

# Programme Handbook 2017/18

**Programme Name: MSc (Hons) Specialist Practice (District Nursing)**

**Programme Leader: Dr Alison Hughes**

## 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.

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 Manager: Dr Alison Hughes

Programme Team:

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Angela Young 0117 3286243 [angela2.young@uwe.ac.uk](mailto:angela2.young@uwe.ac.uk)

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Sheila Lally [sheila2.lally@uwe.ac.uk](mailto:sheila2.lally@uwe.ac.uk)

Programme Structure – [\[link to Programme Specifications\]](#)

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.

## 2. Key Faculty Staff

- Rakhee Rankin, Associate Head of Department, Nursing and Midwifery, CPD Lead.
- Angela Hudson, Associate Head of Department, Nursing and Midwifery, Quality and Field Leader
- Helen Cox: Academic Director, Department of Nursing and Midwifery
- Sarah Green, Head of Department, Nursing and Midwifery.

## 3. Programme specific information

You are asked to pay particular attention to assessment dates 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.

The MSc/PGDip Specialist Practice (District Nursing) is a professional practice programme for registered nurses working in the community who wish to achieve the Nursing and Midwifery Council (NMC) Specialist Practitioner Qualification (SPQ) in District Nursing. The programme is modular, and students study either full or part time. In order to achieve the SPQ, students are required to complete six modules, five of which are compulsory. Students are eligible to claim the SPQ once they have successfully achieved their PG Diploma. Should they wish to do so, students can later complete their full Masters degree.

Compulsory Modules	Optional Module (choice of one)
Current Issues in Community Practice	Physical Assessment and Clinical Reasoning <b>OR</b> End of Life  <b>OR</b> Advancing practice for Long Term Conditions  <b>OR</b> Complexities of Caring for older people  <b>OR</b> Fundamentals of dementia care
Evidence and Research in Practice	
Leadership and Innovation	
V100 Community Prescribing Practice	
Community Specialist Practice UZTSWL-20-3	

The aims of the programme are to:

1. Provide a stimulating, supportive and sensitive learning environment, which will enable students to maximise their learning, and facilitate their development as self-directed and reflective learners.
2. Produce graduates who have the knowledge and skills necessary to practice competently in their specific field of specialist practice (District Nursing).
3. Enable students to demonstrate knowledge and understanding of current issues in community nursing, using this knowledge to enhance practice.
4. Enable students to gain the key skills and knowledge needed to effectively and efficiently lead, manage, plan and evaluate care delivery in a variety of complex and unpredictable contexts.
5. Enable students to develop the knowledge and skills required for autonomous and independent decision-making.
6. Support students to work in partnership with service users and carers, and to develop user and family centred holistic care.
7. Enable students to critically analyse a broad range of policies, literature and evidence and to become reflective practitioners, able to question and challenge practice and evidence with confidence and courage.
8. Support students to develop the leadership skills required to respond to drivers for change, and to become enterprising change agents in their own area of specialist practice.
9. Develop the skills and attitudes needed to establish and nurture positive and collaborative relationships with team members and other colleagues, disciplines and agencies.
10. Offer variety and flexibility in methods of teaching and learning, enabling students to maximise their potential for learning and the development of critical thinking skills.

## 4. Additional Information

In line with Professional Body requirements (NMC (2001) Standards for Specialist Education and Practice) the programme comprises a 50:50 split between theory and practice and students complete a period of study of at least 32 weeks. Students are expected to achieve a minimum of 16 weeks (600 hours) theory and a minimum of 16 weeks (600 hours) supervised practice during the programme. Students are supported in practice by a sign off mentor/practice teacher who is responsible for confirming students have achieved the relevant NMC standards and supervised practice hours. The programme provides students with the opportunity to undertake a period of consolidated practice in an alternative place of work. This takes place during the final module, Community Specialist Practice, when students also have the opportunity for an 'elective' placement, allowing them to further enrich and broaden their experience of professional practice.

The following table is an example of how students may wish to progress through the programme. Please note: students are strongly advised to check the online CPD timetable to confirm dates and runs of modules, as these may change.

<b>Part time 2 years</b>	<b>Sept: year 1</b>	<b>Jan</b>	<b>April/May</b>	<b>Sept: year 2</b>	<b>Jan</b>	<b>April/May</b>
<b>SPQ Pathway Level 3</b>	Current Issues in Community Practice	Evidence and Research in Practice	Optional	Leadership and Innovation	V100	Community Specialist Practice
<b>SPQ Pathway Level M</b>	Current Issues in community practice	Leadership and Innovation	Optional	Health and Social Care Research Methods and Methodologies	V100	Community Specialist Practice
<b>Full time 1 year</b>	<b>Sept</b>		<b>Jan</b>	<b>April/May</b>		
<b>SPQ Pathway Level 3</b>	Current Issues in community practice	Evidence and Research in Practice	Leadership and Innovation	V100	Community Specialist Practice	Optional
<b>SPQ Pathway Level M</b>	Current Issues in community practice	Health and Social Care Research Methods and Methodologies	Leadership and Innovation	V100	Community Specialist Practice	Optional

On successful completion of the PG Diploma in Specialist Practice(District Nursing), the University will inform the NMC of those students eligible to claim the Specialist Practice Qualification (District Nursing). The NMC will subsequently contact the student. It is the student's responsibility to then register their qualification with the NMC.

The academic year dates are published on the University website, see: <http://www1.uwe.ac.uk/aboutus/termdates.aspx>

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

### 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. We may make any such changes to our Programmes without consulting you if the changes will not involve a Material Change.

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

### Marking Criteria

Level M/FHEQ Level 7		Indicative Qualities
100 - 90%	Outstanding	<i>An exceptional and outstanding piece of academic work; showing advanced and critical awareness at the forefront of the discipline or professional practice. Exceptional use of appropriate texts, research and other learning materials, well beyond the taught content, displaying new insights and advanced scholarship; mastery of clarity in argument and communication. Exemplary.</i> *
89 - 80%	Excellent	<i>An excellent piece of academic work clearly demonstrating critical awareness of the discipline, current research or professional practice. Evidence of originality and advanced scholarship. Excellent analysis in most areas; use of new sources and approaches evident; balanced in analysis and argument. Clarity of argument and comprehensive knowledge.</i> *
79 - 70%	Very Good	<i>A very good and competent piece of work, demonstrating very good critical awareness and analysis of the subject. Comprehensive understanding of knowledge, with the ability to develop critiques at an advanced level. Evidence of originality; negligible errors or omissions. Notably good presentation/communication of ideas and comprehension.</i> *
69 - 60%	Good	<i>A good piece of academic work demonstrating the ability to critically evaluate. Good knowledge and understanding of the discipline or professional practice. Some ability to develop critiques at an advanced level and some evidence of</i>

		<p>originality. Good understanding of main concepts/current issues/developments, but could be further developed and strengthened with greater focus and more in-depth analysis. Good evidence of appropriate reading. Accurately and appropriately referenced.</p> <p>*</p>
59 - 50%	Pass	<p>Meets the relevant learning outcomes. Some basic critical awareness and review of existing literature/policy and/or concepts/current issues/developments is present. Analysis is evident but could be strengthened in originality and/or scope. Some evidence of appropriate focussed reading. Synthesis and evaluation limited but evident. Communication of ideas is mostly clear/coherent but presentation/structure could be improved.</p> <p>*</p>
49 - 40%	Marginal Fail	<p>Little evidence of understanding and overall not reaching the minimum pass standard due to some key omissions in presentation, argument or structure. Limited critique and evaluation, and argument needs further development. Content not always relevant. Limited evidence of reading.</p> <p>*</p>
39 - 30%	Limited	<p>Some evidence of effort but missing essential aspects. May be lacking in evidence of understanding, focus and structure. Likely to have no analysis or discussion and material may lack of relevance. Presentation may need to be improved. Likely to show insufficient evidence of reading.</p> <p>*</p>
29 - 20%	A Limited Piece of Work	<p>Some material presented but generally unsatisfactory with some irrelevant or incorrect material. Lack of discussion. Likely to show insufficient evidence of reading. Likely to be incomplete.</p> <p>*</p>
19 - 10%	A Very Limited Piece of Work	<p>Significant deficiencies. Likely to have insufficient, irrelevant or incorrect material. Likely to have very poor structure and no discussion.</p> <p>*</p>
9 - 0%	Exceptionally Limited Piece of Work	<p>Insufficient material presented. No evidence of sufficient preparation. Zero is reserved for failure to attempt an answer but where a submission has been made.</p> <p>*</p>



## Feedback

The following template is used to provide students with summative feedback on their module assignments.



### Faculty of Health & Applied Sciences

**Programme:** MSc/PGDip Specialist Practice (District Nursing)

**Submission date:**

**Module Code and Title:**

**Markers Overall Comments and Advice to Student (*linked to marking criteria and grading decision*):**

**Development Points: *In order to improve your work, in future assignments focus on the following:***

**Study Skills: A checked box indicates aspects that need development and where you could benefit from study skills guidance. Please use this link to the myskills resource website:**

<http://www.uwe.ac.uk/library/resources/hub/>

Interpretation of the question not included

assignment structure

communication and written style

word count

limited evidence of appropriate reading

inaccurate referencing

errors in punctuation, spelling and grammar

**You are strongly advised to make an appointment with the module leader: YES / NO**

**Students are reminded that the mark shown on this sheet is PROVISIONAL until ratified by the Field Board.**

## 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 Assessment Offences policy.

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

An assessment offence is defined by the University as 'any action which has the potential to give a student an unfair advantage in an assessment.' Plagiarism and collusion are examples of 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 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.

## Regulations

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>

### 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>

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

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>

## 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 Manager** – 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

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>

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:

<http://www1.uwe.ac.uk/students/careersandemployability/placements/findingaplacement.aspx> -

Advice on opportunities for placements or finding placements.

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/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, 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 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.