

## 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 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://comeback.hee.nhs.uk/>

Students are also given a stipend (between £500 and £1,000 depending on the nursing field or midwifery) for childcare, travel and book costs.

**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.

Depending on how long an applicant has been out of practice, **the course can take between three and 12 months to complete.**

This is usually discussed with the student during the interview.

The student can start their practice placement as soon as the programme starts. Although individually tailored, the rough guide at present is as follows:

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

**Please note, UWE Bristol does not decide on student's practice hours.**

## 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 required.
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, the 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 requirements for enrolment onto the programme.**

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

Please contact [Jacqueline.Zapletan@uwe.ac.uk](mailto:Jacqueline.Zapletan@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 the 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.

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

Most selection events planned for 2020/21 are likely to be online, usually via Skype or MS Teams.

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

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

- The amount of practice hours needed
- The time span for completing the practice hours (part or full time)
- The clinical area/s they will be working in
- Mentors/sign of mentors
- Planning the rota (shift lengths, pattern etc.)
- Deciding about uniform (this will depend on the placement as some may require the student to wear their uniform, some may not need uniform, or they may request the student wears the UWE Bristol student uniform which we will then provide).

## 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 the 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 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 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 session on Mondays and Fridays between 09:00 and 12:30.

**The practical part of the programme** can vary in length depending on:

1. How long they have been out of practice.
2. Are they working the practice hours part or full time.
3. How many hours a week can the placement provider offer.

Once enrolled on the programme, the student can start working on the placement. For applicants who have been part of the **COVID-19 temporary register**, please see [Frequently Asked Questions](#).

**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 assignment submission date when planning the shifts, so the student has some time to concentrate on the assignment towards the end of their placement.

#### **Assessment:**

1. **The theory part of the module is assessed via a 2,000 word reflective assignment** at the end of the programme (not end of the theory but close to the time they are about to finish their placement).
2. They will also prepare for and **sit a numeracy test in week three** of the theory. (This is often the reason why placement providers insist on the maths and English tests during the selection process)
3. **The practice part of the programme** will be assessed and documented by the mentor in practice via the Practice Achievement Document (PAD). An electronic version will be sent to the student at the beginning of the theory at UWE Bristol.
4. The student will be developing a **practice portfolio** which will be reviewed by their mentor.

**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.

For any further queries you may have, **in the first instance, please see [Frequently Asked Questions](#)**. We have a very high email traffic with various degrees of urgency, **therefore a question that we know has the answer within our website will not be prioritised.**

RTP Programme Team