

**Faculty of Health, Psychology and Social Care**

**Department of Nursing**

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| **Return to Practice (Nursing and/or SCPHN) Level 6 (30 credits)** |

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| **Return to Practice (Nursing Associates)****Level 5 (30 credits)** |

**Information pack for Applicants**

**Sept 2023 onwards**

This information booklet sets out to inform you how the MMU Return to Practice programme works, and has been designed for students and practice learning partners. More detailed information is available in the programme handbook, and this will be given to students once they enrol.

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## Contact details:

For initial enquiries that cannot be answered in this information booklet please contact course enquiries or admissions who will forward the enquiry on to the programme team if required.

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| **Course Enquiries -** Initial enquiries  | courses@mmu.ac.uk  |
| **Admissions** - once you have applied Please submit all applications by email during Covid-19 as staff working remotely. The application process will shortly be online.  | **directapplications@mmu.ac.uk** |
| **Programme Lead – Dr. Gayatri Nambiar-Greenwood**  | g.nambiar-greenwood@mmu.ac.uk  |
| * Campus base: Brooks Building, Birley Campus, 53, Bonsall Street, Manchester, M15 6GX.
* Sat navigation postcode: M15 5GX
* The face-to-face academic aspect of the programme will ***usually*** be delivered at Brooks Building, but may be at other campus buildings nearby.
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**Please try to email staff with any questions, as this will normally get a quicker response than leaving a phone message.**

## Programme overview.

This 30-credit programme is offered at level 6 for those returning to nursing and/or SCPHN and level 5 for nursing associates. It is only relevant for those who have held previous NMC registration or have current registration but do not meet the hours in practice for revalidation.

This programme is designed for:

* **nurses** to be readmitted to, or remain on, the register in one or more of the specific fields of nursing practice: adult, children’s, learning disabilities and mental health nursing
* **specialist community public health nurses** (SCPHNs) to be readmitted to, or remain on, the register as specialist community public health nurses
* **nursing associates** to be readmitted to, or remain on, the register as nursing associates
* **It is not relevant for nurses who trained overseas and have never had NMC registration.**

The programme intends to accommodate a variety of students. The content and practice learning (placement) length is based on the students’ prior qualifications, experience and relevant experience undertaken whilst out of practice. The theoretical component takes 3 weeks and the practice element is dependent on the number of hours you need to complete.

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| Before progressing, check whether you need a return to practice programme via this link: [Check the readmission requirements - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/registration/returning-to-the-register/checklist-of-requirements/)  |

## Admission criteria.

In order to be eligible to be considered for a place on the RTP programme applicants must:

1. Have current or lapsed registration with the NMC for nursing and/or SCPHN, or nursing associate.
2. Meet the NMC English language requirements – see <https://www.nmc.org.uk/registration/joining-the-register/english-language-requirements/>
3. Demonstrate values and capability to behave in accordance with the NMC Code – see <https://www.nmc.org.uk/standards/code/>
4. Have capability to update numeracy skills, literacy and digital and technological literacy required to meet programme outcomes.
5. Be successful at the interview

## Admission process.

All the relevant forms are on the MMU RTP site: [Return to Practice Nursing · CPD Courses · Manchester Metropolitan University (mmu.ac.uk)](https://www.mmu.ac.uk/hpsc/cpd/course/return-to-practice-nursing/)

The application form is also available at [How to apply for postgraduate taught courses | Manchester Metropolitan University (mmu.ac.uk)](https://www.mmu.ac.uk/study/postgraduate/taught-courses/how-to-apply#ai-2229-0) - or via Course Enquiries: courses@mmu.ac.uk or 0161 247 6969.

The RTP diagnostic application form includes a placement request form, which is required by all nurses from the North West of England. Students from other areas of the country should complete the placement details form.

## References

Please note that it is your responsibility to provide 2 references in support of your application for the course, and your application will NOT be considered by the course team until both these references are returned. ***The University does not contact referees on your behalf***. There are notes of guidance for referees along with the reference forms in the application form, and specific reference forms for the return to practice course must be used.

**Who can be your referee?**

* We require your referees to have known you for at least one year, and have been in contact with you within the last 6 months. They must not be a relative or an employee of yours.
* One of the referees should be your **current or previous employer**.
* In addition, one of the referees must be from one of the listed professional groups below, and their occupation must be clearly indicated on the reference form. This list is taken from the list of acceptable countersignatures that the NMC use and you will be required to obtain a reference from one of the ‘acceptable counter signatories’ when applying to reregister with the NMC.

**Acceptable referees**

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| Accountant Acupuncturist Barrister Bio-Medical Scientist. Chemist Chiropodist Commissioner of Oaths Councillor: Local or County Counsellor Civil Servant (permanent) Dentist Engineer (with Professional Qualifications) Fire Service Official General Practitioner Judge / Justice of the Peace | Lawyer Legal Secretary (members and fellows of the Institute of legal secretaries) Local Government Officer Local Health Authority Member of Parliament Merchant Navy Officer Nurse or Midwife Minister of a recognised religion Officer of the armed services Optician Orthodontist Osteopath Paramedic Physiotherapist  | Police Officer Practice Manager Psychologist Registration Authority/Licensing Board Social Worker Solicitor Specialist Community Public Health Nurse (with effective registration or officially retired) Surveyor (with professional Qualifications) Teacher, Lecturer Therapist Veterinarian Ward Manager  |

## NMC registration and checks.

* Checks will be made on all applicants’ previous NMC registration.
* We do accept individuals who have conditions for practice from the NMC, as a consequence of a previous disciplinary or issue that was raised. The applicant is expected to be honest about these conditions and be expected to provide us the letter from the NMC that stipulates they are required to complete this course. Failure to disclose this on the RTP diagnostic application form will result in rejection of the applicant.

## Shortlisting and interviewing.

* If short-listed, all applicants will be interviewed, either in person or via MS Teams.
* The interview will normally involve both University and practice staff.
* Applicants must bring evidence of their PIN number and photo ID with their DOB to the interview. If online, this will be shown to the camera as evidence.
* Applicants will be asked to watch a video from ‘Patient Voices’ and discuss this as part of the interview process. The current video is: [Patient Voices: Stripped of dignity](http://www.patientvoices.org.uk/flv/0858pv384.htm)

**What we expect at interview**

* We expect applicants to have considered their reasons for returning to the profession. This will include evidence of reading about current knowledge and values in nursing practice and being aware of the culture and climate of nursing at the current time.
* We expect to see evidence that applicants have already undertaken some updating such as reading of widely available journals which they are able to discuss at interview, reviewing the NMC website and a familiarity with some contemporary issues in the field.
* We will expect applicants to demonstrate the knowledge of the NMC Code and the core values associated with working within the NHS.
* We will discuss how the applicant will undertake shift patterns (if applicable to intended role) and meet the expected attendance in theory and practice.
* We will discuss capability to develop numeracy skills to meet the programme outcomes.
* We will discuss capability to develop literacy skills, and digital and technological literacy.
* We will discuss applicants preferred practice learning environment for the programme and intended area of practice when returning to nursing.
* We will discuss the flexible nature of the programme, exploring applicants’ prior experience and learning.

## Procedure after interview.

* Applicants will be informed of the outcome of the interview and can obtain feedback about this if required.
* As nursing roles have changed considerably over recent years, we do sometimes recommend that unsuccessful applicants obtain experience as a health care assistant for several months, and then reapply. This experience can really help with the confidence of applicants in returning to nursing and gives a good insight into current working practices and pressures.

**Once provisionally accepted on the course:**

* The University will inform students they have been accepted by email.
* Students will need to follow all instructions for online enrolment, and do this well before the programme starts as the University student record system needs time to update and attach students to the timetable etc.
* As the programme timetable and information is online, students are recommended to download the MyMMU app or the web version [MyMMU · Manchester Metropolitan University](https://www.mmu.ac.uk/isds/support/apps/mymmu/)
* The University will contact students to commence DBS and occupational health screening.
* It is vital studentsare honest in the health and DBS declarations, failure to be honest will jeopardise a place on the programme.
* Placement will only commence once Occupational Health and DBS clearance has been verified, therefore may not commence straight after the 3 week block of theory at university.

##  DBS Checks.

* All students are required to have a DBS check at enhanced disclosure level.
* For information on the process please see the DBS website: [About us - Disclosure and Barring Service - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about)[.](https://www.gov.uk/disclosure-barring-service-check/overview)
* Any student who has lived abroad will need to follow advice on the DBS website and contact the University placements office as soon as possible.
* If students have moved around the country, or lived abroad, the DBS check can take longer, and early application is advised.
* Applicants with a criminal conviction are advised to check the NMC website as to whether this will affect their ability to return to the register.
* The University will review all cautions and convictions on a DBS in light of the NMC guidance, [Criminal convictions and cautions - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/ftp-library/understanding-fitness-to-practise/fitness-to-practise-allegations/criminal-convictions-and-cautions/), with the aim being to protect the public and ensure that a student is likely to be able to register with the NMC following the programme.

## Occupational Health.

* The University will arrange and fund occupational health screening for all RTP students.
* The University occupational health provider will contact students prior to commencing the course, and students will be required to attend for appointments.
* Students must inform the University about any health conditions and/or disability which could affect their ability to practise safely and effectively.
* We use the NMC guidance on Health and Character to inform our decisions: [Health and character - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/registration/joining-the-register/health-and-character/)

## Covid risk assessment.

* All students will undertake the Greater Manchester student Covid-19 risk assessment at the start of the programme. Although vaccination is not mandatory, the student must make this known to the interview panel and when they go into practice. The student bears responsibility for this.
* This will determine risk based on the evidence so far to date in the pandemic.
* This will influence the location of the practice learning environment for students who are deemed high risk.

## Funding the programme

* The programme is funded by the NHS England (North West) subject to places being available.
* This fee includes the cost of the DBS, occupational health, and uniforms.
* In addition, a Bursary is currently offered to students for expenses. This is currently £1000 (total) payable in two instalments through the course. This is not available to students on the employer led model (see below).

## Learning overview.

* The programme consists of both theoretical and practice-based learning, and both elements must be passed.
* All students must meet the required standards of proficiency and programme outcomes to be readmitted to, or remain on, the register as a nurse, nursing associate or SCPHN.
* The programme is outcome focused, meaning that the emphasis is on meeting the standards, rather than focus on the input (inputs are measuring how many lectures attended)
* Every student has different learning needs; some will require significantly more practice or theory, depending on their previous background and what they have done since being out of practice. You will be allocated a Personal tutor who will be able to support on this subject.
* There is a set programme of theory, supplemented with significant e-learning resources to enable every student to obtain the required knowledge to meet the requirements.

## Programme dates.

* The programme will be offered once a year, starting in May.
* Any student, who has had an application accepted is able to suspend their course to the following year/cohort, if personal circumstances requires the student to take time out form the course.
* Please be aware that we are often full for each intake several months before its commencement. You are therefore advised to get your application in as soon as possible for each intake as we do have limited numbers.

## Student support.

In addition to extensive support from the University [Student Support · Manchester Metropolitan University (mmu.ac.uk)](https://www.mmu.ac.uk/hpsc/about-us/student-support/) RTP students have specific support from the following:

* Programme leader
* Personal tutor/academic assessor
* University work based learning tutors
* Practice based staff, including a practice assessor, practice supervisors and practice education facilitators.

## Programme structure.

* The theory element is delivered in a three-week block.
* There is a a mix of some face to face and some online would
* It is vital that all students have good IT skills. These will be essential in returning to practice, where there have been large developments in technology.
* We have extensive support for student IT – see [IT for students · Manchester Metropolitan University (mmu.ac.uk)](https://www.mmu.ac.uk/isds/students/) for information. Please ensure you have downloaded MS Teams to your computer or phone prior to the programme starting.
* The programme uses an adult learning approach, and students are expected to be self-motivated to learn and apply the learning to their specific field or area of practice.
* Some taught sessions are mandatory and before students attend practice, they must have passed BLS, moving and handling and infection control training.

## Practice learning.

* All students will require a range of **supernumerary** practice learning opportunities to confirm that they can deliver safe and effective care in their intended area of practice to a diverse range of people.
* Many students will have gained very relevant skills and experiences since being out of practice, and every student will have different learning needs for practice. Therefore, there is flexibility in the amount of practice experience required, dependent on how long it takes to gain competence.
* Students will be allocated to a practice assessor and practice supervisors during practice learning, and be given practice learning opportunities in a range of settings for their intended area of practice. It is likely this will be achieved through a hub and spoke model.
* Students will be expected to complete from a minimum of 150 hours on practice to 450 hours. If all proficiencies are met, students can then pass practice.
* Our experience is that students who either did not consolidate their practice following qualification as a nurse/nursing associate or SCPHN or have conditions fo practice from the NMC, will require the full 450 hours, but they will follow the same process and pass the practice element once all proficiencies are met.
* In order to have some continuity in learning, students are asked to commit to practice learning for a minimum of **22.5 hours a week**, for consecutive weeks.
* Students will be expected to negotiate shifts or working patterns with their practice assessor but will normally be expected to attend for the full working day and be present at handover / huddles.
* We are aware that many students will be in employment whilst undertaking the course, but students are reminded that whilst on the course they must not work over 48 hours a week in total. This is in line with both the EU working time directive and to ensure patient safety whilst on practice placements.
* A **practice assessment document** is used to document the assessment of practice, based on the relevant standards of proficiencies.
* There are two different models for the RTP programme, the employer led model and standard model, and practice learning for the employer led model is detailed later.

## Requesting a specific practice learning environment / placement.

* NB: This does not apply to students on the employer led model.
* Students will complete a diagnostic application form and preferences for practice learning are noted. This is also discussed the interview.
* If students have already made arrangements for practice learning, for example in their previous place of work or as part of a job offer, this should be documented on the form. We discourage student to practice in their own area of work, to ensure they have the opportunity to be a supernumerary student.
* Practice learning must enable students to meet the required standards of proficiency. For those on the nurses part of the register, the programme will enable students to be re-admitted to their original field of practice, but the practice learning can take into account the intended area of practice they wish to take up once they have re-joined the register.
* Please DO NOT contact practice education facilitators or Trust leads to try to secure a placement, as this can lead to confusion with both the University and students contacting the same person.
* The University placements office team will work closely with practice learning partners to try to secure a suitable placement, however, due to the numbers of students across Greater Manchester it is not always possible to secure the ideal learning environment for all students. Placements in the community or primary care setting can be particularly difficult to secure at times.
* It may take some time for a placement to be secured, the exact date cannot be specified as it depends on availability and capacity of placements.
* **Please note we cannot guarantee a specific placement area or Trust and some flexibility is required in terms of this and timings.**

## Employer led model.

* There is often the opportunity to join the employer led model for return to practice. This is where Trusts recruit returners into vacant posts, and students are paid on a band 3 for the duration of the programme.
* When not on ‘placement’ as a student, they work as a health care assistant. Students are still supernumerary whilst on placement for the RTP programme.
* These opportunities are advertised via NHS jobs, normally several months prior to the RTP cohort starting.
* The recruitment process is slightly different for the employer led model, and the employing Trust will normally undertake the DBS and occupational health check.
* The University will often provide information about these opportunities on the RTP website.

## Uniforms.

RTP students who are required to wear a uniform whilst on placement must wear MMU student uniforms. This is to identify returnees as students and ensure that they are given student status whilst on the course. These are provided free to RTP students, and details of how to order these will be given at registration.

## Programme assessment.

There are two elements to the assessment (theory and practice) and both must be passed.

1. Students have a choice of a presentation or written assessment.
2. Students must meet all the required NMC standards of proficiency in practice, this will be assessed through the practice assessment document (PAD).

## Relevant NMC standards

This unit is designed to meet current Nursing and Midwifery Council requirements for a Return to Practice programme (NMC 2019). It is based on the following NMC standards:

* NMC (2004) Standards for Specialist Community Public Health Nurses. <https://www.nmc.org.uk/standards/standards-for-post-registration/>
* NMC (2018) Future Nurse: Standards of proficiency for registered nurses. <https://www.nmc.org.uk/standards/standards-for-nurses/standards-of-proficiency-for-registered-nurses/>
* NMC (2018) *Standards of proficiency for nursing associates* <https://www.nmc.org.uk/standards/standards-for-nursing-associates/standards-of-proficiency-for-nursing-associates/>
* NMC (2019) Standards for Return to Practice Programmes. <https://www.nmc.org.uk/standards-for-education-and-training/standards-relating-to-return-to-practice/>

## Programme learning outcomes.

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| Level 6 learning outcomes (Nursing and/or SCPHN)On successful completion of this unit, students will be able to:  |
| 1. meet relevant standards of proficiency (NMC 2018, or NMC 2019) in both theory and practice and demonstrate safe and effective care.
2. critically evaluate the assessment, provision and evaluation of person-centred care in their intended area of practice.
3. critically evaluate contemporary literature relating to personalised care, including the promotion of health and prevention of ill health.
4. critically evaluate the influences impacting on the organisation and quality of health care, including key legislation and relevant policy.
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| **Level 5 learning outcomes (Nursing Associate)** On successful completion of this unit, students will be able to: |
| 1. meet relevant standards of proficiency (NMC 2018) in both theory and practice and demonstrate safe and effective care.
2. explain the theory required to deliver patient centred, safe and compassionate care in their intended area of practice.
3. appraise the evidence base of personalised care to a diverse range of people, including the role of the nursing associate in supporting people to improve and maintain their health.
4. critically discuss the role of the nursing associate in improving the safety and quality of care, working collaboratively with wider team members.
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## Regaining your NMC pin number.

* When you have successfully completed your practice placement AND your submitted assignment has been marked(and you have passed), the Programme Team will send this information to the Assessment Management team. You results will then be ratified at an Exam Board. Once this has been ratified, the team will then start the process of re-applying to the NMC for your pin number.

## Study and academic skills.

* Prior to the programme starting we suggest you focus on refining or developing key skills that will help you with your study and academic work.
* Study skills – if you have not studied for some time, consider a free study skills course, such as those offered by the Open University - [Skills for study - OpenLearn - Open University](https://www.open.edu/openlearn/skills-for-study)
* Numeracy – if you need to refresh your skills, BBC bitesize has some useful resources. For example, [Skillswise - BBC Teach](https://www.bbc.co.uk/teach/skillswise) and [Health and social care - Core Skills Maths - BBC Bitesize](https://www.bbc.co.uk/bitesize/topics/zf28xyc)
* There are also free courses on digital skills and numeracy from the Open University - [Free digital, numeracy and employability courses to build your skills - OpenLearn - Open University](https://www.open.edu/openlearn/education-development/free-digital-numeracy-and-employability-courses-build-your-skills)

## Key websites to review.

National Institute for Health and Care Excellence [NICE | The National Institute for Health and Care Excellence](https://www.nice.org.uk/)

NICE Evidence search [Evidence search | NICE](https://www.evidence.nhs.uk/)

Nursing and Midwifery Council (NMC)- including:

* [Returning to the register - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/registration/returning-to-the-register/)
* [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards/code/)
* [Caring with Confidence: The Code in Action - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards/code/code-in-action/).
* [Standards - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards/)
* [Guidance and Supporting Information - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards/guidance/)

[Department of Health and Social Care - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/department-of-health-and-social-care)

[NHS Long Term Plan](https://www.longtermplan.nhs.uk/)

[Health Education England | Health Education England (hee.nhs.uk)](https://www.hee.nhs.uk/)

## Frequently Asked Questions

**I have been out of nursing for 10 years and am not very confident about returning – is this course right for me, and what can I do to prepare for it?**

Many nurses who complete the course have been out of practice for several years so you will not be alone in your situation. Whilst you may be out of date in terms of nursing knowledge, the chances are that you have gained vital life skills that will enable you to return to nursing and to be able to deal with situations better than you did before (for example, multi-tasking, dealing with conflict, staying calm under pressure). In terms of preparing for the course, we suggest that you work on your study skills, numeracy and digital technology skills (see links above) and start reviewing the recommended websites. Having broadband at home is essential for the online sessions, but the University does provide free wifi, an email account and personal cloud drive for all students and there are computers available to work on.

**I have heard that it takes some time for the DBS to be undertaken and I am desperate to start the course – can I start placement with an old DBS from another organization?**

No – we are required to undertake a DBS for students prior to commencing placement. DBS is now all done online, and is often back very quickly (under 2 weeks).

**How can I undertake the course as quickly as possible, I have not been out of practice that long and need to get my PIN back?**

Students are able to undertake the theory and practice learning in a condensed time period, subject to placement availability. All students must complete a minimum of 150hrs of practice, and meet all the required competencies. There are different submission dates to account for students who undertake the course in different lengths of time.

**How can the course possibly cater for so many different types of students (nurses, nursing associates and SCPHN) in one course – how am I going to gain specialist knowledge?**

When planning and designing this course we considered what core issues all nurses require to be updated on and the proficiencies required to be met. We then designed a series of workshops that look at these core issues – for example, evidence based practice, safeguarding, core clinical skills, medicines administration, public health, professional standards and development. These core workshops are followed by group work in specialist groups. Specialist knowledge is gained from the academic assessor, and the extensive resources on Moodle, the VLE, and e-learning. Additional support will be given in practice by your practice assessor and supervisors.

**I am from the south of England, and wonder what support I will get from a University up in Manchester?**

You will be offered the same support as any student, but any contact with practice would be via MS Teams, email or phone. You are able to access all the e-learning from home wherever you are based.

**I can attend all but one of the workshops – is that a problem?**

No. You will have access to all the resources discussed via Moodle but will miss the debate and discussion that the group environment permits.

**Which sessions are mandatory?**

All students must be assessed as competent in CPR and must have attended moving & handling, infection control and drug calculations/administration prior to commencing placement. We would suggest though that all of the sessions are relevant and will assist you in preparing for your return to practice.

**I’ve seen there is e-learning and I’m not that confident with my IT skills. Will this be an issue?**

Use the time you have before the programme starts to build on your IT skills, following some of the suggested links above. The University provide a good level of support, but expect students to have some basic skills.

## Further information

If you would like to discuss any aspect of the course, or require further information please do not hesitate to contact a member of the course team or direct admissions.