

Guidance for Specialist Community Nursing Education



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Partneriaeth
Cydwasanaethau'r
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Shared Services
Partnership
Workforce, Education and Development Services

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SPECIALIST COMMUNITY NURSING EDUCATION

The NHS Wales Shared Services Partnership (NWSSP) is responsible for commissioning education and training to meet the needs of the NHS in Wales. The training of students on specialist community nursing courses falls within this remit and the notes which follow explain the detailed arrangements for the funding of this training on an all Wales basis. NWSSP also fund **Specialist Community Public Health Nursing (SCPHN)**, there is separate guidance that relates to this education programme.

In 2008 following a review of community nursing in Wales a modular route was introduced for specialist community nursing courses, and funding for the full time route has subsequently ceased. This guidance provides information for staff and managers working within Health Boards, NHS Trusts and GP practices, accessing either the part time or modular education route.

ELIGIBILITY

The specialist community nursing courses that NWSSP currently commission and fund for NHS Wales employed staff either on a part time or modular route is as follows:

- District Nursing
- Practice Nursing (Those who work in a GP surgery where the GP is the employer **or** those employed by an NHS Organisation)
- Community Paediatric Nursing
- Community Psychiatric Nursing
- Community Learning Disability Nursing

Students can undertake specialist community nursing education on a part time or modular basis to achieve either a Specialist Practice Qualification (SPQ) as recognised by the Nursing and Midwifery Council (NMC) or BSc/PG Dip Community Health Studies degree. Part time and modular courses will only be funded by WEDS **up to the point of achieving** the specialist practitioner qualification/BSc/PG Dip Community Health Studies. Individuals that wish to complete a third year resulting in a full MSc Community Health Studies degree will need to make alternative funding arrangements.

The two routes to achieving the SPQ/Community Health Studies awards are:

- The part time route is undertaken on a part time basis and usually completed over a period of 2 years.

Or

- The modular route allows students to undertake one or more specific taught modules over an undefined period of time. Students following the modular

route complete the Fundamentals of Community practice, as their first module.

Following completion of the fundamentals of community practice module students can choose whether to complete another module(s) or exit from the programme.

On successful completion of the necessary modules (120 credits) and clinical hours, students can attain a SPQ (if they meet the SPQ requirements) or a BSc/PG Dip award in Community Health Studies.

All prospective applicants for the specialist community nursing course should ensure that they have obtained the agreement of their employer to their release for training prior to submitting an application for a place on a course with a Higher Education Institution (HEI) in Wales.

SELECTION

Each Education Provider will be notified by NWSSP of the number of NHS Wales funded students commissioned for their program in order for them to recruit **up to this number** onto the program. NWSSP identifies the specific number of places to be recruited to the fundamental of care module for each speciality e.g. District Nursing, Community Paediatric nursing etc. with additional capacity available to support staff to undertake a second, third and fourth module in order to achieve an academic award.

The Education Provider should ensure that students are selected for the course based on the selection criteria jointly agreed between the Education Provider and the employing Organisation, and include appropriate representation from employing organisations on the selection panel.

Following selection to the course, the Education Provider will provide NWSSP with the completed Specialist Community Nursing Education Monitoring form (Appendix A). Completed forms are to be emailed to nwssp.wedsedcommissioning@wales.nhs.uk.

MONITORING

The Education Provider will update the Specialist Community Nursing Education Monitoring forms with confirmed enrolments for the current year (Appendix A) and the results from the previous academic year (Appendix B) on the 1st November each year. Completed forms are to be emailed to nwssp.wedsedcommissioning@wales.nhs.uk.

REGISTRATION

Throughout the duration of their course, individual students **MUST** maintain their NMC registration. Local arrangements should be put in place to ensure this.

Students and their employer are jointly responsible for ensuring their NMC registration remains up to date throughout the period of their course.

COURSE FEES

NWSSP will meet the cost of the agreed course fees for all NHS Wales funded students whether on a part time or modular course. Course fees are payable on receipt of an invoice from the Education Provider.

TRAVEL EXPENSES

Please note, **only course fees are funded** by NWSSP. Any associated travel costs will not be reimbursed.

SICKNESS ABSENCE

If due to a break in attending the course a student requires an extension of funding in order to ensure successful completion, an application for extended funding must be made by the HEI (not the student) to NWSSP by completing appendix C and returning to NWSSP either by email. Each application will be considered on its merits. Please direct all extension applications to etfinance.nwssp@wales.nhs.uk.

MATERNITY/PATERNITY LEAVE

Where a student's training needs to be extended as a result of maternity leave, the HEI should formally request additional funding from NWSSP by completing appendix D and returning to NWSSP by email.

If you have any queries or need further explanation then please contact your local HR Representative or email NWSSP.WEDSEdCommissioning@wales.nhs.uk.

Appendix A (for illustration only, an excel file will be circulated for completion)

Monitoring Template - Enrolments

For programmes commencing this academic year

NAME OF INDIVIDUAL	BAND	HEALTH BOARD/ TRUST/GP	For Funded full qualifications only		For Funded Stand alone modules only			ENROLLED	FEES
			TITLE OF FULL QUALIFICATION (please state full qualification with pathway if SPQ)	ANTICIPATED COMPLETION DATE OF FULL QUALIFICATION	TITLE OF STAND ALONE MODULE	WILL THIS COUNT TOWARDS FULL QUALIFICATION (please state full qualification with pathway if SPQ)	ANTICIPATED COMPLETION DATE OF FULL QUALIFICATION (if applicable)		
<i>Mr A Nother</i>	<i>6</i>	<i>Wales HB</i>			<i>fundamentals of community practice</i>	<i>SPQ - district nursing</i>	<i>Jul-19</i>	<i>YES</i>	<i>£1,000.00</i>
<i>Mrs T Book</i>	<i>6</i>	<i>Wales HB</i>	<i>PgDip Community Health Studies (SPQ) - district nursing</i>	<i>Jul-17</i>				<i>YES</i>	<i>£3,000.00</i>

Appendix B (for illustration only, an excel file will be circulated for completion)

Monitoring Template - Results

For programmes that were completed last academic year

			For Funded full qualifications only		For Funded Stand alone modules only				
NAME OF INDIVIDUAL	BAND	HEALTH BOARD/ TRUST/GP	TITLE OF FULL QUALIFICATION (please state full qualification with pathway if SPQ)	DATE QUALIFICATION PASSED (Please state if this was a fail)	TITLE OF STAND ALONE MODULE	WILL THIS COUNT TOWARDS FULL QUALIFICATION (please state full qualification with pathway if SPQ)	ANTICIPATED COMPLETION DATE OF FULL QUALIFICATION (if applicable)	DATE MODULE PASSED (Please state if this was a fail)	DATE QUALIFICATION PASSED - if applicable (Please state if this was a fail)
Mr A Nother	6	Wales HB			fundamentals of community practice	SPQ - district nursing	Jul-19	Jul-16	n/a
Mrs T Book	6	Wales HB	PgDip Community Health Studies (SPQ) - district nursing	Jul-16					

Appendix C

Extension of Funding Request Form

Education Provider:

Name of Student:

Course:

Date Commenced on Course:

Start Date of Break (dd/mm/yy):

Anticipated Date of Recommencement (dd/mm/yy):

Intake Returning To (mm/yy):

Length of Extension Request:

Anticipated Completion Date on course:

Amount of Additional Funding Requested (£)

£

Bursary / Salary Costs

£

Dependants & Other Allowances

£

Childcare

£

Contract funding

£

NIL

Total

£

1. Please specify reason for students extension request?

2. What has the Education Provider put in place to mitigate the circumstances leading to the request for additional funding?

3. Does the Course Tutor confirm that a funded extension is likely to lead to the student completing the course successfully at the end of this extended period ?
YES / NO *delete as appropriate*

Explain your reasoning to the answer above providing evidence where appropriate

4. Does the Course Tutor confirm that, without a **funded** extension, the student is unlikely to complete the course successfully?

Explain your reasoning to the answer above providing evidence where appropriate

Signed:

Course Director

Date :

I declare that, in my opinion, granting this additional bursary or salary funding represents the best value for money option taking account of the level of additional cost and the probability of the student qualifying

Signed:

Head of School

Date :

Note:

Requests for Maternity Leave will need to be submitted on a BUR101 (MAT) form

Please return completed forms to:

WEDS, NWSSP, 4/5 Charnwood Court, Nantgarw, CF15 7QZ

Email: etfinance.nwssp@wales.nhs.uk

forms will be returned if the detail provided is deemed insufficient

Appendix D NHS Bursaries/Salaries For Students On Health Professional Courses In Wales

NOTIFICATION OF STUDENT MATERNITY LEAVE

1. Course Details

Name of Course

Name of

Academic Year

2. Student Details

Student's Name

Student Reference

3. Maternity Leave

3.1 Start date of Maternity Leave Date / /

3.2 Anticipated Return Date Date / /

3.3 Anticipated Course Completion Date Date / /

4. Authorisation (to be completed by the designated officer at the university/college)

Comments:

I certify that the details shown above are, to my knowledge, correct.

Signature Date / /

Finance Contact (to confirm payment information):

Name Tel/Email

BUR 101 MAT