

1. Introduction

- 1.1 This guideline details the recommended supernumerary time for the following groups of staff:
- Registered Nursing Associates who have trained in Leicester
 - Newly Registered Nurses / Midwives / Operating Department Practitioners (ODPs) trained in Leicester
 - Newly Registered Nurses / Nursing Associates / Midwives / ODPs trained outside of Leicester
 - Newly Registered Nurses / Midwives who have successfully completed their OSCE Programme
 - Registered Nurses / Nursing Associates / Midwives / ODPs who are new to UHL
 - Registered Nurses / Nursing Associates / Midwives / ODPs who have moved to a new speciality within UHL
- 1.2 Supernumerary is where a member of staff works in their clinical area but is not counted within the staff numbers for that shift. They work alongside a preceptor / mentor and are supervised and supported in practice to take responsibility and support their transition and work as a registered professional
- 1.3 This guideline applies to the staff employed in substantive posts as listed in 1.1 and their line managers, preceptors and mentors
- 1.4 The recommendations in this guideline can also be used for other staff new to the Trust and individual supernumerary requirements should be discussed and identified at local induction.

2. Guideline Standards and Procedures

- 2.1 Supernumerary time is acknowledged by professional bodies as best practice in enabling new staff to settle into their work environment, supports confidence building and reduces transition shock.
- 2.2 Supernumerary time recommended for staff in UHL is summarised in the table attached as Appendix One. National guidance from NHS Executive and Innovation recommends two weeks or 75 hours of supernumerary time, not including induction or orientation time.

3. Education and Training

There are no training requirements for the implementation of this guideline.

4. Supporting References and Policies

Induction UHL Policy (Permanent Staff), Trust reference B4/2003

Preceptorship Policy, Trust reference B4/2018

5. Key Words

Supernumerary, registered, new starter, newly qualified, international, overseas, OSCE

CONTACT AND REVIEW DETAILS

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Details of Changes made during reviews:

June 2022 – V3 draft – complete rewrite of document to reflect recommendations from national and professional bodies and agreed practice by the Heads of Nursing at the NMB in March and June 2022,

Week	1. Registered Nursing Associates who have trained in Leicester	2. Newly Registered Nurses / Midwives / ODPs trained in Leicester	3. Newly Registered Nurses /Nursing Associates/ Midwives / ODPs trained outside of Leicester	4. Newly Registered Nurses / Midwives who have just completed their OSCE Programme	5. Registered Nurses / Nursing Associates / Midwives / ODPs who are new to UHL	6. Registered Nurses / / Nursing Associates / Midwives / ODPs who have moved to a new speciality within UHL
Prior to Registration	Work on their base ward wearing trainee Nursing Associate uniform	Cannot start their Registered role until they have NMC/HCPC registration.	Cannot start their Registered role until they have NMC/ HCPC registration	Work in a HCA role whilst taking OSCE exam. Will not have had familiarisation of UHL systems and processes	Not applicable	Not applicable
Week 1	<u>Supernumerary</u> Start local induction for registered role, work with preceptor	<u>Supernumerary</u> Start local induction for registered role, work with preceptor	<u>Supernumerary</u> Start local induction for registered role, work with preceptor	<u>Supernumerary</u> Start local induction for registered role, work with preceptor	<u>Supernumerary</u> Start local induction, meet with line manager or mentor to discuss induction needs	<u>Supernumerary</u> Start local induction, meet with line manager or mentor to discuss induction needs
Week 2	<u>Supernumerary</u> Continue familiarisation into registered role, work with preceptor	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	<u>Supernumerary</u> Continue local induction	<u>Supernumerary</u> Continue local induction
REVIEW	ALL STAFF GROUPS – line managers discuss progress with new starter and preceptor / mentor and review requirement for supernumerary time. Depending on previous experience and achievements of core competencies such as Assessment of Administration of Medicines supernumerary time may finish at the end of week 2					
Week 3	As agreed at two week review meeting and based on identified induction needs	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	As agreed at two week review meeting and based on needs identified at induction.	As agreed at two week review meeting and based on needs identified at induction.
Week 4	As agreed at two week review meeting and based on identified induction needs	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	<u>Supernumerary</u> Continue local induction for registered role, work with preceptor	As agreed at two week review meeting and based on needs identified at induction.	As agreed at two week review meeting and based on needs identified at induction.
REVIEW	ALL STAFF GROUPS – line managers discuss progress with new starter and preceptor / mentor and review requirement for supernumerary time with the aim of this finishing at the end of week 4 if it has not already finished. Further supernumerary time to be agreed in partnership with new starter, line manager and preceptor / mentor with clear plans for support based on learning needs identified at induction.					
Weeks 5 & 6	As agreed at four week meeting	As agreed at four week meeting	As agreed at four week meeting	As agreed at four week meeting	As agreed at four week meeting	As agreed at four week meeting
REVIEW	ALL STAFF GROUPS – Line manager and new starter review progress on learning needs identified at induction and plan for ongoing support and development. If supernumerary time to continue; consider involvement of Matrons, Education and Practice Learning Team and other support staff. Matrons must be informed of supernumerary time of 8 weeks or more and review every 2 weeks. NB – Some specialist areas may have a longer supernumerary period as agreed by the Head of Nursing					