PROGRAMME SPECIFICATION – POSTGRADUATE PROGRAMMES

KEY FACTS

Programme name	Professional Practice
Award	PG-Certificate
School	School of Health & Psychological Sciences
Department or equivalent	Nursing
Programme code	PSPPRA - Professional Practice PSPPMD - Midwifery PSPPIC - Intensive Care PSPPCC - Cardiac Care PSPPNN - Neonatal
Type of study	Part time
Total UK credits	60
Total ECTS	30

PROGRAMME SUMMARY

The PG-Certificate in Professional Practice, is a modular work focused programme that enables a flexible approach to post registration and postgraduate education.

The programme enables practitioners, from a wide range of backgrounds, to work together to develop the skills and knowledge required to become competent practitioners and leaders in professional practice and to develop professional skills, knowledge and understanding though work.

Throughout the programme you will be encouraged, though critical reflective practice, to explore contemporary professional practice in your own field of practice and within a wider integrated and inter-professional context. The modules are designed to allow you to gain the maximum from your learning experiences, in, from and related to the workplace and your own area of professional practice.

The programme enables your general progression via the General Professional Practice route, or the opportunity to specialise in one of the following areas:

-Neonatal
-Midwifery
-Intensive Care
-Cardiac Care

Your module choices will determine the final award.

For all routes, the APM032: Professional Leadership module is core to the programme

Aims

The main aims of the programme are :

- To enhance your personal and professional development
- To encourage you to develop as a critical, reflective and flexible learner and to develop an enquiring, critical and creative approach to professional practice and life-long learning
- To enhance critical, analytical, professional, research and communication skills and promote the ability to relate these skills to your own area of professional practice
- To enhance your knowledge and understanding of effective team and inter-professional working relevant to work and integrated working practice
- To prepare you for leadership roles in professional practice
- The expansion of your role and the development of your critical and problem solving skills within your specific area of practice

In completing the PG-Certificate you will enhance your knowledge and understanding of effective team and inter-professional working, you will be motivated in your own personal and professional development; develop as a critical and reflective practitioner and gain critical insight into the evidence base surrounding your own area of professional practice

WHAT WILL I BE EXPECTED TO ACHIEVE?

On successful completion of this programme, you will be expected to be able to:

Knowledge and understanding:

- Critically evaluate and synthesize models and dimensions of reflective learning and their application to professional practice environments.

- Critically appraise, evaluate and integrate theories and perspectives and articulate implications for practice development and innovation

- Critically reflect on key aspects of health and social care organisations and their processes, behaviours, cultures.

- Critically discuss and evaluate contemporary issues in your own professional practice
- Critically evaluate personal skills and knowledge in regard to the development, supervision and management of others
- Synthesise coherently and effectively the knowledge and expertise related to your area of professional practice
- Critically evaluate and synthesise new information from a range of sources without guidance using a wide range of appropriate techniques.

Skills:

- Take responsibility for own personal development by being critically reflective and self-evaluative and making successful transitions in your own personal development journey
- Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning, implementing and evaluating tasks at a professional level in your own area of practice

- Evaluate your role in the delivery of a quality service, reflect on your own learning and develop strategies to develop and improve your competency through continuing personal and professional development and lifelong learning
- Consider and evaluate the needs and experiences of the users of health and social care services within the context of inter-agency and inter-professional work and place service users and carers at the centre of all decision making

Values and attitudes:
- Demonstrate respect for the ideas and contributions of others when working collaboratively and across professional boundaries.
- Demonstrate self-awareness and critically discuss and evaluate how your own values, principles and assumptions may affect your practice and the practice of others
- Critically discuss the importance of patient centred, collaborative compassionate care which is patient and family focused
- Exhibit a willingness to work as an effective team member and learn from others to achieve common goals

This programme has been developed in accordance with the QAA Subject Benchmark for Postgraduate study

Registration Period

The normal period of registration for a Postgraduate Certificate is one year's taught programme for part time students.

The maximum period of registration for a Postgraduate Certificate is 2 years (full-time) or 3 year (part-time).

If, on successful completion of the Postgraduate Certificate Professional Practice, you wish to continue your Postgraduate studies (PG-Dip or MSc) you must complete all modules for the PG-Dip / MSc within 5 years of starting the PG-Certificate.

HOW WILL I LEARN?

The programme is designed to ensure that you can learn the required information, understand the appropriate topics and can apply these to your clinical and professional practice.

A blended learning approach is utilised, linking academic theory to professional / clinical practice.

The learning strategies employed may include formal key note lectures, seminars, tutorials, workshops, eLearning, shared learning and self-directed study.

Lectures are used to disseminate information, thus extending your knowledge in some areas and presenting new information in others.

Seminars, tutorials and discussion sessions are used to reinforce a student centred approach to learning by allowing you to prepare and present material to your peer group, encouraging an interchange of ideas. They encourage application of theory to practice, extending the depth and breadth of knowledge.

Self-directed study and directed study via the virtual learning environment is used to encourage you to take responsibility for your own learning and to promote self-discipline and reflective skills. A range of self and guided study strategies will be available. Exploration and reading of research and evidence based practice will enable development of your critical appraisal and evaluation skills, allowing you to apply this directly into your own area of practice

Personal Tutors: all students are allocated a personal tutor.

It is your responsibility to make and maintain contact with your personal tutor.

Contact hours will vary, dependant on the module options chosen. Each 15 credit module has a total of 150 hours of study which is comprised of face to face contact, on-line activity, directed and self-directed study.

For a Postgraduate Certificate you will need to spend 600 hours in studying.

WHAT TYPES OF ASSESSMENT AND FEEDBACK CAN I EXPECT?

Assessment and Assessment Criteria

The assessment scheme for this programme is designed to use a range of methods to assess the different skills required and develop transferable skills, whilst catering for a diverse range of learning styles.

A range of assessments are utilised on this programme, and will vary, dependant on the module options chosen. Details of module specific assessments can be found in the module assessment guidelines.

A range of formative assessment activities support your development and identify areas where there is a need for you to undertake additional study. On completion of each set of assessments you are provided with written and/or verbal feedback on your progress and are encouraged to develop self-evaluation skills.

Summative assessment methods may include assignments, case-studies, oral and /or poster presentations, patchwork assessment, examinations and objective structured clinical examinations (OSCE).
Coursework, including a range of written essay formats, enable you to explore specific issue and link theory and practice. Examinations and OSCE's assess your understanding of the facts and concepts and their application to practice. Poster and oral presentations

are used to assess your ability to put forward logical arguments, critically evaluate issues and communicate effectively.

Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attitudes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured.

Grade-Related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks.

Assessment Criteria and Grade-Related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, module specifications, on the virtual learning environment or attached to a specific assessment task.

Feedback on assessment

Feedback will be provided in line with our Assessment and Feedback Policy. In particular, you will normally be provided with feedback within three weeks of the submission deadline or assessment date. This would normally include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project), feedback will normally be provided within four weeks. The timescale for feedback on final year projects or dissertations may be longer. The full policy can be found at:

https://www.city.ac.uk/__data/assets/pdf_file/0009/452565/Assessment-and-Feedback-Policy...pdf

Assessment Regulations

In order to pass your Programme, you should complete successfully or be exempted (e.g. through RPL) from the relevant modules and assessments and will therefore acquire the required number of credits (60 credits at HE level 7).

The pass mark for each module is 50%. There is no compensation between assessments within a module or between modules. Where the module requires more than one assessment, the contribution of each to the final mark is stated in the module specification.

In the event of a fail mark being awarded, the following will apply:

Resit: You will normally be offered one resit attempt.

If you are successful in the resit, you will be awarded the credit for that module. The mark for each assessment component that is subject to a resit will be capped at the pass mark

for the module. This capped mark will be used in the calculation of the final module mark together with the original marks for the component(s) that you passed at first attempt.

If you do not pass the requirements for a module and do not complete your resit by the date specified you will not progress and the Assessment Board will require that you be withdrawn from the Programme.

If you fail to meet the requirements for the Programme, a transcript of the credits attained will be provided.

If you would like to know more about the way in which assessment works at City, please see the full version of the Assessment Regulations at:

http://www.city.ac.uk/__data/assets/word_doc/0003/69249/s19.doc

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WHAT AWARD CAN I GET?

Postgraduate Certificate Professional Practice

To be awarded the PG-Certificate Professional Practice: You must successfully complete the programme core module (APM032 Professional Leadership) and additional modules to the value of 45 credits HE7 from the modules below. If you wish to undertake a clinical / specialist module relevant to your area of practice and your own professional development, you may select one 15 credit module from the modules available in the SHS portfolio, and two modules to the value of 30 credits from the modules listed below:

- APM041: Personal and People Development
- CHM013: Work Based Projects
- APM058 Leading and Evaluating Learning in Healthcare Practice
- APM034: Leading Change

	HE Level	Credits	Weighting (%)
Taught	7	60	100

Class	% required
With Distinction	70
With Merit	60
Without classification	50

Postgraduate Certificate Professional Practice (Midwifery)

To be awarded the PG-Certificate Professional Practice (Midwifery) you must successfully complete a total of **four** modules (60 credits) to consist of APM032 Professional Leadership (Core), and at least two modules, to the value of 30 credits, from those listed below

- APM010: Advanced Physical Assessment of the New-born and Infant
- APM044: Optimal Birth: Philosophy, Knowledge, Skills and Evidence
- NMM039: Risk and Midwifery Practice
- APM043: Advancing Maternity Practice: Facilitating Group Antenatal Care
- APM019: Midwifery Theory: Knowledge, Profession and Practice (on-line)

And **one other** 15 credit module either from those listed above or modules listed below:
- APM034: Leading Change
- APM058: Leading and Evaluating learning in Healthcare Practice
- CHM013: Work Based Project

	HE Level	Credits	Weighting (%)
Taught	7	60	100

Class	% required
With Distinction	70
With Merit	60
Without classification	50

Postgraduate Certificate Professional Practice (Intensive Care)

To be awarded the PG-Certificate Professional Practice (Intensive Care) you must successfully complete:

- APM032 Professional Leadership
- APM028: Intensive Care Core Skills
- APM029: Intensive Care Role Development

And one other 15 credit module from those listed below:

- APM046: Major Trauma: critical care patient management
- APM062: Neuroscience Critical Care
- APM022: Pathophysiology for Advanced Practice
- APM034: Leading Change
- APM058: Leading and Evaluating Learning in Healthcare Practice
- CHM013: Work Based Project
- APM041: Personal and People Development

	HE Level	Credits	Weighting (%)
Taught	7	60	100

Class	% required
With Distinction	70
With Merit	60
Without classification	50

Postgraduate Certificate Professional Practice (Cardiac Care)

To be awarded the PG-Certificate Professional Practice (Cardiac Care) you must successfully complete:

APM032: Professional Leadership

APM039: Specialist Core Skills in Cardiac Care

APM035: Cardiac Care Specialist Role Development

And one other 15 credit module from those listed below:

- APM022: Pathophysiology for Advanced Practice
- APM034: Leading Change
- APM058: Leading and Evaluating Learning in Healthcare Practice
- CHM013: Work Based Project
- APM041: Personal and People Development

	HE Level	Credits	Weighting (%)
Taught	7	60	100

Class	% required
With Distinction	70
With Merit	60
Without classification	50

Postgraduate Certificate Professional Practice (Neonatal)

To be awarded the PG-Certificate Professional Practice (Neonatal) you must successfully complete:

APM032 Professional Leadership

APM036 Neonatal Care Specialist Core Skills

APM037: Neonatal Care Specialist Role Development

And one other 15 credit module from those listed below:

- APM038: Neonatal Surgical Care
- APM034: Leading Change
- APM058: Leading and Evaluating Learning in Healthcare Practice
- CHM013: Work Based Project
- APM041: Personal and People Development

	HE Level	Credits	Weighting (%)
Taught	7	60	100

Class	% required
With Distinction	70
With Merit	60
Without classification	50

WHAT WILL I STUDY?

The programme consists of taught modules to the value of 60 HE7 credits.

Programme Core Module: APM032 Professional Leadership

Students must study or be exempted from the core module.

PG-Cert Professional Practice
You must complete or be exempted from the APM032 Professional Leadership module and you must complete or be exempted from additional modules to the value of 45 credits from the modules listed below. If you wish to undertake a clinical/specialist module relevant to your area of practice and your own professional development, you may select one 15 credit module from the SHS portfolio, and two modules to the value of 30 credits from the modules listed below:

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Professional Leadership	APM032	15	Core	No	7
Personal and People Development	APM041	15	Elective	No	7
Work Based Projects	CHM013	15	Elective	No	7
Leading & Evaluating learning in Healthcare Practice	APM058	15	Elective	No	7
Leading Change	APM034	15	Elective	No	7

Specialist Awards
To be awarded for a specialist award, you must complete or be exempted from the APM032 Professional Leadership and complete, or be exempted from modules identified in the tables below.

Professional Practice (Midwifery)
Only students with a pre-existing qualification in Midwifery are eligible to undertake modules for the award PG-Cert Professional Practice (Midwifery).
Modules denoted with an * are core to the MSc Midwifery Programme. If, on successful completion of the PG-cert you wish to progress onto the PG-Dip / MSc you are advised to take at least two of these module options.
You must complete, or be exempted for modules to the value of 30 credits from those listed below

- APM010: Advanced Physical Assessment of the New-born and Infant
- APM044: Optimal Birth: Philosophy, Knowledge, Skills and Evidence
- NMM039: Risk and Midwifery Practice
- APM043: Advancing Maternity Practice: Facilitating Group Antenatal Care
- APM019: Midwifery Theory: Knowledge, Profession and Practice (on-line)

And one additional 15 credit module from those in the table below

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Professional Leadership	APM032	15	Core	No	7
Advanced Physical Assessment of the New-born and Infant	APM010	15	Elective	No	7
*Optimal Birth: Philosophy, Knowledge, Skills and Evidence	APM044	15	Elective	No	7
*Risk and Midwifery Practice	NMM039	15	Elective	No	7
Advancing Maternity Practice: Facilitating Group Antenatal Care	APM043	15	Elective	No	7
*Midwifery Theory: Knowledge, Profession and Practice (on-line)	APM019	15	Elective	No	7
Leading Change	APM034	15	Elective	No	7
Leading & Evaluating learning in healthcare practice	APM058	15	Elective	No	7
Work Based Project	CHM013	15	Elective	No	7

Professional Practice (Cardiac Care)

Only students with a pre-existing qualification in Nursing and working in a Cardiac / Critical Care environment are eligible to select modules for the award PG-Cert Professional Practice (Cardiac). To be awarded on the Cardiac Pathway you must complete or be exempted from the core modules and one additional 15 credit module from those listed below

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Professional Leadership	APM032	15	Core	No	7
Specialist Core Skills in Cardiac Care	APM039	15	Core	No	7
Cardiac Care Specialist Role Development	APM035	15	Core	No	7
Leading & Evaluating learning in healthcare practice	APM058	15	Elective	No	7
Pathophysiology for Advanced Practice	APM022	15	Elective	No	7

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Leading Change	APM034	15	Elective	No	7
Personal and People Development	APM041	15	Elective	No	7
Work Based Project	CHM013	15	Elective	No	7

Professional Practice (Intensive Care)

Only students with a pre-existing qualification in Nursing and working in an Intensive / Critical Care environment are eligible to select modules for the award PG-Cert Professional Practice (Intensive Care). To be awarded on the Intensive Care Pathway you must complete or be exempted from the core modules and one additional module from those listed below.

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Professional Leadership	APM032	15	Core	No	7
Intensive Care Core Skills	APM028	15	Core	No	7
Intensive Care Role Development	APM029	15	Core	No	7
Major Trauma: Critical Care Patient Management	APM046	15	Elective	No	7
Neuroscience Critical Care	APM062	15	Elective	No	7
Leading & Evaluating learning in healthcare practice	APM058	15	Elective	No	7
Pathophysiology for Advanced Practice	APM022	15	Elective	No	7
Leading Change	APM034	15	Elective	No	7
Personal and People Development	APM041	15	Elective	No	7
Work Based Project	CHM013	15	Elective	No	7

Professional Practice (Neonatal)

Only students with a pre-existing qualification in Nursing or Midwifery and working in a Neonatal care environment are eligible to select modules for the award PG-Cert Professional Practice (Neonatal). To be awarded on the Neonatal Pathway you must complete or be exempted from the core modules and must complete or be exempted from one additional module from those listed below.

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Professional Leadership	APM032	15	Core	No	7

Neonatal Care Specialist Core Skills	APM036	15	Core	No	7
Neonatal Care Specialist Role Development	APM037	15	Core	No	7
Neonatal Surgical Care	APM038	15	Elective	No	7
Leading & Evaluating learning in healthcare practice	APM058	15	Elective	No	7
Leading Change	APM034	15	Elective	No	7
Personal and People Development	APM041	15	Elective	No	7
Work Based Project	CHM013	15	Elective	No	7

TO WHAT KIND OF CAREER MIGHT I GO ON?

The flexible nature of the course makes it particularly suitable for professionals with general and highly specific requirements for personal and professional development. Advice will be available on the course options open to you, so that you can maximise the opportunities open to you. This programme will enhance your skills and knowledge in leadership and professional practice and can lead to posts in administration, management and clinical practice in variety of different public and private settings.

As part of your Continuing Professional Development, and if future study is part of your personal development plan, this programme can be used toward progressing onto a PG-Dip or MSc programme. You can choose from the suite of Advanced Practice Health and Social care programmes or any other relevant MSc. If you would like further information please discuss with your Programme Director.

If you would like more information on the Careers support available at City, please go to: http://www.city.ac.uk/careers/for-students-and-recent-graduates.

WHAT STUDY ABROAD OPTIONS ARE AVAILABLE?

This programme does not offer the opportunity to study overseas.

WHAT PLACEMENT OPPORTUNITIES ARE AVAILABLE?

This programme does not require clinical placements. Part time students usually continue in their post whilst studying at City.

WILL I GET ANY PROFESSIONAL RECOGNITION?

The Programme does not lead to professional recognition or registration.

HOW DO I ENTER THE PROGRAMME?

Direct Entry

The minimum entry requirements for applicants to the Postgraduate Certificate Professional Practice will be

- First Degree (minimum 2:2) and above OR evidence of higher level study undertaken within the last five years

Applicants will have a clinical (or other) professional qualification, and ideally will have at least one year's relevant clinical / professional experience in a health or social care environment.

For students whose first language is not English, the following qualifications will meet the English language requirement for entry to a postgraduate course of study

- A first degree from a UK University
- International English Language Testing Service (IELTS) with a minimum score of 7 (minimum of 7 in all categories)
- Other evidence of proficiency in the English language which satisfies the Board of Studies concerned

Recognised Prior Learning (RPL)

In line with Senate Regulation 19, recognition of prior learning (RPL) will be considered for any student who has pursued appropriate studies in this or another institution or who possesses appropriate qualifications. RPL may be claimed for core and elective modules, subject to the following City Assessment Regulations:

9(c)(ii): RPL will be permitted where the Programme Committee has assessed the claim in terms of acceptability, sufficiency, authenticity, currency and level and can demonstrate that the student's previously assessed or experiential learning meets all the learning outcomes stated in the Module Specification for the module for which they are to be awarded credit.

9(e)(iii): The volume of non-City credit permissible via RPL will normally be no more than one quarter of the total credit for the programme (no more than 15 credits).

The limit to the volume of credit that can be permitted through RPL will be up to half (30 credits) of the total credits for the Programme, where the prior learning related to credits previously awarded by City, University of London, from core or elective level 7 modules, within the programme diet. In these circumstances, to ensure currency, credit must have been awarded by City, University of London in the preceding two years.

Students who have been unsuccessful in previous CPPD study may not normally undertake the same module(s) within a five year period. Exception can be considered where there is a professional or Workforce requirement and will be at the discretion of the Programme Director and as approved by the Associate Dean Postgraduate Taught, CPPD and WFD.