



Congratulations on considering a return to nursing!

Application process

Returnees will need to apply to or approach a practice provider to secure a placement, and if successful at interview, can then apply to Bournemouth University (BU) to enrol on the taught Return to Nursing Practice programme.

Process guide

- 1 Prospective returners** should make an enquiry to an NHS Trust or private organisation to secure a practice placement.
- 2 Applicants then formally apply** to a practice provider for a return to practice position. Internal returnees should discuss contractual arrangements to secure a return to nursing practice placement.
- 3 Online interviews are organised** around four months prior to the programme start date to enable employment checks and induction to be completed in time.
- 4 If successful at interview**, the practice provider will be responsible for organising employment checks and mandatory training prior to commencement of the programme.
- 5 The returnee can then complete the BU online application form** for the programme.
- 6 Once the returnee is accepted**, BU will electronically send out the programme information prior to the start date.

Allocation of placement

Returnees are encouraged to contact local placement providers to seek a placement area they would like to return to. It is encouraged that returnees return to an area they have experience of for ease. However, this is not compulsory, and returnees may want to experience a new area of interest. Contact details for NHS providers can be found on the **programme webpage**. Alternatively, the programme lead can advise on areas to return to if the returnee is unsure or wishes to return to a private provider.

Course fees

Health Education England (HEE) will pay the programme fee for any returnee whose registration has lapsed. This is paid directly to the University. In addition, HEE provide a £1,000 bursary to cover programme expenses such as books, travel and childcare. This will only be available to students employed on an honorary contract and not on a paid contract. If eligible, this money will be paid to returnees via BU once the programme has commenced.

Interview

- Returnee applicants will be offered an online interview with a practice provider representative and a BU academic.
- The interview will be a values-based assessment.
- Returnees will be asked a series of questions to determine how they are prepared to return to practice, and the work experience they have to date.
- Returnees will be required to present a 5-minute PowerPoint presentation on what has changed since they were last in practice.
- The interview will take between 30 and 45 minutes.
- Applicants will be informed within 3 working days of the outcome of the interview.
- If successful, practice providers will be responsible for undertaking employment checks including DBS, Occupational Health, NMC check of PIN expiry and references.

Returnees can then **apply for a place** on the Bournemouth University Return to Nursing Practice programme.

Contracts

Depending on the organisation, returnees are either offered a paid or honorary contract. A paid contract is advised to be offered at a minimum of NHS band 3 or equivalent. Each option offers advantages in security and flexibility. For some returnees they may combine their Return to Nursing Practice time along with working as a Healthcare Assistant on other days. Returnees need to discuss their individual requirements with the practice provider on application. Returnees need a contract in place before they can start the programme.

Hours

A minimum of 15 hours a week is required over two shifts for consistency and exposure. This is in addition to the eight taught study days returnees will need to attend for the taught programme. Dates can be found on the **programme webpage**. To successfully complete the programme, over the period of a year returnees must complete a minimum total of 150 hours in practice, up to a maximum of 450 hours. This recognises the previous knowledge and skills returnees have, but is largely dependent on how long it takes to successfully achieve the practice assessment document.



Uniform

Where uniforms are required in the placement area it is requested that it is not a student nurse uniform to reflect the knowledge, skills and experience that returnees have. If a trained nurse uniform is used to distinguish a difference, then coloured epaulettes would be advised, or a different uniform altogether would be preferable if available.

BU will provide returnees with a badge which denotes their name and states their 'Return to Practice Nurse' and supernumerary status.

Induction/mandatory training

Mandatory training and induction to the practice area is to be arranged by the practice provider before the start of the taught programme. Returnees cannot start the placement until they have completed their mandatory training and trust induction. Attended hours can be recorded as practice hours and signed off by the trainer.

Practice support

Each returnee will be allocated a minimum of one Practice Assessor and one Practice Supervisor from their allocated practice area. These should be identified as soon as possible before the returnee starts in placement. It is a NMC requirement that returnees have an opportunity to identify their current skills, knowledge and experiences.

Returnees are required to complete a reflective self-assessment against the practice assessment document proficiencies. This will inform the planning of their learning outcomes for the placement period prior to their initial meeting with their practice assessor/supervisor in practice.

Some placement providers have additional placement support in the form of Practice Educators who will visit returnees in practice and support Practice Assessors. In some practice areas, the Practice Educator will be a "long arm" Practice Assessor and meet with returnees at intervals to complete the practice assessment.

Bournemouth University Practice Learning Advisors (UPLAs) and an allocated Academic Assessor are also available to support returnees with learning in practice whilst on the programme. Returnees will get to meet members of the team on the first day of the taught programme.

Programme preparation

Prior to the programme commencing, returnees are encouraged to access nursing journals, websites and literature to read around the evidence base and learn about the main topics in the nursing press. For example; The Nursing Times or the Nursing Standard produces **weekly podcasts**.

Once enrolled, returnees will be sent programme materials to access prior to the programme commencing.

We look forward to supporting your return to nursing!

For any questions or queries regarding the recruitment process please email:
returtonursing@bournemouth.ac.uk

www.bournemouth.ac.uk/hss-cpd

