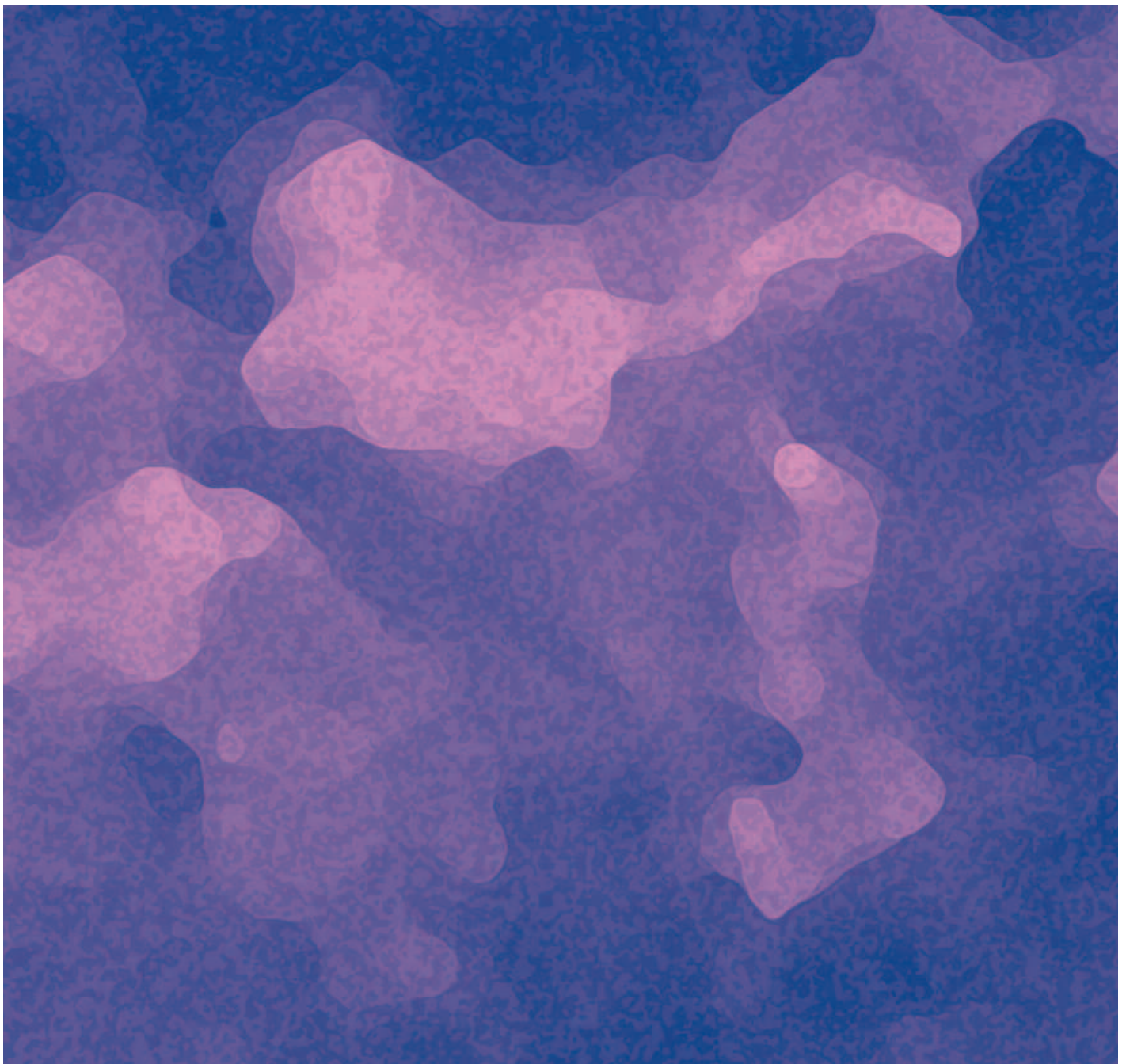




Royal College
of Nursing

Intrauterine techniques

RCN accreditation and training guidance for nurses and midwives





Royal College
of Nursing

If you work at a higher or specialist level within the area of contraception/sexual health and hold a recognised post-registration qualification in the specialty, this publication provides information on how to acquire clinical skills and competence in intrauterine techniques (IUT).

This guidance was updated in June 2010

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 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 Faculty of Sexual and Reproductive Healthcare (FSRH) associate members working group, the RCN Public Health Forum and the RCN Accreditation Unit.

RCN Legal Disclaimer

This publication contains information, advice and guidance to help 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

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Before you start

We strongly recommend that you keep a copy of all of the documentation submitted 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.

Section A

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 – for example: 900, 901, R71, 8103, S103, A08. If you have undertaken an equivalent course to those listed, you may need to submit the programme and learning outcomes for this course. An equivalent course will have contained university accredited theoretical and practical modules. The practical module needs to have included not less than 36 hours of practical sessions within an appropriate clinical setting and needs to have been assessed by a qualified CASH mentor
- to have consolidated your CASH qualification before embarking on this higher level of skill. It is the responsibility of the applicant to ensure that they have consolidated their practice effectively
- 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

- 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 (900, 901, R71, 8103, S103, A08), or the programme and learning outcomes of any equivalent course (see Section A).
- 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.

Continued page 3

- Evidence of intrauterine technique theoretical training; bi-manual pelvic examination training, model uterus training and local anaesthetic training, for example:

If you have not attended such a study day, or you attended one and were not issued with a certificate, you can provide the following:

A photocopy of the certificate for the successfully completed FSRH e-module 18. Additional training in intrauterine contraceptive techniques (IUT) (accessed via www.e-lfh.org.uk/e-srh).

and

All training sections on form IUT 1 must be completed by your trainer.

It is expected that your training will have covered all of the elements contained within the e-module as detailed above and in addition, will have undertaken model uterus, bi-manual pelvic examination and local anaesthetic training; all of this must have been 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:

- photocopy of in-date Letters of Competence in Subdermal Contraceptive Implants (LoC IUT)
- photocopy of in-date Letter of Competence in Medical Education (LoC MED).

And/or

For all nurses who participated in your training:

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

- Signed self-declaration (**IUT 5**)

- Accreditation fee

The fee is £300 for RCN members and £400 for non-members. Reaccreditation is £150 for members and £200 for non-members.

Non-members can save £100 on this accreditation by joining the RCN today. Benefit from protection in the workplace, personal and professional support, learning and development and much more.

For further information visit:

www.rcn.org.uk/membership/benefits

Or call 0345 772 6100.

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.

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>

Nurses who complete the recommended training and achieve competence in the insertion and removal of intrauterine devices and systems (intrauterine techniques) can apply for accreditation from the RCN. Please note insertions or removals alone will not be accredited.

RCN accreditation

The RCN Accreditation Unit (RCN AU) accredits learning and development for nurses on a UK-wide basis from a practice based perspective. A key purpose is to support nurses and the wider health family to be competent in practice, develop further skills and knowledge, and to promote excellence in nursing and health care.

The RCN is committed to equal opportunities and does not discriminate directly or indirectly against anyone undertaking accreditation.

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** and **IUT 7** and submit these with all of the required documentation to demonstrate your continued competence in the area of inserting and removing IUD/IUS devices. This can be achieved in many ways, for example, by attending lectures, reading journals and research papers, completing the relevant e-module (accessed via www.e-lsh.org.uk/e-srh) and/or visiting the FSRH website at www.fsrh.org

You must have undertaken sufficient insertions and removals each year to maintain your competence. It is recommended that you undertake a minimum of 12 insertions and two removals each year.

More information

For further information about RCN accreditation please contact the RCN Accreditation Unit on 020 7647 3647.

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)

Details on where to obtain training can be obtained from your local contraception and sexual health service.

It is recommended that nurses also familiarise themselves with the e-learning module as detailed on page 3.

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
- 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
 - management of uterine perforation if suspected at the time of insertion
 - 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
 - assessment and management of client presenting with ALOs (Actinomyces-like organisms) on a cervical smear

- aseptic technique 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 FIN Doc) from the FSRH or who are currently a Faculty Registered Trainer with the FSRH.
- nurses who hold the RCN Certificate of Accreditation in Intrauterine Techniques and have fitted an additional 25 devices or systems, including fitting in women who have never been pregnant, and hold a recognised teaching qualification such as the ENB 998 / City and Guilds 730 / NMC mentorship module or other relevant course – for example, a teaching module as part of a degree course.

Nurses are accountable for their practice and must ensure they have the knowledge and skills commensurate with their specialist practice to train other nurses.

A competency document for bi-manual pelvic examination is currently under development by the RCN.

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.

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 includes the Mirena IUS® and also the TT380 Slimline® IUD (or equivalent). 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 observed 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 Mirena IUS® and also the TT380 Slimline® IUD (or equivalent).

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 also 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*.

Maintaining competence

You are responsible for maintaining your own competence, which requires a minimum of 12 insertions and two removals each year.

A log covering a consecutive 12-month period will need to be kept within 24 months of the date of re-accreditation. This log should show a minimum of 12 insertions over 12 months, of at least two different types of device in conscious and consenting women. In addition, at least two hours education relevant to intrauterine techniques will need to be undertaken.

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 8 February 2010) (Web).
- Faculty of Sexual and Reproductive Healthcare (2007) *Intrauterine Contraception*, London: FSRH. Available from <http://www.ffprhc.org.uk/admin/uploads/CEUGuidanceIntrauterineContraceptionNov07.pdf> (Accessed 8 February 2010) (Web).
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- NHS Executive (2000) *Health Service Circular: patient group directions [England only]*, Leeds: NHSE (HSC 2000/026). Available from www.dh.gov.uk/en/PublicationsAndStatistics/LettersAndCirculars/HealthServiceCirculars/DH_4004179 (Accessed 8 February 2010) (Web).
- Nursing and Midwifery Council (2009) *Record keeping*, London: NMC. Available from <http://www.nmc-uk.org/adisplaydocument.aspx?documentID=6269> (Accessed 8 February 2010) (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/adisplaydocument.aspx?documentID=4488> (Accessed 8 February 2010) (Web).
- Nursing and Midwifery Council (2008b) *Standards for medicines management*, London: NMC. Available from <http://www.nmc-uk.org/aFrameDisplay.aspx?DocumentID=4585> (Accessed 8 February 2010) (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/aFrameDisplay.aspx?DocumentID=4368> (Accessed 8 February 2010) (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/adisplaydocument.aspx?documentID=5982> (Accessed 8 February 2010) (Web).
- Nursing and Midwifery Council (2008e) *The Prep handbook*, London: NMC. Available from <http://www.nmc-uk.org/adisplaydocument.aspx?documentID=4340> (Accessed 8 February 2010) (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

RCN Accreditation Unit

Application forms Intrauterine techniques

Please note: ALL sections of the application form must be completed. Incomplete applications will be returned and this will delay the processing of your application

Form IUT 1	Application form for accreditation
Form IUT 2	Competence record
Form IUT 3	Practice skills (live patient training) and declaration of competence
Form IUT 4	Declaration of nurse trainer (if applicable)
Form IUT 5	Checklist and self declaration
Form IUT 6	Application form for re-accreditation
Form IUT 7	Log of insertions and removals for re-accreditation
Form IUT 8	Checklist for re-accreditation

Application form for accreditation

Personal details and evidence of training

Form IUT 1

Name of applicant:	
Address, including postcode:	
RCN membership number (if applicable):	
NMC PIN number and expiry date:	PIN No: Expiry date:
Daytime telephone number: (including area code if not a mobile)	
Email address: Please write clearly and in block letters – this will be our primary method of contacting you	
Name and details of contraception/sexual health training course: e.g. ENB 900, 901, R71, 8103, S103, A08. If another equivalent course was undertaken please supply the programme and learning outcomes of the course. Please see 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: Please 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	

Competence record

Intrauterine techniques

Form IUT 2

On completion of training the trainer(s) must tick the column that they feel reflects the trainees competence level and sign and date the relevant columns. The trainer(s) must be satisfied that competence has been 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				
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 the introducing mechanism and insertion techniques of all current standard devices/systems (list below):				

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 aseptic 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):				
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)				

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.

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

Insertion no.	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					

Practical experience of IUD/IUS removal: minimum two

Removal no.	Date	Type of device	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

Detail of final assessment (undertaken by main trainer)

Please note: all applicants must provide details 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/FIN Doc

For nurses: photocopies of RCN IUT accreditation certificate and teaching qualification certificate (or details of programme and learning outcomes showing other relevant learning, for example, 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):

LoC IUT No. (if applicable):..... LoC MED/FIN Doc No. (if applicable):

RCN IUT accreditation date (if applicable): RCN Membership No. (if applicable):

Declaration of nurse trainer (if applicable)

Form IUT 4

This form should only be completed by your nurse trainer. If you have had more than one nurse trainer, please print a separate copy for each.

Note: all accredited training nurses must declare and 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.

Declaration

Name (BLOCK LETTERS):.....

Home address:

.....

.....

Place of work:

Work address:.....

.....

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

Intrauterine techniques

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

Date: Signature:.....

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: for example, ENB 900, 901, R71, 8103, S103, A08. (If another equivalent course was undertaken please supply the programme and learning outcomes of the course) 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 attendance or e-learning module certificate of successful completion 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 bi-manual pelvic examination 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"/>
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 IUT 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 – or LoC FIN Doc) (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 RCN member £300 Non-RCN member £400	<input type="checkbox"/> <input type="checkbox"/>
Please tell us how you wish to pay Cheque enclosed , please make payable to: Royal College of Nursing PCT or employer to be invoiced , please provide details below Name Email address (please note, it is essential that you provide a valid email address for us to invoice) Address Contact number..... Purchase Order number (if applicable)..... Credit card , please call the Accreditation Unit on 020 7647 3647 to make a payment	<input type="checkbox"/> <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. I have read and understand the notes contained within the IUT guidance document.

Signature:

Date:

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

Tel: 020 7647 3647

Email: accreditation@rcn.org.uk

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

Log of insertions and removals for re-accreditation

Form IUT 7

At least six procedures – to include at least one insertion and one removal

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

Insertion/ removal no.	State whether insertion/ removal	Date of insertion /removal	Type of device	Comments
1				
2				
3				
4				
5				
6				

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:

LoC IUT No. (if applicable): LoC MEd/FIN Doc No. (if applicable):

RCN IUT Accreditation date (if applicable): RCN membership No. (if applicable):

NMC PIN No. (if applicable): NMC expiry date: (if applicable):

Please supply photocopies of peer reviewer qualifications (see checklist 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 have read and understand the notes contained within the IUT guidance document.

Applicant's signature:

Date:

Checklist for re-accreditation

Form IUT 8

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 insertion and removals with at least six procedures, (including one insertion and one removal) and peer reviewer statement (IUT 7)	<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 at least two hours of contraception specific CPD within the last two years – your IUT training is not eligible for inclusion	<input type="checkbox"/>
Certificate/s and programme information to show at least two hours of updating relating to intrauterine techniques within the last two years	<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 peer reviewer IUT Letter of Competence (LoC IUT) (Faculty of Sexual and Reproductive Healthcare) Or Photocopy of peer reviewer RCN Accreditation certificate in IUTs	<input type="checkbox"/>
Re-accreditation fee: RCN member £150 Non-RCN member £200	<input type="checkbox"/> <input type="checkbox"/>
Please tell us how you wish to pay Cheque enclosed , please make payable to: Royal College of Nursing PCT or employer to be invoiced , please provide details below Name Email address (please note, it is essential that you provide a valid email address for us to invoice) Address Contact number Purchase Order number (if applicable) Credit card , please call the Accreditation Unit on 020 7647 3647 to make a payment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please submit this application form and email/post all supporting documentation and your full payment or details of payment to: RCN Accreditation Unit, Royal College of Nursing, 20 Cavendish Square, London W1G 0RN Tel: 020 7647 3647 Email: accreditation@rcn.org.uk We recommend that you keep a copy of all of the documentation submitted in case of query or loss in the post.	<input type="checkbox"/>



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