

# Information for prospective students for Return to Practice programme (all fields of Nursing and Health Visiting)

The national return-to-practice (RTP) scheme for Nurses has been run by Health Education England and participating universities since 2014 and provides experienced nurses with training and a route back into the NHS.

NHS Health Education England (HEE) will pay for your course and placement fees.

[Returning to nursing | Health Careers](#)

As part of the support provided by Health Education England (HEE), they pay the organisation providing your placement £1500, of which a £1000 is payable to those students who are undertaking their placement with an organisation who is **not paying them**. The placement organisation is responsible for passing this stipend on to the student and it is intended to assist with the cost of things such as travel and child care, whilst undertaking the RTP programme.

However, increasingly many healthcare organisations are opting to pay their RTP students, typically on a Band 3. Therefore, in this situation the employing organisation will retain all of the money given to them by HEE.

UWE Bristol will inform Health Education England when you have successfully enrolled on the RTP course, following successful interview with your placement provider organisation. HEE will then be in contact with them regarding the placement fees. HEE also then pay UWE Bristol for your tuition fee.

**The RTP programme at UWE Bristol is employer-led and UWE Bristol** provides the theoretical part of the programme and supports student's progression through the required learning objectives as per NMC standards and in collaboration with the placement provider. This means that you are responsible for sourcing and arranging your own placement ( see information below for how to do this)

**The course can take between four and eight months to complete, depending on the amount of time you have available to work in practice.** This will be discussed and established during your interview with the placement provider.

The NMC now requires that all nurses and midwives whose registrations have lapsed and are wishing to return to practice, undertake 450 hours of practice with a recognised placement provider.

Registration	Minimum Practice Hours
Nurse	450
Midwife	450
Nurse & SCPHN	450
Midwife & SCPHN	450
Nurse & Midwife	900 (450 nurse, 450 midwife)

## Who can apply for the course?

Adult Nurses, Mental Health Nurses, Children's Nurses, Learning Disability Nurses, School Nurses, Occupational Health Nurses, Midwives and Specialist Community Public Health Nurses (Health Visitors, School Nurses) can apply.

## The process of enrolling on the RTP programme:

**Please proceed by following the 4 steps:**

### 1. Finding a RTP placement

**In order to enrol onto the RTP UWE Bristol programme, the first step is for you to secure a RTP placement with a healthcare provider.**

- Most large NHS trusts would periodically **advertise for the RTP posts on the [NHS jobs website](#)**.
- However, you may want to consider and **approach some local organisations** (via their educational department or for example a GP practice manager) and enquire about the opportunity for undertaking the RTP programme with them.
- **If you are currently working for a healthcare organisation**, you may want to discuss the RTP option during your PDR meeting or with your manager.

### 2. The interview process:

The placement provider will interview you to establish your background, previous experiences and professional values. This will follow usual protocol for an interview where employment is offered if you fulfil the criteria expected of the organisation. If you are successful at the interview, you will then follow the standard path through the placement provider's **HR** (occupational health etc.) and request for the **DBS check**.

At this stage, you will also be discussing and agreeing with the placement provider the following:

- The time span for completing the practice hours (part or full time)
- The clinical area/s you will be working in
- Your supervisors (registered nurses you will work with) and assessor in practice (registered nurse who is able to sign off your practice assessment competency document)

- Planning the rota (shift lengths, pattern etc.)
- Deciding about your uniform (this will depend on the placement as some may want you to wear their uniform, some may not need uniform, or UWE Bristol student uniform).

**To prove that you are eligible for the RTP HEE funding** please register and log in to [NMC Online](#) and print/email your statement of entry, which should show that your registration has lapsed to the placement provider **prior to the interview.**

**\*The RTP programme is predominantly for those whose registration has lapsed, however consideration on individual circumstances will be considered for those who wish to utilise the RTP programme to regain skills and competence following a significant period away from clinical practice but whose registration is active at present.**

### 3. The contract:

Healthcare organisation employers are increasingly opting to pay their RTP students, typically employing them on Band 3 contracts, with a view to changing this to a band 5 on successful completion of the RTP programme and re-instated NMC PIN. This is however entirely at the discretion of the organisation, and it will be discussed at your interview with the employer. Please do make sure you ask any questions regarding this, to make sure that your and their expectations are managed and transparent.

Other organisations offer their support for you to undertake the RTP programme, but do not pay you, therefore you will have an honorary contract with them for the time frame you have agreed at your interview. This allows you to practice as a student nurse in their organisation and as such binds you to their organisational policies and procedures.

Once you have been informed, you were successful at interview, and the DBS and the HR process has been completed, you should be signing an employment or honorary contract or a temporary agreement with the placement provider. Please note that your role in this contract should be RTP student (not HCA or similar).

The placement provider should then download and complete the **'RTP Employer Form' from the UWE Bristol website** <https://courses.uwe.ac.uk/UZUSCR203/return-to-practice> and **send it back to you.**

### 4. Applying to UWE Bristol

**Once you have received the [RTP Placement Information form](#) completed by the placement provider, apply for the RTP programme at UWE Bristol.** Within the application process, you will be able to upload the requested documents.

Please upload the **RTP placement form and your NMC statement of entry**, which must show that your registration has lapsed, **no later than two weeks before the programme starts.**

**Failure to upload this form will mean that due to the lack of information, we will not be able to approve your application.**

## **The outline of the programme:**

**The theory part of the programme** runs over six consecutive weeks with a mix of face to face and live online sessions. Typically, the programme follows this pattern:

Weeks 1, 2 and 4 are face to face on campus, 09.00 – 16.30 on a Monday or Friday

Weeks 3, 5 and 6 are online between 09:00 and 12:30 taking place on the Monday and Friday of that week.

Please be aware the days may change to allow for public holiday or other specific restrictions and will be specific to the timetable for the individual cohort, either September, May, or January as appropriate.

**The practical part of the programme** can vary in length depending on how soon you are going to be able to complete the 450 practice hours. Therefore, the entire programme will take approximately 4 or 8 months to complete depending on:

1. Are you working the practice hours part or full time?
2. How many hours a week can the placement provider offer?
3. You may be on the COVID 19 temporary register and have hours that can contribute towards the 450 total requirement.

You can start working on the placement as soon as you start the programme.

### **Assessment:**

**The RTP programme is assessed in several ways, as set out below:**

1. **Assessed using an Objective Structured Clinical Examination or OSCE** at the end of the programme (not at the end of the theory but close to the time you are about to finish your placement).
2. You will also prepare for and **sit a numeracy assessment using an online software package**. This is an NMC requirement and takes place approximately 10 weeks in to the course.  
(The exception to this requirement, is those just doing the RTP SCHPN course, as you will have current adult or child registration).
3. **The practice part of the programme** will be assessed and documented by your Practice Assessor via the Practice Assessment Document (PAD).

**The programme is theory heavy for the first 6 weeks**, therefore the taught university days should be included in your weekly hours allocation. This will also apply to the date that you are scheduled to sit the numeracy assessment as well as the OSCE. However, the OSCE takes place at the very end of the programme, and it is likely that you have almost completed your 450 hours requirement by this time. However, the taught university sessions do not count toward the 450 practice hours requirement, but you may use clinical training, such as IPC mandatory training towards your practice hours.

## **Supporting you whilst undertaking the Return to Practice Programme.**

**For more information about standards for student supervision in practice, please visit:**

<https://www.nmc.org.uk/globalassets/sitedocuments/standards-of-proficiency/standards-for-student-supervision-and-assessment/student-supervision-assessment.pdf>

You will work under the supervision of registered nurses (RN's) in the clinical area supporting your placement. You will be allocated a Practice Assessor, who is the RN responsible for completing your final sign off of proficiencies and competencies required for registration. Other RN's that you will work with will act as Practice Assessors, where they will supervise and assess as competent your practice. This is to ensure that your learning and practice is supported in accordance with the NMC standards for supervision of students (see link above).

During the programme, you will also be allocated to an Academic Personal Tutor from UWE Bristol who will be your point of contact for any academic or practice related support, offering guidance and collaborating with the assessors and supervisors in practice. This is typically the RTP module leader, who you will have regular contact with from the time you start the course.

Please be aware that recommendation for re-registration with the NMC can only take place once all aspects of the course are successfully completed, theory, practice hours, and assessments as outlined earlier. Therefore, NMC recommendation takes place following the university Award Board where the marks for your work are presented. As a student you will be informed of the submission dates and subsequent Award Board dates on starting the course.

For any further queries or if you wish to discuss your particular situation in regard to your RTP requirements please email either the module leader [Jacqui.Caskey@uwe.ac.uk](mailto:Jacqui.Caskey@uwe.ac.uk) or [HAS.CPD@uwe.ac.uk](mailto:HAS.CPD@uwe.ac.uk)

We wish you success on this journey and hope to see you soon.

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