   **District Nurse (Community Charge Nurse) Band 6 Annex 21 Trainee Recruitment FAQ/Guidance Note**

The FAQ has been developed and agreed to support and reflect the change in the Educational Pathway to recruit to **District Nursing Roles (Community Charge Nurse, Band 6)**.

**Awareness to be taken of the following**:

1. The Educational Pathway will be followed and completed prior to being recorded as a District Nurse within NHS Lanarkshire
2. In addition to the educational requirements, the competency framework will be worked through with staff in post as evidence of core competencies in **Leadership Development**, **Assessment, learning as well as clinical skills, Turas portfolio, Mini Clinical Examination Exercises (Mini-CEX), Direct Observation of procedural Skills (DOPS)and Case Based Discussions (CBD).** It is expected staff will complete the modular educational pathway within 1-2 years.
3. Clinical Time

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| **Question** | **Feedback** |
| Will my terms and conditions remain the same?  | Yes, you will remain as Agenda for Change – this includes sick pay, holiday entitlement. |
| Where is the information on **pay scales** and how it works transferring over to a Band 6 Annex 21 post? | Posts will be appointed using **Annex 21** however the policy relating to no financial detriment can be applied to existing NHSL staff where appropriate. Staff will be paid in line with Agenda for Change Terms and Conditions**. (Refer to policy for further annex 21 information)****It is recommended that you seek individual pay advice prior to consenting to participate on the program.** |
| What are the timescales and levels of study required to complete the educational pathway? | The pathway can be completed within a year but completion can be up to 2 years. The educational components of the pathway will be tailored to the individual as far as possible. Whilst it is recognised that Level 6 practice should undertake educational preparation at Level 10 academically, (NMAHP Post registration framework P46 / 7 nesd1748-nmahp-development-framework\_updated-12-04-23.pdf (scot.nhs.uk) Some modules , particularly the option modules, may be available at level 9, 10 or 11. Your Practice assessor will work with you to identify you individualised learning plan.**Non Medical Prescribing - V300 will only be offered at level 9/10**.Where a trainee undertakes modules at Level 10 and gains 60 credits, depending on the Higher Education Institution a Graduate Certificate may be awarded. |
| Is there flexibility around the timescales to undertake the educational pathway | Prior learning is recognised and some flexibility is provided with reference to individual circumstances however we need to ensure parity and equity for substantive and trainee staff. |
| What shift pattern will I work | While on the pathway it is expected that you will comply with district nursing rota in and out of hours. |
| Will it be a requirement of the post to work through the agreed competency framework in addition to the educational modules. | Yes. In order to be fully signed off on this part of the pathway you will need to complete the agreed Competency Framework as well as the academic modules. The competency framework is used as evidence of core competencies in clinical practice, facilitation of learning, leadership and evidence, research and development. Evidence of competency will be recorded on Turas, this must be completed prior to final sign off as a District Nurse. |
| What happens if trainees find themselves having difficulty with the educational pathway and require support with responsibilities of the role ? | All trainees will have a practice supervisor and a practice assessor. If you have any concerns or are feeling a little overwhelmed, you should raise this with your practice supervisor and practice assessor who will work with you to develop an action plan to help and support you.  |
| Do staff have to stay in post for a specific period of time after completing the educational pathway? | Yes, this pathway has been developed to support staff to enhance their skills, learning and practice to allow them to become District Nurses. NHS Lanarkshire would hope and anticipate the staff would benefit from the pathway and remain with NHS Lanarkshire. **In line with the learning, education and training Policy, NHS Lanarkshire reserves the right to reclaim all or part of any funding the staff member has received if they leave within a 2-year period following completion of the academic modules of the pathway.**  |
| What is the recruitment process for a trainee district nurse | NHS Lanarkshire’s Recruitment and Selection Policy processes will apply. |
| What is the process of applying for courses and funding?  | Trainees will discuss their development needs with their practice supervisors and practice assessors. A Service Level Agreement (SLA) will be completed and funding will be agreed through practice development this is completed for each academic year. NB If this process is not followed you may be invoiced by the university for the cost of your modules. All applications must go through Practice Development. |
| How do I find a Supervisor/Assessor for the Clinical Assessment Module?  | Your Practice Assessor/Practice Supervisor will assist you to identify support for your clinical assessment module, however it is your responsibility to seek this support within your teams. |
| Will I be afforded study days to complete modules?  | Yes, you will be provided with study days, in line with academic pathway and through discussion withpractice supervisor, practice assessor and team leader**. You will allocated one study day per academic module running.** |
| Weekend working – will I need to take charge?  | Yes. You will be expected to work within your team’s roster and may need to take charge of a shift following appropriate prior supervision. |
| I don’t have a full degree. How can I find out about topping up?  | You can contact one of the Higher Education Institutions to further discuss your academic requirements around achieving your degree. Before coming on to the pathway you might want to undertake some of the option modules at level 9 or level 10 which are detailed below.  |
| What is the expected Caseload size within this role? | There is no defined or agreed size of caseload. This is due to the complexity of a caseload being more than just the number of patients. There is a tripartite discussion and agreement between the Practice Supervisor, Team Leader, Practice Assessor regarding what would be an acceptable caseload for you as your progress through the pathway.  |
| What support is there for me? | As a trainee you will be supported by a Practice Supervisor, Practice Assessor and Team Leader. The Practice Assessors will meet with you at agreed points during your progress. They will also be able to provide support as required out with these times. Practice development will also support aspects of your education and training. Any concerns or issues not addressed should be escalated to the designated Senior Nurse. |
| What modules will I complete on the pathway or in preparation for commencing the pathway? | Some modules/courses have been identified as core, * **Long term Conditions Management/ Supporting Anticipatory Care**
* **Leadership- (in house training)**
* **Clinical Assessment**
* **Non-Medical Prescribing** -V300
* **A Public Health Option (Fundamentals of Public Health, Improving Population Health)**
* **Optional condition specific examples include,** **Palliative Care, Leg Ulcer, Diabetes, Tissue Viability, Leadership (1 option will be completed)**

Please note band 5/level 5 staff can start on some of the modules on the pathway while in the staff nurse role for example Supporting Anticipatory Care, Public Health Option and/or an optional choice. This would reduce their time on the pathway and enable faster completion. |
| I do not work in the community just now, will I be considered for a Trainee DN Pathway post? | You do not need to be working in the community to undertake the recommended modules. Community experience is advantageous, but **not** essential. Each candidate will be considered against normal shortlisting procedures.  |
| What title/qualification will I achieve?  | Whilst the NMC will annotate a Specialist Practice qualification (SPQ) there is no requirement to have that qualification to work as a community nurse. NHS Lanarkshire’s district nursing pathway incorporates the key elements of the SPQ with the addition of developing leadership and role specific knowledge and skills as part of an ongoing pathway of development. An extensive mapping exercise has been undertaken to assure the content of NHS Lanarkshire’s pathway meets the required standards. This mapping is against not only to the SPQ award but to the NMC post registration standards for specialist practice and QNIS voluntary standards for community nursing. The pathway enables practitioners to start their development as a band 5/level 5 community staff nurse, grow to develop as a level 6 district nurse and, should career aspirations be such, develop to being an advanced practice district nurse, professional lead, a team leader or in to a senior nurse role. Whilst not an SPQ award trainees, will undergo equivalent preparation to other boards that promote the SPQ award and that equivalence is recognised in some other health boards. We believe that the benefit of the Lanarkshire pathway approach enables people to continuously develop with flexibility to meet their learning needs and career aspirations.  |
| Am I guaranteed a post on completion? | These posts are appointed on a permanent basis. **Existing** NHS Lanarkshire employees applying for and if successful in obtaining a post, will have 2 options * The option of remaining on your substantive band and progress as normal until completion of the training at which point you will be promoted and placed on the band/salary for the post in line with Agenda for Change T&C’s.
* Or you can be placed on Annex 21 pay arrangements and receive appropriate percentage of pay for the fully qualified rate, with mark time protection where applicable. On completion of the training you will be placed on the band/salary for the post in line with Agenda for Change T&C’s.

Annex 21 Appointments from **outside** NHS or from **anothe**r NHS board will be strictly in accordance with Annex 21 – no pay protection or retention of existing pay band/salary will be afforded. If you fail to complete this part of the pathway you will be redeployed to a post within NHS Lanarkshire at the appropriate grade. |
| Can I stay in my current locality team | We will request that you provide your first and second choice of localities, however this will be dependent on funded establishment and vacancies. For staff that do remain within locality it would be expected that they would spend a proportion of their time within another locality approx. 12 weeks to support leadership and development.  |

   

