



DA Induction

Introduction to Occupational Therapy Practice- Based Learning

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PLACEMENT LEAD

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Areas to Cover

- Useful contacts
- Placement Philosophy and Rationale
- Placement learning across the 3 years
- Sourcing and allocating placements
- Support whilst on placement
- The Assessment Procedure
- Dealing with issues

Contact Details for Placement Team

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Working Days: Mon, Tues, Thurs.

Administrative Support


ahppplacements@shu.ac.uk

0114 225 5013

For any general placement queries please refer to the placement website initially: <https://www.shu.ac.uk/health-social-placements/profession-information/occupational-therapy>

There will also be a DA website with specific placement information for apprentices available shortly.

Why is practice-based
learning part of your
apprenticeship?

A solid green horizontal bar at the bottom of the slide.

Placement Philosophy

Practice-based learning will give you the opportunity to develop your understanding of theoretical concepts, skills, analysis and critical evaluation and apply these to occupational therapy practice both independently and as part of a team.

Practice-based learning will cover a range of health and social care settings, plus leadership, research, and new areas of practice.

You will have the opportunity, over the three years to work with a range of different client groups and use a variety of occupational therapy assessments, treatment interventions and models of practice.

You will be expected to develop the skills to be self-directed, independent and autonomous learners, using the opportunity afforded by practice placement and the supervision of their practice educator to explore, apply and integrate the theory and the practice of occupational therapy

Rationale

Practice- based learning enables you to demonstrate your skills through observation, analysis, reflection and critical evaluation.

You will be using your communication skills and reflecting on your personal and professional development throughout.

The assessment forms ensure the development of learning throughout the three years in order to be qualified as an **Occupational Therapist**.

Students must have completed and passed all the mandatory placement modules for the course and have accumulated no less than **1000 hours** of practice learning experience.

What is a placement?



Your placements will take place across a variety of settings: hospitals, community, extended scope, leadership, research and education. These could be working with clients with physical, mental health or a combination of conditions.

The clients will have a range of needs and abilities and you will have opportunities with work with them and learn from their experiences.

Whilst on placement you are students, not volunteers or members of staff. You are there to learn as an occupational therapy student and under supervision, have opportunities to engage with the different elements of the OT process (assessment, goal setting, interventions etc).

Leadership, Research, and Education Placements

You may be offered leadership, research or education placements.

These meet RCOT's four pillars of practice in the Career Development Framework and give students a rounded placement experience which prepares them for different aspects of practice.

We work closely with providers offer this type of placement, and you will work on a specific project.

You may have a long-arm practice-educator (a qualified Occupational Therapist) who will support you via supervision, and complete your placement assessment.

Examples of Leadership Placements

Extended Scope:

You may go on a placement without an OT, this could be in a charity, a school, a care home, a GP surgery etc.

You will work with a team of staff members and volunteers (not necessarily health professionals).

You will scope the service to identify an occupation focused intervention, then deliver and evaluate this.

Other Leadership Placements:

South Yorkshire Integrated Care Board – Preceptorship for newly qualified Occupational Therapists

Primary Care Sheffield – Developing the role of the Occupational Therapist in Care Homes

Sports for Confidence – impact of meaningful physical activity on obesity in children

Examples of Research Placements

Advanced Wellbeing Research Centre

‘Prehabilitation’ for elective orthopaedic surgery

Impact of physical activity on quality of life in care home residents

Local Trusts

Motivational Interviewing for mild depression post-stroke

Other

Addressing the challenges associated with cognitive decline and frailty amongst older adults through repurposing of golf clubs as Healthy Ageing Hubs.



Examples of Education Placements

Development of interdisciplinary content for campus placement

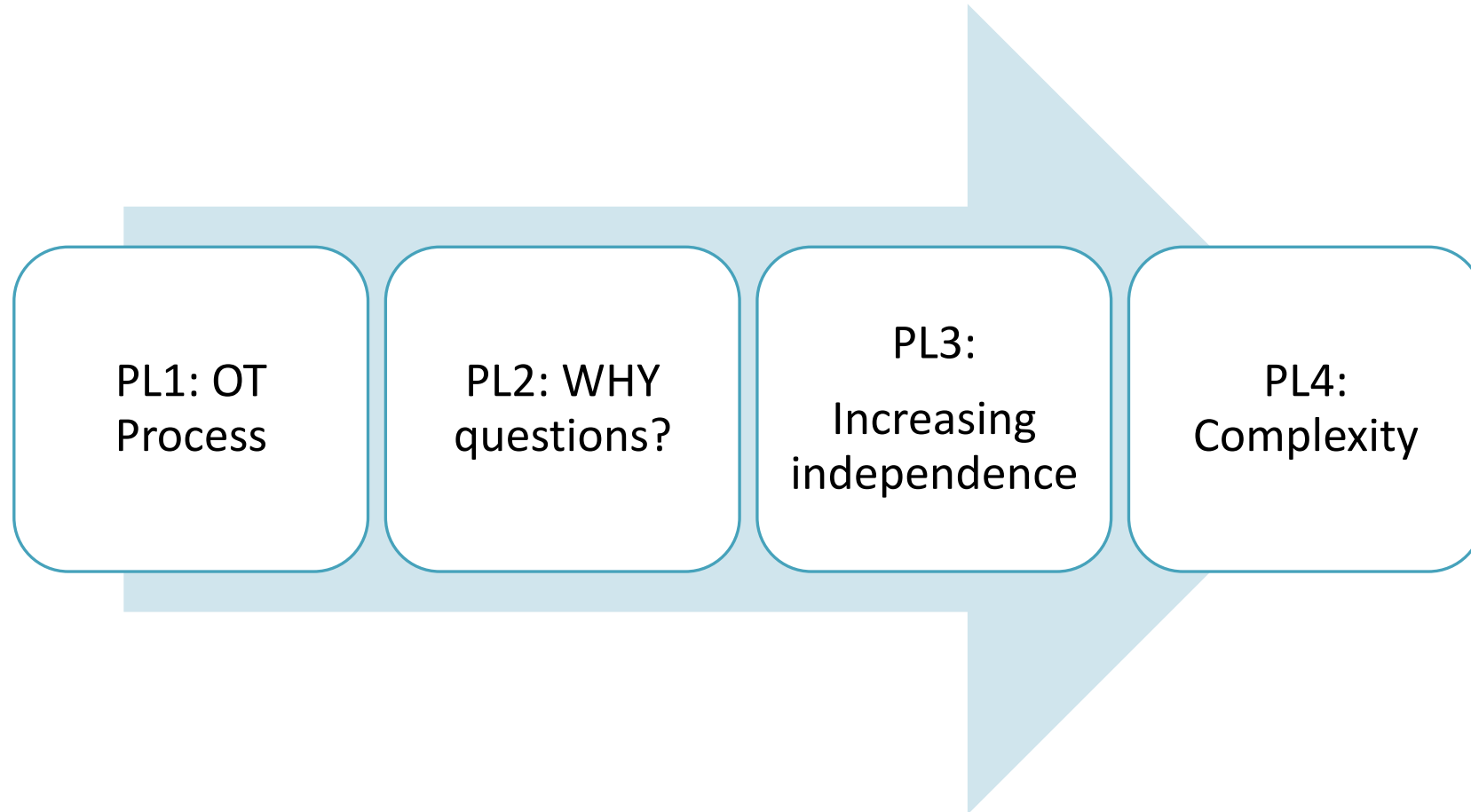
Microaggressions in practice-based learning.

Transgender awareness and the use of transgender mannequins

Leadership/research SHU website

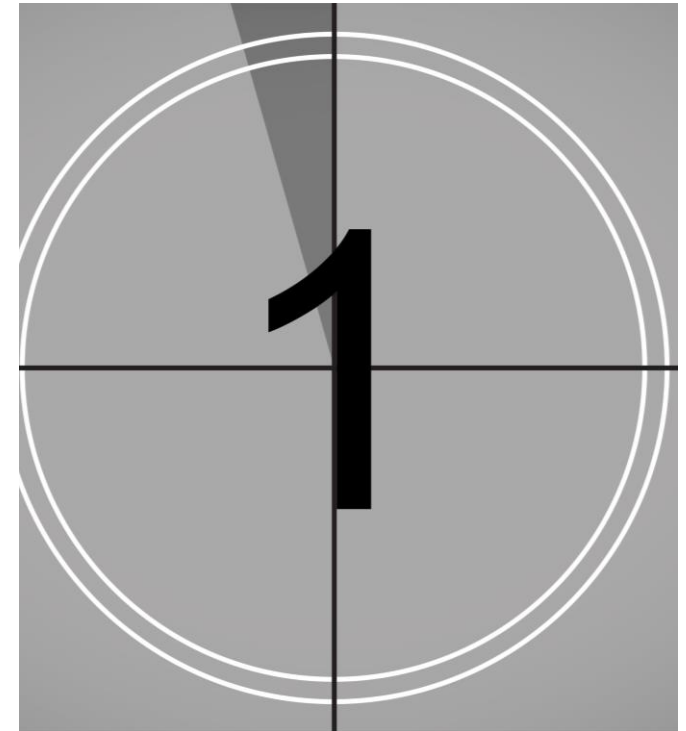


Expectations at each level:



Placement Block 1

- 6 weeks full-time.
- Placement to consolidate learning so far.
- Focus on the Occupational Therapy Process
- PB1 a traditional placement (clinical, research, leadership or education).



Practice Block 2

- 8-week full-time placement.
- Building on learning from PB1 and incorporating learning from the rest of your first year.
- PB2 a traditional placement (clinical, research, leadership or education).



Practice Experience 3

- 8-week full-time placement.
- Your third placement is your extended scope placement, you will receive specific support, teaching and additional information about this placement at level 5.
- For your extended scope placement you will attend a placement without an OT, this could be in a charity, a school, a care home, a GP surgery etc.
- These could be working with people with physical, mental health or a combination of conditions
- You will work with a team of staff members and volunteers (not necessarily health professionals).
- You will scope the service to identify an occupation focused intervention, then deliver and evaluate this.
- You will have a long-arm supervisor (a qualified Occupational Therapist) who will supervise and assess you.



All students do an EXTENDED SCOPE placement....

Charities which support women who have experienced abuse

Children's Mental Health Services

Refugee Charities

Substance Misuse Services

Homelessness Services



Day Services for people with a Learning Disability

Employment Based Services

Supported living settings for a range of people

Design for Health Team

Mainstream Schools

Secondary Schools

Practice Placement Learning 4

- 10-week full-time placement.
- Final placement to consolidate learning from the course.
- Your final placement will be in another traditional placement (clinical, leadership, research or education) ideally in a different setting to your previous placements. By the end of the course we like you to have across a range of environments.
- By the end of this placement you should feel ready for practice



Placement Hours

All placements are full-time (37.5 hours a week).

If you are an apprentice on a 30 hour contract you can choose to increase your hours on placement if you wish/are able to do so, but this is not expected.

If you complete 30 hours per week of placement, you should negotiate with the educator how best this would work.

For the Occupational Therapy course the number placement hours are mandated so there is the requirement to extend the placement block to ensure the minimum number of placement hours are achieved.

Apprentices who work 30 hours a week will still need to ensure they have completed 1000 hours of assessed placement learning across the course so that they can be registered with HCPC.

Attendance

You need to try and attend 100% of your placement.



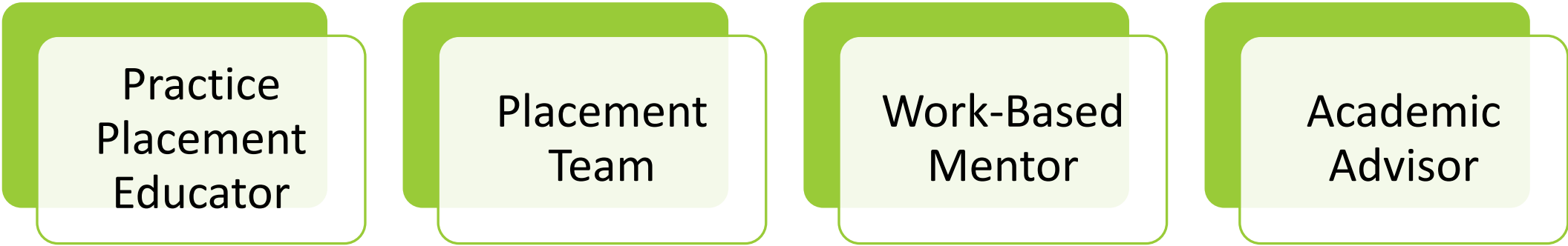
80% is the absolute minimum, but you cannot afford to only do 80% of each placement.



HCPC requirements mean you need to do 1000 hours on placements in order to be registered.

	100% hours	80% hours
Placement 1	225	180
Placement 2	300	240
Placement 3	300	240
Placement 4	375	300
TOTAL	1200	960

Supporting You On Placement

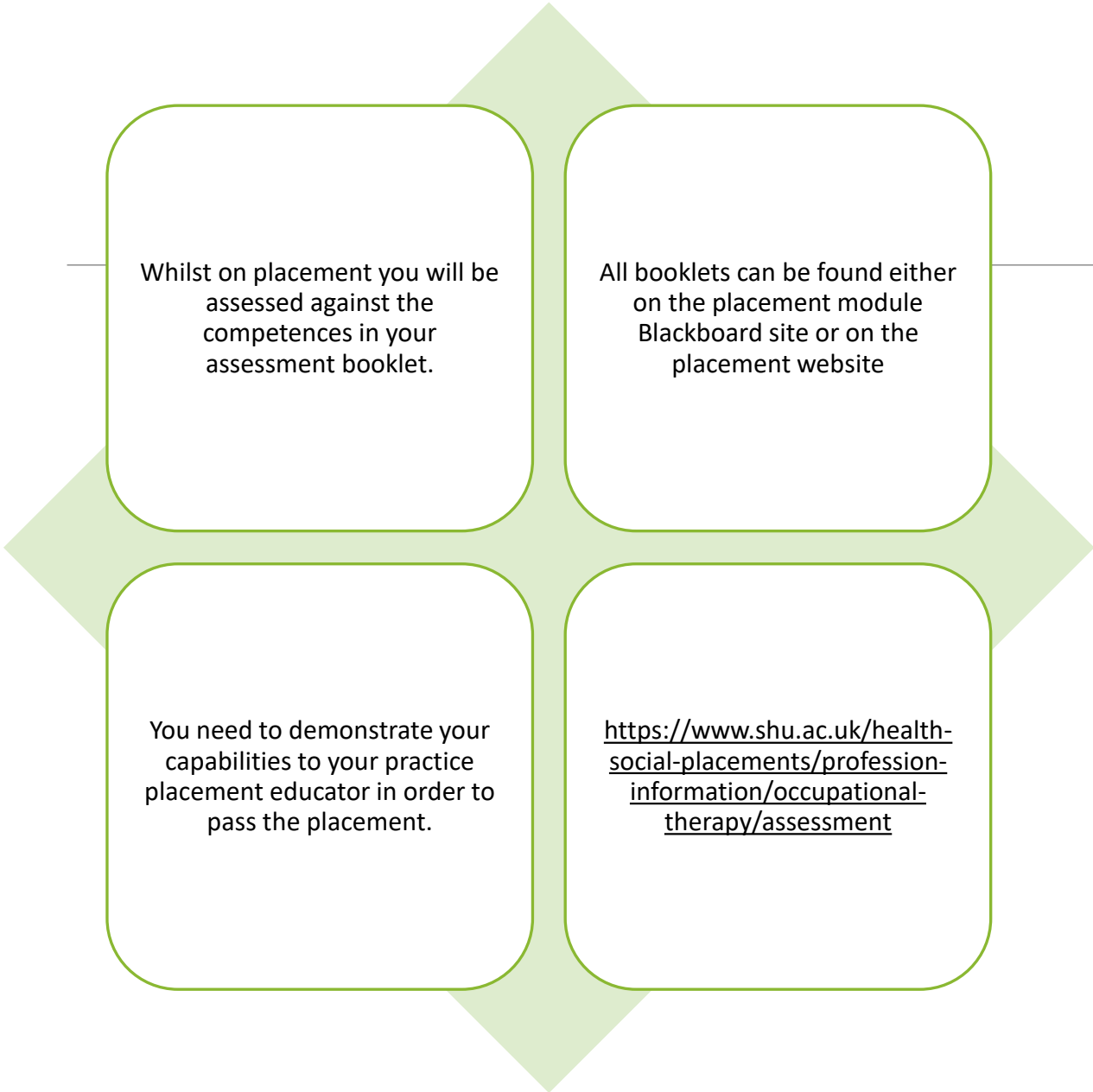


Practice
Placement
Educator

Placement
Team

Work-Based
Mentor

Academic
Advisor



Whilst on placement you will be assessed against the competences in your assessment booklet.

All booklets can be found either on the placement module Blackboard site or on the placement website

You need to demonstrate your capabilities to your practice placement educator in order to pass the placement.

<https://www.shu.ac.uk/health-social-placements/profession-information/occupational-therapy/assessment>

Assessment

We assess you in four areas:

1. Occupational Therapy process
2. Professional communication
3. Personal and professional development
4. Working practices

You need to demonstrate professional conduct AND your skills within professional practice.

Allocation Process

We have an allocation process where we ask for final offers from NHS Trusts and private providers 12 weeks ahead of a placement block, if these have not already been provided by your employer.

We are then aiming to allocate and release placement details to students 8 weeks prior to placement. They will have one week advise of any extenuating circumstances that affect their allocation. Then we will formally release the allocation to all providers 6 weeks prior to placement.

Allocation is being led by placement admin team with checks by academic team.

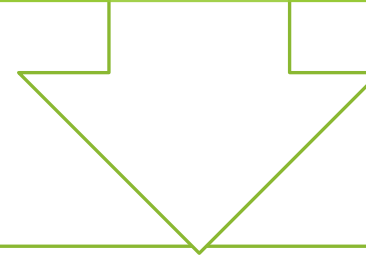
Allocation Process (continued)

The university policy is that:

You can travel up to 1.5 hours each way to get to placement. We will aim to keep it lower than this wherever possible.

Caring responsibilities can only be taken into account if you provide evidence of this. Having children does not count as a caring responsibility.

Learning contracts will be taken into consideration if they relate to placement provision.



We are trying to get the best match between student and placement. This may mean sometimes the allocation does not make sense to you.



Sourcing Placements

The placement team will source placements and work with employer on offers for allocation. How this works may be different between different employers.

It is important that you complete the placement information form prior to your placement to ensure we have the right address and details. This will be on PEMS, and your home and term time addresses must be amended on My Student Record.

You need to ensure you update this information at regular times during your time at University

We will ask you things such as your home address and term time address, whether you have access to a car and if you have any formal caring responsibilities. This is to ensure you can get to your placement and some placements require car drivers due to the nature of the job.

You **MUST NOT** self-source a placement. The university has a very strict self-sourcing policy, and if you are unsure please contact ahppplacements@shu.ac.uk to discuss your situation.

Reasonable Adjustments

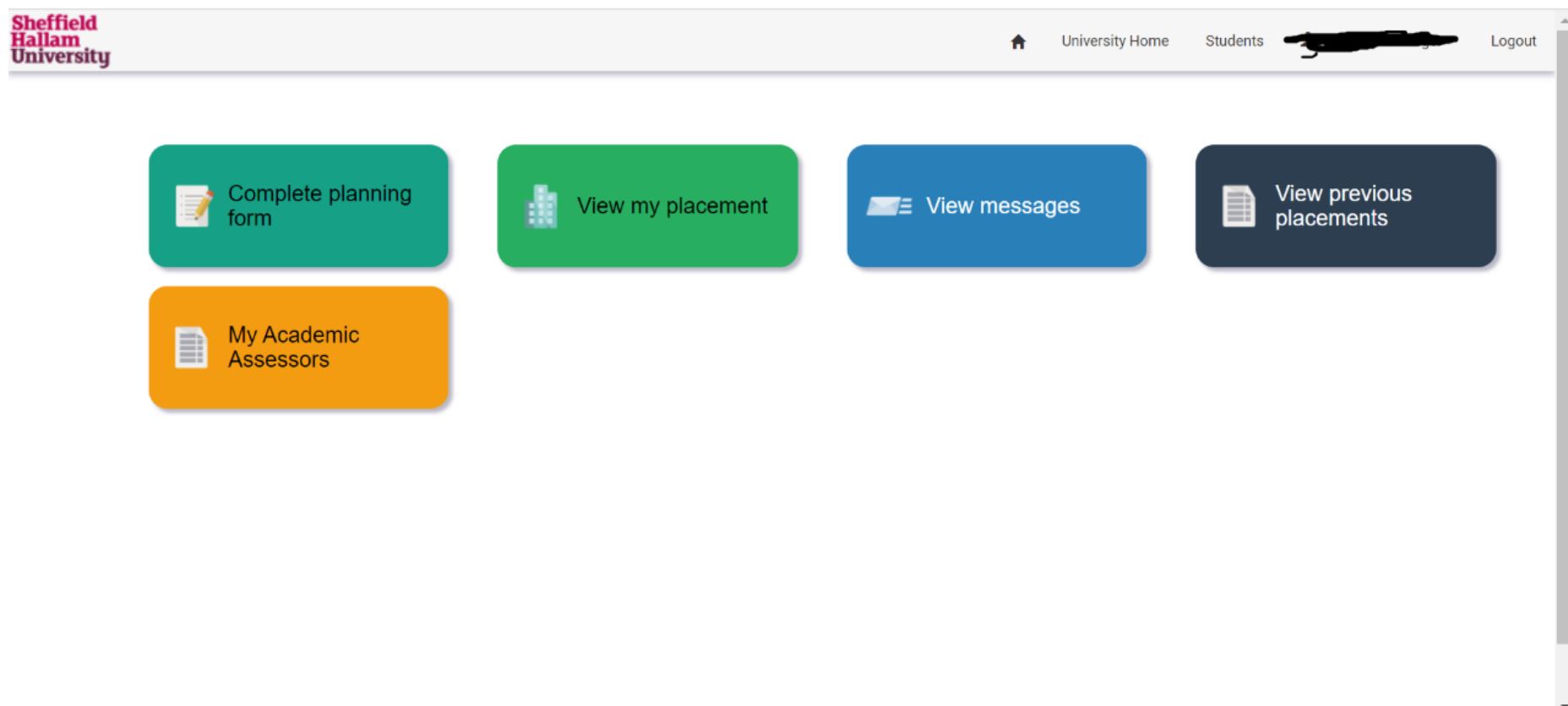
We may be able to make reasonable adjustments to your placement allocation if:

- You declared any medical issues at enrolment.
- Provide us with evidence of a formal caring responsibility. This can be a GP or Consultant letter.
- You have any other formal evidence to submit (from your GP or Consultant). If you did not declare this on entry to the course we may not be able to adjust for it, unless it is a new condition or your condition has significantly changed,

Any evidence you want to be considered should be emailed to ahpplacements@shu.ac.uk

PEMS - Dashboard

Login: <https://pems.hwbplacements.shu.ac.uk/default.aspx>



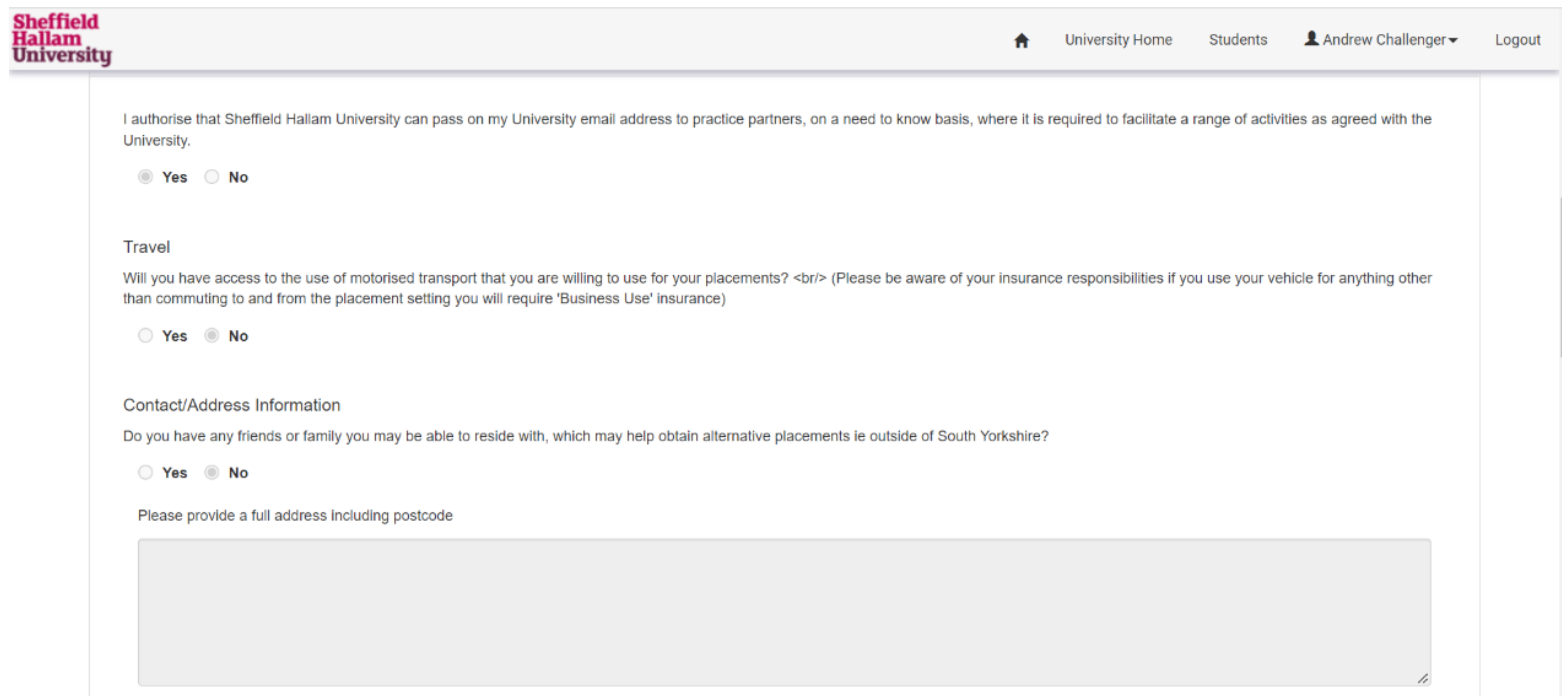
Updating PEMS

At least 12 weeks before each placement block ensure your profile on PEMS is up-to-date and your address is correct on My Student Record.

PEMS – Planning Form

Do this as soon as you have your PEMS login. This is to enable accurate allocation.

If you have any conflicts of interest you MUST let us know.



The screenshot shows the PEMS Planning Form on the Sheffield Hallam University website. The header includes the university logo, navigation links (University Home, Students), a user profile (Andrew Challenger), and a Logout button. The form contains three sections: 1. Authorization: A statement about email address use with radio buttons for Yes (selected) and No. 2. Travel: A question about access to motorised transport with radio buttons for Yes and No (selected). 3. Contact/Address Information: A question about having friends or family to reside with, with radio buttons for Yes and No (selected). Below this is a large text area for providing a full address including postcode.

Sheffield Hallam University

University Home Students Andrew Challenger Logout

I authorise that Sheffield Hallam University can pass on my University email address to practice partners, on a need to know basis, where it is required to facilitate a range of activities as agreed with the University.

☒ Yes ☐ No

Travel

Will you have access to the use of motorised transport that you are willing to use for your placements?
 (Please be aware of your insurance responsibilities if you use your vehicle for anything other than commuting to and from the placement setting you will require 'Business Use' insurance)

☐ Yes ☒ No

Contact/Address Information

Do you have any friends or family you may be able to reside with, which may help obtain alternative placements ie outside of South Yorkshire?

☐ Yes ☒ No

Please provide a full address including postcode

PEMS - Allocation

University

Here is the information about the current or upcoming placement to which you have been assigned. It contains information specific to you, as well as general information provided by the practice area. If you have any queries or do not understand any of the information given, please contact the Placement Learning Unit.

Your current placements

Placement Location	Placement Location	Placement Dates	Visiting Tutor	Placement Mentor	Practice Supervisor
Neuro Inpatients (Sheffield Teaching Hospitals NHS Foundation Trust)	PHYSIO - Neuro Inpatients (Sheffield Teaching Hospitals NHS Foundation Trust)	23/01/2023 - 05/03/2023	Not Assigned	Not Assigned	Not Assigned

Placement Location

Organisation:
Neuro Inpatients (Sheffield Teaching Hospitals NHS Foundation Trust)

Placement Site:
Neuro Inpatients

Address:
-

Sheffield Hallam University

University Home Students Andrew Challenger Logout

Placement contacts

- Joe Palmer
j.palmer1@shu.ac.uk
Academic Advisor/Link



Prior to going out you must...

Your employer will have confirmed that you are clear for placement in terms of mandatory training and occupational health. They will also confirm you have DBS clearance.

Please do not lose your certificate, some placements will ask to see it!

Illness/Absence



If you are unwell, you **MUST** contact your placement educator, your employer, and the university, using the Placement Absence form on the Blackboard site.



If you have COVID you must follow procedures at your placement and should not attend placement until told you are clear to do so.



Contact Laura Di Bona and your Academic Advisor if you have any absence lasting longer than a couple of days.

What Happens If I Do Not Complete My Placement?

You should aim to complete 100% of your hours on placement to meet the competences. Placements are all full-time. If you work part-time (e.g. 30 hours a week) you should ideally increase your hours to work full-time whilst on placement, or we can extend your end date.

If you become unwell and you are unable to commence or complete your placement before you meet a minimum of 80% of your hours, we will be able to delay the placement without detriment to your grades, this is called a defer. However, the University has to accept the extenuating circumstances to allow this via Student Support.

You will need to talk to a member of the academic team if this is relevant to you.

What Happens if I Fail my Placement?

If you do not reach the competences whilst on placement and your educator does not pass you, this is known as a refer and you will have another opportunity to retake the placement later in the year. This is normally in the next placement block.

The university provides support to apprentices and educators where there are areas of concern or performance is at a fail level, so please get in touch with your Academic Advisor or a member of the placement team as soon as possible if you are concerned.

If you do not submit your placement assessment booklet, this will automatically be a refer. This means that you only have one more chance pass your placement.

You have two attempts to pass your placement.

Placement modules cannot be retaken, therefore if you fail your placement twice, you will be unable to continue on the course.

Clinical concerns

If you see or experience anything that concerns you on placement you must report this to Laura Di Bona.

This could be a concern about your educator, about a patient, or about any other aspect of the experience.

This is to ensure all placement settings are safe and offer a high-quality learning experience to students.

<https://www.shu.ac.uk/health-social-placements/policy-library/student-guidance-policies>

Other Issues:

There may rarely be some other issues that may affect you on placement, such as your placement being withdrawn, you and your educator not getting on, or you being involved in an incident or near miss. In all these cases you need to contact the us as soon as possible so we can help you.

The SHU policies about these can be found on the SHU OT placement website
<https://www.shu.ac.uk/health-social-placements/policy-library/student-guidance-policies>

Placement Evaluation



WHEN YOU COMPLETE YOUR PLACEMENT, YOU WILL BE SENT A LINK TO EVALUATE YOUR PLACEMENT.



PLEASE BE AWARE PLACEMENT EDUCATORS AND COORDINATORS MAY BE ABLE TO SEE YOUR RESPONSES SO KEEP THINGS PROFESSIONAL AND ANONYMOUS.

TRY NOT TO COMPLETE THESE EVALUATIONS WHEN ANGRY OR UPSET.



IT REALLY HELPS US ENSURE PLACEMENTS ARE GOOD QUALITY, SO I ENCOURAGE YOU TO COMPLETE THESE.



REMEMBER THAT IF YOU TICK THAT A PLACEMENT WAS 'SATISFACTORY' THIS WILL RESULT IN YOUR PLACEMENT BEING INVESTIGATED.



DO NOT LEAVE IT UNTIL YOUR EVALUATION TO RAISE CONCERNS ABOUT YOUR PLACEMENT EXPERIENCE OR EDUCATOR.



Any Last Questions?