

Module Handbook 2017/18

Module Name: Return to Practice (Nursing)

Module Code: UZUSCR-20-3

Module Leader Name: Helen Parker



Aims of the Handbook

The handbook is a guide for students in the Department of Nursing and Midwifery. The information in the handbook can also be found in a number of other electronic or paper sources and the document provides links to the definitive data sources wherever possible.

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. Module team information

Module Leader -Helen Parker

Module Team

Name	Field of Practice	Telephone	Email
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	Learning Disability Nursing		
Howard Chadwick	Mental Health Nursing	0117 3288634	Howard.Chadwick@uwe.ac.uk
Joy Murray	SCHPN	0117 3288817	Joy.Murray@uwe.ac.uk
Katrina Maine	Children's nursing	0117 3288630	Katrina.Maine@uwe.ac.uk
Rachel Gilbert	Adult Nursing	0117 3288603	Rachel4.Gilbert@uwe.ac.uk
Judith Worthington	Adult Nursing	0117 3288476	Judith2.Worthington@uwe.ac.uk

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

2. Module enhancement

The module is evaluated at the end of each course and students are encouraged to evaluate their learning to ensure that the course continues to meet students needs.

3. Module specific information

Welcome to the Return to Practice module which enables you to re-register. This module is very much about allowing us to support you to develop your own learning to meet your own needs towards re-registration with the NMC. You may be taking this module as a short course or you may also be considering further study towards completing one of the many degree options available here at UWE. Either way we look forward to working with you over the next few months to support your return to the NMC Register.

There are six face to face study days spread out throughout the duration of the programme, alongside self directed study activities (approximately additional 24 hours). The theoretical aspect of the programme is run alongside your practice placement where you will complete competencies to meet the NMC outcomes to allow you to be eligible to return to practice

Course content

Professional Values

- Policies and regulations that drive and influence care delivery
- Research awareness and Evidence Based Practice
- Ethical practice
- Reflective practice

Communication and Interpersonal Skills

- Evaluation of care delivery
- Interprofessional working
- Compassion in care

Nursing Practice and Decision Making

- Primary Care, Secondary Care & Tertiary care
- Public health
- Patient Safety and the identification of unsafe practice
- Medicines and Management
- Assessment tools
- Safeguarding patients (Adults, children and families) raising concerns
- Infection prevention and control
- Basic Life Support (Adult and Paediatric)
- Manual Handling
- Action Planning

Leadership, Management and Team Working

- Self-awareness in learning and development needs
- Teaching and supporting others
- Questioning of evidence

The full module specification can be found on the following links
[Nursing and health visiting module specification](#)

4. Assignment Brief

For re-entry on to the NMC register, there are four elements that you need to complete.

a)-The Portfolio of Evidence

Throughout the module you need to develop a portfolio of evidence to complement and support learning in practice -this may be used as evidence for the achievement of the learning outcomes in the Ongoing Achievement Record.

The underlying principles for the development of a Portfolio of Evidence is to support and maintain best professional practice and to enable the you to maintain your registration for future practice as part of the NMC Revalidation requirements (2015).

Although the portfolio is **not formally assessed**, the portfolio will be scrutinised by your sign off mentor and/or your personal tutor. In addition the Module leader will scrutinise a selection of portfolios for parity and to ensure standards are maintained across the branches.

A portfolio template can be found on Blackboard – this can be amended to meet you needs. You will also have access an electronic portfolio PebblePad should you wish to record your learning in this way.

b)-Ongoing Achievement Record

The Ongoing Achievement Record is the generic assessment tool for all fields of practice (Adult, Child, Mental Health, Learning Disability and Health Visiting) used to demonstrate the achievement of practice competencies. Only a sign off mentor in the practice placement will assess and verify your achievements in the Ongoing Achievement Record.

You are expected to work a minimum of 40% of the time with a mentor, so that they are able to assess your clinical work and document your ability to meet the outcomes in the Ongoing Achievement Record. This may mean that you have 2 mentors, a mentor who you work with day to day in practice and a Sign Off mentor who meets with you and your mentor on a regular basis to verify your learning against the Ongoing Achievement Record.

Self-assessment is an integral part of the process of returning to the register. You will self-assess your abilities against the traffic light grading system in the Ongoing Achievement Record prior to any formal mentor assessment interviews.

To successfully complete the Ongoing Achievement Record you will need to achieve all competency standards identified within the document and be graded as green for success.

c)-Numeracy Test

The Nursing and Midwifery directive (NMC 2007) requires all students in their programme of nursing to demonstrate competency in numerical assessment to support the achievement of the clinical skill cluster 'Administration of Medicines' for entry to the NMC register.

The 'Sign Off Mentor' will require evidence of a pass in your numeracy test to sign you as 'Green' in the Ongoing Achievement Record.

What will I be expected to do?

The numeracy test will be taken under controlled conditions at the University – the test date is indicated in your timetable.

The test is made up of 25 randomised multiple choice questions (MCQs) and to pass you have to answer 23 or more questions correctly to attain the **92% pass mark required by the end of the programme** .

When taking the test it is acceptable for you to use a simple calculator (calculators on mobile phones or scientific calculators are not permitted). Please note within the practice setting you may be expected to demonstrate numeracy skills through manual calculation (without a calculator).

During the test you will have 2 hours in which to answer all 25 questions, after this time the test will stop and you will not be able to proceed any further. If you run out of time this will count as one attempt and you will need to re-take the test, likewise if you answer less than 23 questions correctly you will need to retake the test. Once you have made an answer selection and moved onto the next question you are able to go back and to review your answers.

On completing the test you will be able to view your responses to the questions and your overall score will then be displayed on the main Blackboard results page. If you complete the test successfully you will be prompted to either email yourself or print a copy of the results page so that you can provide evidence of a pass to your mentor.

1. Copy 1 will be retained by you as evidence for your mentor to support the clinical skill of drug calculations within Administration of Medicines in your Ongoing Achievement Record.

2. Copy 2 should be retained and kept in your Portfolio of Achievement to contribute to your assessment and end of RTP review.

In total you will be allowed 4 attempts to successfully complete the test. If you do not pass the test the first time, a resit opportunity will be scheduled for you.

Practising your numeracy test

You will be given access to a test numeracy site on Blackboard. The test can be found by clicking on the Mandatory Training option under 'My Courses'. You will need to click on the 'numeracy test' link (left hand side) and then on year 3. This takes you to the 'log in' page. **You can undertake a practice test as many times as you wish, although it is advisable that you practise under the exam conditions (2 hour time limit).**

You are also advised to access through Blackboard a 'Numerical Assessment in Practice workbook' for your field of practice (Adult, Mental Health, Learning Disability or Children's Nursing) that has been designed to support your achievement of numerical skills and Administration of Medicines with the Ongoing Achievement Record.

Please note you are strongly advised to seek support if you are concerned or having difficulties.

d)- Reflective Log (1500 words) and action plan

A 1500 word reflection which focuses on at least **two** of the 6cs of nursing (communication, compassion, commitment, courage, competence and care) and an action plan

These may be very specific but in turn should relate to at least one of the competencies for returning to practice from the Ongoing Achievement Record. The chosen areas for reflection should enable you to; demonstrate application of your knowledge and to analyse the evidence, to include discussion about how this impacts on your personal responsibility and professional codes of conduct within your role and future professional practice.

As part of your reflective log please also include the action plan as an appendix that critically analyses personal and professional development. The action plan may consider future career aspirations, or development of your learning needs identified in your log. In this way your portfolio of evidence will capture the past and present and the action plan as the future. **Please use the action plan template on Blackboard. 10% of marks will be allocated to the action plan.**

We will explore the 6cs of nursing in class but here is a link to a brief intro

<http://www.youtube.com/watch?v=VztWjL1TIGk>

The following outline and suggestions may help:

- Keep a reflective diary to record your experiences and learning in practice as this can be a helpful way of both noting your learning and progress, but also in identifying an event to reflect upon.
- Analyse experiences to identify the learning points for you. These could be varied such as learning about yourself; the organisation/the context of work, behaviours, skills, ethics, psychosocial/political factors.
- Explore these learning points and the appropriate literature/evidence, comparing and contrasting salient points from your experience and from the literature/evidence.
- Do not forget to explain how this new learning has influenced your return to nursing and/or future plans.
- Remember that like an essay, the structure should include an introduction, development and conclusion. A reference list must be included with the log.
- When writing, remember to question and challenge any assumptions & don't forget to include sources of evidence to support your conclusions and reference your work as it is important that you use appropriate literature to support your work. This should be relevant and current. If you are using old sources you should justify their inclusion.
- Seek tutorial support in adequate time to receive feedback on your draft work. This should then help you to develop your skills in reflective writing further. Work will not be reviewed by any member of the module team **two weeks** before the submission deadline.

Reflective Log (formative feedback) -

If you want to receive formative feedback on your academic writing there is a one week window during which time you are encouraged to email a member of the team the following.

- A brief outline of your approach to the essay
- A 300 word sample of your work that we can review and send you feedback before the next taught classes.
- **Reference list of the supporting information that you have found through literature searching that you planning on using or are considering using** – this will show us what literature you are planning to use.

A list of who to email your formative work to will be uploaded onto Blackboard.

Presentation

- You should use Microsoft Office Word to word process your work – **do not password protect or PDF your work.**
- Your work should be word processed with font size 12 and 1.5 or double spacing.

- Your student number should appear on every page, preferably in a header or footer (**do not include your name we assess your work anonymously**).
- You should also declare a word count at the end of the work.

Word count

The word count is 1500, although an additional 10% allowance is permitted. The word count includes ALL text, from the first word of the essay to the last (including headings, tables, citations, quotes, and lists) but NOT including the reference list NOR appendices. References must be in UWE Harvard format (the style recommended in the BPS Publication Manual is also acceptable). Appendices or footnotes are NOT to be used to compensate for the word limit, as they will not be marked, although appendices can be used to provide background detail of your reflection. There is no mark penalty for exceeding the word limit but markers will stop reading once the word limit (or thereabouts) has been reached. Students will be required to state the word count truthfully - incorrectly understating the word count will constitute an assessment offence.

The University's policy on word count can be found:

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

Guidelines on citations and references

In the course of your studies you will be expected to acknowledge books, journal articles, web sites etc, used in the preparation of assignments, projects, essays, and dissertations by producing a list of references and/or a bibliography with each one. The reference list gives details of sources you have referred to (cited) within your text; the bibliography lists sources you have used but not referred to directly. References (citations) within the body of an assignment should be linked to the reference list using the Harvard system of referral. This requires the authors' surname and the year of publication to be inserted at every point in the text where reference is made to a particular document.

Why reference?

There are a number of reasons why you should provide references:

- to demonstrate that you have considered other people's opinions and read around your subject;
- to acknowledge other people's work and/or ideas - and thus avoid accusations of plagiarism (**plagiarism**: is the act of presenting the ideas or discoveries of another as one's own);
- to provide evidence for a statement;
- to illustrate a point or offer support for an argument/idea you want to make;
- to enable readers of your work to find the source material, e.g. for a particular methodology you have used; and
- to direct readers to further information sources.

When preparing reports, essays, etc. for assignments at UWE, if you wish to refer to something you have read you **MUST** give a reference for this material.

Referencing styles

There are a number of different referencing systems in use. Each one has been developed to suit the particular needs of specific users.

One system used commonly is the 'Harvard system'. This is the referencing system used within the Faculty of Health and Life Sciences.

UWE Library Services have undertaken an extensive review and provide UWE-approved guidance on what is expected by all UWE Faculties that use the Harvard style.

For details of how to reference according to the UWE-approved Harvard referencing style, please visit the Referencing section of UWE Library Services' iSkillZone (<http://iskillzone.uwe.ac.uk/>). You can also download a pdf booklet from the site and obtain a printed quick-reference handbook on referencing from your campus library, for a small fee.

You will find advice on how to list references within the body of the text, as well as how to present the reference list. Examples and guidance on over 60 different types of resources are given to assist you.

If you require further assistance with referencing, visit the Library Services web site: <http://www.uwe.ac.uk/library/>

5. Submission details

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

If you are submitting your coursework in the submission boxes please ensure that the work is secure and placed in a plastic wallet, unless you have been advised to submit it in another style. Don't forget to print your coursework coversheet from myUWE which should also be attached to your work.

Your reflective log is submitted electronically via your Blackboard portal – the following video gives information on how to do this. The earliest you are able to submit your reflective log is 2 weeks before the submission date.

[Submitting assignments online \(video demonstration\)](#)

Submission dates

Component B (Reflective log)	By 14.00 on 2nd May 2018 (electronically via Blackboard) Provisional results for the reflective log will be available for collection from MyUWE on Monday 4 th June 2018
Component A (OAR) (Practice documentation and timesheets)	By 14.00 on 22nd May 2018 (hard copies) In person into the Submission Box (A block Corridor) at Glenside or Submission Box in Student Common Room, Gloucester. Or you can send your documentation by post, addressed to the Programmes Office 2B24, Faculty of Health and Life Sciences, Glenside Campus, Blackberry Hill, Stapleton, Bristol BS16 1DD. Please note the following:
These components will then be conferred at the following board	
<ul style="list-style-type: none">• Award Board: 19th June 2018	
Resubmission date 17 th July 2018	
If you do not achieve the pass rate (40%) for your reflective log you will be given an automatic resit opportunity on the	
As this is a professional practice module any reassessment opportunity for Component A (OAR) will be at the discretion of the Award Board.	

Outcomes which have not been confirmed by an examining (Field) board shall be considered as provisional.

MyUWE is used to communicate provisional marks, provide cover sheets for assessments and to submit work.

Submission of practice documentation

Your practice coursework (OAR) is submitted into the submission boxes, please ensure that the work is secure and placed in a plastic wallet. **Don't forget to print your coursework coversheet from myUWE which should also be attached to your work**

2 weeks prior to the submission date your front sheet will become available on MyUWE. You will need to download and print off your front sheet (under the coursework tab in MyUWE account) and fill in your details. Do not be concerned that the form states Faculty of Health and Life Sciences, Maternal and Child Health as this is where the module sits. You do not need to complete the word count section.

You will need to ensure that the following sections/pages have been fully completed and removed from the OAR (remove the white copy). The page numbers may vary slightly dependant on your field of practice and version of the OAR. We expect to see all the following documentation, the pages in bold are absolutely essential evidence for your re-

registration to proceed. **Do not send in the Skills for Access to Registration pages (22-35).**

- **Ongoing Achievement Placement Record (page 5) All sections need to be completed.**
- Induction and Orientation Records (page 6)
- Learning Contract (page 10)
- Action Plan (page 11)
- **Return to Practice Timesheet (page 16)**
You need to ensure that you have added up the hours and that your mentor has signed to confirm it is correct.
- Midpoint summary and optional action plan (pages 36 and 37)
- End of placement summary (page 38). The information your mentor writes is used to complete your UWE reference.
- **Final Submission of Practice (page 40). Please ensure that your mentor has fully completed and signed this page. All 'End of Placement' competencies need to be completed and signed even if you have achieved some of these at your Mid Point Review as you need to show that you have maintained your competence.**

If your documentation is not fully completed, it will be returned and may delay your re-registration.

Staple pages together with the front sheet and submit as follows:-

- In person into the Submission Box (found in A block corridor at Glenside, or student common room at Gloucester)

OR

- By post, addressed to the Programmes Office 2B24, Faculty of Health and Life Sciences, Glenside Campus, Blackberry Hill, Stapleton, Bristol BS16 1DD. Please note the following:
 - If you are submitting by post the envelope must have a postmark showing the submission date and you should obtain a Certificate of Posting as evidence in case of queries.
 - Please make sure you have used stamps of sufficient value. You can get submissions weighed at the Post Office at the same time as asking for a certificate of posting.
 - If you wish to receive confirmation that your work has been received, you can enclose a stamped addressed postcard (or sealed envelope) which will be posted back to you.

You will receive informal feedback verbally through all teaching sessions – ensure you listen carefully. Each assessment you submit will be returned to you with written feedback, and consists of comments made by tutors on students' assessed work which enables students to

understand how they have met the defined assessment criteria and identifying areas for further improvement. The period for providing feedback will not normally exceed 20 working days (excluding University closure days) following the deadline for submission of the assessment concerned. This period may be shorter or longer for some forms of assessment. Where the period is greater than 20 working days, students will be informed of the deadline and the rationale for the extension. Outcomes which have not been confirmed by an examining board shall be considered as unconfirmed.

MyUWE is used to communicate unconfirmed marks, provide cover sheets for assessments and to submit work.

6. Additional information and reading lists

Your module reading list can be accessed online, either directly through the link below or through the module's Blackboard page.

<https://uwe.rl.talis.com/lists/6805A978-0B01-9D81-156C-96967F854F25.html>

A guide to referencing can be found at:

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

The University's policy on word count can be found:

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

7. Communication

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

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

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

8. Advice and support

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

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

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

9. NMC re-registration information

NMC Registration Process

Results Lists

Results will be published 5 working days following the relevant Award Board, in MY UWE. It is your responsibility to check your results; we do not send individual letters to students confirming results.

1) Data Transmission and Processing

Students who pass their award will have their result transmitted to the NMC using the information held on the University's computerised student records system. The transmission will be carried out over 3 working days, commencing from the official publication of results.

Your full name and **HOME** address including postcode must be correct on your student record to ensure successful registration. The NMC will use this address to communicate with you.

The NMC will inform us of the successful transmission of your results and acceptance to the Register. The process from the university uploading your information to you receiving communication from the NMC takes 7–10 working days and there is no fast track process.

2) NMC registration Process

To join the register, you are advised to create an account with **NMC Online**. You can pay the registration fee of £120 and complete an application form online. Please also download the 3 references you need to complete.

<http://www.nmc.org.uk/registration/joining-the-register/trained-in-the-uk/>

Ref 1, needs to be complete by the UWE Head of Department (not one of the module team) as they are the NMC approved signatory who is responsible for directing the educational programmes here at UWE.

Please send **Ref 1 (with a SAE and covering letter)** to Nick Mason C/O Department of Nursing and Midwifery, Faculty of Health and Applied Sciences, University of the West of England, Bristol BS16 1DD. You can also contact the department on tel: 0117 32 88487 or email: Nick2.Mason@uwe.ac.uk if you would like to come in person to have your reference signed.

Ref 2 & 3, please follow the information from the NMC about who can sign these. It usually has to be someone who has known you for longer than a year.

If you have any cautions or convictions you are required to declare these to the NMC at the registration stage and are required to do so under Rule 50 of the code. See the website for details of how to declare.

<http://www.nmc.org.uk/registration/staying-on-the-register/informing-us-of-cautions-and-convictions/>

On your initial application you will be required to declare that you have or are intending to have an indemnity arrangement before you start practising. This is a legal requirement and more information can be found here <http://www.nmc.org.uk/registration/staying-on-the-register/professional-indemnity-arrangement/>

Use NMC Online to check if your application has been accepted, as well as to download and print a statement of entry.

Please note there is no fast track process to be registered quickly with the NMC. The minimum length of time for registration following University upload, assuming you have no convictions or cautions to declare is 4 weeks.

UNDERGRADUATE Level 3		Indicative Qualities
100 - 90%	Exceptional	<i>Exceptional scholarship for the subject. Creative and original insight into theoretical issues. Exemplary.</i>
89 - 80%	Outstanding	<i>Outstanding knowledge and sustained argument and critical evaluation. Mature analysis. Clear evidence of independent thought; Convincing synthesis of a range of appropriate sources. Excellent referencing. Evidence of use of new sources and approaches.</i>
79 - 70%	Excellent	<i>Knowledge and understanding is comprehensive in both breadth and depth. Strong ability to critically appreciate concepts. Evidence of independent thought. Presentation is fluent and focussed; use of a wide range of evidence; Clear and well presented discussion. Excellent referencing.</i>
69 - 60%	Very Good	<i>Comprehensive in content and well organised argument but evaluation and analysis of ideas could be further developed. Clear evidence of appropriate reading with evidence of having drawn on reading from beyond the course material. Good accurate referencing. Ability to relate theory and concepts to discussion. Content always relevant and well focussed.</i>
59 - 50%	Good	<i>Sound comprehension of knowledge base. Reasoning and argument generally relevant but could be further developed. Critical evaluation is apparent but ability to conceptualise and/or apply theory could be strengthened with greater focus and more in-depth analysis. Good evidence of reading. Appropriately referenced.</i>
49 - 40%	Pass	<i>Meets the relevant learning outcomes but mostly descriptive. Some basic evaluation but analysis is not very well developed and could be strengthened. Some misunderstanding of key principles and concepts. Evidence of appropriate structure but not always well sequenced. Evidence of some reading but limited. Presentation and focus may need improving.</i>
39 - 35%	Marginal Fail	<i>Little evidence of understanding and overall not reaching the minimum pass standard due to some key omissions in presentation, argument or structure. Argument needs further development. Content not always relevant. Limited evidence of reading.</i>
34 - 30%	A Limited Piece of Work	<i>Some evidence of effort but missing some essential aspects. For example, may be lacking in evidence of understanding, focus and structure. Likely to have limited discussion with some lack of relevance. Presentation may need to be improved. Likely to show insufficient evidence of reading;</i>
29 - 20%	A Limited Piece of Work	<i>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.</i>
19 - 10%	A Very Limited Piece of Work	<i>Significant deficiencies; Likely to have insufficient, irrelevant or incorrect material. Likely to have very poor structure and no discussion.</i>
9 - 0%	Exceptionally Limited Work	<i>Insufficient material presented. No evidence of sufficient preparation. Zero is reserved for failure to attempt an answer</i>

Marking Criteria

QAA descriptor for a higher education qualification at Level 3 - General assessment descriptors

- a systematic understanding of key aspects of the reflective practice and the 6 Cs in relation to nursing practice;
- an ability to deploy accurately established techniques of analysis and enquiry ;
- conceptual understanding that enables the student to devise and sustain arguments and/or solve problems

- an appreciation of the uncertainty, ambiguity and limits of knowledge;
- an ability to manage their own learning and to make use of scholarly reviews and primary sources;
- an ability to critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
- have the qualities and transferable skills necessary for employment including: the exercise of initiative and personal responsibility, decision making in complex and unpredictable contexts and the learning ability to undertake appropriate further training.