Module Handbook 2018/19

Module Name: Community Specialist Practice

Module Code: UZTSWL-20-3

Module Leader Name: Kathy Rogers

UWE Bristol | University of the West of England

Aims of the Handbook

The handbook is a guide for students in the Department of Nursing & Midwifery. The information in the handbook can also be found in a number of other electronic or paper sources and the document provides links to the definitive data sources wherever possible. Module specification can be found here
http://info.uwe.ac.uk/modules/specification.asp?urn=2145749&file=UZTSWL-20-3_Community_Specialist_Practice_-_v1.pdf

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

Contents

1. Module team information

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External examiners from other institutions are appointed to each module to act independently and work with the module team in the management of threshold academic standards. The external examiner appointed to this module can be found at http://www2.uwe.ac.uk/services/Marketing/about-us/cas/Extnl_Exam_Allocation_to_Mods.pdf

2. Module enhancement

2019 is the second run of this module. Action learning was evaluated positively by previous students as the links/benefits to practice were clear. Students welcomed the format of one component of the assignment as a presentation rather than a written assignment, it was felt this provided variety. Following discussions with students and the module team students are no longer required to submit the entire hard copy of the portfolio. Mentors in practice decide if the portfolio has met the required standard and electronic documents are submitted via Blackboard to confirm learning outcomes are met and the required hours have been completed. The module team look forward to hearing your experiences of the module and welcome feedback at any stage.

3. Module specific information

Welcome to the Specialist Community Practice module. This module is offered as part of the BSc (Hons)/PGDip/MSc Specialist Practice (District Nursing) and is one of the compulsory modules for students who wish to register with the Nursing and Midwifery Council (NMC) for the District Nursing Specialist Practitioner Qualification (SPQ).

Students undertaking the Specialist Practice (District Nursing) programme and who wish to claim the SPQ:

- Must be on Part One (Adult Nurse) of the NMC register
- Must be working with an appropriate client group
- Must be working in an environment which enables them to meet the module learning outcomes.
- Must have completed a period of experience of sufficient length to have consolidated pre-registration outcomes and to have gained a deeper understanding in relevant professional practice.

The module aims to help you reflect on your learning throughout the programme and to apply this learning to inform and improve care and services. During this module you will undertake consolidated practice to further support your learning and development as a Specialist Practitioner. You will also attend university fortnightly as part of an Action Learning Set. The purpose of Action Learning (AL) is to enable you to critically reflect on your development as a Specialist Practitioner and identify areas for further development and learning with the support of your peers. Action Learning can also help students to become resilient and creative leaders; it provides a supportive arena where students learn how to manage complex problems and challenges, both now, and in the future. These sets will be facilitated by two members of the module team, both of whom are experienced Action Learning facilitators. Time is also available when attending University for student led discussion and learning with regard to issues and topics that emerge from Action Learning. Portfolio and assignment support is integrated within the sessions. The syllabus and timetable provide details of areas that are covered in the module.

All applicants must have an identified work based mentor to support them to achieve the module learning outcomes. Further details regarding mentorship are provided under 'Additional Information' on page 8.

The module team comprises of colleagues from a variety of clinical and academic backgrounds, and the team is here to support your learning. We very much hope that you will enjoy this module. Should you have any concerns with regard to the module, then please feel free to discuss these with members of the module team.

Details of learning approaches, learning outcomes and module content are given in the module specifications. This module handbook should be read in conjunction with University guidance and advice for students, which can be accessed via the following link. http://www1.uwe.ac.uk/students/academicadvice.aspx. Particular attention should be paid to academic regulations which can also be found via the above link.

Post Qualifying University Statement

This module contributes to:

BSc (Hons) Specialist Practice (District Nursing) with the ability to register with the NMC for the Specialist Practice DN qualification) PGDip/MSc Specialist Practice (District Nursing) (with the ability to register with the NMC for the Specialist Practice DN qualification)

Module Specifications

The following module learning outcomes and syllabus outline are taken from the module specifications. To view the full module specification, go to:
http://info.uwe.ac.uk/modules/

Learning Outcomes for **level 3**	On completion of the module, students will be able to 1. Evidence the achievement of the NMC SPQ standards (District Nursing) and practice hours (Component A) 2. Critically reflect on their learning and development over the course of the programme and identify how this will lead to improvements in care and services (Component A and B). 3. Identify i) areas in which they can develop professionally and personally and ii) strategies that will support their development (Component A and B).
Syllabus Outline	The Theory and Practice of Action Learning (online and in AL) • As a tool for self-development • Application in teams and with service users Reflective Practice (online and in AL) • Theory and practice: key concepts

Links to the Programme Handbook for BSc (hons) Specialist Practice (District Nursing) can be found here:
http://info.uwe.ac.uk/programmes/displayentry.asp?code=B7BC43&rp=listEntry.asp and for the MSc Specialist Practice (District Nursing):
http://info.uwe.ac.uk/programmes/displayentry.asp?code=B70012&rp=listEntry.asp

4. Assignment Brief

Component A. Achievement of NMC Specialist Practice standards as outlined in the portfolio.
Component B. Ten minute oral presentation

Assignment Strategy
Summative assessment includes two components:

Component A: Completion of a portfolio evidencing the achievement of the NMC Specialist Practice (SP) standards (District Nursing) and 600 hours of supervised practice. Learning outcomes, competencies and supervised practice hours are logged and confirmed by a sign-off mentor.

The portfolio should:

- Evidence the achievement of the NMC Specialist Practice (SP) standards (District Nursing) and 600 hours of supervised practice.
- Demonstrate professional development through reflection, self-evaluation and critical analysis of practice experience.
- Link theory to practice.
- Be assessed and confirmed by a sign-off mentor or Practice Teacher.

Please note your portfolio is assessed in practice by your sign-off mentor. Documents confiming you have achieved all the requirements are to be submitted electronically via Blackboard.

Further details regarding the portfolio can be found in the Portfolio Handbook which is available on Blackboard.

Component B: 10 minute oral presentation in which students critically reflect on an aspect of their learning and development during the programme, and identify how this will lead to improvements in care and services. The presentation will be followed by 5 minutes of critical questioning on themes identified in the presentation.

This will provide students with the opportunity to develop their presentation skills and their ability to synthesise a range of evidence and communicate their findings clearly and concisely. Further details and guidance with regard to the presentation can be found in the Assignment Support section on Blackboard.

Students are asked to keep to the 10 minute time slot, should a presentation run significantly over 10 minutes the information in the additional time may not be considered and the presentation will be stopped.
You are required to submit an electronic copy of your presentation via Blackboard.

Formative feedback
Members of the module team will be happy to discuss your presentation plans. Further assignment support can be found on Blackboard. A formative assessment will be undertaken

in the form of a micro-teach in small groups, this exercise will enable you to practice presenting to a group and you will receive formative feedback.

The final day of the module will allow students to celebrate their achievements on the programme. The celebration event is not summatively assessed, but is an opportunity for students to showcase and celebrate their achievements during the programme, and to share these with their mentors.

5.   Submission details

Please note that the submission deadlines are absolute and based on UWE server time, therefore you are strongly advised to submit work well ahead of the deadline dates to avoid situations where penalties could be incurred. Penalties are imposed if a submission is made up to 24 hours after the deadline, and the highest mark you can receive will be the minimum pass mark (if the assessment is passed). After the 24 hours have passed, the work will not be accepted for marking.

Submission Guidance

- All portfolio documents and assignments must be submitted by 1400 hours on the relevant submission date.
- Please submit the electronic portfolio documents for submission (available via Blackboard) to confirm successful completion of the learning outcomes and requisite practice hours.
- Please submit an electronic version of your presentation

Quick Guide:
- ➢ Enter the 'Assignments' area of your module.
- ➢ Click on the assignment title.
- ➢ Review the instructions and any files attached by the instructor.
- ➢ Browse to attach your submission file. You may attach multiple files - re-select the Browse button to attach another file. Each file you've attached will be listed as you attach them.
- ➢ Do not use the 'Write Submission' option unless specifically instructed to do so by your instructor. Any text added to this area will be displayed to your instructor as html and may not be marked.
- ➢ Do not enter text in the 'Comments' text box area, unless specifically instructed to do so by your instructor.
- ➢ Click Submit.
- ➢ Advice on how to submit your assignment can also be found here http://info.uwe.ac.uk/online/blackboard/students/guides/assignments/view-submit.asp

> ➢ For any problems, in the first instance please contact ITS helpdesk on 0117 328 8858 (9-5 Monday – Friday)

Your work will be classed as a NON – SUBMISSION if you do not submit correctly, so please remember to:

- Submit to the right module
- Submit to the correct date

You will receive informal feedback verbally through all teaching sessions. Each assessment you submit will be returned to you with written feedback, and consists of comments made by tutors on students' assessed work which enables students to understand how they have met the defined assessment criteria and identifying areas for further improvement. Feedback on, and an outcome for, assessment shall be provided individually or in groups in an appropriate format and within 20 working days (excluding student vacation periods) following the deadline for submission of the assessment concerned. Where the period is longer than 20 working days students should be informed of the deadline for the provision of feedback and rationale for the extension. Outcomes which have not been confirmed by an examining board shall be considered as provisional. MyUWE is used to communicate provisional marks, provide cover sheets for assessments and to submit work.

Assessment
Component A - Portfolio
Component B – Presentation

Submission date
4th July 2019 14.00 – components A & B via Blackboard
Please note you will be allocated a time slot for your presentation on either July 4th or July 5th.

Date of submission feedback
No later than 1st August 2019

Reassessment in the event of referral in one or both components
Component A – Portfolio
Component B - Presentation

Resubmission date
3rd October 2019 14.00

Date of resubmission feedback
No later than 31st October 2019

MyUWE is used to submit work and communicate unconfirmed marks.

6. Additional information and reading lists

Mentors

All applicants to the programme must identify a mentor in practice prior to commencement of the programme. Sign off mentors are required for all students on specialist practice programmes leading to a recordable NMC qualification (NMC *Standards to support learning and assessment in practice:* 5.2.1). The sign off mentor must meet the following criteria:

- Mentors must be identified on the local register as a current 'sign off' mentor or a practice teacher/educator

- Mentors who make judgments about whether a student has achieved the required standards of proficiency for safe and effective practice, must be on the same part or sub-part of the register as that which the student is intending to enter (i.e. Only a registrant with the same SPQ may sign off a SPQ student)

- They must be working in the same field of practice as that in which the student intends to qualify.

The mentor provides supervision and facilitates support and shadowing / learning opportunities for the student and must be familiar with the requirements of the programme, and in particular, the achievement of the learning outcomes of the module.

Your mentor will be a suitably qualified and experienced professional who has the required knowledge and skills to support you and assist you to develop a comprehensive learning contract and action plan as part of your portfolio (Component A). They will provide ongoing constructive support and create a positive learning environment in which you can confidently work. They should also provide constructive feedback to enable you to consolidate learning and identify continuing development needs. **It is a requirement that your employer will take responsibility to identify a suitable and experienced mentor who is willing to undertake the mentoring role.**

The module leader will maintain contact with mentors and will facilitate a mentor induction. As part of the programme induction, time has been set aside for mentors and students to come together to meet with the module team. This provides an important opportunity for mentors to hear about any changes and developments to the module and to meet with other mentors, provide feedback and raise any general concerns and issues.

Attendance in Practice & Practice Hours

In order to comply with NMC standards (2001), the SPQ community pathway is made up of 50% theory and 50% practice. Students are expected to achieve a 16 weeks (600 hours) theory and 16 weeks (600 hours) of supervised practice during the course of the programme. Students will be using their roles in practice to integrate and apply the programme and module content. Students will be guided in this work through the development of a portfolio.

Mentors in practice will support students in developing their portfolios. Further guidance for students and mentors regarding the development of your portfolio can be found in the Portfolio Handbook, copies of which can be found on Blackboard.

Practice/theory integration days

Students are also expected to undertake three Theory/Practice' integration days during this module. This demonstrates that the integration of protected learning time in practice is integral to the achievement of the programme learning outcomes and NMC standards for Specialist Practice. Students are expected to use this time to work toward completion of the learning outcomes and standards. Attendance at the University on these days is not required.

Consolidated Practice and Elective

At the end of the programme, during this module, students are required to undertake a 3 month period of consolidated practice. Students will be expected to consolidate their practice and work in another base within their organisation.

During consolidated practice, students are also encouraged to undertake a week's Elective giving them an opportunity to experience practice in a very different setting / organisation and /or undertake other activities to further consolidate their learning and development. The intention is for students to visit areas / organisations different from their own, and identify other learning opportunities to further support their development as Specialist Practitioners. For example, students whose practice is limited to rural areas may wish to experience some of the challenges and opportunities of working within an inner city area.

The employing Trust/Organisation will identify, in negotiation with the student, areas for consolidated practice and the Elective. The programme team will also support students to consider possible options for their Elective period during the programme, so they have time to prepare for this. It is important that this Elective experience is student- led; in negotiation with their mentor/PT students decide the activities they would find most helpful on the basis of their experience and learning and development needs.

Referencing

A guide to referencing can be found at:
http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx

Word Count

Whilst there is no word count for the Portfolio, students are expected to provide sufficient written evidence to demonstrate their learning and development. Further guidance can be found in the Portfolio Handbook. The University's policy on word count can be found:

http://www1.uwe.ac.uk/aboutus/policies.aspx

Reading List

Your module reading list can be accessed online, either directly through the link below or through the module's Blackboard page.
https://uwe.rl.talis.com/lists/9534DD2A-99C6-E85E-BEFD-BA85082B1DCF.html

The short video available on the library's website will introduce you to some of the key features of the online reading list system: http://www1.uwe.ac.uk/library/searchforthingsa-z/databases/a-z/r.aspx#readinglists

7. Communication

Throughout your time with us, you will receive regular communication from your module leaders, and also administrative staff. It is your responsibility to ensure that you read everything that you are sent, and act upon it where appropriate.

The main communication channel used is the Blackboard for all the modules you are currently studying. Blackboard provides the main communication channel for module specific information and these too should be checked regularly for new content and announcements.

Please see http://info.uwe.ac.uk/myUWE/guidance/default.asp for further information on all aspects of your myUWE portal.

8. Advice and support

There are a range of facilities and services available to go to for advice and support depending on what the issue is. Remember - asking for help at the earliest possible stage will help you in the long run. Your first point of call should always be your Academic Personal tutor, as they will be able to sign post you to the right services and will be able to deal with specific matters relating to teaching and learning. If you are not able to contact your Academic Personal tutor for any reason go to an Information Point, details of which can be found at http://www1.uwe.ac.uk/students/informationpoints.aspx

Student Support Advisers are available and can also be contacted through the Information Points, see http://www1.uwe.ac.uk/students/academicadvice/studentadvisers.aspx for information on how they might be able to help.

However, you are more than welcome to talk to other members of UWE staff depending on who you feel most comfortable talking to.