

Guidance for Return to Practice for Nurses, Midwives, SCPHNs, AHPs and Healthcare Scientists



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Shared Services
Partnership

Workforce, Education and Development Services

Contents

Return to Practice	1
Nurses, midwives and Specialist Community Public Health Nurses (SCPHN)..	1
Eligibility	2
Return to Practice Program	2
Course Fees	3
Bursary.....	3
Allied Health Professionals	4
Bursary.....	4
Assistance with Childcare Costs	5

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RETURN TO PRACTICE

The NHS Wales Shared Services Partnership (NWSSP) is responsible for commissioning education and training to meet the needs of the NHS in Wales. The return to practice course for nurses, midwives and specialist community public health nurses (SCPHN), and return to practice funding for AHPs and healthcare scientists, fall within this remit

Acting on behalf of the Welsh Government, NWSSP annually commissions places on return to practice programmes for Welsh domiciled nurses, midwives and SCPHNs, and provides financial support for Welsh domiciled AHP and healthcare science returners. Each year the number of commissioned places and financial support provided is informed by local recruitment priorities based on workforce need.

The notes which follow explain the detailed arrangements for the funding of this training on an all Wales basis.

NURSES, MIDWIVES AND SCPHNS

In order to maintain registration with the Nursing and Midwifery Council (NMC) nurses, midwives and SCPHNs need to complete the NMC Revalidation Process.

Revalidation is the new process that all nurses and midwives in the UK need to follow to maintain their registration with the NMC.

Every three years in order to re-register/revalidate as live on the register for the next three years, those on the register have to demonstrate the following:

- 450 practice hours, or 900 if renewing as both a nurse and midwife
- 35 hours of CPD including 20 hours of participatory learning
- Five pieces of practice-related feedback
- Five written reflective accounts
- Reflective discussion
- Health and character declaration
- Professional indemnity arrangement
- Confirmation

The revalidation process is explained in full on the NMC website <http://revalidation.nmc.org.uk/welcome-to-revalidation>

The return to practice programme is not intended to be used as a mechanism for individuals to achieve requirements of revalidation.

ELIGIBILITY CRITERIA

NWSSP, WEDS supports Welsh domicile individuals to return to the nursing register

Confirmation on whether the returner is eligible for funding should **only be sought from NWSSP, WEDS** in the following circumstances.

If the returner has previously either:

- Started and/or completed a return to practice course
or
- Completed a return to practice course but their registration has now expired and they are no longer on the register

In these instances, education providers **must contact NWSSP, WEDS** to confirm whether the returner is entitled to further funding for their fees and bursary before offering an NHS Wales place to the student. Each returner will be assessed on a case-by-case basis

RETURN TO PRACTICE PROGRAM

Each education provider will be notified of the commissioned places on each course by the start of the academic year. If additional places are required, the education provider must obtain agreement from NWSSP, WEDS before recruiting to these additional places.

Applications for courses should be made directly to the institution who will then notify the returner in due course if they have been accepted onto the course.

Health boards should work in collaboration with universities to:

- Provide placements to a level agreed in partnership
- Interview, and select students onto the program

The following institutions run the return to practice courses for SPHNs, midwives and nurses in Wales:

SCPHN

University of South
Wales
Bangor University
Swansea University

Midwifery

University of South
Wales

Nursing

University of South
Wales
Bangor University
Swansea University
Cardiff University
Glyndwr University

COURSE FEES

Course fees will be paid directly to the course provider by NWSSP, WEDS on receipt of an invoice from the education provider. The invoice should detail the number that commenced the course, within the agreed commissioned number, at the agreed fee.

Return to Practice Programme Leaders should provide the following information as soon after the start of the course as possible:

- List the names of those starting the course under their respective Health Board/Trust, and the start date of the course and send this to etfinance.nwssp@wales.nhs.uk.
- and*
- Arrange for an invoice for the course fees to be sent to WEDS Finance at, etfinance.nwssp@wales.nhs.uk.

This is to assist budget planning and to ensure that any unused places can be re-allocated.

BURSARY

A bursary of £1,000 will be available to each nursing and SCPHN student, with £1,500 available for midwives, undertaking an accredited return to practice course.

This amount should be paid to the student in three equal instalments by the education provider. Payments are usually made at the beginning, the middle and following completion of the course.

Education providers are required to raise three separate invoices for each bursary instalment paid to the returner. These can be sent directly to WEDS finance at etfinance.nwssp@wales.nhs.uk, and should detail the name of the returner, their respective Health Board/Trust and the amount paid.

Bursary payments are not subject to tax and National Insurance deductions.

Only the course fees are funded, **no additional expenses can be claimed.**

Returners who have been awarded a place on a return to practice course can also apply for assistance with childcare costs, please see below.

Allied Health Professionals (AHP)

In order to maintain registration with the Health and Care Professions Council (HCPC), allied health professionals (AHP) and healthcare scientists must meet the HCPC re-registration requirements as outlined in the HCPC Returning to Practice booklet.

The system for returning allied health professionals and healthcare scientists is limited by the small numbers returning. It is not practical to offer courses similar to those for nurses.

The updating arrangements are managed individually by Heads of Departments within Health Boards/Trusts, who agree updating activities to meet the HCPC standards with the returner. Returners must secure a placement and management support for the duration of their period of updating. WEDS, NWSSP cannot arrange placements for returners.

If funding is sought, agreement must be sought from WEDS, NWSSP **before** commencing updating activities.

This must be via the Health Board/Trust Manager. Agreement should be obtained by emailing nwssp.wedsedcommissioning@wales.nhs.uk with the following information:

- Name of returner
- Name of Manager
- Organisation they will be based at for the duration of their placement
- Start and anticipated end date of placement
- Whether the returner has previously either:
 - Received part of, or the full bursary award
 - or*
 - Received the full bursary award but their registration has now expired and they are no longer on the register

BURSARY

Returners receive a £1000 bursary, which can be used to purchase any education, agreed with their supervising Head of Department. This amount should be paid to the returner in three equal instalments, by the Health Board/Trust in which the supervised practice is taking place.

It has sometimes been necessary to vary payments to the returner to facilitate them purchasing professional education which costs more than a single payment, within the £1000. If this is required, please inform etfinance.nwssp@wales.nhs.uk.

Health Boards/Trusts are required to raise three separate recharges/invoices for the three instalments paid to the returner. These can be sent directly to etfinance.nwssp@wales.nhs.uk.

Bursary payments are not subject to tax and National Insurance deductions unless the returner is also employed by the NHS Health Board in another capacity.

Only the course fees are funded, **no additional expenses can be claimed.**

Returners who have been awarded the return to practice bursary can also apply for assistance with childcare costs, please see below.

Returners who withdraw part way through the programme will cease to receive any further bursary instalments, from the point of withdrawal.

ASSISTANCE WITH CHILDCARE COSTS

Health Boards and Universities strive to provide flexible and part-time training options that are sensitive to the circumstances of returners who are parents.

Returners can apply for means-tested assistance with childcare costs incurred whilst attending clinical placements and refresher training. Payments will only be made on production of relevant receipts from registered childcare services.

Payments will be managed by the NHS Wales Student Awards Services, NWSSP. The childcare allowance is means-tested and is based on 85% of the actual registered or approved childcare costs up to a maximum amount.

Application for assistance with childcare costs, for returners who have **secured NHS Wales funding**, should be made directly by emailing the student awards service abm.sas@wales.nhs.uk with the following information:

- Institution studying at
- Start date of course
- Home Address
- Contact telephone number

Student Awards Services will manage the process and liaise directly with the returner. Returners will be required to apply for childcare costs before the commencement of their course as **childcare allowance cannot be claimed in arrears.**

If you have any queries or need further explanation then please contact your Programme Lead, or email etfinance.nwssp@wales.nhs.uk or NWSSP.WEDSEdCommissioning@wales.nhs.uk.