



BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



# YOUR JOINING INSTRUCTIONS



Welcome to Buckinghamshire New University!

We are looking forward to you joining our **BSc (Hons) Nursing (Adult) with NMC Registration** course in January.

At BNU we pride ourselves on the support we offer our students to succeed in their academic learning and on creating graduates ready for employment. This pack has been created by the BNU Welcome Team and your course leader, Geoffrey Amoateng, to provide you with information that you will need for a successful start at BNU. Please read it carefully before you join us.

Your Welcome Days will take place **Thursday 4<sup>th</sup> January, 12.30pm – 5pm** and **Friday 5<sup>th</sup> January, 9.30am – 4pm at our Uxbridge Campus**. You are expected to attend both days and we are currently putting together a detailed timetable of activities to prepare you for studying at BNU. In the meantime, as further plans are put into place regarding how you will join BNU and your Welcome activity, we will add details to the welcome area of our website. Please follow the [Welcome area](#) link to check the site regularly. This ensures you will have the most up-to-date information available.

On the **9<sup>th</sup> and 10<sup>th</sup> January** we will be running Academic Orientation Days online to further prepare you for your studies and you will be provided with further information about these nearer the time.

## **ABOUT YOUR COURSE**

We are looking forward to welcoming you in January. The academic year runs from January to December, including various clinical practice placements and all teaching activities will take place at our Uxbridge campus.

The pre-registration nursing programme is an attendance-based course; in order to be eligible to be entered on to the Register of the Nursing and Midwifery Council (NMC) on successful completion, you must complete the minimum number of hours required of both theoretical and practice learning. This is a total of 4600 hours, comprising 2300 theory hours & 2300 practice hours. Attendance for theory is normally Monday through to Friday, from 9am through to 5pm, but may also extend to 6pm. Practice learning attendance times may vary to reflect the 24-hour, 7-day week nature of the Registered Nurse's work. You are likely to work a variety of shift patterns during your practice e.g. morning, evening, long days, nights and weekend shifts.

## **PERSONAL TUTOR**

You will be assigned to a tutor group and will have a Personal Tutor to support you for the duration of your course. You will be informed of your tutor group and meet your Personal Tutor during induction week.



## THEORY TEACHING

Teaching during academic terms takes the form of lectures, seminars and clinical skills sessions in the simulation laboratories.

The BSc (Hons) Nursing programme is full-time and students are required to attend campus weekly for lectures, seminars and skills sessions. This is usually twice a week with additional timetabled sessions on other days for assessments and mandatory sessions. On days not scheduled for attendance, students are expected to study independently for seminar activities. Please note this is a full -time course and students are expected to be available outside of their regular timetabled days and hours.

Core content material will be delivered via Blackboard, which is the University's virtual learning environment (VLE), in the form of short presentations, articles, video and other multi-media. The advantage of this form of delivery is that it can be accessed at any time you choose. Material will be available on Blackboard at the start of each module, giving you the opportunity to familiarise yourself with it in advance.

## PRE-COURSE READING LIST

The University has a comprehensive library stocking a wide range of books that are relevant to nursing studies at Uxbridge. Wider reading on health-related topics and specialist nursing is also available at High Wycombe. Books can be ordered on-line from either library once you are enrolled onto the course.

In advance of your course, you will find it useful to read The Nursing Times and Nursing Standard for an overview of current issues being debated in nursing. Visiting your local library and reading the following books will give you an introduction to the core modules of the course. You are not required to purchase any books prior to joining the course. Details of pre course reading list can be found towards the end of this document.

## ENROLMENT

You need to enrol online with BNU before you join us. You will receive an email giving you all the information you need, so don't worry. More information can be found on our [website](#) and we have included a [handy checklist](#) to make sure you cover everything.

### ID / Qualifications Check

You will be required to show proof of ID when you start with us. This can be:

- Current passport
- EU / EEA National Identity Card
- Birth / Adoption certificate

You will also require proof of your qualifications. Please make sure you have these documents available prior to joining us.



## Photograph

You will need to email us a head and shoulders photograph of yourself before you start at BNU. This photo should be in a JPEG format and sent to [students@bnu.ac.uk](mailto:students@bnu.ac.uk) with the subject line "Student ID." Please include the following information in your email:

- Your student ID (if you know it)
- Your full name (include all forenames and surname)
- Your date of birth
- The name of the course you will be starting

The photograph must be:

- Taken of the full head
- In colour, not black and white
- Taken against a plain background, free from shadow
- With the student facing forward
- With nothing covering the face
- In sharp focus

## FINANCIAL INFORMATION

Prior to joining the course, you must either arrange to pay the University course fees by student loan or by self-financing. In order to enable us to enrol you at the start of the course, please ensure that you paid your fees (if self-financing) or have applied to Student Finance England for your loan in good time. There is additional funding from the NHS Business agency, each student is entitled to £5000 learning support fund each year, click the link for further details <https://www.nhsbsa.nhs.uk/nhs-learning-support-fund-lsf>

## YOUR TEACHING TIMETABLE

Your teaching timetable will be available closer to your starting date via MyBNU.

## PLACEMENT REQUIREMENTS

Practice placements are an essential part of your nursing programme and will equip you with the skills needed for a successful nursing career, therefore you will be allocated a range of clinical settings such as hospitals, community, day centres, GP practices, private and voluntary placements. Placements are arranged by Placement team. When allocating placements, the team will use your permanent / term time address provided to the University, placement allocations are not negotiable (Further information about placements can be found in the placement handbook).



## **PRE-COURSE AND PLACEMENT CHECKS**

Before you can attend your placements there are pre-enrolment course checks that are mandatory and a requirement of the Nursing and Midwifery Council.

## **OCCUPATIONAL HEALTH**

You will need to complete an Occupational Health Questionnaire (which will include information about all immunisation and vaccinations), medical consent and a Directional Statement & Declaration of Good Character and Health forms prior to starting of the programme.

You will be given a mandatory appointment with an Occupational Health nurse to discuss your health questionnaire form and possible vaccinations you require. Failure to attend the appointment will result in you not being able to attend your placement.

## **COVID-19 VACCINE AND RISK ASSESSMENT**

Health Education England (HEE) have highlighted that it's important you have the Covid-19 vaccination to help to protect yourself and patients. Department of Health and Social Care (DHSC) in England has announced that all NHS and social care staff will need to be vaccinated against Covid-19 if they wish to be deployed in roles that involve face-to-face contact with service users. Due to the nature of the programme, clinical / care placements in the NHS and social care settings forming an essential part of your education, these rules also apply to you as mandatory requirement. If you have been vaccinated against Covid-19, you will be required to provide evidence to confirm this.

Find answers to a number of [frequently asked questions here](#).

You will also take the yearly risk assessment prior to commencing clinical placement.

## **DISCLOSURE & BARRING SERVICE DISCLOSURE (DBS)**

The nursing programme requires students to go out to placement and work with adults and / or children and it is a government requirement that you have had a DBS check. You will need to complete a DBS application online prior to beginning the programme. Instructions for the application process, including which ID documents you need to provide, can be found towards the end of this document. You will need to bring these original ID documents to be checked on-campus when you attend our pre-induction day. It is vital that your DBS is obtained in preparation of you going to clinical practice.

## **UNIFORM**

The University will be providing you with your student nurse uniform and name badge which you will use throughout the course, in our skills labs doing simulations and on clinical placements. Information regarding your uniform will be available during induction week.



## IT SERVICES

When you receive your enrolment email it will include all the information you need to access the digital services at BNU, including setting up your IT account and accessing MyBNU to access all university systems and information. To find out more about the IT services available to you, visit our [web pages](#) and see our [quick start guide](#).

## ACCOMMODATION

We guarantee accommodation for all new students at BNU who have applied by 31<sup>st</sup> December 2023 so if you need accommodation check out our [website](#). If you have already applied for accommodation, moving in information will be sent out at the end of August.

## BURSARIES

At BNU we offer an impressive package of scholarships and bursaries to make sure that all our students can reach their potential. Please visit our [Bursaries and Scholarships](#) page to find out more about additional financial support that you may be entitled to.

## DISABILITY AND INCLUSION SERVICE

The Disability and Inclusion service can help you to get the most from your experience at university in an inclusive learning environment. We provide a range of services to support disabled students including:

- Screening for specific learning difficulties, mental health issues and autism
- Discussing reasonable adjustment recommendations for teaching and exams
- Help accessing external support funding such as the [Disabled Student's Allowances](#) (where eligible)

If you think that you have a disability and might need some support, please contact us to find out what help is available. You can use the links below to book an appointment:

- [Online appointments](#)
- [Appointments at our High Wycombe campus](#)
- [Appointments at our Uxbridge campus](#)
- [Appointments at our Aylesbury campus](#)

Alternatively, please contact the Disability and Inclusion service via [inclusion@bnu.ac.uk](mailto:inclusion@bnu.ac.uk) with any questions.



## **YOUR STUDENTS' UNION**

When you enrol at BNU you will automatically become a member of [Bucks Students' Union](#) and will have the opportunity to enrich your student experience by taking part in a diverse and exciting range of free activities, opportunities and events thanks to our unique [Big Deal](#) offer. Your Union will represent your views and support you every step of the way - explore our website at <https://www.bucksstudentsunion.org/> to find out more about what's on offer!

If you have any general questions before you start please contact [welcome@bnu.ac.uk](mailto:welcome@bnu.ac.uk) or for course specific questions please get in touch with Geoffrey Amoateng via [geoffrey.amoateng@bnu.ac.uk](mailto:geoffrey.amoateng@bnu.ac.uk).

We look forward to welcoming you soon!

### **The BNU Welcome Team**

We will consider any request for accessible formats that may be required. Please send your request to [welcome@bnu.ac.uk](mailto:welcome@bnu.ac.uk).



## PRE-JOINING PROJECT

Your pre-joining project is to enjoy the festive break and get yourself prepared for starting University in January. This may sound easy, but we'd like you to start thinking about some of the practical things you need to consider (like how you will get to and from your placements).

We'd also like you to think about how you are going to balance your time between studying, enjoying university and everything else life sends your way! This is a busy course, with a large amount of time on campus doing practical work. There will also be work that you need to complete in your own time, as well as reading that you need to complete before and after your taught sessions.

Part-time work is possible providing that placement and academic work remains your priority as you need to be able to work the full 24hr cycle of care within clinical practice. It's good to start looking early for flexible employers who will understand that your availability may be reduced when on placement. The Students' Union [website](#) is a good place to start looking for job vacancies.

Also start looking into Uxbridge itself, what it has to offer, what you can do in the town centres and across London and Buckinghamshire. Also have a look at which societies or clubs you might like to join or see if the things already interest you when you get some time to relax are available in the area, that will be very important once your studies get underway. Use these links to go straight to each page on the SU website:

- [Societies](#)
- [Sports/Clubs](#)

## REMINDER OF DOCUMENTS TO BE COMPLETED PRIOR TO COMMENCING THE COURSE

- Enrolment form
- Photo
- DBS
- Directional Statement and Declaration of Good Character and Health
- Occupational Health Questionnaire
- Medical Consent
- Covid-19 Risk Assessment



## Pre-Course Reading List

### Generic

- Bac, S. and Grant, A. (2015) *Communication and Interpersonal Skills in Nursing*. 3<sup>rd</sup> Ed. London: Learning Matters
- Griffith, R. and Tegenah, C. (2017) *Law and Professional Issues in Nursing*. 4<sup>th</sup> Ed. London: Learning Matters.
- Howatson-Jones, L (2016) *Reflective Practice in Nursing*. 3<sup>rd</sup> Ed. London: Learning Matters.
- Larkin, M. (2011) *Social Aspects of Health, Illness and Healthcare*. 1<sup>st</sup> Ed Glasgow: Open University Press
- Richards, A. & Edwards, S. (2012) *A nurses' survival guide to the ward*. 3<sup>rd</sup> Ed. Edinburgh: Elsevier

### Adult Field

- Endacott, R. Jevon, P. & Cooper, S. (2009) *Essential Nursing Skills*. London: Oxford University Press
- Evans, D. (2017) *Health promotion and public health for nursing students*. 3<sup>rd</sup> edition. Thousand Oaks, CA: Sage.



## **Student Pre-placement Covid-19 Risk Assessment Tool and Covid-19 Vaccination Record**

Dear Student,

The purpose of this form is to assist students and the placement team in identifying personal level of risk in relation to Covid-19.

The tool asks several questions about you that are designed to identify whether you are at a higher risk from Covid-19. It asks some questions about your health, weight, age and ethnicity which may increase the risk of serious illness following infection with Covid-19.

You may also want to consult your GP / health care provider about the health conditions listed below for guidance.

### **DATA PROTECTION**

All information provided within this document will remain confidential and secure in line with GDPR. This information may be visible to the Placement Team, Nursing Academic Staff, Registry and other relevant University and Practice Partner representatives.

### **DISCLAIMER**

**This form is used to screen students in terms of risks to health if Covid-19 contracted and to identify reasonable adjustments to placement allocation. Due to the nature of the learning environments and the requirement of programmes in terms of skills and competencies to meet professional and regulatory body requirements, there may not be sufficient learning activity to manage risk safely for an individual.**

Kind regards,

*Practice Learning Unit Team*



|                                |                           |
|--------------------------------|---------------------------|
| <b>Student Name:</b>           | <b>Student ID Number:</b> |
| <b>Course / Cohort / Year:</b> |                           |
| <b>Date Completed:</b>         |                           |

**\*Please tick the relevant boxes in Table 1, add up the total, then note the risk category in Table 2.**  
Please refer to guidance below on health conditions.

**Table 1: Score table for Covid-19 Risk Assessment**

| Risk   | Criteria  | Score |
|--|---|-------|
| <b>Age</b>   | < 49  | 1     |
|  | 50-59   | 2     |
|  | 60-69   | 3     |
|  | 70+   | 4     |
| <b>Gender &amp; Ethnicity</b>                                    | Female White  | 1     |
|  | Female Asian  | 2     |
|  | Female Mixed Asian & White                                      | 2     |
|  | Other Female Ethnic or Mixed Ethnic background                  | 2     |
|  | Male White  | 3     |
|  | Male Asian  | 3     |
|  | Male Mixed Asian & White  | 3     |
|  | Male Black  | 3     |
|  | Male Mixed Black & Asian  | 3     |
|  | Male Mixed Black & White  | 2     |
|  | Other Male Ethnic or Mixed Ethnic background                    | 2     |
|  | Female Black  | 3     |
|  | Female Mixed Black & Asian                                      | 3     |
|  | Female Mixed Black & White                                      | 2     |
| <b>Status of any health condition</b><br>Refer to guidance below | <b>No underlying health conditions</b>                          | 0     |
|  | <b>Clinically vulnerable people – see below for guidance</b>    | 5     |
|  | <b>Pregnant women up to 26 weeks gestation</b>                  | 5     |
|  | <b>Clinically extremely vulnerable - see below for guidance</b> | 10    |
|  | <b>Pregnant women over 26 weeks gestation</b>                   | 10    |
|  | <b>Total Score (see Table 2 below)</b>                          |       |



**Table 2: Category of Risk**

| Total score 1 - 6   | Total score 7 - 9   | Total score 10+  |
|---|---|--|
| Category A  | Category B  | Category C   |
| Continue working in usual environment following all safety precautions (social distancing, PPE) where possible. | <p>Additional precautions maybe required.</p> <p>Student to have an interview with a PLU member or Programme Leader.</p> <p>Refer to the Occupational Health Department for advice if required.</p> <p>Follow safety precautions (social distancing, PPE) where possible.</p> | <p>Student should not go to clinical practice.</p> <p>Student to have an interview with a PLU member or Programme Leader.</p> <p>Refer to the Occupational Health Department for confirmation if student requires.</p> |

Individual Risk Category    **A** ☐                      **B** ☐                      **C** ☐

**Buckinghamshire New University staff member to complete**

Where a student has an amber / red risk assessment colour in Categories B and C, a member of the Placement Team or programme leader will explore any concerns or issues with the student. Discussion will include suggested actions within the category scored on the risk assessment and required adaptations / adjustments. The review may result in referral to Occupational Health and / or discussion with placement provider to confirm suitable placement availability.

|  |
|--|
|  |
|--|

**Assessment Risk Category Score adjusted for adaptations documented above**

Individual Risk Category    **A** ☐                      **B** ☐                      **C** ☐

|                               |  |                     |  |
|-------------------------------|--|---------------------|--|
| Placement Officer's Name      |  | Student's Signature |  |
| Placement Officer's Signature |  | Date Received:      |  |



## DEMOGRAPHIC FACTORS ASSOCIATED WITH AN ELEVATED COVID-19 RISK

According to NHS advice there are certain factors that can affect people's vulnerability or risk.

### **Age:**

Age is a clear risk factor. The government measures are in place for the over-70s in terms of self-isolation. Compared to people in their 40s, people in their 60s could be up to 8 times more at risk, and people in their 70s could be 25 times or more at risk.

### **Gender:**

The risk for men of becoming seriously ill from Covid-19 appears likely to be between 1.5 and 2.5 times greater than for women. This seems to increase with age from 40 up to 85.

### **Ethnicity:**

BAME people are at greater risk from Covid-19. A recent UK study by the Intensive Care National Audit and Research Centre found a disproportionate number of serious illness cases related to Covid-19 in non-white populations.

## PHYSICAL HEALTH RISKS ASSOCIATED WITH COVID-19

**Physical health risks** - Based on Government and NHS Guidance.

### **People at moderate risk (clinically vulnerable):**

If you have any of the following health conditions you may be clinically vulnerable, meaning you could be at high risk of severe illness from Covid-19. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household or support bubble.

Clinically vulnerable people are those who are:

1. Aged 70 or older (regardless of medical conditions)
2. Under 70 with an underlying health condition listed below (that is, anyone instructed to obtain a flu jab each year on medical grounds):
  - a. Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis.
  - b. Chronic heart disease, such as heart failure.
  - c. Chronic kidney disease.
  - d. Chronic liver disease, such as hepatitis.
  - e. Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy.
  - f. Diabetes.
  - g. A weakened immune system as a result of certain conditions or medicines they are taking (such as steroid tablets).
3. Being seriously overweight (a body mass index (BMI) of 40 or above).
4. Pregnant women up to 26 weeks gestation.

The NHS have advised if you're at moderate risk from Covid-19 you can go out to work (if you cannot work from home) and for things like getting food or exercising, but you should try to stay at home as much as possible.



**People at high risk (clinically extremely vulnerable / shielding):**

Covid-19 can make anyone seriously ill, but for some people the risk is higher. People most at risk of getting seriously ill are known as clinically extremely vulnerable.

People who are defined as clinically extremely vulnerable are thought to be at very high risk of serious illness from Covid-19. There are three ways you may be identified as clinically extremely vulnerable and therefore included on the Shielded Patient list.

**Clinically extremely vulnerable list – you are considered at high risk from Covid-19 if:**

1. Your doctor or specialist advises you're at high risk due to a condition or treatment.
2. You're having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors).
3. You have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma).
4. You have had a bone marrow or stem cell transplant in the past 6 months or are taking immunosuppressant medication.
5. You've been told by a doctor you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD).
6. You have a condition that means you have a very high risk of getting infections (such as SCID or sickle cell).
7. You're taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant medicine).
8. You have a serious heart condition **and** are pregnant.
9. You have a problem with your spleen or your spleen has been removed (splenectomy).
10. You're an adult with Down's Syndrome.
11. You're an adult who is having dialysis or has severe (stage 5) long-term kidney disease.

**Advice if you're at high risk:**

People at high risk from Covid-19 are advised to follow the same guidance as everyone else. You are no longer advised to stay at home (shield), but there are still things you can do to help keep yourself safe.



### Covid-19 Vaccination Student Pre-placement Checklist

The purpose of this form is to confirm student Covid-19 vaccination status and to support students who have not yet been vaccinated.

More information about Covid-19 vaccination can be found at <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#get-vaccinated>

### Covid-19 Vaccination Record

\*Please provide answers to relevant boxes in the table below.

| Covid-19 Vaccine                                | Have received both doses of Covid-19 vaccine? | Y / N |
|---|---|-------|
| 1 <sup>st</sup> Vaccination                     | Name of Vaccine: Date:                        |       |
| 2 <sup>nd</sup> Vaccination                     | Name of Vaccine: Date:                        |       |
| 3 <sup>rd</sup> Vaccination<br>(Booster dose)   | Name of Vaccine Date:                         |       |
| *If not have not yet received your booster dose | Date of appointment:                          |       |

Please include a screen shot or photo of your Covid-19 Vaccination card or from the NHS app on this page.

|                    |                |
|--------------------|----------------|
| Student Signature: |                |
| Placement Officer: | Date received: |



### **Vaccinated abroad**

Individuals who are vaccinated abroad will be required to provide evidence of their vaccination status and where necessary, have a top-up dose with a UK authorised vaccine consistent with the UK Health Security Agency (UKHSA) guidance on vaccines. To avoid doubt, mixed doses (that is, where different vaccines have been administered to complete the dose schedule) will be accepted for the purposes of the vaccination requirements.

### **Clinical exemptions**

Some individuals may have grounds not to have the vaccine for clinical reasons. Anyone who is unable to get vaccinated for clinical reasons will have to use the NHS Covid Pass to show their exemption status. The domestic NHS Covid Pass will look and work in the same way for people with clinical exemptions as it will for people who are fully vaccinated. The pass will not show that a worker has a clinical exemption. Workers will receive a confirmation letter which they should keep for their records and use to prove that they are unable to get vaccinated. The letter will explain that the individual is medically unable to get vaccinated, the pass does not.

### **Pregnancy and Fertility**

The Joint Committee on Vaccination and Immunisation (JCVI) has advised that pregnant women should be offered Covid-19 vaccines and that pregnant women should discuss the risks and benefits of vaccination with their healthcare professional, including the latest evidence on safety and which vaccines they should receive. Women trying to become pregnant do not need to avoid pregnancy after vaccination and there is no evidence to suggest that Covid-19 vaccines will affect fertility.

While the Royal College of Obstetricians and Gynaecologists (RCOG), the Royal College of Midwives (RCM) and the UK Tetralogy Service recommend the Covid-19 vaccination for pregnant and breastfeeding women, pregnant women are eligible to request short-term medical exemptions from vaccination. For pregnant women, the exemption expires 16 weeks after giving birth. This will allow them to become fully vaccinated after birth. An MATBI certificate can be used to provide evidence of exemption status.

### **How can Students evidence that they are fully vaccinated?**

Recognised evidence of Covid-19 vaccination:

- The NHS Covid pass, or equivalent from NHS Scotland, NHS Wales or the Department of Health in Northern Ireland; or
- The EU Digital Covid Certificate;
- The Centres for Disease Control and Prevention vaccination card;
- A certificate in English, French or Spanish issued by the competent health authority which contains:
  - The individual's full name
  - The individual's date of birth
  - The name and manufacturer of the vaccine that the individual received
  - The date that the individual received each dose of the vaccine
  - Details of either the identity of the issuer of the certificate or the country of vaccination, or both.

**NHS appointment cards cannot be used as proof of vaccination status.**



### How to get your vaccination

#### If you're aged 18 or over, you can:

- Book your Covid-19 vaccination appointments online via the NHS website vaccination centre or pharmacy.
- There are walk-in centres and pop-up Bus where you get the vaccine without needing an appointment.
- You can contact your GP surgery and book your appointment.

#### Booking your 2nd dose

- People aged 18 or over should have their 2nd dose from 8-12 weeks after their 1st dose.
- If you book online, you'll be asked to book appointments for both doses. You can manage your Covid-19 vaccination appointments to view your appointments and rebook if you need to.
- If you had your 1st dose at a walk-in vaccination site, you can book your 2nd Covid-19 vaccination appointment online or just turn up 8-12 weeks later. You'll need to wait 24 hours after your 1st dose before you can book.
- If you have your 1st dose through your GP surgery, you'll be contacted when it's time to book your 2nd dose.

#### Visit this link to know more:

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/>



BUCKINGHAMSHIRE  
NEW UNIVERSITY  
EST. 1891

Buckinghamshire Healthcare **NHS**  
NHS Trust

## Confidential Health Assessment

### Section 1

#### PERSONAL DETAILS

Your answers to this questionnaire will be CONFIDENTIAL to Occupational Health and Wellbeing (OHW) and will not be given to anyone else without your written permission. The purpose of the questionnaire is to ascertain whether you have any health problems that could affect your ability to undertake the course of study or which could place you or your patients at risk whilst undertaking clinical placements.

Please complete the questionnaire below clearly and in **BLOCK CAPITALS**:

Surname: ..... Forenames: .....

Title: ..... Male/Female: ..... Student ID number: .....

Address: .....

Town: ..... Postcode: .....

DOB: ..... Home tel no: ..... Mobile no: .....

NHS no: .....

Email address: .....

Have you had a health assessment before? YES/NO

Why was this carried out? .....

Have you worked for the NHS before? YES/NO Place: ..... Date: .....

Please tick the relevant boxes below, showing your course & field of study

|           |  |
|-----------|--|
| Uxbridge  |  |
| Aylesbury |  |
| Wycombe   |  |

|                                 |  |  |  |
|---------------------------------|--|--|--|
| <b>BSc (Hons) Nursing:</b>      |  | <b>Student Paramedic</b>                       |  |
| Adult                           |  |  |  |
| Child                           |  | <b>Operating Department Practitioner (ODP)</b> |  |
| Mental Health                   |  |  |  |
| Midwife                         |  | <b>Physician Associate</b>                     |  |
|                                 |  |  |  |
| <b>MSc Nursing</b>              |  | <b>Social Work BSc</b>                         |  |
| Adult                           |  | <b>Social Work MSc</b>                         |  |
| Mental health                   |  |  |  |
|                                 |  | <b>Physiotherapy BSc</b>                       |  |
| <b>Nursing Associate (FDNA)</b> |  | <b>Physiotherapy MSc</b>                       |  |
|                                 |  |  |  |

**Please indicate year and month of proposed course commencement**

|       |  |
|-------|--|
| Month |  |
| Year  |  |

## Section 2

If you answer yes to any of the questions below, please give dates and details and continue on a separate sheet of paper if necessary.

|   | Yes | No | Dates and details |
|---|-----|----|-------------------|
| Are you currently receiving treatment of any kind from your GP, hospital specialist or other practitioner, or awaiting or undergoing investigations?<br><b>Please list all medications.</b> |     |    |                   |
| Do you have an illness, medical problem or injury that may affect your ability to work in the post for which you have applied?  |     |    |                   |
| Do you have diabetes or epilepsy?   |     |    |                   |
| Do you have a health problem that causes you difficulty with mobility, sitting, standing, bending, lifting, carrying or working with a computer?  |     |    |                   |
| Do you have any mental health problems (including anxiety, depression, stress, eating disorder, self harm and drug or alcohol misuse)?  |     |    |                   |
| Do you have rhinitis, hayfever, asthma or any chest/breathing problems?   |     |    |                   |
| Do you have dermatitis, eczema, psoriasis or recurrent skin infections?   |     |    |                   |
| Do you have any allergies, e.g. latex?  |     |    |                   |
| Do you have any difficulties with your vision or hearing?   |     |    |                   |
| Have you had any days away from study or work due to illness or injury in the last 2 years? If yes, please give number of days and reasons.   |     |    |                   |
| If you have answered yes to any of the above, are you aware of any adjustments that may be needed to enable you to do the job you have applied for?   |     |    |                   |

### Section 3

**Immunisation History – Documentary evidence of immunity is required.** This can be obtained from your GP or previous Occupational Health department. If no documentary evidence is available you will need to be seen by Occupational Health and will not be fully cleared by OH until satisfactory evidence of immunity has been determined.

|   | Please provide evidence for the following vaccinations/blood test results. | When did you receive this vaccine? |
|---|--|------------------------------------|
| 1 | Tuberculosis (BCG)   |                                    |
| 2 | MMR (Measles, Mumps, Rubella)  |                                    |
| 3 | *Varicella (chicken pox) antibody test?                                    |                                    |
| 4 | Hep b antibody result  |                                    |

Have you ever had chicken pox as an illness?

Yes / No

If yes, please state which country you were in at the time?

#### **Tuberculosis Information**

1. Have you lived continuously in the UK for the last 5 years?    Yes    ☐                      No    ☐

2. If no, please list all of the countries that you have lived in over the last 5 years.

3. Do you have any of the following:

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| (a)    A cough which has lasted for more than 3 weeks?          | <input type="checkbox"/> | <input type="checkbox"/> |
| (b)    Coughing up blood stained sputum?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| (c)    Unexplained weight loss?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| (d)    Unexplained fever or night sweats?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| (e)    Chest pain, especially related to breathing?             | <input type="checkbox"/> | <input type="checkbox"/> |
| (f)    Have you ever had a positive result for a TB blood test? | <input type="checkbox"/> | <input type="checkbox"/> |

Have you had tuberculosis (TB) or been in close contact with anyone who has had TB in the last year?

☐☐

If yes, please give details.

**IT IS ESSENTIAL THAT WE HAVE YOUR NHS NUMBER BEFORE YOU START THE COURSE. YOU CAN OBTAIN THIS BY ASKING YOUR GP. WITHOUT THIS WE CANNOT CLEAR YOU FOR PLACEMENT.**

**NHS NUMBER:**

#### **Health Workers and Serious Communicable Diseases**

All Health care workers must be aware of their own professional council's recommendations and ethical responsibilities in relation to preventing the spread of communicable diseases such as TB and the transmission of blood borne viruses such as Hepatitis B, C and HIV. They need to be aware of the occupational restrictions placed on health care workers infected with a blood borne virus.

## Section 4

### FOR STUDENTS UNDERTAKING EXPOSURE PRONE PROCEDURES

**N.B. Please only complete this section if you will be performing Exposure Prone Procedures (EPPs).**

Exposure Prone Procedures (EPP) are those procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissue (eg spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Documentary evidence of hepatitis B and C and HIV status is required for staff undertaking EPP. If you have previous blood results and/or documented evidence of relevant vaccinations, please supply a copy when you submit this form. If results are not available you will be tested in this department before clearance can be given. This must be an identified validated sample (IVS) as required by the Department of Health, so you will need to bring with you photographic ID, e.g. driver's licence or passport.

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Have you ever tested POSITIVE for HIV/antibodies?                | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever had or tested POSITIVE for Hepatitis B antigen?    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever had or tested POSITIVE for Hepatitis C antibodies? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Healthcare workers who perform EPP have a legal duty to inform the OH team if they suspect or know that they are carriers of HIV, Hepatitis B or Hepatitis C.

## Section 5

### DECLARATION: (please read carefully)

*Under the Data Protection Act 1998 the information you supply in this form is known as sensitive personal data. Before we are able to process sensitive personal data your consent is required. By signing this declaration you will be giving your consent to the processing of the information you have supplied and University management being informed of your fitness for study.*

I confirm that I have read and understood the Data Protection information above. I declare that all the foregoing statements are true and complete to the best of my knowledge and belief.

I confirm that I agree to allow OHW to share information concerning my immunisations and immunity to infection with the appropriate manager/tutor to enable an Infection Control risk assessment to be undertaken where required.

I understand that if further information is required from my GP or other health professional, I shall be contacted by OHW to obtain my fully informed consent **before** any report is requested.

Signature: ..... Date: .....

Please print name (in **BLOCK CAPITALS**):

.....

PLEASE RETURN THE COMPLETED FORM TO: [oh@bucks.ac.uk](mailto:oh@bucks.ac.uk) with the subject heading Health Declaration



Dear Student,

Buckinghamshire New University requires you to have an enhanced DBS Disclosure application processed as part of your course. The University has engaged Checks Direct, an online processing company, to process your application and instructions on how you complete your online application can be found towards the end of this document.

You must complete this online application by 18<sup>th</sup> August 2023 at the latest and when you attend your enrolment session at High Wycombe Campus you must bring the required identity documents (listed below) with you on your first day on campus so that BNU staff can complete the identity checking required for your DBS.

The application will require the following information:

- Personal details: Name, DOB, contact details, NI number.
- Full 5-year address history, including all dates.
- Place of birth.
- All names known by – any previously used forenames, middle names or surnames must be provided and the years to and from you were known by these.

ID documents – **you must provide three forms of ID.**

- Birth certificate issued at the time of birth.
- Current photocard driving licence.
- Adoption certificate.
- Current passport.

**You must have at least one of the above ID documents. Other documents that can be used in conjunction with the above if you do not have three from the list are as follows:**

- Bank statement (hard copy, dated within the last three months).
- Utility bill (hard copy, date within the last three months).
- Council tax statement (hard copy, dated within the last 12 months).
- Benefit letter or any letter addressed to you from DWP or HMRC (hard copy, dated within the last three months).
- P45 or P60
- Pension statement.
- Credit card statement (hard copy, dated within the last 3 months).
- Mortgage statement (hard copy, dated within the last 12 months).

**To start your application, please follow the below steps:**

1. Visit [checksdirect.co.uk/ebulk/self-service.php](https://checksdirect.co.uk/ebulk/self-service.php)
2. Click 'Register with us' to set up first user information
3. Complete the applicant registration form with forename, surname, date of birth, email address and enter the organisational PIN Code: **30770**
4. Press proceed
5. Enter organisational passphrase: **AdultNursing**
6. Create password (at least eight characters including one Uppercase, one lower case, a number and special character)
7. Submit to go through to the application form.

Once the Buckinghamshire New University staff have verified your documents and completed the ID check of your DBS, your application will be submitted to ourselves for processing.

If you have any problems logging in, please contact a member of the Checks Direct team on 02920 602356 or email us at [contact@checksdirect.co.uk](mailto:contact@checksdirect.co.uk). Please include your organisation information so we can assist you.

**DBS Update Service**

BNU strongly encourage all students to register for the [DBS Update Service](#), for which a small charge of £13 per year is payable.

This enables you to keep your DBS certificate up to date, view your DBS certificate electronically (i.e. on your phone) and give employers permission to check your DBS certificate.

You should be aware that the DBS service (through Checks Direct) provides you with just one hard copy of your DBS certificate and should you lose this it may delay you going on placement (each employer will need to see your DBS certificate). This, in turn, may subsequently delay your studies, **which is why we strongly recommend you register for the Update Service.**

If you have any general queries about the DBS process, please contact [registry.services@bnu.ac.uk](mailto:registry.services@bnu.ac.uk).

Kind regards,

Buckinghamshire New University / Checks Direct

# HIGH WYCOMBE CAMPUS



BUCKINGHAMSHIRE  
NEW UNIVERSITY  
EST. 1891



Queen Alexandra Road  
High Wycombe  
Buckinghamshire HP11 2JZ

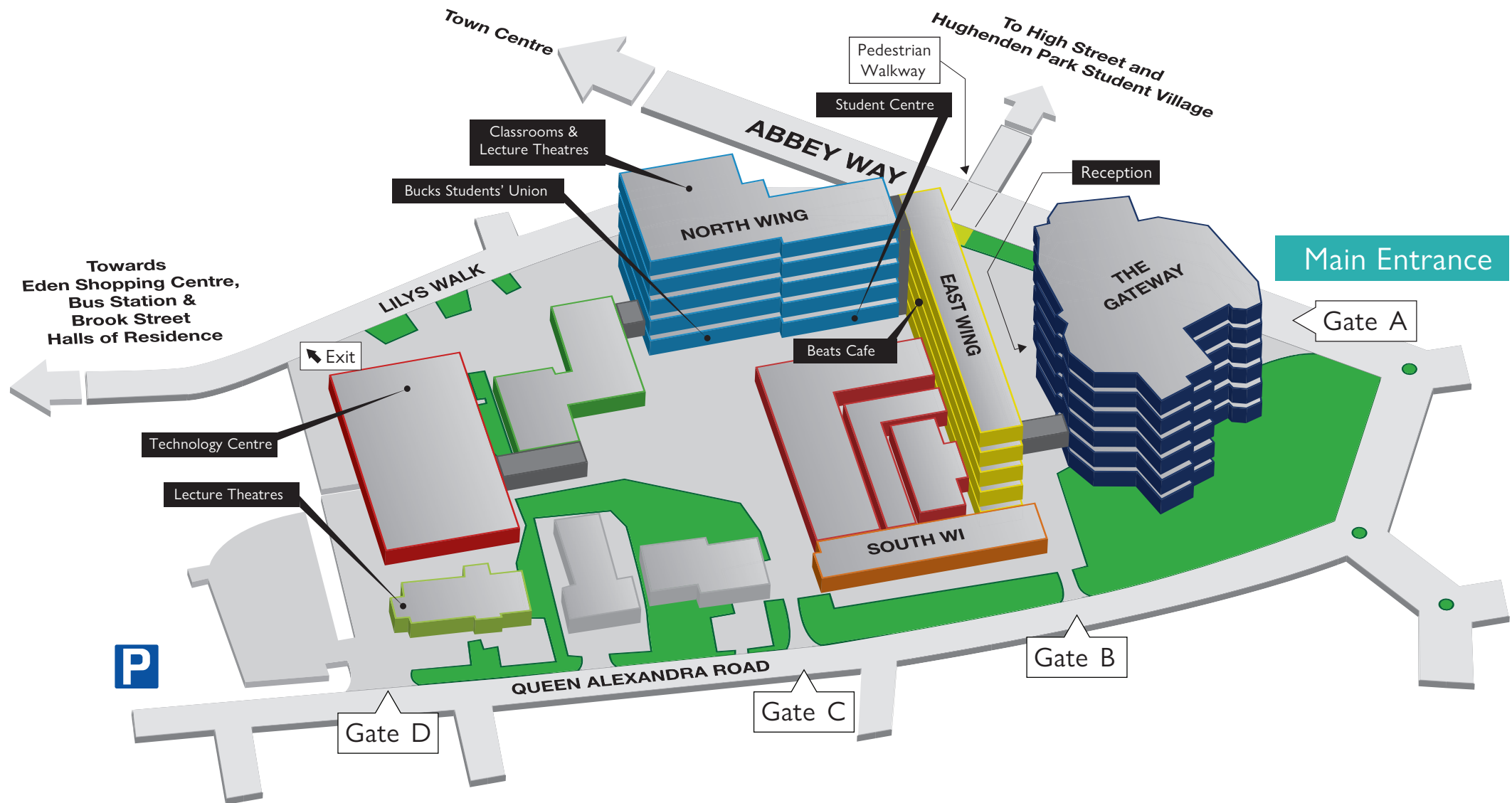
By rail  
Chiltern Railways from Marylebone  
to High Wycombe. The campus is  
approximately a quarter of a mile  
from the station.

By bus  
The campus is a few minutes'  
walk from the bus station.

More information can be obtained  
from Traveline on 0871 200 2233



# HIGH WYCOMBE CAMPUS





## SUPERMARKETS

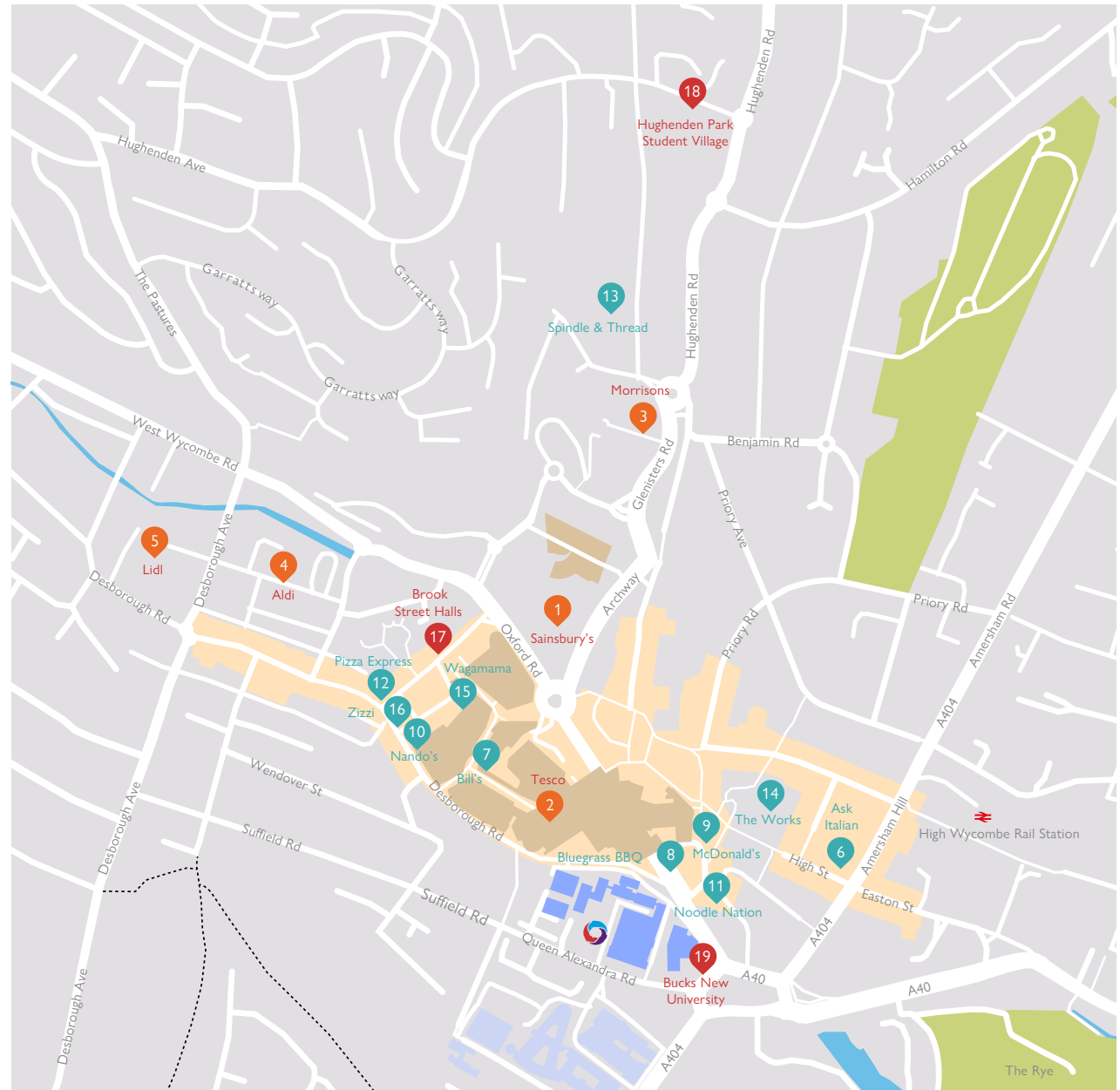
- 1 Sainsbury's Superstore
- 2 Tesco Superstore
- 3 Morrisons
- 4 Aldi
- 5 Lidl

## RESTAURANTS

- 6 Ask Italian
- 7 Bill's
- 8 Bluegrass BBQ
- 9 McDonald's
- 10 Nando's
- 11 Noodle Nation
- 12 Pizza Express
- 13 Spindle & Thread
- 14 The Works
- 15 Wagamama
- 16 Zizzi

## UNIVERSITY LOCATIONS

- 17 Brook Street Halls
- 18 Hughenden Park Student Village
- 19 Bucks New University Main Campus



**High Wycombe Campus**

Queen Alexandra Road  
High Wycombe  
Buckinghamshire HP11 2JZ

**Aylesbury Campus**

Walton Street  
Aylesbury  
Buckinghamshire HP21 7QG

**Uxbridge Campus**

106 Oxford Road  
Uxbridge  
Middlesex UB8 1NA

**BNU based at  
Pinewood Studios**

Pinewood Studios  
Pinewood Road  
Iver Heath  
Buckinghamshire  
SL0 0NH

**Missenden Abbey**

London Road  
Great Missenden  
Buckinghamshire  
HP16 0BD

Telephone: 0330 123 2023  
Fax: 01494 524 392  
International: +44 1494 605 259  
Email: [advice@bnu.ac.uk](mailto:advice@bnu.ac.uk)



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