

Getting the most out of a placement

You must engage in the normal care activities that meet the holistic needs of patients or service users. You need to prove your understanding of:

- Care, compassion and communication
- Organisational aspects of care
- Infection prevention and control
- Nutrition and fluid management
- Medicines management
- General/specialist skills applicable to Mental Health / Children's / Learning Disability nursing

Completed Practice Assessment Portfolio (PAP)

The PAP records your activities, experiences and competencies. Start this early. Plan each day with a strong focus and discuss it with your mentor or practice assessor, other nurses or the wider multidisciplinary team at the start of the day. Your PAP must be signed daily for the hours you do.



Patient/Service User Feedback

Your mentor or practice assessor will seek and document at least one piece of feedback of your performance from a patient or service user. This is used as further evidence of your learning and progress.

End of Placement Fitness to Practice Self-Declaration Certificate

Your University will ask you to complete a Self-Declaration Certificate of good health and character. You must declare any changes in your Disclosure and Barring Service (DBS) status that occur during the programme. The DBS check informs your employer of any criminal convictions or any reason that you may not be safe to work with people who are at risk.

If things don't go to plan

An action plan will be prepared to help you focus on areas for development. If you do not pass the PAP due to not achieving the learning outcomes and skills, not completing practice hours, or behaving unprofessionally you will not be able to re-register. You will have an opportunity for a second attempt and will be supported in that.

Recipe for successful learning

- Seek learning opportunities, ask questions and show interest.
- Familiarise yourself with digital record-keeping and progress monitoring.
- Build your skills in writing accurate, clear, legible records and documentation.
- Understand and be able to use digital vital signs technology.
- Participate in safeguarding, multi-disciplinary and discharge planning.
- Observe how colleagues manage uncertainty; discuss ways to build your resilience.
- Understand the complexity of patients' needs.
- Familiarise yourself with how to use commonly encountered devices safely.
- Develop your understanding of, and the ability to challenge, discriminatory behaviour.
- Develop your understanding of person-centred holistic care.
- Demonstrate the ability to prioritise patients.
- Observe how your colleagues' communication skills keep patients, families and carers informed.

On successful completion of the programme

City, University of London informs the NMC within 4 weeks that you have successfully completed the programme. Once you receive your PIN you are eligible to apply for a Band 5 position as a staff nurse and we have lots of exciting opportunities for you and a straightforward recruitment process.

Good luck! We are excited about helping you on your journey to being a Band 5 staff nurse and joining us as a CapitalNurse in North London.

Capital Nurse RTP Bureau Lead

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www.city.ac.uk/courses/cpd/return-to-practice-nursing

www.healthcareers.nhs.uk/explore-roles/nursing/returning-nursing/return-nursing-practice-programme

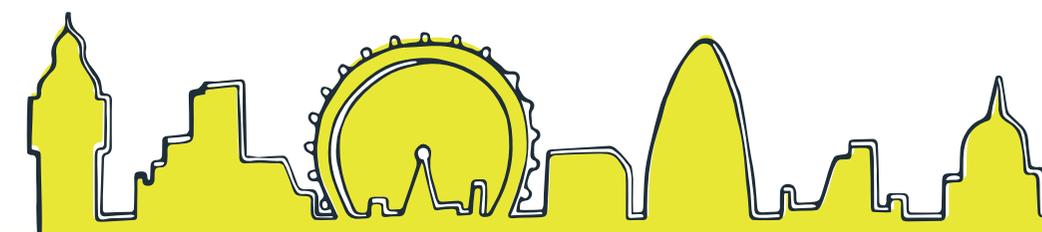
Since the drafting of this leaflet the NMC has announced some welcome changes to Return to Practice Standards and process. Once fully adopted we will amend our leaflets accordingly.

RTP Project Lead will provide updates: capitalnursencl.returntopractice@nhs.net



CAPITAL nurse

in North Central London



Thinking of returning to nursing?

Why we want you to come back
How the Return to Practice programme works
Getting the most out of a placement

An excellent time to return to nursing!



In North London our trusts, GP practices and care homes are working together to offer a huge range of opportunities for returning nurses. So, if you were once a nurse and your registration has lapsed, why not join our comprehensive Return to Practice programme?

Your wealth of experience and your life skills are vital for today's NHS and care sector. Colleagues in practice placement settings are ready to welcome you, make you part of the team and get you up and running as a registered nurse as quickly as possible. You've got a real contribution to make.

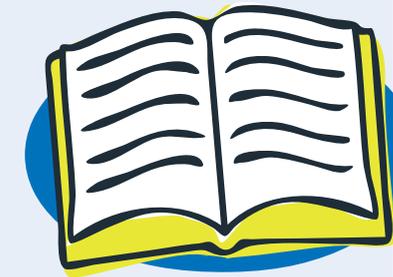
Undertaking the Return to Practice (RTP) course can feel a daunting prospect when you have been away from nursing for a while, but we want to assure you that our North London employers in trusts, care homes and in primary care and our RTP team understand the challenges, want you to grow in confidence and will work with you to give you the best possible chance of success. There will be a

huge body of goodwill, support and encouragement following you through the programme and our education partner City, University of London, your practice educator and our RTP Bureau Lead will help you if you are unsure about anything. Your ability to learn and carry out tasks safely and confidently will be a priority for many people who want to ensure your success. Everybody will be willing you on.

After successful completion of the programme and regaining registration, you will soon be ready to take up one of the great nursing opportunities we have waiting for you and will take part in a CapitalNurse Preceptorship programme to further build your confidence and expertise.

How the Return to Practice programme works

City, University of London's RTP programme is a single 30-credit module and is part of the BSc Nursing Studies degree. On successful completion you will be eligible to re-register with the Nursing & Midwifery Council (NMC). Health Education England funds the cost of the university course.



Paid:

- Our participating organisations will pay you the salary equivalent of a Band 3 role [£17,787-£20,448] for the duration of the programme (exceptions are Camden & Islington NHS Foundation Trust, that only offers the Voluntary route and the RNOH that pays a Band 4 salary to reflect local living costs). If you are going to a General Practice or care home the pay rates are different and the RTP Bureau will advise you.
- Your participation in the NHS pension scheme begins when you start your practice hours.
- You are given £650 at the mid-point of your training scheme, paid by Health Education England.
- Pension terms for both Paid and Voluntary route do not apply to care home workers.

Voluntary

(also called unpaid/honorary):

- Your training is not paid, with the benefit that you can maintain your current financial situation – crucial if, say, you are on benefits. This route also gives you more control over the timing of your clinical training hours, which is important if you have dependants/families/other jobs.
- During your placement hours you are supernumerary, ie not counted in the staff numbers.
- Your participation in the NHS pension scheme begins when you re-register and take up a Band 5 role [salary: £23,023-£29,608].
- You are given £650 at the mid-point of your 10-week training scheme, paid by Health Education England.

The programme

- 10 face-to-face study days at University (60 hrs)
- 10 self-managed learning days (60 hrs)
- Practice placement, usually of between 180-300 hours. You can work full-time or part-time at a minimum of 22.5 hours per week. The number of placement hours depends on how long your registration has lapsed. The usual number of hours is around 300; 40% of your time you will work with your mentor/practice assessor
- Submission of a 2000-word assignment
- Completed Practice Assessment Portfolio

How long is the programme?

You can complete the programme in 3-6 months, sometimes longer, depending how long you have been away from nursing and how quickly you complete your clinical competencies.

Your mentors and practice assessors – their roles

Your mentors and practice assessors are crucial to your success and they are chosen for their commitment to helping Return to Practice nurses. They'll support you to learn in placement by:

- working directly with you
- identifying learning opportunities
- reflecting on your experiences to link theory and practice
- facilitating opportunities to work with other healthcare professionals

They are there to assess and support you with all your skills and the completion of the Practice Assessment Portfolio (PAP). They will also assess your professional approach.

The mentor/practice assessor confirms if you are fit to practice safely and if you are suitable for re-entry to the NMC register.

