

# **Faculty of Health and Education**

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**Manchester  
Metropolitan  
University**

**School of Nursing and Public Health**

## **PgDip Specialist Community Public Health Nursing: Health Visitor /School Nurse**

**Programme Handbook 2024**

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# Introduction and Welcome

## Welcome by Programme Leader

Welcome to the PgDip SCPHN course. Some of you may be embarking on a new career pathway; others may be aiming to further their development in a familiar area of public health practice. Whatever your motives for doing the course, we trust that you will enjoy your time at the university.

*Ruth Thomas (Programme Leader- School Nursing) and Karen Hughes (Programme Leader- Health Visiting)*

**This programme handbook** provides specific information for this programme, and should be read alongside the information on the [University student website](#). In addition, the '[Rules and Regulations](#)' 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 course.

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 students.

**Your safety:** we want you to enjoy your student life safely, and would encourage you to read the information on our [student safety webpage](#). Keeping students 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 from 16<sup>th</sup> – 19<sup>th</sup> September 2024 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 student 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, [Student Hub](#) or email [studenthub@mmu.ac.uk](mailto:studenthub@mmu.ac.uk)

## Contact Details

### Student hub

The student hub is the first point of contact for all student enquiries. They provide a comprehensive information service to students on all student-related matters and can refer you for specialist support. They are located on the ground floor of Brooks building. Term time opening is Monday – Friday 08:30 – 18:30.

[Student Hub](#) or email [studenthub@mmu.ac.uk](mailto:studenthub@mmu.ac.uk)

### The programme team

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

Name of staff	Role	Email
Ruth Thomas	Programme Leader- School Nursing	<a href="mailto:r.thomas@mmu.ac.uk">r.thomas@mmu.ac.uk</a>
Karen Hughes	Programme Leader- Health Visiting	<a href="mailto:karen.hughes@mmu.ac.uk">karen.hughes@mmu.ac.uk</a>
Louise Derham	Programme Leader – District Nursing	<a href="mailto:l.derham@mmu.ac.uk">l.derham@mmu.ac.uk</a>
Helen Rigby	Skills Coach	<a href="mailto:h.rigby@mmu.ac.uk">h.rigby@mmu.ac.uk</a>
Andrea Keppie	Skills Coach	<a href="mailto:a.keppie@mmu.ac.uk">a.keppie@mmu.ac.uk</a>
Peter White	PLP Programme support Tutor	<a href="mailto:peter.white@mmu.ac.uk">peter.white@mmu.ac.uk</a>

### How do you contact us?

The best way to contact staff is via email, and you can normally expect a reply within 3 working days.

## How do we contact you?

All communication to students is via your 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 module Moodle site and MMU emails before travelling.

## Curriculum information

### Programme titles:

Postgraduate Diploma Specialist Community Public Health Nursing (Health Visitor)

Postgraduate Diploma Specialist Community Public Health Nursing (Health Visitor) with Integrated Independent and Supplementary Prescribing (V300)

Postgraduate Diploma Specialist Community Public Health Nursing (School Nurse)

Postgraduate Diploma Specialist Community Public Health Nursing (School Nurse) with Integrated Independent and Supplementary Prescribing (V300)

**Programme code:** HV 271T  
SN 271S

**Programme Aims:** Students entering the programme are expected to have a common aim – to develop their personal professional practice to achieve SCPHN in the field of health visiting or school nursing. Students exiting the course will have the skills, knowledge and behaviours that enable them to develop public health practice, fulfilling professional body requirements relating to SCPHN.

### **Programme Learning Outcomes: PgDip Specialist Community Public Health Nursing: Health Visiting & School Nursing:**

On successful completion of the programme the students will be able to demonstrate:

The application of knowledge, skills and behaviours required to fulfil the professional role of the Specialist Community Public Health Nurse (SCPHN)
How to apply an in-depth and coherent range of knowledge and the skills required to work collaboratively and in partnership to promote and protect the health and wellbeing of the population
How to apply public health policy and health promoting strategies to practice, and devise innovative approaches to develop health services/ programmes and reduce inequalities
How to 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
The way to synthesise knowledge and experience gained as a SCPHN apprentice to articulate a vision, based on sound arguments, for the future role and functions of their SCPHN
Be able to build on knowledge and exercise appropriate professional judgement when assessing the health and wellbeing of individuals, client groups and populations, communicating results effectively
The ability to manage teams and resources ethically and effectively, showing originality in tackling and solving problems
Be able to effectively lead and manage projects in creative and innovative ways to improve the health and wellbeing of individuals and communities
Be able to actively seek to contribute to policy and strategy development to improve health and well being
Be able to effectively deploy and evaluate established techniques to identify and manage risk with a range of client groups including the most vulnerable

### Programme structure and content if non V300 Route:

PGDip Specialist Community Public Health Nursing				
Mandatory Core Modules for SCPHN (level 7)				
Advancing Practice Using Research (10 credits)	Quality Leadership in Action (10 credits)	Empowering Populations to Enhance Health and Well-Being (HV or SN) (30 credits)		
Mandatory Core Modules for Specialist Field (level 7)				
Foundations of School Nursing/Health Visiting (10 credits)	Responding to Contemporary Health Needs in Health Visiting / School Nursing (10 credits)	Safeguarding in Public Health Nursing (10 credits)	Assessing Infants and Children (0 – 5 Years) or Assessing Children and Young People (5 – 19 Years) (20 credits)	Specialist Practice of Health Visiting / School Nursing (Practice Based, Non-Credit Bearing)

Non V300 SCPHN Route Module (level 7)	
Independent Study Project in Specialist Practice (20 credits)	
Exit award (120 level 7 credits) of PGDip SCPHN: School Nurse OR Health Visitor	

**Programme structure and content if Integrated Independent and Supplementary Prescribing (V300) Route:**

PGDip Specialist Commodesy Public Health Nursing				
Mandatory Core Modules for SCPHN (level 7)				
Advancing Practice Using Research (10 credits)		Quality Leadership in Action (10 credits)		Empowering Populations to Enhance Health and Well-Being (HV or SN) (30 credits)
Mandatory Core Modules for Specialist Field (level 7)				
Foundations of School Nursing/Health Visiting (10 credits)	Responding to Contemporary Health Needs in Health Visiting / School Nursing (10 credits)	Safeguarding in Public Health Nursing (10 credits)	Assessing Infants and Children (0 – 5 Years) <b>or</b> Assessing Children and Young People (5 – 19 Years) (20 credits)	Specialist Practice of Health Visiting / School Nursing (Practice Based, Non-Credit Bearing)
V300 Route Module SCPHN (level 7)				
Independent and Supplementary Prescribing (V300) (20 credits)				
Exit award (120 level 7 credits) of PGDip SCPHN: School Nurse OR Health Visitor				

**Format of study:-**

Students undertaking PGDip SCPHN must complete:

- the mandatory core modules for SCPHN
- the mandatory core modules for their specialist field - Health Visiting OR School Nursing
- the Independent and Supplementary Prescribing (V300) Module if undertaking the SCPHN V300 Route

- the Independent Study Project in Specialist Practice if undertaking the SCPHN non V300 Route

On completion of the programme students exit with a PGDip and a professional award

**PGCert Health:**

Students who obtain the fall back degree of PGCert will not have fully met the PGDip Specialist Community Public Health Nursing (SCPHN) programme and module learning outcomes. These students are not eligible for a NMC SCPHN qualification.

**PSRB requirement:** If independent/supplementary prescribing (V300) is successfully passed, but the award/specialist practice qualification is failed, students will not receive either qualification.

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

**External Examiner reports:** the reports from the programme external examiners can be found on the SCPHN programme 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 student 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 students are required to meet programme, NMC and IfA requirements. Both the IfA and the NMC sets standards of education, training, conduct and performance for nurses and midwives in the UK and nursing associates in England.

This programme is designed to meet the:

NMC (2022) Standards of proficiency for specialist community public health nurses  
[Standards of Proficiency for Specialist Community Public Health Nurses](#)

NMC (2023) Standards for post-registration programmes  
[Standards for Post-Registration Programmes](#)

NMC (2023) Standards framework for nursing and midwifery education  
[Standards for Nursing and Midwifery Education](#)

RPS (2021) Competency Framework for all Prescribers.  
<https://www.rpharms.com/Portals/0/RPS%20document%20library/Open%20access/Professional%20standards/Prescribing%20competency%20framework/prescribing-competency-framework.pdf?ver=2019-02-13-163215-030>

NMC (2023) Standards for Prescribing Programmes  
<https://www.nmc.org.uk/globalassets/sitedocuments/standards/2023-pre-reg-standards/new-vi/standards-for-prescribing-programmes.pdf>

NMC (2023) Quality Assurance Handbook  
[NMC \(2023\) Quality Assurance Handbook](#)

Whilst in the learning environment, students will be supervised and assessed in line with the NMC (2023) [Standards for Student Supervision and Assessment](#)

This programme is designed to meet the IfA (2023)  
[file:///C:/Users/55108576/Desktop/2023.09.20-L7-specialist\\_community\\_public\\_health\\_nurse-ST1418-Standard.pdf](file:///C:/Users/55108576/Desktop/2023.09.20-L7-specialist_community_public_health_nurse-ST1418-Standard.pdf)

# 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 students 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, in the learning environment, with 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 students so that everyone can undertake their studies in a supportive and non-threatening environment. Any behaviour that affects the safety or well-being of students 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 student on a programme leading to a professional qualification, you are subject to the University's [Fitness to Practise](#) framework

This procedure could be invoked because of issues that give cause for concern about Fitness to Practise at any stage during the student's learning journey.

## Declaration of good health and character

In addition to the annual self-declaration of health and character, all students are required to disclose any cautions, convictions or health concerns to the University during the programme to the SCPHN Programme Leaders. 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 learners SCPHN registration with the NMC. Further information on 'good health and character' is available on the [NMC website](#).

## Student support and guidance

### Online information

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

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

### The student hub

The student hub is the first point of contact for all student enquiries. They provide a comprehensive information service to students on all student-related matters and can refer you for specialist support. They are located on the ground floor of Brooks building. Term time opening is Monday – Friday 08:30 – 18:30. [Student Hub](#) or email [studenthub@mmu.ac.uk](mailto:studenthub@mmu.ac.uk)

### 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 at [studentsupport@mmu.ac.uk](mailto:studentsupport@mmu.ac.uk).

## Disability support team

The University [disability support team](#) ensure students 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 students receive the help they require, we encourage all students to disclose any disabilities or learning needs as soon as possible directly to the disability support team.

## 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. The best way to contact them is via email.

### Academic assessor

In order to meet NMC (2023) SSSA all students will be allocated an academic assessor who works in partnership with a nominated practice assessor to evaluate and recommend students 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 and programme leader.

### Skills Coach

The **Skills Coach** will work closely with the student, Practice Supervisor, Practice Assessor and Academic Assessor. Their role is fundamental in supporting the student to evidence their skills and behaviours development throughout the Programme and in working with employers to ensure that appropriate work opportunities are available to allow students to develop the required KSBs in the workplace.

## Nominated Person

The **nominated person** will be the Trusts Practice Education Facilitator (PEF). The PEF can be contacted by any student about placement concerns that they don't feel able to raise with their PA, PS or line manager. The PEF role will be to listen and support the student, to advocate for them and if needed facilitate constructive meetings with PA, PS and / or line manager to seek resolution OR escalate practice based issues internally inline with Trust Policies.

In addition, students undertaking the PGDip SCPHN with Integrated Independent and Supplementary Prescribing Route, will be directed to raise prescribing concerns in practice with the Trusts NMP Lead.

## Assessment information

### Assessment regulations

It is important that students are aware of the [MMU assessment regulations and appendices](#) that apply to their programme. Policies include [addressing academic misconduct](#), [students at risk of academic failure](#), [withdrawal/suspension and exclusion](#), [consideration of mitigating circumstances](#), [academic appeals](#) and [student complaints](#), [professional suitability](#) and [assessment arrangements for disabled students](#).

### Variations to regulations

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

**The following approved variations or exemptions from University Regulations apply:**

#### RPL

NMC (2022) states that programme leaders should consider recognition of prior learning that is capable of being mapped to the NMC standards (2022) for SCPHN. These will be individually assessed during the recruitment and application process. The apprenticeship model will only consider RPL for any new knowledge gained.

### **Compensation / condonement**

In the case of any programme approved by the NMC, no compensation or condonement for any module approved will be permitted.

### **Passing all elements of assessment**

In the case of a module approved by the NMC, students must pass all elements of assessments in order to pass the module.

### **Re-submission of multi-part assessments**

In the case of any module 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. Pharmacology exam must be passed with a minimum score of 80%.
- b. Numeracy assessment must be passed with a score of 100%.
- c. In the prescribing module exams only, students may also have a second re-assessment opportunity, conditional upon full engagement with the first re-assessment opportunity and/or securing approval for non-engagement through the mitigating circumstances procedure.

**PSRB requirement:** If independent/supplementary prescribing (V300) is successfully passed, but the award/specialist practice qualification is failed, students will not receive either qualification.

### **Demonstrating currency at point of PSRB registration**

Where a module or programme confers a PSRB professional award and has a practice placement 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/modules**

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

### **Credits on one subject**

For NMC regulated PGDip Specialist Community Public Health Nursing, learners are advised that a focus on a specific issue for assessment (i.e. a client group, a clinical 'problem' or a management concern) 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**

Learners will be required to complete 100% of practice days and where learners' attendance. Any missed days must be made up during annual leave. For longer periods of sickness and absence, negotiation with employing Trust will be needed to ensure placement days can be completed. Attendance at university is monitored, any missed days are recorded as absences, this information is shared with the employing Trust. Learners will be given work to undertake to ensure they meet the learning outcomes for session missed.

## **Variation/Exemption to the Curriculum and Assessments Framework**

### **Semesterisation**

The SCPHN Programme is exempt from semesterisation due to:

- The Programmes are employer led, they are required to be 12 months in duration and designed to meet the needs of the NHS workforce.
- Credit requirements for the programme are not suited to delivery in just 2 semesters, therefore teaching and assessments are required across a full year.
- There are PSRB (NMC) and Institute for Apprenticeship (IfA) requirements that must be met.

## **Summative assessments**

### **SCPHN Health Visiting Assessments**

Course Module Title	Credit Value	Core / Option	Component	Weighting	Assessment method and length
Specialist Practice of Health Visiting (Practice Based, Non-Credit Bearing)	NA	C	1	100%	Practice Assessment Document
Foundations of Health Visiting	10	C	1	100%	Essay (2500 words)
Assessing Infants and Children (0 – 5 years)	20	C	1	100%	Practical Examination (30 mins)
Responding to Contemporary Health Needs in Health Visiting	10	C	1	100%	Journal Article (2500 words)
Safeguarding in Public Health Nursing	10	C	1	50%	Seen Examination (60 mins)
			2	50%	Unseen Examination (60 mins)
Advancing Practice Using Research	10	C	1	100%	Critical Review (2500 words)
Quality Leadership in Action	10	C	1	100%	Reflective Analysis (2500 words)
Empowering Populations to Enhance Health and Well-Being (Health Visiting)	30	C	1	100%	Presentation (20 mins), plus poster presentation
V300 Nurse Prescribing	20	O	1	Pass/ Fail	Pharmacology Examination (1.5 hrs)
			2	Pass/ Fail	Numerical Assessment (45 mins)
			3	100%	Essay (3000 words)
			4	Pass/ Fail	Assessment of RPS Competencies
Independent Study Project in Specialist Practice	20	O	1	100%	Report (4500 words)

## SCPHN School Nursing Assessments



Course Module Title	Credit Value	Core / Option	Component	Weighting	Assessment method and length
Specialist Practice of School Nursing (Practice Based, Non-Credit Bearing)	NA	C	1	100%	Practice Assessment Document
Foundations of School Nursing	10	C	1	100%	Essay (2500 words)
Assessing Children and Young People (5 – 19 years)	20	C	1	100%	Practical Examination (30 mins)
Responding to Contemporary Health Needs in School Nursing	10	C	1	100%	Journal Article (2500 words)
Safeguarding in Public Health Nursing	10	C	1	50%	Seen Examination (60 mins)
			2	50%	Unseen Examination (60 mins)
Advancing Practice Using Research	10	C	1	100%	Critical Review (2500 words)
Quality Leadership in Action	10	C	1	100%	Reflective analysis (2500 words)
Empowering Populations to Enhance Health and Well-Being (School Nursing)	30	C	1	100%	Presentation (20 mins), plus poster presentation
V300 Nurse Prescribing	10	O	1	Pass/Fail	Pharmacology Examination (1.5 hrs)
			2	Pass/ Fail	Numerical Assessment (45 mins)
			3	100%	Essay (3000 words)
			4	Pass/ Fail	Assessment of RPS Competencies
Independent Study Project in Specialist Practice	20	O	1	100%	Report (4500 words)

## **Formative feedback opportunities**

Formative assessment opportunities will be discussed and outlined by each Module lead at the beginning of each module.

## **Use of Turnitin**

For assessments that are submitted via Turnitin, full guidance 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 level 7 study. Please refer to the following documents for [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 to account 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, please contact the PLP Programme Support Tutor to discuss your needs and where appropriate agree a revised submission deadline.

## **Late submission**

The University has adopted a 'capped late submission policy'. This means assignments submitted up to seven days after the original deadline will be capped at 50% for Level 7 submissions.

## Mitigating Circumstances

The University appreciates that sometimes students are unexpectedly affected by circumstances outside their control which can impact on their performance in assessments, and university processes deal with these. Mitigating circumstances 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 Universities policies and procedures. [Click here](#) for more information.

## Reassessments

Students are normally be given a resubmission date approximately four - six weeks after the board of examiners and will be notified about this on moodle.

## Results: MyResults

Following the board of examiners, students can access results via MyResults (on MyMMU) for a period of two weeks only. Please download the transcript of your study from MyResults, as you may need this to confirm your successful completion of the module or programme.

## Attendance monitoring

### University attendance

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

Managers will be informed if any student who is absent from University.

Please contact the Apprenticeship Module with any queries about your attendance records or for further advice and support [apprenticeships@mmu.ac.uk](mailto:apprenticeships@mmu.ac.uk)

## **Learning environment attendance**

The Specialist Community Public Health Nursing programme is timetabled for 45 weeks and takes place over 53 weeks full-time, plus End Point Assessment (total 13 months). In order to obtain the award the student must attend 100% of the timetable days in the learning environment and have met all module learning outcomes at Level 7. All missed university sessions must be 'made up', this will be arranged between the Module Lead or Programme Lead and the student.

## **Student 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 Practice Supervisor and Line Manager on the first day of any sickness or absence, and you must continue to follow your Employer's sickness/absence policy. Please note that any sick note or self-certificate should go to the employing NHS Trust. You are advised to take a copy of any sick notes should you require them as evidence for 'mitigating circumstances and extensions' 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 course, as you are required to submit this information within your practice assessment documentation. This information will be kept by the University and may be included in any references.
- If mitigating circumstances affect your ability to complete practice or submit academic assessments you must follow the process for 'mitigating circumstances'.

## Placement Requirements

### Protected Learning

Whilst undertaking this programme you are required to be given protected learning time in the workplace, this is to ensure you have safe and effective learning opportunities to enable you to meet all Standards of Proficiency and all required knowledge, skills and behaviours, so you are able to demonstrate you are fit for purpose and fit to practice as a SCPHN (HV/SN) by the end of the Programme.

The protected learning time in the placement setting is for work-based activities and not for academic study. There is an expectation you will develop through stages of learning and proficiency in line with Steiner and Bell's Taxonomy of Learning (1979) (see appendix 1). Therefore, once you have demonstrated your competence in an aspect of work, you will be expected to undertake this work without direct oversight. The level of supervision you need is based on the professional judgement of your supervisor and assessor, taking into account any associated risks and your knowledge, proficiency and confidence. Please speak to your academic assessor or skills coach if you feel there is an issue with this.

## Feedback/evaluation of the placement environment

### Placement environment evaluation

Placement environment evaluation will be undertaken on the final day of the Programme. There is opportunity to raise any concerns in practice via the Academic Assessor or Skills Coach at any time during the year. Throughout the year the Student Voice Forums provide the opportunity to share any placement feedback.

### Raising concerns about practice

We hope that all your placement 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 in line with your employing NHS Trust policies. If this is an adverse incident or near miss you must report via your employing NHS Trust systems.

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 unsafe 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

### Student 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 student experience. There are many different ways you can [share your student voice](#) during your time at MMU, including module evaluations and directly to the programme team.

Responses to student evaluations are provided via action plans on the specific module moodle sites.

### Course representatives

Elected Student Course Representatives play a crucial role in sharing students views at Student Voice forums.

## Taking a 'break in learning' or withdrawing from study

The withdrawal or taking a break in learning process requires the completion of the relevant form, which will need to be submitted to the Apprenticeship Office. Please liaise with your Academic Assessor and Skills Coach about this process.

## Registering with the NMC

Once you have successfully completed your programme, the University will upload your details to the NMC 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 and the correct spelling of your full name as it appears on the NMC Register to avoid a delay in your registration. You can update your info via [Student Hub](#).

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

You need to register your SCPHN qualification (and V300 if applicable), 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 and you would have to retake and successfully complete the Programme in order to qualify as a SCPHN and if applicable as a V300 Prescriber.

Important points:

- You are not able to practice as a SCPHN or with your additional qualifications (e.g. as a prescriber) until these are registered with the NMC and show on your statement of entry.
- It is your responsibility to check your NMC online account and let the University know if your registration is not complete.
- Please check that both the SCPHN and prescribing qualification (if relevant) are recorded on your statement of entry. These are uploaded separately, and do not assume that if your SCPHN is recorded, then prescribing (if applicable) will be too. Please contact the [assessment management team](#) should you have a query about your NMC registration.