

A STUDENT GUIDE TO SHEFFIELD HALLAM UNIVERSITY

BSc (Hons) AND MSc (Pre-registration) Occupational Therapy Placements

PLACEMENT TEAM CONTACTS

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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 are also lots of resources on the placement Blackboard sites to answer any questions you may have.

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

PLACEMENT LEARNING OUTCOMES

BSc Level 4: Practice Placement Learning 1 (PPL1)

- **MODULE AIM:** The aim of this module is for you to take part in a practice learning experience which will give you the opportunity to apply the knowledge gained through the first-year modules, in particular Occupational Therapy Essentials and Factors Influencing Occupational Performance, within a health and social care setting. You will be expected to use reflection to review and develop your knowledge, skills and professional behaviour, to work in a client-centred way and to work with your practice educator to understand your own learning needs and style and begin to address these.
- **LEARNING OUTCOMES:** Participate in and demonstrate application of required practice competencies within a placement setting as stated in the practice assessment documentation for this level.

BSc Level 5: Practice Placement Learning 2 (PPL2)

- **MODULE AIM:** This module aims to give you the opportunity to apply and evaluate occupational therapy processes and philosophy in practice, with the support and guidance of a practice educator. You will use the placement experience to articulate your clinical reasoning based on previous learning and theoretical knowledge about occupational therapy processes and philosophy whilst beginning to work more independently, learning to use supervision as a forum for reflection and analysis of your practice.
- **LEARNING OUTCOMES:** Participate in and demonstrate application of required practice competencies within a placement setting as stated in the practice assessment documentation for this level.

BSc Level 5: Practice Placement Learning 3 (PPL3)

- **MODULE AIM:** This module aims to provide you with a practice learning experience that will give you the opportunity to broaden your awareness of the context of health and social care by participating in a non-statutory or emerging area of practice where there may or may not already be an occupational therapist in situ. You will go in pairs to non-traditional practice sites and will have support from a supervisor on site and an occupational therapist off-site. You will develop your professional skills as you would in any practice setting but in addition you will also

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develop and implement an occupation - based intervention appropriate to the setting and service user group with the support of the supervisor.

- **LEARNING OUTCOMES:** Participate in and demonstrate application of required practice competencies within a placement setting as stated in the practice assessment documentation for this level.

BSc Level 6: Practice Placement Learning 4 (PPL4)

- **MODULE AIM:** The aim of this placement module is to give you the opportunity to make the first steps in the transition from student to practitioner. To enable you to develop into autonomous practitioners, fit for HCPC registration, this placement will provide you with the opportunity to engage in practice with the support of your educator in a range of complex situations with a variety of complex issues. You will be expected to use reflection to review and develop your knowledge, skills and professional behaviour, to work in a client-centred way and to integrate your knowledge and experience gained from throughout the course to critically appraise your own and current occupational therapy practice.

MSc: Practice Experience 1 (PE1)

- **MODULE AIM:** This practice learning experience will give you the chance to observe and participate in occupational therapy practice with the close support of a practice educator. It provides the opportunity for you to learn about professional conduct and practice, to explore and develop your personal and professional communication skills and reflective practice and to consider the health and social care context within which you will be working.
- **LEARNING OUTCOMES:** By the end of the practice, with the supervision of their practice educator, the student will be able to:
 - Participate in and demonstrate an understanding of, assessments and treatment interventions in that area of practice.
 - Demonstrate an awareness of their own communication styles, developing confidence in communicating sensitively with clients and carers. With feedback and support from practice educator, demonstrate growing confidence in communicating both verbally and in written form with occupational therapy colleagues and other members of the multi-professional team.

- Demonstrate an awareness of professional behaviour and safe practice; conduct themselves in a professional manner at all time, showing insight into their own abilities.
- Utilise time management techniques and demonstrate a basic understanding of the working policies and practices in the context of their practice site.

MSc: Practice Experience 2 (PE2)

- **MODULE AIM:** Within this module you will have an opportunity to apply and evaluate occupational therapy processes and philosophy in practice, with the support and guidance of a practice educator. You will use the placement experience to articulate your clinical reasoning based on previous learning and theoretical knowledge about occupational therapy processes and philosophy whilst beginning to work more independently, learning to use supervision as a forum for reflection and analysis of your practice.
- **LEARNING OUTCOMES:** By the end of the practice the student will be able to:
 - Participate in and demonstrate application of required practice competencies within a placement setting as stated in the practice assessment document for this level
 - Reflect and evaluate the practice learning that you have done in relation to developing your clinical reasoning
 - Evaluate your current practice learning needs from your reflective learning and develop an action plan for your future professional learning and practice.

MSc: Practice Experience 3 (PE3)

- **MODULE AIM:** This practice learning experience will give you the opportunity to broaden your awareness of the context of health and social care by participating in a non-statutory or emerging area of practice where there may or may not already be an occupational therapist in situ. You will go to non-traditional practice sites and will have support from a supervisor on site and an occupational therapist off-site - either from a related field of practice or from the university. You will develop your professional skills as you would in any practice setting but in addition you will also develop and implement an

occupation - based intervention appropriate to the setting and service user group with the support of the supervisor.

- **LEARNING OUTCOMES:** By the end of the practice the student will be able to:
 - Identify a role for occupational therapy within the setting / service. Devise, apply and evaluate an occupation-based intervention relevant to service and setting in consultation with service users and providers.
 - Communicate with service users and other professionals appropriately and sensitively. With the support of the practice supervisor, be able to produce written and verbal reports for other members of the interprofessional staff team where appropriate.
 - Communicate with service users and other professionals appropriately and sensitively. With the support of the practice supervisor, be able to produce written and verbal reports for other members of the interprofessional staff team where appropriate.
 - Behave in a professional and safe manner at all times, showing self-motivation and insight into their level of abilities. With the support of their practice supervisor, demonstrate an understanding of professional ethics and boundaries.
 - Employ appropriate time-management strategies, prioritising their workload and demonstrating an understanding of the policy and procedures of the practice context

MSc: Practice Experience 4 (PE4)

- **MODULE AIM:** This practice learning experience gives you the opportunity to make the first steps in the transition from student to newly qualified practitioner. To enable you to develop into independent practitioners, fit for practice, this practice experience will provide you with the opportunity to engage in practice in a range of complex situations and with a variety of complex issues with the support of your practice educator. You will be expected to use reflection to review and develop your practice, to work in a client-centred way and to integrate your knowledge and experience from the three years of the course to critically appraise your own and current occupational therapy practice.
- **LEARNING OUTCOMES:** By the end of the module students will be able to:

- Apply, appraise and evaluate the use of the occupational therapy process in the practice area, including carrying out and planning independently a range of both assessments and treatment sessions.
- Communicate effectively, appropriately and sensitively with service users and carers, occupational therapy colleagues and other professionals and produce accurate and concise written and verbal reports.
- Behave in a professional and safe manner at all times, showing insight into their own abilities and learning needs and using reflective practice to develop and synthesise their practice experience.
- Employ useful management strategies in prioritising their workload and learning needs in the context of interprofessional working and critically appraise the impact of policy and change in health & social care.

THE PLACEMENT PROCESS

We aim to release placements as early as possible, ideally 6 weeks before the start date. When you are allocated your placement, you will be given the contact details for your practice placement educator, or the local placement coordinator (email and telephone number). If you require accommodation in that area you need to arrange it as soon as possible. You will also need to check if you will be using your car during your working day, as this requires business insurance.

You should contact your Practice Placement Educator when your allocation is confirmed. You should send them some information about yourself, including your CV, should ask about any pre-placement reading, and should ask about where you need to go on your first day (including whether you need to wear uniform).

You will meet with the Practice Placement Coaches to discuss any additional needs, such as a learning contract, carers needs, or other commitments. All students will be offered contact with the Practice Placement Coaches in advance of starting placement, to discuss any issues or concerns they might have.

For each placement you will add to your webfolio on Pebblepad, to collate evidence to your learning and development. We are beginning to move the placement assessment booklets onto Pebblepad, although some students will still be using the paper-based booklets for their assessment.

Placement booklets can be found at: <https://www.shu.ac.uk/health-social-placements/profession-information/occupational-therapy/assessment>

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ARRIVAL AND WEEK ONE

When you start your placement you will have a local induction. During this first week you should discuss your learning objectives with your Practice Placement Educator. You should ensure your Practice Placement Educator has the contact details for the Practice Placement Coaches.

The Practice Placement Coaches will support you and your educator throughout the placement. This support may be by telephone, video call, email, or site visit.

Specific points of communication are:

- Before you go out on placement after you have received your allocation, if needed.
- A check in during your first week or two of placement
- Half-way visits around the time of your half-way assessment
- Debriefs once you have had your final assessment and the placement is finished, if needed.

The Practice Placement Coaches are available to support students flexibly throughout the placement experience as needed.

It is your responsibility to make sure your practice educator has copies of all your placement documentation. Copies of the paper assessment booklet can be downloaded from: <https://www.shu.ac.uk/health-social-placements/profession-information/occupational-therapy/assessment>

You will be expected to work your placement hours (which varies between placements) and must be prepared to work flexibly as the service requires. This may include evening or weekend working.

SUPERVISION

It is a requirement of the Royal College of Occupational Therapists you receive one hour of formal supervision per week (or equivalent for part-time placements) from a designated practice educator or practice tutor whilst on placement. This provides the forum for formative assessment on a weekly basis. A signed record of the supervision sessions and a record of accumulated weekly hours is kept by you in the practice assessment document. Feedback <https://www.shu.ac.uk/health-social-placements/profession-information/occupational-therapy>

should be given in a timely manner for you to respond and act upon this feedback.

HALF-WAY

In preparation for your half-way report you should reflect on your own performance and self-assess on the four assessment grids. You should share this with your educator in advance of your half-way report. This will help you develop self-appraisal skills and provide evidence of reflection and learning.

Your Practice Placement Educator will provide a formal half-way report around the half-way point of your placement. This is separate to your half-way visit with the Practice Placement Coach. They will assess your level of performance on the four assessment grids, plus give you some specific feedback for each assessment area, indicating whether you are working towards a pass, have some areas of concern, or are failing. This feedback will be formative and include general comments and areas for development. The university will be contacted if you are failing at this point.

You will have an opportunity to discuss and reflect upon your feedback, and set learning objectives for the remainder of the placement.

If it has been identified that you are failing at half-way, you, your educator and the university will work together to develop and monitor an action plan, to enable you to demonstrate competency.

FINAL ASSESSMENT

In preparation for your final report you should reflect again on your own performance and self-assess on the four assessment grids. You should share this with your educator in advance of your final report. This will help you develop self-appraisal skills and provide evidence of reflection and learning.

You will be assessed at the end of each placement by your Practice Placement Educator. The final feedback form will be completed by your Practice Placement Educator and discussed with you in the final week. They will assess your level of performance on the four assessment grids, plus give you some specific feedback for each assessment area, some general comments, and

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some areas for future development. You will be marked on each area of the assessment grid as PASS, PASS+, PASS++ or FAIL.

A fail in any part of the assessment grid will constitute a fail overall. A fail in the area of 'Professional Suitability' will automatically be referred to the Faculty Fitness to Practice Panel. If you fail a placement a university tutor will be present for your final report.

You will have an opportunity to respond to this feedback, and to write some comments as part of your final report.

You need to upload your assessment booklet to Blackboard, with your total placement hours recorded.

MODERATION

The placement assessment process is subject to moderation following SHU assessment regulations.

END OF PLACEMENT

Please submit a copy of your assessment booklet to the relevant Blackboard site by the date provided on the Blackboard site.

Hours forms (signed by your educator) and expenses claims should be submitted to:

Travel Claims: hwplacementclaims@shu.ac.uk

Timesheets: HWB-AHPTimesheets@shu.ac.uk

Following placement the placement admin team will send you a link to an online student evaluation. This is an anonymous survey and enables the placement team to collate and analyse feedback. It is essential that you complete this evaluation.

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TRAILING PLACEMENT

If you need to resit a placement or have missed a placement, each course has a specific plan for when you will undertake this. For some placements this will be over the summer break, for others within the next placement block. The placement team will confirm this with you if it is relevant.

ABSENCE WHILST ON PLACEMENT

Unplanned Absence/Illness

1. You MUST contact your Practice Placement Educator as soon as possible to report your absence or illness, at the latest at the start of their working day. You must keep them informed of your absence and expected return date.
2. You MUST also complete the online [Student Absence Form](#)
3. If you are likely to be absent for more than a few days you need to inform your educator, your Academic Advisor and the Placement Leads. You need to complete 80% of the total placement hours to pass. If this will not be possible, the university has a procedure for withdrawing from placement on the grounds of illness or other personal circumstance; the Placement Team, or your Academic Advisor, can support you with this if applicable.

Planned Absence

You are expected to attend 100% of placement. If you have particular circumstances which may require planned absence please discuss this with the Placement Leads. Students taking time off for holiday is generally not a valid reason for additional absence.

HIGHLIGHTING AREAS OF CONCERN

If there are concerns that you are not achieving the pass criteria, or a critical incident occurs, your Practice Placement Educator will contact the university and the Failure to Progress process will be initiated, detailed here:

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

If your Academic Advisor is not available, you will be supported by another tutor or member of the placement team.