

# Guidance for Specialist Community Public Health Nursing (SCPHN)

---



**May 2022**

---

## Contents

---

|        |   |
|--------|---|
| Page 3 | <ul style="list-style-type: none"><li>• Introduction</li><li>• Funding Process</li></ul>        |
| Page 4 | <ul style="list-style-type: none"><li>• Allocation and Monitoring</li></ul>                     |
| Page 5 | <ul style="list-style-type: none"><li>• Data Protection</li><li>• Registration</li></ul>        |
| Page 6 | <ul style="list-style-type: none"><li>• Travel Expenses</li><li>• Breaks in study</li></ul>     |
| Page 7 | <ul style="list-style-type: none"><li>• University Webpages</li><li>• Contact details</li></ul> |

---



---

## Guidance

---

### Introduction

Health Education and Improvement Wales (HEIW) is responsible for commissioning education and training to meet the needs of the NHS in Wales. The training of students on SCPHN courses falls within this remit and the notes which follow explain the detailed arrangements for the funding of this training on an all Wales basis.

The SCPHN courses that HEIW currently commission via the IMPT process are as follows:

- Health Visiting (Full Time, Part Time and Modules)
- School Nursing (Full Time, Part Time and Modules)
- Occupational Health Nursing (Full Time, Part Time and Modules)

Full time, part time and modular courses are defined as follows:

Full time: This is a full-time continuous 45 week course with a period of consolidation which takes the student up to 52 weeks. During this period students complete all of the required modules to gain the professional registration. On successful completion of the course, students are eligible to have their name included on the Nursing and Midwifery Councils Professional Register as a Specialist Community Public Health Nurse.

Part-time: The part time route is undertaken on a part-time basis and usually completed over a period of 2 years. On successful completion of the course, students are eligible to have their name included on the Nursing and Midwifery Councils Professional Register as a Specialist Community Public Health Nurse.

Modules: Students undertake one or more specific taught modules over an **undefined period of time**. On successful completion of the necessary modules and clinical hours, students are eligible to have their name included on the Nursing and Midwifery Councils Professional Register as a Specialist Community Public Health Nurse.

Full time, part time and modular courses will **only** be funded by HEIW, up to the point of registration as a specialist community public health nurse. Alternative funding will need to be secured to study at MSc level.

Students eligible for funded places on SCPHN courses should either:

- Be employed by an NHS Wales health body on entering training and supported by their employer\*;  
or
- Where at the time of application, they do not have a substantive NHS employer, it may be possible to seek the support of an appropriate NHS Wales organisation to be employed on fixed term training contract throughout the course that will provide the practice placement element of the training. This must be agreed with the host organisation in advance of the student being offered the university place.
- Have completed pre-registration nurse training within the last 12 months and be supported by an appropriate NHS organisation on a fixed term training contract throughout the course to provide the practice placement element of the training. This must be agreed with the host organisation in advance of the student being offered the university place.

***\*All prospective applicants for training on SCPHN courses should ensure they have obtained the agreement of their employer to their release for training prior to applying for a place on a course with a HEI in Wales.***

**This guidance applies to those students who commence a training place on a SCPHN programme with HEIs in Wales from September 2016.**

## Funding Arrangements

For those students who undertake the modular route, only course fees are funded by HEIW. Any associated travel costs will not be reimbursed.

The following procedure will apply in respect of the funding of full-time or part-time students who take up a training place on SCPHN programmes with HEIs in Wales.

a) Applicants who take up a training place on a SCPHN programme would normally be expected to remain employed with their current NHS Wales employer for the duration of the course unless, exceptionally, they are assigned to an alternative NHS Wales organisation which acts as the host employer for the duration of their training. In either case, they should be seconded onto a training contract fixed to the length of the course on either a full-time or 3 day basis.

b) The NHS Wales employer or host NHS Wales organisation will pay the student a salary, which will be either:

i. Full-time students will be paid a full-time salary on the same pay point equivalent to their evidenced salary prior to commencing the course, or if not possible the next higher pay point on agenda for change band 5, under the student contract. This will be reimbursed by HEIW.

ii. Part-time students will be paid a pro-rata salary on the same pay point equivalent to their evidenced salary prior to commencing the course, or if not possible the next higher pay point on the agenda for change band 5 pay band, under the student contract. HEIW will reimburse up to 2.5 days a week for the duration of the course.

iii. Students undertaking the SCPHN programme as a follow on to their undergraduate pre-registration nursing training, hosted by an appropriate NHS Wales organisation, will be paid a salary at the bottom point on agenda for change band 5, under the student contract. This will be reimbursed by HEIW.

c) Employers should seek reimbursement of student costs from HEIW by regularly submitting invoices in respect of:

i. The student's salary plus employer on-costs for the standard length of the course (excluding overtime and any enhancements).

ii. The cost of travel to the student arising from the clinical placement that exceeds the daily cost of travel between their home and the higher education institution providing the course.

Please note the cost of travel from home to and from the higher education institution will not be reimbursed, these costs will be incurred by the student.

iii. Students should submit all travel claims to their placement Departmental Head for approval and subsequent payment.

iv. Reasonable travel costs are payable in respect of travel to placements within Wales for students studying in Wales. No reimbursement of expenses should be made to any student undertaking, on request, a placement outside Wales where a placement within Wales would have been available.

v. NHS lease car payments will not be reimbursed by HEIW.

vi. HEIW will reimburse costs in excess of normal car parking fees incurred by students on clinical placements. However, if a student normally incurs car parking fees at their employment base, only fees in excess of this amount will be reimbursed.

d) Accommodation costs will not be reimbursed.

e) Invoices for the reimbursement of salary and other student costs, should include a breakdown of those costs, and be submitted for payment on a monthly basis.

f) Invoices should be labelled for the attention of HEIW Finance and submitted to HEIW, PO Box 123, Pontypool, NP4 4DW or nwssp.apheiw@wales.nhs.uk

Individuals who withdraw part way through a full or part time programme will cease to receive any further salary support, from the point of withdrawal.

## Registration

Throughout the duration of their course, individual students MUST maintain their NMC registration. Local arrangements should be put in place to ensure this.

Students and their employer or host organisation are jointly responsible for ensuring their NMC registration remains up to date throughout the period of their course.

## Course Fees

The course fees for all contracted students are payable on receipt of an invoice from the Education Provider. HEIW will meet the cost of the agreed course fees for all contracted students on full-time, part-time or modular SCPHN courses.

## Eligibility

NHS funding is not available for nurses already on part 3 of the register seeking a second registration on the same part of the register. For example, a state

registered health visitor seeking to complete a programme in school nursing would not be entitled to NHS funding. Funding for this training can be sought from their employer.

## Sickness Absence

HEIW will reimburse the employer's or host organisation's costs associated with student absence which occurs during the period of the course. Students are solely responsible for communicating their sickness absence to the HEI and their clinical placement, adhering to their employer's or host organisation's sickness policy.

If due to a break in attending the course a student requires an extension of funding in order to ensure successful completion, an application for extended funding must be made by the HEI (not the student) to HEIW by completing appendix A and returning to HEIW either by email. Each application will be considered on its merits. Please direct all extension applications to [ETFinance.HEIW@wales.nhs.uk](mailto:ETFinance.HEIW@wales.nhs.uk).

## Maternity/Paternity Leave

Students should adhere to their employer's or host organisation's Maternity, Adoption, Paternity and Parental Leave policy. Employer's costs arising from a student's absence from training due to maternity leave are reimbursed by HEIW subject to an application being submitted by the HEI.

Where a student's training needs to be extended as a result of maternity leave, the HEI should formally request additional funding from HEIW by completing appendix B and returning to HEIW either by post or email.

## Annual Leave

HEIW will fund each student for the full duration of the course. This will include entitlement to leave accrued during the course which should be taken during academic holiday periods. Students are required to take all annual leave entitlement including public holidays which they have accrued between 1st

April and the commencement of the course before the course commences. All holiday entitlement that accrues during the course, including public holidays, must be taken during normal academic holiday and study leave periods. There is no entitlement to any additional holiday during the period of the course. If you have any queries or need further explanation, then please contact your local HR Representative.

## Appendix A

## Extension of Funding Request Form

|                     |
|---------------------|
| Education Provider: |
| Name of Student:    |
| Course:             |

|  |
|--|
| Date Commenced on Course:                      |
| Start Date of Break (dd/mm/yy):                |
| Anticipated Date of Recommencement (dd/mm/yy): |
| Intake Returning To (mm/yy):                   |
| Length of Extension Request:                   |
| Anticipated Completion Date on course:         |

|  |   |
|--|---|
| Amount of Additional Funding Requested (£) | £ |
| Bursary / Salary Costs                     | £ |
| Dependants & Other Allowances              | £ |
| Childcare                                  | £ |



|                  |   |     |
|------------------|---|-----|
| Contract funding | £ | NIL |
| Total            | £ |     |

1. Please specify reason for student's extension request.

2. What has the Education Provider put in place to mitigate the circumstances leading to the request for additional funding?

3. Does the Course Tutor confirm that a funded extension is likely to lead to the student completing the course successfully at the end of this extended period?

YES / NO *delete as appropriate*

Explain your reasoning to the answer above providing evidence where appropriate

4. Does the Course Tutor confirm that, without a **funded** extension, the student is unlikely to complete the course successfully?

Explain your reasoning to the answer above providing evidence where appropriate

**Signed:**

Course Director

**Date:**

*I declare that, in my opinion, granting this additional bursary or salary funding represents the best value for money option taking account of the level of additional cost and the probability of the student qualifying*

**Signed:**

Head of School

**Date:**

**Note:**

Requests for Maternity Leave will need to be submitted on a BUR101 (MAT) form  
Please return completed forms to:

HEIW Finance, Ty Dysgu, Cefn Coed, Parc Nantgarw, CF15 7QQ

**Email:** [ETFinance.HEIW@wales.nhs.uk](mailto:ETFinance.HEIW@wales.nhs.uk)

**forms will be returned if the detail provided is deemed insufficient**

## Appendix B NHS Bursaries/Salaries For Students On Health Professional Courses In Wales

### NOTIFICATION OF STUDENT MATERNITY LEAVE

#### 1. Course Details

Name of Course

Name of

Academic Year

#### 2. Student Details

Student's Name

Student Reference

#### 3. Maternity Leave

3.1 Start date of Maternity Leave Date

3.2 Anticipated Return Date Date

3.3 Anticipated Course Completion Date Date

#### 4. Authorisation (to be completed by the designated officer at the university/college)

Comments

**I certify that the details shown above are, to my knowledge, correct.**

Signature

Date

**Finance Contact (to confirm payment information):**

Name

Tel/Email

**BUR 101 MAT**