

Faculty of Health and Education



**Manchester
Metropolitan
University**

School of Nursing and Public Health

PgDip District Nursing

Programme Handbook Sept 2023

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Introduction and Welcome

Welcome by Programme Leader

Welcome to the PgDip District Nursing. Some of you may be embarking on a new career pathway; others may be aiming to further their development in a familiar area of District Nursing practice. Whatever your motives for doing the programme, we trust that you will enjoy your time at the university. The programme team appreciate that you may find the first few weeks particularly challenging as you adapt to your

new role as student District Nurse, so please do not hesitate to ask for clarification on anything that you may be unsure about- we are always willing to address your needs on an individual basis.

Louise Derham (Programme Leader)

This programme handbook provides specific information for this programme, and should be read alongside the information on the [University student website](#). In addition, the '[Policies, Regulations and Procedures for Students](#)' guide provides an overview of the key policies relevant to your studies and day-to-day life at Manchester Metropolitan, and is essential reading.

[Moodle](#) is the MMU online learning environment and is one of the most widely used and rapidly growing virtual learning environments, or VLEs. You will find a wealth of information on moodle and have access to materials essential to your programme.

Our **[Academic Community Commitment](#)** sets out how everybody at Manchester Metropolitan works in partnership to help you to succeed. It has been created jointly between the University and Students' Union, and in wider consultation with our learners.

Your safety: we want you to enjoy your learners life safely, and would encourage you to read the information on our [student safety website](#). Keeping learners safe at Manchester Met is always our top priority and our [SafeZone App](#) is a great way to have peace of mind when you are studying or having fun on campus.

Induction programme

Induction takes place on the 18th – 21st September 2023 and is supplemented by a range of online material and handbooks. The programme team appreciate that you may find the first few weeks particularly challenging as you adapt to your new role as a learner, so please do not hesitate to ask for clarification on anything that you may be unsure about, the student hub should be your first port of contact.

Contact Details

The student hub

The student hub is the first point of contact for all student enquiries. They provide a comprehensive information service to learners on all student related matters and can refer you for specialist support. They are located on the ground floor of Brooks building. <https://www2.mmu.ac.uk/student-life/contact-us/>

The programme teams.

During your programme you will have contact with many academic staff, we have included below the programme leader, skills coaches and others with specific responsibility for your programme.

Louise Derham	Programme leader. Lead for DN units	l.derham@mmu.ac.uk	0161 247 2259
Helen Rigby	Skills Coach PgDip District Nursing	h.rigby@mmu.ac.uk	
Ruth Thomas	Unit Lead: Empowering Populations to Enhance Health and Well-Being	r.thomas@mmu.ac.uk	
Louise Derham	Unit Lead: Advancing Practice through Research	l.derham@mmu.ac.uk	
Karen Hughes	Unit Lead: Developing Quality Leadership in Specialist Practice	k.hughes@mmu.ac.uk	
TBC	Unit Lead: Physical Examination Skills	TBC	
Anna Kime	Unit Lead: Non-Medical Prescribing	a.kime@mmu.ac.uk	

How to contact us

The best way to contact staff is via email, and you can normally expect a reply within 3 working days. All academic staff have time available to see learners for tutorials – please email or phone for an appointment.

How we contact you

All communication to learners is via the MMU email address, so it is vital that you check this regularly, the easiest way is via MyMMU app. Please ensure you check your personal timetable to access the correct location for teaching, as this can change at short notice. Any cancellations or amendments to teaching will be notified via Moodle, which is sent out as an announcement via email. In the case of adverse weather please check the unit Moodle site and MMU emails before travelling.

Curriculum information

Programme title: PgDip District Nursing

Programme code: ATO271M

Programme Specification:

Programme Aims: This programme is designed to meet a specific professional requirement, and to provide learners with the required knowledge and skills to work as a District Nurse.

Programme Learning Outcomes: On successful completion of the programme, PgDip learners will be able to:

1. Demonstrate the critical application of theory, skills and attributes required to fulfil the professional role of the District Nurse
2. Work in partnership with service users, informal carers, other professionals and agencies to meet the health and wellbeing needs of their client group.
3. Locate and critically evaluate research studies and other forms of evidence and, where appropriate, apply findings to ensure best practice that is culturally sensitive, ethically sound and cost efficient.
4. Critically apply a comprehensive body of knowledge and exercise appropriate professional judgement when assessing service users and managing complex programmes of care, both directly and by supervising team members, within the home and other community settings
5. Critically apply knowledge of public health policy and health promoting strategies to reduce health inequalities and promote the health of their client population.
6. Deploy and evaluate established techniques to identify and manage risk, in the home and other community settings, with a range of service user groups including the most vulnerable.

7. Participate in innovation and change by leading, developing, and evaluating practice to improve quality of care and health outcomes.
8. Devise and evaluate creative strategies for addressing identified limitations in service provision and care delivery, showing originality in problem solving.
9. Lead teams and manage resources ethically and effectively to promote optimal service user care and staff wellbeing.
10. Lead and manage projects in creative and innovative ways to develop services.
11. Utilise knowledge and experience gained as a specialist practitioner articulate a vision, based on sound arguments, for the future role and functions of the District Nurse

Programme structure and content:

<p>Mandatory core units</p>	<ul style="list-style-type: none"> ❑ Empowering Populations to Enhance Health and Well-Being (20 credits) ❑ Developing Quality Leadership in Specialist Practice (10 credits) ❑ Advancing Practice through Research (20 credits) ❑ Physical examinations skills (20 credits)
<p>Core for award</p>	<ul style="list-style-type: none"> ❑ Specialist Practice in District Nursing (20 Practice credits) ❑ Foundations in District Nursing (15 credits) ❑ Contemporary Issues in DN (15 credits) ❑ Non-Medical Prescribing (20 credits)

PgCert Health:

Learners who obtain the fall-back degree of PgCert will not have fully met the PgDip District Nursing programme and unit learning outcomes and are not able to obtain the NMC specialist practitioner qualification in District Nursing. If learners pass the Non-Medical Prescribing unit, they will be eligible to register with the NMC for the V300 award.

Reading materials and book purchase recommendations: the [University library](#) contains copies of all recommended texts, many are e-books so can be accessed electronically via an device.

External Examiner reports: the reports from the programme external examiners can be found on the PgDip District Nursing moodle site.

Inclusive Curriculum requirements: this programme is compliant with the University requirements on inclusive curriculum, and has been designed, planned and delivered to enable EVERY learner to be successful, regardless of their educational, dispositional, circumstantial, or cultural background.

Nursing and Midwifery Council (NMC) and Institute for Apprenticeships (IfA) requirements

As this programme is approved by the NMC and the IfA all learners are required to meet programme, NMC and IfA requirements as well as the QNI/QNIS voluntary standards. This programme is designed to meet the following:

NMC (2001) [Standards of proficiency for community nursing specialist practice qualifications](#)

Nursing and Midwifery Council (2023) [Standards for post-registration programmes](#)

NMC (2023) [Standards for Prescribing Programmes](#)

NMC (2023) [Standards for Student Supervision and Assessment](#)

QNI/QNIS (2015) [Voluntary Standards for District Nurse Education and Practice](#)

IfA (2019) standards for [District Nurse](#)

Professional standards, behaviour and expectations

NMC requirements

'[The Code](#)' (NMC 2018) is the professional standards that nurses, midwives and nursing associates must uphold in order to be registered to practise in the UK. The NMC suggest that Universities can use the Code to help learners understand what it means to be a registered professional and how keeping to the Code helps to achieve that. During your time on the programme, your behaviour is expected to be in line with the Code, and in addition, you must adhere to the [NMC guidance on social media](#). It is important that you are open and honest with service users, your workplace and the University and adhere to the [NMC duty of candour](#) – this is a professional responsibility to be honest when things go wrong.

University requirements

The [Student Code of Conduct](#) sets out the standard of conduct the University expects of its learners so that everyone can undertake their studies in a supportive and non-threatening environment. Any behaviour that affects the safety or well-being of learners or staff is regarded as misconduct. The University also works hard to build good relationships with its local communities. It works with residents'

associations, local representatives and the police in order to help make Manchester Met campuses and the surrounding areas safe and friendly environments to live in. Any behaviour that damages these relationships is regarded as misconduct.

As a learner on a programme leading to a professional qualification, you are subject to the Fitness to Practice procedure

<https://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/Professional-Suitability.pdf>. This procedure could be invoked because of issues that give cause for concern about professional suitability at any stage during a learner's course, including prior to the learner embarking on a learning environment or during the learning environment.

Declaration of good health and character

In addition to the annual self-declaration of health and character, all learners are required to disclose any cautions, convictions or health concerns to the University during the programme to the Programme Leader. Failure to do so may result in the University not being able to confirm good health and character at the end of the programme, which is required for registration with the NMC. Further information on 'good health and character' is available on the [NMC website](#).

Learner support and guidance

Online information

Please check the [student website](#) for information and guidance on a wide range of subjects including [student well-being](#), [IT support](#), [finances](#) and [student voice](#). On Moodle all learners have access to the '[Student Resource Area](#)', with links to support and services for learners.

Prior to contacting staff, we advise all learners to check for information on their programme or unit moodle site, or via MyMMU where timetabling, results and other information can be found.

Student support officers

Student support officers (SSO) are based in each faculty and are available throughout the year to provide advice and guidance on any aspect of university life, including academic study skills, getting the best from your course and University regulations and processes. The Faculty SSO is Kate Haley, you can book an appointment via the student hub or contact Kate directly on ssohpsc@mmu.ac.uk.

Disability support team

The University [disability support team](#) ensure learners are not disadvantaged in their studies as a result of their disability, health condition, or specific learning difficulty, and provide advice about the resources that are available within the University and from external agencies. In order to ensure learners, receive the help they require, we encourage all learners to disclose any disabilities or learning difficulties as soon as possible. This can be to their personal tutor, school support tutor or direct to the disability support team. Reasonable adjustments can be made in the learning environment, so disclosing prior to attending the learning environment is strongly advised.

Personal tutor and academic assessor roles

Personal tutor

Your Personal Tutor will play a key role in supporting you both with your academic work and other challenges that may come along. All academic teaching staff will be

able to tell you fixed times when they expect to be accessible if you need their help. The best way to contact them is via email.

Academic assessor

In order to meet new NMC (2023) standards, all learners will be allocated an academic assessor who works in partnership with a nominated practice assessor to evaluate and recommend learners for progression for each part of the programme. More information on the roles can be found on the [NMC Standards for student supervision and assessment website](#).

Your academic assessor will be your personal tutor/programme leader.

Skills Coach

The skills coach will work closely with the learner, Practice Supervisor, Practice Assessor and Academic Assessor. Their role is fundamental in supporting the learner to evidence their skills and behaviours development throughout the apprenticeship and in working with employers to ensure that appropriate work opportunities are available to allow learners to develop the required KSBs in the workplace.

Assessment information

Assessment regulations

Please note that these are the policies, and that student facing information is available the on the [student life](#) webpage or refer to [Post graduate assessment guidelines](#)

Variations to regulations

As this is a professional programme, we have variations to the University regulations in order to meet NMC requirements. The variations to the regulations are as follows:

The following approved variations or exemptions from University Regulations apply:

Passing all elements of assessment

In the case of a unit approved by the NMC learners must pass all elements of assessments in order to pass the unit.

Re-submission of multi-part assessments

In the case of any unit approved by the NMC where one part of a multi-part assessment is failed and resubmitted, only the resubmitted part shall be capped at 50%.

Prescribing Programmes

Due to the NMC (2023) requirements, the pass marks on the NMC approved prescribing courses are as follows:

- a. 1.5-hour Pharmacology Examination with a pass mark of 80%

- b. 45-minute Numerical Assessment / Medicines Calculation Examination with a pass mark of 100%

- c. 3,000-word assignment that demonstrates an

understanding of prescribing consultation and
governance framework

d. An Assessment of Practice by the Practice

Assessor/Practice Educator via a Clinical

Assessment Tool that assesses the RPS

Competencies for all Prescribers

Demonstrating currency at point of PSRB registration

Where a unit or programme confers a PSRB professional award and has a practice element, learners must normally be assessed as competent in practice no more than 12 weeks prior to the final board of examiners. Learners delayed in other assessments may require re-assessment in practice in order to demonstrate currency.

Practice assessment element of programmes/units

Should a learner require reassessment in practice then they will be allowed a maximum of 50 days to be negotiated with the Academic Assessor and Practice Assessor in order to retrieve any outstanding outcomes.

Safe and competent practice

Learners must demonstrate the principles of safe and competent practice in their written work. This means that learners who write, either by intention or accident, an error that could potentially compromise public safety, will be referred automatically on that part of the assessment. This referral means that a mark of 0 will be applied to this part of the assessment, and they will be required to resubmit for a capped mark of 50% - only the resubmitted part shall be capped.

Confidentiality

In all unit assessments, learners are required to maintain confidentiality and anonymity and must use a pseudonym. Learners may fail the unit if they do not adhere to this regulation (NMC 2018).

Credits on one subject

The PgDip District Nursing allows a learner to focus on a specific issue for assessment (i.e., a client group, a clinical 'problem' or a management concern) and may be utilised in work that attracts no more than 40 credits. If a learner exceeds this, for example by focusing on a clinical problem in assessments attracting 60 credits, the last 20 credit assessment will automatically be referred.

Attendance requirements

All PSRB approved programmes have minimum attendance rates (normally 80% for theory and 100% for practice). Learners will be required to complete 100% of practice hours and where learners' attendance for theory falls below 80%, they will normally be required to make this time up by independent study demonstrating they have covered the required subject area.

Some teaching in university is viewed by the programme team as essential to ensure practitioners protect service users and the public. These taught sessions will be identified to learners and the consequences of missing them made clear in the programme handbook.

Summative assessments

Please refer to the University [coursework information](#) that includes help and FAQs about submitting work and associated processes.

Unit	Assessment details	Submission date
Contemporary Issues in District Nursing practice	3000-word assignment	10 Nov 2023
Advancing Practice Through Research	4500-word assignment	8 Jan 2024
Foundations of District Nursing practice	2250-word assignment	19 Feb 2024
Physical examinations skills	20-minute practical exam 1500-word assignment	10 April 2024
Developing quality leadership in Specialist Practice	2250-word assignment	10 May 2024
Non-Medical Prescribing	1.5-hour unseen pharmacology exam 45 min unseen numeracy exam 3000-word assignment Practice portfolio	9 July 2024 10 Sept 2024
Independent Study Project <i>*This unit will only be taken if the learner has Non-Medical Prescribing qualification at level 6</i>	4500-word assessment	10 Sept 2024
Empowering populations to enhance health and well-being	20-minute presentation	23 August 2024
Specialist Practice in District Nursing	Online portfolio	20 Sept 2024

Formative feedback opportunities

Formative assessment opportunities are available on all units via a range of approaches according to the needs of the assessment.

Use of Turnitin

All assessments are submitted via Turnitin, an online system where tutors mark assignments and documents are verified as original work. Full guidance on this is available on the [student resource area](#) on moodle. It is important to note that your work will be stored in the Turnitin database for checking subsequent submissions against this. Feedback and marks are available on Turnitin after the release date.

Marking criteria

All work is marked according to the University Standard Descriptors for the level of study. Please refer to the following documents for each [level seven](#).

Marking procedures

All work is marked according to the University procedures, and this is normally via anonymous marking. Work is moderated internally and externally. Feedback is released four weeks after submission, apart from over the Christmas/New Year break where the feedback is delayed accounting for the holiday period. All marks are provisional until ratified by the assessment board.

Personal learning plan (PLP) and assessments

If your PLP states that you can negotiate revised submission deadlines, and you are unable to submit on time, please make contact with Louise Derham to discuss your needs and where appropriate agree a revised submission deadline.

Late submission

The University has adopted a 'capped late submission policy'. Please ensure you check the latest University regulations and additional information at [student life](#)

Currently, assignments submitted up to five working days after the original deadline will be capped at 50% for Level 7 submissions. Any assignments submitted after the 5-working-day late submission period will be automatically capped at 0%.

Exceptional factors

The University appreciates that sometimes learners are unexpectedly affected by circumstances outside their control which can impact on their performance in assessments, and our exceptional factors processes deal with these. Exceptional factors are short-term unexpected events that have a serious impact on assessment by either preventing you from attending, completing or submitting an assignment on time or significantly affecting your performance in an assessment. It is important that you follow the [guidance on exceptional factors](#), and submit evidence as required.

Reassessments

Learners are normally be given a resubmission date approximately four weeks after the board of examiners but will be notified about this on moodle.

Results: My Results

Following the board of examiners, learners can access results via My Results (on MyMMU) for a period of three weeks only. We contact learners to remind them to check on My Results. Please download the transcript of your study from My Results, as you may need this to confirm your successful completion of the unit or programme.

Attendance monitoring

University attendance

Research shows the positive links between good attendance and good grades. We care about our learners getting the best outcome possible and therefore have a duty to try and help in any way we can. The [attendance registration scheme](#) requires learners to register their presence for lectures and sessions using their ID card, and manage any absences via MMU app. We use the registration data to monitor attendance levels and identify learners who need extra support. It allows us to intervene before a learner's poor attendance puts them at risk of failure.

Learning Environment attendance

The PgDip District Nursing Programme takes place over 53 weeks (including holidays). In order to obtain the award, the learner must attend 100% of the timetable days in the learning environment and 80% of the time allocated to university (some parts of which are mandatory. These taught sessions will be clearly identified to learners and must be 'made up' if missed. This will be arranged between the programme leader and the learner). Managers will be informed if any learner fails to meet the University attendance requirements.

Learners' attendance

Learners must follow the University's current method of monitoring attendance. Information about learners' attendance is shared with employing trusts.

Learner sickness and absence

- If you are absent due to sickness or any other reason you must inform your Programme Leader at the start and end of that sickness/absence period.

- You must inform your learning environment on the first day of any sickness or absence (as is good working practice). If you are employer sponsored or seconded, you must inform the sponsoring/seconding authority on the first day of sickness/absence and follow the employer's Sickness Policy for subsequent contacts. Please note that any sick note or self-certificate should go to the employing authority. You are advised to copy any sick notes should you require them as evidence for 'exceptional factors' if you are not able to meet assessment submission dates.
- You are required to maintain a record of any absences (sickness or otherwise) over the duration of the programme, as you are required to submit this information within your online portfolio of specialist practice. This information will be kept by the University and may be included in any references.
- If exceptional factors affect your ability to complete practice or assignments or hand in due assignments, you must follow the procedure above for 'exceptional factors'.

Learning Environment Requirements

Protected learning time.

Learners on this programme are learners and the current NMC (2001) standards do require them to be supernumerary, meaning that you must not be counted as part of the staffing required for safe and effective care, it is vital that learners have protected learning time in line with the NMC (2023) Standards for student supervision.

Following NMC guidance regarding this for Nursing Associates, learners will have protected learning time in line with one of these two options:

Option A: Learners are supernumerary when they are learning in practice.

Option B: Learners who are on work-placed learning routes:

- are released for at least 20 percent of the programme for academic study.

- are released for at least 20 percent of the programme time, which is assured protected learning time in external practice placements, enabling them to develop the breadth of experience required for a generic role, and
- protected learning time must be assured for the remainder of the required programme hours.

Feedback/evaluation of the learning environment

Learning environment evaluation

It is important that learners' complete evaluations and are both honest and constructive in their feedback. Any concerns about the standard of care should be raised via the 'raising concerns' procedures (below) and via the student voice meetings held twice during the programme.

Raising concerns about practice

We hope that all your learning environment experiences will be positive and demonstrate good practice, however if this is not the case and you observe poor practice or an adverse incident, then these concerns will need to be raised and discussed. You firstly need to discuss this with the nurse in charge or team leader, or your practice supervisor. If this is an adverse incident or near miss, you will also need to inform your practice assessor and academic assessor/skills coach.

If you have concerns that someone on the NMC register is not fit to practise because of a health or character issue, or because you have witnessed poor practice or a risk to public protection, you have a duty outlined in the Code to make your concerns known. The NMC provides information on [raising concerns as a student](#).

Student representation and feedback

The time you take to share your views and opinions is hugely appreciated and your feedback will be used to make improvements to all aspects of the learner experience. There are many different ways you can [share your student voice](#) during your time at MMU, including mid-unit and unit evaluations, directly to the programme team, the [internal student survey](#), and to course representatives and the student union.

Responses to learner evaluations are provided via action plans on the specific unit moodle sites.

Course representatives

Elected Student Course Representatives play a crucial role in sharing learners views at regular programme and school meetings. Student voice meetings provide an opportunity for Course Representatives and staff to discuss any issues which impact upon the student experience and are held twice a year.

Suspending or withdrawing from study

The withdrawal or suspension process requires the completion of the relevant form, which will need to be submitted to the Programmes Office. Until this process has been completed you will be liable for fees. Please liaise with your Personal Tutor about this process.

Registering with the NMC

Once you have successfully completed your programme, the University will upload your details to the NMC database and provide a declaration of your good health and

character. It is vital that you ensure that we have your correct details, including your current personal email address, to avoid a delay in your registration.

Please check you have access to your [NMC online account](#), as this is used to manage to the process.

The NMC will contact you and tell you how to create your NMC online account, you will need to use this account to pay your registration fee and declare any cautions or convictions.

For details of the process please see: <https://www.nmc.org.uk/registration/joining-the-register/register-nurse-midwife/trained-in-the-uk/>

You need to register your qualification within 6 months of completing the programme or you will be required to submit additional references. You need to register within 5 years of completing the programme as your qualification will not be registered after this time. If you fail to do so, you will have to retake and successfully complete the programme in order to qualify and register your awards.

Important points:

- You are not able to practice as a registered nurse with your additional qualifications (e.g., as a V300 prescriber) until these are registered with the NMC and show on your statement of entry.
- Learners are reminded that they can only prescribe once their prescribing qualification has been annotated on the NMC register and they may only prescribe from the formulary they are qualified to prescribe from and within their competence and scope of practice.
- The District Nursing and V300 qualifications are uploaded separately, and do not assume that if your DN is recorded, then prescribing will be too. These are listed separately. Please contact programmes office should you have a query about your NMC registration.

- It is your responsibility to check your NMC online account and let the University know if your registration is not complete.