

NURSE ALLOCATION HANDBOOK

Compiled

by

WILLIAM STEWART

District Allocation Officer
Southampton University Hospitals
Combined School of Nursing

Foreword by Miss I C S Brown
Chairman, King's Fund Working Party
on Allocation

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Price: £1.00

January 1979

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LONDON NW1 7NF

FOREWORD

The King's Fund Working Party which has been reviewing the work of the Allocation Officer and assessing the need for training was struck by the variety of gradings, the level of responsibility, the paucity of training and the number and scope of working relationships associated with the post.

The role of the Allocation Officer is to ensure that learners have the clinical experience required for their training and that the service needs of wards and departments are met - while learners still form part of the nursing work force. It is sometimes difficult for even the most experienced Allocation Officer to reconcile the conflicting components of the role. Allocation Officers usually occupy a 'staff' post and largely work on their own (although they may have an understudy) and in emergencies or during unplanned absences their duties may have to be taken over, at short notice, by someone who has little or no experience of the work. This Handbook of Allocation should be of great help to the latter; it also shows that the allocation of students and pupils for their clinical experience is more complicated than is popularly believed and it should help the critics of Allocation Officers to understand the complexities of the job.

Mr Stewart has prepared a guide which draws together much of the information needed by Allocation Officers or which refers them to sources which will provide them with further help. Reference material is often quickly superceded and Mr Stewart has rightly referred to the need for the up-dating which will have to be undertaken by the user.

The King's Fund hopes that this Handbook of Allocation will be a useful addition to the previous publication 'Allocation; Guidelines for Developing Planned Programmes of Education and Training for Students and Pupil Nurses' (King Edward's Hospital Fund for London 1971)

I C S Brown (Miss)
Chairman, King's Fund Working Party
on Allocation

INTRODUCTION

This handbook has been compiled to bring together the many General Nursing Council references which have implications for Allocation Officers.

It must be emphasised that it is a GUIDE and is not intended as an authoritative publication upon which to base decisions and policies. At all times the original memoranda should be consulted.

The information in the handbook is accurate up to January 1978.

Some major issues which still have to be explored will be the implications arising from the requirements of the EEC.

The handbook contains information about the requirements for GENERAL PSYCHIATRIC and MENTAL subnormality nurse training, details regarding introductory courses, night duty requirements, secondments, reciprocal arrangements, entitlements to leave and criteria for sickness or absence.

It is suggested that Allocation Officers bring their own copies up to date by inserting pages in the appropriate places and make use of the appendix and index to keep cross references.

HANDBOOK OF ALLOCATION

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PART I

GENERAL

'A'

STUDENTS AND PUPILS

ABORTION ACT - CONSCIENCE CLAUSE

GNC REF:- 74/8/19

The Committee advised that Schools of Nursing should ensure that all student and pupil nurses are aware of the Abortion Act, with particular reference to the conscientious clause, Section 4 (i) before they are allocated for experience in wards, departments or operating theatre where they may be involved in caring for patients having abortions.

It is suggested that probably the subject should be introduced in the Introductory Course together with other aspects of nursing ethics, but during the training period reference to the Act should be repeated since the views of student and pupil nurses may change under the influence of their increased knowledge of nursing and medical problems.

It is important to ensure that student and pupil nurses understand their responsibilities as nurses for the care of patients irrespective of the medical treatment prescribed and that this is different from invoking the conscience clause which provides that the nurse need not participate in the actual procedure of abortion. In view of service responsibilities and problems of staffing gynaecological wards, out-patients departments and operating theatres, student and pupil nurses should make clear their wish to invoke the conscientious clause as soon as possible so that their plan of training may be adjusted should this be necessary.

Nurse Teachers should be aware of the difficulties which may face the small numbers of learners who genuinely wish to invoke the conscientious clause but do not do so for fear of being penalised.

'A'

STUDENTS AND PUPILS

OVERTIME

GNC REF:- 71/12/27

The Council deprecate student and pupil nurses being required to work overtime and they consider that only in an emergency should they be required to work more than 40 hours after January 1st 1972.

Since hours worked in excess of 40 per week are not in the educational interests of the learners, any additional time worked cannot be accepted by the Council for the purpose of reducing excess sick leave or special leave during training.

'A'

STUDENTS AND PUPILS

TRADES UNION STEWARDS

GNC REF:- 72/8/15

.....agreed that time taken to attend such (preparation as union stewards) courses or time taken from practical experiences or instruction (to undertake work connected with union matters) should be counted as special leave which would be made up in the normal way.

'B'

STUDENT TRAINING

COMPLETION ON PART TIME BASIS

GNC REF:- 71/1/3

"..... a student nurse who discontinues training having completed all essential experience and study blocks, and who later applies to resume, may complete the balance outstanding on a part time basis of 32 hours per week (which for practical purposes will be regarded as three quarters of a normal full time week) provided not more than the equivalent of eight months full time training remains outstanding.

Any such application must be submitted to the Council for consideration on an individual basis before acceptance of the applicant, and must be accompanied by proof of eligibility in respect of the completion of all essential experience and study blocks.

'B'

STUDENT TRAINING

INTRODUCTORY COURSE - ENTRY TO

GNC REF:- LETTER March 1963

All candidates must enter the Introductory Course on the first day of the Course. In exceptional circumstances, such as illness, travelling difficulties etc., a delay of not more than 2 days in entry to the Course may be considered. Any such case must be brought to the notice of the Council for a ruling and, in the event of the Council being unable to give a favourable decision, the candidate in question will be required to await the commencement of the next Introductory Course.

'B'

STUDENT TRAINING

INTRODUCTORY COURSE - SICKNESS

GNC REF:- LETTER March 1963

Not more than 1 working week's sick leave may be allowed during the Introductory Course. A candidate who has sick leave in excess of this amount will be required to recommence training on entry to the next Course. The Council must be notified in such an instance.

'B'

STUDENT TRAINING

THE NEWLY REGISTERED NURSE

GNC REF:- 75/29

"..... the 'Pass' letter is not an indication that the bearer is a registered nurse..... If a person..... is employed as a staff nurse, they become liable to prosecution under Section 27 of the Nurses Act for falsely claiming to be a registered nurse and under the Theft Act if they receive a salary.....it is advisable to defer recognition and payment as a staff nurse until the nurse can produce a certificate.

'B'

STUDENT TRAINING

NIGHT DUTY

GNC REF:- 69/4/3

Where internal night duty rotation is in operation is is particularly important that allocation periods are for 12 weeks. (page 3)

.....student nurses should not be placed on night duty in the early months of training - until after completion of a minimum of 6 months training (exclusive of Introductory Course) or a minimum of 4 months training (exclusive of Introductory Course) when a system of internal night duty is established.

'B'

STUDENT TRAINING

NIGHT DUTY (CONTINUED)

GNC REF:- 69/4/3

The maximum period of night duty allowed in each year of training is 12 weeks (inclusive of nights off) or the equivalent in an internal night duty system. The minimum period of night duty is a total of 12 weeks (inclusive of nights off) in the three year training period, or the equivalent in an internal night duty system.

.....no student nurse should be left alone in a ward at night.

..... no period of nursing experience should be gained entirely on night duty and the student nurse should always spend a period in a ward on day duty before being allocated for night duty to that ward.

'B'

STUDENT TRAINING

REDUCED TRAINING - DATE OF ENTRY

GNC REF:- EX/68/10/8

.....a reduced period of student nurse training may begin only on entry to an Introductory Course subsequent to an accepted date of Enrolment, i.e. leave owing from pupil training cannot be counted towards student training.

'B'

STUDENT TRAINING

RECIPROCAL REGISTRATION

GNC REF:- LETTER EX/MG/EN

DECEMBER 1974

I confirm that the normal requirements of the Council apply to this student nurse, that is, she is allowed up to the end of the months following the months in which an examination is held to 'complete'.

'B'

STUDENT TRAINING

SICK LEAVE

GNC REF:- LETTER June 1965

A student nurse who has had a consecutive period of sick leave for six months or more (unless due to tuberculosis), in addition to completing 156 weeks training, is required to complete an additional month for every three months break.

This regulation may be waived by Council if exceptional cases are brought to their attention.

'B'

STUDENT TRAINING

SECONDMENTS

GNC REF:- 69/4/3

Secondments away from the parent hospital or group of units should always be for 12 weeks (normally exclusive of annual leave) and this may, on the advice of the Council, be divided into 2 periods of 6 weeks. Details of the proposals need to be submitted for the approval of the appropriate training committee of the Council

'C'

PUPIL TRAINING

ASSESSMENTS - ENTRIES TO

GNC REF- 75/14

The first test should not commence until the completion of at least 24 weeks clinical experience i.e. exclusive of Introductory Course. The pupil will need to be assessed in the ward/department in which he/she is currently working, and to which he/she has already been allocated for approximately 4 weeks. A suitable test may be carried out during a period of night duty. (page 2 para 3)

'C'

PUPIL TRAINING

ASSESSMENTS - NUMBER OF ENTRIES

GNC REF:- 73/7/14 & 76/20

No person shall enter for the assessment if she has failed 3 times to pass any one of the tests of the practical section or has failed 3 times to pass the written paper.

'C'

PUPIL TRAINING

ASSESSMENT - RECORDING OF

GNC REF:- 75/14

Training schools are responsible for drawing up the criteria to be used for each test and for determining the method of marking to be used. The Council asks to have the results recorded in the following way:-

PASS

REFER - when the candidate fails to reach the required standard on the 1st or 2nd attempt.

FAIL - if he/she does not reach the required standard at the 3rd attempt. This will clarify the point at which no further entry is allowed.

'C'

PUPIL TRAINING

ASSESSMENT - RECORDING OF (continued)

The training school is responsible for notifying the results to the pupil nurses.

The results will need to be notified to the Council on the following papers:-

1. Declaration form of eligibility for enrolment after the completion of training.
2. Discontinuation form.

NOTE

In the event of a candidate being referred in any one of the assessments the two further attempts should be attempted with at least one week between the attempts.

'C'

PUPIL TRAINING

BREAK IN TRAINING

GNC REF:- LETTER June 1966

For the purpose of calculating of additional training, six months will be regarded as 24 weeks and three months as 12 weeks.

'C'

PUPIL TRAINING

COMPASSIONATE LEAVE

GNC REF:- LETTER June 1966

Compassionate leave granted by the hospital authority for reasons such as illness, or to attend the funeral of a close relative, may be allowed in lieu of sick leave provided the allowance of 14 days in a two year period of training (or the allowance pro rata) is not exceeded.

'C'

PUPIL TRAINING

DIRECT ENTRY TO THE ROLL

GNC REF:- 76/26

A student nurse who has completed training and has successfully passed either the Council's practical examination or three of the hospital^{/conducted} practical tests, if he/she fails the final written examination, may apply at once to the Council for direct entry to the Roll. Equally he/she may choose to re-sit for the written examination.

'C'

PUPIL TRAINING

INTRODUCTORY COURSE - SICKNESS

GNC REF:- EX/LF/VK June 1966

.....not more than three working days due to sick leave or special leave may be allowed during this Course.

Should a period of absence in excess of this period occur, the pupil nurse would be required to recommence training on re-entry to the next Introductory Course.

'C'

PUPIL TRAINING

MATERNITY LEAVE

GNC REF:- LETTER June 1966

Pupil nurses who are granted maternity leave, will not, on return to duty be required to undergo additional training of one month for every three month's break, provided the maternity leave does not extend beyond six months.

'C'

PUPIL TRAINING

MINIMUM CLINICAL EXPERIENCE -

SECOND QUALIFICATION

GNC REF:- 73/2/7

PREVIOUS QUALIFICATION	NEW QUALIFICATION	LENGTH OF TRAINING	COMPULSORY EXPERIENCE	NO OF WEEKS
SEN (G)	SEN (M)	12 months.	1. Adm/Short stay	12
		5 days	2. Med/Long stay	12
	SEN (MS)	intro- duction	3. OT/IT	8
		+ all study blocks	4. Night duty-Min Max	4 8
SEN (M)	SEN (MS)	12 months	1. Care of children	8
		5 days	2. Care of adults	12
	SEN (G)	intro- duction	3. School training methods	8
		+ all study blocks	4. OT/IT	8
SEN (MS)	SEN (M)	39 weeks.	1. Care of children	8
		2 days	2. Physically handicapped	8
	SEN (G)	intro- duction	3. School training methods	8
		+ all study blocks	4. Night duty - None recommended; Max	4
SEN (G)	SEN (M)	12 months.	1. Medical nursing	12
		5 days	2. Surgical nursing	12
	SEN (MS)	intro- duction	3. Care of children	8
		+ all study blocks	4. Night duty-Min Max	4 8
SEN (MS)	SEN (M)	39 weeks.	1. Adm/short stay	12
		2 days	2. Med/long stay	12
	SEN (G)	intro- duction	3. Night duty - None recommended; Max	4
		+ all study blocks		
SEN (G)	SEN (M)	12 months.	1. Medical nursing	12
		5 days	2. Surgical nursing	12
	SEN (MS)	intro- duction	3. Cas/OPD/Theatre	8
		+ all study blocks	4. Night duty-Min Max	4 8

'C'

PUPIL TRAINING

PART TIME - NUMBER OF WEEKS
GNC REF:- 71/7/19

156 weeks (3 years) of 28 hours a week reduced to 147 weeks

2 years 10 months

138 weeks (2 years 8 months) of 32 hours a week reduced to 130 weeks

2 years 6 months.

'C'

PUPIL TRAINING

PART TIME - ASSESSMENT

GNC REF:- LETTER 2 February 1972

"With reference to the length of training that part time pupil nurses must complete before Assessments, this is the same as with full time nurses. They are required to take the Assessment approximately three-quarters of the way through a period of training and they are now required to take the Assessment after 98 weeks training on the basis of 32 hours a week or 110 weeks training if they are training on the basis of 28 hours a week part time."

'C'

PUPIL TRAINING

SHORTENED TRAININGS - ENTRY TO ASSESSMENT

GNC REF:- 76/20

For pupil nurses undergoing a reduced period of training, entry to the written section of the examination shall not be made unless she has, or will have, completed that reduced period of training not later than 13 weeks after the last day of the month in which the written part of the examination is held.

'C'

PUPIL TRAINING

STATUS OF ENROLLED NURSE

GNC REF:- LETTER November 1964

An enrolled Nurse should always be considered senior to a first or second year student nurse. As far as the third year student nurse is concerned, the question of seniority should be left to the discretion of the Matron or Chief Male Nurse of the hospital who should bear in mind that the Enrolled Nurse is a trained nurse whereas the student nurse is still in training. Very careful consideration should be given, however, to the placing of these two grades in the nursing team, taking into account the need for the student to learn to take responsibility.

'C'

PUPIL TRAINING

TRANSFER FROM STUDENT

GNC REF:- December 1970

This letter draws attention to the fact that students transferring to pupil training having completed 104 weeks, must complete one month in the wards of a pupil nurse training school during one of any three months immediately preceding the written assessment.

(continued)

'C'

PUPIL TRAINING

TRANSFER FROM STUDENT

GNC REF:- 73/7/14

A student who has undergone not less than 52 weeks training for the General part of the Register, or the part of the Register for sick children's nurses, the reduction in training for the General part of the Roll shall be equal to the total number of weeks of training completed.

A student who has completed a minimum of 104 weeks training for one of the parts of the Register upon transferring to the appropriate pupil nurse training will no longer be required to make up outstanding compulsory experience.

PART 2

GENERAL NURSING

STUDENT TRAINING (G)

ASSESSMENTS - WARD BASED

GNC REF:- 69/4/3 & 71/6/15

The hospital is to assess the standard of practical skill and knowledge by a series of four assessments carried out between the 12th month of training and entry to the written part of the examination.

These are as follows:-

TEST 1 The carrying out of a procedure involving aseptic technique.

TEST 2 The administration of drugs; the carrying out of a "medicine round" in a ward.

TEST 3 The planning and carrying out of the nursing care required by a patient during a span of duty, a suitable part of this care to be observed by the examiner.

TEST 4 Communications and organisation.

For a ward or group of 10 - 12 patients:-

- (i) the writing of the ward report or keeping the record of the progress reports and the giving of this report when handing over at the end of a span of duty.
- (ii) giving a verbal report, to the examiner, on the lines of a report which would be made to a member of the medical staff.
- (iii) the organisation of the duties of the ward staff for a span of duty

In the event of a candidate failing any of these assessments two further attempts may be allowed; at least one week must elapse before re-assessing.

This allows a total of 3 entries for each of the four items.

(continued)

STUDENT TRAINING (G)

ASSESSMENTS - WARD BASED

GNC REF:- 69/4/3 & 71/6/15

The 4 tests need not be taken in the order a, b, c and d, as set out in Paper 69/4/3 and Paper 69/12/4 though c and d are those appropriate to the latter part of training. If a candidate is referred on one of the tests, this need not prevent her from entering for another part, providing she subsequently is successful in passing the referred test.

STUDENT TRAINING (G)

ASSESSMENTS - WARD BASED

- SHORTENED TRAININGS

GNC REF:- 74/6/13 AMENDED 74/8/14

For SRN, students must complete the following tests as in 69/4/3

Previous Qualifications	Length of Training	Week Eligible To Commence	Number of tests
NIL	156 wks	52	1; 2; 3; 4.
SEN (M) or (MS)	130 wks	36	2; 3 + 1; 4.
ORTHO.CERT OPHTH.DIP	130 wks	36	2; 3; 4.
SEN (G)	104 wks	26	2; 3; 4.
RMN/RNMS	78 wks	26	3 + 1; 4.
RSCN	78 wks	26	3; 4.

STUDENT TRAINING (G)

MALE NURSES - OBSTETRIC EXPERIENCE

GNC REF:- 74/8/18

The GNC, Central Midwives Board and the Council for the Education and Training of Health Visitors have now agreed that the length of the Obstetric course may be reduced to 8 weeks and may be offered to both men and women student nurses.

STUDENT TRAINING (G)

MINIMUM CLINICAL EXPERIENCE

GNC REF:- 69/4/3 & 74/8/18

156 WEEKS TRAINING

1. Allocation for each type of nursing experience should normally be for a maximum of 12 weeks and a minimum of 8 weeks unless otherwise stated.
2. Female nurses must gain experience in nursing of both male and female patients.
3. For male nurses the surgical experience must include genito-urinary nursing and a knowledge of the treatment of venereal diseases must be gained by attendance at clinics for 8 sessions.

EXPERIENCES

WEEKS

Medicine and medical specialties	24
Surgery and surgical specialties	24
Accident/emergency nursing	8 - 12
Operating theatre - minimum of 2 weeks	8 - 12
Psychiatric nursing OR	8 - 12
Geriatric nursing OR <u>any 2 of the 4</u>	8 - 12
Obstetric nursing OR	8 or 12
Community nursing	where possible 12

Only in special circumstances and with the approval of the Council should the programme be planned for periods of less than eight weeks.

STUDENT TRAINING (G)

MINIMUM CLINICAL EXPERIENCE

- SHORTENED TRAININGS

GNC REF:- 70/4/5

EXPERIENCE	RSCN	RMN	RNMS	SEN (G)	SEN (M) or (MS)	ORTHO OPHTH
Medicine and medical specialties	+	+	+	+	+	+
Surgery and surgical specialties	+	+	+	+	+	+
Accident / Emergency	+	+	+	see p2 70/4/5	+	Ophth
Care of children		+	+	ditto	+	
Operating theatre		14 days		ditto	+	see p2 70/4/5
Psychiatric or Geriatric nursing	1 of			not ger		+
Community care OR Obstetric nursing				1 of	1 of	+
NIGHT DUTY - Min (as applies in Southampton) Max	23	23	23	31	38	38
	67	67	67	94	114	114

STUDENT TRAINING (G)

EXPERIENCE IN VENEREOLOGY

GNC REF:- 69/4/3

.....a knowledge of the treatment of venereal diseases must be gained by attendance at clinics for 8 sessions.

PUPIL TRAINING (G)

ADMISSION TO THE ROLL BY EXPERIENCE

GNC REF:- 75/35

The Rules, 28, 29, & 30 of the Enrolled Nurses Rules, 1969 Statutory Instrument No 1764 require that the relevant period (at least 2 years) of supervised experience must have been completed by 1st January 1949.

If this is not the case it is pointless to encourage any person to apply. Acceptance should not be assumed since the nature of that experience, and current competence, must be evaluated.

PUPIL TRAINING (G)

ASSESSMENTS - WARD BASED

GNC REF:- 72/8/18

The practical part of the Assessment will consist of three patient centred situations; one to take place in a geriatric, one in a medical and one in a surgical care situation; either of the latter may be undertaken in a children's ward. These tests will be organised and conducted by the training schools.

Between them the three situations should be planned to cover a suitable spread of nursing care and skills. They should be patient centred and in each case the general care and comfort of the patient and any relevant observations and reporting/recording should be included. Other skills which should be included in one of the situations are long term or terminal care, communications with patients and possibly relatives, storage and administration of drugs, aseptic techniques, rehabilitation and preparation for returning home.

PUPIL TRAINING (G)

ASSESSMENT WRITTEN - ENTRIES

REF:-STATUTORY INSTRUMENTS 1973

Rule 17. ...if a candidate fails an examination for a second time she may be required to undergo further training for such a period not exceeding 13 weeks, as the Education Committee may decide, before being permitted to enter again for that examination.

PUPIL TRAINING (G)

MINIMUM CLINICAL EXPERIENCE

GNC REF:- December 1966

EXPREIENCE	2 YEAR	1 YEAR ORTHO CERT OPHTH DIP	
General medical nursing	8 weeks	8 weeks	
General surgical nursing	12 weeks	8 weeks	
Geriatrics	12 weeks	8 weeks	
Children's nursing	8 weeks	Nil	
OPD/Casualty/Theatre	8 weeks	Nil	
Night duty	Min 12 weeks Max 24 weeks	Max 12 weeks	
Ward Based Assessments	1; 2; & 3.	1; 2; & 3.	
Written examination	Yes	Yes	

PUPIL TRAINING (G)

MINIMUM CLINICAL EXPERIENCE

SHORTENED TRAININGS

GNC REF:- 72/8/18

SEE ALSO 'C' PUPIL TRAINING

GNC REF:- 73/2/7 page 10

PREVIOUS TRAINING	WEEKS	COMPULSORY EXPERIENCE	NUMBER OF TESTS	WEEK ELIGIBLE
Training completed for SRN / RSCN: passed all practical tests, failed written examination.	None	May apply for enrolment	None	
104 weeks SRN / RSCN training	None		Any three student or pupil Written	Discretion of school
52 weeks SRN / RSCN training	52	Compulsory experience outstanding	Any three student or pupil Written	13 wks
104 weeks M or MS	26	Medical Surgical	2 & 3 Written	Discretion of school
52 weeks M or MS	52	1. Medical 2. Surgical 3. Geriatrics 4. Children 3 & 4 if not in previous training	1; 2;3. Written	13 wks

PUPIL TRAINING (G)

EXPERIENCE IN VENEREOLOGY

GNC REF:- 70/6/10

.....whenever possible male pupil nurses should spend a minimum of 5 days attached to treatment centres providing they will be working under the direction of a Registered or Enrolled nurse or a Registered Medical Practitioner.

PART 3

PSYCHIATRIC NURSING

STUDENT TRAINING (M)

ASSESSMENTS - WARD BASED

GNC REF:- 72/8/27

Four tests to be taken - three attempts at each.

TEST 1

Administration of drugs.

TEST 2

The planning and carrying out of the nursing care required by a patient, or a group of patients, during a span of duty. A suitable part of this test to be observed by the examiner.

TEST 3

Communication and organisation:-

for a ward or group of 10 - 12 patients involving:-

- (a) The writing of the ward report or keeping the record of the progress and giving of this report when handing over at the end of a span of duty;
- (b) Giving a verbal report to the examiners, on the lines of a report which would be made to a member of the medical staff;
- (c) The organisation of the duties of the ward staff for a span of duty.

TEST 4

Ward teaching - the planning and informal teaching of an aspect of nursing care of a patient to a first year student or pupil nurse; a suitable part of this teaching to be observed by the examiner.

STUDENT TRAINING (M)

ASSESSMENTS - WARD BASED

GNC REF:- 75/11

QUALIFICATION - RMN

	PREVIOUS QUALIFICATION	LENGTH OF TRAINING	WEEK ELIGIBLE TO COMMENCE	NUMBER OF TESTS
	NIL	156	78	1; 2; 3; 4.
	SEN (G)	130	64	2 + drugs; 3; 4.
	SEN (M)	104	36	3; 4.
	SEN (MS)	104	36	2 + drugs; 3; 4
	SRN	78	36	2 + drugs; 4.
	RMN	52	26	2 + drugs; 4.

STUDENT TRAINING

COMMUNITY EXPERIENCE

GNC REF:- 72/8/25

..... and from January 1974 a minimum of 4 weeks community experience should become compulsory for all student nurses entering training for the parts of the Register for mental nurses and for nurses for the mentally subnormal.

Although it is desirable that pupil nurses gain experience in the community, this should be on an optional basis for the time being.

STUDENT TRAINING (M)

EXPERIENCE FOR FEMALE STUDENTS

GNC REF:- 69/10/4

Until October 1969 it was obligatory for female nurses in mental illness to have 17 months experience in female wards. For female nurses in mental subnormality it was 14 months.

69/10/4 states the principle that one third of the time must be spent with female patients and that the experience may be gained in female wards or mixed wards.

In subnormality one third of the above one third must be spent with adult female patients.

LENGTH OF TRAINING

MINIMUM EXPERIENCE

3 year course

1 year

18 months course

6 months

12 months course

4 months

STUDENT TRAINING (M)

MINIMUM CLINICAL EXPERIENCE

GNC REF:- 75/10

<u>EXPERIENCE</u>	<u>LENGTH OF TRAINING</u>			
	156	130	104	78
	WEEKS			
Short stay patients	24	24	16	16
Medium/long stay patients	24	24	16	16
Infirm/physically ill patients	12	-	-	-
Psycho-geriatric patients	12	12	8	8
Occupational Therapy / Industrial Therapy etc	12	12	8	8
Community experience	4	4	4	4
Night Duty	12	12	4	4

PUPIL TRAINING (M)

ADMISSION BY EXPERIENCE

GNC REF:- 75/35

The Rules, 28, 29 & 30 of the Enrolled Nurses Rules, 1969 Statutory Instrument No 1764 require that the relevant period at least 2 years of supervised experience must have been completed by 1st December 1967.

PUPIL TRAINING (M)

ASSESSMENTS - WARD BASED

GNC REF:- 72/8/20

One test in each of:- short stay, medium/long stay and geriatric.

TEST 1

Preparing and accompanying not more than 6 patients to a therapeutic activity. The assessor to be involved when applicable.

TEST 2

The nursing care of a physically ill or dependent patient over a span of duty, to include a physical nursing procedure as required by the patient. Should include some aspect of the administration of drugs.

TEST 3

The admission to the ward of a new patient and the subsequent care during a period of duty. Should include some aspect of the administration of drugs.

PUPIL TRAINING (M)

EXPERIENCE FOR FEMALE PUPILS

GNC REF:- 69/10/4

See STUDENT TRAINING (M) page 24

LENGTH OF TRAINING

MINIMUM EXPERIENCE

2 year course

9 months

1 year course

4 months

6 months course

2 months.

PUPIL TRAINING (M)

MINIMUM CLINICAL EXPERIENCE

GNC REF:- 72/12/37

<u>EXPERIENCE</u>	<u>WEEKS</u>
Admission and short stay patients	16
Medium and long stay patients This should include experience with patients who are able to work in the hospital and/or community	16
Physically ill patients	8
Geriatric patients	8
Occupational and/or industrial therapy	8
Night duty should not be less than the equivalent of 8 weeks during two years and not exceed 12 weeks in each year of training. The first period should not be before the completion of 6 months training.	

PUPIL TRAINING (M)

MINIMUM CLINICAL EXPERIENCE

SHORTENED TRAININGS

GNC REF:- 75/15 & 73/2/7

<u>PREVIOUS TRAINING</u>	<u>WEEKS TRAINING</u>	<u>COMPULSORY EXPERIENCE</u>	<u>NUMBER OF TESTS</u>	<u>WEEK ELIGIBLE</u>
Training completed for RMN. Passed all practical tests, failed written examination	NONE	NONE	May apply for enrolment	
Minimum of 104 weeks training for RMN	NONE		any 3 + written	Discret- ion of school
Minimum of 104 weeks training for SRN, RSCN or RNMS.	26	To be planned according to previous experience	1; 3. + written	Discret- ion of school
52 weeks RMN training	52	Balance of 104 weeks; to include outstanding experience	3 + written	13 wks
52 weeks SRN, RSCN or RNMS training	52	1. Adm/short stay 2. Med.L/stay 3. Geriatrics 4. OT/IT 5. Night duty 4 wks	3 + written	13 wks

NOTE. Tests may be credited from student training.

PUPIL TRAINING (M)

TRANSFER FROM STUDENT
GNC REF: - 73/7/14

A student who has undergone not less than 52 weeks training for the part of the register for mental nurses, the reduction in training for the part of the Roll for mental nurses shall be equal to the total number of weeks of training completed.

A student who has completed a minimum of 104 weeks training for one of the parts of the Register upon transferring to the appropriate pupil nurse training will no longer be required to make up outstanding compulsory experience.

PART 4

MENTAL SUBNORMALITY NURSING

STUDENT TRAINING (MS)

ASSESSMENTS - WARD BASED

GNC REF:- 72/8/27

See STUDENT TRAINING (M) page 22 for details of tests.

STUDENT TRAINING (MS)

ASSESSMENTS WARD BASED

GNC REF:- 75/11

QUALIFICATION RNMS

PREVIOUS QUALIFICATION	LENGTH OF TRAINING	WEEK ELIGIBLE TO COMMENCE	NUMBER OF TESTS
NIL	156	78	1; 2; 3; 4
SEN (G)	130	64	2 + drugs; 3; 4.
SEN (MS)	104	36	3; 4.
SEN (M)	104	36	2 + drugs; 3; 4
SRN	78	36	2 + drugs; 4.
RMN	52	26	2 + drugs; 4.

STUDENT TRAINING (MS)

COMMUNITY EXPERIENCE

GNC REF:- 72/8/25

See STUDENT TRAINING (M) page 23.

STUDENT TRAINING (MS)

EXPERIENCE FOR FEMALE STUDENTS

GNC REF:- 69/10/4

See STUDENT TRAINING (M) p 24 for details of minimum experience.

STUDENT TRAINING (MS)

MINIMUM CLINICAL EXPERIENCE

GNC REF:- 70/11/13

EXPERIENCE	LENGTH OF TRAINING WEEKS			
	156	130	104	78
Newly admitted patients	12	12	8	8
Subnormal and/or severely subnormal adults	12	12	8	8
Subnormal and/or severely subnormal children	12	12	8	8
'A'. Physically handicapped. 'B' Physically sick	12	12	8	8 'A'
School training methods	12	12	8	8
Occupational therapy and/or Industrial therapy	12	12	8	8
Night duty - minimum equivalent	12	12	8	8
Community	4	4	4	4

PUPIL TRAINING (MS)

ADMISSION BY EXPERIENCE

GNC REF:- 75/35

See PUPIL TRAINING (M) page 25

PUPIL TRAINING (MS)

ASSESSMENTS - WARD BASED

GNC REF:- 72/8/20

One test in each of:- adult, children and physically handicapped.

TEST 1

Preparing and accompanying not more than 6 patients to a training activity. The assessor to be involved when applicable.

TEST 2

The nursing care of a physically ill or dependent patient over a span of duty, to include a physical nursing procedure as required by the patient.

TEST 3

Organising a play situation for a group of children which may involve other personnel.

PUPIL TRAINING (MS)

EXPERIENCE FOR FEMALE PUPILS

GNC REF:- 69/10/4

See STUDENT TRAINING (M) p 24 and PUPIL TRAINING (M) for minimum experience.

PUPIL TRAINING (MS)

MINIMUM CLINICAL EXPERIENCE

GNC REF:- 72/12/37

EXPERIENCE

WEEKS

Newly admitted patients	8
Subnormal and/or severely subnormal adults	8
Subnormal and/or severely subnormal children	8
Physically handicapped and/or physically sick patients	8
School training methods	8
Occupational and/or industrial therapy	8
Night duty should not be less than the equivalent of 8 weeks during two years and not exceed 12 weeks in each year of training. The first period should not be before the completion of 6 months training.	

PUPIL TRAINING (MS)

MINIMUM CLINICAL EXPERIENCE

SHORTENED TRAININGS

GNC REF:- 75/13 & 73/2/7

PREVIOUS TRAINING	WEEKS TRAINING	COMPULSORY EXPERIENCE	NUMBER OF TESTS	WEEKS ELIGIBLE
Training completed for RNMS; passed all practical tests failed written	NONE	May apply for enrolment.		
Minimum of 104 weeks for RNMS	NONE		3 + written	discretion of school
Minimum of 104 weeks for SRN: RMN: or RSCN.	26	To be planned according to previous training	1; 3.	discretion of school
Minimum of 52 weeks RNMS training	52	Balance of 104 weeks to include outstanding compulsory experience.	3 + written	13 weeks
Minimum of 52 weeks SRN: RSCN OR RMN training	52	1. Care of adults 2. School training methods 3. Care of children 4. OT / IT 5. Nights - 4 weeks	3 + written	13 weeks

PUPIL TRAINING (MS)

TRANSFER FROM STUDENT

GNC REF:- 73/7/14

See PUPIL TRAINING (M) page 27 for details which are identical.

APPENDIX 'A'

CHRONOLOGICAL LIST OF CIRCULARS QUOTED

ABBREVIATIONS USED

S = STUDENT

P = PUPIL

(G) = GENERAL TRAINING

(M) = PSYCHIATRIC TRAINING

(MS) = SUBNORMALITY TRAINING

GNC REFERENCE	TITLE	PAGE	S or P	TYPE
63/3/letter	Introductory Course - entry to	3	S	all
63/3/letter	" " - sickness	4	S	all
64/11/letter	Status of Enrolled Nurse	12	P	all
65/6/letter	Sick leave	6	S	all
66/6/letter	Break in training	8	P	all
66/6/letter	Compassionate leave	8	P	all
66/6/letter	Maternity leave	9	P	all
66/6/ EX/LF/VK	Introductory Course - sickness	9	P	all
66/12/letter	Minimum clinical experience	19	P	G
EX/68/10/8	Reduced training - date of entry	5	S	all
69/4/3	Assessments - ward based	14 & 15	S	G
69/4/3	Minimum clinical experience	16	S	G
69/4/3	Night duty	4 & 5	S	all
69/4/3	Secondments	6	S	all
69/4/3	Experience in venereology	17	S	G
69/10/4	Experience - female students	24	S	M
69/10/4	" " "	28	S	MS
69/10/4	Experience - female pupils	25	P	M
69/10/4	" " "	30	P	MS

GNC Reference	TITLE	Page	S or P	Type
70/4/5	Minimum clinical experience shortened trainings	17	S	G
70/6/10	Experience in venereology	21	P	G
70/11/13	Minimum clinical experience	29	S	MS
70/12/letter	Transfer from student	12 & 13	P	all
71/1/3	Completion on part time basis	3	S	all
71/6/15	Assessments - ward based	14 & 15	S	G
71/7/19	Part time - number of weeks	11	P	all
71/12/27	Overtime	2	S & P	all
72/2/letter	Part time assessments	11	P	all
72/8/15	Trades Union Stewards	2	S & P	all
72/8/27	Assessments	22 & 28	S	M& MS
72/8/18	Assessments - ward based	18	P	G
72/8/18	Minimum clinical experience shortened trainings	20	P	G
72/8/20	Assessments - ward based	25	P	M
72/8/20	" " "	30	P	MS
72/8/25	Community experience	23	S	M
72/8/25	" "	28	S	MS
72/12/37	Minimum clinical experience	26	P	M
72/12/37	" " "	30	P	MS
73/2/7	Minimum clinical experience shortened trainings	10	P	all
73/2/7	" " "	26	P	M
73/2/7	" " "	31	P	MS
73/7/14	Assessments- number of entries	7	P	all
73/7/14	Transfer from student	13	P	G
73/7/14	" " "	27	P	M
73/7/14	" " "	31	P	MS

GNC REFERENCE	TITLE	PAGE	S or P	TYPE
74/6/13 AMENDED 74/8/14	Assessments - ward based shortened trainings	15	S	G
74/8/18	Male nurses - obstetrics	16	S	G
74/8/19	Abortion Act - conscience clause	1	S & P	all
74/12/EX/M9 EN/letter	Reciprocal registration	5	S	all
75/10	Minimum clinical experience	24	S	M
75/11	Assessments - ward based	22&23	S	M
75/11	" " "	28	S	MS
75/15	Minimum clinical experience shortened trainings	26	P	M
75/15	" " "	31	P	MS
75/14	Assessments - entries to	7	P	all
75/14	" - recording of	7 & 8	P	all
75/29	The Newly Registered Nurse	4	S	all
75/35	Admission by experience	18	P	G
75/35	" " "	25	P	M
75/35	" " "	30	P	MS
76/20	Assessment - number of entries	7	P	all
76/20	Shortened trainings - entry to assessment (written)	11	P	all
76/26	Direct entry to Roll	9	P	all
STATUTORY INSTRUMENTS 1973	Assessments - number of entries to written	18	P	G

INDEX

TITLE	GNC REFERENCE	S or P	TYPE	PAGE
Abortion Act - conscience clause	74/8/19	S & P	all	1
Admission by experience	75/35	P	all	18,25&30
ASSESSMENTS - ward based	69/4/3	S	G	14 & 15
" " "	71/6/15	S	G	14 & 15
" " "	72/8/18	P	G	18
" " "	75/11	S	M	23
" " "	75/11	S	MS	28
" " "	72/8/20	P	M & MS	25&30
" " "	72/8/27	S	M & MS	22&28
" " "	74/6/13	S	G	15
" " " entries to	75/14	P	all	7
" " " " "	76/20	P	all	7
" - written " "	Statutory Instruments 1973	P	G	18
" - part time	72/2/letter	P	all	11
" - recording of	75/14	P	all	7 & 8
Break in training	66/6/letter	P	all	8
Compassionate leave	66/6/letter	P	all	8
Completion on part time basis	71/1/3	S	all	3
Community experience	72/8/25	S	M	23
" "	72/8/25	S	MS	28
Direct entry to Roll	76/26	P	all	9
Experience - female students	69/10/4	S	M & MS	24 & 28
" " pupils	69/10/4	P	M & MS	25 & 30
" - venereology	69/4/3	S	G	17
" - " pupils	70/6/10	P	G	21

TITLE	GNC REFERENCE	S or P	TYPE	PAGE
Introductory Course - entry to	63/3/letter	S	all	3
" " - sickness	63/3/letter	S	all	4
" " "	66/6/EX/LF/VK	P	all	9
Male nurses - obstetrics	74/8/18	S	G	16
Maternity leave	66/6/letter	P	all	9
Minimum clinical experience	69/4/3	S	G	16
" " "	75/10	S	M	24
" " "	70/11/13	S	MS	29
" " "				
shortened trainings	70/4/5	S	G	17
Minimum clinical experience	66/12/letter	P	G	19
" " "	72/12/37	P	M	26
" " "	72/12/37	P	MS	30
" " "				
Shortened trainings	73/2/7	P	G	20
" " "	73/2/7	P	all	10
" " "	73/2/7	P	M	26
" " "	75/13	P	M	26
" " "	73/2/7	P	MS	31
" " "	75/13	P	MS	31
The newly Registered Nurse	75/29	S	all	4
Night duty	69/4/3	S	all	4 & 5
Overtime	71/12/27	S & P	all	2
Part time - number of weeks	71/7/19	P	all	11
Reciprocal Registration	74/12/EX/M9/ EN/letter	S	all	5

TITLE	GNC Reference	S or P	Type	Page
Reduced training - entry	EX/68/10/8	S	all	5
Secondments	69/4/3	S	all	6
Shortened trainings - entry to written assessment	76/20	P	all	11
Sick leave	65/6/letter	S	all	6
Status of Enrolled Nurse	64/11/letter	P	all	12
Trades Union Stewards	72/8/15	S & P	all	2
Transfer from student	70/12/letter	P	all	12 & 13
" " "	73/7/14	P	G	13
" " "	73/7/14	P	G	27
" " "	73/7/14	P	G	31

ACKNOWLEDGEMENTS

My sincere thanks are due to Barbara Scammell, Nursing Officer, Department of Health and Social Security, for her encouragement in using the handbook at the workshop for Allocation Officers at Harrogate in April 1978.

Thanks are due also to Sheila Garrett, formerly Senior Tutor, King's Fund College.

Lastly, I would like to thank Tony Smith, Director of Nurse Education, Southampton University Hospitals Combined School of Nursing, whose encouragement and advice have been invaluable.



