

# Trainee Nursing Associates (TNAs) in General Practice

## Information pack for practices in Humber & North Yorkshire

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## 1 Introduction

Health Education England (NHSE) wishes to invite GP practices to apply to participate in training and development of **Nursing Associates**.

General practice is well aware of the many and varied workforce challenges that it faces; with an increasing workload, GPs retiring early, the reduced popularity of general practice as a career choice and the huge retirement risk due to the high number of experienced nurses aged over 55. Some practices are starting to reshape their workforce by increasing the diversity of their workforce to alleviate pressures on already stretched nursing teams. This is part of a wider programme of primary care initiatives being undertaken by NHSE that focus on the development of a variety of roles.

### What is a Nursing Associate?

The Nursing Associate is a relatively new nursing role developed to support the Registered Nurse. The role was developed because a gap was identified in the Shape of Caring Review (NHSE, 2015) in care delivery between the Graduate Registered Nurse and the Health Care Support Worker/ Health Care Assistant (HCSW/HCA). Further information can be found here:

- <https://hee.nhs.uk/our-work/nursing-associates>
- <https://www.hee.nhs.uk/our-work/shape-caring-review>
- <https://www.healthcareers.nhs.uk/explore-roles/nursing/roles-nursing/nursing-associate>
- <https://www.nhsemployers.org/articles/what-nursing-associate>

The first Trainee Nursing Associates (TNAs) began training in January 2017.

The two-year training programme is at foundation degree level and incorporates theory for the TNAs to apply to clinical practice. The training enables TNAs to come together as a diverse group of adult learners from a variety of different Health, Social and Voluntary care organisations including Mental Health, Acute Trusts, Community Settings, Nursing Homes, Hospices and GP

Practices. Qualified Nursing Associates are registered and regulated by the Nursing & Midwifery Council (NMC).

The Aims of the role are to:

- Support the career progression of HCSWs/HCAs.
- Increase the capacity and capability of the nursing workforce by ensuring that the right person with the right level of skills and education is delivering the right care to the patient.

## What qualifications are needed to apply for the Nursing Associate programme?

To apply to become a Nursing Associate, the minimum entry requirements for the chosen Higher Education Institution (HEI) must be met (they may differ from one provider to another so please confirm with the chosen HEI), and the employer must believe that the candidate is capable of the academic learning required and that they possess the values and behaviors required to become a Nursing Associate. It is important that the candidate is sufficiently prepared and understands the requirements of the programme and is committed to complete a foundation degree as well as working. An up-to-date Disclosure and Barring Service (DBS) Certificate is required that will be effective across all areas. The apprenticeship minimum entry requirements are:

**Level 2 functional skills in English and Maths or GCE/GCSE English and Maths (Grade C or above) or equivalent, evidence of this must be provided. Intermediate IT skills are also required.**

Providing Maths and English requirements can be evidenced (plus any additional requirements specified by the HEI) the candidate is invited to a values-based interview which will be conducted jointly by the employer and education provider to ensure shared entry criteria are met.

If Maths and English is something that needs to be completed there is an excellent tool to use that has been funded by NHSE to learn prior to sitting the exam. Please click on the link for more information.

## What are the core requirements of the programme?

All programmes must now be NMC approved and meet the NMC standards:

<https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-proficiency-standards.pdf>

All trainee Nursing Associates must meet the following:

- To be in, ideally full time, employment (37.5hrs). Due to apprenticeship rules no element of the programme may be undertaken in the learner's own time.
- To undertake 2300 hours of protected learning time, over the course of the programme, including 460 external placement hours and 460 hours of academic study (equivalent of 1 study day and 1 placement day per week)  
*Placement patterns vary depending on the HEI, some may be a regular day per week whereas some may be undertaken in blocks. Placements are primarily the responsibility of the employer to arrange, the Primary Care Workforce and Training Hub (PCWTH) will also be able to assist and advise, some HEIs coordinate these centrally. Most will be reciprocal arrangements with other organisations that have TNAs on the programme.*

- To experience placements in each of the three health and care settings (at home, close to home and in hospital) undertaking 2 substantial external placements in the 2 alternative areas from their primary employment area.
- To gain experience across all fields of nursing (adult, child, mental health & learning disabilities) and across all the lifespan
- The trainee will need an NMC registered practitioner as an assessor to support them throughout the training
- Be prepared to enter a profession that will be regulated by the NMC

The NA Role is at Foundation Degree level and may provide a steppingstone for further development including to Registered Nurse (adult, child, mental health or LD) should this be identified in the individual's personal development plan.

With most HEIs attendance at all study days, workshops and programme elements will be compulsory. Annual leave should therefore be taken during university holidays. Any exception to this will need to be discussed with your HEI.

## Where and when are programmes available locally?

Within Humber & North Yorkshire the University of Hull, University of York and CU Scarborough all have courses planned.

Other options are available, including the Open University, BPP University and HEIs outside of the area. Below are links to information for each of the local HEIs within HCV.

For specific details relating to your preferred University and their entry requirements please refer to their websites, key contacts are also included for course specific enquiries.

**University of Hull** <https://www.hull.ac.uk/faculties/fhs/shsw/apprenticeship-nursing-associate>

**University of York** - <https://www.york.ac.uk/healthsciences/nursing-associate/>

**Coventry University Scarborough** - <https://www.coventry.ac.uk/cus/course-structure/foundation/nursing-associate-foundation-degree/>

**Open University** - <http://www.open.ac.uk/business/apprenticeships/degree-and-higher/nursing-associate-higher-apprenticeship>

**BPP University** - <https://www.bpp.com/courses/nursing-and-healthcare/apprenticeships/foundation-degree-nursing-associate>

## Available Funding and Support

The present NHSE funding available during 24/25 is to be confirmed, currently there is no bursary available, however, we are awaiting an announcement.

**Apprenticeship Levy** – this should be accessed to fund course fees if your organization is a levy payer. Where the employer is not a levy payer (which is the case for most general practices), it may be possible to arrange a levy transfer to cover the fees but cannot always be guaranteed. A dedicated post is being appointed for the region to assist with arrangement of levy transfers for General Practice. **For information and assistance please contact** [england.levytransfer.north@nhs.net](mailto:england.levytransfer.north@nhs.net)

**NOTE – Levy funding must be in place before your candidate starts the course.**

## 2 Practice Eligibility and Criteria

A practice potentially interested in this scheme must be able to show evidence of;

- **The ability to allocate a named formal assessor** (previously termed Mentor under the old NMC standards) who is active and up-to-date on the NMC assessor register, willing and experienced, has the skills to support and will be allowed the dedicated time to support and guide a new member of staff. **If your practice does not currently have an assessor active on the register your local PCWTH can advise on steps to take.** For advice contact [debra.smith8@nhs.net](mailto:debra.smith8@nhs.net)
- **Have an up to date placement audit** – if you do not currently take student nurses then your local PCWTH can assist in arranging this (a visit would be arranged in collaboration with your local university to create a placement profile and audit). As part of this process the practice would also need to sign a Learning Development Agreement (LDA) if they haven't already.
- A defined role for the new member of staff to carry out as an apprentice TNA
- Being able to provide a good quality learning environment which involves the whole practice team providing a positive supportive culture of learning
- The ability to allocate a named professional to support the new member of staff and their assessor and supervisor.
- The ability to provide the new member of staff access to a range of appropriate education/ learning experiences in relation to their learning needs and for a career in primary care

These elements will be used to assess potential funding recipient practices suitability for this scheme and acceptance onto the scheme cannot be guaranteed. Further details of the elements asked during an assessment can be found in Appendix 2.

## NHSE expectations of practices

Successful recipient practices are expected to;

### Expectations of successful recipient practices

#### Pre-employment/ pre-role change:

- Discussion within practice to employ and support an apprentice TNA
- Define a clear role within the practice for the TNA, and communicate this clearly
- Meet/discuss with PCWTH hub practice to discuss the scheme and be party to an initial suitability assessment if required
- Consider who in the practice is best placed to support the TNA in terms of;
  - A named assessor and supervisor who will support the TNA by signing off the TNA's training as complete and providing pastoral support
  - A named registered professional who will take overall responsibility for the TNA and support the assessor
- Commit as a practice to enable sufficient time for the TNA to complete their training
- Recruit or identify an existing member of staff to undertake the TNA course and work in the practice once funding has been confirmed
- Agree which university they would like to attend and support the identified/recruited candidate with their university application (**this may involve attending an interview with them**)
- Ensure a recent Enhanced DBS check is in place and recent Occupational Health Clearance
- Commit as a practice to supporting other TNA students on placement as part of a reciprocal arrangement (when your TNA is out on placement another will come to you in return). This will be 1 day per week or the equivalent arranged in blocks.

#### Employment/ role commenced:

- Provide a local induction for the TNA including statutory and mandatory training
- Assign a suitable named assessor and supervisor and named registered professional
- Develop a TNA induction and educational plan which states how the practice will educationally support the HCA within the practice. This is likely to include how additional skills and knowledge will be developed and the allocation of study time.
- Commit to releasing appropriate time for study and support, meeting the programme requirements and required amount of protected learning time.
- Ensure appropriate insurance is in place
- Decide upon and provide appropriate uniform and provide this (uniform details are an employer decision).

#### Overall responsibility:

- Employ the TNA full time (or minimum hours negotiated with the HEI) for the full duration of training
- Adhere to meeting national apprenticeship requirements for employers
- An intention to offer permanent employment at the end of the TNA training period
- Engage fully with the PCWTH hub practice and HEI/education providers
- Keep accurate financial records relating to the scheme
- Allow PCWTH hub practices/NHSE access to all information and requirements related to the scheme including;
  - Answering questions/providing evidence relating to the scheme's suitability assessment
  - Supplying the names of TNA, assessor and supervisor and named professional
  - Providing details of the induction and educational plan
- Actively participate in audits and evaluation of the scheme as and when required
- Attend any PCWTH hub practice led activities related to TNA staff such as networking, education or information sharing events

## Support available to practices

- Signposting to locally available TNA courses and HEI contacts, and information relating to these
- Signposting to assistance with levy transfers and arrangements
- The PCWTH hub will represent general practice on the local partnership boards, which work in collaboration with HEIs and other employing organisations around the coordination of TNA training and placements
- The PCWTH hub practice will be able to help with providing advice on the likely support a new TNA will require as part of their training period, and other related queries or support needed
- The PCWTH hub will offer ongoing support for assessors and supervisors and assist in coordinating placement arrangements where needed

### 3 Financial support available during 2024-25

The following employment bursary is available to support the TNA during their initial training period of around 24 months.

Timescale	Amount	Description
Two annual payments of	£4,000	This is to support nursing workforce development more broadly and is paid with the first payment. There is an anticipation that it will help to prepare the workforce for the deployment of nursing associates.

#### How are the funds paid?

Details will be given on commencement of the programme. The funding is paid in instalments on receipt of invoice directly to the employer. For employers that are not signed up to the local NHSE learning and development agreement (LDA) a contract will need to be raised and signed to enable access to the funding.

#### Is the funding dependant on a Nursing Associate role being available at the end of the apprenticeship?

Apprenticeship rules require that the qualified NA should be able to put their new skills into practice in an immediate job or future career. It is desirable and anticipated that a Nursing Associate job is available at the end of the training, but not essential, and nationally other employment opportunities should become available.

## 4 Frequency Asked Questions (FAQs)

### Nursing Associate Education, Training and Coordination

#### Q: When and where are courses available locally?

Within Humber & North Yorkshire, The University of Hull, University of York and CU Scarborough all have courses planned. The Open University and BPP University also offer flexible options, other available options include HEIs outside of the area. Below are links to information for the local HEIs.

For specific details relating to your preferred University and their entry requirements please refer to their websites, key contacts are also included for course specific enquiries.

University/ Link/ Contact Details:	Upcoming Cohort:
<b>University of Hull</b> <a href="https://www.hull.ac.uk/faculties/fhs/shsw/apprenticeship-nursing-associate">https://www.hull.ac.uk/faculties/fhs/shsw/apprenticeship-nursing-associate</a>	September 2024
<b>University of York</b> <a href="https://www.york.ac.uk/healthsciences/nursing-associate/">https://www.york.ac.uk/healthsciences/nursing-associate/</a>	September 2024
<b>Coventry University Scarborough</b> <a href="https://www.coventry.ac.uk/globalassets/media/global/microsite---cusc/employers/cus-apprenticeships-course-description_nursing-associate-v1.0.pdf">https://www.coventry.ac.uk/globalassets/media/global/microsite---cusc/employers/cus-apprenticeships-course-description_nursing-associate-v1.0.pdf</a> <a href="https://www.coventry.ac.uk/course-structure/ug/2021-22/diploma/nursing-associate-foundation-degree/?visitor=uk">https://www.coventry.ac.uk/course-structure/ug/2021-22/diploma/nursing-associate-foundation-degree/?visitor=uk</a>	January 2025
<b>Open University</b> <a href="http://www.open.ac.uk/business/apprenticeships/degree-and-higher/nursing-associate-higher-apprenticeship">http://www.open.ac.uk/business/apprenticeships/degree-and-higher/nursing-associate-higher-apprenticeship</a>	October 24/ Feb 25/Oct 25
<b>BPP University</b> <a href="https://www.bpp.com/courses/nursing-and-healthcare/apprenticeships/foundation-degree-nursing-associate">https://www.bpp.com/courses/nursing-and-healthcare/apprenticeships/foundation-degree-nursing-associate</a>	Various

#### Q: What are the entry requirements?

Specific requirements for each University can be found on their individual websites, however as a guide usual requirements are listed below

If you are unsure whether your candidate meets the entry requirements it is recommended to liaise with your chosen university to confirm.

- Level 2 Maths and English or equivalent
- Ability to study at Level 5
- Intermediate IT skills
- Satisfactory enhanced current Disclosure and Barring Service (DBS) disclosure
- Recent Occupational Health Clearance
- Currently employed in a health or social care setting and have employer support
- Have a named assessor and supervisor for the duration of the programme



- Be able to undertake 2300 hours of protected learning time over the course of the programme, including 460 external placement hours and 460 hours of academic study (equivalent of 1 study day and 1 placement day per week.)

### **NMC guidance**

- Demonstrate values in accordance with code
- Capability to learn behaviours in accordance with code
- Capability to develop numeracy skills required to meet programme outcomes
- Demonstrate proficiency in English language
- Capability in literacy to meet programme outcomes
- Capability of digital/ technological literacy
- Ensure students' health and character allows for safe and effective practice on entering the programme, throughout the programme and when submitting the supporting declaration of health and good character in line with the NMC's health and character decision-making guidance. This includes satisfactory occupational health assessment and criminal record checks

### **Apprenticeship standards**

- Over 16 (*However the requirement to deliver patient facing care, and therefore TNA training, is over 18*)
- Level 2 English and Maths
- Ability to study at degree level
- Work 30 hrs or more (note some programmes are only able to accept full-time applicants)

### **Apprenticeship funding criteria**

The apprentice MUST:

- Be at least 16 years old (*As above, over 18 to deliver patient facing care*)
- Have lived in the European Economic Area for the past 3 years and currently reside in England (unless they have refugee status, indefinite leave to enter or remain or have humanitarian protection)
- Have the right to work in England
- Be employed in England (or have at least 50% of their working hours in England)
- Be employed in a role relevant to their apprenticeship
- Be employed for more than 30 hours per week (or their apprenticeship will be extended to allow them to gather sufficient off-the-job evidence)
- Be paid more than the apprenticeship national minimum wage

The apprentice MUST NOT:

- Be in the country illegally
- Be resident in the United Kingdom on a Tier 4 visa
- Have a nursing qualification or health care qualification at Level 5 or higher
- Be in any other education or government-funded education programme at the same time
- Be employed for less than 20 hours per week
- Financially contribute towards the apprenticeship programme (i.e. taking out a student loan or paying for books/materials etc)

### **Q: What are the Local Nursing Associate Partnerships?**

Following the announcement in 2016 of the piloting of the Nursing Associate role, test site partnerships were required across Sustainability and Transformation Partnerships (STP) or Integrated Care Systems (ICS).

All partnerships required at least one education provider and had to identify all organisations which would be employing and/or providing placements for the Trainee Nursing Associates

The aim of the partnerships was to ensure development and delivery of high quality and innovative programmes of education and training for Trainee Nursing Associates. The partnerships should generate learning and good practice around the introduction of this new role and enable the TNAs to practice across a variety of settings.

Individual employers may employ as few as one trainee, the partnership overall had to have at least 20 Trainee Nursing Associates in employment and training.

Following NMC approval it is no longer an essential requirement to join a partnership, but this may be beneficial in providing support to overcome challenges and share good practice. Employers may approach their local HEI direct for advice and guidance if this is their preference.

Within Humber & North Yorkshire (HNY) representatives of the PCWTH represent general practice on the local partnership groups, which meet regularly. There are currently two partnership groups in HCV, Humberside (including the University of Hull and local trusts and employers), and North Yorkshire (including the University of York, CU Scarborough and local trusts and employers).

Practices taking part are welcome to attend these if they would like to, however this is not essential as the PCWTH can provide this link.

### **Q: How are the placements organised?**

This may vary depending on the HEI but as the programme is delivered via an apprenticeship the organisation of the placements is primarily the responsibility of the employer. Some HEIs do however coordinate placements centrally, your PCWTH can also help advise.

The local partnerships provide support around placement provision and a collaborative approach. It is envisaged that this provision will be reciprocal in nature, e.g. when your TNA is on placement in another setting you would have a trainee from a different setting coming to you in their place.

### **Q: How long does the course take? How will the training be organised and delivered?**

It is a two year programme. The educational elements will be delivered by your chosen HEI.

- Study days at the HEI will make up the equivalent of 1 day per week.
- To gain experience across all fields of nursing and a variety of settings the course will also include the equivalent of 1 day per week on placement currently arranged in blocks of several weeks on placement. To ensure availability and variety of placements these are a reciprocal arrangement and employers must be willing to take an alternative TNA on placement
- The remaining 3 days per week equivalent will consist of 'on-the-job' training in practice with their employer. Employers will be required to provide the TNA with opportunities to learn with other healthcare professionals and commit to meeting the requirements of the course. Your chosen HEI will be able to provide a full handbook and learning objectives.

To meet government apprenticeship requirements apprentices must spend 20% of their contracted hours on off-the-job training, this can take place in the apprentices normal place of work or at an external location. The following simple guide illustrates what does and doesn't count as off-the-job training: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/769721/Off-the-job\\_training\\_FLOWCHART.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/769721/Off-the-job_training_FLOWCHART.pdf)

For more information visit:

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Apprenticeship requirements state that apprentices cannot undertake any element of the programme in their own time, all required learning hours must be accounted for within their working hours.

## Q: How do the required hours breakdown?

The NMC Requirement is to protect all course hours, which entails a total of 2300 protected learning hours made up of 1150 theory hours and 1150 practice hours (including 460 external placement hours and 460 hours of academic study). Below is an example breakdown based on 40 hour week contract:

### Theory

- University hours 8 x 90 weeks = 720
- Induction = 15
- 2 hours per week allocated study time = 2 x 90 = 180
- 2 reading weeks per year = 80
- 1 day protected study day per month for 20 months = 160

Total 1,155

### Practice

- Weeks supernumerary at start of course = 135
- Placements 4 weeks = 90 hours x 6 = 540 hours
- Protected practice learning days 3 days per month for 20 months = 450 hours
- Protected practice learning days 4 days (7.5hr day) per month for 4 months = 30

Total 1,155

## Q: What is The Care Certificate?

The Care Certificate is an identified set of induction standards that health and social care workers adhere to in their daily working life. Developed as a result of the Cavendish recommendations, all non-regulated healthcare support workers are now required to demonstrate 15 standards that cover the requirements of a caring role. For more information on the Care Certificate standards see:

<http://www.skillsforhealth.org.uk/standards/item/216-the-care-certificate>

The Care Certificate will be covered in most courses (this may vary by HEI) if the TNA does not already have this. The assessor/supervisor in practice is responsible for signing off the care certificate. Some HEIs may require you to have the care certificate before commencing the course.

## Q. How does the NMC compare nursing associate proficiencies with nurse proficiencies?

The below illustration from the NMC outlines this comparison:

<b>Nursing associate</b> 6 platforms	<b>Registered nurse</b> 7 platforms	<b>NMC</b> Nursing & Midwifery Council
Be an accountable professional	Be an accountable professional	
Promoting health and preventing ill health	Promoting health and preventing ill health	
Provide and <b>monitor</b> care	Provide and <b>evaluate</b> care	
Working in teams	<b>Leading and managing nursing care</b> and working in teams	
Improving safety and quality of care	Improving safety and quality of care	
<b>Contributing to</b> integrated care	<b>Coordinating</b> care	
	<b>Assessing needs and planning care</b>	

For full details on the Nursing Associate Proficiency standards visit:

<https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-proficiency-standards.pdf>

## Q. Is a uniform provided or is there any uniform guidance?

Uniforms are not provided as part of the course at most HEIs, this is an employer decision and responsibility. Practices will want to consider the uniform of their TNAs to distinguish them from other roles within the practice. The NHSE funding can be used to pay for uniforms amongst other things.

## Understanding apprenticeships

### Q: What is an apprenticeship?

An apprenticeship is a work-based learning programme combining both on-the-job training alongside academic study. The HCA/HCSW is now employed as a Trainee Nursing Associate Apprentice, a different role <https://www.nhsemployers.org/nursingassociates> The apprenticeship standards can be found here <https://www.instituteforapprenticeships.org/apprenticeship-standards/nursing-associate-nmc-2018/> and government guidelines here <https://www.gov.uk/government/publications/nursing-degree-apprenticeships-factsheet/nursing-degree-apprenticeship-factsheet>

### The Nursing Associate Apprenticeship Standard describes the role as:

- A highly trained support role to deliver effective, safe and responsive nursing care in and across a wide range of health and care settings.
- Able to work independently, and with others, under the leadership and direction of a Registered Nurse within defined parameters, to deliver care in line with an agreed plan.
- Having a breadth of knowledge and a flexible, portable skill set to serve local health populations, in a range of settings covering pre-life to end of life.
- Working within the sphere of nursing delivering high quality person-centred care across health and social care settings.
- Working within all aspects of the nursing process, taking account of the perspectives and pathways of individuals, their families and/or carers providing holistic and person-centred care to individuals, supporting the registered nurse in the assessment, planning, delivery and evaluation of care

## Recruitment

### Q. What is the process for recruitment? Can we 'recruit' an internal member of staff?

Through this initiative practices will be responsible for recruiting to their own TNA vacancies, but support through the process is available if needed. Exact details of how this will be managed will be agreed locally once practice involvement in the scheme has been confirmed, PCWTH hub practices and the HEI will be able to provide advice or support elements of the process but ultimately it is the practices' responsibility.

It is recognised that practices are most likely to be supporting existing HCA employees to develop into the nursing associate role.

### Q: Is there a National Job Description for the Nursing Associate?

NHS Employers have developed guidance: <https://www.nhsemployers.org/nursingassociates>

### Q: How much should we pay our HCA?

All apprentices must be employed, have a contract of employment and receive a minimum wage from their employer. NHS Employer guidance recommends that TNAs are paid at equivalent of AfC band 3 during training and progress to band 4 upon qualification.

## Q. Is the funding dependant on a Nursing Associate role being available at the end of the apprenticeship?

Apprenticeship rules require that the qualified NA should be able to put their new skills into practice in an immediate job or future career. It is desirable and anticipated that a Nursing Associate job is available at the end of the training, but not essential, and nationally other employment opportunities should become available.

## Q. What about indemnity arrangements?

TNAs who go on rotation from their employer to other sites/locations, should remain covered by their employer's membership of CNSGP (Clinical Negligence Scheme for General Practice), however you may want to discuss this with your indemnity contact for confirmation.

It is also possible that the liability for any staff going on secondment/rotation could be switched to the receiving body where this is agreed locally, i.e. through the secondment/placement agreement.

Placement agreements exist between HEIs and provider organisations. Each employer hosting a TNA will need to receive a learning environment audit (the responsibility of the HEI) and these will ask about indemnity arrangements.

## Q. If a learner withdraws does an exit interview need to be completed?

NHSE exit interview paperwork is available on request, as this will feed into the ongoing evaluation of the role. Normally exit interviews would be conducted via the HEI.

## Q. What is meant by assessor and supervisor?

Practices accessing the TNA programme will be required to designate an assessor and supervisor under the new SSSA standards for their TNA. The assessor must be someone with an NMC recognised assessor qualification, the supervisor can be any suitable registered nurse able to adequately support the TNA. **For more details and support on assessors and the transition to Supervisors/Assessors please contact [debra.smith8@nhs.net](mailto:debra.smith8@nhs.net)**

The assessor will have overall responsibility for documentation on the TNAs portfolio (on PebblePad/MYEPAD or similar), as with undergraduate student nurses. Supervisors will also feed in to this process.

Furthermore, the supervisor will be:

- A member of practice staff who has the skills and qualities to provide guidance to the TNA within the workplace
- A familiar face, that helps make the TNA feel at home, advises them about what to look out for and supports them in the workplace
- Someone who can help the TNA with issues they may have and who will be there for them to go to on a day to day basis.
- A person who is familiar with the practice environment and TNA role
- Someone who is willing to provide constructive feedback to both the TNA and those providing assessment on day to day progress

In addition to the supervisor and assessor, the practice should identify a named registered professional to have overall professional responsibility for the HCA and support the assessor and supervisor with any issues.

## FAQs for Potential TNA Candidates

### Q: Will I have to apply to undertake the TNA programme?

Yes, it was agreed that all TNAs would undergo the same recruitment processes, and that all interviews would be in conjunction with the education provider to ensure fairness and equity to all applicants regardless of their employing organisation's size. The following link has a useful checklist for helping you decide when you're ready to apply: <https://haso.skillsforhealth.org.uk/news/am-i-ready-blue-do-i-apply-for-an->

**Q: Will I stay in my own work area whilst undertaking the training?**

This will depend on your employing organisation and how they deliver the programme, as it is a work-based programme and being delivered as an apprenticeship. Within General Practice you are most likely to be spending 3 days per week equivalent working in practice (with your employer), as part of the programme requirements you would spend the equivalent of 1 day per week on an alternative placement, and 1 day per week at University/study.

**Q: How will I be assessed during the NA programme?**

From 26th July 2019 all programmes must be NMC approved and meet the NMC standards <https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-proficiency-standards.pdf>

All trainee Nursing Associates must meet the following:

- To be in, ideally full time, employment (37.5hrs). Due to apprenticeship rules no element of the programme may be undertaken in the learner's own time.
- To undertake 2300 hours of protected learning time, over the course of the programme, including 460 external placement hours and 460 hours of academic study (equivalent of 1 study day and 1 placement day per week.) Placements may be undertaken in blocks and are primarily the responsibility of the employer to arrange
- To experience placements in each of the three health and care settings (at home, close to home and in hospital) undertaking 2 substantial external placements in the 2 alternative areas from their primary employment area.
- To gain experience across all fields of nursing (adult, child, mental health & learning disabilities) and across all the lifespan
- The trainee will need an NMC registered practitioner as an assessor to support them throughout the training
- Be prepared to enter a profession that will be regulated by the NMC

The NA Role is at Foundation Degree level and may provide a steppingstone for further development including to Registered Nurse (adult, child, mental health or LD) should this be identified in the individual's personal development plan.

**Q: Will I need an assessor in my primary workplace when I am on placement?**

Yes, a named assessor and supervisor will be needed to oversee your clinical work and contribute to your supervision reports. They will assist in identifying how you progress, as well as providing additional support if required. They will also need to be involved in organisation of your placements. Your assessor and supervisor needs to be an NMC registrant.

**Q: Will I work shifts during my training?**

During clinical placements you will be expected to work the shift pattern in place within that clinical area.

**Q: When will I be able to take my holidays?**

Your holidays will not be restricted during the two-year programme, although most universities would expect attendance at all formal teaching and study days, so you would need to take them during breaks in the university programme.

**Q: What happens if I need to step off the programme?**

This may be an option in exceptional circumstances but would have to be negotiated with your employer and the university



**Q: Will there be an opportunity to join another Nursing Associate programme in the future if I needed to step off?**

As this is an ongoing programme there should be the opportunity but as above this would need to be discussed with both your employer and the university.

**Q: Can I apply if I work part time?**

Due to the 2300 practice hours required, Trainee Nursing Associates need to ideally work full time (37.5 hours per week). This will enable the programme to be completed in the 2-year timeframe.

Individual Universities could be approached to understand whether they are taking applications from part time staff and what the minimum number of hours would be. Apprenticeship guidelines stipulate a minimum of 30 hours. **(Please remember you are not able to undertake any element of the programme in your own time if it is delivered as an apprenticeship)**

**Q: Is there a minimum/maximum age to apply for the programme?**

There is no minimum or maximum age for study, however most employers would usually require trainees to be at least 18 years of age to support within the clinical workplace.

**Q: I work in healthcare, but I am not in a clinical role. Can I apply?**

Yes, you can apply if you have the required qualifications and the support of your organisation, however, if you are successful once employed as a trainee nursing associate apprentice you must be in a clinical role. Alternatively, you will need to search for any Trainee Nursing Associate apprenticeship vacancies with other organisations and apply for those. Direct entry (non-apprenticeship) programmes are being developed and these will offer a route for those not in clinical roles, please enquire with local HEIs (this is not yet available at most local HEIs).

**Q: Can I apply if I have already completed a degree level qualification?**

This would need to be discussed on an individual basis with the HEI, although apprenticeship rules require you to be studying significantly new learning having a degree does not necessarily exclude you from applying

**Q: Can there be any 'recognition of prior learning'?**

Please see below link for the NHSE Apprenticeship Recognition of Prior Learning Guide, providing specific Health sector guidance as to what counts as RPL and an employer checklist – you can find the full guide a quick guide leaflet: [https://haso.skillsforhealth.org.uk/news/haso-printables-recognition-of-prior-learning/?utm\\_source=Skills+for+Health+Newsletter&utm\\_campaign=88564d3cff-EMAIL\\_CAMPAIGN\\_2019\\_08\\_29\\_09\\_07&utm\\_medium=email&utm\\_term=0\\_6bc9d90863-88564d3cff-80642651](https://haso.skillsforhealth.org.uk/news/haso-printables-recognition-of-prior-learning/?utm_source=Skills+for+Health+Newsletter&utm_campaign=88564d3cff-EMAIL_CAMPAIGN_2019_08_29_09_07&utm_medium=email&utm_term=0_6bc9d90863-88564d3cff-80642651)

**Q: Who will pay for the cost of my training/ course fees?**

At present the programme is delivered via an apprenticeship route, which is work based and employer led. Larger organisations pay into a digital levy account and the programme would be funded via your employer via this apprenticeship levy account.

For smaller organisations, that do not pay into the digital levy account, 95% of the training may be funded. The total cost of the programme is £15,000 per trainee and so smaller organisations would pay the remaining 5% (£750). This relies on the HEI having non-levy places available and being registered to accept non-levy payers. Alternatively levy transfers may be an option and would cover up to 100% of the fees, these would need to be arranged on an individual basis. Levy Transfers are the most likely way that course fees would be funded however availability of these cannot be guaranteed.

**Q: What Qualification will I receive?**

A Regulated Level 5 Foundation Degree

**Q: Once I have qualified at the end of the programme will I automatically transfer into a Nursing Associate post?**

This is the aim; it is envisaged that employers supporting the role will have identified a need for the role within their workforce plans. However, as with all roles you can apply for any advertised Nursing Associate post.

**Q: Will the Nursing Associate role be regulated?**

Yes, the Nursing Associate role will be registered and regulated by the NMC.

As a Nursing Associate you will need to pay the annual NMC fee, work within the NMC Code of Conduct for Nurses, Midwives & Nursing Associates & undertake revalidation every 3 years, the process that all nurses, midwives & Nursing Associates need to follow to maintain their registration with the NMC, this will include demonstrating evidence of elements of practice including practice hours/CPD/reflective practice/feedback.

<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>

**Q: Can I use a Nursing Associate qualification to access pre-registration nurse training?**

Yes. As a Nursing Associate your foundation degree will be accredited for prior learning and experience (APL/APEL) up to 50% (depending on the programme) of pre-registration nurse training programmes. If you wish you may have an opportunity to access an undergraduate pre-registration nursing programme which could result in a degree and nurse registration with the Nursing and Midwifery Council. This may also include nurse apprenticeship degree programmes which are currently under development.

## Employer Apprenticeship Benefits

**Q: How could taking an apprentice benefit my practice?**

Apprenticeships provide a quality developmental route for new recruits or existing staff and a cost effective solution to recruitment and employment. They help organisations grow. There are many benefits to investing in apprenticeships. Some of these are listed below:

- *Taking an apprentice will allow you to build capacity and capability within your nursing team and to develop and train staff*
  - Through this apprenticeship you can access funding/resources to support training and support costs
  - Training apprentices can be more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs
  - This apprenticeship will deliver skills designed around practice needs and help you to develop the skilled workers required for the future to achieve organisational objectives
  - The apprenticeship route is an ideal training route for current staff to gain competence and confidence to take on additional duties. For example practices can use the apprenticeship route to develop existing practice staff (e.g. HCAs) so that they can take on nursing associate duties/roles once qualified
  - Current staff can also share their skills and knowledge through supporting apprentices
- *Investing in apprenticeships can reduce sickness and absenteeism through increased loyalty and motivation, and increase productivity*
  - Employers note that apprentices tend to be eager, motivated, flexible and loyal to the organisation that invested in them. Remember, an apprentice is with you because they want to be – they have made an active choice to learn on the job and a commitment to a specific career
- *Help develop home grown talent*



- Advertising vacancies as apprenticeship opportunities can attract younger applicants and, as it offers a training and career pathway, can widen the range of applicants applying for vacancies, particularly from within the local community
- Supporting an existing member of staff to access an apprenticeship to develop their role and further their career is a great way of 'growing your own' workforce

## Useful Contacts

### Q: Who can we contact for more information?

For more information on the scheme/ local coordination and signposting: [training@haxbygroup.co.uk](mailto:training@haxbygroup.co.uk)

For Primary Care Workforce and Training Hub (PCWTH) support, assessor/supervisor support and advice, or setting up of new practice placements:

- Humber & North Yorkshire PCWTH team: [training@haxbygroup.co.uk](mailto:training@haxbygroup.co.uk)

For assistance and queries relating to the apprenticeship levy and arranging a levy transfer:

- NHSE Apprenticeship Team [england.levytransfer.north@nhs.net](mailto:england.levytransfer.north@nhs.net)

For general information around nursing associates the regional NHSE team have a wealth of knowledge:

- Daniel Slater, Primary Care Project Lead, Northeast and Yorkshire - [daniel.slater5@nhs.net](mailto:daniel.slater5@nhs.net)
- [england.Nursing.north@nhs.net](mailto:england.Nursing.north@nhs.net)

## 5 References and Acknowledgements

This pack has been compiled using information from national and regional sources and colleagues, in particular:

- Health Education England
  - HEE Nursing Associate Apprenticeship FAQs for Employers, Sept 2019
  - HEE Nursing Associate Apprenticeship FAQs for Trainee Nursing Associates and their Educators, Sept 2019
  - HEE Yorkshire & the Humber PCWTH 'Ready Schemes'
- Humber, Coast and Vale Health and Care Partnership/ Excellence Centre
- The University of York
- The University of Hull
- Coventry University Scarborough

## 6 Appendices

### 6.1 APPENDIX 1: Suitability Assessment

Evidence/demonstration of the following will be required as part of the practices suitability assessment for the scheme, if not already identified previously in participation of other PCWTH lead schemes.

- Care Quality Commission (CQC) registration
- A philosophy of care/mission statement and appropriate policies, procedures and guidelines
- Education/training intention present within its ethos
- Team are committed to working effectively together and respects each other's values and contribution to patient care
- Participation in the scheme is supported by the full practice team
- Intended supported position is linked to current vacancy or workforce plan
- Suitable assessor and supervisor has been identified (who can sign off the training completion and provide pastoral support)
- Suitable named registered professional has been identified (who will have overall responsibility for the new member of staff and support the assessor and supervisor)
- Can ensure that sufficient learning/education opportunities will be available to meet the learning needs of the learner including opportunities to learn with other healthcare professionals

### 6.2 APPENDIX 2: Roles within the scheme

#### PCWTH Hub practices

- Act as a point of contact for the scheme, including promoting and marketing the scheme to potential practices and supporting practices involved in the scheme
- Undertaken a suitability assessment for potential new recipient practices which includes undertaking at least one visit to all non-PCWTH spoke/non-GP training practices
- Ensuring a Learning and Development Agreement is in place with the practice
- Ensuring practices have a current educational audit in place, or assisting in the coordination of undertaking one
- Ensuring a suitably qualified assessor is active and up-to-date on the assessor register, or assisting in the achievement of this if not already in place
- Liaise with education providers and other stakeholders where appropriate
- Signpost to and liaise with NHSE and the HCV Excellence Centre around support of levy arrangements and other requirements as needed
- Monitor outcomes of the scheme
- Ensuring all information requests are submitted to NHSE in a timely manner

#### HEI providers

- Promote the course and the role, provide HEI specific course information and assess suitability of candidates
- Undertake and complete pre-employment assessment of functional skills for short-listed candidates, then undertake joint interviews
- Ensure all requirements are met and enrol candidates onto the course
- Coordinate and deliver programme. Liaise with employers around progress and course requirements

### 6.3 APPENDIX 3: How the scheme will be assessed

#### Overall

- Qualitative feedback from the TNAs, assessors and supervisors, practice staff and patients
- Knowledge and experience gathered about new TNA educational needs in general practice
- Numbers of new TNAs working in primary care pre and post scheme

#### Other data collection

- No. of practices interested in the scheme versus those who are successful
- Appointee details