

# COVID Student Data

**Clinical Professions – COVID-19 Training Data Tool**  
**Nursing and Midwifery Data Guidance (8 June 2020)**



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## Clinical Professions – COVID-19 Training Data Tool

### Nursing and Midwifery Data Guidance



To support the redeployment of nursing and midwifery students safely into paid-placements in support of the on-going COVID-19 emergency, Health Education England is asking education providers to submit a standardised dataset on the status of their nursing and midwifery students.

#### Background

As part of the joint announcement made by the Chief Nursing Officers for the four UK nations, the Nursing and Midwifery Council (NMC), the Council of Deans of Health, the Royal Colleges and trade unions and the UK Department of Health and Social Care on Thursday 19th March 2020, the NHS is asking selected cohorts of the nursing and midwifery students to consider undertaking paid-placements to support the NHS' emergency response to the COVID-19 outbreak and support our NHS' resilience and capacity at this time.

#### The ask

To facilitate this, HEE is asking education providers to contact all their nursing and midwifery students eligible undertake a paid placement in line with the NMC's revised education programme, to enquire and then report their availability, suitability and willingness to undertake an extended placement. This will allow for a streamlined, national approach to deploying suitable students at scale.

Eligible students are:

- Final year students, in the last six months of their programme, who are eligible to undertake extended paid-placements.
- All remaining third-year students (undergraduate and masters) and second year students, who are eligible for paid-placements under the new 80:20 (in service:academic) programme.

An essential dataset is required from each student, that should then be input into a new HEE online data portal, <https://covidstudentdata.hee.nhs.uk>. This portal is very similar to the one being introduced as part of HEE's new national Student Data Collection.

HEE is requesting data on all eligible students, regardless of whether they are interested in volunteering or whether they are suitable to do so. This helps us report the current status of all nursing and midwifery students.

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When the data is submitted, HEE will access it and, working with partners through the regional NHS Workforce Cells, place willing and suitable students with the most appropriate placement provider. Some students are likely to stay with their last placement provider, while others who have returned to a family home may wish to be placed elsewhere in the country.

NHS England guidance to support nursing students undertaking extended, voluntary, paid placements is now available [here](#). This document should be read in conjunction with this guidance. Mark Radford, HEEs Chief Nurse, and Ruth May, Chief Nursing Officer for England, have jointly published a letter to all student nurses and student midwives addressing this requirement, and this letter can be read [here](#).

The NHS and HEE are grateful for your support; this activity will directly lead to an increase in health service capacity and support sustaining the care that the NHS provides.

### Data scope

The initial collection related to all nursing students currently actively enrolled in the final six months of their final year of study, ie third year full time BSc students, and second year full time postgraduate students.

**This has since expanded to include all second and third year nursing students, all second and third year midwifery students, and all postgraduate nursing and midwifery students. This applies across all fields, all disciplines and all education pathways (including combined courses).**

Learners currently long term interrupted from study, eg due to maternity leave, are excluded.

**A copy of the Data Protection Impact Assessment for this project is available on request from your regional contact.**

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### Completing the data return

The following guidance defines what data should be inputted into each field. Please note, this is split into two sections depending on the data being provided.

**All fields are mandatory except where noted.**

Please note, a number of the fields refer to a LOV (Look Up Value) and the system will only accept the data contained within that particular tab. If a different combination is entered, the data will not be validated at the point of submission.

There is no field identifying the education provider because the upload system will complete this automatically within the reporting function as the data is submitted.

If learners decline to share their personal data with HEE, please provide a count of such instances as described in the Further Notes section below.

### Data Fields for Final Year Nursing Students:

#### Forename

The learner's legal forename.

#### Surname

The learner's legal surname.

#### National Insurance Number

It is recognised that this is not standard data held by all Education Providers, however employers will require this information. It will also be used as a unique identifier where two learners at the same institution studying the same course have the same name.

**Please ensure it is collected as you gather learner's intentions.**

If a student declines the offer to volunteer, and declines to provide their National Insurance Number for identification purposes, please leave this field blank.

#### Email address

The email address most readily accessed by the learner, which they can be consistently contacted through this process.

#### Telephone number

The telephone number most readily accessed by the learner, which they can be consistently contacted through this process.

#### Course title

The name of the course the learner is enrolled on, selected from the defined drop-down list to ensure consistency across Education Providers. Please use the tab LOV\_Course for reference.

#### Year of study

The academic year of study in which the student is currently enrolled. As at 23<sup>rd</sup> March 2020 this collection is initially expected to apply to just final year students, so will either be 3 or 2 depending on whether the learner is enrolled in an undergraduate or postgraduate course.

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### **Is in 2<sup>nd</sup> six months of Year of Study?**

Yes/No - confirmation that the learner's academic year of study cohort commenced more than six months ago, eg for a cohort that progressed to the current academic year in August/September 2019, "Yes."

### **PG or UG**

Please indicate whether the student is undertaking a postgraduate, including PG Dip or MSc qualification, or undergraduate pathway.

### **Field of Nursing**

The specific field of nursing being studied, ie: Adult, Child, Mental Health, Learning Disability, or Dual Qualification.

### **Temporary NMC Number**

Not mandatory, but can be updated once learner has been allocated such upon redeployment.

### **AEI Recommended?**

Yes or No – does the Education Provider support the learner's request to be redeployed? If the Education Provider has concerns about the individual's suitability or readiness to work in a clinical environment (eg as evidenced by academic progress, placement assessment or supervisor reporting) then 'No' should be selected.

### **Volunteered and Eligible?**

Yes / No - confirms that the individual has both volunteered themselves for redeployment and is immediately eligible to be redeployed. If other text is entered the data will fail validation at the point of submission.

### **Current Home Placement provider**

This term is used differently around the country. This should be the name of the Trust – or other organisation – which is the primary placement provider for the learner's current academic year of study.

### **If Currently Employed / Working Which organisation?**

Is the individual learner currently seconded into training from a Trust employer? If so, please name the Trust from the defined drop-down list in the LOV\_PREFERRED tab for reference.

### **If job in place for September; which organisation?**

Does the learner have a nursing job offered or agreed, pending qualification? If yes, please specify where this job will be from the defined drop-down list in the LOV\_PREFERRED tab for reference. This may affect where they wish to be deployed.

### **Preferred Place of Work – which organisation?**

This is a mandatory answer, to be selected from a dropdown list. This refers to location or organisation in which the learner would prefer to work and will be used to assign the student to the appropriate Regional Workforce Lead.

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If the intended location of this student is not listed in the dropdown list, then 'Other' should be selected and the placement location should be noted in the 'Notes & Recommendations' column.

If the student is to be deployed through the St Helens and Knowsley 'lead employer' model, then '*PIVO (St Helens lead employer) - add to notes column*' should be selected from the dropdown list. The HEI should enter the details of the placement into the 'Notes & Recommendations' setting.

- Name of intended host employer;
- Main named contact at the employer;
- Contact details for the main named contact (telephone number and email address);
- Intended number of hours to work each week, and the number of placement hours still to be completed.
- Any reasonable adjustments/risks that have been identified with the student that the host employer will need to assess for on arrival.

The placement cannot be set-up unless all these details are provided.

If a HEI is making use of a different, locally arranged 'lead employer' model then '*PIVO (local arrangement) - add to notes column*' should be selected here.

### **Preferred place of work – Additional Information**

This refers to any additional detail available related to the preferred place of work, for example a specific hospital as part of a larger Trust. Not mandatory and ward level data is not required.

For the St Helens and Knowsley 'lead employer' model, please enter the additional information into the Notes & Recommendations column rather than this column.

### **Postcode of Current Residence**

The postcode where they are currently residing, from where they will be travelling to work if redeployed. If other text is entered the data will fail validation at the point of submission.

### **Has decided to opt out?**

Yes or No to be selected. If other text is entered the data will fail validation at the point of submission. Yes confirms that the learner has opted out of redeployment or is unable to be redeployed for any reason, eg an underlying health condition which makes redeployment unsafe.

### **Notes & Recommendations**

Not mandatory. Any other specific item that needs to be recorded for this individual in this process.

If the student is to be deployed through the St Helens and Knowsley 'lead employer' model, then the details relating the host employer (as outlined under 'Preferred Place of Work – which organisation?') should be entered here.

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### Data Fields for First Year Postgraduate Nursing/Midwifery Students, Second Year Undergraduate Nursing Students, Second and Third Year Undergraduate Midwifery Students

#### **Forename**

The learner's legal forename.

#### **Surname**

The learner's legal surname.

#### **National Insurance Number**

It is recognised that this is not standard data held by all Education Providers, however employers will require this information. It will also be used as a unique identifier where two learners at the same institution studying the same course have the same name.

#### **Please ensure it is collected as you gather learner's intentions.**

If a student declines the offer to volunteer, and declines to provide their National Insurance Number for identification purposes, please leave blank. If the field is left blank, the data will not be validated at the point of submission.

#### **Email address**

The email address most readily accessed by the learner, which they can be consistently contacted through this process.

#### **Telephone number**

The telephone number most readily accessed by the learner, which they can be consistently contacted through this process.

#### **Course title**

The name of the course the learner is enrolled on, selected from the defined drop-down list to ensure consistency across Education Providers. Please use the tab LOV\_Course for reference.

#### **Year of study**

The academic year of study in which they are currently enrolled.

#### **PG or UG**

Please indicate whether the student is undertaking a postgraduate, including PG Dip or MSc qualification, or undergraduate pathway.

#### **Field of Nursing**

The specific field being studied, ie: Adult, Child, Mental Health, Learning Disability, or Dual Qualification.

*For student midwives, please select Midwifery.*

#### **Current Home Placement Provider**

This term is used differently around the country. This should be the name of the Trust – or other organisation – which is the primary placement provider for the learner's current academic year of study.

#### **If Currently Employed / Working Which organisation?**

Is the individual learner currently seconded into training from a Trust employer? If so, please name the Trust from the defined drop-down list in the LOV\_Preferred tab for reference.

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### Preferred Place of Work – which organisation?

This is a mandatory answer, to be selected from a dropdown list. This refers to location or organisation in which the learner would prefer to work and will be used to assign the student to the appropriate Regional Workforce Lead.

If the intended location of this student is not listed in the dropdown list, then 'Other' should be selected and the placement location should be noted in the 'Notes & Recommendations' column.

If the student is to be deployed through the St Helens and Knowsley 'lead employer' model, then '*PIVO (St Helens lead employer) - add to notes column*' should be selected from the dropdown list. The HEI should enter the details of the placement into the 'Notes & Recommendations' setting.

- Name of intended host employer;
- Main named contact at the employer;
- Contact details for the main named contact (telephone number and email address);
- Intended number of hours to work each week, and the number of placement hours still to be completed.
- Any reasonable adjustments/risks that have been identified with the student that the host employer will need to assess for on arrival.

The placement cannot be set-up unless all these details are provided.

If a HEI is making use of a different, locally arranged 'lead employer' model then '*PIVO (local arrangement) - add to notes column*' should be selected here.

### Preferred placement location – Additional Information

This refers to any additional detail available related to the preferred place of work, for example a specific hospital as part of a larger Trust. Not mandatory and ward level data is not required.

For the St Helens and Knowsley 'lead employer' model, please enter the additional information into the Notes & Recommendations column rather than this column.

### Postcode of Current Residence

The postcode where they are currently residing, from where the student will be travelling to work if redeployed.

### Has decided to opt out of programme?

Please select either Yes or No. If other text is entered the data will fail validation at the point of submission.

Yes, confirms that the learner has opted out of the programme due to the current COVID outbreak, for example is unable to undertake clinical placements due to an underlying health condition.

### Notes and Recommendations

Not mandatory. Any other specific item that needs to be recorded for this individual in this process.

If the student is to be deployed through the St Helens and Knowsley 'lead employer' model, then the details relating the host employer (as outlined under 'Preferred Place of Work – which organisation?') should be entered here.

## Further Notes

### **Learner declines for personal information to be shared with HEE**

In such cases please log a cumulative count of such learners through the data portal.

On the home page for your Education Provider there is a menu of tasks on the left-hand side of the page. From this list, select “Declined to Share Data”.

The portal asks: “How many students have declined to share their data with HEE?” Enter a cumulative count and click save.

### **Employment checks for deployed learners:**

The Department of Health and Social Care have confirmed that during this deployment process, students will be deemed to have had the following employment checks completed by the HEI:

- Disclosure and Baring Scheme checks;
- Occupational Health; and
- References.

It is important to note that while being paid as an employee, students will remain as students and their placement/deployment is counted as part of the educational pathway.