

Applications for Queen's Nurse Title 2021

Guidance notes for applicants





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 and Northern Ireland. 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.

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 and all adult social care and as community matrons and specialist nurses working in the community.

This year for the first time, we have moved our application process 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 4-6. If you have any queries about any part of the process please email queensnurse@qni.org.uk

Who is eligible to apply?

- ✦ Application for the Queen's Nurse Title is open to all nurses working in a community and primary care setting including care home nurses.
- ✦ Applicants must hold current registration with the Nursing and Midwifery Council (please make sure your NMC record and revalidation is 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 or Northern Ireland 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 direct line manager
- ✦ 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 your role:
 - If you are a nurse in clinical practice this will be from two individuals receiving your care
 - If you are a nurse working predominantly in a management role this will be from two colleagues whom you line manage
 - If you are a nurse working in education this will be from two students that you have responsibility for.

Application process

You can apply to become a Queen's Nurse by following these simple steps. Full guidance can be found on our website at www.qni.org.uk/nursing-in-the-community/queens-nurses/apply-become-queens-nurse

Step 1

- **Check** you fulfil the eligibility criteria listed above.

Step 2

- **Visit** www.qni.org.uk/nursing-in-the-community/queens-nurses/apply-become-queens-nurse to request your Unique Reference Number (URN).
- You will be asked to select from the following three roles to determine the forms and links that will be automatically generated for your application:



- Nurse in a clinical role
- Nurse in a predominantly managerial role
- Nurse in a predominantly educational role
- You will be required to send the appropriate links to your direct line manager, professional / clinical lead and two additional contributors by email. These links will be provided for you once you have completed the Unique Registration Number online application. **These links will be unique to your application and cannot be shared or copied to another applicant.**

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

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 application/contribution. If you are successful, you will be able to change your email address at a later stage

Step 3

- Ensure you have secured the permission, support and email contact details of everyone who will be required to support your application:
- Direct line manager (who has been managing you for a minimum of six months)
- Professional / clinical lead or equivalent (who has known and worked with you for a minimum of six months)
- Two individual/family/carer/colleague/student contributors (depending on your current role). We only require two so if you send the link provided to more than two individuals, we will only accept the first two completed submissions.
- If you submit an application without all of the above, it is unlikely that your application will be successful.
- If you submit information on an incorrect form, it is unlikely that your application will be successful.

Step 4

- Ensure you read all the guidance and submit your application online by the closing date. The application form is quite long, so we strongly advise you to prepare your application as a word document using the questions below (page 4-6) which will enable you to cut and paste into the online application. Please be aware that there are word limits to some sections. Please remember to save your online document each time you want to revisit it before your final submission.
- Ensure that you complete all sections of the online application before you submit it.
- Ensure that your direct line manager, professional / clinical lead and two additional contributors have completed their online submissions by the closing date
- 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 link that will allow you to return to the form later. If you don't receive the email in your inbox, please check your spam/junk folder prior to contacting us.
- Once you submit the online application form, you will receive an automatic email from us with a PDF copy of your application. If you don't receive the email in your Inbox, please check your spam/junk folder.
- 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

Step 5

- 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 photos or links to other documents or articles etc.

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

Closing date

The closing date and time to request a Unique Registration Number (URN) is 18th May 2021 at 5pm.

The closing date and time for applications and all supporting contributions is **15th June 2021 by 5pm.**

Late applications will not be possible.



Selection criteria

Your application **must** demonstrate the following:

- Personal statement supports the application, is convincing and conveys an understanding of the values you have as a nurse
- Convincing statement that conveys an understanding of the value and meaning of the Queen’s Nurse title in relation to you and your role
- Convincing statement on the future of community nursing that conveys the importance of the contribution of community nursing
- The reflective scenario described and subsequent actions taken adequately convey commitment to providing best and holistic person-centred care
- Excellent personal insight into the emotional response that this situation made on the applicant
- Insightful open response clearly demonstrating a depth of analysis, learning and awareness
- Clear understanding and ability to articulate the benefit of reflection with clear insight into improving the situation
- Evident and positive reflection that demonstrates clear learning from the situation that has influenced changes in practice and that the learning has been shared.

Selection Process

All completed applications received by the closing date, as above, will be reviewed by two assessors and a sample sent to an external moderator. It is anticipated that all applicants will be informed of the outcome of their application ten weeks after submission.

Application questions

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

SECTION I

9. Main responsibilities (max 300 words)
10. Name and address of current employer
11. Professional qualifications
12. Confirm that you have been working in a community setting for a minimum of five years
13. Confirm that you spend at least 50% of your time in your current role working in the community
14. Confirm your Disclosure and Barring Service (DBS) check current
15. Confirm that you are not currently the subject of any disciplinary proceedings
16. Confirm that you are not currently under investigation by the NMC
17. Confirm that you are not currently under investigation by your employer
18. Employment history in the last 10 years
19. Continuing professional development related to the past three years
20. Any other relevant experience either within or outside work that you feel demonstrates the attributes of a QN
21. Confirm involvement in any private business, such as ownership of a care home or a nursing agency or self-employed status

SECTION II

22. Personal statement in support of your Queen’s Nurse application (1000 words maximum). This is your opportunity to write about and provide examples of what you currently do that illustrates the values you have as a nurse; the principles that are central to being a nurse and upholding the profession
23. How do you see yourself as a Queen’s Nurse and what does the title mean to you. (1000 words maximum). This is your opportunity to write about and provide examples of what you do that align yourself with the values of a Queen’s Nurse.



24. Explain your vision for the development of community nursing in the future. (1000 words maximum) This section allows you to consider where community nursing is now and where it might be in five- or ten-years' time. What would you personally and professionally want to see for individuals, families, carers' and communities in the future.

SECTION III (1500 word limit for this section)

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. The reflective section is based upon Gibbs (1992) reflective model of six steps to guide your reflective writing.

In all professional roles it is important to reflect upon a situation whether it is deemed as positive or negative. Reflection is seen as a theory of critical thinking and is a process of reviewing an experience of practice in order to describe, analyse, evaluate and so inform learning about practice (Boud et al 1985). Invariably it is human nature to reflect upon an occurrence when 'something has gone wrong' (Taylor, 2006). Reflective practice advocates that we should also reflect upon good practice as a way of enhancing and reinforcing this practice.

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

25. Description and Actions: What was the issue? Describe what happened and the actions you took to address the issue.
26. Feelings: What did you think and feel?
27. Evaluation: What did you learn?
28. Analysis: What was good and bad about the experience?
29. Conclusion: What would you do differently next time?
30. Action plan: Did you make a difference? How do you know? What have you learnt from this experience that will influence your future practice? How did you share the learning?

Frequently Asked Questions

Q.What 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.

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.

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 engenders 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.

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 for leadership, learning, development and support
- links you to a community nursing organisation with 134-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



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 be inevitably be disappointed.

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. Is the QN title only for district nurses?

No. The title is open to registered nurses and specialist community public health nurses working in community or primary care in England, Wales or Northern Ireland. These include district nurses, general practice nurses, community children's nurses, community learning disability nurses, care home nurses, community mental health nurses, occupational health nurses, nurse educators and lecturers, managers, prison nurses, school nurses, health visitors, nursing home nurses, homeless and inclusion health nurses and many more. This list is not exhaustive.

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'm 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 recently re-introduced the title of Queen's Nurse. Contact QNIS by telephoning 0131 229 2333, or visit their website www.qnis.org.uk/the-new-queens-nurse-title.

Q. I have a colleague who has given many years' service to community nursing. Should I encourage him/her to apply?

The Queen's Nurse title marks the start of a process of learning and leadership for nurses with a minimum of five years' experience in the community; it is not a reward for long service.

Your colleague may wish to apply for the Long Service Award.

www.qni.org.uk/explore-qni/qni-awards/long-service-award.

Q. How is the Queen's Nurse title different from the Outstanding Service Award?

Nurses can only be nominated for the Outstanding Service Award by their colleagues, for exceptional achievement in their careers.

The Queen's Nurse title marks the beginning of a process of shared learning and leadership, in a community of other nurses with the same values. Nurses must apply for the QN title themselves.

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 want to apply for the title of Queen's Nurse but I no longer have direct patient contact; can I still apply?

Yes,

- If you are in a managerial position – please ask two colleagues that you line manage to submit their additional contributor form
- If you are in an educational position – please ask two students that you support to submit their additional contributor form
- If you are working independently – please ask colleagues in your team/organisation that you have provided support or guidance to, to submit their additional contributor form

If you have any queries about this please email queensnurse@qni.org.uk



Q. I am a nurse working in an educational setting with no direct responsibility for students; can I still apply?

Yes, when requesting your URN, please ensure to tick the managerial role. You can then ask two of your colleagues who you manage / work closely with to complete the additional contributor forms.

Q. I want to apply for the title of Queen’s Nurse but I work with young children/people with 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 individual contributor form on their behalf. Please ensure this is clearly stated on the form.

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. Can I still apply?

No. You must be able to provide a contribution from a direct line manager. If this is not possible, you will need to provide a contribution from the person that you are directly accountable to for your work, such as your trustee chair.

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

Yes, 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 manager is also my professional / clinical lead. Can I still apply?

Yes, 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.

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 note you will need to have five years’ experience working as a community nurse to be able 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.

Q. I have run a successful project which has had a major impact on patient care. Can I enter that for the Queen’s Nurse title?

You can cite your project in your application, demonstrating a personal achievement and how you have reflected on and learned from the experience, but the Queen’s Nurse title depends on the whole of your practice as a nurse, not one project or any specific achievement. The assessors look for a more rounded picture of your work and your sustained commitment to improving nursing care and nursing services.

Q. Is there a closing date for applications?

Yes. This information will be provided to you when your URN is issued. The date can also be found on the QNI website. If we do not receive all the required online documentation by the submission date and time, your application cannot proceed.

Q. How much does it cost?

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

Q. I’m a busy community nurse, why would I put myself through all this work? What’s in it for me?

The title gives special recognition of your commitment to your profession. You will also be able to join the Queen’s Nurse Network, benefiting from professional development, joining a network of like-minded people and helping to meet your re-validation requirements.



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 be 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. Is it fair to expect individuals receiving care to comment on me – won’t 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 individuals receiving care in assessing the quality of healthcare that they receive. Nurses also commonly seek feedback from the people they care for. If individuals agree to give feedback, they are provided with a link to submit their contribution in confidence. No-one has to provide information if they don’t want to.

Q. The individual I want to ask to be an additional contributor does not have an email address

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. 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.

Q. How will I know if my application and all additional contributions have been received?

You will receive an automatic email confirming your application has been received once you have pressed the submit button. You will also receive email notification when your additional contributors have completed their submission. Please check your spam / junk email folder before contacting us.

Please note that your application cannot progress for assessment by the panel if the application and 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.

Q. I have received my URN but I’m too busy to apply this year, can I do it next year?

The URN is only valid for the year in which it is issued, if you do not apply, the URN will be cancelled and you will have to request another one for the following year.

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. 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. The title is for individual nurses who have demonstrated a high level of commitment to person-centred values and continually improving practice.

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.

Q. What happens if I am unsuccessful?

You will be notified by email approximately 10 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 practice development 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.

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

Please try to access the website from a different IP address or use an alternative email for the purpose of the application/contribution. If you are successful, you will be able to change your email address if you want to.

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 3 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.