

Guidance for Specialist Community Public Health Nursing (SCPHN)



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Shared Services
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Workforce, Education and Development Services

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VERSION CONTROL

Date	Amendment
June 2014	Original Version
July 2015	<ol style="list-style-type: none"> 1. Page 1 – amended “SCPHN courses commissioned by Welsh Government ...” to “Places on SCPHN courses funded by Welsh Government ...” 2. Page 1 – Added “Full time, part time and modular courses will only be funded by WEDS up to the point of registration as a specialist community public health nurse. Alternative funding will need to be secured to study at MSc level.” 3. Page 1 – removed “The NMC states: A full time programme comprises of 45 weeks study to be completed within a 156 week period and part time study should be completed within 208 weeks.” 4. Page 2 – Added “This guidance applies to those students who commence a training place on a SCPHN programme with HEIs in Wales from September 2015.” 5. Page 3 – Amended c) i removed “There will be no financial detriment to the student from undertaking the course, the following costs will be paid by the employer and reimbursed from NWSSP.” 6. Page 3 – Amended c) ii to read home instead of base 7. Page 3 – removed c) vii – book allowance 8. Page 3 – Amended e) address for invoices 9. Page 4 – Course Fees – added “modular” 10. Page 4 – Added “Students are solely responsible for communicating their sickness absence to the HEI and their clinical placement, adhering to their employer’s or host organisation’s sickness policy.”

	11. Page 5 – Amended last sentence to refer queries to local HR Representative
August 2016	<p>12. Page 1 – amended definition: Part-time: The part time route is undertaken on a part-time basis and usually completed over a period of 2 years.</p> <p>13. Page 1 – amended definition: modules: Students undertake one or more specific taught modules over an undefined period of time.</p> <p>14. Page 1 – added “and modules” to Health Visiting (Full Time, Part Time and Modules)</p> <p>15. Page 2 a – added “on either a full-time or 2.5 day basis”</p> <p>16. Page 2 b)i. – changed “Full-time salaried students will be paid a salary” to “Full-time students will be paid a full-time salary” 18. age 2 b)ii. – changed from 2 days to 2.5 days</p> <p>17. Page 2 – funding arrangements addition of “For those students who undertake the modular route, only course fees are funded by NWSSP. Any associated travel costs will not be reimbursed.”</p> <p>18. Page 3 – added d) Accommodation costs will not be reimbursed.</p> <p>19. Page 3 - deleted “If any charges are incurred with lease car return, please contact NWSSP finance on etfinance.nwssp@wales.nhs.uk”</p> <p>20. Page 3 – f) changed address to: Invoices should be labelled for the attention of WEDS Finance and submitted to Velindre NHS Trust, NWSSP, PO Box 112, Pontypool, NP4 4DG or etfinance.nwssp@wales.nhs.uk.</p> <p>21. Page 3 – added individuals who withdraw part way through a full or part time programme will cease to receive further salary support from the point of withdrawal.</p> <p>22. Page 6 and 9 – added in appendices A and B</p> <p>23. Page 8 - changed to WEDS Finance, NWSSP 4/5 Charnwood Court, Nantgarw, CF15 7QZ</p>

SPECIALIST COMMUNITY PUBLIC HEALTH NURSING (SCPHN) HEALTH VISITING AND SCHOOL NURSING

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 SCPHN 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.

The SCPHN courses that NWSSP currently commission are as follows:

- Health Visiting (Full Time, Part Time and Modules)
- School Nursing (Full Time, Part Time and Modules)
- Occupational Health Nursing (Full Time, Part Time and Modules)

Full time, part time and modular courses are defined as follows:

Full time: This is a full-time continuous 45 week course with a period of consolidation which takes the student up to 52 weeks. During this period students complete all of the required modules to gain the professional registration. On successful completion of the course, students are eligible to have their name included on the Nursing and Midwifery Councils Professional Register as a Specialist Community Public Health Nurse.

Part-time: The part time route is undertaken on a part-time basis and usually completed over a period of 2 years. On successful completion of the course, students are eligible to have their name included on the Nursing and Midwifery Councils Professional Register as a Specialist Community Public Health Nurse.

Modules: Students undertake one or more specific taught modules over an **undefined period of time**. On successful completion of the necessary modules and clinical hours, students are eligible to have their name included on the Nursing and Midwifery Councils Professional Register as a Specialist Community Public Health Nurse.

Full time, part time and modular courses will **only** be funded by NWSSP, up to the point of registration as a specialist community public health nurse. Alternative funding will need to be secured to study at MSc level.

Students eligible for funded places on SCPHN courses should either:

- Be employed by an NHS Wales health body on entering training and supported by their employer*; or

- Be employed and/or supported by an appropriate NHS Wales host organisation throughout the course that will provide the practice placement element of the training
- Have completed pre-registration nurse training within the last 12 months and be supported by an appropriate host organisation throughout the course to provide the practice placement element of the training.

**All prospective applicants for training on SCPHN courses should ensure 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 HEI in Wales.*

This guidance applies to those students who commence a training place on a SCPHN programme with HEIs in Wales from September 2016.

FUNDING ARRANGEMENTS

For those students who undertake the **modular route, only course fees are funded** by NWSSP. Any associated travel costs will not be reimbursed.

The following procedure will apply in respect of the funding of full-time or part-time students who take up a training place on SCPHN programmes with HEIs in Wales.

- a) Applicants who take up a training place on a SCPHN programme would normally be expected to remain employed with their current NHS Wales employer for the duration of the course unless, exceptionally, they are assigned to an alternative NHS Wales organisation which acts as the host employer for the duration of their training. In either case, they should be **seconded onto a training contract** fixed to the length of the course on either a full-time or 3 day basis.
- b) The NHS Wales employer or host NHS Wales organisation will pay the student a salary, which will be either:
 - i. Full-time students will be paid a full-time salary on the same pay point equivalent to their evidenced salary prior to commencing the course, or if not possible the next higher pay point on agenda for change band 5, under the student contract. This will be reimbursed by NWSSP.
 - ii. Part-time students will be paid a pro-rata salary on the same pay point equivalent to their evidenced salary prior to commencing the course, or if not possible the next higher pay point on the agenda for change band 5 pay band, under the student contract. NWSSP will reimburse up to 2.5 days a week for the duration of the course.

- iii. Students undertaking the SCPHN programme as a follow on to their undergraduate pre-registration nursing training, hosted by an appropriate NHS Wales organisation, will be paid a salary at the bottom point on agenda for change band 5, under the student contract. This will be reimbursed by NWSSP.
- c) Employers should seek reimbursement of student costs from NWSSP by regularly submitting invoices in respect of:
- i. The student's salary plus employer on-costs for the standard length of the course (excluding overtime and any enhancements).
 - ii. The cost of travel to the student arising from the clinical placement that **exceeds** the daily cost of travel between their **home and the higher education institution** providing the course.

Please note the cost of travel from home to and from the higher education institution will not be reimbursed, these costs will be incurred by the student.
 - iii. Students should submit all travel claims to their placement Departmental Head for approval and subsequent payment.
 - iv. Reasonable travel costs are payable in respect of travel to placements within Wales for students studying in Wales. No reimbursement of expenses should be made to any student undertaking, on request, a placement outside Wales where a placement within Wales would have been available.
 - v. NHS lease car payments will not be reimbursed by NWSSP.
 - vi. NWSSP will reimburse costs in excess of normal car parking fees incurred by students on clinical placements. However, if a student normally incurs car parking fees at their employment base, only fees in excess of this amount will be reimbursed.
- d) Accommodation costs will not be reimbursed.
- e) Invoices for the reimbursement of salary and other student costs, should include a breakdown of those costs, and be submitted for payment on a monthly basis.
- f) Invoices should be labelled for the attention of WEDS Finance and submitted to Velindre NHS Trust, NWSSP, PO Box 112, Pontypool, NP4 4DG or etfinance.nwssp@wales.nhs.uk.

Individuals who withdraw part way through a full or part time programme will cease to receive any further salary support, from the point of withdrawal.

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 or host organisation are jointly responsible for ensuring their NMC registration remains up to date throughout the period of their course.

COURSE FEES

The course fees for all contracted students are payable on receipt of an invoice from the Education Provider. NWSSP will meet the cost of the agreed course fees for all contracted students on full-time, part-time or modular SCPHN courses.

ELIGIBILITY

NHS funding is not available for nurses already on part 3 of the register seeking a second registration on the same part of the register. For example, a state registered health visitor seeking to complete a programme in school nursing would not be entitled to NHS funding. Funding for this training can be sought from their employer.

SICKNESS ABSENCE

NWSSP will reimburse the employer's or host organisation's costs associated with student absence which occurs during the period of the course. Students are solely responsible for communicating their sickness absence to the HEI and their clinical placement, adhering to their employer's or host organisation's sickness policy.

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 A and returning to NWSSP either by email. Each application will be considered on its merits. Please direct all extension applications to efinance.nwssp@wales.nhs.uk.

MATERNITY/PATERNITY LEAVE

Students should adhere to their employer's or host organisation's Maternity, Adoption, Paternity and Parental Leave policy. Employer's costs arising from a student's absence from training due to maternity leave are reimbursed by NWSSP subject to an application being submitted by the HEI.

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 B and returning to NWSSP either by post or email.

LEAVE

NWSSP will fund each student for the full duration of the course. This will include entitlement to leave accrued during the course which should be taken during academic holiday periods.

Students are required to take all annual leave entitlement including public holidays which they have accrued between 1st April and the commencement of the course before the course commences. All holiday entitlement that accrues during the course, including public holidays, must be taken during normal academic holiday and study leave periods. **There is no entitlement** to any additional holiday during the period of the course.

If you have any queries or need further explanation then please contact your local HR Representative.

Appendix A

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:

<u>Amount of Additional Funding Requested (£)</u>	£	
Bursary / Salary Costs	£	
Dependants & Other Allowances	£	
Childcare	£	
Contract funding	£	NIL
Total	£	<input type="text"/>

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 Finance, 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 B 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