Date policy agreed: April 2013
Review Date: April 2014
Contents

Specialist Community Public Health Nursing (SCPHN) ........................................ 1
  Funding Arrangements .................................................................................. 2
  Course Fees ................................................................................................. 4
  Acceptance .................................................................................................... 4
  Additional Allowances .................................................................................. 4
  Sickness Absence .......................................................................................... 4
  Maternity/Paternity Leave ............................................................................ 5
  Leave ............................................................................................................. 5
The NHS Wales Shared Services Partnership (NWSSP) is responsible for commissioning education and training to meet the needs of the NHS in Wales. The training of students on SCPHN courses falls within this remit and the notes which follow explain the detailed arrangements for the funding of this training on an all Wales basis.

The SCPHN courses that NWSSP currently commissions are as follows:

- Health Visiting (Full Time and Part Time)
- School Nursing (Full Time, Part Time and Modules)

SCPHN courses commissioned by Welsh Government, which are also included in this guidance, are:

- Occupational Health Nursing

Full time, part time and modular courses are defined as follows:

**Full time:** This is a full-time continuous 45 week course with a period of consolidation which takes the student up to 52 weeks. During this period students complete all of the required modules to gain the professional registration. On successful completion of the course, students are eligible to have their name included on the third part of the Professional Register as a Specialist Community Public Health Nurse.

**Part-time:** The part time route is usually undertaken on a part-time basis over a 2 year period. On successful completion of the course, students are eligible to have their name included on the third part of the Professional Register as a Specialist Community Public Health Nurse.

**Modules:** Students undertake specific taught modules during a 208 week period. On successful completion of the necessary modules and clinical hours, students are eligible to have their name included on the third part of the Professional Register as a Specialist Community Public Health Nurse.

*The NMC states: A full time programme comprises of 45 weeks study to be completed within a 156 week period and part time study should be completed within 208 weeks.*

Students eligible for funded places on SCPHN courses should either:

- Be employed by an NHS health body on entering training and supported by their employer*; or
• Be employed and/or supported by an appropriate host organisation throughout the course that will provide the practice placement element of the training
• Have completed pre-registration nurse training within the last 12 months and be supported by an appropriate host organisation throughout the course to provide the practice placement element of the training.

*All prospective applicants for training on SCPHN courses should ensure they have obtained the agreement of their employer to their release for training prior to submitting an application for a place on a course with a HEI in Wales.*

**FUNDING ARRANGEMENTS**

The following procedure will apply in respect of the funding of students who take up a training place on SCPHN programmes with HEIs in Wales:

a) Applicants who take up a training place on a SCPHN programme would normally be expected to remain employed with their current employer for the duration of the course unless, exceptionally, they are assigned to an alternative organisation which acts as the host employer for the duration of their training. In either case, they should be seconded onto a training contract fixed to the length of the course.

b) For full-time salaried students currently employed in an NHS organisation, the employer or host organisation should pay the student a salary at the bottom point on agenda for change band 5, unless they can evidence their salary immediately prior to commencing the course was greater, under the student contract. If this is evident they will be paid the equivalent salary or if not possible the next higher pay point on the agenda for change pay band. This will be reimbursed by NWSSP.

c) For part-time salaried students currently employed in an NHS organisation, the employer or host organisation should pay the student a pro-rata salary at the bottom point on agenda for change band 5, unless they can evidence their salary immediately prior to commencing the course was greater, under the student contract. If this is evident they will be paid the equivalent salary or if not possible the next higher pay point on the agenda for change pay band. NWSSP will reimburse up to 2 days a week for the duration of the course.

d) For students undertaking the SCPHN programme as a follow on to their undergraduate pre-registration nursing training, which they commenced prior to September 2012, a non-means tested bursary award will be paid to the student by the university and reimbursed by NWSSP.
e) Employers should seek reimbursement of student costs from NWSSP by regularly submitting invoices in respect of:
   i. The student’s salary plus employer on-costs for the standard length of the course (excluding overtime and any enhancements).
   ii. For salaried students, the cost of travel arising from the clinical placement that exceeds the daily cost of travel between the student’s normal accommodation and the higher education institution providing the course. These costs will be reimbursed at public transport rate and will include car parking.
   iii. For bursaried students, travel costs incurred are reimbursed under the travel expenses arrangements within the students bursary scheme.

   Please note the cost of travel to and from the higher education institution will not be reimbursed, these costs will be incurred by the student.

   iv. Students should submit all travel claims to their placement Departmental Head for approval and subsequent payment.
   v. Reasonable travel costs are payable in respect of travel to placements within Wales for students studying in Wales. No reimbursement of expenses should be made to any student undertaking, on request, a placement outside Wales where a placement within Wales would have been available.
   vi. NHS regular car users allowance and NHS lease car payments will not be reimbursed by NWSSP. If any charges are incurred with lease car return, please contact NWSSP finance on etfinance.nwssp@wales.nhs.uk.
   vii. NWSSP will reimburse costs in excess of normal car parking fees incurred by students on clinical placements. However, if a student normally incurs car parking fees at their employment base, only fees in excess of this amount will be reimbursed.
   viii. A standard allowance of up to £55 per student per course for books is payable. Book receipts for reimbursement should be submitted to the university along with other expenses.

f) Invoices for the reimbursement of salary and other student costs, should include a breakdown of those costs, and be submitted for payment on a monthly basis.

g) Invoices should be submitted to the Finance Directorate, NWSSP, Innovation House, Bridgend Road, Llanharan, CF72 9RP or etfinance.nwssp@wales.nhs.uk.
NWSSP will meet the cost of the agreed course fees for all contracted students on full-time or part-time SCPHN courses. The course fees for all contracted students are payable on receipt of an invoice from the Education Provider.

**ACCEPTANCE**

NHS funding is not available for nurses already on part 3 of the register seeking a second registration on the same part of the register. For example, a state registered health visitor seeking to complete a programme in school nursing would not be entitled to NHS funding. Funding for this training can be sought from their employer.

**ADDITIONAL ALLOWANCES**

Students can apply for a number of additional allowances if they meet specific criteria. For further information please contact the NHS Wales Student Award Unit:

NHS Wales Student Awards Unit  
6th Floor, Churchill House  
17 Churchill Way  
Cardiff  
CF10 2TW

Bursary Enquiries 02920 196167  
Childcare Enquiries 02920 196168

**SICKNESS ABSENCE**

NWSSP will reimburse employers’ costs associated with student absence which occurs during the period of the course.

If due to a break in attending the course a student requires an extension of funding in order to ensure successful completion, an application must be made by the HEI (not the student) to NWSSP for extended funding. Each application will be considered on its merits. Please direct all extension applications to etfinance.nwssp@wales.nhs.uk.
MATERNITY/PATERNITY LEAVE

In order to qualify for entitlement to maternity/paternity Leave students should inform their Departmental Head, in writing, of the expected date of child birth in line with the employing authority’s policy on maternity leave and special leave respectively.

Employers’ costs arising from a student’s absence from training due to maternity leave are reimbursed by NWSSP subject to an application being submitted by the HEI. Where a student’s training needs to be extended as a result of maternity leave, the HEI should formally request additional funding which is payable in cases where the returning student is considered likely to successfully complete the course.

LEAVE

NWSSP will fund each student for the full duration of the course. This will include entitlement to leave accrued during the course which should be taken during academic holiday periods.

Students are required to take all annual leave entitlement including public holidays which they have accrued between 1st April and the commencement of the course before the course commences. All holiday entitlement that accrues during the course, including public holidays, must be taken during normal academic holiday and study leave periods. There is no entitlement to any additional holiday during the period of the course.

If you have any queries or need further explanation then please contact etfinance.nwssp@wales.nhs.uk.