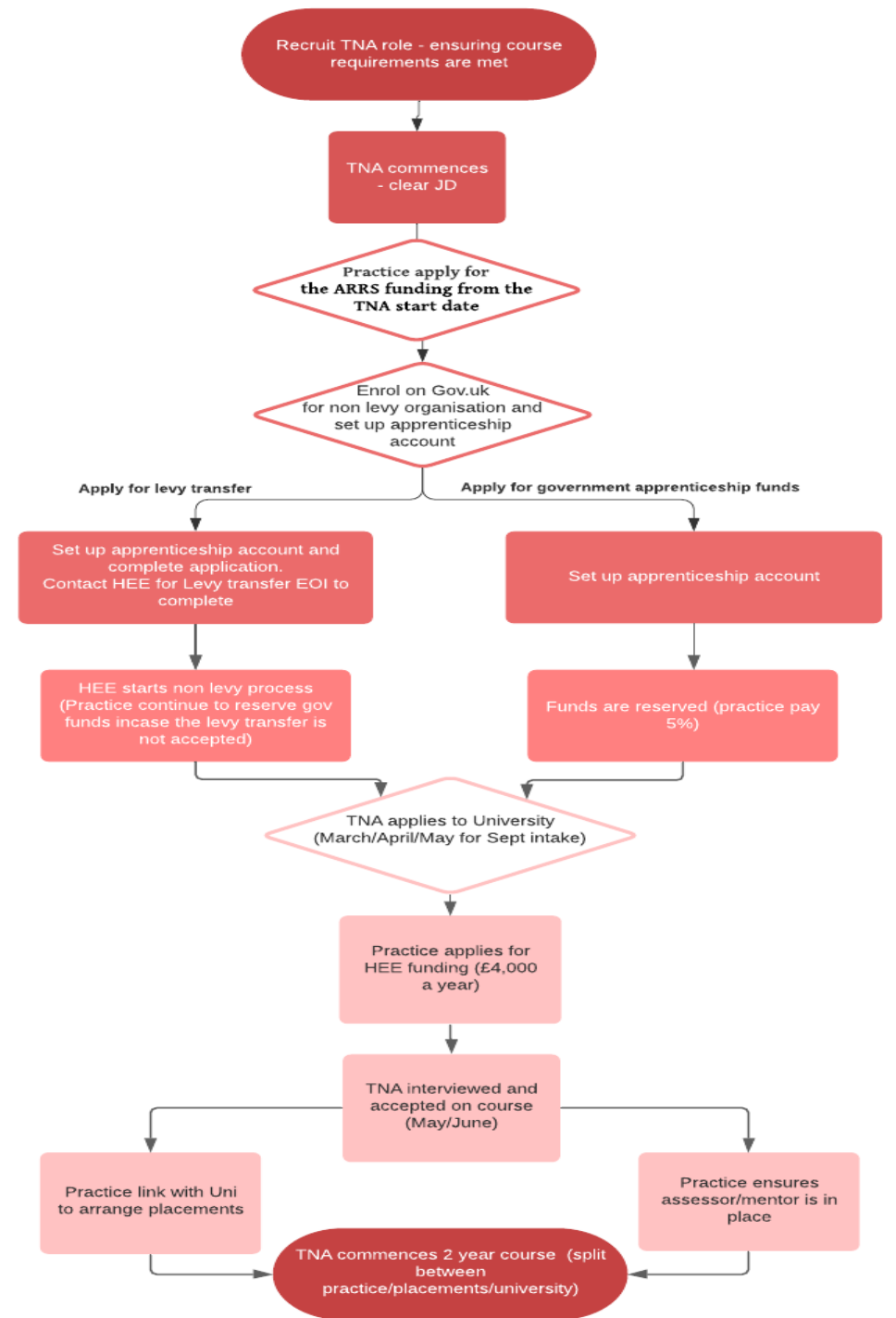


Trainee Nurse Associate (TNA) Role In General Practice

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Trainee Nurse Associate (TNA) Flowchart



Network Contract Directed Enhanced Service Additional Roles Reimbursement Scheme Guidance

PCN Additional Roles Reimbursement Scheme - TNA

The Trainee Nurse Associate Role is now included within the PCN Additional Roles Reimbursement Scheme at AFC Band 3 – £19,737 - £21,142 (2020/21)

It is reasonable for practices to appoint a TNA from the 1st April 2021 to enable an application to be made to the chosen university provider by the deadline of May 2021

For an individual to make an application to the university they must have an employer who confirms their support for the application

This allows for induction in the practice and any further training requirements to be met

Any TNA appointed must be supported to apply for a position at the next available cohort start date (September 2021)

The practice can therefore claim for the ARRS funding from the start date should they have their practice fair share allocation of the PCN funding available (AFC Band 3)

For SC&VR GP Alliance – please contact Lisa Taylor, Business Manager – lisa@howbeckhealthcare.co.uk for further information

Once the individual has completed the two year course, a Nurse Associate salary then increases to AFC Band 4 – £21,892 - £24,157 (2020/21) this can also be funded via the ARRS scheme utilising the practice fair share allocation of their PCN funding.



Network Contract Directed Enhanced Service Additional Roles Reimbursement Scheme Guidance

- Investment and Evolution: A five-year framework for GP contract reform to implement the NHS Long Term Plan general practice
- The Network Contract DES went live on 1 July 2019
- Funding is made available to PCNs through a new Additional Roles Reimbursement Scheme
- Growing additional capacity through new roles, and by doing so, help to solve the workforce shortage in general practice
- Reimbursement through the new Additional Roles Reimbursement Scheme will only be for demonstrably additional people

Role	Indicative AfC band	Annual maximum reimbursable amount per role (2020/21)	Maximum reimbursable amount per month (2020/21)
Trainee Nurse Associate	3	£25,671.00	£2,139.25

Eligibility to participate in the Network Contract DES



a. the practice must hold a primary medical services contract;



b. the practice has a registered list of patients; and



c. the practice's primary medical services contract must require the practice to offer in-hours (essential services) primary medical services.

The Practice must ensure the employed TNA:



Is working towards completion of the Nursing Associate Apprenticeship programme;



Has a minimum of GCSE Maths and English at grade 9 to 4 (A to C) or Functional Skills Level 2 in Maths and English;



Is enrolled on a foundation degree awarded by a Nursing and Midwifery Council (NMC) - approved provider over a 2-year period (Chester/Keele University offer courses locally).

CQC's Guidance on the Nursing Associate



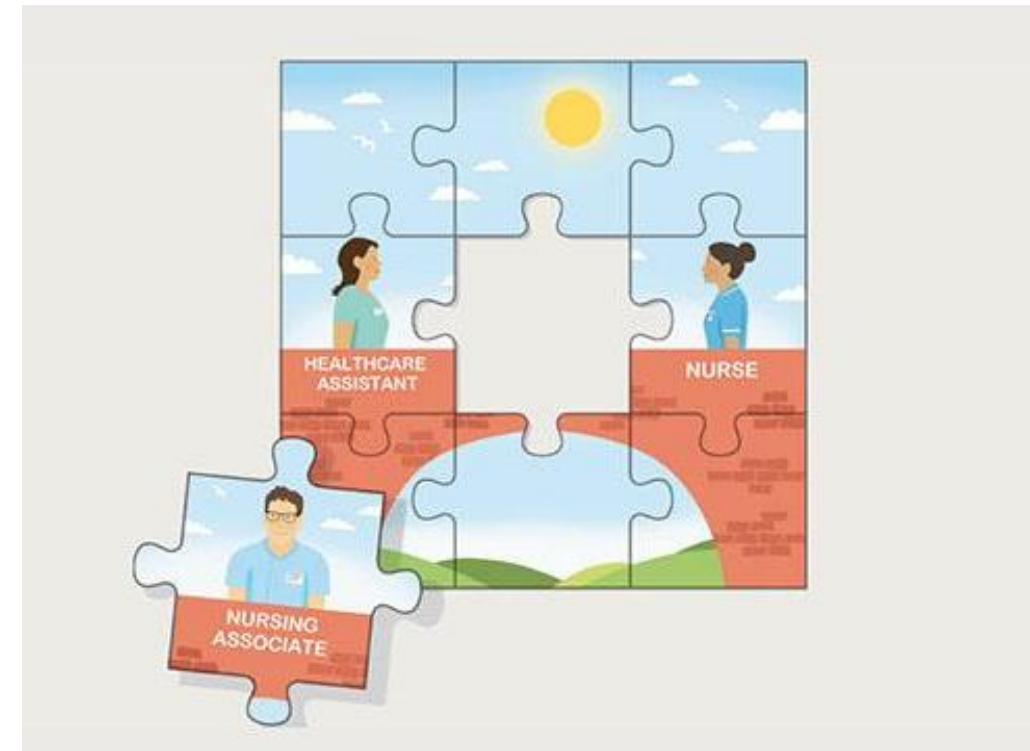
- From January 2019, the new role of nursing associate will be reflected in every aspect of CQC's regulation:
- When we register a provider, we will consider its understanding of deploying nursing associates.
- When we monitor and review provider information returns, we will look at nursing associates in workforce deployment.
- On inspection, we will want to see evidence that providers have adopted a systematic approach to deploying nursing associates, ensuring that they have considered the risks to the quality and safety of care for people who use services. Ref: Briefing for providers: Nursing associates Care Quality Commission January 2019

https://www.cqc.org.uk/sites/default/files/20190123_briefing_for_providers_nursing_associates_0.pdf

Trainee Nursing Associate (TNA)

What is a nursing associate?

- Nursing associates work with healthcare support workers and registered nurses to deliver care for patients and the public.
- Nursing Associates are members of the Nursing team, who have gained a Nursing Associate Foundation Degree awarded by a Nursing and Midwifery Council (NMC) approved provider.
- Able to perform more complex and significant tasks than a Healthcare Assistant but not the same scope as a graduate Registered Nurse.
- Nursing associates work across all four fields of nursing: adult, children's, mental health, and learning disability. Your skills and responsibilities will vary, depending on the care setting you work in.



A Regulated Role

<https://www.healthcareers.nhs.uk/explore-roles/nursing/roles-nursing/nursing-associate>



The role has been introduced to help build the capacity of the Nursing workforce and the delivery of high-quality care, while supporting Nurses and wider multidisciplinary teams to focus on more complex clinical duties.



The nursing associate role is regulated in England by the Nursing and Midwifery Council (NMC).



The title nursing associate (from 28 January 2019) is protected in law in England and only those qualified and registered as nursing associates will be able to use this title.

Apprenticeship Scheme – Higher Education Institute (HEI)

How the apprenticeship works



The Trainee Nurse Associate (TNA) is employed by the practice



TNAs will be recruited and selected by the employer, training is agreed with an Higher Education Institute (HEI) who is on the register of apprenticeship training providers (locally HEI's are Chester and Keele University)



The TNA enrolls onto an NMC approved programme (available at Chester or Keele University locally)

Trainee Nursing Associates

- The programme will prepare Trainee Nursing Associates to work with people of all ages and in a variety of settings within Health and Social Care.
- The role also provides a progression route into graduate-level Nursing.



Practice Eligibility and Criteria. A practice must:

- Allocate a named formal mentor/assessor and supervisor under the new NMC standards who is active and up-to-date on the NMC mentor register.
- A defined role for the new member of staff to carry out as an apprentice TNA.
- Be able to provide a good quality learning environment which involves the whole practice team providing a positive supportive culture of learning.
- Release the TNA for placements and attendance at the HEI (2300 hours of protected learning time).



Placements - Trainee Nursing Associates are required to undertake clinical placements in settings other than their primary place of employment.

There is a need for trainee nursing associates to:

- Experience placements in each of the three health and care settings (at home, close to home and in hospital).
- Exposure across all four fields of nursing (adult, mental health, learning disability and child) to gain experience across the lifespan.
- The University of Chester employs a hub and spoke model of placements alongside integrated learning, where Trainee Nursing Associates split their time between their primary place of employment and spoke placements, to broaden their skills and experience and maximise their learning opportunities.
- Keele University will assist the practice to find suitable placement opportunities for the TNA in other settings through their network of contacts.

Placements – It is important to note that TNAs will spend a large proportion of their time out of Practice, either at University or on a placement. This is an example of the first trimester in Year 1

Month		January				February				March				April				
Date		6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27
Uni Week		24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Prog Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Jan-20	M	IND (P)	IND B (INITIAL MEET)	B - Initial meet	B	B	S	S	S	S	S	S	B	B	B	TSN	A/L	A/L
	T	IND (P)	IND B	B	B	B	S	S	S	S	S	S	B	B	B	TSN	A/L	A/L
	W	IND (T)	U	U	U	U	U	U	U	U	U	U	U	U	U	U	A/L	A/L
	T	U	IND B	B	B	B	S	S	S	S	S	S	B	B	B	TSN	A/L	A/L
	F	U	IND B	TSN	TSN	TSN	S	S	S	S	S	S	TSN	TSN	TSN	TSN	A/L	A/L

B = Base placement. This is when your apprentice TNA is working at their base and in the numbers, as usual. Following theory and supernumerary spoke experience it is expected that the TNA will bring back new knowledge which they will use in their base to consolidate their new learning.

TSN = whilst in base placement the TNA apprentice will have one day per week (chosen by yourself as the employer) where they are supported with their application of theory into practice. They will also be required to complete university homework such as directed reading, assignment writing and research. They could also be in practice undertaking activities such as following a patient journey, observing a specific clinical task, practicing skills or attending in-hours training.

S = Spoke. This is where the TNA apprentice is away from their place of employment and is on a series of supernumerary placements that exposes them to all four fields of nursing, at home, close to home and in-hospital as well as across the age continuum. These spoke placement are organized by the University of Chester. TNA apprentices will be required to travel to these organised spoke placements and follow the spoke shift pattern system.

U = University day. TNA apprentices are required to attend University teaching one day per week. It is the same day for both years. The University of Chester offers a blended approach to teaching and this is through synchronous and asynchronous online learning and teaching, face to face teaching and directed learning.

A/L = Holiday. These are planned holidays by the University. There are 6 planned weeks as part of the programme. If your apprentice has less than this, the final weeks of annual leave will be replaced by consolidation extra time. If your apprentice has more than 6-week's annual leave, there is opportunity to take this within the final month of consolidation/retrieval.

Core requirements of the TNA programme:



All trainee Nursing Associates must meet the following:



Full time employment (37.5hrs). No element of the programme may be undertaken in the learner's own time



To undertake 2300 hours of protected learning time, over the course of the programme



Including 460 external placement hours and 460 hours of academic study (equivalent of 1 study day and 1 placement day per week)



Placements are primarily the responsibility of the employer to arrange across each of the three health and care settings (at home, close to home and in hospital)



To gain experience across all fields of nursing and across all the lifespan



The trainee will need an NMC registered practitioner as an assessor/mentor to support them throughout the training

Chester University application and entry requirements



University of
Chester

- The University of Chester requires the following as a prerequisite for interviewing:
- Maths and English GCSE grade C or above; GCSE grades 4 or above; Functional Skills Level 2

and one of the following:

- NVQ Level 3 in Care or related subject.
- A/S Level: Two A/S Levels, one of which must be in an appropriate subject area.
- A Levels: One A Level in an appropriate subject area.
- AVCE or BTEC National Diploma.
- Access: A pass from an appropriate kite-marked access course.
- 5 GCSEs at Grade C or above, including English Language.
- Portfolio of evidence which demonstrates ability/ potential to work and study at Level 4.

Keele University application and entry requirements



Keele
University

- **Entry Requirements GCSE grades 9 to 4 (equivalent to A* to C) in English and Maths (or Functional Skills equivalent).**
- **Some experience in a care setting.**

Other nearby Higher Education Institute's offering the course

For a full list please see:

[Approved programmes - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk/approved-programmes/)

Approved education institution	Course	Academic Level
Manchester Metropolitan University	FdSc Health and Care Practice (nursing associate)	Level 5
University of Bolton	FdSc Nursing Associate	Level 5
University of Worcester	FdSc Nursing Associate	Level 5
Staffordshire University	FdSc Nursing Associate	Level 5
University of Chester	FdSc Nursing Associate	Level 5
University of Derby	FdSc Nursing Associate	Level 5
Edge Hill University	FdSc Nursing Associate (apprentice)	Level 5
Edge Hill University	FdSc Nursing Associate (direct entry)	Level 5
Birmingham City University	FdSc Nursing Associate (Higher Apprenticeship)	Level 5
University of Derby	FdSc Nursing Associate Apprenticeship	Level 5
Coventry University	FdSc Nursing Associate Direct Entry Full Time	Level 5
Keele University	Foundation degree (FdSci) nursing associate apprenticeship	Level 5
University Of Wolverhampton	Foundation Degree (Sci) Nursing Associate	Level 5
University Of Wolverhampton	Foundation Degree (Sci) Nursing Associate Apprenticeship	Level 5
The Open University	Foundation Degree in Nursing Associate practice	Level 5
The Open University	Foundation Degree in Nursing Associate Practice (Apprenticeship)	Level 5
De Montfort University	Foundation Degree in Science: Nursing Associate (Nursing Associate apprenticeship)	Level 5
Birmingham City University	Foundation Degree Nursing Associate	Level 5
Coventry University	Foundation Degree Nursing Associate	Level 5
Nottingham Trent University	Foundation Degree Nursing Associate	Level 5
Liverpool John Moores University	Foundation Degree Science in Apprenticeship Nursing Associate	Level 5
University of Salford	Foundation degree Science nursing associate (apprentice route)	Level 5
University of Salford	Foundation degree Science nursing associate (direct entry route)	Level 5
University of Worcester	Nursing Associate Apprenticeship	Level 5

What does the TNA course cover?

- Person-centred approach to care
- Professional values
- Delivering Nursing Associate care – new knowledge and skills
- Communication and interpersonal skills
- Duty of care, candour, equality and diversity
- Medicines Management
- Health and Wellbeing
- Leadership The programme is underpinned by the Health Education England Education Framework for Nursing Associates
- The NMC Standards for Nursing Associates
- Apprenticeship Standard for Nursing Associates
- NMC Pre-registration Nursing Standards up to the first half of a Nursing programme. The programme has a very practical approach to knowledge, skills and behaviours development, and the modules and module assessments reflect the practical nature of the role, while ensuring competence.

Practice Support

Practice support: HowbeckHow2



The Practice must support the TNA through their apprenticeship and employment.

This includes:

- Providing a clear job description
- Providing full training and induction
- Identifying a mentor in practice
- Identifying an assessor
- Being aware of when the TNA will be in practice and when the TNA will be at University/on a placement – supporting the TNA during their placements
- Providing training on Primary Care IT systems used in the practice (e.g. EMIS, AccuRx, Docman) – full training can be accessed via Howbeck How2
- Providing access to training resources/support (can be accessed via Howbeck How2)

HowbeckHow2

HowbeckHow2 is a website aimed at everyone working in General Practice both clinical and non-clinical, wanting to learn new or simply refresh their IT skills.

HowbeckHow2 delivers informative, contextual videos to support you and your team with optimising the use of IT systems in General Practice.

<https://www.howbeckhealthcare.co.uk/howbeckhow2-2/>

Practice support and supervision



- The support, supervision, learning and assessment provided must comply with the NMC standards framework for nursing and midwifery supervision and assessment.
- It is the employer's responsibility to assign suitably qualified practice assessors and supervisors.
- The HEI's will assign the Academic Assessor.
- Keele University will offer training to individuals to undertake assessment/supervise.
- Chester University will provide workbooks for information.
- Trainee Nursing Associates are required to undertake clinical placements in settings other than their primary place of employment.
- All students require a level of supervision that enables them to learn and safely achieve proficiency and autonomy in their professional role.
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Supervisors and Assessors

Supervisors

- Trainee Nursing Associates can be supervised by an NMC-registered nurse, midwife or nursing associate, or by any other registered health and social care professional.
- Supervisors will serve as role models for safe and effective practice and are expected to contribute to the record of achievement.
- The Practice Supervisor cannot simultaneously be an assessor for the same student. There is a requirement for a self-declaration by the Practice Assessor which is kept by the employer.
- There are a range of self-directed learning resources situated on the front page of the OPARE website to ensure an understanding of the role. These can be accessed here: <https://onlinepare.net/>

Assessors

- The assigned Practice Assessor must be an NMC Registered Nurse or Nursing Associate with appropriate equivalent experience for the student's field of practice.
- Practice Assessors conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning.
- There is a requirement for a self-declaration by the Practice Assessor which is kept by the employer.
- There are a range of self-directed learning resources situated on the front page of the OPARE website to ensure an understanding of the role. These can be accessed here: <https://onlinepare.net/> Apprentices may need additional support in the initial stages, but this is likely to decrease as their skills and confidence grow.

TNA Apprenticeship Funding

TNA Course Cost/Funding

- Course costs are approx. £7500 per year (2 year course = £15,000)
- Funding for the course fee depends on if you are an employer who pays the Levy/receiving transfer of funds from a levy payer (course is free) or accessing non levy funding (practice pays 5% of the course fees over the two year programme £750 in total)
- Accessing a Levy Transfer – covers 100% of the Apprenticeship training costs. HEE will source this for you on completion of a levy transfer EOI form
- [How to register and use the apprenticeship service as an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-register-and-use-the-apprenticeship-service-as-an-employer)

How funding works if you do not pay the apprenticeship levy

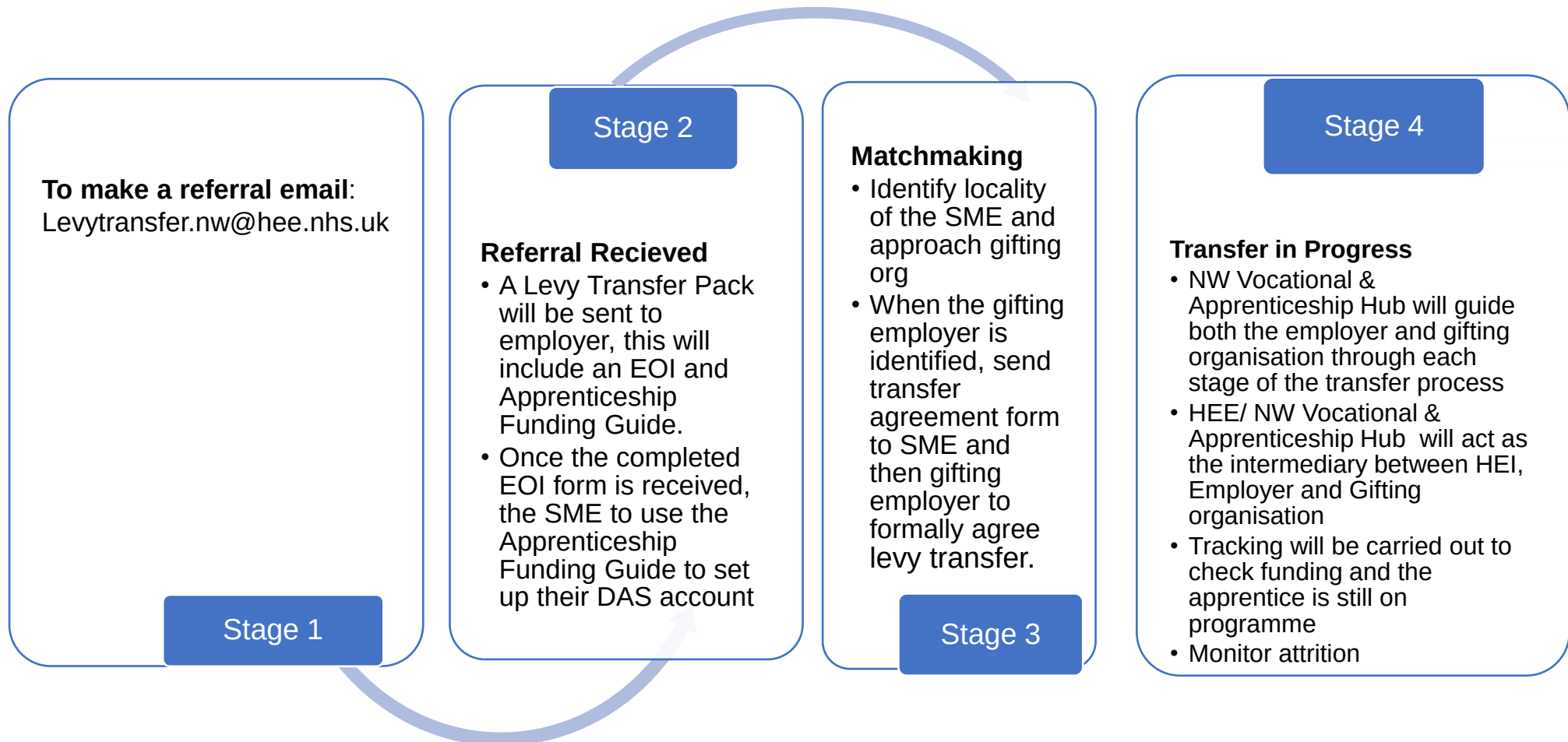
- Smaller employers in the North West, who do not pay the apprenticeship levy can accessing a Levy Transfer – covers 100% of the Apprenticeship training costs. HEE NW will source this for you on completion of a levy transfer EOI form.
- Securing and setting up a Levy transfer is a lengthy process and you must have funds in place before the students enrol as these processes cannot be applied retrospectively. Any enquires: LevyTransfer.NW@hee.nhs.uk
- Or smaller employers can share the cost of training and assessing their apprentices with the government. This is called 'co-investment'. For new apprenticeships starting on or after 1 April 2019 you pay 5% (total of £750 over 2 year course) towards the cost of apprenticeship training. The government will pay the rest (95%) up to the [funding band maximum](#). (£15,000 limit for the TNA role)
- <https://www.gov.uk/guidance/manage-apprenticeship-funds>

Accessing funding for course fees

- From January 2020 employers who do not pay the apprenticeship levy will be able to create accounts on the apprenticeship service and begin arranging their own apprenticeships (this includes using the levy transfer).
- Employers will be able to apply and reserve access to funding for apprenticeship training and assessment/apply for levy transfer.
- What you need to know:
- Which apprenticeship standard the apprentice will be doing (ST0827)
- What month the apprenticeship training will start (Sept 2021)
- Instructions on how to use the apprenticeship service to create an apprenticeship service account, make reservations and commitments, and more can be found on gov.uk.

<https://www.gov.uk/guidance/manage-apprenticeship-funds>

The Vocational Learning & Apprenticeship Hub based in the NW are working with a number of large levy paying Organisations who are able and willing to support Levy Transfers to SMEs – Referral Process



HEE Additional Funding

Health Education England Funding to support employers

There are two funding streams (with an enhanced offer to support trainees that spend at least 50% of the programme in a Learning Disabilities setting)

Standard funding offer

The present funding per Trainee Nursing Associate is £8,000 in total, paid in instalments over the 2 years, this is to support both the trainee e.g. travel expenses, uniforms, IT equipment and the nursing workforce development more broadly. There is an anticipation that it will help to prepare the workforce for the deployment of nursing associates.

Enhanced Learning Disabilities offer

For those trainees who can evidence that they spend 50% of their time, while on programme, in a Learning Disabilities setting the total package of funding is £7,900 per annum and can be used to support the release of staff.

Expectations from HEE – the funding supports the implementation and development of the Nursing Associate role; HEE may require interaction with TNA employers in relation to data returns and quality assurance of the programme.

The present funding per Trainee Nursing Associate is £8000, currently paid in 2 payments of £4,000 at the beginning of each academic year to support Nursing workforce development and CPD (the payment method may change in 2021/22). This funding cannot be used to pay for salary support, however the funds can cover mentoring, support, travel expenses or uniforms.

How are the HEE funds paid?

www.hee.nhs.uk

- Details will be given on commencement of the programme by HEE.
- The funding is paid in instalments on receipt of invoice directly to the employer.
- For employers that are not signed up to the local HEE learning and development agreement (LDA) a contract will need to be raised and signed to enable access to the funding

The present funding per Trainee Nursing Associate is £8000, paid in 2 payments of £4,000 at the beginning of each academic year to support Nursing workforce development and CPD. This funding cannot be used to pay for salary support, however the funds can cover mentoring, support, travel expenses or uniforms.

Standards of Proficiency

Standards of Proficiency for Nursing Associates (NMC, 2018)

- Nursing & Midwifery Council (NMC) The NMC has developed and published standards of proficiency for Nursing Associates (NMC, 2018).
- These standards set out the knowledge, competencies, professional values and behaviours expected of a Nursing Associate at the point of registration. They will help employers to understand what Nursing Associates can contribute to patient and service-user care.
- As an employer, these standards can help you to make decisions about whether and how to use the role within your organization for the benefit of patient care.

Standards of Proficiency

The standards of proficiency are set out in six platforms:

1. Being an accountable professional
2. Promoting health and preventing ill health
3. Provide and monitor care
4. Working in teams
5. Improving safety and quality of care
6. Contributing to integrated care

For further information contact:

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