

Programme Handbook 2017/18

Programme Name: BSc (Hons) Nursing (Children's)

Programme Leader: Martin Lewis

Campus and Cohort: Glenside Campus-September 17

Aims of the Handbook

The handbook is designed to provide information relevant to the BSc (Hons) / Graduate Diploma Nursing (Children's) programme. The information in the handbook may also be provided in a number of other electronic or paper sources and this document provides links to the definitive data sources wherever possible.

<https://my.uwe.ac.uk>

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

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1. Programme team information

Associate Head of Department:
(Midwifery and Child Nursing)

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Teresa.Shalofsky@uwe.ac.uk

Programme Leader:
(Sept 15 APT, Year 3 practice module lead)

Martin Lewis
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Martin4.Lewis@uwe.ac.uk
Room: 1A03 Glenside

Co-Programme Leader:
(Feb 16 APT, admissions tutor, Leadership
in Children's nursing Module lead,
Gloucestershire AIP)

Carole Irwin
0117 3288929
carole.irwin@uwe.ac.uk
Room 1A05

Academic Personal Tutors:

Lucy Edwards
Lucy11.edwards@uwe.ac.uk
Room 1A05
(Sept 17 APT, Understanding Children's Lives
Module Leader and AIP Swindon and Wiltshire)

Dr. Antonia Beringer
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1H14
0117 3288209
(Sept 17 APT, Dissertation module lead,
Palliative Care Module lead)

Chief external examiners from other institutions are appointed to a suite of programmes to act independently and work with the Faculty in the management of threshold academic standards, ensuring parity of approach to assessment across all awards available.

Programme Team:

Name	Email	Room	Tel No.
Miss Holly Lavigne-Smith (Sept 16 APT and Bristol Children's Hospital AIP)	Holly.lavigne-smith@uwe.ac.uk	2A08	0117 3288818
Dr. Toity Deave (Public Health Research)	Toity.Deave@uwe.ac.uk	1H14	0117 3288225
Christina Maddox (Feb 16 APT, EBP module lead, AIP Bath and North East Somerset)	Christina2.Maddox@uwe.ac.uk	1A04	0117 3288630
Dr. Julie Mytton (Lead for Centre for Child Health Research)	Julie.Mytton@uwe.ac.uk	2C15	0117 3288583
Dominic McCutcheon (Sept 16 APT, Year 2 practice module lead)	Dom.McCutcheon@uwe.ac.uk	Room 2A08	Tel: 0117 3287628
Zoe Veal (September 14 APT, year 1 practice module lead)	Zoe.Veal@uwe.ac.uk	1A04	0117 3288475
Katrina Maine (Sept 15 APT, Delivering Safe and Compassionate Care module lead, AIP Weston and Somerset)	Katrina.Maine@uwe.ac.uk	2A06	0117 3288630
Roopa Lakhani (AIP NBT and CCHP)	Roopa.Lakhani@uwe.ac.uk	1A05	

2. Key Faculty Staff

Pro-Vice Chancellor and Executive Dean – Professor Steven Neill

Head of Department - Sarah Green

Associate head of Department (Child and Midwifery) – Teresa Shalofsky

Programme Leader – Children’s Nursing – Martin Lewis

Co-Programme Leader – Children’s Nursing – Carole Irwin

Roles within the Department of Nursing and Midwifery

Head of Nursing and Midwifery:

The Head of Nursing and Midwifery has ultimate responsibility for the course curriculum. They are required to keep abreast of strategic and political developments within the health sector, and encourage academics to thread these changes through the curriculum. They work in close partnership with practice colleagues to deliver a high quality educational experience. They maintain an overview on key performance indicators. They support academic staff to deliver the vision of UWE, Bristol.

Associate Heads of Department:

Each field of Nursing and Midwifery has an Associate Head of Department who acts as a link between the Head of Department and the academic team, supporting both to deliver high quality education. Associate heads also have responsibility for overseeing projects within the department which enhance learning and teaching and develop the curriculum.

Programme Leader:

Each field of nursing practice at UWE, Bristol will have a programme leader as a core member of the team. They are responsible for overseeing the quality of the relevant courses. They will work closely with academics and practice colleagues to achieve this. An important role of the programme leader is to support their team to design and deliver innovative and creative curriculums. This can be achieved in a number of ways, including the use of technology and service users. Programme leaders take an active role in the approval process ensuring that students are fit to practice upon qualification. Programme leaders will also work in close collaboration with academic personal tutors to ensure that students are being supported, and receive guidance with their nurse education.

Co-Programme Leaders:

The co-programme leader works alongside the programme leader to assist in maintaining quality and supporting students in the area of clinical practice. Part of the co-programme leader role is to source new placement opportunities and maintain links with current placement providers. Co-programme leaders also work closely with the Professional Practice Office to plan and map student placements across the three years.

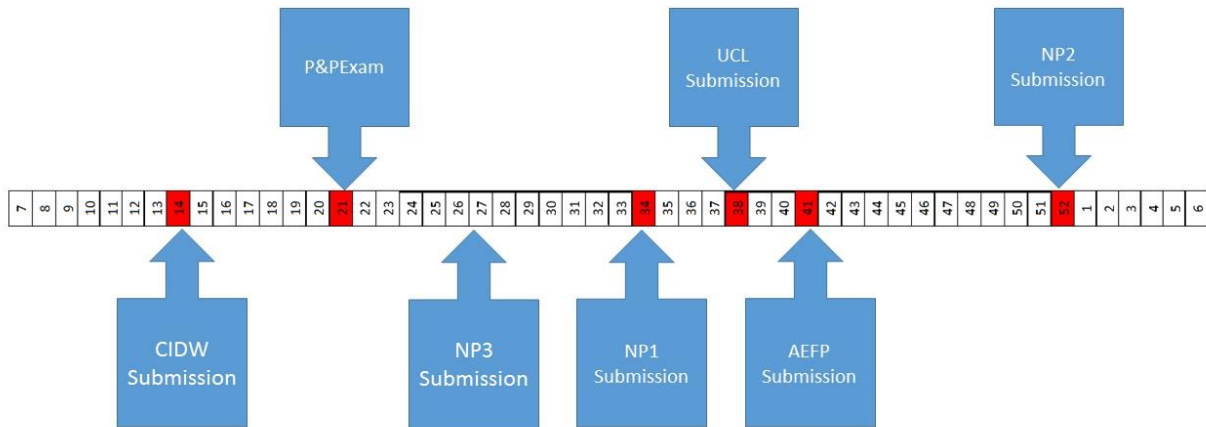
Academic Personal Tutor (APT):

All UWE, Bristol students will be allocated to an academic personal tutor at the start of their programme. The tutor is an academic member of the team. The student will be given opportunities to meet individually with their academic personal tutor during the course of their studies. There will be opportunities to discuss academic and pastoral support needs. The tutor will be able to sign post the student to additional support needs, should this be needed. The academic personal tutor's role is to support the student to achieve their maximum potential whilst studying at UWE.

3. Programme specific information

You are asked to pay particular attention to assessment dates and ensure you check with your academic team if you are unsure when assessments are due. Students are expected to be available during these periods and absence from scheduled assessments may have a significant impact on your studies. Please take care to avoid these dates when planning any holidays.

September 17-Final									
2017/2018			2018/2019			2019/2020			
04-Sep	7		03-Sep	7	UTAP-WCYP	02-Sep	7	NP6/Elective/Erasmus	
11-Sep	8		10-Sep	8	UTAP-WCYP	09-Sep	8	NP6/Elective/Erasmus	
18-Sep	9	Induction	17-Sep	9	UTAP-WCYP	16-Sep	9	NP6/Elective/Erasmus	
25-Sep	10	prog level and APT	24-Sep	10	UTAP-WCYP	23-Sep	10	NP6/Elective/Erasmus	
02-Oct	11	CIDW	01-Oct	11	UTAP-WCYP	30-Sep	11	NP6/Erasmus	
09-Oct	12	CIDW	08-Oct	12	SI	07-Oct	12	NP6/Erasmus	
16-Oct	13	UTAP	15-Oct	13	SI	14-Oct	13	NP6/Erasmus	
23-Oct	14	UTAP	22-Oct	14	UTAP-WCYP	21-Oct	14	NP6/Erasmus	
30-Oct	15	UTAP	29-Oct	15	UTAP-ICNP	28-Oct	15	NP6/Erasmus	
06-Nov	16	UTAP	05-Nov	16	Placement 3	04-Nov	16	NP6/Erasmus	
13-Oct	17	UTAP	12-Nov	17	Placement 3	11-Nov	17	Diss	
20-Nov	18	UTAP	19-Nov	18	Placement 3	18-Nov	18	CM	
27-Nov	19	UTAP	26-Nov	19	Placement 3	25-Nov	19	CM	
04-Dec	20	UTAP	03-Dec	20	Placement 3	02-Dec	20	CM	
11-Dec	21	p&P exam	10-Dec	21	Placement 3	09-Dec	21	Diss	
18-Dec	22	AL	17-Dec	22	Placement 3	16-Dec	22	Diss	
25-Dec	23	AL	24-Dec	23	AL	23-Dec	23	AL	
01-Jan	24	Placement 1	31-Dec	24	AL	30-Dec	24	AL	
08-Jan	25	Placement 1	07-Jan	25	AL	06-Jan	25	Assessment week	
15-Jan	26	Placement 1	14-Jan	26	ICNP evaluation	13-Jan	26	Diss	UTAP-LICN
22-Jan	27	Placement 1	21-Jan	27	Programme Week	20-Jan	27	Diss	UTAP-LICN
29-Jan	28	Placement 1	28-Jan	28	UTAP-DMASC	27-Jan	28	Diss	UTAP-LICN
05-Feb	29	Placement 1	04-Feb	29	EBP	03-Feb	29	Diss	UTAP-LICN
12-Feb	30	Placement 1	11-Feb	30	EBP	10-Feb	30	UTAP-LICN	
19-Feb	31	Placement 1	18-Feb	31	EBP	17-Feb	31	UTAP-TALCN	
26-Feb	32	Placement 1	25-Feb	32	EBP	24-Feb	32	UTAP-TALCN	
05-Mar	33	Placement 1	04-Mar	33	Placement 4	02-Mar	33	UTAP-TALCN	
12-Mar	34	UTAP	11-Mar	34	Placement 4	09-Mar	34	Assessment week	
19-Mar	35	UTAP	18-Mar	35	Placement 4	16-Mar	35	Assessment week	
26-Mar	36	AL	25-Mar	36	Placement 4	23-Mar	36	AL	
02-Apr	37	AL	01-Apr	37	Placement 4	30-Mar	37	UTAP	
09-Apr	38	AEPF	08-Apr	38	Placement 4	06-Apr	38	Placement 7	
16-Apr	39	AEPF	15-Apr	39	Placement 4	13-Apr	39	Placement 7	
23-Apr	40	AEPF	22-Apr	40	UTAP-DMASC	20-Apr	40	Placement 7	
30-Apr	41	Assessment week	29-Apr	41	UTAP-DMASC	27-Feb	41	Placement 7	
07-May	42	Placement 2	06-May	42	UTAP-DMASC	04-May	42	Placement 7	
14-May	43	Placement 2	13-May	43	UTAP-DMASC	11-May	43	Placement 7	
21-May	44	Placement 2	20-May	44	UTAP-DMASC	18-May	44	Placement 7	
28-May	45	Placement 2	27-May	45	AL	25-May	45	Placement 7	
04-Jun	46	Placement 2	03-Jun	46	Placement 5	01-Jun	46	Placement 7	
11-Jun	47	Placement 2	10-Jun	47	Placement 5	08-Jun	47	Placement 7	
18-Jun	48	Placement 2	17-Jun	48	Placement 5	15-Jun	48	Placement 7	
25-Jun	49	Placement 2	24-Jun	49	Placement 5	22-Jun	49	Placement 7	
02-Jul	50	Placement 2/sim	01-Jul	50	Placement 5	29-Jun	50	Transition	
09-Jul	51	Placement 2	08-Jul	51	Placement 5	06-Jul	51	Transition	
16-Jul	52	END OF YEAR	15-Jul	52	Placement 5	13-Jul	52	END OF COURSE	
23-Jul	1	AL	22-Jul	1	UTAP-EOY	20-Jul	1	AL	
30-Jul	2	AL	29-Jul	2	AL	27-Jul	2	AL	
06-Aug	3	AL	05-Aug	3	AL	03-Aug	3	AL	
13-Aug	4	AL	12-Aug	4	AL			AL	
20-Aug	5	AL	19-Aug	5	AL			AL	
27-Aug	6	Intro YR2	26-Aug	6	Intro YR3			AL	



4. Additional Information

Brief overview of the modules contributing to the programme

Modules

The BSc (Hons) / Graduate Diploma Nursing (Children’s) programme consist of a number of different types of modules: -

- Professional Pathway modules (Uni-Professional-Theory and Practice). These are modules that focus on the child field of nursing where you will develop the core skills, knowledge and attitudes required of nurses registered in children’s nursing. These are practice and theoretical modules.
- Interprofessional module. This is a module where all health and social care programmes study together to develop knowledge skills and attitudes that actively promote interprofessional and interagency collaboration. There is an Interprofessional module in year 2.
- Shared learning modules. These are modules where you share the same knowledge base as all nurses and midwives and therefore learn together. For all fields of nursing and midwifery, shared learning modules are undertaken with the other student nurses and midwives during Years 1, 2 and 3.

The programme is full time throughout. There is no part time route available.

You will undertake 15 modules during the three-year programme consisting of 3 professional practice and 12 theoretical modules. Some of the modules are 15 credits and some are 30 Credits. In each year the total module credits total is 120 credits. The modules have been designed to enable you to develop clinical and critical theoretical skills in a steady and accumulative manner. The theoretical modules are designed to inform and enhance the professional practice experience of that academic year.

Clinical skills are taught initially within UWE Bristol and then further developed within the clinical areas. Clinical skills sessions require compulsory attendance prior to your clinical placement – these include Manual Handling, Infection Control, Basic Life Support, Paediatric Life Support and Safeguarding Children. Failure to attend may prevent students from entering clinical practice and may result in a student being put back within the programme with a possible loss of bursary.

There are two progression points that divide the pre-registration nursing programme into three equal parts. These are situated at the end of Year 1 and the end of Year 2. Students cannot move from one year to the next until they have met all the requirements for the current year. Should a student be unsuccessful at the end of Year 1, the NMC allows a 12 week grace period in which a student can achieve and continue with Year 2. The same principle applies to Year 2 moving into Year 3. If it is not possible a student to achieve within that 12 week timeframe, then the NMC requires that the student step off the programme and return with the following cohort once they have completed all modules required for that progression point. All modules are compulsory and must be passed in order to complete the programme.

The modules which make up the BSc (Hons) / Graduate Diploma Nursing (Children's) programme are given in the following table on page13.

Please note the Graduate Diploma Nursing Programme is negotiated on an individual basis, hence it may not follow the structure given in the table on page 13. Please see Programme Leader for more details.

Modules Year 1 120 credits at Level 1	Modules Year 2 120 credits at Level 2	Modules Year 3 120 credits at Level 3
<ul style="list-style-type: none"> • Communication in a Diverse World UZZSMV-15-1 • Physiology and Pharmacology for Nursing Practice UZWSMW-30-1 • Appreciating Evidence for Practice UZWSN3-15-1 • Understanding Children's Lives UZUSN4-30-1 • Participation in the Practice of Children's Nursing UZUSN5-30-1 	<ul style="list-style-type: none"> • Service Improvement for Collaborative Care UZYSNA-15-2 • Evidence Based Practice for Nursing and Midwifery UZWSNB-15-2 • Decision Making and Assessment Skills in Children's Nursing UZUSQQ-30-2 • Implementing Children's Nursing Practice UZUSQR-30-2 • Working with Children, Young People and their families in the community UZUSQT-30-2 	<ul style="list-style-type: none"> • Dissertation – Child Nursing UZURW9-30-3 • Leadership in Children's Nursing UZUSNP-30-3 • Managing Children's Nursing Practice UZUSQS-30-3 • Teaching and Learning in Children's Nursing Practice UZUSQU-15-3 • Choose one module from the list below <ul style="list-style-type: none"> ○ Mental Health and Well-being of Children and Young People UZZSPB-15-3 ○ Promoting Children and Young People's Health in the Community UZURQW-15-3 ○ Nursing in a Diverse World UZTSP3-15-3 ○ Evidencing Work Based Learning UZWSPD-15-3 ○ Palliative care for Children, Young People and Families UZURUM-15-3

The academic year dates are published on the University website, see: <http://www1.uwe.ac.uk/aboutus/termdates.aspx>

Assessment Schedule

The assessment strategy is designed to ensure that the development of appropriate knowledge, skills and attitudes and their application to practice is progressive and increases in complexity during the course. The University's Assessment Regulations and Procedures are followed to monitor and evaluate the progression through each year. These can be found at

<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx> .

Additional information about the assessment process, marking, submissions, and applying for extenuating circumstances / 5 day extension can also be found at <http://www1.uwe.ac.uk/students/academicadvice> .

You are strongly advised to refer to the UWE Bristol intranet and your module handbooks for further information regarding assessment.

Besides the formal role of summative assessment within the programme, students have a role in developing their own skills of self-assessment to enable them to develop both professionally and personally. You will be provided with opportunities to receive formative feedback regarding your progress and will be encouraged to accept responsibility for personal learning and achievement.

Students on the BSc (Hons) /Graduate Diploma Nursing (Children's) programme will experience a range of assessment methods according to the stage of the course, length of the module and subject being assessed. Further details of the assessment will be given in the module handbooks and reiterated by module teams.

Example of assessments

Year 1 Assessment Schedule

Module title	Assessment format
Communication in a Diverse World	1500 word assignment
Physiology and Pharmacology for Nursing Practice	Exam (1.5 hours)
Appreciating Evidence for Practice	2000 word assignment
Understanding Children's Lives	3000 word assignment
Participation in the Practice of Children's Nursing	NMC competencies Yr 1 BLS, Manual Handling and Numeracy

Assessment of Professional Practice Modules

Each year of study contains a practice module in which the student undertakes practice placements. Students are issued with an Ongoing Achievement Record document (OAR) at the start of the programme which details all practice assessments over the 3 years.

The assessment of professional competencies in a practice setting is assessed by a registered mentor in practice as pass/fail in year 1. In year 2, students are assessed as pass/fail and if passed, will receive a formative grade as an indication of their practice quality for personal development. Year 2 students also undertake an Observed Structured Clinical Exam (OSCE) as part of the Year 2 practice module, which is graded and credited towards their degree classification at the end of Year 3. In year 3, students who pass the practice module are assigned a summative grade which is converted into a percentage mark. This mark, in conjunction with the mark for an assessed presentation undertaken at UWE Bristol is credited towards their overall degree classification.

Reassessment of Professional Practice Modules

Reassessment of practice modules is subject to the discretion of the relevant Award Board. **There is no automatic right to a retrieval of practice placement.**

The process of grading of practice over the 3 year programme

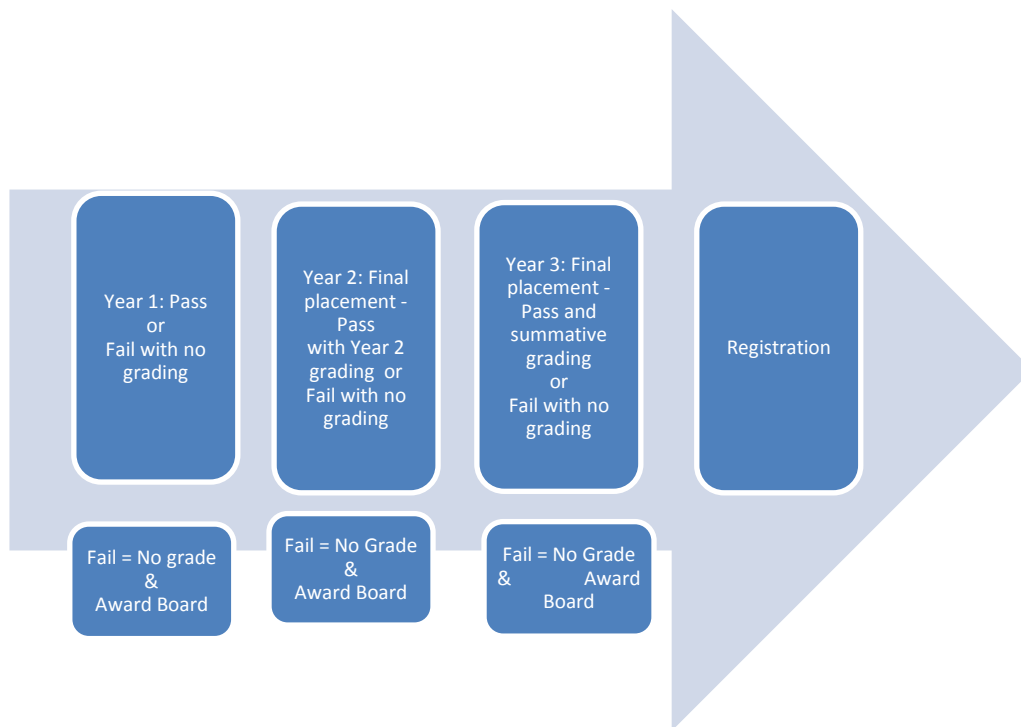
Purpose of grading of practice

The NMC (2010) Standards specify that programme providers give equal weighting in the assessment of practice and theory in contributing to the final award. Therefore limiting the performance student assessment to pass/ fail does not communicate effectively to employers the quality of an individual student's clinical performance beyond satisfactory achievement of being safe and effective. It additionally does not help students entering the register to identify future professional development needs. Therefore UWE Bristol have provided a three-year preparation for a final summative grading process within the last clinical placement.

Year 1 Pass/Fail assessment system with patient /carer feedback gathered as a source of evidence for mentor's assessment. Two completed patient carer forms of feedback should be obtained on each **placement**.

Year 2 Pass/Fail assessment system. First two placements of year 2 are assessed using the PASS/FAIL system. If all competencies and skills are passed during the final placement of year 2, mentors will grade. The mentor is responsible for ensuring there is team consultation to these grades and feedback from patient carer feedbacks are considered as part of this process. This grade will aid students professional practice development towards the **Year 3 summative grading of practice**. This grade does not contribute to the overall degree classification. If all competencies and skills are passed, then the student will be afforded 4 grades. These will be submitted to UWE where the overall grade will be calculated and recorded.

If the student fails year 2 practice but is then successful at the retrieval stage then Year 2 grading will be undertaken as development for student progression.



Year 3. The first placement of year 3 is assessed using the pass /fail assessment system. The mentor during the midpoint review of the final placement should prepare the student for the process of grading and identify student strengths and opportunities to improve grades.

The final placement sign-off mentor is responsible for assessing the student using the pass fail system and also to undertake summative grading of practice. The sign off mentor is responsible for ensuring there is team feedback and that patient carer feedback forms are collected over the 3 years are considered as part of this process.

If the student fails practice placement no grade will be awarded. At the retrieval stage if the student has passed all competencies and skills, then grading will be undertaken. If extenuating circumstances have not been accepted then this grade will be capped at 40%. If extenuating circumstances have been accepted this grade will contribute to the degree classification. Please see the link for further information, <http://www1.uwe.ac.uk/students/academicadvice/assessments/extenuatingcircumstances.aspx>

If all competencies and skills are all passed, then the student will be afforded 4 grades. These will be submitted to UWE Bristol where the overall grade will be calculated and this will then contribute to the students degree classification, alongside the mark for the assessed presentation.

Notification of Results

Provisional Results

The Module Leader will hold the provisional marks. The relevant module handbook will give you a date when provisional marks and work are available for you to view via Blackboard.

Confirmed Results

All results are confirmed by an Award Board. Students can view their confirmed results via myUWE 5 working days after the Award Board has sat.

Progression Criteria

The NMC has set minimum requirements that must be met by the first and second progression points as detailed in the Ongoing Achievement Record. The BSc (Hons) / Graduate Diploma Nursing (Children's) programme has identified additional outcomes that must be achieved by each progression point; these are based on local need, programme design and organisation of learning in practice and will be assessed in theory and practice assessments and in accordance with the university regulations. You will not be able to progress through the programme until you have achieved these minimum requirements.

The Portfolio

A portfolio is evidence showing how you are continuing to build your 'skills, knowledge, attitudes, understanding and achievement' (Brown, 1992) and the maintenance of such a portfolio is an NMC requirement. All pre-registration nursing students therefore keep a portfolio that includes a record of achievement of assessment in theory and practice. The responsibility for maintaining the portfolio belongs to you as a student and the process will help to develop the skills to accumulate a record of development and experience throughout your career.

Your Portfolio of Learning Achievement will be available to you to download via Blackboard and will be utilised during your nursing programme to enhance both your personal and professional development. It is your responsibility to maintain your portfolio, as your portfolio's development will form the basis of discussions with your Academic Personal Tutor when you meet throughout the course and will contribute towards a module assessment in year 3. It is your responsibility to bring your portfolio to meetings with your Academic Personal Tutor. Your Academic Personal Tutor will review your portfolio at least once per academic year.

Placement Information

Much of the information you will require for working in the practice setting is available via the Student Practice Information Document (SPID) and the Practice Support Net <http://www1.uwe.ac.uk/students/practicesupportnet> It is important that you refer to this prior to practice.

ACCESS PLAN FOR PLACEMENTS

An Access Plan is an informal meeting, which gives disabled students or students with a long term health or medical condition an opportunity to discuss their needs around Placements and any support or adjustments that could be put in place for them. Discussions may cover access to the placement, parking and travel, the working day including shifts and nights/weekend work. It may also cover equipment and documentation and anything else that is relevant to their learning experience on placement.

An Access Plan Meeting will not take place until the Disability Service has received sufficient Medical Evidence from the student. Failure to do so, may incur a delay to starting your placement.

There are two types of Access Plan meetings. The Disability Service will either ask you to meet with them face-to-face or arrange a telephone appointment. If a face-to-face meeting is required this would usually involve a Disability Champion from your programme, your Academic Personal Tutor and possibly a representative from the trust. Wellbeing may also attend where appropriate. The meetings will be chaired by one of our Disability Advisers and may last up to an hour.

If you wish to be referred for an Access Plan please contact: your APT/Disability Champion/ Cohort Leader (please amend as appropriate and insert appropriate email address). Alternatively referrals can also be made through the Disability Service: disabilityaccessplans@uwe.ac.uk or 0117 32 86735

Following the meeting you will receive a report, which you should share with your placement supervisor/mentor so they can discuss putting the necessary support in place for you.

If after you receive your report your circumstances change, it is your responsibility to contact the Disability Service to arrange a review.

Brief description of practice allocations.

Throughout the three years, you will be provided with practice placements that facilitate your development of nursing core skills and the achievement of the learning outcomes as outlined in each year of the Ongoing Achievement Record (OAR).

It is recognised that more health care is being delivered in the community and in primary care settings. As part of this the NMC require a range of areas for all pre-registration nurses to complete and so as well as undertaking specialist and generic placements you may also have the opportunity to deliver nursing care in the home, clinic, treatment centre or elsewhere. This is a wide variety and each area will also include a number of learning opportunities to meet and add to the required learning outcomes.

Students enrolled on the children's nursing programme at UWE Bristol are expected to travel to placement areas across the region. Due to the nature of the programme, it is not possible to guarantee placements near to where you live and you may be placed in hospitals within Bristol, Bath, Swindon, Gloucester and Weston-Super-Mare, with community placements in Bristol, Bath and North East Somerset, South Gloucestershire, Gloucestershire, North Somerset and parts of Wiltshire

International and National Opportunities

The Travel Opportunities for Nursing and Midwifery Group (TONMG) support Electives and Erasmus experience. Information about these opportunities can be found at <http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147> The Travel Opportunities link academic for children's nursing is Katrina Maine.

Electives

Details about the elective experience and how to apply are available from the Travel Opportunities for Nursing and Midwifery Group (TONMG)

[https://blackboard.uwe.ac.uk/webapps/blackboard/content/listContent.jsp?course_id= 234705_1&content_id= 4074720_1&mode=reset](https://blackboard.uwe.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=234705_1&content_id=4074720_1&mode=reset)

This is an opportunity for you to extend your nursing practice experience internationally through organisations such as Work the World to experience nursing in a different culture and environment.

Erasmus Opportunities (Year 3)

There are also Erasmus opportunities to practice and study in Europe, where you will have the chance to live, study and practice as part of your degree at another European University. This opportunity offers a unique chance for you to gain new perspectives and valuable clinical and social experience, helps to develop your confidence and cultural awareness, and enhances your employability as a Registered Nurse. The Erasmus opportunity is available at the start of the 3rd year when you will enrol as a student for 3 months at one of our partner Universities. As an Erasmus student, you will receive

guidance and support both to prepare for your experience and during your visit, and importantly you will receive a grant to assist with your finances for the duration of your Erasmus visit.

The partner University will host you during your visit and offer University accommodation. In addition you can apply to learn the local language in the host country through intensive language courses. As part of the Erasmus opportunity, students pay no fees. You need to apply for this opportunity early and there is plenty of information available on Erasmus through the internet and on the Faculty website. Here you will find information about Erasmus, our partner Universities, and how to apply.

Your TONMG Erasmus coordinator is Clive Warn.

Supervision of Learning Days (SoLD)

Supervision of Learning Days are compulsory and act as an opportunity for you to receive academic supervision of theory and practice learning whilst on placement. These days will include structured opportunities for reflective learning, tutorials and self-directed study. The capacity to reflect in action (while doing something) and on action (following an experience) is not new to nurse education. It can be argued, however, that for reflection to be really effective, another person is required to ask the questions that encourage thought processes that are not enshrined purely in introspection, but ensure that meaningful learning takes place. In the clinical environment, reflective activity takes place with the mentor as a catalyst. The programme team at UWE Bristol believes that the students' capacity for reflection can be enhanced through the employment of Supervision of Learning Days (SoLD). These study days will link directly to practice but also provide the students with the time and space to think through experiences in order to develop their understanding, self-awareness and critical skills.

The philosophy that underpins the curriculum not only recognises the importance of a programme of preparation that is practice centred but also acknowledges the need to promote the integration of theory and practice for the achievement of professional competence and confidence as well as developing critical and creative thought.

SoLD aims at strengthening this theory-practice integration in a number of ways by:

- Expanding the opportunity to develop independence, autonomy, flexibility and reflective thinking.
- Using real life scenarios to facilitate learning.
- Using skilled facilitators to encourage student led discussion and learning
- Accessing sources of information to support nursing practice as it is delivered.
- Involving practitioners and specialists in the exploration of nursing issues/studies.

You will meet face-to-face with designated lecturers for SoLD during your practice module as timetabled in years 1, 2 and 3. Please note it is an essential requirement that you participate in these days as SoLD hours contribute to the overall practice hours of your

programme as required by the NMC. Failure to attend SoLD may lead to a professional suitability investigation and a requirement to make up clinical hours at a later date.

Clinical Skills Sessions

All students must attend clinical skills sessions in uniform and appropriate footwear for the skill being undertaken, and with evidence of successful completion of any pre-session work which has been set. This is particularly important for Manual Handling and Basic and Paediatric Life Support sessions, as we are responsible for your health and safety during these sessions. Students who arrive more than 10 minutes late, without their requisite pre-session evidence or dressed inappropriately will be asked to leave. **Non-attendance will affect your ability to go into placement.**

Attendance during the programme

Placement

All placements are compulsory and all students are required to complete a minimum of 2,300 hours of clinical practice to meet with NMC requirements. As evidence of the hours gained on placement, you are required to complete a weekly record of attendance whilst on placement. This should be signed by your placement mentor as an accurate record of placement experience and submitted with the Ongoing Achievement Record at the end of each placement. It is your responsibility to ensure that your timesheets are accurate and signed by your mentor. Failure to do so may result in the need to complete additional hours at the end of the programme and an investigation into your professional suitability.

In addition it is the responsibility of each student to notify the placement area and the Professional Practice Office of absence from placement. It is also important to inform your Academic Personal Tutor of any prolonged absence from a placement. Continued absence of more than 60 days will require you to step of the programme and return when your health has improved.

All students will be introduced to ARC before their first placement. ARC is a management information system designed to cover all aspects of student placement management. This web-based system provides access for nursing students to their placement information, attendance record and absence details with the ability to update their contact information online.

Theory

Attendance at all timetabled sessions is essential and 100% attendance is expected, unless a student notifies their personal tutor that they are sick. All students are required to swipe their student card to provide electronic evidence of attendance and may also be asked to sign a paper register. This programme is NHS funded, and therefore as a professional programme of study, the programme team expects all students to demonstrate a consistently high level of attendance at lecturers, seminars and other taught sessions.

Supervision of Learning Days are an integral part of the practice module. Non-attendance at SoLD is recorded as placement absence, therefore student attendance is monitored and a signature of attendance by the facilitator is required in both the Ongoing Achievement Record and the student's timesheet book.

Monitoring Of Absence

Where non-attendance is giving concern, students will, in the first instance, be requested to discuss the nature of their absence with their Academic Personal Tutor and thereafter with the Programme Leader and/or the Associate Head of Nursing.

Students who do not advise the faculty of the reason for their absence and/ or fail to submit medical certificates when appropriate, may be managed through the Professional Suitability and Professional Conduct Policy. This may result in a student having their bursary suspended and being removed from the programme.

Failure to meet the attendance criteria for both theory and practice elements of the course may also result in registration delay or being unable to register as qualified practitioner.

Intermission & withdrawal from the programme

Students requesting to intermit or withdraw from the programme, for any reason, will be asked to formally confirm this in writing to the Programme Leader. They may need to meet prior to this to discuss the possible options. In the case of intermission an anticipated return date will be discussed. It is the student's responsibility to confirm their request to return at least 16 weeks before the intended start date. The Programme Leader will liaise with the Professional Practice Office in regard to placements.

Uniform policy

Some practice placements will require you to wear uniform. Uniforms will be provided for those placements and should be worn appropriately. Please refer to the Uniform Policy:

<http://www1.uwe.ac.uk/students/practicesupportnet/policiesandprocedures.aspx>

In non-uniform areas there are certain guidelines that you should follow:

- Remember that as a professional, your clothing should reflect a professional image.
- Seek guidance from your mentor about what is appropriate dress for that area.
- Remember that what you wear gives out a message, so try to be aware of what message others may receive.
- Avoid scarfs, necklaces, dangly earrings and long hair that is not tied up – these may be pulled on.
- Wear shoes that are sensible and present a professional image, i.e. no stilettoes, ugg boots, sling backs, trainers or flip flops. Shoes should be lace-up.

- In short; be comfortable, be professional and be aware of how others may view you.

Working part-time whilst studying

The faculty policy allows for your Academic Personal Tutor to give a reference to your prospective employer if you choose to do agency/bank nursing or any other type of part-time work to supplement your income. However, you need to make sure you are working hours that do not conflict with attendance at clinical and practice/theory modules and are not in breach of European Working Time directives. The European Working Time directives allow you to work up to 48 hours a week, including time spent in placement.

If you work when you should have been attending theory modules or clinical practice OR whilst you are off sick, your professional suitability will be called into question and you may be asked to leave the programme.

Pregnancy, Maternity, Adoption and Partner Leave

Please refer to the Student Pregnancy, Maternity, Adoption and Partner Leave Policy and Procedures document at <http://www1.uwe.ac.uk/aboutus/policies>

Trust sponsored students need to inform their line manager and Personnel /Human Resources Department in addition to following the same procedure as per non sponsored students when pregnancy is confirmed. Entitlement to financial support during pregnancy will need to be discussed with your Personnel /Human Resources Department.

Online Supervised Numeracy Test – Student information

Numeracy and calculations are a vital part of a nurse's day to day practice regardless of their speciality. The Nursing and Midwifery directive (NMC 2012) requires all students in a programme of nursing to demonstrate competency in numerical assessment to support the achievement of the 'Administration of Medicines' competency for entry to the NMC register.

For this reason the Nursing and Midwifery Council (NMC) stipulate that all nursing students must undertake and pass, an applied online numeracy test in each year of the programme. At UWE Bristol, the numeracy test is taken each year under supervision during the practice module. The date of the online supervised numeracy test will be indicated on your timetable. **In year 1, students need to obtain a pass mark of 75% to be successful in the online supervised numeracy test.** Students will have up to **four attempts** to pass the online supervised numeracy test. Failure to achieve following the fourth attempt will lead a failure in the practice module and the student will be subject to an award board decision for a further attempt. **Failure to achieve a pass in the online supervised numeracy test could result in withdrawal from the course.**

Before the test

Make sure you gain as much numeracy practice as possible. There are several nursing calculation textbooks available in the library as well as two university resources. On your course page in Blackboard, click on the numeracy link in the resource area. This will take you to a diagnostic numeracy test which was developed in conjunction with the mathematics department. This test will give you feedback and show you a model solution to the answer so that you can improve. There is also a practice test which is a mock of the actual test you will sit. This can be accessed from the Mandatory Training page in Blackboard. You should ensure you use this practice test to familiarise yourself with the question layout and the types of numeracy questions you will be asked. Questions are randomly generated and you may take the practice test as many times as you wish.

You can also gain additional numeracy support from *espressoMaths*, a face-to-face numeracy support service based in Traders at the Glenside Campus – information on *espressoMaths* can be found at

<http://www1.uwe.ac.uk/students/studysupport/studyskills/mathematicsandstatistics.aspx>

In addition, the 'Numerical Assessment in Practice' booklet is designed to support your achievement of numerical skills and Safe Administration of Medicines throughout the 3 years of your programme.

You will receive further details of your numeracy test, number of questions and length of time nearer to the date of your actual test.

In order to support the achievement of the clinical skill of drug calculation, within the Ongoing Achievement Record, you are required to provide evidence of a pass to your mentor, to assist in the achievement of a pass grade for practice. This can be done by printing out your test results. Students who attempt to present false evidence to their mentors will be investigated under the Professional Suitability and professional Conduct policy <http://www1.uwe.ac.uk/aboutus/policies>

5. Communication

The main communication channel used by the University and the Faculty is the UWE student portal, myUWE. The myUWE link appears at the top of the University staff and student intranet home page alongside that of the library and gives you access to the portal, where much of the information relevant to you will appear, including important announcements. MyUWE gives you access to a wide range of course information, including links to Blackboard for modules you are currently studying. Blackboard provides the main communication channel for module specific information and should be checked regularly for new content and announcements.

Also from myUWE you can access your UWE student email account, which you are expected to check regularly (at least twice a week) as this is the email address that the University will use to contact you. If you do not activate this account, or chose to automatically forward emails to a different email account, then the University will not be responsible if you miss important information such as details about classes, assessments, examinations, fees, registration etc.

Please see <http://info.uwe.ac.uk/myUWE/guidance/> for further information on all aspects of your myUWE portal.

Changes to your Programme

We strive, and are expected, to continually enhance our Programmes by responding to feedback from students and other Stakeholders, ensuring the curriculum is kept up to date and our graduates are equipped with the knowledge and skills they need. We may make any such changes to our Programmes without consulting you if the changes will not involve a Material Change.

There may be circumstances where we have to make a Material Change to the Material Information. In these circumstances, we will give you advance notice of the change and inform you about how this change will impact on your Programme and work with you to ensure you understand the reasons for, and the effect of, the change.

A Material change would be a change to the programme from the information we provided to you when we made you an offer of a place on your Programme, which includes:

- *the published details of your Programme*, including: Programme title; entry requirements; what you will study (for example core modules);
- method of study (for example, lectures, seminars, work placements); expected workload including number of contact hours and expected self-study;
- the overall assessment strategy for your Programme (not a change to the balance of assessment within individual modules);
- the award you will receive on successful completion of your Programme;
- location of study or possible locations;
- length of your Programme;
- whether your Programme is accredited by a professional, statutory or regulatory body (PSRB).

Examples of reasons for making a Material Change to your Programme may include:

- a commissioning or accrediting body requires us to add new course content to your Programme;
- in response to feedback from stakeholders or our students;

- where there is an insufficient number of students applying to the Programme/module of a Programme to make running the Programme or module impractical to provide a suitable student experience and/or financially viable;
- to reflect the introduction of new technologies;
- where staff have taken extended leave or left the University;
- following changes to the funding we receive or that students may be eligible for;
- Government legislation

Where we wish to make a material change your rights are defined within the University's [Terms and Conditions](#)

6. Regulations/Policies

Marking criteria

HAAS marking criteria will be provided by your module leader via BlackBoard.

Feedback

Feedback is given continuously throughout the course via personal tutorial, e mail, verbal communication and written communication from practice and also verbal and written communication from lecturers.

The University regulations are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;

Regulations:

<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>

Assessment Offences

In order to ensure that all students are assessed fairly and equitably, it is important that markers are able to be sure it is your own work which is being assessed and that all your assessed work is done within the University rules and regulations. If a marker or invigilator believes that you have committed an assessment offence this will be reported and the allegation will have to be investigated. The University take the committing of assessment offences very seriously. Action is always taken to investigate and follow through any such

cases that are reported. The process and consequences can be found within the UWE Assessment Offences policy.

<http://www1.uwe.ac.uk/students/academicadvice/assessments/assessmentoffences.aspx>

An assessment offence is defined by the University as 'any action which has the potential to give a student an unfair advantage in an assessment.' Plagiarism and collusion are examples of the use of unfair means of presenting work for assessment or of aiding another student to do so.

Plagiarism – Demonstrating that you have read a wide range of material (books, journals or other sources) in writing a piece of coursework is essential, but so is ensuring that you acknowledge that work properly through correct referencing i.e. the naming of authors/sources and the use of paraphrasing, quotation marks or indented paragraphs.

Collusion – You may be asked to work with other students on a project, in class or analysing data, it is essential that any work you hand in for assessment purposes is written up by you on an individual basis. The text and diagrams / pictures etc. you use must be your own. You must be particularly careful if you are sharing a computer with another student or passing information between yourself and others in an electronic format such as email that you do not use someone else's words – or that they use your words.

Non-compliance – it is important that you follow the instructions given to you by staff and adhere to the regulations of the University. For example, non-compliance could include taking unauthorised papers or items into an examination room.

Regulations

The University regulations are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;
<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>

How your degree will be calculated:

Due to variations between the total credit requirements for different degree with honours awards, a single University-wide formula, which uses the same number of credits for all students, is used to calculate degree classifications. This is unless a professional or statutory body requires the use of a different method. Your Programme Leader will be able to advise you if this is the case for your award. The key features of the formula are:

- Only the marks for 100 credits at level 3 and 100 credits at level 2 (or other level 3 credits) are included.
- Marks for the 100 level 3 credits are weighted three times those at level 2.
- Marks used are the best overall module marks a student has achieved.

Please see the UWE website for more information:

<http://www1.uwe.ac.uk/students/academicadvice/degreeclassification>

In addition to the academic regulations, students should pay particular attention to the **IT Acceptable Use Policy** as this defines what you can or cannot do for the protection of systems and of individual users.

Word count policy

<http://www1.uwe.ac.uk/aboutus/policies>

Referencing guide

Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

If you wish to refer to something you have read you **MUST** give a reference for this material.

The University Library provides advice on managing references, see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

Health and Safety

7. Advice and Support

Academic Support is provided through a number of roles and students should seek advice from academic staff on specific matters relating to teaching and learning.

Programme Manager – programme related issues, issues impacting on a number of modules within the programme, programme specific activities happening outside modules

Module Leader – module related issues, issues that affect that module only

Academic Personal Tutor – broader issues relating to teaching and learning at the University

<http://www1.uwe.ac.uk/students/studysupport/academicpersonaltutor>

Online resources and learning support, together with advice from Library Services on managing references and improving your learning, writing and research skills are available, see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills.aspx>

If you need help with a particular mathematical or statistical problem, then just pop along to an *espressoMaths* session, sit down at the *espressoMaths* table, and have a chat with one of the staff on duty; this person will be able to provide you with free user-friendly advice concerning your problem see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/mathematicsandstatistics.aspx>

The University also provides **support to students** relating to a range of matters through the Information Points see:

<http://www1.uwe.ac.uk/students/informationpoints.aspx> and specialist advisers.

Advice on **study-related issues** including assessments can be found at <http://www1.uwe.ac.uk/students/academicadvice/assessments.aspx> and <http://www1.uwe.ac.uk/students/academicadvice/additionalassessmentsupport.aspx> if there are circumstances affecting your ability to study.

Advice on **transferring courses**, taking time out or withdrawing from study can be found at <http://www1.uwe.ac.uk/students/academicadvice/suspendtransferorwithdraw.aspx>

Preparing for your **final year**? Information can be found at <http://www1.uwe.ac.uk/students/inyourfinalyear.aspx>

Prepare for **life after university** with advice and support from UWE. <http://www1.uwe.ac.uk/students/careersandemployability.aspx> **Careers advice** and guidance before, during and after your studies.

Preparing to go on **placement** whilst at UWE:
<http://www1.uwe.ac.uk/students/careersandemployability/placements/findingaplacement.aspx> -
Advice on opportunities for placements or finding placements.

Explore and practice **faith and spirituality** at UWE
<http://www1.uwe.ac.uk/students/healthandwellbeing/faithandspirituality.aspx>

Tuition fees and information on **bursaries and scholarships**.
<http://www1.uwe.ac.uk/students/feesandfunding.aspx>

Residents' guides and **accommodation options**.
<http://www1.uwe.ac.uk/students/accommodation.aspx>

Wellbeing advice, from **staying healthy** to counselling.
<http://www1.uwe.ac.uk/students/healthandwellbeing.aspx>

Advice and guidance for **international students** at UWE.
<http://www1.uwe.ac.uk/comingtouw/internationalstudents/internationalstudentsupport.aspx>

Information on **student feedback and surveys**.
<http://www1.uwe.ac.uk/students/studentexperience.aspx>

Link for information for the **Students Union** and how to become a student representative.
<http://www.uwesu.org/representation/>

Equality and Diversity

8. Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, its employees and to students. The following guidelines provide summary information on the operation of key policies in the context of University activities. If you required further information please contact J Elliott, Insurance and Data Protection Compliance Officer in Financial Services.

Students on University Premises

Indemnification of the University

The University has arranged insurance which provides indemnity in respect of the University's legal liabilities, which it may incur as a result of injury to students on its premises. There is no cover for accidents that are nobody's fault.

Personal accident

Although an element of Personal Accident insurance is included in the University's Overseas Travel policy the University does not provide general Personal Accident Insurance for students. It is the student's responsibility to arrange their own cover should they wish to do so. However, Personal Accident Insurance is available for students belonging to the various Students' Union sports clubs. For further details please contact the Students' Unions Finance Manager.

Fixed Trips

Travel insurance is provided for students undertaking overseas field trips, which are an integral part of their course. An element of Personal Accident insurance cover is included in this policy. However, students undertaking field trips in the UK or overseas may wish to obtain a more comprehensive cover themselves for the duration of the trip.

Sandwich Courses

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. It is expected that the student will be covered by the employer's insurances as they apply to its employees.

Secondment and work experience schemes

Where students are seconded to firms (except for periods of industrial training in connection with sandwich courses) public authorities or other establishments for the purpose of practical training or industrial experience, the insurance arranged indemnifies the University in connection with:

- legal liability incurred as a result of accidental injury to the students themselves
- legal liability incurred as a result of accidental injury/damage to third party persons or property arising out of any University activities.

Special arrangements may be necessary depending on the nature of the work experience. Receiving organisations should be asked to deem students to be employees for the purpose of Employers' Liability and Third Party Liability cover.

Student Overseas Travel

General

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course. Employees are defined as persons with a contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will not apply to other persons who are sub-contracting their services to the University.

No cover applies for holidays or other personal travel. Staff/students should make alternative insurance arrangements for that part of their travel which is not University business.

How to arrange cover

Overseas visits or study periods

Travel insurance cover is provided for students who are required to travel overseas for part of their course.

Claims

Details of any occurrence from which a claim may result must be sent immediately to John Elliott, Insurance and Data Protection Compliance Officer who must be kept fully informed of all developments.