**Faculty of** **Health and Applied Sciences**

Version2

 October 2016



**Programme Handbook**

The Programme Handbook provides you with a reference point throughout your studies at UWE, please look at online version for most up to date information. The online version is stored in the Programme BB on the Sept 14 folder.

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| **Programme Name: BSc(Hons) Nursing (Learning Disabilities Nursing)**  |

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| **Programme Leader: Nick Preddy** |

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| **Campus and Cohort:** Glenside Campus – September 2014 |

**Academic Year: 2016/17**

**Aim of the Handbook**

The handbook is designed to provide information relevant to the programme. The information in the handbook may also be provided in a number of other electronic or paper sources and this document provides links to the definitive data sources wherever possible. You can also find links to important information when you visit <https://my.uwe.ac.uk> log on and access the programme and module BBs.

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes via BlackBoard Announcement. Please ensure you check your UWE e-mail regularly (at least weekly) so important information is not missed. If you have 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.

Information about your programme can be found on the BSc(Hons) Learning Disabilities Programme BlackBoard in myUWE. This is kept up to date and you are encouraged to visit the BlackBoard for more and up to date information.

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# Programme team information

**Programme Leader:-** Nick Preddy details below

**Programme Team**: - There are many people who will support your learning over the three years. Please look in your module handbooks for their names and contact details. Careful review of every module handbook is essential to the successful completion of this course. The LD nursing team who work 3+ days a week at UWE supervise dissertations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Main roles | mails all end @uwe.ac.uk | 0117 32  | Room  |
| Dr Neil Summers | Associate head of school for LD and MH. Teaches EBP in year 2. Academic Personal Tutor Sept 2014 intake | Neil.Summers@uwe.ac.uk  | 88563 | 2G23 |
| Kim Scarborough NTF | Senior Lecturer, Academic In Practice and module leader for Complex situations in year 3. Academic Personal Tutor Sept 13 | Kim.Scarborough@uwe.ac.uk  | 88432 | 2G17 |
| Emma Douglass | Senior Lecturer, and module leader for Nursing Practice 2 and the dissertation. Teaches on the Physiology and Pharmacology module. Also Sept 15 Academic Personal Tutor. | Emma2.Douglass@uwe.ac.uk  | 88495 | 2G21 |
| Jarek Turif | Full time lecturer, teaching on, Communication In a Diverse World, Health of Adults, and Nursing Practice 1, Academic Personal Tutor for September 2016 | Jaroslaw.Turif@uwe.ac.uk  | 82094 | 2G25 |
| Nick Preddy | Senior Lecturer. Programme Leader. Module leader for CiDW, and Building Positive Relations LD module in year 1. Runs Croatia project. Also links with Electives and Erasmus projects. | Nick.Preddy@uwe.ac.uk  | 88492 | 2G20 |
| Beth Kruger |  | Bethany.Kruger@uwe.ac.uk  | TBC | 2G25 |
| Kim Pankhurst | Senior Lecturer, AiP for Devon and Cornwall, works 3 days a week and is based in Devon | Kimberley.Pankhurst@uwe.ac.uk  | - | - |
| Lesley Russ | Senior Lecturer. Works 2 days a week for UWE and is lead nurse for National research into early deaths of people with learning disabilities with Norah Fry Research Centre | Lesley2.Russ@uwe.ac.uk  | 86074 | 2G31 |
| Alan Nuttall | Lecturer- practitioner, works 1day a week at UWE and works in service development roles with Aspects in Bristol and South Glos. Contributes to service development module.  | Alan2.Nuttall@uwe.ac.uk  | - | - |
| Katie Hague-Curtis | Practitioner contributing to programme. School Health Nurse based across 5 different schools. Specialist area is Epilepsy. | Contact via Programme Leader | - | - |
| Tracy MacDonald | Lecturer – Practitioner currently working for Milestones Trust, Short Breaks ServiceSpecialist area: moving and handling for all LD students, plus practice/skills related topics as required | Contact via Programme Leader | - | - |

Chief external examiners from other institutions are appointed to a suite of programmes to act independently and work with the Faculty in the management of threshold academic standards, ensuring parity of approach to assessment across all awards available.

# Programme specific information

The academic year dates for the BSc(Hons) Nursing programme differ to the standard university year dates published on the University website. You are therefore advised to follow the dates on your Learning Disabilities Nursing programme BlackBoard. Your 3 year timetable is included in this section but is subject to alteration.

You are asked to pay particular attention to assessment dates in module handbooks and ensure you check with your academic team if you are unsure when assessments are due. Students are expected to be available during these periods and absence from scheduled assessments may have a significant impact on your studies. Please take care to avoid these dates when planning any holidays including resubmission dates which might in scheduled AL weeks.

## Programme specific regulations and professional standards

During the programme, students are required to behave professionally at all times. You will study professionalism throughout your course. The Nursing and Midwifery Council (NMC) makes it clear what these standards are in documents such as The Code: Standards of conduct, performance and ethics for nurses and midwives (NMC 2008).The NMC has produced a student version of this documentGuidance on Professional Conduct for Nursing and Midwifery Students (NMC 2011)which can be accessed via <http://www.nmc-uk.org/Students/Guidance-for-students/> and on your programme BB. You will be expected to read this document and are required to practice within it at all times.

The NMC (2011) guidance is concerned with safeguarding the public from harm. Your programme places the safety and wellbeing of service users/patients, carers and the public at the heart of all activities. The interests and wishes of individuals who receive care is explored in depth from the first year of the programme. The learning outcomes of the programme place great emphasis on the need to develop and exercise the qualities of kindness, compassion and sensitivity. As well as a thorough introduction to the NMC Code you will also learn the underpinning theory of consent, ethical practice, dignity and communication in a diverse world, prior to your first practice placement. The learning outcomes and skills for practice place the strongest emphasis on the way that students participate in practice, placing the needs and wishes of patients at the centre of all that you do. The University and our practice partners have robust systems in place to report and promptly respond should students, tutors or mentors have concerns about the well-being or safety of patients or student conduct in practice settings. Examples include: The Practice Support Line, Your Academic Personal Tutor, and the Academic in Practice.

Being a professional nurse requires more than just following the student guidance and the professional Code while on duty. The Code makes it clear that nurses must obey the law, and uphold the reputation of the profession at all times, in both professional and private life, including your professional behaviour at the university.

You will have been required to submit a Disclosure Barring Service (DBS) check before you started the course, and in addition to this, students are required to make an annual declaration of good health and good character on-line. This is a requirement of the Nursing and Midwifery Council. What does good health and good character mean? The following is taken from the Guidance on Professional Conduct for Nursing and Midwifery Students (NMC 2011)

**Good health** is necessary to undertake practice as a nurse or a midwife. Good health means that a person must be capable of safe practice.

**Good character** is also important as nurses and midwives must be honest and trustworthy. Good character is based on a person’s conduct, behaviour and attitude. It also takes account of any convictions and cautions that are not considered to be compatible with professional registration and that might bring the profession into disrepute. A person’s character must be sufficiently good for them to be capable of safe and effective practice without supervision.

**Fitness to practise** means having the skills, knowledge, good health and good character to do your job safely and effectively. Your fitness to practise as a student will be assessed throughout your pre-registration programme and, if there are ever concerns, these will be investigated and addressed by the university.

When you have successfully completed your programme, UWE will inform the NMC that you have met the education and practice standards, and are of good health and good character. If you are deemed fit to practise, you will then be eligible to join the NMC register.

**It’s not just your professional life which is important, but your personal life also**

The Guidance on Professional Conduct for Nursing and Midwifery Students (NMC 2011)also stresses thatyour professional and personal behaviour and conduct, including on any social networks you are part of such as Facebook or Twitter, may have an impact on:

* your fitness to practise
* your ability to complete your programme
* the willingness of your university to sign the declaration of good health and good character for you to become a registered nurse or midwife.

The NMC gives the following examples as common areas of concern when it comes to fitness to practise.

|  |  |
| --- | --- |
| **Aggressive, violent or threatening behaviour*** verbal, physical or mental abuse
* assault
* bullying
* physical violence
 | **Cheating or plagiarising*** cheating in examinations, coursework, clinical assessment or record books
* forging a mentor or tutor’s name or signature on clinical assessments or record books
* passing off other people’s work as your own
 |
| **Criminal conviction or caution*** child abuse or any other abuse
* child pornography
* fraud
* physical violence
* possession of illegal substances
* theft
 | **Health concerns*** failure to seek medical treatment or other support where there is a risk of harm to other people
* failure to recognise limits and abilities, or lack of insight into health concerns that may put other people at risk
 |
| **Dishonesty*** fraudulent CVs, application forms or other documents
* misrepresentation of qualifications
 | **Drug or alcohol misuse*** alcohol consumption that affects work
* dealing, possessing or misusing drugs
* drink driving
 |
| **Persistent inappropriate attitude or behaviour*** failure to accept and follow advice from your university or clinical placement provider
* non-attendance – **clinical and academic**
* poor application and failure to submit work
* poor communication skills
 | **Unprofessional behaviour*** breach of confidentiality
* misuse of the internet and social networking sites
* failure to keep appropriate professional or sexual boundaries
* persistent rudeness to people, colleagues or others
* unlawful discrimination
 |
| **Criminal offences**You have a duty to report to the university immediately if you have been cautioned, charged or found guilty of a criminal offence at any time before commencing or during your programme. Criminal offences, particularly those involving dishonesty, or the use of drugs or alcohol, are likely to raise questions about your fitness to practise. |

**The declaration you will sign before commencing year 2 and 3 is:-**

**The NMC requires that students self – declare their good character and health annually.**

In order for this to be accomplished, all nursing and midwifery students must therefore complete the following declaration:

□ I have read and understood understand the NMC guidance available here [Good Health and Good Character for student nurses and midwives](http://www.nmc-uk.org/Students/Good-Health-and-Good-Character-for-students-nurses-and-midwives/).

□ I understand that I must notify the University and the Programme Manager of any criminal warnings, cautions, reprimands or a warning recorded on police central records, which includes both ‘spent’ and ‘unspent’ convictions since the last Disclosure Barring Service (DBS) check (formerly Criminal Records Bureau CRB) or declaration and complete a DBS self-assessment form available through this link. [http://hsc.uwe.ac.uk/net/student/disclosure-barring-service-dbs.aspx](https://owa.uwe.ac.uk/OWA/redir.aspx?C=UkQcjfvVZ0Kf917y1pNNOhNJ_ViYgdBIEGoCP_oEcpv32gnwvyqWS8yw9dT4mzF5QIJTzisVjXk.&URL=http%3a%2f%2fhsc.uwe.ac.uk%2fnet%2fstudent%2fdisclosure-barring-service-dbs.aspx)

□ I have not received any criminal warnings, cautions, reprimands or a warning recorded on police central records, since the last DBS check (formerly Criminal Records Bureau CRB) or self-declaration. (Do not include motoring offences where you receive a fixed penalty unless it lead to your disqualification)

□ I declare that my health and character are sufficiently good to enable me to practise safely and effectively and that all of the above information is a true and accurate record

* Good health is necessary to undertake practice as a nurse or a midwife. Good health means that a person must be capable of safe practice
* Good character is also important as nurses and midwives must be honest and trustworthy. Good character is based on a person’s conduct, behaviour and attitude. It also takes account of any convictions and cautions that are not considered to be compatible with professional registration and that might bring the profession into disrepute. A person’s character must be sufficiently good for them to be capable of safe and effective practice without supervision. It is important that you are aware that your behaviour and conduct, both during your programme and in your personal life, including on any social networks you are part of such as Facebook, may have an impact on:
* your fitness to practise
* your ability to complete your programme
* the willingness of the university to sign the declaration of good health and good character for you to become a registered nurse or midwife.

□ I will practice in accordance with the [NMC Guidance on professional conduct for nursing and midwifery students.pdf](http://www.nmc-uk.org/Documents/NMC-Publications/NMC-Guidance-on-professional-conduct.pdf)

□ I have read and agree to abide by the principles contained within the Faculty of Health and Applied Sciences [UWE student conduct policy](http://www1.uwe.ac.uk/students/academicadvice/studentconductpolicy.aspx)

Please note. A false declaration to the above, subsequently discovered, in itself may lead to a student being investigated through [UWE Professional Suitability and Professional Conduct Policy](http://www1.uwe.ac.uk/aboutus/policies.aspx). This could, in turn, lead to discontinuation from the programme**.**

## Attendance during the programme

Attendance is a requirement of the NMC and is monitored. Where non-attendance is giving concern students will, in the first instance, be requested to discuss the nature of such absence with their Academic Personal Tutor and thereafter with the Programme Leader and/or the Associate Head of Nursing.

**Theory** – All sessions require you to SWIPE in for electronic registration, failure to swipe into mandatory session may impact on permission to attend your placement. Also paper registers may be taken at any time during each session and absences are reported to the programme leader for action. Completion of online tasks is also monitored and all tasks should be completed in time as per academic staff instructions.

**Placements –** All placements are compulsory and students are required to complete a minimum of 2,300 hours of clinical practice to meet with NMC requirements for registration. Students are required to complete a weekly record of attendance whilst on placement. This should be signed by their placement mentor/supervisor as an accurate record of placement experience and submitted with the Ongoing Achievement Record or as indicated in module handbooks.

In addition it is the responsibility of each student to notify the module leader of absence from theory sessions (details in module handbooks) and the placement area and the **Professional Practice absence line on 0117 32 83283** of any absence from placement. It is also important to inform your Academic Personal Tutor of any prolonged absence from a placement (1 week or more). Continued absence of more than 60 days will require you to step off the programme and return when your health/extenuating circumstances have improved. Students who do not advise the faculty of the reason for their absence and/ or fail to submit medical certificates when appropriate, may have their bursary suspended, and be discontinued from the programme.

**Monitoring Of Absence**

Failure to meet the attendance criteria for both theory and practice elements of the course may result in registration delay or being unable to register as qualified Practitioners.

##

## Academic calendar

The full time BSc (Hons) and Graduate Diploma Nursing Programmes last for three years. The academic year is 40 weeks (averaged over the course) and there is annual leave at Christmas, Easter and during the summer months. Annual leave is pre-planned and non-negotiable and requests for other additional AL week will not be agreed. This ensures your meet the NMC requirements for registration.

The curriculum structure is based on a model of nursing that puts service users and their carers at the centre of practice and education. The structure also reflects and recognises the development of roles and responsibilities experienced by students in placement learning as they progress through the programme, identifying these as participator (year1), implementer (year2) and manager (year3) of care. The programme structure is designed to ensure that theory underpins practice. The curriculum takes into account changes in government health and social policy for service organisation and delivery and the Equality Act 2010.

**3 year timetable**

This timetable may change and you should refer to the master on the programme BB in your cohort folder. There are rarely changes to holiday dates and these are communicated with as much notice as possible. A draft copy of your timetable can be found at the end of this programme handbook.

There are two progression points that divide the pre-registration nursing programme into three equal parts. These are situated at the end of Year 1 and the end of Year 2. Students cannot move from one year to the next until they have met all the requirements for the current part. Should you be unsuccessful at the end of Year 1, the NMC allows a 12 week grace period in which you can achieve year 1 competencies and credit and continue with Year 2. The same principle applies to Year 2 moving into Year 3. If it is not possible for you to achieve within that 12 week timeframe, then the NMC requires that you step off the programme and return with the following cohort once you have completed all modules required for that progression point. All modules are compulsory.

The last 4 weeks of the programme are considered ‘transition time’ to help you consolidate your clinical skills and confidence in the period immediately prior to registration and help you in the transition from student to qualified practitioner.

**Individual timetable**

You should log on with and download you own individual timetable and regularly update it/recheck it as timetables are subject to change.

## Intermission & withdrawal from the programme

Students requesting to intermit or withdraw from the programme, for any reason, will be asked to formally confirm this in writing to the programme leader. They may need to meet prior to this to discuss the possible options. In the case of intermission an anticipated return date will be discussed. It is the student’s responsibility to confirm their request to return at least 16 weeks before the intended start date. The programme leader will liaise with the Professional Practice Office in regard to placements.

## Brief overview of the modules contributing to the programme

**Modules**

The BSc (Hons) Nursing Programme consists of a number of different types of modules with a total of 13 modules taken in the 3 year programme: -

* Professional Pathway modules (Uni-Professional-Theory and Practice ). These are modules that focus on your specific field of nursing where you will develop the core skills, knowledge and attitudes required of nurses registered in your chosen field. These are practice and theoretical modules.
* Interprofessional module. These are modules where, all health and social care programmes study together to develop knowledge skills and attitudes that actively promote interprofessional and interagency collaboration. There is an Interprofessional module in years 2.
* Shared learning modules. These are modules where you share the same knowledge base as all nurses and midwives and therefore learn together. For all fields of nursing shared learning modules are undertaken during years 1, 2 and 3.

The programme is full time over three years and must be completed within 5 years. There is no part time route available but those students who have transferred to a part-time arrangement must complete the programme within 7 years of the course commencement date (NMC, 2004).

|  |  |  |
| --- | --- | --- |
| Level 1l Level 2 | **Compulsory modules – Year 1*** Communication in a Diverse World

UZZSMV-15-1 (shared learning)* Appreciating Evidence for Practice

UZWSN3-15-1 (shared learning)* Physiology and Pharmacology for Nursing Practice (shared learning)

UZWSMW-30-1 * Building Relationships with people who have Learning disabilities – UZZSN8 -30-1 (uni-professional)
* LD Nursing practice 1 module – UZZSN9-30-1 (uni-professional)

 | **Interim Awards:****Cert HE Health & Social Studies*** Credit requirements

120 credits of which not less than 100 credits are at level 1 or above**Dip HE Health & Social Studies*** Credit requirements

240 credits of which not less than 220 credits are at level 1 or above and not less than 100 credits are at level 2 or above**BSc Health and Social Studies*** Credit requirements:

300 credits of which not less than 280 credits are at level 1 or above, not less than 60 are at level 2 or above and not less than 60 are at level 3 or above.***Default Award:******BSc Nursing**** Credit requirements:

Achievement of all modules with the exception of Dissertation, however it is expected the Dissertation is attempted.**Target/highest Award:****BSc (Hons) Nursing*** Credit requirements

360 credits of which not less than 340 credits are at level 1 or above, not less than 200 credits are at level 2 or above and not less than 100 credits are at level 3 or above***BSc Nursing and BSc (Hons) Nursing awards provide eligibility to apply for Nursing and Midwifery registration providing all NMC requirements are met.*** |
| Level 2 | **Compulsory modules – Year 2*** Service Improvement – a collaborative approach UZYSNA-15-2 (inter-professional)
* Evidence Based Practice for Nursing and Midwifery UZWSNB-15-2 (shared learning)
* Meeting the health needs of people with learning disabilities – UZZSNJ-45-2 (uni-professional)
* LD Nursing practice 2 module – UZZSNK-45-2 (uni-professional)
 |
| Level 3 | **Compulsory modules – Year 3*** Nursing and Midwifery DissertationUZWSNL-30-3 (shared learning- however you each have a dissertation supervisor who oversees your research project)
* Choice module – 15 credits (shared learning)
* Management of Complex Situations in Service for people with Learning Disabilities – UZZSNT-30-3 (uni-professional)
* LD Nursing Practice 3 module – UZZSNU-45-3 (uni-professional)
 |
| *BSc(Hons)*  120 credits level 1 120 credits level 2  120 credits level 3(Please note the Graduate Diploma Nursing Programme is negotiated on an individual basis, hence not presented as standard structure above. Please see Programme Leader for details) |

Clinical skills are taught initially within UWE and then further developed within the clinical areas. Clinical skills sessions require **compulsory** attendance prior to your clinical placement such as, Manual Handling, Infection Control, Basic Life Support, and PBS. Previous course attendance is not recognised so full attendance is mandatory. Failure to attend may prevent students from entering clinical practice and result in being put back within the programme and possible loss of bursary.

All students must attend clinical skills sessions in appropriate dress and footwear for the skill being undertaken. The LD academic staff will let you know what this means as LD nurses have to learn what ‘ordinary’ clothing is suitable to do clinical skills as most placements do not require uniforms. This is particularly important for Manual Handling and Basic Life Support sessions, as we are responsible for your Health and Safety during these sessions. Students who arrive more than 10 minutes late or dressed inappropriately will be asked to leave. **Non-attendance will affect your ability to go into placement.**

## Assessment Schedule

The assessment strategy is designed to ensure that the development of appropriate knowledge, skills and attitudes and their application to practice is progressive and increases in complexity during the course. The University’s Assessment Regulations and Procedures are followed to monitor and evaluate the progression through each year. These can be found at <http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx> . Additional information about the assessment process, marking, submissions, extenuating circumstances etc. Can also be found at <http://www1.uwe.ac.uk/students/academicadvice> . You are strongly advised to refer to the UWE Bristol intranet and your module handbooks for further information regarding assessment.

Besides the formal role of summative assessment within the programme, students are often given **formative assessment** activities; these are an integral element of the assessment strategy and **must be completed**. Formative assessment is not discretionary. Students also have a role in developing their own skills of self-assessment to enable you to develop both professionally and personally. You will be provided with opportunities to receive formative feedback regarding your progress and will be encouraged to accept responsibility for personal learning and achievement in modules and in APT meetings.

Students on the BSc(Hons) Nursing Programme will experience a range of assessment methods according to the stage of the course, length of the module and subject being assessed. Further details of the assessment will be given in the module handbooks and reiterated by module teams.

**Year 1 Assessment Schedule**

**Module title Assessment format**

Communication in a Diverse World 1500 word assignment

Physiology and Pharmacology for Nursing Practice Exam (1.5 hours)

 2000 word assignment

Appreciating Evidence for Practice 2000 word assignment

Field specific Theory module See module handbook

Assessment details for modules in Year 2 and 3 will be given during the course.

The Faculty has special arrangements for students with a disability. More information about this is available from our student advisors who can be accessed from <http://www1.uwe.ac.uk/students/studysupport/disabilityservices.aspx>

Details of assessment procedures can be found at: <http://www1.uwe.ac.uk/students/academicadvice/assessments.aspx>

**Assessment of Professional Practice Modules**

Each year of study contains a practice module in which the student undertakes 2 practice placements. Students are issued with an Ongoing Achievement Record document (OAR) at the start of the programme which details all practice assessments over the 3 years.

A component of assessment of professional competencies in a practice setting is assessed by a mentor in practice as pass/fail only. In year 3, students who pass the practice module are also assigned a grade which is converted into a percentage and counts towards their overall degree classification. In year 2 of the LD nursing programme part of the assessment for practice is a skills exam (OSCE) which means the practice module also has a percentage. Manual handling, Basic Life Support and Numeracy tests are all linked to passing the practice module and are all compulsory.

**Progression Criteria**

The NMC has set minimum requirements that must be met by the first and second progression points as detailed in the Ongoing Achievement Record (OAR). The BSc (Hons) Nursing programme has identified additional outcomes that must be achieved by each progression point; these are based on local need, programme design and organisation of learning in practice and will be assessed in theory and practice assessments and in accordance with the university regulations. You will not be able to progress through the programme unless/until you have achieved these minimum requirements.

**The Portfolio**

A portfolio is evidence showing how you are continuing to build your ‘skills, knowledge, attitudes, understanding and achievement’ (Brown, 1992) and the maintenance of such a portfolio is an NMC requirement. All pre-registration nursing students will therefore keep a portfolio that includes a record of achievement of assessment in theory and practice. The responsibility for maintaining the portfolio belongs to you as a student and the process will help to develop the skills to accumulate a record of development and experience throughout your career.

Your portfolio of Learning Achievement will be utilised during your nursing programme to enhance both your personal and professional development. It is your responsibility to maintain your portfolio as your portfolio development will form the basis of discussions with your Academic Personal Tutor when you meet throughout the course. In LD nursing mentors also expect to see your portfolio and to see evidence of meeting the NMC criteria as detailed in the OAR. It is your responsibility to bring your portfolio to meetings with your Academic personal Tutor and you practice mentor. Your Academic Personal Tutor will review your portfolio at least once per academic year and you are required to ensure they sign it after your first placement.

**Reassessment of Professional Practice Modules**

Reassessment of practice modules is subject to the discretion of the relevant Award Board. **There is no automatic right to a further attempt.**

## Notification of Results

**Provisional Results -**The Module Leader will hold the provisional marks. The relevant module handbook will give you a date when provisional marks and work are available for you to view via Blackboard.

**Confirmed Results -**All results are confirmed by an Award Board. Students can view their confirmed results via myUWE 5 working days after the Award Board has sat.

##

## Use of Information technology within the programme

The Programme is supported by the use of on-line information technologies such as BlackBoard available from the University home page <http://www.uwe.ac.uk/?page=1> within MyUWE. There will be support for all modules giving a flexible approach to learning and hopefully encourage you in becoming an enthusiastic and independent learner.

By the time you are qualified, the NHS requires all graduates to be IT literate and completion of the LD nursing course ensures you have the necessary IT skills. Qualified nurses need to be able to use online learning platforms to continue developing their knowledge and skills and increasingly specialist nurses use IT as their main form of contact with peers and to reduce travelling. Also there is a growing tele-medicine service and environmental control systems to enable people to live more independent lives. Therefore the qualified RNLD must be comfortable with the use of IT. To help you meet this requirement the Faculty’s e-learning strategy provides a flexible framework for students to engage in the use of new technologies and e-learning approaches to Support Learning. Also each year you will have designated sessions where academic staff will introduce you to our online learning materials. Therefore this programme is committed to developing student’s skills in using information and communication technologies to retrieve, organise and present information and to enhance their learning.

You need to make yourself aware of Trust and UWE standards and abide within policy regarding your use of social networks such as Facebook or Twitter and your professional responsibilities. The NMC supports the use of social networking by registered nurses and students alike, but recognise that there are pitfalls with social media. The NMC has issued the following practical advice which you should be aware of and adhere to.

The code states that nurses and midwives must “uphold the reputation of your profession at all times” (NMC 2008 page 7), while students must “uphold the reputation of your chosen profession at all times” (NMC 2011 page 15).This means that conduct online and conduct in the real world should be judged in the same way, and should be at a similar high standard. Likewise, the NMC Student guidance states that you should “Ensure that you are familiar with and follow our information on the use of social networking sites (available from our website [www.nmc-uk.org](http://www.nmc-uk.org))” (NMC 2011 page 14). Nurses and midwives will put their registration at risk, and students may jeopardise their ability to joinour register, if they:

• Share confidential information online.

• Post inappropriate comments about colleagues or patients.

• Use social networking sites to bully or intimidate colleagues.

• Pursue personal relationships with patients or service users.

• Distribute sexually explicit material.

• Use social networking sites in any way which is unlawful.

## Practical advice for students nurses and midwives using social networking

The standard of your conduct as a student, nurse or midwife, both online and offline, is important. The way you act online can jeopardise your ability to join and stay on our register. Make sure you read and understand the code, our guidance for students, and this information on social networking sites. Royal Colleges and other bodies have also produced helpful information on this subject. You should think through what this information means for you in your life and when you practice, and if needed, take steps to change the way you use social networking sites.

* If you identify yourself as a nurse or midwife on Facebook, you should act responsibly at all times and uphold the reputation of your profession. Even if you do not identify yourself as a nurse or midwife, be aware that your conduct online could still jeopardise your registration if it calls your fitness to practise into question.
* Do not use social networks to build or pursue relationships with patients and service users, even if they are no longer in your care. If you receive a friendship request from a current or former patient, Facebook allows you to ignore this request without the person being informed, avoiding the need to give unnecessary offence.
* Do not discuss work-related issues online, including conversations about patients or complaints about colleagues. Even when anonymised, these are likely to be inappropriate.
* Never post pictures of patients or service users, even if they ask you to do this. Our guidance on record keeping states clearly, “you should not take or keep photographs of any person, or their family, that are not clinically relevant” (NMC 2009b page 6). If your mobile phone has a camera, you should not use it in the workplace.
* Social networking sites should not be used for raising and escalating concerns (commonly referred to as whistleblowing). Our guidance on raising and escalating concerns (NMC 2010) sets out your professional duty to report any concerns which put the safety of people in your care or the public at risk, and the steps you should take to do this.
* Protect your own privacy. Think through what kinds of information you want shared and with whom, and adjust your privacy settings. On Facebook, you can adjust your privacy settings at group level to share different levels of information with different kinds of friends. Remember that the more your personal life is exposed through social networking sites, the more likely it is that this could have a negative impact.
* Remember that everything you post online is public, even with the strictest privacy settings. Once something is online, it can be copied and redistributed, and it is easy to lose control of it. Presume that everything you post online will be permanent and will be shared.
* You can take action if you find yourself the target of complaints or abuse on social networking sites. You can remove someone from your friend list and block them from interacting with you, and most sites will include mechanisms to report abusive activity and provide support for users who are subject to abuse by others. If you are very concerned about someone else’s behaviour online, you should take steps to raise your concern, including if necessary with their university or employer. In the most serious circumstances, for example if someone’s use of a social networking site is unlawful, you should also report the incident to the police.

## Placement information

Much of the information you will require for working in the practice setting is available via the Practice Support Net <http://www1.uwe.ac.uk/students/practicesupportnet> and there are folders in the Programme BB. You should access both of these and familiarise yourself.

**Brief description of practice allocations**

Throughout the three years, you will be provided with practice placements that facilitate your development of nursing core skills and the achievement of the learning outcomes as outlined in each year of the Student Ongoing Achievement Record(OAR). You will have 2 placements each year.

Service for people with Learning Disabilities are a mix of NHS, independent and Voluntary Sector (IVS) and family. In addition people with LD access primary and acute healthcare settings and the prison healthcare services. Also the skills or the RNLD are highly valued in Head/Brain Injury services, Disability Services and Dementia Services. Therefore your placements will reflect this wide spread of possible areas where you might work when qualified. As well as undertaking specialist and generic placements you will also have the opportunity to deliver nursing care in the home, clinic, treatment centre or elsewhere. A varied number of learning opportunities will be possible during these allocations to meet the required learning outcomes within different care settings. In order to provide you with this variation, nursing students at UWE, Bristol are expected to travel to placements areas across the region. Due to the nature of the programme, it is not possible to guarantee placements near to where you live however students can request placements to be in Cornwall, Devon, Dorset, or Gloucestershire and we try our hardest to fulfil this request. Students cannot request all placements to be in other areas in the region e.g. Bristol, Bath, as placement capacity means students will have to attend where the placement is allocated.

Students allocated a placement for which travel or accommodation may be necessary are advised to make an appointment with a student advisor to discuss their eligibility for claiming travel and accommodation costs and too claim for a short term travel and accommodation loan **immediately they learn of their allocation**. Do not wait as delay in requesting this short term loan can lead to financial hardship. If you receive a bursary your placement travel expenses will be reimbursed by NHS Bursaries on the completion and processing of a travel claim which you download from your Bursary log in. If you do not receive a bursary it is important you speak to the Programme Leader immediately you learn where you placement is if travel will be required. Further information is also on the programme BlackBoard and will be given before you commence your first placement.

Students will be introduced to ARC. ARC is a Management Information System designed to cover all aspects of Student Placement Management. This web-based system provides access for nursing students to their placement and absence details with the ability to update their contact information online. This is also where the annual good health and good character forms are held and signed electronically.

All placements have to meet the NMC standards for placement learning. They are audited and students evaluate each placement. Students often ask about a placement is an area that is not audited. If you know of an area that could make a good learning placement let the AiP/programme leader know so they can visit and see if we can develop the area as a future placement.

You are required to work the full rota experiencing both early shift, late shifts and office hours, including night duty, in order to meet the NMC criteria.

## International and national opportunities

The Travel Opportunities for Nursing and Midwifery Group (TONMG) support Electives and Erasmus experience. Information about these opportunities can be found at <http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147>

**Electives**

Details about the elective experience and how to apply are available from the Travel Opportunities for Nursing and Midwifery Group (TONMG) <http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147> This is an opportunity for you to extend your nursing practice experience in the UK outside of UWE audited placements, or internationally through organisations such as Work the World travel, to experience nursing in a different culture such as Africa. Further details of this will be available at the start of year 2.

**Erasmus Opportunities**

There are also Erasmus opportunities to practice and study in Europe, where you will have the chance to live, study and practice as part of your degree at another European University (Finland or Norway). This opportunity offers a unique chance for you to gain new perspectives and valuable clinical and social experience, helps to develop your confidence and cultural awareness, and enhances your employability as a Registered Nurse. The Erasmus opportunity is available at the start of the 3rd year when you will enrol as a student for 3 months at one of our partner Universities. As an Erasmus student, you will receive guidance and support both to prepare for your experience and during your visit, and importantly you will receive a grant to assist with your finances for the duration of your Erasmus visit. The partner University will host you during your visit and offer University accommodation. In addition you can apply to learn the local language in the host country through intensive language courses. As part of the Erasmus opportunity, students pay no fees. You need to apply for this opportunity early and there is plenty of information available on Erasmus through the internet and in Student Net on the Faculty website. Here you will find information about Erasmus, our partner Universities, and how to apply. Your Erasmus coordinator is Clive Warn.

<http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147>

## Supervision of Learning Days (SoLD)

Supervision of Learning Days are an opportunity for you to receive academic supervision of theory and practice learning whilst on placement. These days will include structured opportunities for reflective learning, tutorials and self-directed study. The capacity to reflect in action (while doing something) and on action (following an experience) is not new to nursing education. It can be argued, however, that for reflection to be really effective, another person is required to ask the questions that encourage thought processes that are not enshrined purely in introspection, but ensure that meaningful learning takes place. In the clinical environment, reflective activity takes place with the mentor as a catalyst. The nursing team at UWE believes that the students’ capacity for reflection can be enhanced through the employment of Supervision of Learning Days (SoLD). These study days will link directly to practice but also provide the students with the time and space to think through experiences in order to develop their understanding, self-awareness and critical skills.

The philosophy that underpins the curriculum not only recognises the importance of a programme of preparation that is practice centred but also acknowledges the need to promote the integration of theory and practice for the achievement of professional competence and confidence as well as developing critical and creative thought.

SoLD aims at strengthening this theory – practice integration in a number of ways by:

* + Expanding the opportunity for you to develop independence, autonomy, flexibility and reflective thinking.
	+ Using real life scenarios to facilitate your learning.
	+ Using skilled facilitators to encourage student led group-interaction and learning.
	+ Accessing sources of information to support nursing practice as it is delivered.
	+ Involving practitioners and specialists in the exploration of nursing issues/studies.
	+ Using on-line activities to facilitate cohort activities when students have a wide placement pattern.

You will meet either face-to-face or online with designated lecturers for SoLD during your practice module as timetabled in year 1, 2 and 3. Please note it is an essential requirement that you participate in these days as SoLD hours contribute to the overall practice hours required by the NMC. This includes full participation in online SoLD days.

## Uniform

Some practice placements will require you to wear uniform. Uniforms will be provided for those placements and should be worn appropriately. Please refer to the Uniform Policy:

<http://www1.uwe.ac.uk/students/practicesupportnet/policiesandprocedures.aspx>

In non-uniform areas there are certain guidelines that you must follow:

Remember that as a professional your dress should reflect a professional image, therefore no slogans, profanity or images which might cause offence.

* Seek guidance from your mentor about what is appropriate dress for that area and adhere to the placement organisations dress policy.
* Ensure hand washing can take place effectively.
* Clothing must be clean.
* Remember that what you wear gives out a message and so try to be aware of what message others may receive. Short shorts or skirts/dresses are not appropriate.
* Avoid necklaces, dangly earrings and long hair that is not tied up – these may be pulled on. Some placement areas
* Wear shoes that are sensible, e.g. no high heels, no sling backs, no sandals, shoes must fully support the foot. They should be lace-up.

In short; be comfortable, be professional , be safe and be aware of how others may view you.

## Working part-time whilst studying

The faculty policy allows for your Academic Personal Tutor to give a reference to your prospective employer if you choose to do agency/bank nursing or any other type of part-time work to supplement your income. However, you need to make sure you are working hours that do not conflict with attendance at clinical and practice/theory modules. It is recommended you do not work more than 12 hours a week during study/placement weeks. It is also recommended you do not work as a paid employee whilst also allocated to a placement area. It is therefore preferable if you ensure your workplace details are on ARC so you are not allocated to the same area. This is important as if working at a paid employee and as a student roles can become blurred impacting on learning and possibly causing issues in relation to what a student is NOT allowed to do that a paid employee might do.

If you work when you should have been attending theory modules or clinical practice OR whilst you are off sick, disciplinary action will be taken and you may be asked to withdraw from the programme. Working during times when you are receiving bursary to attend UWE/practice may be investigated as fraud by NHS fraud.

## Concerns Regarding Care Delivery

Students on placements have a responsibility to ensure that they adhere to the principles of the NMC Code of Conduct (2008). Therefore students have a duty of care to individuals who they believe may be receiving poor care or treatment. In the first instance, you should discuss your concerns with your mentor in clinical practice. If this is not appropriate or possible, you will need to contact the available support systems at UWE, for example: the Practice Support Line, Practice Module Leader or your Academic Personal Tutor. There is more information onm raising concerns on the programme BB.

## Pregnancy

Please inform your Academic Personal Tutor and programme leader as soon as you have confirmation of your pregnancy. If you are in clinical practice, it is your responsibility to inform your mentor and in turn they will complete a risk assessment. Where a student is deemed to be unable to continue in practice she may be intermitted from the programme and resume the programme at an appropriate time after the pregnancy. Students are entitled to maternity leave. The normal length of time taken is a year, but this can vary, depending on student wishes and individual circumstances. Students will be expected to resume full time studies on return to the programme, unless a part-time route is available. Reasonable adjustments to enable you to return are normally possible on a short term basis.

Please see the programme leader about entitlement to bursary during pregnancy.

Trust sponsored students need to inform their line manager and Personnel department in addition to following the same procedure as per non sponsored students when pregnancy is confirmed. Entitlement to financial support during pregnancy will need to be discussed with your Personnel department.

## Paternity leave

Students are entitled to 4 weeks paternity leave with paid bursary. Please see the programme leader.

## Online numeracy test

Numeracy and calculations are a vital part of a nurse’s day to day practice regardless of their speciality. For this reason the Nursing and Midwifery Council (NMC) stipulate that all nursing students must undertake, and pass, an applied numeracy test before progressing from year 1 into year 2 and from year 2 into year 3 and before passing year 3. The numeracy test will be taken each year under supervision at the university.

**Where do I find the practice test?**

The practice test can be found in the Mandatory Training Module in BB.

It is strongly advised that you work through the study skills booklet and then the practice questions before undertaking your supervised test. More information and recourses are in the programme BB.

Before taking the practice test you do not need to be using a university computer to take the practice test; you can access and take the practice test on a remote or home computer.

**What will I be expected to do?**

**Year 1**

In order to support the achievement of the clinical skill of drug calculation, Administration of Medicines, within the Ongoing Achievement Record, you are required to take (under supervision) and provide evidence of a pass to your mentor and to submit with your OAR document for the year 1 numeracy test. This will assist in the achievement of Green (pass).

The test is made up of 25 randomised multiple choice questions and to pass you have to answer 19 or more questions correctly to attain the 75% pass mark. When taking the test it is acceptable for you to use a calculator although in the practice setting you may also be expected to demonstrate manual calculation and numeracy skills (i.e. without the aid of a calculator).

You will be allowed as many practice attempts as you need in the mandatory training module. Then up to 4 supervised attempts which are spread across the academic year. These are timetabled tests which are mandatoty attendance until you have passed the test. It is usual for the majority of students to have passed by the 2nd attempt, therefore if you require a 3rd or 4th attempt you will be directed to additional maths support. The test is timed for 1.5 hours after which you will be automatically timed out and the test will stop. Once you have made an answer selection and moved onto the next question there is no way of going back to amend your work.

You overall score will be shown and you should print out a test certificate for your portfolio as soon as possible as it is only available for a limited time.

**Please note:** The test site does not have the capacity to display how long you have left during the test; neither will it warn you when your time is nearly up so it is very important to monitor your own time during the test Key Faculty Staff

In year 2 and 3 you take the same test from the same question bank but need to achieve higher pass rate.

## How your degree will be calculated

Due to variations between the total credit requirements for different degree with honours awards, a single University-wide formula, which uses the same number of credits for all students, is used to calculate degree classifications. This is unless a professional or statutory body requires the use of a different method. Your Programme Leader will be able to advise you if this is the case for your award. The key features of the formula are:

* Only the marks for 100 credits at level 3 and 100 credits at level 2 (or other level 3 credits) are included.
* Marks for the 100 level 3 credits are weighted three times those at level 2.
* Marks used are the best overall module marks a student has achieved.

Please see the UWE website for more information:

<http://www1.uwe.ac.uk/students/academicadvice/degreeclassification>

**Non-standard calculations**

If the total credit value of the best module marks at level 3 add up to more than 100, only part of the credit for the module with the lowest mark will be used in the level 3 calculation. The remaining credit will be carried over to the level 2 set of marks and treated as a level 2 module. The partial module credit and the mark may then be included in the best overall marks if it falls into the best 100 credits at level 2.

For example:

A student has 5 x 30 credit modules at Level 3 and 3 x 30 credit modules at Level 2.

|  |  |  |
| --- | --- | --- |
| **Level 3 marks (ranked in order – highest first)** | **Credit size** | **Running total (100 max)** |
| 69% | Module A – 30 credits  | 30 credits |
| 58.1% | Module B – 30 credits  | 60 credits |
| 56% | Module C – 30 credits  | 90 credits |
| 52.2%  | Module D – 30 credits  | **100** credits (10 of the 30 credits are used in the level 3 calculation) |
| 48.8% | Module E – 30 credits  | Not included in the calculation as this is the lowest mark |
| **Level 2 marks (ranked in order – highest first)** | **Credit size** | **Running total (100 max)** |
| 65% | Module F – 30 credits  | 30 |
| 60.9% | Module G – 30 credits  | 60 |
| 55.3% | Module H – 30 credits  | 90 |
| 52.2% (level 3 module, moved down to level 2) | Module D – 30 credits | **100** (10 of the 30 credits are used in the level 2 calculation) |

In exceptional circumstances for example, where some of module marks are not expressed as percentages, or where the credit total includes modules awarded as Accredited Learning, the total credits counting towards the classification at one or both levels may be lower than 100 credits. In these circumstances the degree will be calculated on the basis of all available marks at each level.

**Foundation Degree**

A Foundation degree contributes 240 credits towards the total of 360 for an honours degree, and students take the remaining 120 credits in year 3. The classification for students who progress from a Foundation Degree to the final year of an honours degree will be calculated based only on the marks achieved in that year.

In the Calculation, the best overall module marks for 100 credits achieved at level 3 are weighted more than those of the remaining 20 credits.

Graduate Diplomas are not classified and students receive either a pass, merit or distinction.

# Additional Information

## The Faculty academic standards are:

Faculty of Health and Applied Sciences Academic and Professional Standards and Behaviour – a guide to students on health and social care programmes

As a student on health and social care programme I agree to demonstrate –

**Respect for others by:**

* Showing courtesy and being respectful to colleagues, staff and the public at all times
* Maintaining the dignity and privacy of individuals in all care situations.
* Valuing and respecting the views, beliefs, and rights of all individuals.
* Embracing difference and valuing diversity; taking steps to promote, tolerance, respect, dignity and equality for all.
* Promoting a work and learning environment free of bullying, harassment and discrimination.
* Promoting an environment conducive to learning by contributing actively and equitably to learning and teaching activities, whilst minimising the risk of unnecessary disruptions.

**Professional responsibility by**

* Engaging in actions that benefit others and minimise the risk of harm.
* Acting in the best interest of individual service users and carers.
* Demonstrating reliability and punctuality in attendance and adhering to agreed procedure for reporting of non-attendance.
* Adhering to appropriate dress/uniform code, including, maintaining appropriate hygiene; taking pride in personal appearance.
* Working collaboratively and harmoniously, as a member of a multi-disciplinary team; respecting the views, expertise and contributions of others.

**Social responsibility by**

* Respecting and making appropriate use of University, Faculty and practice placement facilities and services; including use of books, computer, and other teaching/learning resources.
* Ensuring own actions and behaviour enhance the profession’s reputation and the public’s confidence.
* Maintaining high personal standards in all settings; refraining from actions that can be construed as dishonest, fraudulent and unprofessional.

**Professional integrity by**

* Maintaining honesty and openness in all encounters with service users, academic and service staff, and student colleagues.
* Refraining from accessing and sharing information in practice and academic settings without appropriate authorisation.
* Accepting responsibility and accountability for own actions.
* Ensuring that confidentiality and security of information are maintained at all times.
* Taking appropriate action to report situations and incidents that may harm the safety and well-being of others.

**Professional competence by**

* Practicing safely at all times by meeting required standards of competence.
* Responding appropriately to individuals’ needs and providing safe and competent care.
* Accepting responsibility for own learning and responding appropriately to constructive criticisms.
* Acknowledging limitations in own knowledge, skills and competence; seeking help and guidance as and when necessary.

**Academic integrity by**

* Ensuring academic honesty in all course work; including examinations, research activities, and assessment of clinical competence.
* Ensuring academic work submitted reflects own effort with credit given to the work of others.

**Failure to meet the professional or academic standards will mean that you will be required to withdraw from (leave) the programme.**

You should familiarise yourself with the professional suitability policy and student conduct policy which are available via <http://www1.uwe.ac.uk/aboutus/policies>

# Key Staff in Faculty of Health and Applied Science (HAS)

Pro-Vice Chancellor and Executive Dean – Steve Neil

Head of Department - Sarah Green Sarah.Green@uwe.ac.uk

Field Specific AHoD – Neil Summers

Field Specific Programme Leader – Nick Preddy

Field Specific Year Tutor – Sept 14 – Neil Summers

Practice Placement Office field specific allocation officer - Beverly Mead

## Roles within the Department of Nursing and Midwifery

**Head of Nursing and Midwifery:**

The Head of Nursing and Midwifery has ultimate responsibility for the course curriculum. They are required to keep abreast of strategic and political developments within the health sector, and encourage academics to thread these changes through the curriculum. They work in close partnership with practice colleagues to deliver a high quality educational experience. They maintain an overview on key performance indicators. They support academic staff to deliver the vision of UWE Bristol.

**Associate Heads of Department:**

Each field of Nursing and Midwifery has an Associate Head of Department who acts as a link between the Head of Department and the academic team, supporting both to deliver high quality education. Associate heads also have responsibility for overseeing projects within the department which enhance learning and teaching and develop the curriculum.

**Programme Leader:**

Each field of nursing practice at UWE will have a programme leader as a core member of the team. They are responsible for overseeing the quality of the relevant courses. They will work closely with academics and practice colleague to achieve this. An important role of the programme leader is to support their team to design and deliver innovative and creative curriculums. This can be achieved in a number of ways, including the use of technology and service users. Programme leaders take an active role in the revalidation process ensuring that students are fit to practice upon qualification. Programme leaders will also work in close collaboration with academic personal tutors to ensure that students are being supported, and receive guidance with their training.

**Academic Personal Tutor (APT):**

All UWE Bristol students will be allocated to a personal tutor at the start of their programme. The tutor is an academic member of the team. The student will be given opportunities to meet with their academic personal tutor during the course of their studies. There will be opportunities to discuss academic and pastoral support needs. The tutor will be able to sign post the student to additional support needs, should this be needed. The academic support tutor will be keen to support the student to achieve their maximum potential whilst studying at UWE.

**Academics in Practice (AiP):**

These lecturers spend a proportion of their time in clinical practice supporting students and mentors. AIP’S support students who are not achieving and have been referred or failed in practice. AIP’s can support the student and mentor with development of action plans, and how students can achieve formulated goals. If students have additional health needs, AIP’s can provide advice, support and referral.

# Communication

The main communication channel used by the University and the Faculty is the UWE student portal, myUWE. The myUWE link appears at the top of the University staff and student intranet home page alongside that of the library and gives you access to the portal, where much of the information relevant to you will appear, including important announcements. myUWE gives you access to a wide range of course information, including links to Blackboard for modules you are currently studying. Blackboard provides the main communication channel for module specific information and should be checked regularly for new content and announcements.

Also from myUWE you can access your UWE student email account, which you are expected to check regularly (at least once a week) as this is the email address that the University will use to contact you. If you do not activate this account, or chose to automatically forward emails to a different email account, then the University will not be responsible if you miss important information such as details about classes, assessments, examinations, fees, registration etc.

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

# Regulations/Policies

The University regulations are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;

**Regulations:**

<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>

## Assessment Offences

In order to ensure that all students are assessed fairly and equitably, it is important that markers are able to be sure it is your own work which is being assessed and that all your assessed work is done within the University rules and regulations. If a marker or invigilator believes that you have committed an assessment offence this will be reported and the allegation will have to be investigated. The University take the committing of assessment offences very seriously. Action is always taken to investigate and follow through any such cases that are reported. The process and consequences can be found within the UWE Academic Regulations.

An assessment offence is defined by the University as ‘Passing off the work of others as one’s own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism (stealing someone’s words or ideas and passing them off as your own) and other breaches of assessment or other examination regulations or procedures. Cheating, collusion and plagiarism are the use of unfair means of presenting work for assessment or of aiding another student to do so.

Plagiarism – Demonstrating that you have read a wide range of material (books, journals or other sources) in writing a piece of coursework is essential, but so is ensuring that you acknowledge that work properly through correct referencing i.e. the naming of authors/sources and the use of paraphrasing, quotation marks or indented paragraphs.

Collusion – You may be asked to work with other students on a project, in class or analysing data, it is essential that any work you hand in for assessment purposes is written up by you on an individual basis. The text and diagrams / pictures etc. you use must be your own. You must be particularly careful if you are sharing a computer with another student or passing information between yourself and others in an electronic format such as by disc or email that you do not use someone else’s words – or that they use your words.

Non-compliance – it is important that you follow the instructions given to you by staff and adhere to the regulations of the University. For example, non-compliance could include taking unauthorised papers or items into an examination room or falsely claiming extenuating circumstances or late work.

<http://www1.uwe.ac.uk/students/academicadvice/assessments/assessmentoffences.aspx>

In addition to the academic regulations, students should pay particular attention to the IT Acceptable Use Policy as this defines what you can or cannot do for the protection of systems and of individual users.

## Word count policy

Your module handbook will state the word count and if you have any leeway. It should not be assumed you can go over the word count unless specifically written in the module handbook. <http://www1.uwe.ac.uk/aboutus/policies>

## Referencing guide

Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

If you wish to refer to something you have read you MUST give a reference for this material. The University Library provides advice on managing references, see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

## Marking criteria

Marking criteria will be available from each module leader and should be in module handbooks or on the module BlackBoard. If you are not given this ask the module leader for it

## Feedback

You will receive feedback in a number of ways and each module handbook should state how feedback will be given and when. Feedback from summative work should be available 20 working days from submission,. If this is not possible the module leader should inform you when it will be made available. Any marks given are provisional pending the Award Board decision.

There are also opportunities in most modules for feed forward in the form or formative assessment opportunities include peer. Mentor or academic feedback. Formative assessment is therefore an important element of the learning and assessment process and not optional. This aims to help you develop your academic skills and required knowledge to enable your success in the module assessment.

## Health and Safety

Please refer to specific polices in the Clinical Skills Labs and in all placement areas UWE Health and Safety polices can be accessed from your Programme BlackBoard

## Confidentiality

Confidentiality is important not only when working in practice but within the group, SOLD days and in written assignment. Please ensure you read the Confidentiality document available from [https://simita.uwe.ac.uk/HAS/students/MaintainingConfidentiality.pdf](https://owa.uwe.ac.uk/OWA/redir.aspx?C=J-z1Qi2JQU6BonYdxwKHyKxvTRl8kdFIhAK_cNrPLNDX-8S8PgzZORx18GPh6UNqjtDtFH3zpv0.&URL=https%3a%2f%2fsimita.uwe.ac.uk%2fHAS%2fstudents%2fMaintainingConfidentiality.pdf)

# Advice and Support

Academic Support is provided through a number of roles and students should seek advice from academic staff on specific matters relating to teaching and learning.

Programme Leader – programme related issues, issues impacting on a number of modules within the programme, programme specific activities happening outside modules

Module Leader – module related issues, issues that affect that module only

Academic personal tutor – broader issues relating to teaching and learning at the University –

<http://www1.uwe.ac.uk/students/studysupport/academicpersonaltutor>

Online resources and learning support, together with advice from Library Services on managing references and improving your learning, writing and research skills are available, see: <http://www1.uwe.ac.uk/students/studysupport/studyskills.aspx>

If you need help with a particular mathematical or statistical problem, then just pop along to an *espressoMaths* session, sit down at the *espressoMaths* table, and have a chat with one of the staff on duty; this person will be able to provide you with free user-friendly advice concerning your problem see: <http://www.cems.uwe.ac.uk/mslc/>

The University also provides **support to students** relating to a range of matters through the Information Points see:

<http://www1.uwe.ac.uk/students/informationpoints.aspx> and specialist advisers.

Advice on **study-related issues** including assessments can be found at

<http://www1.uwe.ac.uk/students/academicadvice/academicappeals.aspx> and

<http://www1.uwe.ac.uk/students/academicadvice/assessments/extenuatingcircumstances.aspx> affecting your ability to study

Advice on **transferring courses should initially be discussed with programme leader** also taking time out or withdrawing from study as there are specific requirement within the NMC that the UWE generic information will not take account of of. Generic information can be found at

<http://www1.uwe.ac.uk/students/academicadvice/changingdirection.aspx>

Preparing for your **final year**? Information can be found at

<http://www1.uwe.ac.uk/students/inyourfinalyear.aspx>

Prepare for **life after university** with advice and support from UWE.

<http://www1.uwe.ac.uk/students/careersandemployability.aspx> **Careers advice** and guidance before, during and after your studies.

Preparing to go on **placement** whilst at UWE is best discussed with the programme academic team.

Explore and practice **faith and spirituality** at UWE

<http://www1.uwe.ac.uk/students/healthandwellbeing/faithandspirituality.aspx>

Tuition fees and information on **bursaries and scholarships.**

<http://www1.uwe.ac.uk/students/feesandfunding.aspx>

Residents’ guides and **accommodation options.**

<http://www1.uwe.ac.uk/students/accommodation.aspx>

Wellbeing advice, from **staying healthy** to counselling.

<http://www1.uwe.ac.uk/students/healthandwellbeing.aspx>

Advice and guidance for **international students** at UWE.

<http://www1.uwe.ac.uk/comingtouwe/internationalstudents/internationalstudentsupport.aspx>

Information on **student feedback and surveys.**

<http://www1.uwe.ac.uk/students/studentexperience.aspx>

Link for information for the **student Union** and how to become a student representative. <http://www.uwesu.org/representation/>

**Equality and Diversity** <http://www.uwe.ac.uk/groups/equalityanddiversity/>

# Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, it’s employees and to students. The following guidelines provide summary information on the operation of key policies in the context of University activities. If you required further information please contact J Elliott, Insurance and Data Protection Compliance Officer in Financial Services.

**Students on University Premises**

**Indemnification of the University**

The University has arranged insurance which provides indemnity in respect of the University’s legal liabilities, which it may incur as a result of injury to students on its premises. There is no cover for accidents which are nobody’s fault.

**Personal accident**

Although an element of Personal Accident insurance is included in the University’s Overseas Travel policy the University does not provide general Personal Accident Insurance for students. It is the student’s responsibility to arrange their own cover should they wish to do so. However, Personal Accident Insurance is available for students belonging to the various Students’ Union sports clubs. For further details please contact the Students’ Unions Finance Manager.

**Fixed Trips**

Travel insurance is provided for students undertaking overseas field trips, which are an integral part of their course. An element of Personal Accident insurance cover is included in this policy. However, students undertaking field trips in the UK or overseas may wish to obtain a more comprehensive cover themselves for the duration of the trip.

**Sandwich Courses**

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. It is expected that the student will be covered by the employer’s insurances as they apply to its employees.

**Secondment and work experience schemes**

Where students are seconded to firms (except for periods of industrial training in connection with sandwich courses) public authorities or other establishments for the purpose of practical training or industrial experience, the insurance arranged indemnifies the University in connection with:

1. legal liability incurred as a result of accidental injury to the students themselves;
2. legal liability incurred as a result of accidental injury/damage to third party persons or property arising out of any University activities.

Special arrangements may be necessary depending on the nature of the work experience. Receiving organisations should be asked to deem students to be employees for the purpose of Employers’ Liability and Third Party Liability cover.

**Student Overseas Travel**

**General**

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course. Employees are defined as persons with a contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will **not** apply to other persons who are sub-contracting their services to the University

No cover applies for holidays or other personal travel. Staff/students should make alternative insurance arrangements for that part of their travel which is not University business.

**How to arrange cover**

**Overseas visits or study periods**

Travel insurance cover is provided for students who are required to travel overseas for part of their course.

**Claims**

Details of any occurrence from which a claim may result must be sent immediately to John Elliott, Insurance and Data Protection Compliance Officer who must be kept fully informed of all developments.

# Your 3 year timetable

Your 3 year timetable is on the following page. This is subject to change however changes will be announced via BB. We try very hard not to change AL periods and if we do have to we give as much notice as we possibly can. Please not AL can only be taken in the weeks allocated as AL and you are advised to check when resubmissions occur as this might be in AL weeks.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **September 2014** | **Learning Disabilities** | **15/16** |  | **Learning Disabilities** | **16/17** |  | **Learning Disabilities** |
|  |  |  | 07-Sep | 7 | LD module/s | 05-Sep | 7 | Intro to year 3 |
| 15-Sep | 8 | Induction | 14-Sep | 8 | LD module/s | 12-Sep | 8 | Placement 5 |
| 22-Sep | 9 | CIDW | Study skills | 21-Sep | 9 | LD module/s  | SI | 19-Sep | 9 | Placement 5 |
| 29-Sep | 10 | CIDW  | SS | 28-Sep | 10 | LD module/s  | SI | 26-Sep | 10 | Placement 5 |
| 06-Oct | 11 | CIDW  | P&P | SS | 05-Oct | 11 | LD module/s  | SI | 03-Oct | 11 | Placement 5 |
| 13-Oct | 12 | CIDW | P&P | SS | 12-Oct | 12 | LD module/s  | SI | 10-Oct | 12 | Placement 5 |
| 20-Oct | 13 | Introduction to LD nursing | 19-Oct | 13 | LD module/s  | SI | 17-Oct | 13 | Placement 5 |
| 27-Oct | 14 | P&P | AEP | 26-Oct | 14 | LD module/s  | 24-Oct | 14 | Placement 5 |
| 03 Nov | 15 | P&P | AEP | 02-Nov | 15 | LD module/s  | 31-Oct | 15 | Placement 5 |
| 10-Nov | 16 | P&P | AEP | 09-Nov | 16 | Simulation NP2 | 07-Nov | 16 | Placement 5 |
| 17-Nov | 17 | P&P | AEP | 16-Nov | 17 | Placement 3 24 hour care | 14-Nov | 17 | Diss | CM |
| 24-Nov | 18 | P&P | AEP | 23-nov | 18 | Placement 3 | 21-Nov | 18 | Diss | CM |
| 01-Dec | 19 | NP1/BPR | 30 Nov | 19 | Placement 3 | 28-Nov | 19 | Diss | CM |
| 08-Dec | 20 | NP1/BPR | 07-Dec | 20 | Placement 3 | 05-Dec | 20 | Diss | CM |
| 15-Dec | 21 | NP1/BPR | 14-Dec | 21 | Placement 3 | 12-Dec | 21 | Diss | CM |
| 22-Dec | 22 | Annual Leave | 21-Dec | 22 | Annual Leave | 19-Dec | 22 | Annual Leave |
| 29-Dec | 23 | Annual Leave | 28-Dec | 23 | Annual Leave | 26-Dec | 23 | Annual Leave |
| 05-Jan | 24 | NP1/BPR | P&P | 04-Jan | 24 | Placement 3 | 02-Jan | 24 | Diss | LD module  |
| 12-Jan | 25 | NP1 prep for practice/BPR | 11-Jan | 25 | Placement 3 | 09-Jan | 25 | Diss | LD module |
| 19-Jan | 26 | Placement 1 CLDT | 18-Jan | 26 | Placement 3 | 16-Jan | 26 | Diss | LD module |
| 26-Jan S | 27 | Placement 1 | 25-Jan | 27 | Placement 3 | 23-Jan | 27 | Diss | LD module  |
| 02- Feb | 28 | Placement 1 | 01-Feb | 28 | Placement 3 | 30 Jan | 28 | Diss | LD module |
| 09-Feb | 29 | Placement 1  | 08-Feb | 29 | LD module/s LD | 06-Feb | 29 | Diss | LD module |
| 16-Feb | 30 | Placement 1 | 15-Feb | 30 | LD module/s - EBP | 13-Feb | 30 | Placement 6 |
| 23-Feb S | 31 | Placement 1  | 22-Feb | 31 | LD module/s - EBP | 20-Feb | 31 | Placement 6 |
| 02-Mar | 32 | Placement 1 | 29-Feb | 32 | LD module/s - EBP | 27-Feb | 32 | Placement 6 |
| 09-Mar | 33 | Placement 1  | 07-Mar | 33 | LD module/s - EBP | 06-Mar | 33 | Placement 6 |
| 16-Mar | 34 | Placement 1 | 14-Mar | 34 | LD module/s | 13 Mar | 34 | Placement 6 |
| 23-Mar | 35 | P&P | NP1/BPR | 21-Mar | 35 | Annual Leave | 20-Mar | 35 | Placement 6 |
| 30-Mar | 36 | Annual Leave | 28-Mar | 36 | Annual Leave | 27-Mar | 36 | Placement 6 |
| 06-Apr | 37 | Annual Leave | 04-Apr | 37 | LD module/s | 03-Apr | 37 | LD module – directed study  |
| 13-Apr | 38 | P&P | NP1/BPR | 11-Apr | 38 | LD module/s  | 10-Apr | 38 | Annual Leave |
| 20-Apr | 39 | P&P | NP1/BPR | 18-Apr | 39 | LD module/s | 17-Apr | 39 | Placement 6 |
| 27-Apr | 40 | NP1/BPR | 25-Apr | 40 | LD module/s | 24-Apr | 40 | Placement 6 |
| 04-May | 41 | NP1/BPR | 02-May | 41 | Placement 4 Community | 01-May | 41 | Placement 6 |
| 11-May | 42 | NP1/BPR | 09-May | 42 | Placement 4  | 08-May | 42 | Placement 6 |
| 18-May | 43 | Simulation/APT | 16-May | 43 | Placement 4  | 15-May | 43 | Placement 6  |
| 25-May | 44 | Simulation/APT | 23-May | 44 | Placement 4  | 22-May | 44 | Placement 6 |
| 01-Jun | 45 | Placement 2 24 hour care | 30 May | 45 | Placement 4  | 29-May | 45 | LD module |
| 08-Jun | 46 | Placement 2 | 06-Jun | 46 | Placement 4  | 05-Jun | 46 | LD module |
| 15-Jun | 47 | Placement 2 | 13-Jun | 47 | Placement 4  | 12-Jun | 47 | LD module |
| 22-Jun | 48 | Placement 2 | 20-Jun | 48 | Placement 4  | 19-Jun | 48 | Transition / resubmissions/retrieva/making up hours.  |
| 29-Jun | 49 | Placement 2 | 27 Jun | 49 | Placement 4  | 26-Jun | 49 |
| 06-Jul | 50 | Placement 2 | 04-Jul | 50 | Placement 4  | 03-Jul | 50 |
| 13-Jul | 51 | Placement 2 | 11-Jul | 51 | Placement 4 | 10-Jul | 51 | Complete  |
| 20-Jul | 52 | Placement 2 | 18-Jul | 52 | Evaluation year 2 and planning for year 3 | 17-Jul | 52 |  |
| 27-Jul | 1 | Annual Leave | 25-Jul | 1 | Annual Leave  |  |  |  |
| 03-Aug | 2 | Annual Leave | 01-Aug | 2 | Annual Leave |  |  |  |
| 10-Aug | 3 | Annual Leave | 08-Aug | 3 | Annual Leave |  |  |  |
| 17-Aug  | 4 | Annual Leave | 15-Aug | 4 | Annual Leave |  |  |  |
| 24-Aug | 5 | Annual Leave | 22-Aug | 5 | Annual Leave |  |  |  |
| 31 Aug | 6 | Annual Leave | 29-Aug | 6 | Annual Leave |  |  |  |

# Your Notes