THE UNIVERSITY OF BOLTON
RECRUITMENT FOR JANUARY 2014

SPECIALIST COMMUNITY PUBLIC HEALTH NURSING
HEALTH VISITING

in collaboration with;

Bolton NHS Foundation Trust

Pennine Care NHS Foundation Trust (Bury, Heywood, Middleton & Rochdale and Oldham Localities)

INFORMATION PACK

It is strongly recommended that you read this document carefully and comply with the instructions to assist you in completing your application.

PERSON SPECIFICATION: Student Health Visitor
A Post Basic Level 6 or 7 student to undertake either a BSc (Hons) or Postgraduate Diploma in Specialist Community Public Health Nursing (Health Visiting)

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<th>Factor</th>
<th>Criteria</th>
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| **Attainments** (Essential Requirements) | Meet NMC Standards for entry onto a specialist community public health nursing programme:  
• A Current First Level Registration on Parts 1 or 2 of the NMC register or  
• Expecting to complete pre-registration training by 14/07/2013 to be considered for the September 2013 cohort or 01/11/2013 to be considered for the January 2014 cohort  
• Applicants must be a Registered Nurse or Midwife with 120 academic credits at Level 5 or AP[E]L equivalent to be considered for the BSc  
• or evidence of ability to study successfully at level 6 (APL considered) to be considered for the Postgraduate Diploma  
• Up to date professional portfolio demonstrating evidence of reflective, evidence based practice | A | A | A | I |
| **Special Aptitudes** | • Demonstrate excellent communication skills (verbal, non-verbal and written)  
• Able to plan & organise own work  
• Able to study independently at Level HE5 or HE6  
• Aptitude to work cohesively within a team  
• Understanding of the role applied for  
• Basic computer literacy skills  
• Sound knowledge of health policy relating to chosen pathway  
• Demonstrate understanding of the Principles and Values underpinning the NHS Constitution | A/I | I | I | A/I | A/I |
| **Disposition & Personal Qualities** | Reliable  
Innovative  
Flexible  
Good inter-personal skills  
Leadership Potential | I | I | I | I | A/I |
| **Circumstances** | Access to a car for work purposes  
Be able to adapt to student role/status  
Provide a satisfactory academic reference  
Provide a satisfactory professional reference | A | I | A/I | A/I |

Key: (A) Application  
(I) Interview

NB. When completing your application form and supporting statement, please ensure that you demonstrate the areas of the application criteria marked “A” – we will be using these criteria for shortlisting purposes and a poorly presented application form will lead to failure at this stage.
Thank you for enquiring about the opportunities for sponsorship, secondment or bursary places with the University of Bolton to undertake the BSc (Hons) or Postgraduate Diploma in Specialist Community Public Health Nursing (SCPHN) health visiting.

The following information has been put together to try to help you decide if this is the right step for you in your career and to answer some of the questions you may have about the process should you be successful in obtaining an interview, and subsequently, a place on the programme.

Health Visiting

The Specialist Community Public Health Nursing course is designed to prepare practitioners for the role of the health visitor through meeting the professional standards laid down by the NMC for registration on part 3 of the professional register. Health visitors are trained to provide public health nursing within the community. They are experts in family health services and work primarily with families and children aged 0-5 to ensure they get the best possible start for a healthy future. If you are a registered nurse or midwife and are ready for this challenging and in-depth role then we are ready to equip you with the knowledge and skills so you can help children and families achieve better health outcomes.

The health visiting programme run by the University of Bolton aims to produce health visitors fit for purpose. This programme was the first in the UK to be accredited as Baby Friendly by the UNICEF UK Baby Friendly Initiative. Through the application of 18 learning outcomes students are prepared to support infant feeding effectively. Students undertaking the health visiting programme also undertake training in the Solihull Approach Model. This model provides professionals with a framework for thinking about children's behaviour especially when affected by emotional and behavioural difficulties and supports effective and consistent approaches to behaviour management. In recognition of the importance of developing student health visitors as leaders, students also undertake the Myers Briggs Type Indicator Process with the aim of developing a greater understanding of self and differences with others. Through this process student health visitors are encouraged to relate their own personality type to the development of effective healthcare leadership.

Entry requirements:

Applicants for this programme must demonstrate how they meet the attainment section of the person specification.

Accreditation of Prior Learning (APL) of at least 120 credit points at Level 5 or AP[E]L equivalent is required for entry onto the BSc (Hons) SCPHN programme. Evidence of ability to study successfully at level 6 in a relevant subject is required for entry onto the Postgraduate Diploma Programme.

Academic credits (APL) should normally be for recent studies in the areas of nursing and health studies, or the behavioural or social sciences. It may be possible to AP[E]L experience but this would be discussed at interview and taken to the Faculty AP[E]L panel for consideration.

There will be two student intakes for this programme one in September 2013 and one in January 2014. Recruitment for September 2013 is now complete. The current recruitment round is for the January 2014 cohort.

Course Description

Health visitors provide specialist advice and support to parents, which are key to promoting a child's development and future well-being. They are often the first people with a chance to identify and provide an expert response to health issues during the early stages of a child's life. The health visiting programme prepares students with the necessary knowledge, skills and attitudinal qualities to achieve this.
The programme comprises of 52 weeks of learning including a 10 week period where you will consolidate your practice. Your time on the programme is divided between the university and the practice setting and both the undergraduate and postgraduate route will be delivered on a modular basis. Your specialist modules will equip you with the knowledge and skills that underpin the principles of health visiting practice but you will have the opportunity to share learning with other professionals and this adds variety and depth to your learning.

In the practice setting a programme of learning experiences is developed with you by an appropriately qualified and experienced practitioner who is responsible for assessment of competence. The learning outcomes of the modules are achieved by both university and practice based learning and are assessed by a variety of methods including written assignments, examinations and the development of a Professional Portfolio of learning. You will be required to undertake the V100 Community Nurse Prescribing module unless you have successfully completed the V150 community practitioner nurse prescriber (without SPQ or SCPHN).

**What is a Sponsorship?**

There will be funding for a number of students to undertake the BSc or PgDip Specialist Community Public Health Nursing Programme. This means you will usually be paid either a band 5 wage or a training salary for the duration of the course. Details of the amounts payable will be available at interview. During the course you will be employed by a sponsoring Trust and are subject to all Trust policies and procedures. Student nurses and midwives whose registrations are pending as well as those who have recently qualified will be considered for the sponsorship route.

**What is Secondment?**

If you already work for the trust you would like to gain a health visiting placement with, it may be possible to obtain a secondment. If this is the case you would be released from your post to fill one of the secondment places for the duration of the programme with your existing job being kept open for you. You would therefore need to discuss any request for secondment with your current manager.

**What is a Bursary?**

The bursary route was considered suitable for newly qualified nurses and midwives however, the organisations working with the University of Bolton are currently not considering this as a payment option for this programme this year. As stated above, student nurses and midwives whose registrations are pending as well as those who have recently qualified will be considered for the sponsorship route.

**Will I get travel expenses?**

For the duration of the course you will have two bases, one is the university the other is your clinical placement. You will be eligible for travel expenses from your clinical placement base to clients’ homes or on visits when out on clinical work.

**Student Nurses and Midwives**

As detailed on the person specification, in order to undertake the course you must have a minimum of 120 credits at Level 5 or AP[E]L equivalent and be registered on part 1 or 2 of the NMC register. If you are a nursing or midwifery student, yet to gain NMC registration the NMC stipulate that you must have made an application for entry on the NMC register before commencing the course. Therefore you must have completed your pre-registration training by July 14th 2013 to be considered for entry to the September 2013 cohort or November 1st 2013 to be considered for entry to the January 2014 cohort. If you have any doubts about your eligibility you may wish to talk to the Programme Leader.

**Applying for the Course**
You are applying for either a BSc (Hons) or Postgraduate Diploma in Specialist Community Public Health Nursing (Health Visiting) through the University of Bolton's online process. You are not applying through NHS JOBS even though the opportunity was advertised there.

Please read this information and follow the guidelines carefully.

Identify the partner organisation you would like to be sponsored / seconded by
You may only apply for a place with one organisation. You must not submit multiple applications to the University. If you are unsuccessful you may be able to apply to the University again when we re-advertise.

Identify the academic level of the programme you wish to study
This is either BSc Hons (undergraduate) or PG Diploma (Postgraduate) level. Please seek guidance from a member of the academic team if you are unsure about the level you are eligible for or wish to study at.

In respect of the above, locate the most appropriate link.

Complete the application form as per the University of Bolton Guidance (available on the application form) other than in respect of the points below. These are requirements specific to this programme. It is recommended that you have your professional portfolio to hand whilst you complete the form. It is better to complete the form in one sitting as opposed to using the “save and return later facility”.

Please supply the details of one referee from professional practice
Ideally this should be your current or a recent line manager. The referee needs to be able to provide details of any sickness or absence. Ensure that the box that requires an email address is empty before you begin to type. Check that the email address is correct and that the named referee is happy to give you a reference. The referees are contacted by email when you submit the form. Any errors could delay the application process.

Please supply the details of one academic referee
These details should relate to an academic from the last institution that you studied at. If it is some time since you studied you will need to contact the Faculty concerned for advice re a named contact. The referee needs to be able to provide details of any sickness or absence. Ensure the box that requires an email address is empty before you begin to type. Check that the email address is correct and that the named referee is happy to give you a reference. The referees are contacted by email when you submit the form. Again, any errors could delay the application process.

Scan and upload relevant documents
Please scan copies of the documents that the Admissions Department have requested (the relevant boxes will be ticked on the application form) Please include a scanned copy of your Statement of Entry onto the NMC Register. If you cannot find your Statement of Entry the NMC will issue you with a new one if you request this. Please note: Multiple certificates need to be scanned and uploaded in one file.

Personal Statement

NMC PIN Number
Registered Nurses and Midwives: Please state your NMC Pin Number in the first line of your statement. Student Nurses and Midwives: Please state your course completion date in the opening sentence

Content
Please refer to the person specification and ensure that you fully address all the criteria that have “A” against them. We want to know why you are the best person for this opportunity. When discussing your aptitudes therefore you should state how they are relevant to health visiting practice.

Presentation
Your personal statement should demonstrate excellent written communication skills.
Please note: Rather than type in the supporting information box, we have been advised that it is better if you upload your personal statement using the facility provided. Please keep to the word limit of 750 words max. If you exceed the word count the shortlisting panel will not read beyond or consider any text beyond 750 words. Please upload your personal statement in microsoft word format

Closing Date
The closing date for applications is Tuesday 11th June 2013.

Shortlisting
Shortlisting will take place the week commencing 17th June 2013.

After the closing date all the applications are processed and a shortlist drawn up for interview. We are aiming to provide a response via email around Monday 17th June 2013. Shortlisted candidates will be informed first.

Interviews
Joint interviewing by the Trust and the University will start week commencing 1st July 2013 and will take place over a number of days If you have been successful you will be invited via email for interview at the University. This process usually includes a group activity undertaken with other candidates, an interview with a member of the academic team and organisational representatives and the submission of your professional portfolio which will be scored. If you have been unsuccessful you will receive information via email as to the reasons why. If that is the case we recommend that you action plan and work towards a successful outcome in respect of future applications.

Some questions you may be asking:

What is my holiday entitlement
Your annual leave (27 days and 8 Bank Holidays) is included within your 52 week programme and you will not be allowed to take leave outside the designated time that has been allocated.

What about my clinical placements?
Clinical placements are arranged by the employing organisation that has sponsored, seconded or offered you a bursary place. Your learning in practice will be facilitated by a Practice Teacher. All our Practice Teachers have undertaken additional training to undertake this role.

Who will support me during training?
All our students are supported by a Practice Teacher. Mentors also support student health visitors in the practice placement alongside the Practice Teacher and a Health Visiting Lead. All students have a named personal tutor who visits students in practice on at least three occasions over the duration of the programme. In addition to the programme lead, a range of support services are offered by the University.

We hope this helps to answer at least some of the questions you may have! However, if there are specific questions please do make further enquiries. If your enquiries are of a practice nature please contact the relevant manager (see course flyer for further details. If your enquiries are of an academic nature please contact a member of staff, details below):

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Julianne Harlow</td>
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<td>01204 903785</td>
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<td>Robert Nettleton</td>
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<td>Katie McLaughlin</td>
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<td>Lynne Southern</td>
<td>SCPHN Programme Administrator</td>
<td>01204 903751</td>
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