

Programme Handbook 2018/19

Programme Name: Foundation Science Degree (FdSc) Nursing Associate

Programme Leaders: Heather Short & Eirlys Grindrod

Campus and Cohort: Glenside 2019 cohort

Aims 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.

<https://www.uwe.ac.uk/>

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.

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1. Programme team information

Programme Leaders: Heather Short & Eirlys Grindrod

Module Leaders	Email	Telephone
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Marcia May	Marcia.May@uwe.ac.uk	0117 328 7786

Module leaders:

The Module Leader is responsible for the day-to-day management, organisation and quality of a module. Your programme is made up of ten modules.

Academic Personal Tutor (APT):

Every UWE Bristol students is allocated to a personal tutor at the start of their programme. The student is provided with opportunities to meet with their academic personal tutor during the course of their studies.

Practice supervisors

Practice supervisors are registered health and social care professionals who facilitate the achievement of student learning outcomes in practice learning

Practice assessors:

Practice assessors are nurses in practice who conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning. Assessment decisions by practice assessors are informed by feedback sought and received from practice supervisors across the undertaken learning opportunities.

Academic assessors:

The Academic Assessor will be a member of your university programme team who will collate and confirm achievement of proficiencies at each part of the programme and prior to entry to the register.

External examiners:

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

2. Key Faculty Staff

Head of Department (Nursing and Midwifery) – Helen Cox (Acting)

The Head of Nursing and Midwifery has ultimate responsibility for all course curricula within the Department, and is required to keep abreast of strategic and political developments within the health sector. Encouraging academics to thread these changes through their curricula. The Head of department works in close partnership with practice colleagues to deliver a high quality educational experience. Maintaining an overview on key performance indicators and supports academic staff to deliver the vision of UWE, Bristol.

Academic Director – TBC

The Academic Director is responsible for overseeing the student Journey focusing on the overall design, delivery and quality of the nursing curriculum.

Associate Head(s) of Department

Associate Heads of Department act as a link between the Head of Department and the academic team, to deliver high quality education. Associate Heads have responsibility for overseeing specific portfolios / areas of responsibility / projects within the department.

- Undergraduate Learning and teaching (Nursing) – Dr Maxine Pryce-Miller
- Placements and Employability – Dominic McCutcheon
- Simulation, Skills and Digital Learning – Dr Rachel Sales
- Quality Assurance and Enhancement – Carole Irwin
- Research and Enterprise – Dr Sally Dowling
- Business and Workforce Transformation – Rakhee Aggarwal

3. Programme specific information

The FdSc Nursing Associate (TNA) programme has been developed to provide an outcome based programme of academic and work-based learning that will develop the wide-ranging skills and capabilities required to support the role of the registered nurse. It is a collaborative development with NHS and PVI providers.

The programme is for those individuals currently working in health care, and they remain employed during the programme. The trainee will work under the leadership and direction of the registered nurse in the assessment, planning, implementation and evaluation of care. The programme aims to produce compassionate, competent and confident nursing associates at academic level 5. They will be able to practice safely and effectively within the parameters of practice, demonstrating appropriate values and behaviours in a wide range of health and social care settings.

The difference with this programme is that it meets the national curriculum framework outcomes for the role enabling the trainee on completion of the programme to be employed across a variety of health and social care environments, as a qualified Nursing Associate regulated by the NMC.

On successful completion of the programme, the trainee will have the opportunity to either progress

- to the BSc (Hons) Nursing programme to become a registered nurse
- or to the BSc (Hons) Health and Social Care top up programme for an additional 120 level 3 credits.

Programme Structure

	Module
Year 1	Improving safety and quality of care UZWK9D-15-1
	Applied anatomy and physiology UZWK9E-50-1
	Accountable professional clinical practice 1 UZWY3R-30-1
	Communication and relationship management skills UZWY3S-15-1
	Provide and monitor care UZWY3P-30-1
Year 2	Working in Teams UZWY3X-15-2
	Pharmacology and medicines management UZWY3Y-30-2
	Promoting health and preventing ill health UZWY3W-30-2
	Contributing to integrated care UZWK9F-15-2
	Accountable professional clinical practice 2 UZWY43-30-2

4. Additional Information

TNA Programme Timetable

- At the start of the programme, students will be given a year planner showing UWE attendance dates, tripartite days, elective days and non-UWE days.
- Students annual leave is to be sanctioned by their employer
- Students have access to MYUWE and can download their individual timetables as these vary based on cohort commencement date.
- The programme includes 8 theory modules and 2 practice modules
- All module specifications can be found by clicking the link: [add all new links post approval event](#)
- The FdSc programme runs outside of the usual UWE term dates. However UWE closure dates are relevant, refer to [Term dates](#)

Professionalism

- Students are required to follow employer policies in relation to professional behaviour and social media conduct,
- The Code; Professional Standards of practice and behaviour for nurses and midwives gives guidance in relation to professional behaviour and social media conduct [NMC code](#)
[NMC Social media guidance](#)
[UWE student conduct policy](#)
[UWE Professional suitability policy](#)

Attendance

- Attendance at UWE academic sessions will be logged using an online register.
- Attendance in practice will be logged by completion and submission of timesheets.
- Completion of elective days will be logged with the trainees Academic Personal Tutor.

Placement

- Placement experiences are arranged by the employer
- Students are expected to embrace all clinical placement experiences and maintain professionalism at all times
- The Code; Professional Standards of practice and behaviour for nurses and midwives
[NMC Code of conduct](#)
[UWE practice support net policy and procedures](#)

Assessment

- Students will undertake a variety of academic assessments throughout the two year programme, details are available on the year planner
- There are four assessment periods in practice and this is managed via the England Nursing Associate Practice Assessment Document (PAD)
[Maintaining confidentiality](#)

Raising Concerns

- If the student has cause for concern, they are advised to discuss the concerns with the employer's education lead and UWE programme leader.
- Further advice can be found at
[UWE Raising Concern flow diagram](#)
[NMC Raising Concerns](#)

Use of Social Media

- The NMC have produced information on social media use and social networking in their Guidance on Using Social Media Responsibly (NMC, 2015) which can be read in full via [NMC social media guidance](#)

A-Z UWE Policies

- [UWE policies](#)

Values, Safeguarding and Prevent

The NHS Constitution, NMC The Code; Professional standards of practice and behaviour for nurses, midwives and nursing associates and Apprenticeship British Values:

These documents set out principles to ensure that we work for the good of the individual. There is mutual respect for all regardless of culture, creed, age, gender and sexuality. We work within the law and are committed to delivering quality care with compassion. The society we contribute to, allows free speech and democracy

Values

NMC the Code	NHS constitution	British Values
<ul style="list-style-type: none"> • Prioritise People • Practice effectively • Preserve safety • Promote professionalism and trust 	<ul style="list-style-type: none"> • Working together for patients • Respect and dignity • Everyone counts • Commitment to quality care • Compassion • Improving lives 	<ul style="list-style-type: none"> • Democracy • The rule of the law • Individual liberty • Mutual respect for and tolerance of those with different faiths, and beliefs and for those without faith

[NMC code](#)

[NHS constitution](#)

[British values](#)

Safeguarding principles

Within the nursing associate role safeguarding has two routes.

Firstly, it is to ensure the client group that is being cared for is safe and protected.

Secondly, it is to ensure the people delivering the care are safe and that includes you.

UWE Bristol is committed to:

Supporting and promoting the welfare of our students, staff and visitors. The provision of a safe environment that's conducive to work, study and the enjoyment of a positive experience for all members of our community.

[UWE Safeguarding](#)

The NMC state:

The nurse should make sure they have enough knowledge about safeguarding to carry out duties in line with the Code, underpinning guidance on raising concerns and our standards. (NMC 2018)

[NMC safeguarding](#)

Prevent

Government legislation has placed a statutory duty on Higher Education Institutions to have due regard to the need to prevent people from being drawn into terrorism.

The legislation, known as the Prevent Duty, applies to all kinds of extremism, such as the far right, Islamist groups and animal rights groups. The objective is to safeguard individuals from being radicalised and drawn into terrorism.

[UWE Prevent](#)

5. 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 twice 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 [myUWEGuidance](#) for further information on all aspects of your myUWE portal.

Student Rep Staff Forum

Each cohort will nominate 2 class reps who will have the opportunity to attend the Student rep staff forums and share the views of the class. The class reps will also be encouraged to liaise with the programme leader should any issues occur regarding the programme. This gives an opportunity for them to be managed in a timely manner

[Student rep staff forum](#)

Changes to your Programme

We strive, and are expected, to continually enhance our Programmes by responding to feedback from students and other Stakeholders, ensuring the curriculum is kept up to date and our graduates are equipped with the knowledge and skills they need. Material changes will be done in consultation with the students involved, for other changes these may be made to our Programmes without consulting you.

There may be circumstances where we have to make a Material Change to the Material Information. In these circumstances, we will give you advance notice of the change and inform you about how this change will impact on your Programme and work with you to ensure you understand the reasons for, and the effect of, the change.

A Material change would be a change to the programme from the information we provided to you when we made you an offer of a place on your Programme, which includes:

- *the published details of your Programme*, including: Programme title; entry requirements; what you will study (for example core modules);
- method of study (for example, lectures, seminars, work placements); expected workload including number of contact hours and expected self-study;
- the overall assessment strategy for your Programme (not a change to the balance of assessment within individual modules);
- the award you will receive on successful completion of your Programme;
- location of study or possible locations;
- length of your Programme;
- whether your Programme is accredited by a professional, statutory or regulatory body (PSRB).

Examples of reasons for making a Material Change to your Programme may include: a commissioning or accrediting body requires us to add new course content to your Programme;

- in response to feedback from stakeholders or our students;
- where there is an insufficient number of students applying to the Programme/module of a Programme to make running the Programme or module impractical to provide a suitable student experience and/or financially viable;
- to reflect the introduction of new technologies;
- where staff have taken extended leave or left the University;
- following changes to the funding we receive or that students may be eligible for;
- Government legislation

Where we wish to make a material change your rights are defined within the University's [Terms and Conditions](#)

6. 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;

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

You should also familiarise yourself with the Professional Suitability and Professional Conduct Policy available at <http://www1.uwe.ac.uk/aboutus/policies>

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.

Please familiarise yourself with the university policies, which can be found in the above link, including but not limited to;

Assessment offenses:

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

How your degree is calculated:

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

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

<http://www1.uwe.ac.uk/aboutus/policies>

Referencing guide

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>

7. 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://www1.uwe.ac.uk/students/studysupport/studyskills/mathematicsandstatistics.aspx>

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/assessments.aspx> and

<http://www1.uwe.ac.uk/students/academicadvice/additionalassessmentsupport.aspx> if there are circumstances affecting your ability to study.

Advice on **transferring courses**, taking time out or withdrawing from study can be found at

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

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

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

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

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

Information on **student feedback and surveys**.

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

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

Equality and Diversity

<http://www.uwe.ac.uk/groups/equalityanddiversity/>

8. Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, its 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 that 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.

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:

- legal liability incurred as a result of accidental injury to the students themselves
- 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.