

Faculty of Faculty of Health and Applied Sciences

Version 1

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University of the
West of England

Programme Handbook

The Programme Handbook provides you with a reference point throughout your studies at UWE

**Programme Name: BSc(Hons) Nursing (Learning Disabilities Nursing)
Graduate Diploma Nursing (Learning Disabilities Nursing)**

Programme Leader: Nick Preddy

Campus and Cohort: Glenside Campus 2016 intake

Academic Year: 2016/17

Aim of the Handbook

The handbook is designed to provide information relevant to the 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.

<http://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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Programme team information

Programme Leader:- Nick Preddy

Programme Team: - There are many people who will support your learning over the three years. Please look in your module handbooks for their names and contact details. The LD nursing team are listed below

Name	Main roles	mails all end @uwe.ac.uk	0117 32	Room
Dr Neil Summers	Associate head of school for LD and MH. Teaches EBP in year 2. Academic Personal Tutor Sept 2014 intake	Neil.Summers@uwe.ac.uk	88563	2G23
Kim Scarborough NTF	Senior Lecturer, Academic In Practice and module leader for Complex situations in year 3. Academic Personal Tutor Sept 13	Kim.Scarborough@uwe.ac.uk	88432	2G17
Emma Douglass	Senior Lecturer, and module leader for Nursing Practice 2 and the dissertation. Teaches on the Physiology and Pharmacology module. Also Sept 15 Academic Personal Tutor.	Emma2.Douglass@uwe.ac.uk	88495	2G21
Jarek Turif	Full time lecturer, teaching on, Communication In a Diverse World, Health of Adults, and Nursing Practice 1, Academic Personal Tutor for September 2016	Jaroslaw.Turif@uwe.ac.uk	82094	2G25
Nick Preddy	Senior Lecturer. Programme Leader. Module leader for CiDW, and Building Positive Relations LD module in year 1. Runs Croatia project. Also links with Electives and Erasmus projects.	Nick.Preddy@uwe.ac.uk	88492	2G20
Beth Kruger		Bethany.Kruger@uwe.ac.uk	TBC	2G25
Kim Pankhurst	Senior Lecturer, AiP for Devon and Cornwall, works 3 days a week and is based in Devon	Kimberley.Pankhurst@uwe.ac.uk	-	-
Lesley Russ	Senior Lecturer. Works 2 days a week for UWE and is lead nurse for National research into early deaths of people with learning disabilities with Norah Fry Research Centre	Lesley2.Russ@uwe.ac.uk	86074	2G31
Alan Nuttall	Associate Lecturer/practitioner. Is the Positive Behavioural Support Manager and Quality Auditor for Milestones Trust which provides services in Bristol and South Glos. Works the equivalent of ½day a week at UWE. Contributes to the service development and Year 1 Theory modules.	Alan2.Nuttall@uwe.ac.uk	-	-
Katie Hague-Curtis	Practitioner contributing to programme. School Health Nurse based across 5 different schools. Specialist area is Epilepsy.	Contact via Programme Leader	-	-
Tracy MacDonald	Lecturer – Practitioner currently working for Milestones Trust, Short Breaks Service Specialist area: moving and handling for all LD students, plus practice/skills related topics as required	Contact via Programme Leader	-	-

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.

1. Programme specific information

The full Programme Specifications can be accessed online

<http://info.uwe.ac.uk/programmes/displayentry.asp?code=B7AV&rp=listEntry.asp>

3 year timetable and annual leave

The academic year dates for the BSc(Hons) Nursing programme differ to the standard university year dates published on the University website. You are therefore advised to follow the dates on your Learning Disabilities Nursing programme structure on page 5. If placement weeks contain Bank Holidays you are expected to work them within the placement hours. You are required to have achieved 2300 hours practice experience by the end of the 3 years of the programme. Whilst this 3 year timetable is subject to alteration we would always strive to **not change** holiday weeks, you should refer to the master on the programme BB in your cohort folder.

The programme three year structure on page 6 provides you with the dates for theory blocks, practice placements and your Annual Leave. As a professional course validated by the Nursing and Midwifery Council (NMC) the programme is a 40 week a year course (average over 3 years) and does not reflect the standard leave dates advertised on the UWE webpages so it is vital you follow the structure on page 5 when booking holiday. **Please note Annual Leave dates are set and CANNOT be changed.**

Individual timetables - You should log on and download your own individual timetable and regularly update it/recheck it as timetables are subject to change.

The curriculum structure is based on a model of nursing that puts service users and their carers at the centre of practice and education. The structure also reflects and recognises the development of roles and responsibilities experienced by students in placement learning as they progress through the programme, identifying these as participator (year1), implementer (year2) and manager (year3) of care. The BSc (Hons) / Graduate Diploma Nursing (Learning Disabilities) programme structure is designed to ensure that theory underpins practice. The curriculum takes into account changes in government health and social policy for service organisation and delivery and the Equality Act 2010.

September 2016		Learning Disabilities		17/18		Learning Disabilities		18/19		Learning Disabilities	
				28-Aug	6	Induction year 2		27-Aug	6	Induction year 3	
				04-Sep	7	LD Theory		03-Sep	7	Placement 5	
12-Sep	8		Induction	11-Sep	8	LD Theory		10-Sep	8	Placement 5	
19-Sep	9		CIDW - Theory	18-Sep	9	SI and LD Theory		17-Sep	9	Placement 5	
26-Sep	10		CIDW - Theory	25-Sep	10	SI and LD Theory		24-Sep	10	Placement 5	
03-Oct	11		LD theory And P&P	02-Oct	11	SI and LD Theory		01-Oct	11	Placement 5	
10-Oct*	12		CIDW submission and P&P	08-Oct	12	SI and LD Theory		08-Oct	12	Placement 5	
17-Oct	13		LD theory And P&P	16-Oct	13	SI and LD Theory		15-Oct	13	Placement 5	
24-Oct	14		P&P, AEP and LD theory	23-Oct	14	SI and LD Theory		22-Oct	14	Placement 5	
31-Oct	15		P&P AEP and LD theory	30-Oct	15	SI and LD Theory		29-Oct	15	Placement 5	
07-Nov	16		P&P AEP and LD theory	06-Nov	16	Simulation		05-Nov	16	Placement 5	
14-Nov	17		P&P AEP and LD theory	13-Nov	17	Placement 3		12-Nov	17	Theory	
21-Nov	18		P&P LD theory	20-Nov	18	Placement 3		19-Nov	18	Theory	
28-Nov	19		P&P LD theory	27-Nov	19	Placement 3		26-Nov	19	Theory	
05-Dec	20		P&P LD theory	04-Dec	20	Placement 3		03-Dec	20	Theory	
12-Dec*	21		AEP sub and LD Theory P&P	11-Dec	21	Placement 3		10-Dec	21	Theory	
19-Dec	22		Annual Leave	18-Dec	22	Annual Leave		17-Dec	22	Theory	
26-Dec	23		Annual Leave	25-Dec	23	Annual Leave		24-Dec	23	Annual Leave	
02-Jan	24		Theory	01-Jan	24	Placement 3		31-Dec	24	Annual Leave	
09-Jan	25		NP1 prep for practice	08-Jan	25	Placement 3		07-Jan	25	Theory	
16-Jan	26		Placement 1	15-Jan	26	Placement 3		14-Jan	26	Theory	
23-Jan	27		Placement 1	23-Jan	27	Placement 3		21-Jan	27	Theory	
30-Jan	28		Placement 1	29-Jan	28	Placement 3		28-Jan	28	Theory	
06-Feb	29		Placement 1	05-Feb	29	LD Theory		04-Feb	29	Theory	
13-Feb	30		Placement 1	12-Feb	30	LD Theory		11-Feb	30	Theory	
20-Feb	31		Placement 1	19-Feb	31	LD Theory		18-Feb	31	Placement 6	
27-Feb	32		Placement 1	26-Feb	32	LD Theory		25-Feb	32	Placement 6	
06-Mar	33		Placement 1	05-Mar	33	LD Theory		04-Mar	33	Placement 6	
13-Mar	34		Placement 1	12-Mar	34	LD Theory		11-Mar	34	Placement 6	
20-Mar*	35		P&P assessment and Theory	19-Mar	35	LD Theory		18-Mar	35	Placement 6	
27-Mar	36		P&P LD Theory	26-Mar	36	Annual Leave		25-Mar	36	Placement 6	
03-Apr*	37		P&P assessment and Theory	02-Apr	37	Annual Leave		01-Apr	37	Placement 6	
10-Apr	38		Annual leave	09-Apr	38	LD Theory		08-Apr	38	Placement 6	
17-Apr	39		Annual Leave	16-Apr	39	LD Theory		15-Apr	39	Placement 6	
24-Apr	40		LD Theory	23-Apr	40	Placement 4		22-Apr	40	Annual leave	
01-May	41		LD Theory	30-Apr	41	Placement 4		29-Apr	41	Placement 6	
08-May	42		LD Theory	07-May	42	Placement 4		06-May	42	Placement 6	
15-May	43		Simulation/APT	14-May	43	Placement 4		13-May	43	Placement 6	
22-May	44		Simulation/APT	21-May	44	Placement 4		20-May	44	Placement 6	
29-May	45		Placement 2	28-May	45	Placement 4		27-May	45	Theory	
05-Jun	46		Placement 2	04-Jun	46	Placement 4		03-Jun	46	Theory	
12-Jun	47		Placement 2	11-Jun	47	Placement 4		10-Jun	47	Theory	
19-Jun	48		Placement 2	18-Jun	48	Placement 4		17-Jun	48	transition	
26-Jun	49		Placement 2	25-Jun	49	Placement 4		24-Jun	49	transition	
03-Jul	50		Placement 2	02-Jul	50	Placement 4		01-Jul	50	transition	
10-Jul	51		Placement 2	09-Jul	51	LD Theory		08-Jul	51	transition	
17-Jul*	52		NP1 submission and Placement 2	16-Jul	52	LD Theory		15-Jul	52	finished	
24-Jul	1		Annual Leave	23-Jul	1	Annual Leave					
31-Jul	2		Annual Leave	23-Jul	2	Annual Leave					
07-Aug	3		Annual Leave	06-Aug	3	Annual Leave					
14-Aug	4		Annual Leave	13-Aug	4	Annual Leave					
21-Aug	5		Annual Leave	20-Aug	5	Annual Leave					
28-Aug	6		Annual Leave	27-Aug	6	Annual Leave					
			21 TW + 20PW			20 TW + 22 PW				20 TW + 23 PW	

21+20+20 X40=2437.5 NMC theory hours and 20+22+23x37.5=2437.5 NMC practice hours – final version March 2016

Attendance during the programme

Attendance is a requirement of the NMC and HESW (the body that funds your course fees and NHS Bursaries) and is monitored. Where non-attendance is giving concern students will, in the first instance, be requested to discuss the nature of such absence with their Academic Personal Tutor and thereafter with the Programme Leader and/or the Associate Head of Nursing.

Theory – All sessions require you to SWIPE in for electronic registration, failure to swipe into mandatory session may impact on permission to attend your placement. Also paper registers may be taken at any time during each session and absences are reported to the programme leader for action. Completion of online tasks is also monitored and all tasks should be completed in time as per academic staff instructions.

Placements – All placements are compulsory and students are required to complete a minimum of 2,300 hours of clinical practice to meet with NMC requirements for registration. Students are required to complete a weekly record of attendance whilst on placement. This must be signed by their placement mentor/supervisor as an accurate record of placement experience and submitted with the Ongoing Achievement Record or as indicated in module handbooks.

In addition it is the responsibility of each student to notify the placement area and the **Professional Practice Absence line on 0117 32 83283** of any absence from placement. Also students must inform the module leader of absence from theory sessions (details in module handbooks) and it is also important to inform your Academic Personal Tutor of any prolonged absence (1 week or more). Continued absence of more than 60 days will require you to step off the programme and return when your health/extenuating circumstances have improved. Students who do not advise the faculty of the reason for their absence and/ or fail to submit medical certificates when appropriate, may have their bursary suspended, and be discontinued from the programme.

Monitoring Of Absence - Failure to meet the attendance criteria for both theory and practice elements of the course may result in registration delay or being unable to register as a qualified Practitioners.

Being a Nurse – professional regulation and behaviour

During the programme, students are required to behave professionally at all times. You will study professionalism throughout your course. The Nursing and Midwifery Council (NMC) makes it clear what these standards are in documents such as The Code (NMC 2015). You will be expected to read this document and are required to practice within it at all times.

The NMC (2015) guidance is concerned with safeguarding the public from harm. Your programme places the safety and wellbeing of service users/patients, carers and the public at the heart of all activities. The interests and wishes of individuals who receive care is explored in depth from the first year of the programme. The learning outcomes of the programme place great emphasis on the need to develop and exercise the qualities of kindness, compassion and sensitivity. As well as a thorough introduction to the NMC Code you will also learn the underpinning theory of consent, ethical practice, dignity and communication in a diverse world, prior to your first practice placement. The learning outcomes and skills for practice place the strongest emphasis on the way that students participate in practice, placing the needs and wishes of service users/patients at the centre

of all that they do. The University and our practice partners have robust systems in place to report and promptly respond should students, tutors or mentors have concerns about the well-being or safety of service users, patients or student conduct in practice settings. Examples include: The Practice Support Line, Your Academic Personal Tutor, and the Academic in Practice.

Being a professional nurse requires more than just following the Code while on duty. The Code (NMC 2015) makes it clear that nurses must obey the law, and uphold the reputation of the profession at all times, in both professional and private life, including your professional behaviour at UWE.

You have been required to submit a Disclosure Barring Service (DBS) check before you started the course, this must be cleared within 30 days of commencing the course or professional suitability processes will be instigated unless there are extremely clear extenuating circumstances. In addition to this, students are required to make an annual declaration of good health and good character on-line. This is a requirement of the Nursing and Midwifery Council. What does good health and good character mean? See box below for examples. For more information and the full document, please go to <http://www.nmc.org.uk/education/becoming-a-nurse-or-midwife/when-studying-to-be-a-nurse-or-midwife/>

Good health is necessary to undertake practice as a nurse or a midwife. Good health means that a person must be capable of safe practice.

Good character is also important as nurses and midwives must be honest and trustworthy. Good character is based on a person's conduct, behaviour and attitude. It also takes account of any convictions and cautions that are not considered to be compatible with professional registration and that might bring the profession into disrepute. A person's character must be sufficiently good for them to be capable of safe and effective practice without supervision.

Fitness to practise means having the skills, knowledge, good health and good character to do your job safely and effectively. Your fitness to practise as a student will be assessed throughout your pre-registration programme and, if there are ever concerns, these will be investigated and addressed by the university.

Please note. A false declaration to the above, subsequently discovered, in itself may lead to a student being investigated through UWE Professional Suitability and Professional Conduct Policy. **This could, in turn, lead to discontinuation from the programme.**

Please note that the on-line declaration form for Good Health and Good Character is contained within the ARC system. Any student who does *not* complete their declaration will subsequently *not* be allowed to access their placement details through ARC. As a result the student will therefore *not* be allowed to attend placement.

When you have successfully completed your programme, UWE, Bristol will inform the NMC that you have met the NMC education and practice standards, are of good health and good character and are deemed fit to practice. Fitness to practice is defined by the NMC as

requiring “a nurse or midwife to have the skills, knowledge, good health and good character to do their job safely and effectively.” (NMC, 2015). If you are deemed fit to practise, you will then be eligible to apply to join the NMC register.

It’s not just your professional life which is important, but your personal life also

The following are examples of behaviours that would be considered unprofessional and you are required to inform UWE immediately if you carry out or witness the behaviours. This may lead to UWE investigating the occurrence under the Professional Suitability and Professional Conduct Policy available at <http://www1.uwe.ac.uk/aboutus/policies>.

<p>Aggressive, violent or threatening behaviour</p> <ul style="list-style-type: none"> • verbal, physical or mental abuse • assault • bullying • physical violence 	<p>Cheating or plagiarising</p> <ul style="list-style-type: none"> • cheating in examinations, coursework, clinical assessment or record books • forging a mentor or tutor’s name or signature on clinical assessments or record books • passing off other people’s work as your own
<p>Criminal conviction or caution</p> <ul style="list-style-type: none"> • child abuse or any other abuse • child pornography • fraud • physical violence • possession of illegal substances • theft 	<p>Health concerns</p> <ul style="list-style-type: none"> • failure to seek medical treatment or other support where there is a risk of harm to other people • failure to recognise limits and abilities, or lack of insight into health concerns that may put other people at risk
<p>Dishonesty</p> <ul style="list-style-type: none"> • fraudulent CVs, application forms or other documents • misrepresentation of qualifications 	<p>Drug or alcohol misuse</p> <ul style="list-style-type: none"> • alcohol consumption that affects work • dealing, possessing or misusing drugs • drink driving
<p>Persistent inappropriate attitude or behaviour</p> <ul style="list-style-type: none"> • failure to accept and follow advice from your university or clinical placement provider • non-attendance – practice and theory • poor application and failure to submit work • poor communication skills 	<p>Unprofessional behaviour</p> <ul style="list-style-type: none"> • breach of confidentiality • misuse of the internet and social networking sites • failure to keep appropriate professional or sexual boundaries • persistent rudeness to people, colleagues or others • unlawful discrimination
<p>Criminal offences</p> <p>You have a duty to report to the university immediately if you have been cautioned, charged or found guilty of a criminal offence at any time before commencing or during your programme. Criminal offences, particularly those involving dishonesty, or the use of drugs or alcohol, are likely to raise questions about your fitness to practise.</p>	

Appropriate use of Social Media

The NMC have produced information on social media use and social networking in their *Guidance on Using Social Media Responsibly* (NMC, 2015) which can be read in full via <http://www.nmc.org.uk/standards/guidance/social-networking-guidance/>

Students may jeopardise their ability to join the register if they act in any way that is unprofessional or unlawful on social media, including, (but not limited to):

- Sharing confidential information inappropriately
- Posting pictures of patients and people receiving care without their consent
- Posting inappropriate comments about patients, staff or organisations
- Bullying, intimidating or exploiting people
- Building or pursuing relationships with patients or service users
- Stealing personal information or using someone else's identity
- Encouraging violence or self-harm
- Inciting hatred or discrimination

The Department of Nursing and Midwifery investigates cases of irresponsible social media use through its Professional Suitability and Professional Conduct Policy <http://www1.uwe.ac.uk/aboutus/policies> The majority of these cases come to the departments attention via students who recognised their duty to raise concerns about another students behaviour (see Raising Concerns below).

How to use social media responsibly

Be informed – know how individual social media applications work and be clear about their advantages and disadvantages.

Think before you post – it is important to recognise that even the strictest privacy settings have limitations. Once something is online, it can be copied and redistributed, e.g. screenshot.

Protect your professionalism and your reputation – if you are unsure whether something you post online could compromise your professionalism or reputation, think about what the information means to you in practice and how it affects your responsibility to keep the Code. It's important to consider who and what you associate with on social media. Acknowledging someone else's post can imply you endorse or support their point of view. It's also important to consider what you have posted in the past.

Raising Concerns – As a student nurse, you have a professional duty to report any concerns from your placement or university which put the safety of the people in your care, or the public, at risk. *The Code* (NMC, 2015) states you must

“act without delay if you believe that there is a risk to patient safety or public protection”.

For information on what might constitute a concern, please see *Raising Concerns: Guidance for Nurses and Midwives* (NMC, 2015) available at <http://www.nmc.org.uk/standards/guidance/raising-concerns-guidance-for-nurses-and-midwives/>

To help you raise a concern, the Department of Nursing and Midwifery at UWE, Bristol has developed a flow diagram with the title **Nursing Students – Raising and Escalating Concerns in Practice**. This is available from <http://www1.uwe.ac.uk/students/practicesupportnet/policiesandprocedures.aspx>

You should also familiarise yourself with the Professional Suitability and Professional Conduct Policy available at <http://www1.uwe.ac.uk/aboutus/policies>

Failure to meet the professional or academic standards will mean that you will be required to withdraw from (leave) the programme.

Teaching and Learning

Brief overview of the modules contributing to the programme

Modules

The BSc (Hons) Nursing Programme consists of a number of different types of modules with a total of 13 modules taken in the 3 year programme: -

- Professional Pathway modules (Uni-Professional-Theory and Practice). These are modules that focus on your specific field of nursing where you will develop the core skills, knowledge and attitudes required of nurses registered in your chosen field. These are practice and theoretical modules.
- Interprofessional modules. These are modules 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. For all fields of nursing shared learning modules are undertaken during years 1, 2 and 3.

The programme is full time over three years and must be completed within 6 years. There is no part time route available but those students who have transferred to a part-time arrangement must complete the programme within the agreed time in their individualised plan.

Level 1 Level 2	<p>Compulsory modules – Year 1</p> <ul style="list-style-type: none"> • Communication in a Diverse World UZZSMV-15-1 (shared learning) • Appreciating Evidence for Practice UZWSN3-15-1 (shared learning) • Physiology and Pharmacology for Nursing Practice (shared learning) UZWSMW-30-1 • Building Positive Relationships with people who have Learning disabilities – UZZSN8 - 30-1 (uni-professional) • LD Nursing practice 1 module – UZZSN9-30-1 (uni-professional) 	<p>Interim Awards:</p> <p>Cert HE Health & Social Studies</p> <ul style="list-style-type: none"> • Credit requirements <p>120 credits of which not less than 100 credits are at level 1 or above</p> <p>Dip HE Health & Social Studies</p> <ul style="list-style-type: none"> • Credit requirements <p>240 credits of which not less than 220 credits are at level 1 or above and not less than 100 credits are at level 2 or above</p> <p>BSc Health and Social Studies</p> <ul style="list-style-type: none"> • Credit requirements:
Level 2	<p>Compulsory modules – Year 2</p> <ul style="list-style-type: none"> • Service Improvement – a collaborative approach UZYSNA-15-2 (inter-professional) • Evidence Based Practice for Nursing and Midwifery UZWSNB-15-2 (shared learning) • Meeting the health needs of people with learning disabilities – UZZSNJ-45-2 (uni-professional) • LD Nursing practice 2 module – UZZSNK-45-2 (uni-professional) 	<p>300 credits of which not less than 280 credits are at level 1 or above, not less than 60 are at level 2 or above and not less than 60 are at level 3 or above.</p> <p>Default Award: BSc Nursing</p> <ul style="list-style-type: none"> • Credit requirements: Achievement of all modules with the exception of Dissertation, however it is expected the Dissertation is attempted. <p>Target/highest Award:</p>

Level 3	<p>Compulsory modules – Year 3</p> <ul style="list-style-type: none"> Nursing and Midwifery Dissertation UZWSNL-30-3 (shared learning- however you each have a dissertation supervisor who oversees your research project) Choice module – 15 credits (shared learning) Management of Complex Situations in Service for people with Learning Disabilities – UZZSNT-30-3 (uni-professional) LD Nursing Practice 3 module – UZZSNU-45-3 (uni-professional) 	<p>BSc (Hons) Nursing</p> <ul style="list-style-type: none"> Credit requirements <p>360 credits of which not less than 340 credits are at level 1 or above, not less than 200 credits are at level 2 or above and not less than 100 credits are at level 3 or above</p> <p><i>BSc Nursing and BSc (Hons) Nursing awards provide eligibility to apply for Nursing and Midwifery registration providing all NMC requirements are met.</i></p>
	<p>BSc(Hons) 120 credits level 1 120 credits level 2 120 credits level 3</p> <p>(Please note the Graduate Diploma Nursing Programme is negotiated on an individual basis, hence not presented as standard structure above. Please see Programme Leader for details)</p>	

Clinical skills are taught within UWE and then further developed within the clinical areas. Clinical skills sessions require **compulsory** attendance prior to your clinical placement such as, Manual Handling, Infection Control, Basic Life Support, and Positive Behavioural Support. Previous course attendance is not recognised so full attendance is mandatory. Failure to attend may prevent students from entering clinical practice and result in being put back within the programme and possible loss of NHS Bursary.

All students must attend clinical skills sessions in appropriate dress and footwear for the skill being undertaken. The LD academic staff will let you know what this means as LD nurses have to learn what 'ordinary' clothing is suitable to do clinical skills as most placements do not require uniforms. This is particularly important for Manual Handling, Positive Behavioural Support and Basic Life Support sessions, as we are responsible for your Health and Safety during these sessions. Students who arrive more than 10 minutes late or dressed inappropriately will be asked to leave. **Non-attendance will affect your ability to go into placement.**

Placement information

Much of the information you will require for working in the practice setting is available via the Practice Support Net <http://www1.uwe.ac.uk/students/practicesupportnet> and there are folders in the Programme BB. You should access both of these and familiarise yourself.

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 Student Ongoing Achievement Record(OAR). You will have 2 placements each year.

Service for people with Learning Disabilities are a mix of NHS, independent and Voluntary Sector (IVS) and family. In addition people with LD access primary and acute healthcare settings and the prison healthcare services. Also the skills of the RNLD are highly valued in Head/Brain Injury services, Disability Services and Dementia Services. Therefore your placements will reflect this wide spread of possible areas where you might work when qualified. As well as undertaking specialist and generic placements you will also have the opportunity to deliver nursing care in the home, clinic, treatment centre or elsewhere. A varied number of learning opportunities will be possible during these allocations to meet the required learning outcomes within different care settings. In order to provide you with this variation, nursing students at UWE, Bristol are expected to travel to placements areas across the region. Due to the nature of the programme, it is not possible to guarantee placements near to where you live however students can request placements to be in Cornwall, Devon, Dorset, Somerset or Gloucestershire and we try our hardest to fulfil this request but cannot guarantee them. Students cannot request all placements to be in other areas in the region e.g. Swindon, Wiltshire, Bristol or Bath, as placement capacity means students will have to attend where the placement is allocated.

Students allocated a placement for which travel or accommodation may be necessary are advised to make an appointment with a student advisor to discuss their eligibility for claiming travel and accommodation costs and to claim for a short term placement expenses loan **immediately they learn of their allocation**. Do not wait as delay in requesting this short term loan can lead to financial hardship. If you receive a bursary your placement travel expenses will be reimbursed by NHS Bursaries on the completion and processing of a travel claim which you download from your Bursary log in. If you do not receive a bursary it is important you let the Programme Leader know at the start of your course.

Students will be introduced to ARC. 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 and absence details with the ability to update their contact information online. This is also where the annual good health and good character forms are held and signed electronically.

All placements have to meet the NMC standards for placement learning. They are audited and students evaluate each placement. Students often ask about having a placement in an area that is not audited. If you know of an area that could make a good learning placement let the AiP/programme leader know so they can visit and see if we can develop the area as a future placement.

You are required to work the full rota experiencing both early shifts, late shifts and office hours shifts, including night duty, in order to meet the NMC criteria. If a Bank holiday falls in a placement that is open on these days you are expected to work and the hours will be factored into the NMC requirements for 2300 hours practice.

Supervision of Learning Days (SoLD)

Supervision of Learning Days are 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, online tutorials, directed and self-directed study. The capacity to reflect in action (while doing something) and on action (following an experience) is not new to nursing education. In the clinical environment, reflective activity takes place with the mentor as a catalyst. The nursing team at UWE 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 for you to develop independence, autonomy, flexibility and reflective thinking.
- Using on-line activities to facilitate cohort activities
- Using real life scenarios to facilitate your 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 normally online but there are 3 programme dates where you meet face-to-face with year 1, 2 and 3 students and academic staff. Please note it is an essential requirement that you participate in these days as SoLD hours contribute to the overall practice hours required by the NMC. This includes full participation in online SoLD days. Non participation will result in the hours being deducted from your placements hours on ARC.

Uniform

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 must follow:

Remember that as a professional your dress should reflect a professional image, therefore no slogans, profanity or images which might cause offence.

- Seek guidance from your mentor about what is appropriate dress for that area and adhere to the placement organisations dress policy.
- Ensure hand washing can take place effectively.
- Clothing must be clean.
- Remember that what you wear gives out a message and so try to be aware of what message others may receive. Short shorts or short skirts/dresses are not appropriate.
- Avoid necklaces, dangly earrings and long hair that is not tied up – these may be pulled on. Some placement areas do not allow jewellery to be worn.
- Wear shoes that are sensible, e.g. no high heels, no sling backs, no sandals, shoes must fully support the foot. They should be lace-up.

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

Use of Information technology within the programme

By the time you are qualified, the NHS requires all graduates to be IT literate and completion of the LD nursing course ensures you have the necessary IT skills. Qualified nurses need to be able to use online learning platforms to continue developing their knowledge and skills and increasingly specialist nurses use IT as their main form of contact with peers and to reduce travelling. Also there is a growing tele-medicine service and environmental control systems to enable people to live more independent lives. Therefore the qualified RNLD must be comfortable with the use of IT. To help you meet this requirement the Faculty's e-learning strategy provides a flexible framework for students to engage in the use of new technologies and e-learning approaches to Support Learning. Also each year you will have designated sessions where academic staff will introduce you to our online learning materials. Therefore this programme is committed to developing student's skills in using information and communication technologies to retrieve, organise and present information and to enhance their learning.

The Programme is supported by the use of on-line information technologies such as BlackBoard available from the University home page <http://www.uwe.ac.uk/?page=1> within MyUWE. There will be support for all modules giving a flexible approach to learning and hopefully encourage you in becoming an enthusiastic and independent learner. If you are having any problems with using our IT systems please first see if there is a server problem by looking on the UWE website before contacting individual staff. Information can be found at <http://www1.uwe.ac.uk/its/> where there is also links to BlackBoard Support. The IT support Centre at Glenside in 1H40 is helpful and we have found student who cannot access some systems have issues with their own hardware and software and the technicians can help you identify these problems. If you are not attached to the correct module BlackBoard please email the Module Leader to see if you have been attached, if you are not them email your programme leader, the programme leader does not have access to all your BlackBoards so it is important you speak to module leaders first.

Assessment and Progression

You are asked to pay particular attention to assessment dates in module handbooks 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 and progression. Please take care to avoid these dates when planning any holidays.

Assessment strategy

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, extenuating circumstances etc. can 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 are often given **formative assessment** activities; these are an integral element of the assessment strategy and **must be completed**. Formative assessment is not discretionary. Students also have a role in developing their own skills of self-assessment to enable you 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 in modules and in APT meetings.

Students on the BSc(Hons) Nursing (Learning Disabilities) 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.

Year 1 Assessment Schedule - examples

Module title	Assessment format
Communication in a Diverse World	1500 word assignment
Physiology and Pharmacology for Nursing Practice	Exam (1.5 hours) 2000 word assignment
Appreciating Evidence for Practice	2000 word assignment
Building Positive Relationships	3000 word assignment

Assessment details for modules in Year 2 and 3 will be given during the course.

The Faculty has special arrangements for students with a disability. More information about this is available from our student advisors who can be accessed from <http://www1.uwe.ac.uk/students/studysupport/disabilityservices.aspx>

Details of assessment procedures can be found at: <http://www1.uwe.ac.uk/students/academicadvice/assessments.aspx>

Assessment of Professional Practice Modules

Each year of study contains a practice module in which the student undertakes 2 practice placements. Students are issued with an Ongoing Achievement Record document (OAR) before the first practice placement which details all practice assessments over the 3 years.

A component of assessment of professional competencies in a practice setting is assessed by a mentor in practice as pass/fail only. In year 2 of the LD nursing programme part of the assessment for practice is passing the professional competencies, formative grading, and a skills exam (OSCE) which means the practice module also has a percentage mark awarded to it and unlike year 1 is not just a pass/fail module. In year 3, students who pass the

practice module are also assigned a grade and undertake a controlled conditions element at UWE giving a percentage mark that counts towards their overall degree classification. Manual Handling, Basic Life Support and Numeracy tests are all linked to passing the practice module and are all compulsory.

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 part. Should you be unsuccessful at the end of Year 1, the NMC allows a 12 week grace period in which you can achieve year 1 competencies and credit and continue with Year 2. The same principle applies to Year 2 moving into Year 3. If it is not possible for you to achieve within that 12 week timeframe, then the NMC requires that you step off the programme and return with the following cohort once you have completed all modules required for that progression point. All modules are compulsory although you do have a choice in year 3 to follow a topic of interest related to learning disabilities nursing.

The last 4 weeks of the programme are considered 'transition time' to help you consolidate your clinical skills and confidence in the period immediately prior to registration and help you in the transition from student to qualified practitioner. This time also allows for any resubmissions to be submitted or practice issues such as not having the required 2300 hours practice to be remedied.

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 pre and post qualification. All pre-registration nursing students will 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 utilised during your nursing programme to enhance both your personal and professional development. It is your responsibility to maintain your portfolio as your portfolio development will form the basis of discussions with your Academic Personal Tutor when you meet throughout the course. In LD nursing mentors also expect to see your portfolio and to see evidence of meeting the NMC criteria as detailed in the OAR. It is your responsibility to bring your portfolio to meetings with your Academic Personal Tutor and your practice mentor. Sign off mentors in your last placement take particular interest in your portfolio. Your Academic Personal Tutor will review your portfolio at least once per academic year and you are required to ensure they sign it after your first placement in each year. Elements of your portfolio will contribute towards your year 3 theory module assessment so it is important that you start developing this during your first placement.

Online numeracy test

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 cohort page in Blackboard, click on the maths test link where you will find some additional resources. 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>

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 further attempt.

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 either via Blackboard or in the method written in your module handbook.

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.

Intermission and withdrawal from the programme

Students are supported to continue on the programme and if you are experiencing problems you should speak to the programme leader at the earliest opportunity. Students requesting to intermit or withdraw from the programme, for any reason, will be asked to meet the programme leader to discuss the issue with the aim of providing support and advice, they will then be required to formally confirm any decision made in writing to the programme leader. In the case of intermission an anticipated return date will be discussed. Due to NHS Bursary funding and placement capacity students must contact the programme leader to develop a retuning plan. 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.

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>

Non-standard calculations

If the total credit value of the best module marks at level 3 add up to more than 100, only part of the credit for the module with the lowest mark will be used in the level 3 calculation. The remaining credit will be carried over to the level 2 set of marks and treated as a level 2 module. The partial module credit and the mark may then be included in the best overall marks if it falls into the best 100 credits at level 2.

For example:

A student has 5 x 30 credit modules at Level 3 and 3 x 30 credit modules at Level 2.

Level 3 marks (ranked in order – highest first)	Credit size	Running total (100 max)
69%	Module A – 30 credits	30 credits

58.1%	Module B 30 credits	60 credits
56%	Module C – 30 credits	90 credits
52.2%	Module D – 30 credits	100 credits (10 of the 30 credits are used in the level 3 calculation)
48.8%	Module E – 30 credits	Not included in the calculation as this is the lowest mark
Level 2 marks (ranked in order – highest first)	Credit size	Running total (100 max)
65%	Module F – 30 credits	30
60.9%	Module G – 30 credits	60
55.3%	Module H – 30 credits	90
52.2% (level 3 module, moved down to level 2)	Module D – 30 credits	100 (10 of the 30 credits are used in the level 2 calculation)

In exceptional circumstances for example, where some of module marks are not expressed as percentages, or where the credit total includes modules awarded as Accredited Learning, the total credits counting towards the classification at one or both levels may be lower than 100 credits. In these circumstances the degree will be calculated on the basis of all available marks at each level.

International and other travel opportunities

Electives - Details about the elective experience and how to apply will be circulated through BlackBoard. This is an opportunity for you to extend your nursing practice experience outside of UWE audited placements, or internationally through organisations such as Work the World travel, to experience nursing in a different culture such as Africa. Further details of this will be available at the start of year 2.

Croatia - Students can also undertake an opportunity to work in Croatia in the Service for people with Autism. More information on these opportunities including submission dates for application will be communicated via BlackBoard

Erasmus Opportunities - 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 (Finland or Norway). 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 in Student Net on the Faculty website. Here you will find information about Erasmus, our partner Universities, and how to apply. Your Erasmus coordinator is Clive Warn.

2. Additional Information

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. It is recommended you do not work more than 12 hours a week during study/placement weeks. It is also recommended you do not work as a paid employee whilst also allocated to a placement area. It is therefore preferable if you ensure your workplace details are on ARC so you are not allocated to the same area. This is important as if working at a paid employee and as a student roles can become blurred impacting on learning and possibly causing issues in relation to what a student is NOT allowed to do that a paid employee might do.

If you work when you should have been attending theory modules or clinical practice OR whilst you are off sick, disciplinary action will be taken and you may be asked to withdraw from the programme. Working during times when you are receiving bursary to attend UWE/practice may be investigated as fraud by NHS fraud.

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.

The Faculty academic standards are:

Faculty of Health and Applied Sciences Academic and Professional Standards and Behaviour – a guide to students on health and social care programmes

As a student on health and social care programme I agree to demonstrate –

Respect for others by:

- Showing courtesy and being respectful to colleagues, staff and the public at all times
- Maintaining the dignity and privacy of individuals in all care situations.
- Valuing and respecting the views, beliefs, and rights of all individuals.
- Embracing difference and valuing diversity; taking steps to promote, tolerance, respect, dignity and equality for all.
- Promoting a work and learning environment free of bullying, harassment and discrimination.
- Promoting an environment conducive to learning by contributing actively and equitably to learning and teaching activities, whilst minimising the risk of unnecessary disruptions.

Professional responsibility by

- Engaging in actions that benefit others and minimise the risk of harm.
- Acting in the best interest of individual service users and carers.
- Demonstrating reliability and punctuality in attendance and adhering to agreed procedure for reporting of non-attendance.
- Adhering to appropriate dress/uniform code, including, maintaining appropriate hygiene; taking pride in personal appearance.
- Working collaboratively and harmoniously, as a member of a multi-disciplinary team; respecting the views, expertise and contributions of others.

Social responsibility by

- Respecting and making appropriate use of University, Faculty and practice placement facilities and services; including use of books, computer, and other teaching/learning resources.
- Ensuring own actions and behaviour enhance the profession's reputation and the public's confidence.
- Maintaining high personal standards in all settings; refraining from actions that can be construed as dishonest, fraudulent and unprofessional.

Professional integrity by

- Maintaining honesty and openness in all encounters with service users, academic and service staff, and student colleagues.
- Refraining from accessing and sharing information in practice and academic settings without appropriate authorisation.
- Accepting responsibility and accountability for own actions.
- Ensuring that confidentiality and security of information are maintained at all times.

- Taking appropriate action to report situations and incidents that may harm the safety and well-being of others.

Professional competence by

- Practicing safely at all times by meeting required standards of competence.
- Responding appropriately to individuals' needs and providing safe and competent care.
- Accepting responsibility for own learning and responding appropriately to constructive criticisms.
- Acknowledging limitations in own knowledge, skills and competence; seeking help and guidance as and when necessary.

Academic integrity by

- Ensuring academic honesty in all course work; including examinations, research activities, and assessment of clinical competence.
- Ensuring academic work submitted reflects own effort with credit given to the work of others.

Failure to meet the professional or academic standards will mean that you will be required to withdraw from (leave) the programme.

You should familiarise yourself with the professional suitability policy and student conduct policy which are available via <http://www1.uwe.ac.uk/aboutus/policies>

3. Key Faculty Staff

Pro-Vice Chancellor and Executive Dean – Professor Steven Neill

Head of Department - Sarah Green

Associate head of Department (Learning Disabilities and Mental Health) – Neil Summers

Programme Leader – Learning Disabilities Nursing – Nick Preddy

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 with service users and family carers. 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. Communication

Academic Personal Tutor (APT): All UWE Bristol students will be allocated to a 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 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 support tutor will be keen to support the student to achieve their maximum potential whilst studying at UWE.

Academics in Practice (AiP): These lecturers spend a proportion of their time in clinical practice supporting the development of good learning environments. They may offer support to students and mentors when needed and also support students who are not achieving and have been referred or failed in practice. AiP's can support the student and mentor with development of action plans, and how students can achieve formulated goals. If students have additional health needs, AiP's can provide advice, support and referral to support systems at UWE.

4. 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](#)

5. Regulations/Policies

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 Academic Regulations.

An assessment offence is defined by the University as 'Passing off the work of others as one's own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism (stealing someone's words or ideas and passing them off as your own) and other breaches of assessment or other examination regulations or procedures. Cheating, collusion and plagiarism are 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 by disc or 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 or falsely claiming extenuating circumstances or late work.

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

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>

Marking criteria: Marking criteria will be available from each module leader and should be in module handbooks or on the module BlackBoard. If you are not given this ask the module leader for it.

Feedback: Feedback can be formative or summative and details of feedback opportunities and dates when you can expect to receive summative feedback will be in your module handbook.

Health and Safety: Health and safety is everyone's responsibility. If you notice a potential hazard on one of the UWE Bristol campuses, or when on placement which may impact on the health and safety of yourself and others, you have a responsibility to report it. The university health and safety policy can be found at 28

<http://www1.uwe.ac.uk/aboutus/policies> When on placement, you should refer to the health and safety policy for that area.

Confidentiality: Confidentiality is important not only when working in practice but within the group, SOLD days and in written assignment. Please ensure you read the Confidentiality

document available from

<https://simita.uwe.ac.uk/HAS/students/MaintainingConfidentiality.pdf>

Professional Suitability and Professional Conduct: Programmes which lead to professional registration and/or a licence to practice in a professional context require a student to demonstrate professional suitability and conduct. Concerns about a student's professional suitability to undertake a professional programme of study or concerns about their professional conduct are assessed and monitored under the university's professional suitability and professional conduct policy and procedure. For information on this policy, see <http://www1.uwe.ac.uk/aboutus/policies>

6. 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 Leader - 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 (APT) – broader issues relating to teaching and learning at the University –

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

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://www.cems.uwe.ac.uk/mslc/>

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/academicappeals.aspx> and details regarding circumstances affecting your ability to study can be found at <http://www1.uwe.ac.uk/students/academicadvice/assessments/extenuatingcircumstances.aspx>

Advice on **transferring courses**, taking time out or withdrawing from study can be found at <http://www1.uwe.ac.uk/students/academicadvice/changingdirection.aspx> **However please note transferring courses in nursing is subject to programme leaders approval, places being available and HESW agreement to transfer funding, for advice on this you should also see your programme leader.**

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.

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 **student Union** and how to become a student representative.

<http://www.uwesu.org/representation/>

Equality and Diversity <http://www.uwe.ac.uk/groups/equalityanddiversity/>

7. 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 information on the operation of the 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, or click on the following link for the University's Insurance Guidelines:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/InsGuide.pdf>

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 which are nobody's fault.

Assistance in emergencies to students with a disability

A Student will be indemnified against the University's legal liability when assisting a student with a disability during emergency evacuations, or drills for them, in the following circumstances:

- a) Where he/she has acted under the supervision of, or following instructions given by a member of the University's staff.

- b) Where he/she has acted in a voluntary capacity and in a reasonable manner in the absence of instructions from authorised persons.

Extra mural activities

Insurance protection is in place where an accident occurs during the course of an event **and** where the University is legally liable. In the case of events such as those organised by the Students' Union or by outside bodies where an accident occurs as a result of negligence on the part of the organisers, any claim would normally be brought against them as it would be unlikely that the University would be held legally liable.

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.

Students visits to outside organisations

When visits are made to exhibitions and places open to the general public, no application for insurance should be made. Many firms, particularly the larger ones, encourage visits by the public in organised parties and although the premises may include workshops and laboratories the majority of host organisations will not require to be indemnified.

Should firms require a written indemnity they should be asked to indicate precisely what they wish to be indemnified against. The Administrative/Advisory Officer must then be asked to provide the appropriate statement of indemnity.

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. If the University is asked to give a disclaimer to be signed by or on behalf of visitors on field trips, advice should be taken from the Administrative/Advisory Officer.

Sandwich Courses

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. The University has no responsibility to indemnify such a firm; the employment is a private arrangement between the student and the firm and the student cannot be regarded as being seconded from the University. 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:

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

Personal Accident insurance is not provided by the Students' Union for students placed on work experience schemes as part of a University course. 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. If this request is not accepted, the Administrative/Advisory Officer must be contacted for advice. It has been established that Government departments will not agree to the request.

If a University department is asked to provide a period of work experience for pupils of any school, it will be the responsibility of the school to arrange their own personal accident insurance. In the case of persons employed at the University under work experience schemes all arrangements are dealt with by Human Resources.

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

Cover is automatic for UWE staff and students who travel overseas on designated University activities. There is no requirement to complete a proposal form or pay a premium.

Summary of insurance cover and pre travel advice, please click on the following link:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/btravel2.pdf>

How to make claims

Claim forms can be accessed via the Financial Services (insurance) web page

<http://www.uwe.ac.uk/finance/sec/insurance/>. Students will be expected to settle their own

claims directly with Insurers. However, you may contact the Administrative/Advisory Officer on ext. 82607 for advice. The contact number for the Insurers, U.M. Association Ltd. Is 0207 847 8681.

The Global Security Centre Security & Incident Management Support Service

This support service is provided as part of the travel cover to assist travellers caught up in any security or other major incidents whilst overseas on University business. The Global Security Centre also provides online destination advice, e.g. Country Risk Forecasts and City Briefs, to travellers prior to starting their journey. Please see the summary of cover for details of this service by clicking on the following link:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/btravel2.pdf>

Students travelling by private, public or University transport

Where students drive private cars or are passengers in private cars, whether they are travelling to or from the University for the purpose of attending classes, or from the University in connection with visits arranged by teaching staff, the University has no insurance responsibility. Any motor claims would be processed under the insurance policy covering the motor vehicle. Similarly, where students travel in a party by coach or train, claims would be dealt with through the carrier's insurance. Students are not regarded as being in the University's employment so their cars do not need to be insured for business use. Any passengers will be covered by the normal third party insurance (part of the Motor policy) effected by the student. Where students are passengers in a car driven by a member of staff and are on University business, they should check that the driver's insurance permits the use of the car on the employer's business. In practice, insurance companies prefer to extend cover to include business use and this may have been done on a standard basis but, if this is not the case, the driver may not be covered by insurance while carrying students.

Overseas visits or study periods

Travel insurance cover is provided for students who are required to travel overseas for part of their course. Details can be found at:

http://imp.uwe.ac.uk/imp_public/displayEntry.asp?URN=5067&%3BpID=16

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. This is particularly important concerning possible liability claims (e.g. following accidents on UWE premises). Any intimation of claim or other correspondence must be forwarded to John Elliott, Insurance and Data Protection Compliance Officer immediately and without acknowledgement to the other party. An appropriate acknowledgement will be sent by him.

