



# SHORT GUIDE TO SHEFFIELD HALLAM UNIVERSITY BSc PHYSIOTHERAPY CLINICAL PLACEMENTS

<https://www3.shu.ac.uk/HWB/placements/physiotherapy/>

SHEFFIELD HALLAM UNIVERSITY last updated 2017/18

## **Placement Team Contacts**

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### **Administrative Support**

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**For any general placement queries please refer to the placement website initially**

**<https://www3.shu.ac.uk/HWB/placements/physiotherapy/>**

**Alternatively please contact Matthew Watts in placement administration or the placement team.**

**Please note working days will affect the response time.**

<https://www3.shu.ac.uk/HWB/placements/physiotherapy/>

## **PLACEMENT LEARNING OUTCOMES**

Level 4: Developing Professional Practice

Level 5: Physiotherapy Placement

Level 6: Advanced Physiotherapy Placement

## **THE PLACEMENT PROCESS**

PRE -PLACEMENT

ARRIVAL AND WEEK ONE

MIDWAY

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- Professional Conduct
- Moderation

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# **PLACEMENT LEARNING OUTCOMES**

## **Level 4: Developing Professional Practice**

1. Demonstrate core health care values and adherence to placement policies and procedures.
2. Apply effective communication skills in your work with service users and other health and social care professionals
3. Assess, make decisions and manage service users within your scope of practice.

## **Level 5: Physiotherapy Placement**

1. Take responsibility for safety and wellbeing of self, staff and service users employing a patient centred approach.
2. Apply effective verbal, non-verbal and written communication skills to develop and sustain the therapeutic relationship and contribute effectively to multi-disciplinary team (MDT) working.
3. Apply clinical reasoning through the process of service user assessment, problem identification and treatment planning and deliver safe and effective physiotherapy intervention with a range of service users.
4. Reflect on feedback and learning experiences to demonstrate own continuous professional development.

## **Level 6: Advanced Physiotherapy Placement**

1. Apply a proactive approach in establishing and maintaining safe practice environments and prioritising and managing own caseload.
2. Apply effective verbal, non-verbal and written skills in communicating information, advice and professional judgement to service users, carers and the wider MDT.
3. Apply clinical reasoning through the process of service user assessment, prioritisation of problems, and development and adaption of service user centred management plans, and evaluate of the effectiveness of own intervention.
4. Practice autonomously applying critical reflection and integrate feedback to demonstrate own CPD.

# **THE PLACEMENT PROCESS**

## **PRE-PLACEMENT**

We aim to release as many placements as early as possible but at least 3 weeks before the start date. If your placement is not released please note that we will be working hard to get it confirmed and you will hear from the team as soon as we can. When you are allocated your placement you will be given contact details for your team/practice educator (email or telephone number)

If you require accommodation in that area, you need to arrange it as soon as possible. You will need to check your property is covered by your own . Business use insurance is required if you plan to use your car during the working day eg in community.

Students discuss with academic advisor/ student support office any additional needs such as learning contract, carer needs or elite athlete commitments which may impact on placement allocation.

Use our website <http://www3.shu.ac.uk/HWB/placements/physiotherapy> and/or Healthcare Placement Website [www.healthcareplacements.co.uk](http://www.healthcareplacements.co.uk) to help you to prepare and answer any queries you may have about your placement area.

You should contact your practice educator at least 4 weeks prior to the start of placement to share information about you, your SWOT and CV, and also to enquire about pre-placement reading and to arrange where and at what time you should arrive on your first day and what uniform you should wear.

For each placement, you will complete a webfolio on Pebblepad to collate your evidence of learning and development including service user and MDT feedback forms, and your assessment documents.

## **ARRIVAL AND WEEK ONE**

On arrival at the department / clinical setting you will undergo induction. During the first week you will discuss your placement learning objectives with your practice educator and share them with your academic advisor. You must also share your AA and educator working patterns and contact details.

<https://www3.shu.ac.uk/HWB/placements/physiotherapy/>

Your academic advisor will support you and your practice educator throughout the placement. Support may be by telephone, SKYPE, email or site visit.

Specific points of communication are:

- Completion of placement learning objectives in week 1
- Midway assessment
- Final assessment

It is your responsibility to ensure the practice educator has all the placement documentation. Copies can be downloaded

from <https://www3.shu.ac.uk/HWB/placements/physiotherapy/index.html>

You will be expected to work up to 37.5 hours per week, and must be prepared to work flexibly if that service requires, For example some placements may involve evening clinics or weekend work.

## **MIDWAY**

Your practice educator will provide formal midway feedback around the half-way point of the placement. This will include a copy of the marking criteria with your performance level highlighted, and a feedback form with a mark and specific feedback in relation to each placement learning outcome.

You need to sign the feedback form, revise your placement learning objectives and upload this onto your Pebblepad webfolio.

In preparation for your midway feedback discussion you should reflect on your own performance and highlight the relevant sections on your own copy of the marking criteria. This will help you to develop self-appraisal skills and provide evidence of reflection and progression of learning throughout the placement. You will have the opportunity to discuss your feedback and revised action plan with your academic advisor.

## **FINAL ASSESSMENT**

### **Summative Assessment**

You will be marked at the end of each placement. The final feedback form will be completed by your practice educator and discussed with you during the final week. The summative placement mark is calculated from the percentage marks awarded to each learning outcome. You must achieve a total mark of 40% to pass the placement.

### **Professional Conduct**

Your clinical educator will also complete a competency form. Any critical incidents or concerns that require follow up in university are also documented here.

You will have a debrief meeting if any of the following occurs:

- Achieving a mark below 40% in any of the individual learning outcomes
- Any competencies marked "not achieved"
- Documented critical incidents or cause for concern

Both forms need to be uploaded to your Pebblepad webfolio.

You will also be expected to give some feedback to your educator based on the following topics-

- Induction
- Organisation
- Caseload/learning opportunities
- Feedback

<https://www3.shu.ac.uk/HWB/placements/physiotherapy/>

**Moderation** Please note that the placement assessment process is subject to internal and external moderation following SHU assessment regulations.

Moderation involves:

(a) a process to ensure that the form and content of *assessment instruments* is valid in terms of standards, assessment of learning outcomes, syllabus coverage, and fairness

(b) a process to ensure that the *marking* has taken place in a way which ensure maintenance of standards, consistency of marking and fairness to students

- **Internal - your academic advisor will discuss your final mark with your practice educator and the placement team moderate a sample of marks and feedback from the module.**
- **External - an external examiner (external to SHU) will moderate a sample of marks and feedback from the module**

## **END OF PLACEMENT**

Please submit copies of your Final Feedback Form and Professional Competencies Form to-

[BScPhysioPlacementForms-mb@exchange.shu.ac.uk](mailto:BScPhysioPlacementForms-mb@exchange.shu.ac.uk)

within 5 working days of the end of placement.

Hours forms (signed by your educator) and expenses claims can be submitted electronically to -

[hwb-ahpplacementclaimforms-mb@exchange.shu.ac.uk](mailto:hwb-ahpplacementclaimforms-mb@exchange.shu.ac.uk)

[HWB-AHPTimesheets-mb@exchange.shu.ac.uk](mailto:HWB-AHPTimesheets-mb@exchange.shu.ac.uk)

Following placement the placement admin team will send you a link to the 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.

<https://www3.shu.ac.uk/HWB/placements/physiotherapy/>



## **FINAL PLACEMENT**

You will be allocated a 10 week block for your final placement and will be expected to negotiate your own 2 week Easter holiday within this period with your practice educator.

## **TRAILING PLACEMENTS**

If you need to re-sit a missed or referred placement you will undertake this at the next available opportunity. We do not offer catch up placements in July or August.

# **ABSENCE WHILST ON PLACEMENT**

## **Unplanned Absence/Illness**

1. You must contact your practice educator at their normal start time to report your absence/illness, and keep the placement informed throughout.

You must also notify the University by completing the online [Student Absence form](#).

2. If you are absent for between 2 and 5 days, please also ensure that your practice educator and academic advisor are aware.

3. If you are likely to be absent for more than 5 days this will need discussion with your practice educator, academic advisor, SSO and placement leads.

## **Planned Absence**

You are expected to attend 100% of placement.

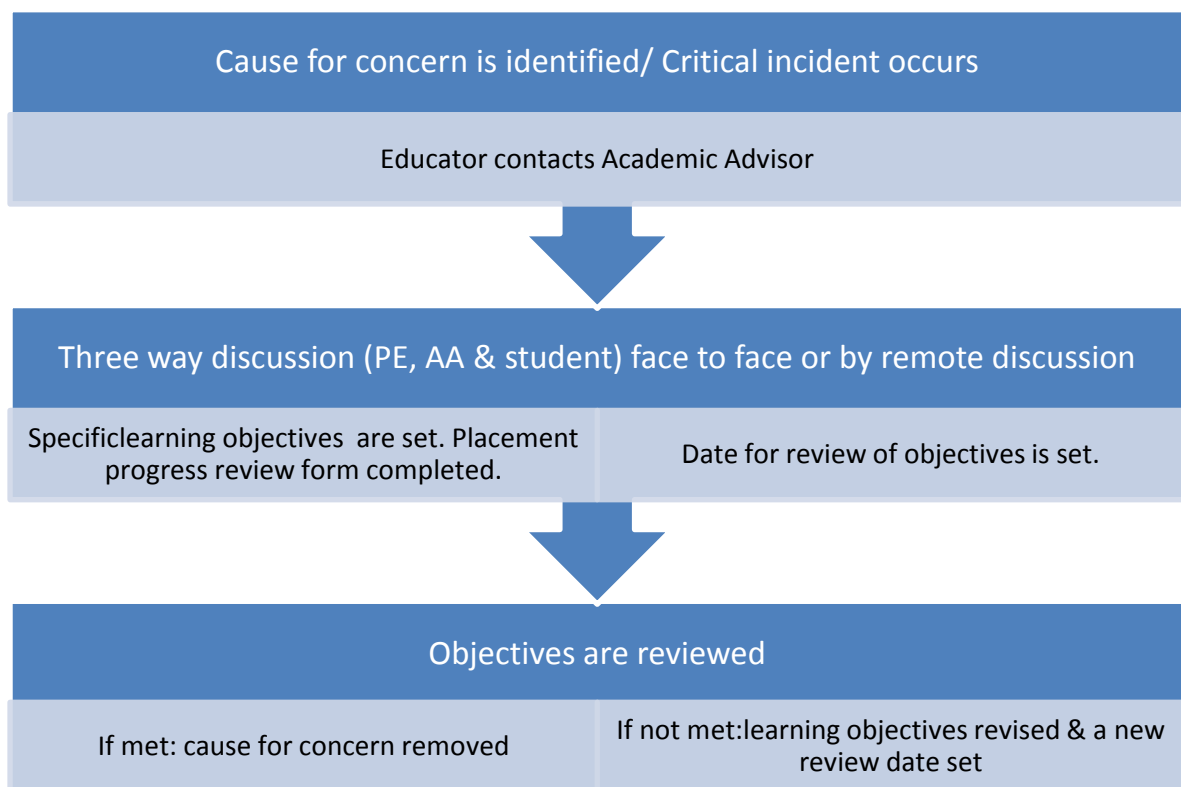
During the first level 5 placement you will be allocated 1 day planned annual leave for you to negotiate in advance with your educator. For the other level 5 and 6 blocks you will be allowed a maximum of two days annual leave per block.

**NB** Whilst on placement **students taking time off for holiday is not a valid reason for additional absence** and is not supported by the University. Time off to play sporting fixtures will only be authorised during placement for elite athletes.

# **HIGHLIGHTING AREAS OF CONCERN**

If there are concerns that you are not achieving the pass criteria or a critical incident occurs then your practice educator will initiate the 'placement progress review' process. The following flow chart maps the process.

**NB.** Your academic advisor may not always be available for immediate contact/an urgent meeting; another member of staff from the placement team may oversee the process.



## PLACEMENT PROGRESS REVIEW PROCESS