

Information for placement providers for RETURN TO PRACTICE programme (all fields of Nursing, Midwifery and Health Visiting)

The national return-to-practice scheme for Nurses and Midwives has been run by Health Education England and participating universities since 2014 and provides experienced nurses with training and a route back into the NHS.

NHS Health Education England (HEE) will pay for the course and placement fees.

The placement provider needs to apply for the placement grant via HEE website:

<https://www.healthcareers.nhs.uk/explore-roles/nursing/returning-nursing>

UWE will inform Health Education England that your Return to Practice Students have successfully enrolled on the RTP course at UWE, following successful interview with your organisation. HEE will then be in contact with you regarding the course fees.

Students are also given a stipend of £500 for childcare, travel and book costs.

This is paid by HEE to your organisation and then you are responsible for passing this on to the RTP student.

The RTP programme is employer-led and UWE Bristol provides the theoretical part of the programme and supports student's progression through the required learning objectives as per NMC standards and in collaboration with the placement provider.

The course can take between four and eight months to complete, depending on the amount of time the student has available to work in practice. This should be discussed and established during the interview that you will undertake between yourselves and your prospective RTP student. The NMC now requires that all nurses and midwives whose registrations have lapsed and are wishing to return to practice, undertake 450 hours of practice with a recognised placement provider.

Registration	Minimum Practice Hours
Nurse	450
Midwife	450
Nurse & SCPHN	450
Midwife & SCPHN	450
Nurse & Midwife	900 (450 nurse, 450 midwife)

Who can apply for the course?

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

Placement providers lead this process in which their role is to:

1. Advertise for the RTP post or discuss the opportunity when approached by a prospective student.
2. Organise and lead the interviews.
3. Ensure the applicant is eligible for the programme.
4. Discuss and establish the practice hours requirement and time frame for completion.
5. Engage their HR department to complete the documentation which includes occupational health, DBS and contract.
6. Apply for the HEE funding.
7. Organise student's placement.
8. Provide **educational audit** and complete the paperwork required for student's enrolment onto the programme including the [RTP Placement Information form](#).
9. Supervise and assess the student in practice.

The process of enrolling on the RTP programme:

In order to enrol onto the RTP UWE Bristol programme, the prospective student has to secure an RTP placement with a healthcare provider.

- **Healthcare providers** will periodically advertise vacancies suitable for RTP nurses at key points throughout the year. The dates of the adverts will align to the 3 intakes of the Return to Practice course here at UWE (start dates are in September, January and May every year). Candidates are advised to look for adverts on the [NHS jobs website](#) or through the [local press](#).
- However, some students may **approach smaller local organisations** (via their educational department or for example a GP practice manager) and enquire about the opportunity for undertaking the RTP programme with them. **This is also a valid approach to securing a placement.** All RTP placements are funded by HEE which also includes the payment of placement fees. Therefore, organisations should contact their HR department and follow their own processes when taking on an RTP student who approached them directly.
- **If the prospective student is currently working for a healthcare organisation,** they may want to discuss the RTP option during their PDR meeting or with the line manager and follow the internal processes for securing their RTP placement.

1. The interview process

Please download the [RTP Placement Information form](#) and start completing the form during the interview.

The interview process is **organised by the placement provider** and usually consist of a few questions and a short nursing/midwifery related maths and English test, if the placement provider chooses to include these tests into their selection process. **Please note these tests are not UWE Bristol requirements for enrolment onto the programme.**

Working in collaboration, the RTP programme lead Jacqui Caskey often sits on the interview panels and supports the process.

Please contact Jacqui.Caskey@uwe.ac.uk **with an organised interview schedule** if you wish to include her in the selection process. Please note that, due to other work commitments, this may not always be possible.

To prove that the applicant is eligible for the RTP HEE funding, they need to register and log in to [NMC Online](#) and print their statement of entry, which should show that their registration has lapsed. The applicant should bring (or for an online interview scan and email) their NMC entry to the placement provider prior to the interview.

*The RTP programme cannot be offered to applicants whose NMC registration is active at present.

If the applicant was successful at the interview, they should then follow the standard path through your organisations HR (occupational health etc.) and request for the DBS check. This process should also include the COVID-19 risk assessment as per #your organisations local policy.

At this stage, you as the placement provider and the RTP student should discuss and agree on the following:

- The time span for completing the practice hours (part or full time)
- The clinical area/s they will be working in
- The supervisors (registered nurses they will work with) and assessor in practice (registered nurse who will sign off their practice assessment competency document)
- Planning the rota (shift lengths, pattern etc.)
- Decision about their uniform (this will depend on the organisation/ placement as some may wish the student to wear their organisation uniform, some may not require uniform, or UWE Bristol student uniform).

2. The contract

In current practice, **some placement providers** choose to include a conditional offer of employment in the contract following a successful completion of the RTP programme if there is a vacancy for a post and the applicant meets the criteria.

If the applicant already works for your organisation (i.e., as a healthcare assistant or similar) they can continue to do so under the original contract and **separate to the placement hours under the programme**. This may mean that while undertaking the RTP course their contracted hours may need to be reduced to allow them to complete the placement hours. In this case the RTP student will have two separate working agreements: one as an employee and one as RTP student or as per your organisation's HR policies.

If successful at the interview, and the DBS and the HR process have been completed, the student should be signing an **honorary contract or a temporary agreement** with yourselves as the placement provider. Please note that the applicant's role in this contract should be RTP student (not HCA or similar). This is because the NMC standards apply to the programme which considers them to be a student. As such, they are not reimbursed for the hours worked and they are also working under supervision of another registrant.

The placement provider should then finalise the [RTP Placement Information form](#) and send it back to the applicant.

3. Applying to UWE Bristol

Once the applicant is in possession of the completed [RTP Placement Information form](#), they can apply for the UWE Bristol programme via <https://courses.uwe.ac.uk/UZUSCR203/return-to-practice>.

Please note, the applicant would need to upload the [RTP Placement Information form](#) no later than 2 weeks before the programme starts. Failure to upload this form will mean that due to the lack of information, we will not be able to approve their application.

The outline of the programme

The theory part of the programme runs over six consecutive weeks with live online sessions on Mondays and Fridays between 09:00 and 12:30. **The practical part of the programme** can vary in length depending on how soon the RTP student is going to be able to complete the 450 practice hours. Therefore, the entire programme will take approximately 4 or 8 months to complete depending on:

1. Are they working the practice hours part or full time?
2. How many hours a week can your organisation as the placement provider offer?

You can start working on the placement as soon as you start the programme.

Assessment:

The RTP programme is assessed in several ways, as set out below:

- 1. Assessed using an Objective Structured Clinical Examination or OSCE** at the end of the programme (not at the end of the theory but close to the time you are about to finish your placement).
- 2. A numeracy test in week three** of the theory sessions.
(The exception to this requirement, is those just doing the RTP SCHPN course)
- 3. The practice part of the programme** is assessed and documented by a Practice Assessor via the Ongoing Achievement Record (OAR).
- 4. A practice portfolio** which will be reviewed by the Practice Assessor.

Once enrolled on the programme, the student can start working on the placement.

The programme is theory heavy for the first 6 weeks, therefore we recommend reduced number of placement hours for this period. We also encourage the students and the placement providers to consider the assessment method (OSCE) when planning the shifts, so the student has some time to concentrate on their assessment towards the end of their placement.

For more information about standards for student supervision in practice, please visit:

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

During the programme, each student will be allocated to an Academic Personal Tutor who will be their point of contact for any academic or practice related support, offering guidance and collaborating with the mentor in practice.

Please be aware that recommendation for re-registration with the NMC can only take place once all aspects of the course are successfully completed, theory, practice hours, and assessments as outlined earlier. Therefore, NMC recommendation takes place following the university Award Board where the students mark for their work were presented. The student will be informed of their submission dates and subsequent Award Board date on starting the course.

RTP Programme Team