Ask your trainer to give their details below to confirm that the training was undertaken and tick the relevant box(es) to confirm that you have enclosed copies of their qualifications</p> <p style="text-align: center;">Signature of trainer</p> <p style="text-align: center;">Date learning undertaken</p> <p style="text-align: center;">Name of trainer</p> <p style="text-align: center;">Address of trainer</p> <p style="text-align: center;">Phone number of trainer</p> <p style="text-align: center;">Photocopy of trainer's qualifications</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>LoC IUT and LoC MEd (doctors) <input type="checkbox"/> and/or RCN certificate and teaching qualification (nurses) <input type="checkbox"/></p>
<p style="text-align: center;">Model uterus training</p> <p>Attach photocopy of certificate of attendance</p> <p style="text-align: center;">OR</p> <p>Your trainer can give their details below to confirm that the training was undertaken and tick the relevant box(es) to confirm that you have enclosed copies of their qualifications</p> <p style="text-align: center;">Signature of trainer</p> <p style="text-align: center;">Date learning undertaken</p> <p style="text-align: center;">Name of trainer</p> <p style="text-align: center;">Address of trainer</p> <p style="text-align: center;">Phone number of trainer</p> <p style="text-align: center;">Photocopy of trainer's qualifications</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>LoC IUT and LoC MEd (doctors) <input type="checkbox"/> and/or RCN certificate and teaching qualification (nurses) <input type="checkbox"/></p>
<p style="text-align: center;">Bi-manual pelvic examination training</p> <p>Attach photocopy of programme and certificate</p> <p style="text-align: center;">OR</p> <p>Your trainer can give their details below to confirm that the training was undertaken and tick the relevant box(es) to confirm that you have enclosed copies of their qualifications</p> <p style="text-align: center;">Signature of trainer</p> <p style="text-align: center;">Date learning undertaken</p> <p style="text-align: center;">Name of trainer</p> <p style="text-align: center;">Address of trainer</p> <p style="text-align: center;">Phone number of trainer</p> <p style="text-align: center;">Photocopy of trainer's qualifications</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>LoC IUT and LoC MEd (doctors) <input type="checkbox"/> and/or RCN certificate and teaching qualification (nurses) <input type="checkbox"/></p>

Competence record

Form IUT 2

On completion of training the trainer(s) must tick the column that they feel reflects the trainee's competence level and sign and date the relevant columns. To be eligible for accreditation competence must be attained.

	Competent	Further training required	Signature	Date
Theoretical IUD/IUS				
Composition of IUD and pharmacokinetics of IUS				
Indications and contraindications				
Advantages and disadvantages				
Side effects and complications				
Acceptability and user perception				
Mode of action and efficacy				
Timing of insertion and removal				
Bleeding patterns				
Drug interactions				
Consultations				
Adapts consultation style to suit client's understanding				
Keeps clear records				
Informs other health care providers (GP etc) appropriately				
Assessment and counselling of IUT patients				
Can assess and counsel women requesting an IUT				
Knows when IUD may be offered as emergency contraception				
Demonstrates the consultation skills to offer the option of an emergency IUD				
Demonstrates skills in taking a sexual history				
Explains when and where to go for follow-up				
Understanding of risks associated with IUT fitting				
Understands the assessment of STI risks, appropriate investigations				
Excludes possible pregnancy before offering IUT				
Knows what emergency equipment is necessary for IUT fitting				
Practical IUT skills (model)				
Knows what standard equipment is necessary for IUT fitting				
Demonstrates familiarity with introducing mechanism and insertion techniques of all current standard devices/systems (list below)				
1.				
2.				
3.				

Competence record

Form IUT 2 continued

	Competent	Further training required	Signature	Date
Practical IUT skills (conscious patient)				
Can position a patient appropriately				
Can undertake a pelvic assessment				
Uses a no touch technique				
Can assess cervical canal and uterine cavity accurately				
Has familiarity with local anaesthetic techniques				
Understands the use of lower-range cervical dilators				
Demonstrates the fitting of at least two different IUT types in conscious women (list types below – must include a copper and a hormonal device):				
1.				
2.				
3.				
Management of complications				
Can undertake the management of suspected uterine perforation				
Can undertake resuscitation in IUT patients				
Is able to ascertain the causes of lost threads				
Offers appropriate advice to an IUT user with lost threads				
Knows how to retrieve a device with lost threads				
Is able to assess pelvic pain in the presence of an IUT				
Removal of IUT skills (conscious patient)				
Knows what standard equipment is necessary for IUT removal				
Demonstrates the removal of at least two IUTs (list below)				
1.				
2.				
3.				

Practice skills (live patient training) and declaration of competence

Form IUT 3

A minimum of **seven** observed insertions and **two** observed removals of intrauterine devices must be performed competently by the trainee for the trainer(s) to recommend accreditation. All accredited insertions and removals must be in conscious and consenting women.

Practical experience of IUD/IUS insertion: minimum seven (two different types including IUS)

Insertion	Date	Device type	Comments	Name of trainer	Signature of trainer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Practical experience of IUD/IUS removal: minimum two

Removal	Date	Device type	Comments	Name of trainer	Signature of trainer
1					
2					
3					
4					
5					

Practice skills (live patient training) and declaration of competence

Form IUT 3 continued

Final assessment (undertaken by main trainer)

Please note: all applicants must provide photocopies of qualifications of trainers who have participated in the training on forms **IUT 2** and **IUT 3** as follows:

For doctors: photocopies of their current LoC IUT and LoC Med

For nurses: photocopies of RCN IUT accreditation certificate and teaching qualification certificate (or details of programme and learning outcomes showing other relevant learning e.g. a teaching module as part of a degree course)

I certify that on (date) I assessed the competence of

.....

and in my opinion he/she

- a) has demonstrated competence in IUD insertion/removal techniques
- b) has demonstrated competence in IUS insertion/removal techniques

Date Signature of trainer

Name of trainer (BLOCK LETTERS)

Provide the following details as applicable to you

LoC IUT number LoC MED number

Or

RCN IUT accreditation date RCN Membership number

Disclaimer: Completion of this form does not constitute evidence that accreditation has been granted.

Declaration of nurse trainer (if applicable)

Form IUT 4

Your nurse trainer(s) must complete the declaration below to confirm that they have fitted an additional 25 devices since obtaining their RCN accreditation. This is a requirement before they can train/sign off new applicants for accreditation.

If you have had more than one nurse trainer please print a separate copy for each

Declaration

Nurse trainer name (BLOCK LETTERS)

Nurse trainer home address

.....

..... Postcode

Nurse trainer place of work

Nurse trainer work address

..... Postcode

I certify that on(date) I obtained RCN Accreditation in

Intrauterine techniques

and I have fitted an additional 25 devices since my accreditation.

Signature Date

Checklist and self declaration

Form IUT 5

Applications for LARC accreditation will not be processed unless all of the listed documentation is enclosed.

I confirm that I (BLOCK LETTERS) have enclosed all of the relevant documentation as follows:	
Fully complete application form (IUT 1)	<input type="checkbox"/>
Fully complete training records IUT 2 and IUT 3	<input type="checkbox"/> <input type="checkbox"/>
Photocopy of certificate/transcript of post-registration contraception and sexual health course modules Certificate Programme (if applicable) Learning outcomes (if applicable)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Photocopies of certificate/s and programme information for contraception specific CPD (must be at least two hours within the last two years) (your IUT training is not eligible for inclusion)	<input type="checkbox"/>
Photocopy of current CPR/BLS certificate (must be within the last two years)	<input type="checkbox"/>
Photocopy of current anaphylaxis training certificate (must be within the last two years)	<input type="checkbox"/>
Evidence of theoretical training - Photocopy of certificate of completion of the e-SRH Module 18: Additional Training in Intrauterine Techniques OR certificate of attendance from a study day covering the same content and trainer details on page 12 (signature, date learning undertaken, name, address, telephone number) and photocopies of their qualifications	<input type="checkbox"/> <input type="checkbox"/>
Evidence of model uterus training – photocopy of certificate of attendance or trainer details on page 12 (signature, date learning undertaken, name, address, telephone number) and photocopies of their qualifications	<input type="checkbox"/> <input type="checkbox"/>
Evidence of local anaesthetic training – photocopy of certificate or trainer details on page 12 (signature, date learning undertaken, name, address, telephone number) and photocopies of their qualifications	<input type="checkbox"/> <input type="checkbox"/>
Photocopy of all training doctors’ current IUT Letter of Competence (LoC IUT) (Faculty of Sexual and Reproductive Health Care) and/or Photocopy of all nurse trainer RCN Accreditation certificate/s in IUTs and completed declaration stating that they have fitted an additional 25 devices (Form IUT 4)	<input type="checkbox"/> <input type="checkbox"/>
Photocopy of all training doctors’ current teaching Letter of Competence (LoC MEd) (Faculty of Sexual and Reproductive Health Care) and/or Photocopy of all nurse trainer teaching certificate/s (or details of programme and learning outcomes showing other relevant learning – for example, a teaching module as part of a degree course)	<input type="checkbox"/> <input type="checkbox"/>
Accreditation fee	<input type="checkbox"/>
Payment Tick the box to confirm if you have enclosed a cheque with your application or to request an invoice. In both cases it is essential that you provide details of your finance department (name of contact person, address, phone number and email address) below for finance purposes and we are unable to process your application without this information. If you are paying the fee yourself provide your own details. Finance contact person name Finance address Finance email address Finance contact number Purchase Order number (if required) Cheque enclosed (make payable to ‘Royal College of Nursing’) <input type="checkbox"/> You or your employer to be invoiced <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Please ensure you sign the self declaration overleaf...

Checklist and self declaration

Form IUT 5 continued

Declaration

I declare that the information given on this form is correct and I have read and understand the notes contained within the IUT guidance document.

I am applying for RCN accreditation within three years of completing the theoretical element of the training and within one year of completing the model uterus element of the training; both of which have preceded the practice skills (live patient) element of the training.

I understand that this accreditation relates to existing intrauterine devices and it is incumbent upon me to undertake necessary training in any devices that are introduced.

I understand that the information in this application will be held on a database at the RCN and that this information will not be disclosed without my permission.

I have ensured that my CASH course meets the requirements and understand that once my application has been submitted I am liable for the accreditation fee.

I understand that this accreditation is subject to re-accreditation every 5 years.

Signature

Date

Please submit this application form with all supporting documentation and full finance information to:

RCN Accreditation Unit, Royal College of Nursing, 20 Cavendish Square, London W1G 0RN

We recommend that you keep a copy of all of the documentation submitted in case of query or loss in the post.

Application form for re-accreditation Intrauterine techniques

Form IUT 6

Please complete all sections of the application form. Incomplete applications will be returned and this will delay the processing of your application

Name of applicant		
Address		
	Postcode	
Name of employer Work address		
	Postcode	
RCN membership number (if applicable)		
NMC PIN number and expiry date	PIN number	Expiry date
Daytime telephone number Including area code if not a mobile		
Email address Please write clearly and in block letters as we will be contacting you by email		
Date of original accreditation Photocopy of certificate required		
Date of previous re-accreditations Photocopies required		
Professional updating Photocopies of certificate/s and programme information to show at least two hours of contraception specific CPD within the last two years		
Specific intrauterine technique updating Photocopy of certificate of completion of the e-SRH Module 18: Additional Training in Intrauterine Techniques within the last two years		
Date CPR/BLS training last undertaken Must be within the last two years Photocopy of certificate required		
Date anaphylaxis training last undertaken Must be within the last two years Photocopy of certificate required		

Log and declaration for re-accreditation

Form IUT 7

At least six procedures – including at least 12 insertions and 2 removals

This should cover a consecutive 12 month period within 24 months of the date of re-accreditation required

Insertion/ removal	Date	Type of device	Comments	Name of trainer	Signature of trainer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Statement by peer reviewer

I confirm that has had his/her practice in intrauterine techniques peer reviewed by myself on..... (date) and remains competent.

Any further comments:

Name of peer reviewer (BLOCK LETTERS)

Signature Date

Provide the following details as applicable to you:

LoC IUT number RCN IUT Accreditation date

LoC MEd number RCN membership number

NMC PIN number NMC expiry date

Supply photocopies of peer reviewer qualifications (see checklist on Form IUT 9) and nurse peer reviewers are required to sign Form IUT 8

Self Declaration

I declare that I have maintained my competence to practice and that all of the information given on this form is correct. I understand that this re-accreditation relates to existing IUD/IUSs only and that it is incumbent upon me to undertake the necessary training for any new devices that may be introduced.

I understand that the information in this application will be held on a database at the RCN and will not be disclosed without my permission.

Applicant's signature Date

Disclaimer: Completion of this form does not constitute evidence that accreditation has been granted.

Declaration of nurse peer reviewer (if applicable)

Form IUT 8

If your peer reviewer is a nurse, they must complete the declaration below to confirm that they have fitted an additional 25 devices since obtaining their RCN accreditation. This is a requirement before they can train/sign off new applicants for accreditation or peer review applicants for re-accreditation.

Declaration

Peer reviewer name (BLOCK LETTERS)

Peer reviewer home address

.....

..... Postcode

Peer reviewer place of work

Peer reviewer work address

..... Postcode

I certify that on(date) I obtained RCN Accreditation in

Intrauterine techniques

and I have fitted an additional 25 devices since my accreditation.

Signature Date

Checklist for re-accreditation

Form IUT 9

Applications for LARC Accreditation will not be processed unless all of the listed documentation is enclosed.

I confirm that I(BLOCK LETTERS) have enclosed all of the relevant documentation as follows:	
Application form for re-accreditation (IUT 6)	<input type="checkbox"/>
Log of 12 insertions and 2 removals (IUT 7)	<input type="checkbox"/>
Evidence of updating in Intrauterine techniques - certificate of completion of the e-SRH Module 18: Additional Training in Intrauterine Techniques	<input type="checkbox"/>
Certificate/s and programme information to show at least two hours of contraception specific CPD within the last two years – your IUT updating is not eligible for inclusion	<input type="checkbox"/>
Photocopy of original RCN Accreditation certificate and photocopies of any previous re-accreditation certificates	<input type="checkbox"/>
Certificate/s and programme information to show CPR/BLS training undertaken within the last two years	<input type="checkbox"/>
Certificate/s and programme information to show anaphylaxis training undertaken within the last two years	<input type="checkbox"/>
Peer reviewer documentation Photocopy of doctor peer reviewer IUT Letter of Competence (LoC IUT) (Faculty of Sexual and Reproductive Healthcare) Or Photocopy of nurse peer reviewer RCN Accreditation certificate in IUTs and Declaration of nurse peer reviewer (Form IUT8)	<input type="checkbox"/>
Re-accreditation fee	<input type="checkbox"/>
Payment Tick the box to confirm if you have enclosed a cheque with your application or to request an invoice. In both cases it is essential that you provide details of your finance department (name of contact person, address, phone number and email address) below for finance purposes and we are unable to process your application without this information. If you are paying the fee yourself provide your own details. Finance contact person name Finance address Finance email address Contact number Purchase order number (if required) Cheque enclosed (make payable to 'Royal College of Nursing') You or your employer to be invoiced	<input type="checkbox"/> <input type="checkbox"/>

Please submit this application form with all supporting documentation with full details of payment to:
RCN Accreditation Unit, Royal College of Nursing, 20 Cavendish Square, London W1G 0RN

We recommend that you keep a copy of all of the documentation submitted in case of query or loss in the post.



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