

Return to Practice Policy

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**Return to Practice Policy
Version Control Sheet**

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1			June 2010	Luke Kinsella
2	Whole document	Updated in line with IPLU management strategy / NMC approved programmes list	Nov 2012	Annie Burks / Kim Todd
3	Front page & Whole document	Amended Karen Coleman to Karen Taylor, Amended CRB to DBS	Nov 2014	Karen Taylor
4	Whole document		June 2017	Deborah Morgan-Davies/Val Ronis
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Return to Practice Policy

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Return to Practice Policy

Background

Lincolnshire Community Health Services NHS Trust recognises that situations can occur when staff will have a break in practicing their profession and their professional registration is allowed to expire. This policy is intended to act as a guide for individuals who wish to return to practice and the role that Lincolnshire Community Health Service managers must perform to assist in this process.

Statement

Through this policy Lincolnshire Community Health Services NHS Trust actively seeks to ensure that those staff wanting to return to practice are given advice on the procedure and are assisted in their return to practice process.

Responsibilities

Implementation and compliance with the policy will be the responsibility of all Lincolnshire Community Health Service managers and staff.

Training

Managers are trained as part of the leadership skills programme or as part of their role or employees are identified through the Training Needs Analysis process. Training can be accessed through The Workforce and Transformation directorate or by contacting your SWBP.

Dissemination

Website

Resource implication

Costs to Lincolnshire Community Health Services NHS Trust are limited therefore candidates are asked to pay for the Return to Practice course and while on their placement they are on honorary contracts only.

There is a cost to Lincolnshire Community Health Services NHS Trust in terms of the training given to candidates whilst on their placement such as mandatory training and covering travel expenses. Candidates will need to pay for the cost of their DBS checks if they go on to gain employment with Lincolnshire Community Health Services NHS Trust.

Consultation

Lincolnshire Community Health Services NHS Trust

Return to Practice Policy

1. Introduction

During the course of their career, many nurses, midwives and allied health professionals may not practice their profession for a period of time. This may occur for many reasons, which could include parental leave, extended travel, caring responsibilities or illness.

This document outlines the policy of Lincolnshire Community Health Services NHS Trust for Return to Practice nurses, midwives and allied health professionals, and the procedures that should be followed when an individual wishes to return to work.

Inherent within all of its practices this organisation is committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.

This policy aims to ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, disability, age or trade union membership, or is disadvantaged by conditions or requirements which are not justified by the job.

2. Purpose

The purpose of this policy is to provide guidance to individuals wishing to return to professional roles; the employment requirements to return to practice, access to the return to practice (RTP) programmes, organising placements and recruitment as well as the role of managers in facilitating an individual's returning to practice.

3. Nursing and Midwifery Council (NMC) Registration Requirements

To work in the UK all nurses, midwives and specialist community public health nurses must register with the Nursing and Midwifery Council (NMC). According to the NMC if your registration has lapsed for less than three months you can renew your registration by paying a registration fee. Since April 2016 nurses have to revalidate every 3 years and must be able to fulfil the requirements to do so.

From 17th July 2014 all nurses and midwives must hold appropriate cover under an indemnity in order to practice and provide care. Please see the NMC website for further details :

<http://www.nmc-uk.org>

Once employed in an NHS Trust role indemnity is automatically provided by the Trust whilst working in that role.

If your registration has lapsed for three months or more you will need to apply for a standard readmission to the register. If you would like a readmission pack or for more information on updating your registration please contact the NMC advice centre on; 020 7333 9333.

The requirements to be eligible for a standard re-admission to the NMC register are:

<http://www.nmc-uk.org/Registration/Returning-to-the-register>

3.1 Approved Return to Practice (RTP) programmes

There are a number of Higher Education Institutions both within and outside of the East Midlands region that provide Return to Practice (RTP) Programmes details of which can be found on the NMC website.

<http://www.nmc-uk.org/Approved-Programmes/>

<https://www.eastmidlandsdeanery.nhs.uk/>

4 Health & Care Professions Council (HCPC) Registration Requirements

The Health Professions Council (HCPC) role is to protect the public by keeping a register of health professionals who meet their standards in terms of training, professional skills, behaviour and health.

The HCPC return to practice requirement applies to anyone who has not practiced their profession for more than two years.

0-2 years out of practice = no requirements

2-5 years out of practice = 30 days of updating their skills and knowledge

5 years or more out of practice = 60 days of updating their skills and knowledge

The period of updating knowledge and skills can be made up of a combination of supervised practice, formal study and/or private study. However, private study can only make up a maximum of half the updating period.

For example, if you needed to perform 30 days of updating, you could do this by completing:

30 days of supervised practice

or 10 days of supervised practice, 10 days of private study, and 10 days of formal study;

or 15 days of private study, and 15 days of formal study

The updating period has to take place within twelve months of the date in which you apply to come back onto the Register

HCPC states that the amount of updating required are minimum requirements in order to become re-registered. This means that you can complete additional updating if you need to.

HCPC accepts that the updating of health professionals needs will be specific to the individual and it is up to the individual to assess their own needs and take responsibility for their own updating and meeting their standards before returning to practice. This is why HCPC does not approve return to practice courses. They believe the individual has a better understanding of their own requirements.

The updating period does not have to be over a continuous time frame. You can do part of it, have a break and then do the rest of it. All that HCPC asks is for the period of updating to be completed within a twelve month period before applying for registration. You can also work part-time during your period of updating. One day of updating is equivalent to seven hours.

Once the updating period has been completed for health professionals, there is a form to download from the HCPC website or it can be posted to you from the Registration Department. This form must be counter-signed to confirm that you have performed the specified updating

days. For further details contact

<http://www.hpc-uk.org>

5 Funding

There might be funding for some return to practice courses. For information on whether there is funding for your specific area of return to practice, please contact Michael Durose, Head of Practice Learning:

[Email: Michael.Durose@ulh.nhs.uk](mailto:Michael.Durose@ulh.nhs.uk) Tel: 01522 597532

Or

Email: Julie.Seddon@lpct.nhs.uk

Tel: 01522 580980

Applications can be made to University of Lincoln for return to practice - placements will be co-ordinated with IPLU who will arrange for staff induction via the education team. Return to practice need to make a paperwork appointment with LCHS Workforce Services so they can be issued with their Smart Card in advance of attending their LCHS induction.

6 Placement Management

Lincolnshire Community Health Services NHS Trust has devolved the management of RTP Nursing, SCPHN and health professional placements to the Lincolnshire Interprofessional Practice Learning Unit (IPLU). The IPLU works in partnership with the RTP student, educational provider and placement provider to:

Ensure capacity for and quality of practice learning (NHS East Midlands commissioned learners will have priority for placements).

Support the operational management of any agreed RTP placement through providing information and advice.

The application for a RTP placement (Appendix A) must be completed by the student prior to negotiation of a placement with a provider. On receipt of the request the IPLU will liaise with the appropriate Senior HR Business Partner and relevant service manager within the preferred placement area.

Once a placement has been agreed the placement manager is responsible for ensuring the placement checklist (Appendix B) is completed and a copy returned to the IPLU.

Contact details for the IPLU team are:

Michael Durose

Head of Practice Learning

United Lincolnshire Hospitals NHS Trust

Lincolnshire Interprofessional Practice Learning Unit

(IPLU) Lincoln County Hospital

Greetwell Road

Lincoln

6.1 Placement Contract

The Return to Practice placement is a student placement and therefore the individual will not receive payment and will be on an honorary contract (Appendix C).

Important information for line managers in terms of return to practice clinicians on placements, advice from the Department of Health clearly states that “holders of honorary contracts cannot fill paid NHS posts...”

6.2 Travel Expenses

All placement students will have their travel expenses reimbursed. Mileage incurred as part of the placement duration will be reimbursed at public transport rate.

Students should claim for travel and other expenses using the organisations travel claim system. These should be given to the Departmental Manager for authorisation. All claims must be supported by receipts where possible.

Reimbursement of expenses will be paid directly into the bank account of the placement student within four days of the receipt of a claim. If a placement student does not have a bank account, alternative arrangements should be made wherever possible to avoid the placement student incurring any of out pocket expenses e.g. travel arrangements.

6.3 Applicants Responsibilities

- Applicants must fill in the Return to Practice application form (Appendix A) and send it to the IPLU filling in all the requested fields.
- Those individuals who need to take part in a Return to Practice course need to apply to one of the approved educational providers through an application form process and meet university requirements in terms of providing references and DBS etc.
- The applicant will be expected to pay for their DBS check and not Lincolnshire Community Health Services NHS Trust.
- Applicants attending a Return to Practice course must meet the educational provider attendance requirements.
- Applicants must provide the placement provider with an up-to-date CV and references along with any other documents that Lincolnshire Community Health Services NHS Trust requires the candidate to fill in before the commencement of the placement.
- Applicants must get in contact with their designated placement manager and have an informal meeting before commencement of the placement to discuss how the placement will be structured.

- At this meeting the placement manager will discuss with applicants how the job role has changed since they were last in practice and advise that they spend a day shadowing before their placement begins. This is so that applicants have an opportunity to see what the job role now entails and if they still want to return to practice
- While the applicant is on their placement, they must follow all Lincolnshire Community Health Service NHS Trust policies and procedures.
- During the placement, applicants must meet the competencies set by the educational provider. Those individuals that do not have a set of competencies from their educational provider or are not attending a Return to Practice course, then a competency framework will be agreed between the individual and placement manager at the beginning of the placement.
- Applicants must demonstrate that they have met all the individual objectives set by educational providers/placement managers before finishing the retraining period. The manager, mentor and individual must feel that they are confident and competent to fulfil the specific role the individual wishes to return to e.g. trained nurse or health visitor role.

6.4 Manager's Responsibilities

- The placement manager is responsible for ensuring the placement checklist (Appendix B) is completed and a copy returned to the IPLU.
- The manager is responsible for ensuring that the applicant has undergone all mandatory pre-employment checks prior to commencing the placement by contacting the educational provider and gaining access to these checks. In those cases where the educational provider does not perform these duties, the placement organisation must carry them out.
- Occupational Health clearance must be obtained prior to the commencement of the placement. This will either be carried out by the educational provider or the placement organisation. Where it is up to the placement organisation to carry out occupational health checks, the relevant Occupational Health form can be obtained from the Workforce Services Department. The manager is responsible for ensuring the applicant completes this form and forwards it to Workforce Services .
- Inform the education team of any Return to Practice learners on placement so that arrangements can be made to draw down the tariff funding that supports placements – contact for this is Angela Bradley – Training and Education co-ordinator in the education team
- All returners must attend corporate induction and mandatory training during the retraining period.
- It is important to note that the supervising manager will have the responsibility of ensuring that individuals do not have access to Lincolnshire Community Health Service patients or patient information prior to the allocation of an appropriate contract as they will not be indemnified and will not have signed up to the organisation's confidentiality procedures.
- It is also the manager's responsibility to inform the individual on placement of

Lincolnshire Community Health Service NHS Trust Policies and Procedures including health and safety procedures, confidentiality of patient records and any specific policies relevant to the placement.

- It is the manager's responsibility to provide all return to practice individuals with the support of a named mentor in the clinical practice area.
- The requirements for a suitable supervisor for a returning nurse or Specialist Community Public Health Nurse – HV or SN are:
 - That the supervisor must be on the relevant part of the NMC Register
 - That they must be on the local mentor register (held by the IPLU)
 - That they have sign-off mentor status
- The requirements for a suitable supervisor for a returning HPC practitioner are :
 - That the supervisor must be on the relevant part of the HPC Register
 - They must have been in regulated practice for at least 3 years
 - Must not be subject to any Fitness to Practice proceedings
- In relation to drug administration, return to practice individuals must be supervised by a registered nurse at all times until the retraining is completed and re-registration is achieved.
- The clinical manager and mentor must assess the return to practice candidate's ability to meet the Competency Framework set either by the educational provider or placement organisation.
- The manager in agreement with the Return to Practice candidate must agree upon a Performance Development Programme. A Personal Development Plan (PDP) must be developed within the first month of retraining and reviewed at the end of the retraining process by the clinical manager.

By the end of the placement, the manager and mentor must feel confident in the competency of the placement candidate to fulfil their specified future role e.g. nurse or midwife.

6.5 Workforce Services Responsibilities

- Those educational providers that collect the following documents: CV, References, DBS and Occupational Health clearance, it is the responsibility of the Workforce Services Team working at the placement organisation to obtain copies of these documents.
- In those instances where either no educational provider is involved or that the educational provider does not collect any of this information, it is the responsibility of the Workforce Services Team working at the placement organisation to gather these documents.
- Once Workforce Services receive the completed application form together with two satisfactory references, an up to date CV and a completed Equal Opportunities Form, a

DBS form will be sent to the applicant if appropriate.

- On receipt of Occupational Health clearance and a satisfactory DBS clearance, (if required) Workforce Services will issue an Honorary Contract.
- A copy of the Honorary Contract will be sent to the candidate, manager and Workforce Services will keep a copy on file, together with the other documentation.

7 Post Return to Practice

On successful completion of the Return to Practice training within the specified time period and re- registration on the specified professional list, returnees will be encouraged by their line manager to apply for suitable vacancies within Lincolnshire Community Health Services NHS Trust. Appointment to a post will be dependent upon the normal recruitment process i.e. through www.jobs.nhs.uk .

Individuals who have completed the return to practice training will require a preceptor in the first clinical area following appointment to a permanent Lincolnshire Community Health Services NHS Trust post. Following successful appointment those who have completed the return to practice training will be expected to complete a minimum of 2 years employment with Lincolnshire Community Health Services NHS Trust.

8 Cross Reference to other Policies

The Return to Practice policy can be cross-referenced with the following policies:

- Recruitment Policy
- Criminal Records Bureau Policy
- Professional Registration Policy

Appendix 1

Monitoring Template

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/audit	Responsible individuals/ group/ committee (multidisciplinary) for review of results	Responsible individuals/ group/ committee for development of action plan	Responsible individuals/ group/ committee for monitoring of action plan
Every 2 years	EPG JCNC Trust Board	HR and OD	Monthly	HR and OD Assurance Group	HR Policy Lead	OD and HR Assurance Group

Equality Analysis

A.	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	<p>During the course of their career, many nurses, midwives and health professionals may not practice their profession for a period of time. This may occur for many reasons, which could include parental leave, extended travel, caring responsibilities or illness.</p> <p>This document outlines the policy of Lincolnshire Community Health Services NHS Trust for Return to Practice nurses, midwives and health professionals, and the procedures that should be followed when an individual wishes to return to work.</p>		
B.	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? Please give details	Can impact on staff who can wish to return to practice		
C.	Is there is any evidence that the policy\service relates to an area with known inequalities? Please give details	No. This policy supports staff back into the work place		
D.	Will/Does the implementation of the policy\service result in different impacts for protected characteristics?	The implementation of this policy supports particularly the protected characteristics of staff with a disability and of staff who are carers back into the workplace.		
	Yes	No		
Disability		X		
Sexual Orientation		X		
Sex		X		
Gender Reassignment		X		
Race		X		
Marriage/Civil Partnership		X		
Maternity/Pregnancy		X		
Age		X		
Religion or Belief		X		
Carers		X		
If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2				
The above named policy has been considered and does not require a full equality analysis				
Equality Analysis Carried out by:		Rachel Higgins, Equality & Diversity Manager		
Date:		24 th February 2015		

