

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**PLACEMENT & WORK EXPERIENCE POLICY
APPENDIX 1****Nursing****1.0 INTRODUCTION**

- 1.1 The NMC (Nursing & Midwifery Council) have stated that mentorship is “*a mandatory requirement for pre-registration nursing and midwifery students*” (NMC, 2006). From September 2007, all mentors must meet the requirements outlined in the NMC’s *Standards to support Learning and Assessment in practice* (NMC, 2006, updated 2008); and from September 2007, only “*sign-off mentors*” (NMC, 2008) can make the final assessment of practice and confirm to the NMC that students have met the relevant standards of proficiency to become registered practitioners.
- 1.2 Essex Partnership University Foundation Trust (EPUT) aims to ensure that staff involved in supporting and assessing pre-registration nurses, AHPs and pharmacy placements are appropriately recruited, trained and competent for the work they undertake.
- 1.3 This appendix will outline how staff of EPUT will implement the NMC standards to effectively mentor and support pre-registration students.

2.0 SCOPE

- 2.1 This appendix applies to all mentors, sign off mentors and practice educators who assess the practice of pre-registration students. The appendix also applies to all registrants and managers of registrants, mentors, sign-off mentors and practice placement educators.

3.0 DUTIES**3.1 The Workforce Development and training Service (WDTS) will;**

- 3.1.1 Hold and maintain a local live register of mentors, sign off mentors, triennial reviews and practice placement educators. All mentors who have passed an NMC approved preparation programme and practice placement educators will be recorded on the live register.
- 3.1.2 Ensure that registered nurses who have not maintained the NMC Standards to support learning and assessment in practice (2008) are recorded as inactive mentors.
- 3.1.3 In conjunction with the Universities will facilitate workshops for practice placements on the coaching model and its use in placements.

3.2 Unit /Team Leaders will:

- 3.2.1 Ensure that there are sufficient numbers of mentors and practice educators within their area.
- 3.2.2 Ensure that each practice placement area has at least one Sign off Mentor.
- 3.2.3 Ensure that their staff are aware of the coaching model (EPSF) and attend the workshops and ensure that it is used for their students within their placement.
- 3.2.4 Ensure mentors and Sign off mentors are supported to enable them to fulfil their role and are accountable to ensure that the NMC mentorship requirements are met, facilitate attendance at annual mentor updates and attendance at Sign Off mentor preparation sessions.
- 3.2.5 Facilitate one hour minimum protected time per week for Sign Off mentors with their students as per NMC guidelines.
- 3.2.6 Team Leaders will promote and support those suitable to undertake the appropriate training and supervise and assess trainee mentors and Sign Off mentors as is required.
- 3.2.7 Team leads will appoint an education link for the area and oversea the placement induction pack.
- 3.2.8 Complete the signing of the mentors triennial review within the appraisal process to ensure mentors are meeting the NMC requirements using the documentation and reviewing the evidence provided by mentor;
- 3.2.9 AHP leads will facilitate attendance at approved Practice Educator updates.
- 3.2.10 The Line Manager remains responsible for monitoring that the appropriate training has been completed and can seek advice from the Student Education Facilitator as required.

3.3 Mentors and Sign Off Mentors

- 3.3.1 Each individual has a responsibility for attending an annual mentor update and to map their development against the NMC standards using the tool provided as part of the triennial review. This is to ensure that they have provided evidence that they have met the criteria set down by the NMC to remain on the mentor register.
- 3.3.2 Staff on the mentorship programme have a responsibility to keep their Line Manager updated on their progress whilst on the programme and must inform both their Line Manager and the Workforce Development and Training Service once they have successfully completed the programme.

3.3.3 To remain on the live register the NMC has identified that individuals must have evidence of the following:

- mentored a minimum of 2 students within a three-year period;
- attended and participated in annual mentor updates;
- explored as a group activity the validity and reliability of judgements made when
- assessing in challenging circumstances;
- evidenced on-going developments in their role against the current NMC mentor
- standards;
- be deemed as competent to have met the requirements needed to remain on the
- register as a mentor.

3.3.4 Sign Off mentors will meet the additional criteria (NMC, 2008) to enable them to determine, during the final placement, whether a student nurse is fit to practise as a registered practitioner.

3.3.5 Only a Sign Off mentor can confirm the overall achievement of proficiency that demonstrates a student nurse's fitness to practice (RCN, 2007). In order to qualify as a Sign Off mentor, the mentor must have agreement from their Line Manager to attend the Sign Off Workshop session facilitated by the Trust. To gain status as a Sign Off mentor, the mentor must be supervised and assessed as competent to conduct this role by an experienced Sign Off mentor or Practice Teacher.

3.3.6 The Sign Off mentor must have a sound understanding of the current programme requirements for the students they are assessing. They must also fully understand the NMC registration requirements and their accountability to the NMC for the decisions they make to pass or fail a student.

3.3.7 The sign off mentor must have time allocated to reflect, provide feedback, and keep records of students' achievements in their final period of practice learning. This is equivalent to a minimum of 12 hours over the period of the placement. This is in addition to the 40% of practice time a mentor must spend with their student (NMC, 2008). If protected time is lost due to other work commitments, this must be highlighted by the sign off mentor to their line manager to ensure that this is not a re-occurring problem.

3.3.8 All mentors will support students with using the coaching model (EPSF) in the placement area and will help facilitate and identify staff who are able to act as a daily coach with the student. The coaching logs will help support the mentor's assessment of the student.

4.0 STUDENTS

4.1 All pre-registration students must adhere to the professional guidance in line with NMC guidance and code of practice.

4.2 Students should be aware of the expectations of the placement provider; and ensure that they have some theory-based knowledge relating to the placement prior to commencement.

- 4.3 Students should contact their placement area two weeks before they are due to start and be familiar with all their practice documents and appropriate policies. They must act in a professional manner at all times, maintaining the confidentiality of the patients, staff and colleagues.
- 4.4 Students will bring their copy of the coaching log into placement on a daily basis. They will identify their learning goal for the day with an appropriate coach who they have identified with support from their mentor. At the end of the shift they will review their learning goals with the coach and complete their coaching log.
- 4.4 All students are supernumerary; however, they must make an active contribution to the work of the practice area; and are expected to work within the shift patterns of the placement.
- 4.5 All students will attend a formal Trust induction session
- 4.6 All students are required to complete a placement evaluation for the education provider. The education provider will send these to WDTS for dissemination to the areas. Feedback will be collected and actions monitored if required.

5.0 REGISTRANTS

- 5.1 All registrants are responsible for supporting and managing students undertaking pre-registration training programmes and therefore must be familiar with the NMC *Standards to support learning and assessment in practice* (2008). All registrants may be required to act as a coach for the day for students.

6.0 DEFINITIONS

- 6.1 **Registrant:** A qualified nurse registered with the NMC.
- 6.2 **Mentor:** The NMC standards define a mentor as being a registrant who has successfully completed an accredited mentor preparation programme from an approved Higher Education Institution (HEI) (RCN 2007) and has achieved the required knowledge, skills and competence to meet the defined outcomes to facilitate learning, and to supervise and assess students in practice.
- 6.3 **Sign Off mentor:** A mentor that has achieved the additional specified criteria in order to be able to sign off a students practice proficiency at the end of an NMC approved programme.
- 6.4 **Practice placement educator:** Practice placement educators will be registered with the HCPC in the relevant profession. They will have undergone a period of approved training as agreed between SEPT and the Higher Education Institute (HEI) and have acquired the required knowledge, skills and competence to meet the defined outcomes to facilitate learning, and to supervise and assess students in practice.
- 6.5 **Triennial review:** The process whereby mentors and sign off mentors are required to provide evidence every 3 years that they have achieved the standards set by the NMC to remain on the register.

- 6.6 **Live Register:** A register of all mentors, sign off mentors and practice placement facilitators. This includes their teaching qualifications, date of achievement and the date their update and triennial review is due.
- 6.7 **Student Education Facilitators (SEFs):** The SEFs are employed by the Workforce Development and Training Service. Their role is to support the clinical learning environment and offer guidance and support for placements

7.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

- 7.1 The Executive Director of Mental Health will ensure that this policy and related procedural guideline are reviewed within the first year of implementation.
- 7.2 An annual audit of the Live Mentor Register will be undertaken and the findings reported to the Trust Clinical Governance Committee.
- 7.3 It is the responsibility of the Universities to ensure annual educational audits are carried out for each clinical placement area and changes on placement capacity are agreed at the Practice Education Committee jointly between the University and the Trust.

8.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

- **Nursing and Midwifery Council (2008)** “*Standards to support learning and assessment in practice*”. NMC standards for mentors, practice teachers and teachers. NMC: London
- **Nursing and Midwifery Council (2009)** “*Guidance on professional conduct: for nursing and midwifery students*” NMC: London
- **Royal College of Nursing (2007)** “*Guidance for mentors of nursing students and midwives: an RCN toolkit*” Second Edition. RCN: London