Addysg a Gwella Iechyd Cymru (AaGIC)
Health Education and Improvement Wales (HEIW)

Guidance for Specialist Community Public Health Nursing (SCPHN)

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HEIW Guidance for Commissioned Specialist Community Public Health Nursing (SCPHN)

Introduction

Health Education and Improvement Wales (HEIW) is responsible for commissioning education and training to meet the needs of the NHS in Wales. Development of the Nursing workforce within community and primary care settings is paramount and support the vision set out in The Welsh Government's 'A Healthier Wales' national strategy (2018), which shifts the provision of services close to where people live. 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.

SCPHN Education programmes commissioned by HEIW includes the following:

- Health Visiting (Full Time, Part Time and Modules) @ USW, Swansea, Wrexham
- School Nursing (Full Time, Part Time) @ USW, Swansea, Wrexham
- Occupational Health (Part time, distance learning) @ Chester

HEIW provides funding for the university fees and salary for Nurses/Midwives whilst on either full or part time training programme, and university fees for those on the modular route.

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 or midwifery 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.
- 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.

All prospective applicants for these programmes of education should ensure that they have obtained the agreement of their employer to their release for training prior to applying for a place on a course with the University.

Each University that HEIW holds contracts with to deliver these education programmes will be notified annually of the number of places HEIW wants to commission, which is based on what has been requested by the health boards/trusts via the "Integrated Medium-Term Plan" IMTP Process.

Education Provision

Nurses and Midwives can undertake Specialist Community Public Health Nursing education on a full time/part time or modular basis. All programmes are validated by the Nursing and Midwifery Council (NMC) and on completion Nurses and Midwives can apply to the NMC to register on the third part of the NMC register.

- travel time and pro-rata for individual modules.
- The University can deliver full time education on a minimum of 2 days a week or block equivalent for 45 weeks per Academic Year.
- The University can deliver part time education on a minimum of 1 day a week or block equivalent for 45 weeks per Academic Year.
- Education is mapped against the Professional Framework for Enhanced, Advanced and Consultant Clinical Practice (HEIW, 2023)
- On completion of the programme a Postgraduate Diploma (PG Dip),120 Credits is awarded.

University Providers

Programme	Sub-Lot Region	Delivery	Provider Names
SCPHN - Health Visiting (HV)	1a. BCUHB	Blended Learning	Wrexham University
	1b. POW & HDUHB		Swansea University
	1c. SBUHB		Swansea University
	1d. CTMHB		University of South Wales
	1e. CVUHB		University of South Wales
	1f. ABUHB		University of South Wales
SCPHN – School Nursing (SN)	2a. North (BCUHB & North POW)	Blended Learning	Wrexham University
	2b. West/ Central (South & Mid POW, HDUHB, SBUHB)		Swansea University
	2c. East/ South (CTMHB, CVUHB & ABUHB)		University of South Wales
SCPHN Occupational Health (OH)	5. All Wales	Distance Learning	University of Chester

Delivery Methods

Blended Learning
Learning combines Face-to-Face learning with online learning in a cohesive, inclusive education Programme. It uses multiple methods to deliver learning by combining Face-to-Face interactions with online activities. Online activities may be Synchronous or Asynchronous.

Distance Learning
Is an approach to learning that allows learners to study remotely and not be required to attend a university environment. Education providers utilise technology to deliver the learning to the students.

Synchronous Learning
Where the educator is present (online or Face-to-Face) at the same time as the students. Students can ask questions and interact with the educator and other learners in real time.

Asynchronous Learning
Where teaching materials are posted online, and learners work through them in their own time, for example, through video clips and multiple-choice quizzes. Learners can ask questions and interact with the educator and other learners via discussion boards, forums, and emails.

Recruitment and Selection

The Education Provider in partnership with the Employer, is:

- required to recruit Students, using a values-based approach, who can become registered, confident, proficient practitioners who can work effectively as part of a multi-disciplinary team caring for individuals accessing healthcare in Wales.
- required to assess all applicants to the Programmes in collaboration with Employers to ensure they hold the NMC professional regulator entry requirements.
- required to ensure that all applicants to the Programmes hold the suitable values and characteristics including compassion, resilience, academic aptitude, commitment, and motivation – only then should a place be offered.
- required to promote widening access to ensure the Programme is accessible to Students at all career stages.
- required to have processes in place to enable recognition of prior learning to avoid duplication of previous education.
- required to collaborate with Health Boards to recruit to achieve the Commissioning Student numbers.

In addition, the Education Provider will:

- annually provide HEIW with a report detailing all individuals that have accessed this funding.

Workplace Supervision and Assessment

The university is required to:

- work in partnership with Employers to provide workplace supervision training to support quality assurance of Placement workplace assessments.
- notify the workplace Placement Provider of:
    - Any reasonable adjustments required to support Students with health and wellbeing issues, disabilities and/or additional learning needs.
    - Any other additional support required in order to facilitate a Student's Placement.
- liaise with Employers to integrate the All-Wales Practice Assessment Document (PAD) to ensure consistent practice assessments across all Health Boards in Wales.
- support Students to undertake workplace learning assessments.
- support workplace Placement Provider Practice Supervisors and Practice Assessors to assess competencies.
- work with workplace Placement Provider Practice Supervisors and Practice Assessors to ensure Students receive meaningful feedback.

Student Wellbeing and Support

The university must

- provide a comprehensive range of professionally delivered Student wellbeing services that incorporate, when appropriate, peer support. These wellbeing services must be free, impartial, non-judgemental and confidential.
- ensure Students feel part of a Community of Practice and have meaningful opportunities for peer support.
- provide all Students with a named personal tutor with understanding and expertise of the Programme, and who will be accessible to the students. The students must be able to regularly meet with their personal tutor in a timely manner to be supported with academic difficulties, personal issues and workplace learning concerns.
- provide Student support services that are clearly marketed and accessible to all Students

Welsh Language

The Welsh Language (Wales) Measure of 2011 was passed by the National Assembly for Wales and was given royal assent on the 9th of February 2011.

The Commissioner is therefore committed to the principle of treating the Welsh Language and English Language on a basis of equality.

The current standards that are relevant to these Contracts are as follows:

- The Welsh Language Standards (No. 6) Regulations 2017.

Universities are required to ensure that their services, communications and information are accessible to the public in both Welsh and English. This includes providing educational materials and other documents and learning in Welsh, offering Welsh language support for students and ensuring that staff are available to communicate in Welsh.

Funding Arrangements

Salary and Fees

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 part time basis.

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

- **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.
- **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.
- Students undertaking the SCPHN programme as a follow on to their undergraduate pre-registration nursing or midwifery 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:

- The student's salary plus employer on-costs for the standard length of the course (excluding overtime and any enhancements).
- 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.
- The cost of travel from home to and from the higher education institution that exceeds the daily cost of travel between their home and work base.
- Students should submit all travel claims to their placement Departmental Head for approval and subsequent payment.
- 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.
- Travel will be paid in alignment with the NHS A4C mileage allowance.
- NHS lease car payments will not be reimbursed by HEIW.

- HEIW will reimburse costs more than 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 more than this amount will be reimbursed.

d) Accommodation costs will not be reimbursed.

- NHS Employers/host organisations should submit Invoices to HEIW monthly for the reimbursement of salary and other trainee costs, including a breakdown of those costs.
- Invoices should be labelled for the attention of HEIW and submitted to HEIW, Ty Dysgu, Cefn Coed, Cardiff CF15 7QZ or HEIW.FinanceTeam@wales.nhs.uk and NWSSP.OCRInvoiceAutomation@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.

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.

Breaks in Study

If due to a break in attending the course a student requires an extension of funding to ensure successful completion, an application for extended funding must be made by the Education provider and employer (not the student) to HEIW by completing Extension of Funding Request Form Appendix A (Pg.11) and returning to HEIW by email. Each application will be considered on its merits. Please direct all extension applications to HEIW.FinanceTeam@wales.nhs.uk and NWSSP.OCRInvoiceAutomation@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 education provider. Where a student's training needs to be extended because of maternity leave, the HEI should formally request additional funding from HEIW by completing **BUR101 (MAT) form appendix B (Pg.13)** and returning to HEIW by 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.

Data Protection and Quality Monitoring

All staff in receipt of funding agree to the education provider they are studying with sharing their personal information with HEIW in the annual report for the purposes of monitoring. Health boards, Trusts and HEI's must incorporate privacy notices into their application process to ensure compliance with GDPR.

There is an expectation that all staff in receipt of funding will complete the HEIW baseline and exit surveys issued by the education providers on behalf of HEIW.

Professional Regulation

Throughout the duration of their course, individual students **MUST** maintain their professional NMC registration. Local arrangements should be in place to ensure this. Students and their employer are jointly responsible for ensuring their professional registration remains up to date throughout the period of their course.

Contact Details

If you have any queries or need further explanation, then please email HEIW.EdCommissioning@wales.nhs.uk

Appendix A. Extension of Funding Request Form

Education Provider	
Name of Student	
Employer Name	
Course	
Date commenced course	
Date of break commencement	
Anticipated date of return	
Intake returning to	
Length of extension requested	
Anticipated new completion date	
Additional Funding Required (HEIW use)	
Salary	£
Fees	£

Rationale for Extension Request

Please specify reason for student's extension request		
What has the Education Provider put in place to mitigate the circumstances leading to the request for additional funding?		
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
Explain your reasoning to the answer above providing evidence where appropriate		
Does the Course Tutor confirm that, without a **funded** extension, the student is unlikely to complete the course successfully?	Yes	No

Explain your reasoning to the answer above providing evidence where appropriate	
I Declare that in our opinion the granting of this extension and any additional funding this incurs represents the best value for money option taking account of the level of additional cost and the probability of the student qualifying	
Signed Course Tutor	
Signed Employer	
Date	

Please email completed forms to heiw.financeteam@wales.nhs.uk
forms will be returned if the detail provided is deemed insufficient

Appendix B Notification of Student Maternity Leave BUR101 (Mat) Form

Education Provider	
Name of Student	
Employer Name	
Course	
Date commenced course	
Maternity Leave commencement Date	
Anticipated date of return	
Intake returning to	
Length of extension requested	
Anticipated new completion date	
Additional Funding Required (HEIW use)	
Salary	£
Fees	£

Please provide any supporting evidence where appropriate		
I Declare that in our opinion the details above are correct and in supporting this period of Maternity leave and any additional funding this incurs represents the best value for money option taking account of the level of additional cost and the probability of the student qualifying		
Signed Course Tutor		
Signed Employer		
Finance Contact	Name	Email:
Date		

Please email completed forms to heiw.financeteam@wales.nhs.uk
forms will be returned if the detail provided is deemed insufficient

BUR 101 MAT