



**Faculty of Health, Psychology and Social Care  
Department of Nursing**

## **Return to Practice for Nurses**

**(Part 1 Professional Register)**

**LEVEL 6 (30 credits)**

**Information pack for Applicants for**

**Return to nursing practice<sup>1</sup>**

**(2018 Cohorts)**

**This programme is subject to review in December 2017**

This information booklet sets out to inform you how the MMU Return to Practice unit works, and is designed for students, mentors and managers. More detailed information is available in the course handbook, and this will be given to students and mentors once a student enrolls. **Please note that this information booklet is NOT relevant for nurses who trained outside the UK and are required by the NMC to undertake a RTP programme as part of their initial registration with the NMC.**

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## Contact details

For initial enquiries that cannot be answered in this information booklet please contact course enquiries or admissions. If they are not able to answer your query, please contact a member of academic staff.

**Course Enquiries:**                    [courses@mmu.ac.uk](mailto:courses@mmu.ac.uk)                    0161 247 6969  
(Initial enquiries)

**Admissions**                            [direct@mmu.ac.uk](mailto:direct@mmu.ac.uk)  
(Once you have applied)

**Postal address:** Direct Admissions Team, Manchester Metropolitan University, All Saints (GMS), Manchester, M15 6BH

<b>Academic staff:</b>	<b>Phone Contact</b>	<b>Email Address</b>
Eula Miller <b>(Course Lead)</b>	0161 247 2217	E.Miller@mmu.ac.uk

Academic staff are based at Birley Building, Birley Campus, 53, Bonsall Street, Manchester, M15 6GX. (Sat navigation postcode: M15 5RN)

The academic aspect of the course will usually be delivered at Birley Campus.

**Please try to email staff with any questions, as this will normally get a quicker response than leaving a phone message.**

## Course overview

This 30 credit unit is offered at level 6 (degree). This unit is designed to meet current Nursing and Midwifery Council requirements for a Return to Practice programme (NMC 2016, NMC 2011, NMC 2010)

Nursing and Midwifery council (2016) Standards relating to return to Practice courses. London: NMC. <https://www.nmc.org.uk/standards/additional-standards/return-to-practice-courses/>

Nursing and Midwifery Council (2011) Standards to support learning and assessment in practice <https://www.nmc.org.uk/standards/additional-standards/standards-to-support-learning-and-assessment-in-practice/>

Nursing and midwifery council (2010) Standards of proficiency for pre –registration nursing education. London: NMC <https://www.nmc.org.uk/search/?q=Standards+for+Pre-registration+nursing+education+2010>

This programme is relevant for any nurse returning to part one of the professional register. The unit intends to accommodate a variety of students. The content and placement length is based on the students' prior qualifications, experience and relevant experience undertaken whilst out of practice.

This course is designed for, **all nurses**, who are required to undertake a return to practice course, as they do not meet the NMC (2017) REVALIDATION (practice) standard.

The NMC (2017) Revalidation standard states:

If you have practised for fewer than the required number of hours (450) in the three year period since your registration was last renewed or you joined the register, then you must successfully complete an appropriate return to practice programme approved by the NMC before the date of your application for renewal of registration

This course is approved by the NMC for nurses who wish to return to part one of the professional register. **It is NOT approved for midwives or Enrolled nurses** Please note that the parts of the NMC register have changed, and as long as the practical experience is obtained in the specialist area the course is suitable for any nurses on part one of the register (i.e. adult, mental health, children's and learning disability nurses). Information on the parts of the register can be found on the NMC website – [www.nmc-uk.org](http://www.nmc-uk.org) - go to 'registration' then 'useful information'.

The unit offered at level 6, is dependent on the prior educational preparation of the student. In order to access the unit at level 6 applicants should normally have a Diploma level qualification or equivalent, plus the ability to study at level 6.

#### **Level 6 learning outcomes**

In order to access level 6 study, students should normally have a diploma level qualification or equivalent and demonstrate the ability to study at level 6.

Students will be able to demonstrate their ability to meet NMC (2011) return to practice learning outcomes related to their area of practice. On successful completion of this unit, students will be able to:

1. Critically review contemporary literature and apply knowledge gained to fulfil their professional role with relevant client groups
2. Critically evaluate the influences impacting on the organisation and delivery of health care, including key legislation, health and social policy
3. Critically review the assessment, design, implementation and evaluation of practice in relevant areas including emergency care
4. Demonstrate competent professional practice and the ability to return to practice safely

## Application Process

You are required to submit the following TO DIRECT ADMISSIONS. Application are not considered until all 3 are received. Please note that we cannot process your application until we receive your PIN number so please ensure this is included.

1. Standard University Application form
2. Supplementary RTP application form [including diagnostic assessment/ placement request form]
3. Two references using RTP reference forms.

All prospective students need to apply to the University using **the standard University**

- **Application form** is available at [www.mmu.ac.uk/study/postgraduate/apply](http://www.mmu.ac.uk/study/postgraduate/apply) - or via Course Enquiries: courses@mmu.ac.uk or 0161 247 6969.
- In addition, all students must complete the **supplementary RTP application form**. This includes a **placement request form, which** is required by all nurses from the North West of England. Students from other areas of the country should complete the **placement details form**.

- ❑ **Two references are required** and these need to be on the specific RTP reference forms, (see below). Students must arrange for these to be sent to admissions.
- ❑ All non-native English speakers **must** meet standard University English language requirements in order to engage with the learning on the course, and evidence of this will be required. This is an IELTS at 7.0 for more information see [www.mmu.ac.uk/international/apply/index.php](http://www.mmu.ac.uk/international/apply/index.php).
- ❑ Applications are reviewed and an NMC check on previous registration status is undertaken.
- ❑ **If short-listed ALL applicants will be interviewed in person.** The interview will take place, and will normally involve both University and practice staff. Students must bring evidence of their PIN number and photo ID with their DOB to the interview.
- ❑ Prior to your interview, please locate 4 journal articles relating to one specific area of your prior practice experience, you may Google Scholar to source your articles. Choose **one** contemporary **academic** paper from your search (within the last 5 years). Please write a critical evaluation of the paper focussing on how the evidence will inform patient care and your future professional practice (approx. 500 words) and bring this with you to your interview. This written exercise will be discussed and will contribute towards the interview process.
- ❑ Please be aware that we are often full for each intake several months before its commencement. You are therefore advised to get your application in as soon as possible for each intake as we do have limited numbers. Any applications which cannot be considered for the preferred intake will be rolled forward to the next possible cohort.

## References

Please note that it is your responsibility to provide 2 references in support of your application for the course, and your application will NOT be considered by the course team until both these references are returned. The University does not contact referees on your behalf. There are notes of guidance for referees along with the reference forms in the application form, and specific reference forms for the return to practice course must be used.

## Who can be your referee?

- ❑ We require your referees to have known you for at least one year, and have been in contact with you within the last 6 months. They must not be a relative or an employee of yours.
- ❑ One of the referees should be your **current or previous employer**.
- ❑ In addition, one of the referees must be from one of the listed professional groups below, and their occupation must be clearly indicated on the reference form. This list is taken from the list of acceptable countersignatures that the NMC use and you will be required to obtain a reference from one of the 'acceptable counter signatories' when applying to reregister with the NMC.

## Acceptable referees

- Accountant
- Acupuncturist
- Barrister
- Bio-Medical Scientist. Chemist
- Chiropodist
- Commissioner of Oaths
- Councillor: Local or County
- Counsellor
- Civil Servant (permanent)
- Dentist
- Engineer (with Professional Qualifications)
- Fire Service Official
- General Practitioner
- Judge / Justice of the Peace
- Lawyer
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Local Government Officer
- Local Health Authority
- Member of Parliament
- Merchant Navy Officer
- Nurse or Midwife
- Minister of a recognised religion
- Officer of the armed services
- Optician
- Orthodontist
- Osteopath
- Paramedic
- Physiotherapist
- Police Officer
- Practice Manager
- Psychologist
- Registration Authority/Licensing Board
- Social Worker
- Solicitor
- Specialist Community Public Health Nurse (with effective registration or officially retired)
- Surveyor (with professional Qualifications)
- Teacher, Lecturer
- Therapist
- Veterinarian
- Ward Manager



Whilst each application is assessed individually, we apply the following **broad guidelines** to each application in order to assess the placement time required. Experience obtained whilst out of practice will influence this, as some applicants may have been working in related areas and be able to meet some course learning outcomes with minimal work. An applicant who has never consolidated their practice following qualification as a nurse will automatically be required to complete the maximum 450 practice hours. Please ensure you inform us if you have completed your training but did not register with the NMC.

All students will have to complete a minimum of 150hrs of assessed practice a maximum of 450hrs is available for each student and will be negotiated on an individual basis dependent on the level of prior experience and time off the register.

### **What we expect at interview**

We expect candidates for RTP to have considered their reasons for returning to the profession. This will include evidence of reading about current knowledge and values in nursing practice and being aware of the culture and climate of nursing at the current time. Interviewers will expect to see evidence that students have already undertaken some updating such as reading of widely available journals, reviewing the NMC website and a familiarity with contemporary issues in your field. We will also expect to discuss how the candidate will undertake shift patterns, and meet the expected attendance in theory and practice. In order to assess an applicant's academic ability we require you to undertake some work in preparation for your interview. This will then form the basis of some of the discussion during the interview.

### ***For Applicants applying for September 18 onwards you will be expected complete the following:***

*Prior to your interview, please locate 4 journal articles relating to one specific area of your prior practice experience, you may Google Scholar to source your articles. Choose **one** contemporary **academic** paper from your search (within the last 5 years). Please write a critical evaluation of the paper focussing on how the evidence will inform patient care and your future professional practice (approx. 500 words) and bring this with you to your interview. This written exercise will be discussed and will contribute towards the interview process.*

At interview we will then discuss your reasons for choice and what you have learnt about the changes within your field of practice since you last worked in that area.

### **Procedure after interview**

### Once provisionally accepted on the course:

- ❑ The University will inform students they have been accepted – students must ensure that they bring all the required information to the enrolment/registration session.
- ❑ The University will contact students to commence DBS and occupational health screening. Students may be invited into a session to complete the paperwork, or this may be done at registration. It is vital you are honest in your health and DBS declarations.
- ❑ All students require a practical placement for between 150 -450 hours and for NW based students this will be arranged by the University. Please see information later in the booklet about this.

### Funding the Course

The course can be funded in two ways:

- 1) All nurses based in the **North West** will have their course fees funded by the HEE, subject to funded places being available. This fee includes the cost of the DBS, occupational health and uniforms.
- 2) By the individual student (for students outside the North West area). For the current price of RTP please contact the course enquiry team on - 0161 247 6969.

### Learning overview

At interview students and lecturers discuss the level of support required for theory and practice assessment, and from this a learning needs analysis will be formulated which will be discussed with their personal tutor if they are successful. Students will be sent a pre-learning workbook, which they may find useful in preparing for the programme. Students are required to gain experience with an appropriately qualified **sign-off mentor** or practice teacher. The area of practice must be relevant to the nurses' professional qualifications, and the part of the register to which they are seeking re-entry. While every attempt is made to provide a practice placement in the speciality in which the student has had experience, flexibility will be required by the student in order to secure a placement.

The main method of learning on the unit is **work-based learning**, and students are required to obtain the required number of hours in placement and be signed off as same a competent by their mentor. Failure after this time may lead to referral and one further opportunity to be assessed.

All students will be allocated a **specialist personal tutor** who will direct and guide them in their specific learning needs and help them draw up a study plan, and it is mandatory to meet with the tutor for an initial tutorial and post placement verification meeting. A Moodle site is available for **e-learning** and this contains much of the core theoretical learning resources and materials. The University will provide regular focused **work-shops** over ten days at the start of the programme and these are suitable for all students. All students are required to keep a record of attendance at workshops and study days, in order to provide evidence that they have met the minimum length of the course as set by the NMC (5 days). Students **MUST** attend all the mandatory training and a minimum of 2 additional core workshops. The University will provide students with the mandatory training consisting of moving and handling, drug administration and infection control input, and students who will be working in the acute setting will have an acute illness management day where CPR is covered.

**Please note: this course is based on an adult learning approach and requires students to be motivated and self -directed in their study. Good IT skills are an advantage, so the best way of preparing for the course is to develop these.**

**Course dates subject to change**

The course will be offered twice a year (February & September) and will be delivered at Brooks Building, Birley Campus, 53, Bonsall Street, Manchester, M15 6GX. Sat Navigation post code: M15 5RN. The theory element of the programme runs over two weeks (ten days) 9-5 at the beginning of the programme.

**February 2018 cohort**

**19.02.18.**

<b>September 2018 cohort</b>	<b>17.09.18</b>
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### **Course Structure**

The RTP course is structured in 2 parts: Theory and practice. Theory runs over two weeks (10 days) at the beginning of the programme. Practice will be arranged to follow this (dates cannot be specified as it depends on availability) Students will be expected to negotiate shifts with their mentor and work appropriate shift patterns in order to meet their clinical placement hours. In order to ensure continuity of care and a thorough and fair assessment. Students undertaking this course are asked to commit to working a minimum of 3 shifts per (22.5 hours) week, for consecutive weeks.

If you are an out of area student, the placement may run at a slightly different time, which should be negotiated with the Practice Education Facilitator in the trust where you have a placement.

The programme duration is six months and your assessment dates will be specified within your handbook.

## Sample timetable

Monday	Tuesday	Wednesday	Thursday	Friday
<p>11.00–11.45 Welcome and Introduction to the course</p> <p>11.45-12.30 DBS/Enrolment</p> <p>12.30-13.00 Lunch</p> <p>13.00-14.00 Introduction to Moodle</p> <p>14.00-16.00 Course Induction/ Documentation</p>	<p>10.00-12.30 Core Workshop: Contemporary issues in professional practice</p> <p>13.30–16.00 Core Workshop: Current Health policy and Initiatives</p>	<p>10.00-13.00 Core Workshop: Management principles for practice</p> <p>13.30-15.00 Uniform Fitting</p> <p>Individual timeslots to be confirmed in advance</p>	<p>10.30-12.00 Acute Illness Management <i>Angela Hale</i></p> <p>13.00-15.30 Core workshop: Evidence based Practice <i>Jo Dunn</i></p>	<p>9.30-12.30 Academic Writing Skills</p> <p>Library Induction 2-4pm</p>
Monday	Tuesday	Wednesday	Thursday	Friday
<p>10.00-11.00 Mental Health &amp; Learning Disability Issues</p> <p>11.20-13.00 Academic writing assignment prep</p>	<p>10.00-15.00 (including break for lunch at convenient point) Safeguarding</p>	<p>10.00-13.00 Lean Management in the NHS</p>	<p>11.00-16.00 (including break for lunch at convenient point) Mandatory Skills: Adult and Child Basic Life Support/</p>	<p>10.00-12.00 Feedback and reflection session (please complete and bring your reflective piece with you)</p>
<p>Medicines Management</p>	<p>15.00-16.00 <i>Safeguarding and older people</i></p>	<p>14.00-16.00 Re-Validation Reflective practice Professional development planning</p>	<p>Handwashing/ Moving and Handling</p>	<p>12.30-14.00 Evaluation/ Placement arrangements</p>

## Placement Requirement

The NMC require that the RTP students' experience is facilitated by a **sign-off mentor**, who must meet NMC requirements<sup>3</sup>. The area of practice must be relevant to the nurses' professional qualifications, and the part of the register to which they are seeking re-entry (for example an adult nurse on part 1 of the register is required to have a placement which meets these requirements. A placement audit is required prior to commencement of the placement experience, this will be sent to placement areas not already audited by the university.

Please note that **only** students holding a Specialist Community Qualification will be able to be placed within the community.

Whilst the nature of the experience obtained will depend on the individual learning needs of the student, it should enable them to meet the outcomes set by the NMC (2016, NMC 2010) who expect students to demonstrate:

- "An understanding of the influence of health and social policy relevant to the practice of nursing, midwifery and specialist community public health nursing
- An understanding of the requirements of legislation, guidelines, codes of practice and policies relevant to the practice of nursing, midwifery and specialist community public health nursing
- An understanding of the current structure and organisation of care, nationally and locally
- An understanding of current issues in nursing, midwifery and specialist community public health nursing education and practice
- The use of relevant literature and research to inform the practice of nursing, midwifery and specialist community public health nursing
- The ability to identify and assess need, design and implement interventions and evaluate outcomes in all relevant areas of practice, including the effective delivery of appropriate emergency care

- The ability to use appropriate communications, teaching and learning skills
- The ability to function effectively in a team and participate in a multi professional approach to the care of patients and clients
- The ability to identify strengths and weaknesses, acknowledge limitations of competence and recognise the importance of maintaining and developing professional competence.”

A **practice assessment document** is used to document the assessment of practice and this is based on the relevant professional body standards for the area of practice. For example:

Area of nursing	NMC standards
Part one of the NMC register.	NMC (2010) Standards of Proficiency for Pre-Registration Nursing Education  NMC (2011) Standards to Support learning and assessment in practice

**Arranging a placement: students based in the North West of England only**

All students must complete the placement request form as fully as possible. If students have a firm offer of a placement (for example part of an agreement when they were interviewed for a post) evidence of this must be provided with the application form.

Placements will be organised by the University, **however, we cannot guarantee a specific placement area or Trust and some flexibility is required.**

**Arranging a placement: students based in other areas of the UK**

Students who are not based in the NW must find their own placement with a sign off mentor and we suggest that you contact either the Trust HR, education/training department or a Practice Education Facilitator. Alternatively if you have a contact in the Trust from previous employment etc. it is worth asking them who to contact. Students have found it very difficult



accessing the right person to arrange a placement, so please expect to have to make several phone calls etc. Obtaining a placement can be difficult, so please expect to have to travel and be flexible in your requirements.

You will probably require confirmation of a provisional place from the University, and we will require written (email is fine) confirmation of the offer of a placement. A placement audit is required, and we will provide documentation for this.

### **NMC registration and checks**

Checks will be made on all students' previous NMC registration. In line with the NMC (2015) code of conduct we expect all applicants to be 'open and honest' on both the University application form and the RTP application form/diagnostic assessment, and any previous NMC cautions or fitness to practice decisions MUST be disclosed on the application form.

### **DBS Checks**

All students are required to have a DBS check at enhanced disclosure level. For information on the process please see the DBS website: <https://www.gov.uk/disclosure-barring-servicecheck/overview>. Any student who has lived abroad will need to follow advice on the DBS website and contact the University placements office once they have a place on the course.

Students are also required to complete a self-disclosure of 'good health and good character' form prior to receiving the full DBS check. Any cautions or convictions related to criminal convictions must be disclosed at this point. Failure to do so will result in exclusion from the programme.

The University will undertake and fund a DBS check for all RTP students. The University will contact students prior to commencing the course, and students may be asked to come into a session to complete the paperwork or this may be done at registration. Students cannot start placement without having the DBS returned.

**Please note that the NMC must be informed of any caution or conviction, even if this has occurred when a practitioner was not on the register, and this must be done prior to starting the course.** There is no need to report fixed penalty fines for traffic offences. Please refer to the NMC for further information.

### Occupational Health

The University will arrange and fund occupational health screening for all RTP students. The University will contact students prior to commencing the course, and students may be asked to come into a session to complete the required paperwork or this may be done at registration. Students cannot start placement without having occupational health screening. Students will be asked to declare good health prior to commencement on the course.

### Uniforms

RTP students who are required to wear a uniform whilst on placement must wear MMU student uniforms. This is to identify returnees as students and ensure that they are given student status whilst on the course. These are provided free to RTP students, and details of how to order these will be given at registration. In addition students are given an MMU student name badge.

### How The course is assessed

This course is assessed in two ways and both parts must be passed:

1. A written assignment/portfolio of evidence of **3375 words** that demonstrates competency to return to practice. Meets the level 6 academic standard and the course learning outcomes
2. Students must satisfy their sign-off mentor or practice teacher that they are safe and competent to return to practice. This will be assessed through the practice assessment document.

## Study and academic skills

You need to be IT literate and have access to the Internet. For a free interactive tutorial on internet skills for nurses' visit:

<http://www.vtstutorials.co.uk/tutorial/nursing>

There are a range of study resources within the pre-learning workbook

## Key text and websites

Nursing Midwifery Council (2015) The Code. Standards of conduct, performance and ethics for nurses and midwives. London: NMC.

National Institute for Health and Clinical Excellence <http://www.nice.org.uk/>

NHS Evidence In Health and Social Care <http://www.evidence.nhs.uk/>

Nursing and Midwifery Council (2011) The Prep Handbook. London: NMC.  
<http://www.nmc-uk.org/Educators/Standards-for-education/The-Prep-handbook/>

Nursing and Midwifery Council (2017) Revalidation. London: NMC  
<http://revalidation.nmc.org.uk/welcome-to-revalidation>

## Frequently Asked Questions

**I have been out of nursing for 10 years and am not very confident about returning – is this course right for me, and what can I do to prepare for it?**

Many nurses who complete the course have been out of practice for several years so you will not be alone in your situation. Whilst you may be out of date in terms of nursing knowledge, the chances are that you have gained vital life skills that will enable you to return to nursing and to be able to deal with situations better than you did before (for example, multi-tasking, dealing with conflict, staying calm under pressure). In terms of preparing for the course, we suggest that you work on your IT skills and start looking at the Department of Health and other web sites to update you as to what is new. NHS Evidence Health Information Resources is an excellent place to start: [www.evidence.nhs.uk](http://www.evidence.nhs.uk). Having broadband at home is really useful, but the

University does provide free internet access, an email account and personal cloud drive for all students.

**I have heard that it takes some time for the DBS to be undertaken and I am desperate to start the course – can I start placement with an old DBS from another organization?**

No – we are required to undertake a DBS for students prior to commencing placement.

**I really need to undertake the course as soon as possible, and want to complete before the end date set in this booklet – is this possible?**

Yes – we have had several students undertake the theory and practice in a short period of time and they have successfully completed the course before the official end date. You must complete a minimum of 150hrs of practice. However, work must be submitted at the official submission date which will be given at the start of the course.

**How can the course possibly cater for so many different types of nurses in one course – how am I going to gain specialist knowledge?**

When planning and designing this course we considered what core issues all nurses required to be updated on and the learning outcomes set by the NMC. We then designed a series of workshops that look at these core issues – NHS policy, evidence based practice, the changing role of nursing and other health care professionals, inter-professional learning and CPD. More specialist knowledge is gained from practice, and from the guidance and support given by your specialist personal study tutor. The e-learning will signpost nurses to specialist resources.

**I am from the south of England, and wonder what support I will get from a University up in Manchester?**

You will be offered the same support as any student, but we will normally not undertake any placement visits and will provide this support by phone or email. We have planned many workshops at times which enables you to make an appointment to see your personal study tutor before or after this. You are able to access all the e-learning from home wherever you are based.

**I can attend all but one of the workshops – is that a problem?**

No. You will have access to all the resources discussed via Moodle but will miss the debate and discussion that the group environment permits. You can attend the same workshop on the next cohort, or ask another student to collect the resources for you.

**Which sessions are mandatory?**

All students must be assessed as competent in CPR and must have attended moving & handling, infection control and drug calculations/administration prior to commencing placement. We would suggest though that all of the sessions are relevant and will assist you in preparing for your return to practice.

**I am already on the register, but want to do the return to practice course to move to a completely different area of practice. Is this is problem?**

No, the course is designed to enable students to move from one area to another (e.g. from acute nursing to refresh skills in rehabilitation nursing). However, your practice will be assessed in the same way as all other students and should the sign-off mentor decide you have not met the required NMC competencies this will be referred to the NMC.

**Further information**

If you would like to discuss any aspect of the course, or require further information please do not hesitate to contact a member of the course team or direct admissions.