Humber and North Yorkshire Fellowships

**New-to-Practice Nurse and Nursing Associate
Vocational Training Scheme (VTS) Programme**

**REGISTRATION FORM – SEPTEMBER 2024**

**Once complete please return to** **hnyicb.traininghub@nhs.net** **by 31st July 2024**

**Planned course start date: Wednesday 25th September 2024**

1. **Role:**

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| --- |
| [ ]  ***General Practice Nurse*** |
| [ ]  ***General Practice Nursing Associate (NA)*** |

1. **Participant Information:**

|  |  |
| --- | --- |
| ***Surname:***  |  |
| ***First Name:***  |  |
| ***Preferred Name (if different):*** |  |
| ***Contact Phone Number:***  |  |
| ***Email Address:***  |  |

1. **Registration and Role Details:**

|  |  |
| --- | --- |
| ***PIN Number:***  |  |
| ***Date Qualified:*** |  |
| ***Job Title:*** |  |
| ***Date Started in Post:*** |  |
| ***Are you Newly Qualified or******New to General Practice?*** | [ ] *Newly Qualified (in the last 12 months)* | [ ] *New to General Practice(in the last 12 months)* |
| ***Previous Employer and Role*** ***(if applicable):*** |  |

1. **Practice Details:**

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| --- | --- |
| ***Practice Name:***  |  |
| ***Practice Address:***  |  |
| ***Line Manager/Practice Lead Contact Email Address:*** |  |
| ***Practice Preceptor/Supervisor Email Address:*** |  |

1. **Clinical Skills Requirements**

It’s recognised that some nurses and NAs enrolling on the course may have already completed some of the clinical skills. If you are already competent in a clinical skill there is no requirement to attend that session (though if you have not been using the skill and would like to attend to re-train you’re still welcome). Please indicate whether you require the below clinical skills teaching sessions. These sessions take place face-to-face, please also indicate your preferred location (please note, we will try our best to accommodate all preferences, but choice of location cannot be guaranteed).

|  |  |  |
| --- | --- | --- |
| ***Basic Venepuncture:***  | [ ] *Required* | [ ] *Not required, already competent* |
| ***Basic ECG:***  | [ ] *Required* | [ ] *Not required, already competent* |
| ***Basic Wound Care:*** | [ ] *Required* | [ ] *Not required, already competent* |
| ***Initial Imms and Vaccs:*** | [ ] *Required* | [ ] *Not required, already competent* |
| ***Cervical Screening:*** | [ ] *Required* | [ ] *Not required, already competent* |
| ***Preferred Location:*** | [ ] *Hull* | [ ] *York* | [ ] *Scarborough* |

1. **Bursary**

The programme is free to join for nurses/NAs employed in a HNY practice who are newly qualified or new to general practice within the last 12 months. You will need time out of practice for the scheme, candidates accepted on the programme, and working at HNY practices are eligible for a bursary from NHSE to cover release for 1 session per week.

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| ***Nurses:***Two-year programme, a bursary of £5,000 per year is available, this is made up of:* £3,800 for release of time to attend the course
* £1,200 for supervision/preceptorship support in practice
* This will be paid to the practice in instalments at 3, 9, 15 and 21 months

 ***Nursing Associates:***One-year programme, a bursary of £4,540 is available, this would be made up of:* £3,340 for release of time to attend the course
* £1,200 for supervision/preceptorship support in practice (TBC)
* This would be paid to the practice in instalments at 3 and 9 months

***Payment will be made on the understanding that:***• the nurse/NA is released for the equivalent of 1 session each week for the duration of the programme• the practice are able to evidence participation in the programme• the practice will inform the HNY PCWTH of any changes to their arrangements as soon as possible• the nurse/NA attends a minimum of 80% of the programme (if some elements have been completed prior to the course these will be taken into account). The bursary may be effected pro-rata if attendance rate is lower, valid reason or mitigating circumstances will be considered on an individual basis. |
| ***Will you be released from practice to join the programme:*** [ ]  *Yes, I will be released from practice.* |

*Notes:*

* *Funding covers release for 1 session per week average. During teaching gaps (e.g. Christmas and summer holidays) there will be homework incorporated and time should still be allocated.*
* *Bursary payments will be made to practices in two instalments each year.*
* *Bursary payments will pause during any breaks from the programme and resume upon return e.g. during maternity leave or extended compassionate leave.*
* *Eligibility is within 12 months of qualifying or joining general practice.*
* *Participation equates to an average of 1 half-day session per week; however, some sessions may be run fortnightly over a full-day and some sessions, or parts of sessions, may be self-directed. Weekly teaching will take place largely virtually but also some face-to-face for practical skills. The sessions will be delivered by a range of professionals including GP Educators, Nurse Educators, Nurse mentors and also provide opportunities for peer teaching and learning. The day of the week will vary dependant on tutor availability but timetables will be issued in advance to allow rota planning.*
* *For virtual sessions it is essential that attendees have access to a device with a microphone and camera to enable participation and full engagement. Participants attending and unable to engage due to lack of equipment will not be able to continue on the programme.*
* *Year 1 covers core practice nursing skills and clinical topics for both nurses and nursing associates, Year 2 progresses into supervision and leadership development for nurses, including quality improvement work.*
* *Attendance of at least 80% will be required for certification of programme completion. However, if some elements have been completed prior to the course these will be taken into account and don’t need to be repeated.*
1. **Statement:**

***To help us tailor the programme to our participants, please provide us with a brief statement on why you are interested in the programme:***

1. **Participant Signature:**

|  |  |
| --- | --- |
| **Sign:**  | **Date:** |
|  |  |

1. **Practice Agreement**

I affirm as an authorised representative of the practice:

* All staff at the practice are committed to supporting a new-to-practice nurse/NA.
* We agree to release appropriate time for study and support, on average half a day a week for the duration of the programme (2 years for nurses, 1 year for NAs). If requested above the practice will receive a bursary to support this release of time, which will be paid in two instalments per year (please note caveat regarding NA bursary funding not yet being confirmed).
* We acknowledge that if attendance is below 80% the bursary may be effected pro-rata, valid reason or mitigating circumstances will be considered on an individual basis.
* We agree to ensure their nurse/NA has access to a device with a camera and microphone to enable participation in virtual sessions, this is essential for them to undertake the programme.
* We agree to undertake an initial audit to be entered on to PARE (Placement Evaluation Record and Assessment – the digital platform used to quality assure placement providers for students and funded trainees) if not already on. Note – initial audit can be done via virtual meeting and takes around 1 hour.
* We consent to the collection of data and evaluation regarding the scheme and will participate in activities as appropriate. The practice consents to the information provided being shared with NHSE/ICB/PCWTH staff as necessary for funding or administrative purposes.
* We consent to the PCWTH/NHSE/ICB staff making contact during the scheme in order to; Check that the new-to-practice nurse/NA is successfully in post and has received an appropriate induction and orientation, offer the practice support and share information relating to events, guidance, updates and funding.
* We intend to support the nurse/NA to complete the scheme.

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| **Name:**  | **Role:** |
|  |  |
| **Signature:**  | **Date:** |
|  |  |

 **Scheduling preference:**

We would like to ask your opinion on what would work best for your practice timetabling, please indicate below:

[ ] Teaching mainly ½ day per week

[ ] Teaching mainly 1 full day per fortnight (2 days per month)

[ ] No preference

We will use responses to meet a majority preference, though there will still be some variance dependent on topic. Teaching days will most often be Tuesdays or Thursdays, with some variance on occasion. Timetables will be published with ample advanced notice prior to the course start.

**THANK YOU**

**Please return your completed registration form to:**

The Humber and North Yorkshire Primary Care Workforce and Training Hub (PCWTH) Team: hnyicb.traininghub@nhs.net

*Your personal data will be used only in accordance with Data Protection legislation. By signing this application form you grant consent for Haxby Group Training to share data provided exclusively to NHSE/HEE/HNY ICB and authorised representatives (e.g. external evaluation colleagues) for the purpose of monitoring use of funding, evaluation and administration of the scheme. Haxby Group Training will not disclose any personal information to any other third parties without your express consent. Funding provided by NHS England.*

**Equality, Diversity and Inclusion Monitoring (Optional)**

We strive to ensure equal opportunities across all Humber and North Yorkshire programmes. To help us monitor equality, diversity and inclusion in the uptake of programmes we would appreciate it if you could provide the below information. This will help identify any changes that may need to be made to reach any underrepresented groups. Data will be collated anonymously.

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| --- |
| Gender: |
| Male [ ]  | Female [ ]  | Prefer to self-describe [ ] Click or tap here to enter text. | Prefer not to say [ ]  |
| Is your gender identity the same as the sex you were registered at birth? |
| Yes [ ]  | No [ ]  | Prefer not to say [ ]  |
| Age: |
| 16-20 [ ]  | 21-30 [ ]  | 31-40 [ ]  | 41-50 [ ]  | 51-65 [ ]  | 65+ [ ]  |
| Ethnicity: |
| White [ ]  | Mixed/ Multiple Ethnic Groups [ ]  | Asian/ Asian British [ ]  |
| Black/ African/ Caribbean/ [ ] Black British  | Arab [ ]  | Other [ ] Click or tap here to enter text. |
| Sexual orientation: |
| Heterosexual [ ] or Straight  | Gay or Lesbian [ ]  | Bisexual [ ]  | Other/ Prefer to self-describe [ ] Click or tap here to enter text. | Prefer not to say [ ]  |
| Religion: |
| No Religion [ ]  | Christian [ ]  | Buddhist [ ]  | Other/ Prefer to self-describe [ ] Click or tap here to enter text. |
| Hindu [ ]  | Jewish [ ]  | Muslim [ ]  | Prefer not to say [ ]  |
| Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? |
| Yes [ ]  | No [ ]  |
| Do you have any children aged 0 to 17 living at home with you, or who you have regular caring responsibility for? |
| Yes [ ]  | No [ ]  |
| Do you look after, or give any help or support to family members, friends, neighbours or others because of either: long term physical or mental ill health / disability, or problems related to old age? |
| Yes [ ]  | No [ ]  |
| What is your length of service? |
| Less than 1 Year [ ]  | 1-2 Years [ ]  | 3-5 Years [ ]  | 6-10 Years [ ]  | 11-15 Years [ ]  | More than 15 [ ] Years |
| When you joined the organisation, where you recruited from outside the UK? |
| Yes [ ]  | No [ ]  | Prefer not to say [ ]  |