RETURN TO HEALTH VISITOR PRACTICE SCHEME

A guide for Health Visitors who are considering a return to work
Return to HV Practice Scheme

This scheme was offered initially as a pilot in January 2009. Following successful first cohort this is now embedded within our organisation for health visitors who are wishing to return to practice.

I would like to acknowledge the help and support of:

Mandy Amin  Clinical Education Lead
Sandra Martin  Clinical Education Lead
Julie Pepper  Clinical Education Lead
Sharon Gregory  Clinical Education Lead
Alison O’Donnell  Multi-Professional Education Lead
Janis Young  Secretary to Senior Nurse

and Ros Wray, Course Leader, from The University of Northampton who helped us launch this with our organisation

NICY TURNEY
Senior Nurse
Children’s Services
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1 INTRODUCTION

Returns to Practice (RTP) courses have been available for many years in the United Kingdom (UK) (Fanning 1999). A number of NMC validated RTP courses have been developed by Higher Education Institutions (HEI) in collaboration with partner NHS providers. Several programme models have evolved, varying in duration from five days to twelve weeks, which can be classroom-based, open learning or distance learning.

The Nursing and Midwifery Council (NMC) implemented a Return to Practice Standard in 1995, which sets clear requirements for all Nurses, Midwives and Health Visitors in UK wishing to re-enter practice following a lapsed registration (e.g. having practiced fewer than 100 working days or 750 hours in the preceding 5 years or 450 hours in 3 years) (NMC 2000).

Returning staff to practice (RTP) is an important issue for NHS employers as the ability of the NHS to recruit and retain qualified nursing staff is central to meeting the government’s plan for the modernisation of the NHS (RCN 2000, Audit Commission 2003). Return to Practice courses also help to support services that are making decisions on how to develop a workforce to fulfil their vision for improving the health and wellbeing of children and young.

Within Leicestershire and Rutland Community Health Services, like many other organisations, the issue over recruitment of Health Visitors has been particularly difficult and, with this as the rationale, a scheme was commenced in 2009 to attract Health Visitors back to the profession.

Nationally staff wishing to RTP fund themselves and are required to find placements for the 75 hours required in practice. This can be both a financial and logistical deterrent. In response to this, a project was established with LCRCHS to support the student financially for the period of the course (a total of 15 hours per week for the duration of the course for a total of 12 weeks). If successful, and there was a vacancy, a post could be offered subject to staff recruitment processes. If unsuccessful the funding is terminated.

The scheme runs in conjunction with The University of Northampton ‘Return to Nursing, Health Visiting’ course. Further additional learning and development specific to health visiting in Leicestershire and Rutland is delivered by LCRCHS clinical educational leads.
2 THE UNIVERSITY OF NORTHAMPTON COURSE PROGRAMME

Course Aim

This course aims to enable all Nurses, Health Visitors and Midwives who have had a break in service or need professional updating, to regain the confidence, knowledge and skills to return to the healthcare workforce. The course is an essential requirement for those nurses who are no longer registered and wish to be returned to the Register of Nurses, Midwives and Specialist Community Public Health Nurses.

Course Duration

a) Taught programme
The course is delivered part-time over a minimum of twelve weeks and depending on demand, is offered four times a year in January, March, June and September at Park Campus in Northampton, Northamptonshire.

www.northampton.ac.uk

The taught course consists of both theory and practice. The first induction week is a full week spent in the classroom environment. During the remaining 11 weeks there is one study day per week taught as classroom based study held between 9.30am – 4.00pm.

The practice hours undertaken will vary according to individual needs, but Health Visitor students will need to complete a minimum of 75 hours practice. These hours may be extended according to need for all students.

b) Flexible Programme

The course can be undertaken via the flexible route as an alternative to joining an intake of students for the set programme. The main advantage of taking the course in this way is that the student is able to plan the start point and enjoy a greater degree of flexibility not afforded when study days are fixed. Support is available in the form of tutorials and guided reading, but much of the pace, theoretical content and direction must come from the student.

The flexible route is most applicable to nurses who have remained connected to an area of healthcare, or who have only lapsed in registration for a short period of time. For this reason, nurses who have been out of practice for a substantial period of time are advised to join the set programme where they can benefit from more frequent tutor and peer support.

All practice placement and assessment requirements remain the same.
Course Outline

Topics covered in the programme include professional and legal issues, the culture and organisation of nursing and healthcare, reflective practice and study skills. Professional and statutory updating in areas such as Drug Administration, Adult Resuscitation, Manual Handling and Infection Control measures will also be covered. Updating of clinical issues will take place in the clinical environment under the guidance of a Mentor.

Programme Options

The course consists of both theory and practice. The theoretical component is addressed mainly through the first two weeks of the programme. There is a small number of follow up study days (usually Tuesdays) spaced throughout the remaining 11 weeks. All these classroom based sessions are held at Park campus between 9.30 – 4.00 approximately.

Course Location

Supervised practice for the Return to Professional Practice course for students who live locally can be undertaken in Acute Hospitals in Northampton, Kettering or Milton Keynes or in the Community. The choice of clinical placement will be discussed at the admissions morning held before the course starts. It is seen as important that nurses returning to practice undertake their supervised hours in an area that is familiar and ‘trying out’ new areas of practice is discouraged – but please do discuss this with us.

Applicants who live outside the county will be required to find their own placement which may be the place of work for those employed in a Care Home or hospital or in an alternative clinical setting. In either case consent from the Manager will be required and the area will need to meet the criteria for a student placement including access to an appropriately qualified mentor. Where necessary an educational audit will be carried out by a member of the course team.

Admission to the Course

Practitioners wishing to return to practice will be invited to an admissions morning led by the Admissions Tutor. The admissions morning is an opportunity for you to gain information about the course, the amount of work involved and the support available during the course. It is also an opportunity for you to meet the other nurses, health visitors and midwives who will be undertaking the course with you.

After the admissions morning you will be offered a place on the course subject to a satisfactory Occupational Health clearance, Police Clearance, references and the availability of a suitable placement. There is no age bar nor is there a limit on the length of time that practitioners have been out of practice.
Students on the course include Midwives and Health Visitors and Nurses (RGN and EN) from all kinds of backgrounds including the Community or Practice Nursing.

THE UNIVERSITY OF NORTHAMPTON COURSE REQUIREMENTS

Assessment

There is one element of assessment associated with the course and students are expected to achieve a pass in order to be awarded 20 credits at level 5 or Level 6 and to be recommended to the Nursing and Midwifery Council for reinstatement on the Professional Register of Nurses, Health Visitors and Midwives.

Students are required to complete an evidence based portfolio indicating competence in practice and application of theory to practice. Each student will have a qualified “sign off” mentor who will be there to guide, teach and befriend, as well assessing competence and making a recommendation for re-registration based on observation of practice.

According to individual needs, the course team will provide support for all students to assist them to achieve a successful result, including help and advice on study skills for those who have not studied for some time.

TUITION FEES

When the student registers their intention to undertake the course they are required to complete a University document stating that the Strategic Health Authority will be paying the course fees and travel (NHS Funded)
3 PRACTICAL COMPONENT OFFERED BY LCRCHS

Students

- Students interested in RTP must first obtain course programme from Ros Wray at The University of Northampton. [mailto:ros.wray@nothampton.ac.uk]
- Contact Senior Nurse Children’s Services to discuss eligibility. [mailto:nicy.turney@lcrchs.nhs.uk]
- Contact NMC to clarify whether they are required to undertake a RTP course (out of practice for 5 years or if they have failed to meet their 450 hours of practice within 3)
- If the student wishes to proceed, the Senior Nurse will contact the Locality Service Manager (LSM) with the name of the proposed student and time they wish to undertake course.
- Students who complete RTP course must complete LCRCHS Evaluation Form of their experience in practice.

Locality Service Manager (LSM)

- To arrange an interview with RTP student.
- 12 week funding offered if successful
- Course fees paid
- Clinical Education Lead informed with proposed start date
- If the student is offered a contract on completion of the course they will be required to attend LCRCHS Mandatory Training

Clinical Education Lead (CEL)

- To arrange a health visitor mentor for student
- To support the students learning outcomes
- To support the mentor
- To sign off RTP student’s practical component of the course
- Assess portfolio of evidence.
- To deliver additional core training sessions within the localities
- To liaise with The University Of Northampton course tutor as applicable
- Arrange a session with the Named Nurse for Safeguarding
- Breastfeeding update delivered by Infant Feeding Co-ordinator
Human Resources

If acceptable following interview:

- HR funded contract for 12 weeks offered
  - 15 hrs per week, 12 week contract, mid point band 4 salary,
  - (7.5 theory 7.5 flexible practice experience)
- Course fees funded
- Criminal Records bureau (CRB) check
- If successful and vacancy available will go through normal recruitment
  and selection process and attend mandatory training
- If unsuccessful funding is terminated.
- Band 6 salary will only be paid when registration status for part 1 and 3
  of the NMC register received and the student is offered a post

From September 2010

- The course fees and student travel can now be claimed from the
  Strategic Health Authority.
  Contact Nancy Cooke, East Midlands Strategic Health Authority -
  nancy.cooke@nhs.net

Mentor

- To support the student in practice for a minimum of 75 hours over the
  12 week placement.
- Experience to include Standing Operating Procedure for Family Health
  Visiting Health Child programme (2009 LCR CHS)
- Primary birth visit
- 6 week contact
- Four Month contact
- Health review at one year
- Two Year Contact
- Criteria for progressive targeting of families and children
- Child Immunisation Programme
- SystmOne
4 PATHWAY

RETURN TO PRACTICE SCHEME
For Health Visitors
Application Pathway

Locality Manager / Education Lead / Senior Nurse contacted by return to practice student (out of practice for 5 years or if they have failed to meet their 450 hours of practice within 3 years)

Names of potential candidates collected by Senior Nurse (over 3 candidates per RTP Scheme cohort)

Referred to The University of Northampton for application form for 12 week course-entry Jan, April, June or Sept

Offered interview by Locality Senior Manager (LSM) for suitability following being offered place by The University of Northampton

If acceptable liaise with HR (15 hrs per wk, 12 wk contract, mid point band 4 salary, CRB check (7.5 theory 7.5 flexible practice experience)

Course fees to be paid by SHA

LSM to inform Community Education Facilitator (CEF) of appointment

CEF to liaise with University course leader and confirm course start date for HR

LSM check with CEF for suitable sign off mentor who is live on the Practice Mentor Register

On completion of training, if a vacancy is available and candidate fills the criteria, interview for band 6 HV post

If unsuccessful contract terminated
5  ADDITIONAL TRAINING WITHIN LCRCHS

**Mandatory**
At the end of the course those students who are successful must attend the LCRCHS mandatory training delivered at Charnwood Mill Learning and Development Unit.

**In House**
The Clinical Education Lead (CEL), for the locality that the student is supported in, is responsible for delivering or organising the following additional training sessions. Placement to attend other relevant training is by negotiation with the CEL and Mentor.

1. **Breast feeding and infant nutrition**
   (Delivered by Infant feeding co-ordinator)
   ‘To provide standardised training to ensure the appropriate management of breastfeeding and to improve breast feeding rates’
   Participants will:
   - Know and understand the research evidence underpinning the need to support breastfeeding mothers
   - Understand the role of the health professional in supporting breastfeeding
   - Be able to consider physiological, psychological and practical aspects of infant feeding
   - To develop knowledge and skills to support breastfeeding, integrate into practice baby friendly initiative best practice standards
   - Access information about the safe use of drugs/medication whilst breastfeeding

2. **Measuring & Weighing**
   ‘To provide the learner with relevant information to ensure that the information is recorded in line with Department of Health and Standard Operating Procedure for the organisation (new UK-WHO growth charts). To provide standardised training on the appropriate use of new growth charts, preterm charts to all health visiting skill mix team working in children services with in our organisation’.
   - Update staff on the new UK-WHO growth charts
   - Update on how these charts were constructed
   - Consider accountability and delegation in relation to documentation
   - Consider the use of these charts in relation to preterm babies and safeguarding.
3. Minor Ailments (NICE Guidance)
   ‘To provide participants with knowledge on the NICE Guidance’
   - Diarrhoea and Vomiting under 5’s
   - Feverish Illness
   - Neonatal Jaundice
   - Also give an understanding of other minor ailments including minor rashes, cradle cap, burns & scalds re the crying baby

4. Record Keeping/ SystmOne
   ‘To provide the learner with relevant information to ensure that their record keeping is in line with current LCRCHS policy and NMC guidelines’
   - To provide standardised training on the appropriate completion of documentation to all nursing staff providing community services throughout LCRCHS
   - Update staff on the principles of documentation
   - Review legislation around documentation
   - Consider accountability and delegation in relation to documentation
   - Critically analyse a set of documentation

5. The role of the Health Visitor with Safeguarding
   ‘To build knowledge, skills and ability to work with others to safeguard and promote the welfare of children and to meet Level 3 of the intercollegiate competency framework’
   - Understand the safeguarding roles of parents and carers and recognise factors that can impact on parenting capacity.
   - Appreciate the effect of cultural and religious beliefs on practice when working together to safeguard and promote the welfare of children.
   - Understand the role of other practitioners and agencies in supporting and advising families and safeguarding and promoting the welfare of children and the impact of their decisions and actions on others.
   - Have considered the process of working together with others as outlined in the What to do if… guidance.
   - Have confidence to challenge own and others’ practice
   - Be able to communicate effectively and develop working relationships with other practitioners and professionals, children and families to safeguard and promote the welfare of children
   - Have a sound understanding of the principles and processes for effective collaboration and be able to forge and sustain relationships with other practitioners and families to safeguard and promote the welfare of children
   - Understand the role of assessment, planning and review in effective service provision and the change process
   - Be able to write clear evidence-based outcome focus reports
6. Postnatal illness, Listening Visits and the use of the EPDS
   ‘To provide standardised training to ensure the appropriate management of postnatal maternal illnesses’
   • Know and understand the research evidence underpinning the need to identify and treat perinatal depression
   • Understand the role of the health professional in detecting mental health in women
   • Be able to identify cases of maternal depression and anxiety by using appropriate tool (NICE Guidelines)
   • Be able to provide support to women with postnatal depression

7. Behavioural Management
   ‘To introduce key concepts from social learning theory which will help staff to help parents enhance their skills of bringing up and managing their young children’
   • Staff will be able to demonstrate an understanding of the key principles of social learning theory relevant to working with parents/caregivers and their young children
   • Make a skilled assessment of a child’s behaviour which is causing concern to parent or caregivers e.g. aggressiveness
   • Plan and implement a programme of intervention with the family to help the child. Engage the child appropriately according to his or her age
   • Use a recording sheet/other resources for the collection of data during baseline and subsequent intervention
   • Know and be able to describe how principles of social learning theory are relevant to managing children’s difficulties: e.g. sleeping problems

8. Spinal Muscular Atrophy
   ‘To provide learners with relevant information to ensure that their practice is in line with current LCRCHS standard operating procedures and NMC guidelines’. Participants will have and understanding of:
   • Holistic assessment using the Assessment Framework
   • Full examination of infant as per healthy child programme
   • Record keeping and documentation
   • On subsequent visits/contacts baby is handled by a professional
EVALUATION AND REFLECTION
All students are required to complete an LCRCHS evaluation form at the end of the 12 week placement.
This enables us to monitor the scheme from the student perspective and enable us to respond in a positive way.
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<tr>
<th>Training Course</th>
<th>Date Complete</th>
<th>Signature</th>
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<tbody>
<tr>
<td><strong>Mandatory</strong></td>
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<td>Breastfeeding &amp; Infant Nutrition</td>
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<td>Record Keeping</td>
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<td>SystmOne</td>
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<td>Behavioural Management</td>
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<td>Post Natal Illness</td>
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<td>The Role of the Health Visitor</td>
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<td>Weighing &amp; Measuring</td>
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<td>Minor Ailments/ NICE Guidance</td>
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<td>Spinal Muscular Atrophy</td>
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**Return to HV Practice Scheme**
RTP STUDENT PRACTICE PLACEMENT EVALUATION FORM

Practice placements are a crucial part of your overall learning experience (Gopec 2008) Evaluation provides insight into the quality and effectiveness of practice learning and how the requirements of the NMC (2008) and HPC (2007) are being achieved. (Smith et al 2009)

Students name………………………………Mentors name………………………………………………

Locality of placement……………………Dates of placement…………………………………………

1. Were you provided with enough notice of your mentors details? Yes/No
   Comments

2. Was your mentor easy to contact? Yes/No
   Comments

3. Do you feel your mentor was prepared for your arrival? Yes/No
   Comments

4. Were you asked if you had any personal needs which you might need support with? (e.g.; dyslexia, disability etc) Yes/No
   Comments

5. Did you have the opportunity to discuss your personal learning style? Yes/ No
   Comments

6. Were you advised of professional issues? e.g.;
   • Use of mobile phone Yes/No
   • Sickness and absence reporting Yes/No
   • Dress code Yes/No
   Comments

7. Were you introduced to other team members? Yes/No
   Comments

8. Were you orientated to your working environment? Yes/No
   Comments

9. Did you have a personal designated workspace? Yes/No
   Comments
<table>
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<tr>
<th>Question</th>
<th>Response</th>
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<tr>
<td>10. Were you able to set objectives which reflected your learning needs?</td>
<td>Yes/No</td>
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<td>Comments</td>
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<td>11. Did the placement provide the opportunity to link theory to practice?</td>
<td>Yes/No</td>
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<td>Comments</td>
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<td>12. Did you have the opportunity to carry out any work on your own?</td>
<td>Yes/No</td>
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<td>Please give examples</td>
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<td>14. Was there time designated each day to reflect and to receive feedback?</td>
<td>Yes/No</td>
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<td>15. Did the placement provide the opportunity to;</td>
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<tr>
<td>• Develop an understanding of the community it served and its health needs? Yes/No</td>
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<td>• Develop an overview of the other agencies you might work with? Yes/No</td>
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<td>16. What knowledge will you take from this experience that will help you as a practitioner?</td>
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<td>17. How would you rate the placement overall on a scale of 1 to 10 (1 being the worst.)</td>
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Thank you for completing this evaluation form. We are eager to provide positive placement experiences and would appreciate any further comments you have about your personal experience. All comments will be confidential, but will enable us to provide positive and constructive feedback to mentors and their teams.

Final Comments

References:
Nursing and Midwifery Council (2008) Standards to Support Learning and Assessment in Practice.
NMC Standards for Mentors, Practice Teachers and Teachers in Practice London NMC.
FURTHER INFORMATION

Websites

Leicestershire County & Rutland Community Health Services (Children’s)  www.lcrchs.nhs.uk
National Medical Council (NMC)  www.nmc-uk.org
National Institute for Clinical Excellence (NICE)  www.nice.org.uk
Local Safeguarding Children’s Board  www.lscb-llr.org.uk
The University of Northampton  www.northampton.ac.uk

If you require further information on the Leicestershire scheme, please contact:

Nicy Turney, Senior Nurse (Childrens Services)
Leicestershire County & Rutland Community Health Services
Tel: 01858 438175
Email: nicy.turney@lcrchs.nhs.uk

For information on other schemes please contact:

www.jobs.nhs.uk/cgi-bin/vacdetails.cgi?selection=912528627