



# General Practice Nursing Foundation Course

## Application Form 2021/2022

## Entry Requirements

- Employed by a practice within Greater Manchester
- NMC registered nurse post 12 months qualification who is new or returning to practice NB. Nurses who are newly qualified can access this course through the two year Fellowship Programme.
- Your practice agrees to release you 1 day per week for 25 weeks with salary support provided to the practice to allow this.

## Submitting your application

**\*Your application can only be considered once all fields in every section are completed.\***

Section 3 should be completed with your mentor and practice manager to confirm they are happy to facilitate your attendance on the course and support you with completing your Learning Development Plan and Practice Assessment Document (PAD).

Each applicant must have a named mentor/supervisor in the practice prior to applying for this course. This can be another nurse, GP, pharmacist in the practice who is able to support you and sign off your competencies. Your mentor will need to confirm their capacity to act as your mentor and identify any training needs they may have in relation to this role.

Your practice must confirm if there is an educational audit in place or if they are happy for us to complete one.

All completed application forms should be sent to [Salccg.spctacademy@nhs.net](mailto:Salccg.spctacademy@nhs.net)

## Data Protection Statement & Consent

Salford Primary Care Academy (training division of SPCT) needs to collect, maintain and use personal data relating to you exclusively for the purpose of: processing your application, registering and enrolling you as a student, administering the course, providing facilities to support your study during your time as a student with us. We may also use your data to keep in touch with you after you have graduated, and contact you to complete a graduate outcomes survey, or course evaluation.

We are occasionally required to share your information with external agencies who have a need for it, such as our commissioners (Greater Manchester Training Hub, Greater Manchester Combined Authority) or our academic course accreditors (University of Salford).

In accordance with statutory requirements of GDPR/ Data Protection Act 2018, please find the SPCT privacy notice for prospective students attached to this form. Please read the notice before completing the consent box below:

### Consent

I hereby give my consent for the information provided on this form to be held on computer, or other relevant filing systems, by SPCA and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act (2018) and GDPR (2018).

Signature:

Date:

## SECTION 1: Personal Details

Last Name:  Click here to enter text. First Name:  Click here to enter text.

Surgery name & Address including postcode:  Click here to enter text.

Surgery Telephone number:  Click here to enter text.

Your contact telephone number:  Click here to enter text.

Your contact email address:  Click here to enter text.

How long have you worked as a GPN in this Practice?  Click here to enter text.

## SECTION 2: Sponsorship Details

### CCG & PCN Details:

Please state which CCG you are part of and the name of the CCG lead supporting your application:

Click here to enter text.

Please state below which PCN you are linked to:

Click here to enter text.

Please state whether you are linked into a Practice Nurse Forum in your area:

Click here to enter text.

Please state whether you work within a team of Practice Nurses at your practice, or alone:

Click here to enter text.

### SECTION 3: Practice Manager & Mentor Agreement

Please can you confirm that you have an educational audit in place at the practice:

Yes

No \*

\*If no, please can you confirm that you are happy for a member of the team to contact you and make arrangements to complete this audit within 3 months of the course start date:

Yes

Signature of PM/Mentor:

Please can you also confirm your agreement to facilitating attendance of the applicant to GPN course modules and enabling them to complete their Individual Learning and Development Plan and work-based assessment/ competency document (PAD) by signing the relevant sections below:

Practice Manager Name	Date	Signature of support	Contact email details
<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>
Mentor Name	Date	Signature of support	Contact email details
<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>

#### **MENTORS ONLY – THIS SECTION IS AIMED AT IDENTIFYING TRAINING NEEDS FOR THE MENTOR WITHIN PRACTICE:**

As a mentor, you are required to be up to date with your Standards for Student Supervision and Assessment (SSSA) training and be a cervical cytology mentor. We are able to provide you with the training for either SSSA or cervical cytology mentorship if it is required.

Please note – before applying for cytology mentorship training, you need to fulfil the criteria below: Mentors must be practising sample takers with at least 12 months continuous experience, having taken at least 50 cervical samples following completion of their own initial training.

**Please identify if you require training for the below**

SSSA: Yes, I require training

Cytology Mentorship: Yes, I require training

## SECTION 4: Academic/ Professional Qualifications & relevant prior training

Date entered NMC register:

NMC Registration/ PIN:

Have you completed cytology training? Yes  No

Have you completed two day immunisation training? Yes  No

## SECTION 5: Application Declaration

By signing and submitting this form you are agreeing to the statement below:

I certify that the information given in this application is accurate and complete.

Signed:

Date:

# Privacy Statement for Prospective Students

## Introduction

In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018, we have implemented this privacy notice to inform you, our students, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former students accepted onto our courses.

## Data Protection Principles

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- A. processing is fair, lawful and transparent
- B. data is collected for specific, explicit, and legitimate purposes
- C. data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- D. data will be kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- E. data is not kept for longer than is necessary for its given purpose
- F. data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- G. we will comply with the relevant GDPR and Data Protection procedures for international transferring of personal data

## The personal data we hold about you

We keep several types of personal data on our students in order to carry out effective and efficient processes relating to running and administration of our courses. The personal information that we hold, process, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your application form, which contains the following personal information about you:
  - Personal details – your full name and personal contact details (telephone number and email)
  - Work details – place of work, address and contact telephone
  - Professional registration details - date entered onto NMC register and PIN number
  - Relevant prior learning
- Course attendance data

- Results of any Summative and Formative Assessments
- Results of Portfolio quality assurance audit

### Why we use this data

We need this personal information about you in order to help us run and administer the course, including to:

- assess your application properly
- process your application
- send you confirmation of your place on the course
- send you course or study related material
- maintain a record of your progress on the course
- for course review, evaluation and audit purposes

### Our lawful basis for using this data

We acknowledge that processing may be only be carried out where a lawful basis for that processing exists. In the main, we process your data in order to comply with a legal requirement or in order to effectively run and manage the course that you are enrolled on. The information below categorises the types of data processing we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Making recruitment decisions in relation to course participants/ students	Article 6(1)(f) legitimate interests – processing of your data is necessary to identify you, track your application and communicate any decisions taken in relation to your application
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Article 6(1)(f) legitimate interests
Maintaining records of the outcomes of your formative and summative assessments	Article 6(1)(f) legitimate interests – processing is necessary to support tracking of student progress and assessment outcomes and support assessment modulation as necessary.
Course review, audit and evaluation	Article 6(1)(f) legitimate interests – to meet our contractual obligations to the course commissioners and facilitate quality assurance of the course
Student profiles and course mapping	Article 6(1)(f) legitimate interests - processing of this data is necessary for the purposes of course accreditation
Business planning and restructuring exercises	Article 6(1)(f) legitimate interests
Dealing with legal claims made against us	Article 6(1)(f) legitimate interests
Preventing fraud	Article 6(1)(f) legitimate interests
Providing progress reports to mentors or Employers	Article 6(1)(f) legitimate interests to share your progress on the course with your mentors and employers

Where no other lawful basis applies, we may seek to rely on the student's consent in order to process data.

However, we recognise the high standard attached to its use. We understand that consent must be freely given, specific, informed and unambiguous. Where consent is to be sought, we will do so on a specific and individual basis where appropriate. Employees will be given clear instructions on the desired processing activity, informed of the consequences of their consent and of their clear right to withdraw consent at any time.

### **How we process, store and destroy your data**

Your data is processed solely by our staff.

We create and maintain an individual electronic file to hold your data on our digital platform. This platform operates within the UK and the information contained in your file is password protected and kept secure and is only used for purposes directly relevant to your induction, attendance and progress on the course.

We store your personal information as part of your course participant record for the duration of your course and for a defined period after you have finished the course (six years), after which time we will destroy/delete your file from our records.

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. All staff/employees of Salford Primary Care Academy, the training and education arm of SPCT, who handle your data will adhere to the guidance set out in SPCT's Data Protection Policy to ensure the lawful, safe and secure handling and storage of your data.

### **Information security**

All staff have contractual obligations of confidentiality, enforceable through disciplinary procedures. All staff will receive appropriate training on confidentiality of information and staff who have regular access to personal confidential data will have received additional specialist training.

We take relevant organizational and technical measures to ensure the information we hold is secure – such as holding information in secure locations, restricting access to information to authorized personnel, protecting personal and confidential information held on equipment such as laptops with encryption.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.



Where it is legally required or necessary (and it complies with data protection law) we may share your information with:

- our commissioners (GMTH, GMCA)
- our programme associates/ organisations providing specific course input on our behalf
- our University endorsers
- your sponsors, employers and mentors
- relevant professional or statutory regulatory bodies
- our regulator

Other than set out above, we will not normally publish or disclose any personal information about you to other external agencies or organisations unless you have requested it or consented to it.

## **Your rights**

You have the following rights in relation to the personal data we hold on you:

### **- *Right of access***

You are entitled you to view/ ask for a copy of the information we hold about you; this is known as a Subject Access Request (SAR). We ask that you make your SAR via email to us and provide adequate information to help us process your request. If we need further information, we will ask you to provide this.

We will comply with your request without delay, and within one month unless, in accordance with legislation, we decide that an extension is required. Those who make a request will be kept fully informed of any decision to extend the time limit.

There is no charge (subject to exemptions) to have a copy of the information held about you.

### **- *Right to Rectification***

The correction of personal data when incorrect, out of date or incomplete which must be acted upon within 1 calendar month of receipt of such a request.

### **- *Right to Erasure ('forgotten')***

Only if we have your explicit consent for any processing we do, you have the right to withdraw that consent at any time and have the right to request this data to be deleted / erased.

### **- *Right to Data Portability***

Only if we have your explicit consent for any processing we do, you have the right to have data provided to you in a format you have requested such as an excel spreadsheet, csv file.

### **- *Right not to be subject to a decision based solely on automated processing***

SPCT do not process any of your data using this method, so this right will not apply to our data processing activities.

### **- Right to object to processing**

You have the right to object to processing. However please note this may affect your application to the course, or progress through it.

### **Contact us**

If you have any questions or concerns about how your personal information is used, or would like information about anything mentioned in this privacy notice, or wish to exercise any of your rights, please contact the our Data Protection Officer by email at: [salccg.salfordgp-dpo@nhs.net](mailto:salccg.salfordgp-dpo@nhs.net).

Alternatively you can write to Information Governance, Salford CCG, Salford Civic Centre, Chorley Road, Swinton, Salford

Salford Primary Care Together (SPCT) is a Data Controller and under the terms of Data Protection Regulation and are legally responsible for ensuring that all personal information we process is in compliance with the law. All data controllers must notify with the Information Commissioners Office (ICO) who is the UKs independent body set up to uphold information rights, of all personal information processing activities.

SPCT has dutifully notified and our ICO Notification number is: you can access this notification via the ICO website at [www.ico.org.uk](http://www.ico.org.uk)

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer at [salccg.salfordgp-dpo@nhs.net](mailto:salccg.salfordgp-dpo@nhs.net)

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (visit the ICO website) or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

### **Are changes made to this notice?**

This privacy notice was last updated in July 2020 and may be amended from time to time.