

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST
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**Allied Health Professionals and Other Clinical Professionals
APPENDIX 2**

1.0 INTRODUCTION

- 1.1 The HCPC (2012) refers to the role of mentor as *“practice placement educator”*. A practice educator is *“A person who is responsible for a student’s education during their period of clinical or practical experience”*.
- 1.2 The General Pharmaceutical Council (GPHC) is responsible for defining the pre-registration education and training requirements for pharmacists and pharmacy technicians. The GPHC also set the educational requirements for pharmacy support staff, including dispensing assistants and medicines counter assistants
- 1.3 The HCPC (2012) refers to the role of mentor as *“practice placement educator”* Although it does not currently set specific requirements about the qualifications and experience that practice educators must have to fulfil their role effectively, it identifies a practice educator as *“A person who is responsible for a student’s education during their period of clinical or practical experience”*.

2.0 DUTIES

- 2.1 **The Workforce Development and Training Service Team** will:
- hold and maintain a database of all practice educators/teachers and all learner placements.
- 2.2 **Unit/Team Leaders** will:
- ensure that there are sufficient numbers of practice facilitators/educators within their area;
 - liaise with practice education facilitator/teachers, or link tutor for advice;
 - ensure practice education facilitators/teachers are supported to enable them to fulfil their role facilitate and encourage attendance at any relevant CPD;
 - Line Managers will promote and encourage registered practitioners to support staff to undertake the role of coach / mentor to all learners from all disciplines.
 - Encourage and assist staff where applicable who wish to become practice educators.
 - Facilitate attendance at approved practice educator updates.
- 2.2.1 The Line Manager remains responsible for monitoring that the appropriate training has been completed and can seek advice from the Practice Education Facilitator as required.
- 2.2.2 Line Managers are responsible for the completion of all documents and to ensure that all relevant policies are read and complied with.

2.3 Education Facilitators

- 2.3.1 Each individual has a responsibility for attending an update and to map their development against their relevant standards.
- 2.3.2 The HCPC do not set specific standards about the qualifications practice educators must have however; practice educators are expected to have the knowledge, skills and experience to support students and must have undertaken an approved additional training to equip them for the role.
- 2.3.3 Staff identified as practice educators / facilitators will be identified on a local database maintained by the Workforce Development and Training Service.
- 2.3.4 Practice Educators or Supervisors must adhere to their relevant disciplines standards and guidance regarding the updating of their qualification in relation to working with student where required.

2.4 Students

- 2.4.1 All students must adhere to the professional guidance in line with relevant standards and policies.
- 2.4.2 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.
- 2.4.3 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.
- 2.4.4 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.
- 2.4.5 All students are required to complete a placement evaluation for the education provider if requested. The education provider will send these to WDTS for dissemination to the areas. Feedback will be collected and actions monitored if required.

2.5 Registrants

- 2.5.1 All registrants are responsible for supporting and managing students undertaking pre-registration training programmes and therefore must be familiar with the standards for education and training set down by the relevant regulatory body

3 DEFINITIONS

- 3.1 **Registrant:** A qualified nurse, AHP or other clinical professional registered with the NMC, HCP, GPHC or other relevant regulatory body.
- 3.2 **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 EPUT 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.
- 3.3 **Pharmacy pre-registration tutor:** Pharmacy pre-registration tutors will be registered with the GPHC. They will meet the professional requirement set down by the GPHC for that role and have acquired the required knowledge, skills and competencies.
- 3.4 **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 EPUT 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.

4 MONITORING OF IMPLEMENTATION AND COMPLIANCE

- 4.1 Periodic auditing of the Register of Practice Educator/Facilitator will be undertaken and the findings reported to the Trust Clinical Governance Committee.

5 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

Health and Care Professions Council (2012) “Standards of Education and Training Guidance”. HCPC: London

General Pharmaceutical Council “Pre-Registration Manual”

General Pharmaceutical Council (2011) “Future Pharmacists. Standards for the initial education and training of pharmacists”

General Pharmaceutical Council (2010) “Standards for the initial education and training of pharmacy technicians”

Code of ethics and Professional Conduct College of Occupational Therapists
(Revised Edition 2015)

This is not an exhaustive list and all AHP disciplines will have individual standards and guidance documentation.