Return to Midwifery Practice

COURSE GUIDE 2013/14
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About this guide
This Course Guide has been designed to help you plan your course. You are encouraged to read
this Guide through now. It will be a considerable advantage to you to be familiar from the outset
with the various aspects of your studies that are described. It may be that the relevance of some
of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can
refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you
might have about the course. The Course Guide should be read in conjunction with the
Undergraduate Student Guide / Postgraduate Student Guide; the Student Charter; the University’s
Policies and Regulations and the University Assessment Handbook. These documents should
provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic School Office
or local Student Centre on the details included below.

<table>
<thead>
<tr>
<th>Please enter the contact details for your Personal Tutor for your future reference:</th>
<th>The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision</th>
</tr>
</thead>
</table>
| Your local Academic School Office is: | Here2Help  
Walsall Campus  
01902 323135 |
| Your Student Centre (Here to Help) is: | Here2Help  
Walsall Campus  
01902 323135 |

Please note that in order to develop and improve the Course, it may be necessary on occasions to
amend or revise the details given in this Course Guide. We are pleased to hear your views and
welcome suggestions for ways of improving the operation of the Course.
Welcome
On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies at the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

Emma Whapples
Course Leader
Emma.whapples@wlv.ac.uk

Course Management and Staff Involved with the Course

Emma Whapples - Course Leader & Senior Lecturer
Walsall Campus:
Tel 01902 518845
Email: Emma.whapples@wlv.ac.uk

Marcia Edwards, Head of Midwifery
Walsall Campus
Email Marcia@wlv.ac.uk
Tel 01902 518860

Administrative Support
Walsall Campus
Tel 01902 518857

Where to get help with your course

You will be allocated a Personal Tutor at the commencement of the course. This tutor will support you through the course and should be your first point of contact. The Course Leader will also support you throughout the course

Personal support

Student Advisors
- The School of Health and Wellbeing has two student advisors to offer help and advice on a range of issues that may be affecting your studies. Accessible by telephone and e-mail or the website http://www.wlv.ac.uk/default.aspx?page=9182.

Additional Support
- Counselling offers a confidential space in which you can talk to a counsellor about your concerns. Personal appointments are available on all campuses; there is a drop-in service every weekday at City Campus and on online counselling is available via WOLF.
- The student financial support unit can help students with advice on funds available to students.
The student enabling service centre provides a comprehensive range of support for D/deaf, Dyslexic and Disabled students including; screenings and assessments, guidance on gaining financial support, various support services and enabling technologies.

The inter-faith Centre is also available to those requiring spiritual guidance, support or a listening ear

**Student Voice**

The Student Voice is a partnership between the University and the Students' Union, put in place to make sure students' opinions/feedback are heard at every level of university governance, from course level to the University's governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both positive and negative feedback to Heads of Department or lecturers within their course. School Reps are elected during the Spring Elections and have meetings with Senior Management in their Schools. They are an essential link between Course Reps, the Students' Union and management within each School.

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students' Union - [www.wolvesunion.org/voice/](http://www.wolvesunion.org/voice/).

**Engagement**

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:

- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for assessment tasks;
- Learn from and with your fellow students;
- Receive feedback from your tutors on your progress;
- Fully participate in sessions, forums, seminars and other activities;
- Develop your communication skills.

If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during the session or activity, and what you need to do to catch up. Please do remember how important engagement and participation is to your success. You are encouraged to engage with the University’s Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found [here](http://www.wolvesunion.org/voice/).

Contact time with teaching and associated staff is available to help shape and guide your studies. The term 'contact hours' refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying.

**The Wolverhampton Graduate**

The University provides a high quality teaching and learning experience supported by learning environments which are conducive to deep and interactive learning. The environment enables students to achieve their full potential and attain the best possible outcomes, to maximise employment opportunities and career advancement.
By the end of your course, the university expects you to be a **Wolverhampton Graduate who is knowledgeable and enterprising, digitally literate and a global citizen.**

- **Digitally Literate**
  Our graduates will be confident users of advanced technologies; they will lead others, challenging convention by exploiting the rich sources of connectivity digital working allows.

- **Knowledgeable and Enterprising**
  Our graduates will know how to critique analyse and then apply knowledge they acquire in an enterprising way.

- **Global citizens**
  Our graduates will bring informed understandings of their place and ethical responsibilities in the world.

Further information can be found on the University student webpage for Graduate Attributes.

**About the Course**

This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact Emma Whapples, Emma.whapples@wlv.ac.uk, 01902 518845

If you have been out of midwifery practice for a period of 5 years or more, then you are eligible to undertake the Return to Practice course offered by the Faculty of Education Health and Wellbeing, University of Wolverhampton.

Before applying for a place on the course, it is recommended that you consider the following advice:

- **Funding for the course is paid for by Health Education West Midlands.**

The Nursing & Midwifery Council (NMC) requirements for returning to practice are available on their website. It is suggested that you visit the website and read the information available. [http://www.nmc-uk.org/](http://www.nmc-uk.org/)

After completing an application form, short-listing of applicants will occur. If you are short-listed you will then receive a date for interview.

You will be required to undergo an enhanced criminal record check via the Disclosure and Barring Service formerly the Criminal Records Bureau (CRB). Evidence that this has been done is required before your acceptance on the course can be considered. Please note having a criminal record does not necessarily prevent you from returning to midwifery.

Medical clearance is required to ensure that you are fit for work.

An interview with the Course Leader and another member of the university staff or a clinician will be arranged and the date, time and venue notified to you. The interview is an opportunity for you to ask questions about the course.

Ten days of study will be delivered over 2 semesters at Walsall Campus (WP Building, Gorway Road, Walsall WS1 3BD). The dates and timetables for these days will be notified to you following acceptance of a place.

If you have not studied for some time, the university has systems in place to support your academic work. The assessment requirements of the course will be explained to you at interview and you will be given time to ask questions.
Placements - you are required to secure your own placement prior to commencing the course. All placement areas must have had an educational audit undertaken recently and have a 'sign off' mentor to support you. The university will require this evidence prior to commencing the placement. For further advice contact Emma Whapples, Course Leader (see details below).

Your clinical placement is where you will complete the clinical part of the course. The NMC require that returners spend a minimum of 150 hours in supervised clinical practice before returning to the NMC Register. We strongly advise that you should spread these hours out. If you are currently working, please consider very carefully how you would incorporate your clinical hours into your current job. It is not permissible to try to complete the clinical hours working weekends only. You need to spread your hours over weekdays and weekends in order to gain useful and varied experience. You may work the occasional night if you wish, but the majority of your clinical time will be on day duty covering mornings, afternoons and evenings. You must work with your named mentor.

You must work with your sign off mentor for at least 40% of the time. It is suggested that you work no more than 37.5 hours in total including placement shifts, taught sessions and other employment commitments.

The educational aims of the course are:
Although you have a maximum of a year to complete the course, we aim for all students to complete within 2 semesters of commencing the course.

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<th>Level 5 (Diploma)</th>
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<tr>
<td><strong>Year-long module</strong></td>
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<td><strong>Core</strong></td>
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<td>5MI001</td>
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This guide outlines the module available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact, Emma Whapples.

The aim of this diploma level module (5MI001) is to enable qualified midwives to meet the Nursing and Midwifery Council (NMC) regulatory requirements for renewal of registration and re-entry to the Register following a break in practice.

**This module is only suitable for midwives.** The university also offers a separate course for Nurses who have previously been on the NMC Register - RN1 (Adult; Mental Health; Learning Disabilities and Children). Please see the University of Wolverhampton website for details.

This module aims to enable you to demonstrate delivery of safe and competent midwifery care in accordance with the Return to Practice Outcomes stipulated by the NMC. You will be able to critically analyse the evidence base for your practice and demonstrate its application in current maternity care settings. Through critical reflection on your own role and development you will examine ways in which you can improve the quality of individualised, holistic care within your own sphere of practice.

**Prerequisites**
Previous PIN (NMC registration)
The course learning outcomes are:

**Diploma level module 5MI001**

- LO1 Critically reflect on your role as a midwife and demonstrate safe, competent and professional practice in the health and social care setting.
- LO2 Utilise the databases and search strategies to identify and appraise evidence for best practice; demonstrate application of findings to practice.
- LO3 Critically analyse the impact of a range of national policies and strategies on local provision of midwifery care.
- LO4 Critically reflect on your individual learning needs for continuing professional development and accountability in order to maintain registered midwife status and enhance your future practice.

These will be achieved through the following learning activities:

**Teaching**

A wide variety of teaching methods are used. Structured discussion, demonstrations, skills practice, question and answer sessions and the use of information technology are all included in the course. All students are supported by academic staff and Study Skills Advisors. Students are actively encouraged to make use of the Study Skills Advisors and the facilities available in the Learning Centres throughout their course.

A well-equipped Learning Centre is available at the Walsall campus, and once you are registered and enrolled on the course, you can access all of the University’s Learning Centres on all sites. A member of the Learning Centre staff will present an introduction to the Learning Centres facilities at the beginning of the course.

**Learning**

University education is based on an adult learning approach. This may be a new concept to some students. You are actively encouraged to question what you read, see and experience in practice and in the classroom. You are expected to take responsibility for your own learning by negotiating some practice outcomes with your mentor during your placement. You are also expected to lead the assessment process by preparing evidence to support your practice performance, and negotiate with your mentor a suitable time for assessment. All of this will be fully explained during the time in school.

The course is accredited by the following professional body/ies:

Nursing and Midwifery Council pre-requisites for entry to Return to Midwifery Practice course, leading to re-entry on the NMC Register. Professional requirements: Previous PIN Number for NMC Registered Midwife

**External Examiners**

External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our
assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety in line with the HEFCE Publication 06/45 and some students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

Academic Regulations
This course follows the University’s academic regulations. A full version of these regulations can be found on the University web page for Policies and Regulations. These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an e:Vision Helpdesk call.

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

The above maximum registration periods do not include time away from study approved under the Leave of Absence procedure.

Please be aware that to be eligible to continue on your course you must pass at least one module in your first year of study.

Course Information
Assessment
There are 3 summative assessments to be achieved in order to successfully complete the course and have your NMC pin renewed.

1. The completion of 18 clinical practice outcomes. These are set out in a Clinical Assessment Practice Document (CAPD) issued to you at the start of the course. Within this document, there are 18 outcomes that have to be successfully achieved in practice in order to pass the course. An electronic portfolio of evidence will be submitted as a compulsory component of this assessment.

2. A tripartite will be held with your mentor, tutor and yourself. This will be an opportunity for discussions to be had to support your evidences and verification of the documentation by the tutor.

3. A viva voce assessment. This will be conducted with a clinician and a member of the teaching team.

The completed Clinical Assessment Document with accompanying portfolio of evidence is submitted for marking on the date set at the start the course.

This course adheres to the University’s academic regulations. A full version of these regulations can be found on the University web page for Policies and Regulations. These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them.
Support for learning
LIS works in partnership with the course team to ensure that students are fully supported in their academic studies. We aim to achieve this by providing access to key sources of information; Learning Centres offering facilities to study and learn together; opportunities to develop a range of academic and employability skills; all fully supported by friendly and helpful staff. We also welcome feedback, and will use it to inform our future development to support learning and teaching in the University.

Learning Centres – These offer a vibrant blend of traditional library services, together with the latest learning resource technologies, wireless access, modern study facilities, and self-service options. Our Learning Centres are open seven days a week and many of our resources are accessible 24/7 via www.wlv.ac.uk/lib

Help and advice - Our dedicated Customer Service team will welcome you and advise on how to find the best information, from you very first visit, and continue to support you throughout your course.

Key texts - We work with your module leaders to ensure that we provide access to key texts, and the latest research publications, so saving you money and time locating key sources of information. For details check our catalogue Summon www.wlv.ac.uk/lib/search

Skills for Learning - specially created to enable you to develop important academic and employability skills. Look out for our popular skills workshops, www.wlv.ac.uk/lib/skills_for_learning/workshops.aspx, or follow us on Facebook. For more info see www.wlv.ac.uk/skills

On-line support – If you can’t come to us we will come to you via our online services e-books, e-journals from your Subject pages, e.g. Nursing and Midwifery http://www.wlv.ac.uk/lib/subjects/nursing.aspx and online help facilities via ASSIST www.wlv.ac.uk/lib/contacts/assist.aspx

Academic Misconduct
We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

Support for Students
The University and the Students’ Union believe that many incidents of academic misconduct can be avoided by increasing students’ knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

- Visit the Learning Centre or our study skills support website at www.wlv.ac.uk/skills. See the section on tackling academic misconduct.
- Download the Students’ Union guide to Avoiding Academic Misconduct ("Write Right") - available from the Student’s Union website:
• Book a Skype appointment with study skills adviser or joint the online chat service ASSIST - through the Learning Centre “Skills for Learning” website.
• Contact your personal tutor or module leader.

Remember – there is help available if you need it.

**Defining Academic Misconduct**

**Cheating**

Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University’s most severe penalties.

Other common examples of cheating would include –

- Being in possession of “revision notes” during an examination
- The purchase or commission of assignments from others
- Theft of other students’ work
- Prohibited communication during an examination

**Plagiarism**

Plagiarism is the act of taking someone else’s work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic school.

The most common forms of plagiarism are –

- Cut or copied and pasted materials from websites
- Copying the work of another student (past or present) including essays available through “essay bank” websites – or other data.
- Copying material from a text book or journal

When you’re using other people’s work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

**Collusion**

Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

**Penalties**

Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous offences. Penalties range from failure of the assignment under investigation to exclusion from the University.

Full details about the University’s policy on Academic Misconduct and regulations and procedures for the investigation of academic misconduct are available on the [Conduct and Appeals](#) website.
Career opportunities
At the end of the Return to Midwifery Course you should be applying for Registered Midwife posts.

University Academic Calendar
www.wlv.ac.uk/shaw/cpd

University Academic Calendar.
Where to get help with your course

Student Support
If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.

**Administration queries:**
- enrolment
- extensions
- extenuating circumstances
- Leave of Absence
- Course transfer, etc

**eVision helpdesk or your Student Centre**

**Academic and Course related queries**
- Personal Tutor
- Course Leader
- Head of Department
  (by email)

**Module related queries**
- Module guide (on WOLF)
- Module Leader
  or Tutor

**Support for Study Skills**
- W: www.wlv.ac.uk/skills
  E: skills@wlv.ac.uk
  T: 01902 32(2385)

**IT Problems**
- W: www.wlv.ac.uk/ITServices
  T: 01902 32(2000)

**Who to Contact for help when you are studying on campus**

**Financial advice**
- W: www.wlv.ac.uk/moneymatters
  E: money4students@wlv.ac.uk
  T: 01902 32(1070)

**Careers & Employment Centre**
- W: www.wlv.ac.uk/careers
  E: careers@wlv.ac.uk
  T: 01902 32(1414)

**Special Needs**
- (Students with disabilities)
  - Special Needs Tutor
  - or
  - Student Enabling Centre
  - W: www.wlv.ac.uk/sec
  - E: sec@wlv.ac.uk
  - T: 01902 32(1074)

**General queries**
- eVision helpdesk
  or your
  Student Centre

**Personal Issues**
- Personal Tutor (see eVision for details)
- University Counselling Service
  - W: www.wlv.ac.uk/counselling
  - E: counsellingservices@wlv.ac.uk
  - T: 01902 32(2572)

**Independent academic, financial, international and housing advice**
- Students’ Union Advice and Support Centre
  - W: www.wolvesunion.org/advice
  - E: advice.wolvesunion@wlv.ac.uk
  - T: 01902 32(2038)
Extensions, Extenuating Circumstances and Leave of Absence

The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.

Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

**Extensions** - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your e:Vision account on or before your assessment date and provide supporting evidence to your Student Centre. On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found here.

**Extenuating Circumstances** – claims for extenuating circumstances are also submitted via your e: Vision account on or before your assessment date and again evidence to support your claim must be provided to your Student Centre. Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. Further details can be found here. If you have any queries regarding either of these processes then please log a call on the e:Vision helpdesk.

**Leave of Absence** - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via e:Vision but we would strongly recommend that you get advice from your Personal Tutor, your Student Centre or the Students’ Union, particularly regarding the financial implications, before taking this step.

**Health & Safety issues**

Specific procedures relating to your course will be explained to you during induction and at appropriate points throughout the course. The University can accept no responsibility for any injury sustained through a student’s negligence, misuse of equipment or disregard of instructions. You must observe all instructions regarding accident and fire prevention. All accidents must be reported immediately to a member of staff and will be recorded on an accident report form.

If you have a medical or other condition which may endanger yourself or others in a particular situation you must inform the member of staff present, and also discuss the condition beforehand with the Special Needs Tutor.

Fire notices, exits and assembly points are posted in all teaching rooms and around the buildings. Procedures to be observed when the alarm sounds are to leave as quickly as possible in a quiet and orderly manner and to assemble at the appropriate point. Do not attempt to re-enter the building until you are told it is safe to do so. You may need to show your identity card on entry to the building so ensure you have it with at all times.

**Health and Wellbeing whilst using your computer**

As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.

**Set-up and space**

Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to
prevent glare and by cleaning your monitor regularly. If you are using a laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

Taking a break
You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

Progression for Further Study
There is the opportunity to continue your studies once the Return to Midwifery Practice Course is completed. This can be at diploma, degree or Masters level study or you can choose stand-alone modules. There will be open days where you can discuss your aspirations and talk to different lecturers about the opportunities available.

Alumni
We're proud of your success. Be proud of your connection with us.

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information please visit our Alumni website.

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