

## **Return to Practice (Nursing, Health Visitors and Midwives)**

Thank you for your enquiry about the Return to Practice (RTP) course at the University of the West of England. The information that follows should help you to evaluate what is involved and what candidates need to do to apply.

The model for provision of Return to Practice has recently changed to an employer led model with places commissioned by Health Education England (HEE). Healthcare organisations, such as NHS Trusts, GP practices and independent providers will be supporting returnees to return to practice with the intention of employment on successful completion of the course. To support this HEE have set up a website for additional information and to find organisations that are advertising for and looking to support return to practice nurses.

<https://comeback.hee.nhs.uk/>

### **Frequently asked Questions:**

#### **How much does the course cost?**

Health Education England is currently commissioning and funding places for the Return to Practice course. A small bursary is available to cover costs associated with reengaging with studies.

#### **Who can apply for the course?**

Adult Nurses, Mental Health Nurses, Children's Nurses, Learning Disability Nurses, School Nurses, Occupational Health Nurses, Midwives and Health Visitors can apply.

#### **Where is the course taught?**

The course is taught at our Glenside Campus, Blackberry Hill, Bristol, BS16 1DD, here is a link to information and directions to the campus [Glenside Campus](#). The course may also be provided at our Gloucester campus which is at Alexander Warehouse [Gloucester campus](#)

#### **Teaching changes due to Covid-19 Pandemic:**

Due to the social distancing measures which will likely remain in place for unforeseeable future, the contingency teaching plan for the module has changed to online teaching.

### What is the duration of the course and how often will students have to attend university?

The theoretical aspect of the course is run alongside your practice placement. At present, due to the Pandemic, the course is taught online with a possibility of a half a day attendance in case the clinical skills are safe to be delivered on site (week 5).

**The theory part of the Return to Practice module runs over 6 consecutive weeks with live lessons online on Mondays and Fridays (09:00-12:30).** On the first day you will be allocated a **Personal Academic Tutor (PAT)**. PAT is an academic that teaches and assesses on the programme and is the person who you should contact for academic and practice support. The assessment for the academic part of the programme is a **2000 words reflective academic assignment towards the end of the programme** which could be four plus months long- depending on the practice hours that you need to complete. During this week the NMC will be notified that you have started the programme with us.

### How many hours/weeks that I would have to work during my placements?

The period of time for supervised clinical practice will be discussed and agreed at interview as this can depend upon the number of years that you have been out of clinical practice, your employment history, and whether you have been working in an assistant or support role within a health care environment before application. A suggested guide for negotiating hours and days that are needed to be assessed as competent and confident to return to practice has been informed by guidance published by the Department of Health (DH, 2011). The time span of the placement needs to correlate with the course for example, June to December.

| Years out of practice | Guidance for hours for nurses                       | Guidance for hours for Health Visitors              | Guidance for hours for Midwives |
|-----------------------|---|---|---------------------------------|
| Less than 10          | minimum practice hours required = 100 (maximum 200) | minimum practice hours required = 150 (maximum 250) | 450                             |
| 11-20                 | minimum practice hours required = 200 (maximum 300) | minimum practice hours required = 300 (maximum 400) | 450                             |
| >20                   | minimum practice hours required = 300 (maximum 400) | minimum practice hours required = 450 (maximum 550) | 450                             |

## Using your temporary registration practice hours

Any hours you have practised on the temporary register will count as practice hours needed for readmission to the register, along with any other practising hours as a nurse or midwife while on the permanent register **within the last 3 or 5 years**. However, if you bring forward the hours you worked while on the temporary register to the RTP programme, the clinical competencies will need to be entered and signed retrospectively by registrants you had worked with.

If you do not meet the required practice hours, you can either complete a return to practice programme or undertake a test of competence.

More information can be found at:

<https://www.nmc.org.uk/news/coronavirus/temporary-registration/left-register-in-last-five-years/#readmission>

## How do I go about applying?

Healthcare providers will advertise vacancies suitable for return to practice nurses at key points throughout the year. The dates of the adverts will align to the 3 intakes of the Return to Practice course here at UWE (start dates September, January and May every year). Candidates are advised to look for adverts on the [NHS jobs](#) website or through the local press. Organisations and contact details of staff leading RtP are available on the <https://comeback.hee.nhs.uk/> website so it is also advisable to contact staff at these organisations to find out more details.

## Will I require a clinical placement?

Yes –to complete practice hours and achieve the relevant competencies. Nurses wishing to return to practice need be assessed in practice by a sign off mentor or a practice teacher if a Health Visitor or a supervisor of midwives to return to midwifery.

## How is the clinical practice assessed, is it continuous assessment?

You will be also given the Ongoing Achievement Record (OAR ), an electronic version of a book that you need to complete together with your Practice supervisor ( mentor) and Practice assessor (signoff mentor) during and on completion of all of your Practice Placements.

This is a practice based continuous assessment, where a record of your progress is made in an assessment document, the Ongoing Achievement Record (OAR). This document has elements of self-assessment, documents the mentor's comments and is completed by the "sign off" mentor. The OAR is structured around the nine NMC outcomes that need completion to be eligible to return to practice, these are

- An understanding of the influence of health and social policy to the practice of nursing and midwifery
- An understanding of the requirements of legislation, guidelines, codes of practice and policies relevant to the practice of nursing and midwifery.
- An understanding of the current structure and organisation of care, nationally and locally.
- An understanding of current issues in nursing and midwifery education and practice.
- The use of relevant literature and research to inform the practice of nursing and midwifery.
- The ability to identify and assess need, design and plan interventions and evaluate outcome in all relevant areas of practice, including the effective delivery of appropriate emergency care.
- The ability to use appropriate communications, teaching and learning skills
- The ability to function effectively in a team and participate in a multi-professional approach to people's care.
- The ability to identify strengths and weaknesses, acknowledgement limitation of competence and recognising the importance of maintaining and developing professional competence.

Once you have submitted and passed the academic assignment and completed all of your practice placements you will need **to send specific pages from the OAR and scanned in time sheets to Dawn Brosnan: [Dawn.Brosnan@uwe.ac.uk](mailto:Dawn.Brosnan@uwe.ac.uk) NOT VIA POST!**

### **Is there a final exam?**

There is no final exam. In addition to the practice-based assessments, you are also required to pass a 2000-word academic assignment at level 3, which is based on reflective practice. You will also need to compile a professional portfolio of evidence and pass a numeracy assessment to complete the course.

### **Do you need a degree to undertake the course?**

No, however as Nursing is now only studied at degree level, the NMC require the RtP course to be undertaken at level 3 (Degree level). The Return to Nursing Practice module is worth 20 credits. You will be given support in identifying your study skills needs when you start the course. As part of the course and materials are delivered through online learning resources, some familiarity with using a computer is useful.

### **Who would provide my wage or cover my expenses?**

Normally there are no allocated wages for nurses returning to practice, however a bursary is currently available to cover study and other associated expenses. Please see the <https://comeback.hee.nhs.uk/> website for more details.

### **Who would provide me with a uniform?**

You will be supplied with two uniforms (if appropriate) and an ID Badge.

### **Who does the Health and Disclosure and Barring (DBS) checks?**

All applicants offered a place may be required to undergo an Occupational Health (OH) and DBS check and this would then form part of the condition of acceptance. This will be part of the recruitment process with the sponsor.

- An OH check is carried out as part of the application process. Those offered a place are asked to complete a health assessment and declaration questionnaire and must be prepared to undergo medical examination if necessary. Clearance is obtained before the start of the course. Applicants to the Return to Practice course must have good health sufficient for safe and effective practice as a registered practitioner.
- All applicants to health and social care courses are required to undergo an enhanced DBS check before they commence their placement. The DBS procedure is kept separate from the academic decision-making process. This process will be carried out by the employer.

### **What happens at the interview events?**

#### **Interview changes due to Covid-19 Pandemic:**

**It is very likely that the Selection event planned for October 2020 for admission into the January 2021 run of the Return to Practice module will be held online. If this is the case, you will be notified on how this would work 2 weeks before the date of your interview.**

The interview is an opportunity to meet with staff from the employing organisation and the University.

The interviews should include the following:

- A one to one interview to explore
- your past experience as a nurse RN/EN
- Why you left nursing and why start again now?
- Your current role and future placement
- Maths test\*

- English test\*

\*Further information and practice opportunities will be sent out with your invitation to the interview.

### Is there a maths test?

Yes there is also an online calculation test that needs to be passed during the course – their pass rate is 92%.

### My NMC statement of entry is in my maiden name does this matter?

You need to ensure that the names on your application form and on your NMC statement of entry are the same. As differences such as surnames recorded differently on your application form can delay the processing of your re-registration after successful completion of the course as we use this information to process registration applications with the NMC.

### Do I have to register with the NMC before commencing the course?

No but you will need to provide evidence that you have been on the NMC register and that your registration has lapsed. The quickest way to obtain this information is to register with the [NMC Online](#) service and print a copy of your lapsed registration status to bring to your interview.

### Can I undertake the course as an EN?

Yes, the NMC stresses that all enrolled nurses are registered on the NMC Register and are entitled to call themselves registered nurses. There is no distinction between registered nurses on the one hand and second level registered nurses on the other - they are all registered nurses.

### Can I get the confirmation that I have been accepted on the course so I can apply for the visa to come back and work in the UK?

In order to be eligible to apply for the RTP programme you need to have held the NMC registration in the UK in the past and that registration had lapsed. As the RTP programme is employer/placement provider led, you need to have the honorary contract in place with them before we can approve your application at UWE. Therefore, we cannot issue any confirmation of acceptance until the placement has been secured.

### I currently work as a health care assistant and my employer is interested in supporting my returning to practice- is this possible?

All placement areas need to have an up to date educational audit to ensure that the learning outcomes can be met, and you will also need access to a practice supervisor and a practice assessor. The university will be able to advise further if these are not in place. For completing your RTP placement hours, however, you need to have the status of a RTP student. If you already work for the organisation (i.e. as a healthcare assistant or similar) you can continue to do so under the original contract and **separate to the placement hours under the programme**. This may mean that while undertaking the RTP course your contracted hours may need to be reduced to allow you to complete the placement hours. In this case you will have two separate working agreements: one as an employee and one as RTP student or as per organisation's HR policies.

### Can I apply for the RTP course if I am on the NMC register but have restrictions on practice or a caution order and my registration has lapsed?

The first requirement for securing a place on the RTP programme is that you were an NMC registrant in the past and your registration has lapsed. If you had restrictions on your practice, we suggest that you contact NMC and discuss your situation regarding returning to practice. If after the restrictions were issued you stopped working as a RN this usually means that you did not have the time and opportunity to fulfil the NMC requirements and action plans as often imposed by the panel. We cannot make the decision whether you would be eligible to return to practice under specific circumstances and that decision would need to be made by NMC who may require you to work under same restrictions until all action plans have been completed or indefinitely. The placement provider would also need to be aware of this and decide if they are able to support your RTP process under the conditions.

**Can I apply for the RTP course if I have been suspended or removed from NMC register and not currently allowed to practise?**

Unfortunately, this situation does not allow you to undertake the RTP programme.

**If your organisation meets the above criteria**, they should contact: <https://comeback.hee.nhs.uk/> to ensure that they are allocated a commissioned place.

**Standards for student's supervision in practice**

These standards help nursing and midwifery students achieve the NMC proficiencies and programme outcomes. All nursing and midwifery professionals must practise in line with the requirements of The Code, the professional standards of practice and behaviour that nurses, midwives and nursing associates are expected to uphold.

For more information's please visit:

<https://www.nmc.org.uk/globalassets/sitedocuments/standards-of-proficiency/standards-for-student-supervision-and-assessment/student-supervision-assessment.pdf>

For any further questions related to the course, placement and assessment please contact the Module Leader Jacqueline Zapletan at [Jacqueline.Zapletan@uwe.ac.uk](mailto:Jacqueline.Zapletan@uwe.ac.uk) Please contact the programme administrator Dawn Brosnan at [Dawn.Brosnan@uwe.ac.uk](mailto:Dawn.Brosnan@uwe.ac.uk) for all correspondence regarding the relevant paperwork.

Information on our facilities can be found here: [Department of Nursing and Midwifery](#)

Kind regards

The Return to Practice Team

