



Application Information

Post-Graduate Diploma Community Specialist Practitioner – District Nursing

2024 Entry
Start date: 16 September 2024
Closing date: 1st March 2024

School of Health
Leeds Beckett University
City Campus
Leeds
LS1 3HE
United Kingdom

Web: <https://www.leedsbeckett.ac.uk/courses/community-specialist-practitioner-district-nursing-pg-dip>
Email: directadmissions@leedsbeckett.ac.uk

The Course

If you're a qualified adult nurse, this qualification will enable you to specialise as a district nurse and register as a specialist practitioner in district nursing and community practitioner nurse prescribing with the [Nursing Midwifery Council \(NMC\)](#).

As part of this course, you'll:

- Prepare to use your discretion and judgement to make high-level clinical decisions in the management and provision of quality care
- Learn how to apply your knowledge and practical experience in-line with the NMC's core standards for safe and effective specialist practice. This will include clinical practice, care and programme management, clinical practice leadership and clinical practice development
- Complete clinical placements that will develop your practice as an effective district nurse
- Build a network of contacts as you work through your placements

Entry Requirements

The online prospectus provides an outline of the entry requirements; briefly the academic side are as follows:

- NMC first level registration
- A second class honours degree in the cognate subject of health.
- If you do not hold a second class honours degree you will need to undertake our Professional Profile Development within the context of Health and Community Care (PPD) module in order to assess your previous skills and experience. The PPD module runs in January and September each year. Please contact our CPD team for further details hss-cpd@leedsbeckett.ac.uk
- Applicants will need to satisfy the entry criteria for NMC Non-Medical Prescribing: (<https://www.leedsbeckett.ac.uk/courses/cpd-courses/health/non-medical-prescribing---nmc-registration/#:~:text=Course%20Overview&text=The%20N%2DMP%20module%20is,Competency%20Framework%20for%20all%20Prescribers.>)
- Evidence of continuous learning and development

In addition to academic ability, it is also important that you consider and reflect on the skills needed to work as a District Nurse and, where possible, provide evidence that you have worked to develop those skills.

To fulfil this applicants are required to submit a personal statement with their application using the guidelines under the Person Specification section.

Making your application

District Nursing training posts will be advertised through the NHS jobs website. You will need to make an application through NHS jobs in the usual way for one of these posts.

The deadline for submission of applications and all supporting documentation to NHS jobs is 1st March 2024.

Once the closing date has been reached, long listing and short listing will be completed by Leeds Beckett University in conjunction with the partnership Trusts. Successful applicants at this stage will be invited to attend an interview. Outcomes of shortlisting will be communicated within 6 weeks of the application closing date.

Interviews will be held in April (w/c 15th April 2024). The date/s of interview will be included in the NHS advert and we will be unable to offer an alternative date.

After the interviews, the panels will score all applications and agree those who are to be offered a place and those who can be offered a place on the waiting list.

If applying as an external candidate, we will endeavour to allocate you a placement with your preferred provider but cannot always guarantee this which is why we ask you to give a second choice of placement provider. Once you have accepted your allocated placement, we will be unable to change this.

If you are successful at interview, you will then be prompted to submit an application to the university. We will get in touch with you directly following your interview to advise on how to do this.

You will be asked to provide evidence of your qualifications, such as a degree certificate, diploma certificate or PPD evidence.

Successful applicants will be made an offer by the university through their online application account. Outcomes will usually be communicated within 8 weeks of the final interview date.

Details of successful applicants will be shared with the relevant placement provider. Their HR departments will also contact you with details of your offer and contract. Your placement provider will request two references from you that they will then confirm to the university they have received. Your placement provider will also need to carry out an enhanced criminal history check and undertake health clearance checks prior to you taking up their offer. The University will be unable to issue you with an Unconditional offer until these checks have been completed and the Trust has communicated successful completion of these to the University.

Should you require any further advice please contact the Admissions Office on 0113 812 3700 or by email directadmissions@leedsbeckett.ac.uk.

We wish you every success with your application and look forward to hearing from you. Please appreciate, however, that places are very limited, and the course is oversubscribed. Successful candidates will normally be those who score highest in the personal statement. Unsuccessful applicants can request feedback at any stage in the process by requesting it in writing to directadmissions@leedsbeckett.ac.uk We will endeavour to provide feedback within 6 weeks of your request.

APPLYING FOR THE POSTGRADUATE DIPLOMA IN DISTRICT NURSING

WHAT YOU NEED TO DO AND WHAT YOU CAN EXPECT

DATE	STAGE OF THE ADMISSIONS PROCESS
UP TO 1 ST MARCH 2024	<p>APPLICATIONS</p> <p>Closing Date: the positions will be advertised through the NHS jobs website with a closing date of 1st March 2024.</p>
MARCH	<p>CONSIDERATION OF APPLICATIONS</p> <p>Your application will be considered once the deadline has passed. We will aim to inform applicants on the outcome of their application by 27th March 2024.</p>
APRIL (w/c 15 TH APRIL 2024)	<p>INTERVIEWS</p> <p>If you have been successful, you will receive an invitation to interview which will be held week commencing 15th April 2024.</p>
JUNE	<p>OUTCOMES</p> <p>The outcome of the interviews will be communicated to applicants by 7th June 2024.</p> <p>Successful applicants will also be contacted by their placement provider and will also be prompted to submit an application to the university.</p>
JULY	<p>PRE-EMPLOYMENT CHECKS</p> <p>Your placement provider will request your references and complete a DBS check and health screening checks by 12th July 2024.</p>
UP TO SEPTEMBER 2024 - SUCCESSFUL CANDIDATES ONLY	<p>ACCEPTANCE OF UNCONDITIONAL OFFERS</p> <p>Unconditional offers will be issued once all academic conditions have been met and pre-employment checks have been carried out. Successful candidates must confirm acceptance of a place on the course as soon as possible.</p>
SEPTEMBER 2024	<p>The course begins with an induction week 16th September 2024.</p>

WRITING YOUR PERSONAL STATEMENT – GUIDANCE FOR CANDIDATES

Each year we receive more applications than we have places available for our Specialist Public Health Nursing courses. This means that we use selection criteria to help us identify who, from the large number of highly qualified candidates meeting our academic requirements, should be invited to interview and receive an offer of a place on the course. We do this by asking you to complete a personal statement which enables the shortlisting panel to consider the vocational relevance of all your experiences so far as well as your academic achievement in consideration of your application.

Guidance on Completing the Personal Statement

You should complete the personal statement evidencing your experiences and what you have learnt from these for each of the assessment criteria. You are expected to seek out appropriate learning opportunities to help you with this and which are relevant to public health nursing.

Please ensure that you also include confirmation of your driving license and use of a car and your first and second choice of placement.

You may wish to write a personal statement as a continuous piece of writing or you may wish to organise your statement under each of the three assessment criteria, how you do this is your decision.

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND UNDERSTANDING	Understanding of the District Nurse as a clinical manager and leader	Understanding of the role of other professionals involved in community health / integrated care
	Understanding of current policies relevant to District Nursing practice	Awareness of wider health and social legislation/policies/strategies
	Awareness of the demands of the course	
	Understanding about issues relating to equality and diversity	
	Understanding about leadership	Experience in a leadership role
	Understanding about issues relating to care and compassion in practice	
SKILLS AND EXPERIENCE	Effective Communication and Interpersonal skills (self-awareness, body language, listening, clarifying, tact and diplomacy, ability to make themselves understood, sensitivity to others)	
	Effective literacy and numeracy skills (report writing and analysis, patient/client record keeping)	Involvement in the preparation of statements/reports for formal purposes (e.g. case review meetings, evaluation reports)
	Effective clinical problem solving abilities (ability to analyse associated factors, prioritise needs for action, initiate an action plan and review/reflect on outcomes)	Experience of problem solving in community settings
	Experience of multi-disciplinary team working	Experience of multi-agency working in a community setting
	Experience of applying evidence based practice	Experience of audit/evaluation/research
	IT skills (use of keyboard, email, and a range of software programmes)	

	ESSENTIAL	DESIRABLE
ATTRIBUTES AND ATTITUDES	Motivated to become a team leader (flexible, participatory and reciprocal)	
	Empathetic, non-judgemental, and client/patient focused	
	Positive attitude to change (tenacity, solution focused, resilient and collaborative)	
OTHER REQUIREMENTS	Ability to travel as course requirements demand	Hold a full driving licence and have permanent access to a vehicle

FREQUENTLY ASKED QUESTIONS

Here are some of the questions frequently asked by potential students. If your question is not covered here, please visit our website or contact the Admissions Team at directadmissions@leedsbeckett.ac.uk

What is the recruitment process?

The recruitment process is detailed in the 'Making your Application' section. Students will be recruited on the basis that their values align with those of the NHS Constitution, as well as having the right skills and aptitude, in accordance with Value Based Recruitment, (Health Education England, Value Based Recruitment Framework, October 2014). Further details on Value Based Recruitment can be found here: <http://hee.nhs.uk/work-programmes/values-based-recruitment/>

Further details of the interview process will be provided to those invited to interview. The interviews will likely take place via Microsoft Teams in small groups, involving discussion of a case study which will be sent to you in advance and a discussion based on the core values of the NHS constitution.

How many places are available?

We can take up to 40 places on this course, but numbers are dependent upon NHS areas being able to host contracts and placements.

Do I receive a salary?

The posts will be advertised as fixed term training posts. The salary is paid by each individual trust so there may be slight variations (TBC on an annual basis as part of the commissioning of NHS programs of study).

I don't hold a full driving license, can I still apply?

Due to the nature of this role, it is essential that applicants are able to travel independently and have access to a suitable vehicle for business purposes throughout the course. Where necessary, adjustments will be made in accordance with the Equality Act. You will be asked to supply a copy of your driving license if you are successful after interview as part of your Leeds Beckett application. If you do not currently hold a driving license you will need to have passed your driving test by 31st July

Is this course offered via a Degree Apprenticeship route?

If you need any further information about this, please get in touch via directadmissions@leedsbeckett.ac.uk.

Conditional Offers and Waiting List

Offers may be conditional upon provision of academic certificates to include nursing qualification and degree/level 6 credits and your NMC PIN.

All offers will be conditional upon pre-employment checks and evidence of a full clean driving license.

If you are on a waiting list, we will contact you by email if/as soon as a place becomes available. Please remember to keep us updated with your contact details.

What are the pre-employment checks?

This will include a Disclosure & Barring Service check, occupational health check and references. These will be undertaken by the Trust you are placed with.

What if I don't pass the pre-employment checks?

If your pre-employment checks are not considered acceptable by the Trust at which your placement is allocated then we would not be able to consider you for an alternative placement at a different Trust. You would need to reapply the following year.

Enrolment & Induction

Once you have accepted an Unconditional offer details will be sent to you during the summer about how to log in to the Welcome Information Service which will give you access to details of the structure of the induction week. Students are expected to attend University Monday to Friday during induction week.

Sponsor Organisations and Contract

You will receive a contract from one of the following sponsor organisations. We would **not** advise that you give notice on your current job until you have received this and an Unconditional offer from the University.

Internal Applications Only:

- Airedale NHS Foundation Trust
- Bradford District Care Foundation Trust
- Calderdale & Huddersfield Foundation Trust
- York and Scarborough Teaching Hospitals NHS Foundation Trust

Internal and External Applications:

- Harrogate and District NHS Trust
- Leeds Community Healthcare NHS Trust
- Mid Yorkshire Hospitals NHS Trust

Do I need to find a placement?

Your placement will be allocated to you as part of the application process. You do not need to find a placement separately.

How do I find a Mentor?

Your mentor will be assigned to you by your placement provider, you do not need to contact them yourself.

If I get a place, can I defer?

Please contact us at directadmissions@leedsbeckett.ac.uk if you need further advice about this.

What is the timetable like?

The Postgraduate Diploma in Specialist Community Public Health Nursing is offered as a one year full-time course (52 weeks).

Do I get any holidays?

You will get seven weeks holiday throughout the course at Easter, Christmas and over summer.

Are there attendance requirements?

You are expected to attend all taught sessions and complete the placement requirements.

What is the course structure and assessment?

Below are the modules being taught on the course:

Module Title	Module Assessment
Building Community Capacity and Public Health	4000 word essay
Understanding Social Research and Evaluation	3000 word essay
Leading & Managing with Compassion	3000 word essay
Non-Medical Prescribing	Assessed via an exam and portfolio
Professional Development in Practice	

Learning Support

If you have declared a learning support need on your application form or feel that you may have learning support needs please contact the Disability Advice team once you have accepted a conditional offer so that you can be assessed and support put into place for the start of the academic year.

Feedback

Candidates who have been unsuccessful with their application may receive written feedback on how to strengthen their application. If you would like to receive feedback please email the team at directadmissions@leedsmet.ac.uk. Please allow 6 weeks for your request to be responded to.