



Hospice access to Continuing Professional Development (CPD) modules delivered by Universities within the North West and resourced by Health Education North West. (June 2013)

**This funding is only available to organisations which provide student placements managed by the Health Education North West's Placement Development Network.**

All development opportunities to be accessed at North West Universities and resourced by Health Education North West, must be identified as part of the individual member of staff's annual appraisal process. Funding is only available to professionally qualified and registered employees (except doctors and dentists) who provide NHS Services.

### Process for Hospice employees applying for CPD modules (as above)

1. All CPD modules must be identified within the individual's appraisal and agreed with their line manager, and be included in the individual's Personal Development Plan.
2. The skills and competences acquired through the CPD module have to be able to be used within the role that the learner is carrying out at that time.
3. The learner should watch the training video for learners, found on CPD-Apply before attempting to complete the CPD-Apply application form. This can be found on [www.cpd-applynw.nhs.uk](http://www.cpd-applynw.nhs.uk) and click on 'Need help using the system' and then 'Overview: Application'.
4. To start the application process click on the 'Application' button on the home page.
5. **Personal details** - The learner applies using CPD-Apply, completes all personal details.
6. **Employment details** - The learner then clicks on 'Non NHS' in the employer drop down box (these are in alphabetical order) and then selects 'Hospice' in the drop down box which comes up. The learner adds the name of the Hospice in the free text box to the right. This is mandatory.
7. The learner adds their line manager's email address to the application form (as the authorising manager) and this person will automatically receive the application, once it is submitted. The line manager can then approve or reject the learner's application.
8. Primary clinical profession – click on the relevant profession e.g. Nurse or AHP for OTs or Physiotherapists. 'Other' will be the option for Qualified Assistant Practitioners. Then add the level that the employee works at e.g. practitioner etc.

9. **Module Information** – Click on the required University and then click on ‘module selector’ to see that University prospectus.
10. Double clicking on the module title will take you to the Universities website so that the learner can read more about the module. Ensure that the learner reads any module pre-requisites so that they can be sure the module suits them.
11. Click on ‘select’ (on the far right) to choose the correct module (by title, campus and start date) for the application. This will then auto-fill the application form.
12. Ensure the learner clicks on ‘confirm you have pre-requisites for the module’. If the learner does not do this the application will not be accepted.
13. Complete the rest of the application form.
14. Add ‘supporting information’ and ‘personal statement’. This is important as it influences decisions made about the outcome of the funding request.
15. Learners add their professional registration number if they have one with the expiry date. Add the highest relevant academic qualification to the application.
16. Read the terms and conditions carefully and click to accept them – this is mandatory.
17. The learner types in the numbers seen in the box below this.
18. Press the ‘submit’ button.
19. A unique number is generated by CPD-Apply when the application is submitted and the learner will get a link to the PDF version of the application if they wish to print it.
20. The learner will receive an email confirming that they have applied for a module and a PDF version of the application will be attached for their records
21. The application is then sent automatically to the line manager (whose email address the learner provided in the application) who will act as the ‘authorising manager’.
22. If the line manager approves the application, the form will be sent automatically to NHS North West to review the application regarding funding.
23. If NHS North West approves the application the University will complete their selection process for the module and either accepts or rejects the learner.
24. An email is sent to the learner to inform them of the Universities decision. If the learner has been rejected the learner can contact the HEI to find out the reason why.
25. If the learner has been accepted, there is still a module viability decision to be taken by the University 4-6 weeks prior to the module start date.
26. The learner will be informed if the module is not viable and has been withdrawn from the University’s prospectus.
27. Once the module is completed the learner has to complete an evaluation questionnaire which is on survey monkey. A link will be sent to the learner within 2 weeks of module completion. This is mandatory.

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