

Programme Administrator

Jack Straw's Lane
Marston Road
Oxford OX3 0FL
Tel: +44 (0)1865 482589 Fax: +44 (0)1865 482775
email: miim@brookes.ac.uk
www.brookes.ac.uk

We are really pleased that you are interested in Minor Injury and Illness Management at the School of Health and Social Care, Oxford Brookes University.

To help you through the application process there is a checklist in this pack which highlights everything that you will need to return to us in order to be considered for a place.

Application form

You will see from the front of the application form that there are the usual requests for information that you will be accustomed to. However, it is important you look on the back page as well and take care to fill in all the compartments.

Reference

With regard to a reference you will see that we provide a 'manager's support' form. This form is designed to save time in your clinical area and replaces the traditional written reference. You do not need to name an additional referee on the application.

Funding

The funding form is only to be completed for those applicants being sponsored by an NHS Trust within South Central Strategic Health Authority under the CORE Learning Beyond Registration (LBR) contract. This includes all NHS Trusts in Oxfordshire, Berkshire and Buckinghamshire and the South Central Ambulance Service. For this you are required to fill in the form and tick one of the options regarding funding. Your Trust Education Lead will need to sign and confirm the module/s you are being sponsored to study under the CORE LBR contract. The named education leads for the Trusts are listed on page 2 of the form.

At www.Brookes.ac.uk you will find further information about studying at our School. Programmes at the School of Health and Social Care are consistently given high ratings in Quality Assurance Agency reviews. As we receive a high volume of applications, we recommend that you read the information provided closely and act early in order to avoid disappointment.

If you have any specific questions that are not covered in this application pack or on the web, then please feel free to contact me via email cscshsc@brookes.ac.uk, or by phone on [01865 482589](tel:01865482589).

We look forward to hearing from you and assisting you in making your decision.

Kind regards

Programme Administrator

Checklist of Documents for Minor Injury and Illness Management short course

Item	<input checked="" type="checkbox"/>
Covering letter	<input checked="" type="checkbox"/>
General Course Information	<input checked="" type="checkbox"/>
Application Form	<input checked="" type="checkbox"/>
Manager's Support Form	<input checked="" type="checkbox"/>
Funding Statement for South Central SHA applicants	<input checked="" type="checkbox"/>

Checklist of Documents to Return with your Application

Item	<input checked="" type="checkbox"/>
Application Form	<input type="checkbox"/>
Manager's Support Form	<input type="checkbox"/>
Funding Statement for South Central SHA applicants	<input type="checkbox"/>

If you can tick all the above boxes you are ready to return your application form.

Minor Injury and Illness Management (MIIM)

(Application Code: SDM)



Key details

The Minor Injury and Illness Management (MIIM) short course offers an opportunity for UK registered health care professionals to develop and broaden knowledge and skills. You will be encouraged to engage in self development that suits your particular educational and clinical needs.

The course comprises four single modules:

Module U45170 Enhancing Professional Judgement in Practice

Module U45172 Assessing and Managing Minor Injuries

Module U45171 Assessing and Managing Minor Illness

Module U45176 Portfolio for Minor Injury and Illness

Successful completion of this course allows you to exit with the *Minor Injury and Illness Management* Short Course Award, worth 60 CATS Credits at Level 6.

Knowledge and Skills Framework

This short course relates to all the NHS KSF core and selected specific health & wellbeing dimensions. Completion of this short course will assist you in the production of evidence against these dimensions. This will support the achievement of your personal & professional objectives identified at appraisal.

MODULE DESCRIPTIONS

ENHANCING PROFESSIONAL JUDGEMENT IN PRACTICE

Module U45170

15 CATS Credits at Level 6
Semester 1

Alternative Tuesdays

150 hours of student effort incl.
24 hours university contact time

Teaching is delivered in Oxford

This module aims to investigate through review of the literature and relevant research, the issues surrounding role expansion in relation to autonomous practice. It will encourage exploration of the socio-economic, ethical, legal and decision-making processes utilised in practice. Within this context, you will be encouraged to consider role parameters and the decision-making abilities of the autonomous practitioner.

The module assessment is: *Essay*

ASSESSING AND MANAGING MINOR INJURIES

Module U45172

15 CATS Credits at Level 6
Semester 1

Alternative Tuesdays

150 hours of student effort incl.
24 hours university contact time

**You will need a clinical supervisor and
have access to a clinical placement
to practice**

Teaching is delivered in Oxford

This practice-based module aims to enable you to develop confidence and competence in aspects of clinical examination relating to minor injuries, and application of appropriate intervention. This is achieved through application of the anatomy and physiology to the client's presenting complaint, whilst considering the individual's psychosocial needs.

The module assessment is: *Objective Structured Clinical Examination (OSCE)*

ASSESSING AND MANAGING MINOR ILLNESS

Module U45171

15 CATS Credits at Level 6
Semester 2

Alternative Tuesdays

150 hours of student effort incl.

24 hours university contact time

You will need a clinical supervisor and have access to a clinical placement to practice

Teaching is delivered in Oxford

This practice-based module offers you the opportunity to explore physiology, pathophysiology and health promotion in relation to minor illness management. You will also explore the pharmacology of drug administration. The module encourages the review of evidence and research allowing you to scrutinise and challenge current management of minor illness.

The module assessment is: *Written case study*

PORTFOLIO FOR MINOR INJURY AND ILLNESS

Module U45176

15 CATS Credits at Level 6
Semester 2

Private study

Tutorials available alternate Tuesdays

150 hours of student effort advised

This module allows you to focus on your specific needs in order for you to gain competence and confidence in your area of clinical interest. You will concentrate on either minor injuries or minor illness, or a combination of both depending upon the clinical environment you are working in.

The module assessment is: *Portfolio*

The Minor Injury and Illness Management short course may be taken over a year. There is also the option of studying over two years to complete the course, subject to your Manager's approval. For the two-year route Assessing and Managing Minor Illness and Assessing and Managing Minor Injuries are taken in the first year with Enhancing Professional Judgement in Practice and Portfolio for Minor Injury and Illness in the second year of study.

Your next step

Access to the Minor Injury and Illness Management (MIIM) course is open to practitioners who meet the following criteria.

You must be:

- A registered health or social care professional with a *minimum* of 18 months post-qualification experience in a relevant field.
- Have the support of the manager of your practice area.
- Able to produce evidence of the ability to study at your proposed level of entry if requested.
- Successful in the selection process for this module/course (interview or other).
- Employed or have access to a health care setting that will enable achievement of the learning outcomes.

If you meet these criteria, your next step is to submit an application form with all the necessary documents such as references. Applications are dealt with on a first come, first served basis. Please act early to avoid disappointment.

If you are ready to apply then please request an application pack where you will find a 'Checklist of Required Documents.' Alternatively, please download an application pack from our website:

<http://shsc.brookes.ac.uk/courses/cpd>

Other study opportunities

We offer a full range of post-qualification / postgraduate single modules, short and long award bearing courses for health and social care professionals. For more information, go to our website:

<http://shsc.brookes.ac.uk/courses>

Course fees

Funding arrangements vary across the country. Oxford Brookes University has a contract with the South Central Strategic Health Authority (covering the geographical areas of Oxfordshire, Berkshire East and West, and Buckinghamshire). Your module fees may be paid if you practice within the areas detailed above. However, before an application can be accepted, the relevant Trust Education Lead must have signed your funding statement, which is contained within the application pack. For your information, the cost for those students who self fund can be obtained from the Programme Administrator.

If you would like further information and/or an application pack, please contact:

Programme Administrator
Tel: 01865 482589 or email miim@brookes.ac.uk

For general information, visit our website <http://shsc.brookes.ac.uk>

Why study at Oxford Brookes University?

- Oxford Brookes University has been named the UK's best modern university for the tenth year in a row due to its strong teaching and research profile in the modern university sector (*The Sunday Times' University Guide 2011*).
- Oxford Brookes has been named one of the greenest universities in the country – according to the student campaigning group, [People & Planet](#).
- We have a large and dedicated building in Oxford (Marston Road) and a campus in Swindon (Ferndale), Wiltshire equipped with state-of-the-art classroom and clinical skills simulation suites and resources. To view our online picture gallery, go to: <http://shsc.brookes.ac.uk/picture-gallery>
- We have our own osteopathic clinics: Mill Court in Headington, Oxford and at Ferndale Campus in Swindon offering a full range of osteopathic treatments to students, staff, NHS staff and the general public. <http://shsc.brookes.ac.uk/osteoclinics>
- Our courses are open to a wide range of health and social care professionals providing highly flexible continuing professional development (CPD) study opportunities with part-time, full-time and mixed mode options (including opportunities for e-learning, blended and distance learning).
- We support multi and interprofessional learning and teaching, and many of our courses are either fully multiprofessional or offer excellent opportunities for shared learning.
- Our lecturers are experienced in their specialist practice area and maintain excellent practice links with those areas locally or across the region.
- Many of our lecturers have reputations for excellence and have established links with colleagues, organisations and institutions at national and international level.
- We have a strong research profile, with experienced researchers working in established areas of cancer care, children and families, drug and alcohol, physical rehabilitation and enablement and interprofessional education & collaborative practice.
- Oxford Brookes is rated internationally excellent across a broad range of subjects in the 2008 Research Assessment Exercise (RAE). 70% of our research in Allied Health Professions and Studies was rated as being of international significance, and of this, 10% was rated as world-leading.
- Oxford Brookes is a student centred institution that is fully committed to each individual achieving their potential. To support this, we offer a broad range of student support schemes to facilitate learning and development: www.brookes.ac.uk/studying/life/wellbeing
- We have been awarded the highest commendation possible, for all its health and social care programmes and courses, by the Quality Assurance Agency, following their Major Review of our educational provision in 2005.
- We have an excellent track record of high levels of student satisfaction, low student attrition rates and high employability.



Oxford Brookes University, Headington Campus, Marston Road site

Oxford Brookes University actively supports equality in education and welcomes applications from all people representative of our diverse community.

Modular Programme

M2

**OXFORD
BROOKES
UNIVERSITY**

Application for a place as an Associate Student on the Modular Programme

Application Ref No:

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Proposed start date		Part-time or full-time	
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Personal details

Title Mr/Ms/Mrs/Miss	
Surname	
First name	
Date of birth	
Country of birth	
Home address	
Postcode	
Daytime telephone number	
Email address	

Fee status

Country of domicile or area of permanent residence	
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Applicants not born in the European Union please state:

	Day	Month	Year
Date of first entry to the EU			
Date of most recent entry to the EU			
Date from which you have been granted permanent residence in the EU			
Nationality			

Reference

Name and address of Referee	
Daytime telephone number:	

Student/Employment status

If student, state course and college	
If staff at Brookes, state Dept and position	
If employed, state where and nature of work	

Disability/Special Needs

Please enter the appropriate code in this box if you have a physical or sensory disability which might in some way affect your studies or may require special facilities or treatment. (See guidance notes.)

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Please clarify the type of disability or special needs

Criminal convictions

If you have a relevant criminal conviction enter X in the box. (See notes for a definition of relevant criminal conviction.)

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Education or other relevant experience from age 16

Give names and towns of establishments attended in chronological order

	From		To		Full-time or Part-time
	Month	Year	Month	Year	

Examinations taken

Examining body	Exam date		Subject	Level	Result
	Month	Year			

Modular Programme

Module selection

Please indicate here the area of your interest, or the module(s) you wish to study, specifying both the name(s) and number(s) and the semester in which the module runs. Part-time associates cannot apply for more than five modules over the academic year or 3 modules in any one semester as this would be classed as full-time.

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Please indicate here your reasons for applying to study as an Associate Student

IMPORTANT

Continuing as an Associate from one year to the next

If you are accepted as an Associate Student and you wish to register for further modules each semester or from one year to the next, you will not have to re-apply on an M2 application form. Further modules should be registered on an M100 form, obtainable from the Student Administration Office or from the rack outside the office.

DECLARATION

I confirm that the information given on this form is complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by Oxford Brookes University. I have read the *Conditions of Acceptance* laid out in the *Prospectus* and undertake to be bound by those conditions.

Applicant's Signature Date

FOR CO-ORDINATOR'S USE

Co-ordinator's decision Unconditional Conditional Reject

Comments (conditions)

Associate Application Form (M2): notes for guidance

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY.

Exclusions

You should not use this form when applying for full-time/part-time degree courses, postgraduate associate modules or postgraduate degrees

Completion of the form

Please ensure that the form is completed neatly using **black ink**.

Personal details

Complete this section in **BLOCK CAPITALS**.

Disability or special needs

In the box, please enter the code, which is most appropriate to you from the list of statements below. Describe your condition in the space provided and where it is not obvious (ie with unseen disabilities), indicate whether you have special needs.

Disabilities/support required:

- 0 None.
- 1 You have a specific learning difficulty (for example, dyslexia).
- 2 You are blind or partially sighted.
- 3 You are deaf or hard of hearing.
- 4 You use a wheelchair or have mobility difficulties.
- T You have Autistic Spectrum Disorder or Asperger Syndrome.
- 6 You have mental health difficulties.
- 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.
- 8 You have two or more of the above.
- 9 You have a disability, special need or medical condition that is not listed above.

Criminal convictions

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions you have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. We will send you the appropriate documents to fill in.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults.

For these courses, you must tick the box if any of the following statements apply to you.

- a I have a criminal conviction.
- b I have a spent criminal conviction.
- c I have a caution (including a verbal caution).
- d I have a bindover order.
- e I am serving a prison sentence for a criminal conviction.

If statement **e** applies to you, you must also give the prison address as your postal address under the personal details section of the application form and a senior prison officer must support your application.

All other courses

For these courses, you must tick the box if either of the following statements applies to you.

- a I have a relevant criminal conviction that is not spent.
- b I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, you must also give the prison address as your postal address under the personal details section of the application form and senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you enter a tick in the box you will not be automatically excluded from the application process. However, we may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence, simply tell us that you have a relevant criminal conviction. We may ask you for further information.

You may find the following website useful: Criminal Records Bureau www.crb.gov.uk

Fee status

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for the former Metropolitan counties give the district (eg Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) where you are living as the area of permanent residence.

Reference

Please provide full contact details, failure to do so will result in a delay to your application.

Normally your referee would be one of the following:

- 1 The Head of your present or last school
- 2 Principal of your College of Further Education
- 3 Course tutor of your present or last course of studies
- 4 Access course tutor

If you have been out of education for some time, you may wish to consider one of the following:

Your current or last employer, training officer or careers adviser.

If you belong to a relevant organisation (voluntary or not), an officer of that organisation.

If you have any difficulty in identifying a suitable referee you should contact the Admissions Office for advice.

Education

Enter the exact subject name used by the examining board in full.

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Module selection

Please indicate here the area of interest, or the module(s) you wish to study, specifying both the name(s) and number(s) and the semester in which the module runs.

Declaration

Please read the declaration on the application form carefully. You must sign it or we cannot process your application. When you sign the form, you agree to follow these conditions:

The information you have given is complete and accurate.

You have the right to cancel your application through us. You can do this by writing to us within 10 working days of the date of our official offer letter to you.

Your application will normally be confidential between:

- you, your referees and the appropriate staff at the University;
- your school, college or training organisation and your exam board or awarding body;
- your student support assessment body; and/or The Student Loans Company, if relevant;
- in the case of international applicants, the British Council or appropriate agency.

However, we try to detect and prevent fraud, and have the right to give outside organisations, including the police, the Home Office, local authorities, exam boards or awarding bodies and the Benefits Agency, relevant information from your application form.

If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete.

We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history).

We may use information from your application form to collect statistics. We will not tell any other organisation or publish any information that could identify you.

If you accept an offer of a place from the University, you must accept the terms and conditions in our prospectus (under 'Conditions and Acceptance'). You must read these terms and conditions carefully.

Manager's Statement of Support

The purpose of this form is to indicate to the University that the applicant has applied with the knowledge of their manager, and that the student will be provided with placement support where the learning outcomes will be achieved. Arrangements regarding study leave and support are entirely between the applicant and their manager.

Student name :

Short Course applied for:

Over 1 or 2 years:

The short course may be taken over a year. There is also the option of studying over two years to complete the course, where applicable, subject to your manager's approval.

Brief student's supporting statement for manager's information

Please state why you wish to take this course and how it might impact on your professional practice.

Manager's agreement to support this candidate's application for the programme.

Thank you for agreeing to provide support to the above student undertaking a post-qualifying programme at Oxford Brookes University. Would you please confirm that the learning opportunities relevant to the learning outcomes/ competencies for the programme that the student is undertaking are available in the workplace area or through negotiated visits in local placement areas.

Manager signature:

Date:

Manager's name:

Clinical Area:

Hospital (if applicable):

Manager's e-mail:

Manager's telephone number:

NHS Trust Requiring Sign Off	Trust Education staff who can sign off applications
Berkshire East PCT (Will cease to exist 1/4/11)	Suzanne Awadallah, Iris Mitchell
Berkshire Healthcare NHS Foundation Trust (From 1/4/11 this will now also include what was Berkshire East PCT & Berkshire West PCT)	Mette Laszkiewicz, Julie Bennetts
Berkshire West PCT (Will cease to exist 1/4/11)	Glenis Henry, Debbie Browne, Sarah Manning, Leila Niknejad, Juliet Love
Buckinghamshire Healthcare NHS Trust (previously Buckinghamshire Hospital NHS Trust, Community Health Buckinghamshire, Buckinghamshire PCT)	Celina Eves, Fiona Goodwin, Sarah Watson-Fisher, John Clark, Rachael Corser
Community Health Oxfordshire (Previously Oxfordshire PCT)	Sue Byrne, Xanthe Cummings (Non Medical Prescribing only)
Heatherwood and Wexham Park Hospitals NHS Foundation Trust	Jane Campbell, Deirdre Thompson
Milton Keynes Community Healthcare (previously Milton Keynes PCT)	Alison Drage
Milton Keynes Hospital NHS Foundation Trust	Julie Willison, Rob Stacey
Nuffield Orthopaedic Centre NHS Trust	Rachel Mellor, Ian MacKenzie
Oxford Radcliffe Hospital NHS Trust – everything but mentorship module	John Campbell, Sarah Stephenson, Rachel Wright (previously Rachel Glass)
Oxford Radcliffe Hospital NHS Trust – mentorship only	Margo Boore, Bridgette Brogden, Naomi-Clements.Cole
Oxfordshire Health NHS Foundation Trust (previously OBMH) – everything but mentorship	David Slingo, Nikki Oliver
Oxfordshire Health NHS Foundation Trust (previously OBMH) – mentorship only	Rita Bundhoo, Clare Ireson
Ridgeway Partnership – Oxfordshire Learning Disability NHS Trust	Dave Goss, Rachel McCarthy
Ridgeway Partnership – Oxfordshire Learning Disability NHS Trust – mentorship only	Natalie Smith, Karen Herbert
Royal Berkshire NHS Foundation Trust	Joan Potterton, Jo Sandy
South Central Ambulance Service NHS Trust	Ian Teague, Christina Fowler, Heather Knight