

### Responsibilities of the CPC (Clinical Placement Coordinator) in clinical areas

- Provide the student with **a minimum of 34 hours per week** which should be designed to achieve the learning outcomes of clinical modules.
- Assign mentors in specific work areas where needed
- Ensure a comprehensive induction to the trust/placement site including all health and safety procedures and student process for rising and escalating concerns when on practice
- Foster good relationships between the clinical setting and the University, including attendance at CPC meetings
- Give input and feedback about the clinical aspects of the course and be involved in the continual development of the course
- Report any concerns about the placement area's ability to support students to the University in a timely manner and ensure process is in place to escalate risks to the University, and ensure plans are created to protect students.
- Assist the student to determine priorities and formulate a plan for the working day
- Ensure supervision of the student's practice
- Provide formal and/or informal teaching to support student development. This may include guided reading, participation in routine local training or observation and discussion of patient management.
- Assist the student with the integration of theory and practice
- Encourage the development of professional attitudes and behaviours
- Give constructive feedback to the student and the University tutor during reviews and visits
- Provide ongoing evaluation of progress and assess clinical performance with reference to the assessment criteria.
- Work in partnership with the University to ensure the education audit is kept reviewed and updated.
- Act upon feedback from students, mentors and service users, and use this feedback to inform and further improve the learning experience for students.

### Responsibilities of the Mentor in clinical areas

- Liaise with the CPC to provide the student with **a minimum of 34 hours per week** which should be designed to achieve the learning outcomes of clinical modules.
- Ensure a comprehensive induction to the local placement area
- Assist the student to determine priorities and formulate a plan for the working day
- Ensure supervision of the student's practice
- Provide formal and/or informal teaching to support student development. This may include guided reading, participation in routine local training or observation and discussion of patient management.
- Assist the student with the integration of theory and practice
- Encourage the development of professional attitudes and behaviours
- Give constructive feedback to the student and when needed the University tutor during visits
- Provide ongoing evaluation of progress and assess clinical performance with reference to the assessment criteria.
- Maintain mentor status by attending regular updates
- Report any concerns as early as possible through appropriate channels (usually CPC or University tutor)

## Responsibilities of the Student in Clinical Areas

- Prepare for all aspects of placements
- Carry out a programme of directed clinical learning as determined by their CPC, mentors and visiting University tutor
- Ensure knowledge of local health and safety procedures at each placement site/area
- Integrate knowledge and practical skills into healthcare delivery
- Recognise your own limitations, seek help and advice and accept increasing responsibilities
- Enhance communication skills
- Further your knowledge and improve skills
- Develop professional attitudes and behaviours and assist in developing attitudes and behaviours of others around you
- Undertake self-appraisal and recognise own strengths and weaknesses
- Use reflective time effectively
- Evaluate each placement experience with honesty and professionalism
- Report any concerns about the placement area/ care of patients / practice of other student's or practitioners using the correct protocol
- Maintain contact with the University via appropriate channels (such as the university email system and blackboard)

## Responsibilities Prior to the University Tutor Visit

Student	Clinical Placement Coordinator (CPC)	Visiting Lecturer / Tutor
<ul style="list-style-type: none"> <li>• To make contact with the allocated visiting tutor at the start of the placement</li> <li>• Ensure that she/he is available to meet with the tutor</li> <li>• Identify possible areas of tutor involvement</li> <li>• Have ready any written material for discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the student is aware of visits and available to meet with the university tutor</li> <li>• Inform other staff of the visit</li> <li>• Highlight with the student areas of possible university tutor involvement</li> <li>• Arrange to be available for discussion with the university tutor and/or student</li> <li>• To complete action points from audits</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the student and CPC to arrange a mutually convenient time for visits</li> <li>• Liaise with the student and CPC regarding the substance of the visit</li> <li>• Confirm that the co-operation of service users has been sought where appropriate</li> </ul>

### Why we visit - the clinical visit will offer an opportunity to:

- Reflect on the student experiences gained during the placement
- Identify the development of transferable skills across different clinical areas using the HCPC Standards of Proficiency
- Identify the development of key clinical skills in the management of various service user groups
- Provide moderation in the assessment of student performance on clinical placement
- Modify where appropriate and monitor the progression and achievement of learning objectives
- Provide support and guidance to CPC's and mentors as required
- Liaise and develop collaborative working relationships with managers at the clinical site with respect to the education of undergraduate students

