

Applications for Queen's Nurse Title 2023

Guidance notes for applicants





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About the Queen's Nursing Institute

The QNI supports leadership, innovation and best practice in order to improve care for people, their families and the communities they serve. We believe that one way to do this is to bring together community nurses who share common values with a shared title. The QNI is proud to be developing and supporting a growing network of Queen's Nurses across England, Wales, Northern Ireland and Channel Islands. We believe this will not only benefit individuals, families and carers and the quality of care they receive, but also promote the development and recognition of community nursing practice.

About the Queen's Nurse title

Q. Who is a Queen's Nurse?

A Queen's Nurse is someone who is committed to high standards of practice and person-centred care. They are trusted and valued by the people they serve and respected and admired by their peers. They are enthusiastic and passionate about the care they provide.

A Queen's Nurse:

- demonstrates integrity, honesty and compassion whilst delivering the highest quality care to the benefit of individuals, carers, families, communities and peers
- communicates in a manner which encourages the trust of individuals
- offers holistic, personalised care which acknowledges, and is tailored to, the needs of the client
- acts as an inspiring role model to peers and professional colleagues
- is committed to learning and the development of community nursing.

The Queen's Nurse title is *not* a qualification, and it is *not* a requirement to help you to take on a particular role. It is a commitment to quality care, advocacy for individuals, families and carers, and to leadership, learning and development.

Q. What are the benefits of becoming a Queen's Nurse?

The title gives special recognition of your commitment to your profession and:

- demonstrates your enduring commitment to serving communities, to providing and promoting best care for individuals, families and carers in the home and in the community, and being an excellent role model for colleagues
- enables you to join a network of Queen's Nurses committed to the same values of leadership, learning, development and support
- links you to a community nursing organisation with 136-year history of inspiring, involving and investing in nurses, giving you opportunities to influence policy and practice
- links you to regional Queen's Nurse meetings in your area
- provides access to our Queen's Nurse annual conference and other networking events.

Q. Is the Queen's Nurse title a substitute for a community nursing qualification?

No. It is not an educational course and does not give the nurse a qualification. Instead, it brings together nurses who can show evidence that they are committed to person-centred care, and to continually improving practice.

Q. If I was successful in receiving the title of Queen's Nurse, could I accept it on behalf of my team?

No. The title of Queen's Nurse is given to an individual, therefore, it cannot be accepted on behalf of a team.

Q. I'm a nurse doing my job – the title Queen's Nurse sounds elitist. Is it for me?

If you are committed to high standards of care, learning and leadership and want to join community nurses with the same values, then the Queen's Nurse title is for you. Please check the guidance for eligibility criteria.

Q. How much does it cost?

There is no charge to apply for the title of Queen's Nurse.

Q. Am I guaranteed to get the title if I apply?

No. Submitting the application does not result in automatic acceptance. There is a rigorous application and assessment process and some applicants will inevitably be disappointed.



Q. How many Queen’s Nurses do you accept each year?

This depends entirely on the number and the quality of the applications received. We do not set a target number.

Q. Will I be known as a ‘Queen’s Nurse’ instead of District Nurse, Health Visitor or other job title?

No. The title of Queen’s Nurse is an honorary one, not a day-to-day job title or a qualification.

Q. Is there a time limit on the use of the Queen’s Nurse title?

We think it is important that Queen’s Nurses have an opportunity to renew their commitment on an annual basis and the title of Queen’s Nurse can only be retained if you engage with this process. Queen’s Nurses may not be able to renew their title, for example if they no longer work in community nursing.

Q. What commitment is expected of me as a Queen’s Nurse?

You will be expected to demonstrate at all times the standards of a Queen’s Nurse, as described in the guidance. In addition, you will be asked to sign an agreement which sets out the obligations of a Queen’s Nurse to the QNI. The Queen’s Nurse title is the start of a process of learning, networking and leadership. We ask our Queen’s Nurses to attend at least one workshop/meeting a year; we also encourage Queen’s Nurses to keep in touch with us and inform us of developments.

Who is eligible to apply?

The opportunity to apply for the Queen’s Nurse title is open to any nurse working in a community or primary care setting, including education, the charity or independent sector for the past five years. The areas of practice include nurses working in district nursing, general practice nursing, community children’s nursing, community learning disability nursing, community mental health nursing, occupational health nursing, school nursing, health visiting, inclusion health, care homes, hospices and all adult social care and as community matrons and specialist nurses working in the community.

- + Application for the Queen’s Nurse title is open to all nurses working in a community and primary care setting as above.
- + Applicants must hold current registration with the Nursing and Midwifery Council (the applicant’s NMC record and revalidation must be up to date).
- + Applicants must have a minimum of 5 years’ experience working in a community or primary care setting (in the UK)
- + Applicants must be currently working in England, Wales, Northern Ireland or Channel Islands supporting people to receive the best possible care in their own homes or other community-based settings
- + Applicants must not be under investigation by the NMC or employing organisation Applicants must not be the subject of any disciplinary proceedings
- + Applicants must have the support of their current direct line manager/ or senior colleague at the same seniority as the current line manager(who has been managing or has known them for a minimum of 6 months)
- + Applicants must have the support of a professional / clinical lead or equivalent who can provide a character reference
- + Applicants must have support from two additional contributors, depending on their role:
 - If they are a nurse in clinical practice, this must be from two patients/clients receiving their care
 - If they are a nurse working predominantly in a management role, this must be from two colleagues whom they line manage
 - If they are a nurse working independently (no regular patient contact, not in a team management role), this must be from two colleagues, professionals whom they work closely with
 - If they work in research, this must be from two colleagues, professionals whom they work closely with
 - If they are a nurse working in education, or as a practice teacher, this must be from two students/colleagues that they have responsibility for or supervise and assess.



Q. I am a midwife. Can I apply?

Midwives who also have a valid registration as a nurse on the NMC register and who work in the community are welcome to apply

Q. I am a nurse in Scotland. Can I apply?

The QNI can only award the title to nurses in England, Wales or Northern Ireland. A separate charity, QNI Scotland, supports Scottish community nurses and has re-introduced the title of Queen's Nurse. Contact QNIS by telephoning 0131 229 2333, or visit their website <https://www.qnis.org.uk/qn-programme-2023/>

Q. Can I nominate someone else for the title of Queen's Nurse?

No. Individuals need to apply personally for the title. However, if you think a colleague would make a good Queen's Nurse, please do encourage them to apply.

Q. I am under disciplinary measures at work. Can I apply while these are in force?

No. You must wait until the issue has been resolved.

Q. I have been reported to the NMC. Can I apply whilst the investigation is ongoing?

No. You must wait until the outcome of the investigation is known.

Q. Am I able to re-apply if my previous application has been unsuccessful?

Yes, although reapplication does not guarantee success. Please take account of the feedback received from the previous application when making a future application.

Application process

Our application process is completely online. We strongly suggest that you prepare and save your application as a Word document and cut and paste it into the online application portal. The application questions are set out below on pages 10-11. Please remember to save your online document each time you want to revisit it before your final submission. If you have any queries about any part of the process please email queensnurse@qni.org.uk

STEP 1

- Check if you fulfil the eligibility criteria (page 7 and 8) before progressing with your application to avoid disappointment.
- Ensure you have secured the permission, support and email contact details of everyone who will be required to support your application.
- If you submit an application without all supporting contributions, your application will not be forwarded for assessment. If your contributors (e.g., direct line manager, professional lead) do not support your application, your application will be unsuccessful.
- If you submit information on an incorrect form, it is unlikely that your application will be successful.
- When completing the online application form, you will be able to save it and continue later. If you choose this option, the system will generate and email you a NEW LINK that will allow you to return to the form later. If you do not receive the email in your inbox, please check your spam/junk folder prior to contacting us.

Important: The save and continue link will be valid for maximum of 30 days. If the deadline comes after 30 days, you will lose all the information. If you wish to submit your application at a later stage, you need to save the document again to create new link.

STEP 2

Request Unique Reference Number (URN) by **Friday 12th May**.

If you struggle with completion or submission of the URN request, there is a chance that you will also experience issues with the application form. Please contact queensnurses@qni.org.uk as soon as possible so we can find a solution.



STEP 3

Make sure your application and all supporting contributions are submitted online by **Friday 26th May by 5pm**. Our fully automated system will not accept any late documents.

Requesting a Unique Reference Number

Please visit www.qni.org.uk/nursing-in-the-community/queens-nurses/apply-become-queens-nurse to request your Unique Reference Number (URN). Please note that there is a limited time to request your URN. Please check the QNI website for details.

You will receive confirmation of your URN by email within three working days. If you do not receive this email, please check your spam/junk folder before contacting us at queensnurse@qni.org.uk.

You will be asked to select from the following four roles. Your role choice will determine the forms and links that will be automatically generated for your application.

1. For nurses in a clinical role, the link will be specifically for patients/carers/family members.
2. For nurse educators in practice and education settings, the link will be specifically for students or colleagues you support in your role.
3. For nurse managers/directors, the link will be specifically for the colleagues that you manage or work closely with.
4. For nurses working independently, researchers without direct patient care, please apply as a nurse manager/director/researcher/other nurse in a non-clinical role and ask your colleagues to support your application.

Important: If the website does not accept your email address, please access the website from a different IP address or use an alternative email for the purpose of the URN request only. In your application form you will have the opportunity to provide your preferred email address.

Q. If I have already requested a Unique Reference Number. Am I able to change my role?

Yes, but you must contact our staff at queensnurse@qni.org.uk for assistance. Please **DO NOT** request a second URN.

Q. I was previously unsuccessful in my application. Do I have to request a new Unique Reference Number?

You need to complete the online URN form each year. If you previously received an official decision about being unsuccessful, please include your old URN number when submitting your request. If you do not remember the number, you will have an option of requesting a reminder.

Your application

Your application must demonstrate the ability to reflect on personal and professional attributes and values that align to those of Queen's Nurse and demonstrate awareness of current health and social care related issues that impact on community nursing and how your vision can improve outcomes and reduce inequalities for individuals, families, carers and communities.

The reflection on your current and previous roles must demonstrate alignment to the values of those of a Queen's Nurse and how these will be promoted in others

The reflection on how becoming a Queen's Nurse will benefit you, and how you will contribute and commit to the Queens Nurse network

The reflection on a scenario must demonstrate that learning has taken place and how this learning will inform your future practice and be shared with others.

Please see all application questions below:



SECTION I

1. Full name
2. Preferred postal address
3. Telephone (work)
4. Telephone (home)
5. Mobile
6. Preferred email address
7. NMC registration pin
8. Name and address of current employer
9. Current job title and specialist area of work

SECTION II

10. Anonymity and Data Protection

SECTION III

11. Confirm that you have been working in a community or primary care setting for a minimum of five years?
12. Confirm that you spend at least 50% of your time in your current role working in the community
13. Confirm that you have had the same direct line manager for a minimum of 6 months (if the direct line manager has not been in post for 6 months, please provide the details of a professional nursing colleague in your workplace of at least the same level of seniority as your current line manager)
14. Confirm that you have had the same professional/clinical lead for a minimum of 6 months

SECTION IV

15. Current job title and specialist area of work
16. Main responsibilities (max 250 words)
17. Professional qualifications
18. Confirm your Disclosure and Barring Service (DBS) check is current
19. Confirm that you are not currently the subject of any disciplinary proceedings
20. Confirm that you are not currently under investigation by the NMC
21. Confirm that you are not currently under investigation by your employer
22. Employment history in the last ten years
23. Continuing professional development related to the past three years
24. Any other relevant experience either within or outside work that you feel demonstrates the attributes of a QN
25. Confirm involvement in any private business, such as ownership of a care home or a nursing agency or self-employed status.

SECTION V

26. Reflecting on your current and previous roles, demonstrate that you meet the values of a Queen's Nurse and discuss how you will, as a Queen's Nurse, promote these values in others (max 800 words)
27. Reflect on the benefits of becoming a Queen's Nurse and discuss what contribution and commitment you will bring to the Queen's Nurse network (max 500 words)
28. Explain your vision for community nursing in the future, based on health and social care related issues that would reduce inequality and improve outcomes for the individuals, families, carers and communities (max 800 words)

SECTION VI

29. Reflection is very much part of the nursing process, it is a requirement in a Nurse's Professional Code of Conduct and a requirement for NMC re-validation.

Please ensure you utilise the maximum word count for this section and complete all sections in as much detail as you can.

Reflect on scenario from practice where you can demonstrate that learning had taken place. Explain how this learning informed changes to practice and how was this shared with others (max 700 words)



SECTION VII

30. Diversity and Equality

Please note that submitting the application does not result in automatic award of the title of Queen's Nurse.

There is a rigorous assessment process of the application and additional contributions and some applicants will inevitably be disappointed.

Q. Will I be able to obtain a copy of my application form?

Yes. Once you submit the online application form, you will receive an automatic email from us with a PDF copy of your application. If you do not receive the email in your Inbox, please check your spam/junk folder.

If you have any questions, please contact queensnurse@qni.org.uk

Q. Will I need to attend an interview?

No. Applications for the title of Queen's Nurse are assessed by a panel, from the evidence provided in your application and feedback provided by your direct line manager, professional / clinical lead and additional contributors. However, you, your manager, professional / clinical lead and additional contributors may be contacted by the QNI to clarify an element of your application.

Contributors

You are required to submit the following four contributions alongside your application form:

- Current direct line manager/ or senior colleague at the same seniority as the current line manager (who has been managing or has known you for a minimum of 6 months)
- Current professional / clinical lead or equivalent (who has known and worked with you for a minimum of six months)

Depending on your current role (please see URN section for more details) please submit two contribution forms as per instructions below:

- Two patients/family members/carers who have known you for at least 3 months (please do not choose contributors related to each other/living in the same household)

OR

- Two colleagues/students who have known you for at least 6 months

If you send the link provided to more than two individuals, we will only accept the first two completed submissions. It is your responsibility to ensure that the supporting statements have been submitted before the deadline.

Q What happens if I submit contributions from people other than the ones determined by my role (selected in the URN form)

Your application will be forwarded for assessment, but it is unlikely to be successful.

Q. Is it fair to expect patients receiving care to comment on me – will this put undue pressure on them?

We have spoken to several organisations that represent patients, including the Patients Association, and they have assured us that it is good practice to involve patients in assessing the quality of healthcare that they receive. Nurses also commonly seek feedback from patients, carers and family members.

Q. The individual I want to ask to be an additional contributor does not have an email address. Please note that this is for very exceptional circumstances only and it has to be clearly noted on the form.

If at all possible we ask that you select additional contributors who have an email address or ask a relative or carer to assist. However, in very exceptional circumstances you can ask a colleague to assist the individual with completing the form for submission. Please note that this is for exceptional circumstances only.

Q. I want to apply for the title of Queen's Nurse but I work with young children/people with a learning disability/ older people who may not be able to complete the form. What should I do?

You could invite a carer or family member to complete the additional contributor form on their behalf. Please ensure this is clearly stated on the form. If you work in a care home, you can ask your colleague to assist your patient with the contribution. Your colleague can then submit the form on the patient's behalf. Please ensure your colleague explains the reason for the assistance (e.g., inability to use electronic equipment, no family visiting, etc.) and ask them to submit the



form from their professional email or organisation's generic email.

Q. How will I know if my contributions have been received?

You will receive an automatic email notification when your contributions have been received by the QNI.

If you have not received the notification email, please check your spam / junk email folder before contacting us at queensnurse@qni.org.uk.

Please note that your application cannot progress for assessment by the panel if all additional contributions are not submitted by the deadline. In such circumstances, your application will be designated an incomplete submission.

It is your responsibility to check and ensure that your application and all additional contributions have been submitted on time.

If you would like to see a contribution submitted for your application, please ask your contributors as they receive a copy of their entry.

Q. I want to apply for the title of Queen's Nurse but work in a self-employed capacity/own my own business so do not have a direct line manager.

Please contact the QNI at queensnurse@qni.org.uk for advice.

Q. I want to apply for the title of Queen's Nurse but do not have a professional / clinical lead.

Please ask someone from your employing organisation who you work closely with and who knows you in your professional capacity to provide a character reference and submit the form. Please ensure this is clearly stated on the form.

Q. I want to apply for the title of Queen's Nurse but my direct line manager is also my professional / clinical lead.

Only your direct manager or identified senior professional colleague at the same level of seniority can submit the direct line manager's feedback NOT your professional lead. If your manager is also your professional lead, please ask another senior nurse in your organisation who can provide a professional character reference for you in the same way a clinical lead would be able to do. They must also have known you for at least six months.

Assessment process

Following the closing date, your anonymised application will be sent for assessment. Our assessors will make their decision based on the content of your application and additional contributions only so please make sure you include as much information about your work as possible. Please do not include sensitive information, photos, links to other documents or articles etc.

Q. How will I find out if I have been successful?

All applicants will receive an email approximately 10 weeks after the submission date informing them of the decision of the assessment panel which is final. The QNI reserves the right to extend this period where there are large numbers of applicants.

Q. What happens if I am unsuccessful?

You will be notified by email approximately ten weeks after the submission date informing you of the outcome. The decision of the assessment panel is final. Only email feedback can be requested from the QNI team.

Q. Can I appeal the decision?

No, the decision of the assessment panel is final. There is a rigorous process of assessment and moderation.

Privacy Policy and data sharing

Q. Will my contact details be shared with others?

If your application is successful, we will ask your permission before sharing your contact details with the Queen's Nurse Network. We need to be able to invite you to regional Queen's Nurse meetings and for you to receive regular updates about QNI activities.

If you are unsuccessful, we will, with your permission, hold your details for three years but will not contact you or share your details with any third party. You can view our Privacy Policy at www.qni.org.uk/privacy.



Solving any technical issues

In case of any technical difficulties during the process, please remember to screen shot the page and copy the URL address before contacting us at queensnurse@qni.org.uk

Q. The website does not accept my email address. What should I do?

If the website does not accept your email address, please access the website from a different IP address or use an alternative email for the purpose of the URN request only. In your application form you will have the opportunity to provide your preferred email address.

Q. My contributor said that they submitted the form but I have not received any notification. What should I do?

Please advise them to resubmit the form by either using a different browser (Chrome preferred) or using their personal device as sometimes NHS devices have restrictions set up on their servers preventing the submission. For technical advice, please go to our website: <https://qni.org.uk/technical-help-during-the-application-process/>

Q. The links in the URN email do not work. What should I do?

If you are unable to open the links, it means that the device you are using is preventing you from accessing the online form. Please use a non-NHS device to access the form instead. You can forward the URN email to a different email address. You can also try to copy the full link address and past it in your browser.

Q. Save and continue option does not work. What happened?

Every time you save your application to continue later, you will have a new link sent to your mailbox. The save and continue link will be valid for maximum of 30 days. If the deadline comes after 30 days, you will lose all the information. If you wish to submit your application at a later stage, you need to save the document again to create new link. If you access any previous link, the application will not have all your recent changes.