Emergency Standards – Pre September 2019 Students

Guide to using the nursing practice assessment document

Frequently Asked Questions

Future Nurse: Standards of Proficiency for Registered Nurses, (NMC 2018)
This guide has been produced to aid clarity and address frequently asked questions relating to practice assessment whilst the emergency standards are in place.

The Emergency Standards for Nursing and Midwifery Education (NMC 2020) have been published. In order to ensure students have the appropriate supervision and support, the NMC have implemented the Standards for Student Supervision and Assessment (NMC 2018, SSSA) for all Nursing and Midwifery Students.

This means some simple adjustments in clinical practice for the duration of the Emergency Standards:

- **Supervision:** You can work with any Registered Health and Social Care Professional, and they are known as a Practice Supervisor (PS). Their role is to support and facilitate your learning, so they can orientate you to the area, assist you to develop objectives for the shift, work alongside you for your level of practice, verify your reflections, give testimonies and sign clinical hours. Supernumerary status may not be possible during this time, however, you will be provided with supervision and protected learning time (NMC 2020).

- **Assessment:** the term 'Mentor' has been immediately replaced by the title Practice Assessor (PA). In order to assess your level of knowledge, skills, behaviour and competence, this Nurse or Midwife must have the suitable equivalent qualification for your programme and Full NMC Registration [excluding the Temporary Register]. They must have previously been a Mentor and undertaken training within the Trust to be suitably prepared for the role of Practice Assessor. You will be allocated a Practice Assessor for a placement or a series of placement. If your Practice Assessor is changed to meet the needs of practice, please tell your link Lecturer.

- **Exceptional circumstances:** 'the same person may fulfil the role of practice supervisor and practice assessor during this emergency period' (NMC 2020). In absolutely exceptional circumstances, you may be assessed by the Nurse or Midwife you have been working alongside, as long as they meet the standard described above.
### Student Responsibilities

You should take responsibility for your own learning and know how to access support and:
- Engage positively with all learning opportunities
- Understand the assessment requirements
- Work with and receive written feedback from a range of staff (including identified practice supervisors) and service users
- Reflect on your own learning
- Provide feedback on learning experience

### FAQs

**Q. When should I contact my allocated placement?**
**A.** It is advisable to contact your allocated placement in advance of starting your placement to obtain the information you need to enable you to prepare.

**Q. Will I have a named contact on placement?**
**A.** You will have a nominated person to support you and address any concerns. This could be a placement manager, ward manager, team leader, service manager or other.

**Q. Who will supervise me on placement?**
**A.** You will be supported by a number of practice supervisors who will support your learning and provide feedback within the working with and learning from others in your practice assessment document.

**Q. Who will assess me on placement?**
**A.** You will have a nominated practice assessor (Registered Nurse) for your placement, who is responsible for assessing you. Whilst all domains must be passed, your OSCA’s are not mandatory under the emergency standards. However, every attempt should be made to complete them. **During the emergency standards this person may also be your practice supervisor.**

**Q. Will there be support from the University when on placement?**
**A.** You have a named academic assessor for your placement. The academic assessor will liaise with your practice assessor. If you have any concerns on placement, you should raise these with the University Link Lecturer as soon as possible. They will escalate this to the practice assessor and academic assessor.

### Practice Supervisor Responsibilities

Practice supervisors (PS) are registered nurses, midwives or registered health or social care professionals including Registered Nurse Associates. They have current knowledge and experience and are appropriately prepared for the role:
- Ensures learning opportunities are facilitated
- Provide regular feedback
- Seeks feedback from other supervisors

### FAQs

**Q. Where do I document my details as a practice supervisor in the practice assessment document?**
**A.** Your name, title such as physiotherapist along with signature should be recorded on the signature page within the practice assessment document.

**Q. What is my role in supporting the student?**
**A.** You have responsibilities for overseeing the student's progress during the placement. You will undertake the initial interview in the placement with the student which includes supporting the student to identify their learning opportunities and completion of the learning plan.

**Q. What is my role is assessing the student?**
**A.** The practice assessor has responsibility for student assessment. Practice supervisors have an important role in contributing to assessment and giving regular feedback. As a practice supervisor you can contribute to the student's initial interview on placement, provide testimonies, witness the student’s reflections and complete the record of skills. The latter three are not mandatory but every effort should be taken to complete them.

**Q. What is my relationship with other identified roles?**
**A.** You will record feedback on the student's progress and liaise with other practice supervisors and the practice assessor to give feedback to inform the practice assessor's decisions.

**Q. What if I am not a registered nurse and supervising the student?**
**A.** A range of registered nurses or social care professionals can support and supervise student learning and contribute to the student's assessment within their scope of practice.
### Practice Assessor Responsibilities

Practice assessor (PA) are registered nurses or midwives with current knowledge and experience and are appropriately prepared for the role:

- Conducts assessments, informed by feedback from practice supervisors
- Makes and records objective decisions, drawing on records, observations, student reflection and other resources such as testimonies
- Gathers and co-ordinates feedback from practice supervisors and other relevant people
- Schedules communication with academic assessors at relevant points.

**FAQs**

**Q.** Where do I document my details as the practice assessor in the practice assessment document?

Your details should be recorded where the mentor details are normally recorded for the hub within your practice assessment document.

**Q.** What is my role in assessing the student?

**A.** You have responsibility for student assessment and will liaise with the practice supervisors to gain feedback and contact the academic assessors to discuss student achievement and progression. You will review assessment documentation and ensure it has been completed by a range of other health or social care professionals who have contributed to aspects of assessment.

**Q.** What specific elements do I need to assess and document?

**A.** The practice assessor assesses:

During the **placement**:

- Initial interview (can be undertaken by practice assessor or practice supervisor; if PS undertakes, must be agreed by PA)
- Intermediate interview
- Final interview & Signing of the domains.

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### Academic Assessor Responsibilities

Academic assessor (university lecturer) and registered nurses or midwives with current knowledge and are nominated for each Part of the programme and are appropriately prepared for the role:

- Works in partnership with the practice assessor to evaluate and recommended the student for progression for on to the next level of the programme
- Has understanding of the student's learning and achievement in practice
- Enables scheduled communication and collaboration between academic and practice assessors.

**FAQs**

**Q.** Where do I document my details as Academic Assessor in the practice assessment document?

Your name, title along with signature should be recorded on the signature page within your practice assessment document.

**Q.** What is my role in relation to student assessment?

**A.** The student has an academic assessor for each year of the programme and will provide continuity and have an overview of student achievement to inform progression. If there is cause for concern in relation to the student's performance you should be involved in agreeing an action plan.

**Q.** Who will I liaise with?

**A.** You will communicate and collaborate with the practice assessor at relevant scheduled points during the year. This may be in person, via email or telephone as appropriate.

**Q.** What is my responsibility in relation to the student's progression towards registration?

**A.** At the end of the year, the academic assessor will review and confirm the overall achievement in the practice assessment document and recommend progression to the next year or registration.
### Document Signatories and Checklist for Assessed Documents

The signature page must continue to be used. All practice supervisors and academic assessors must complete the signatory page at the beginning of the practice assessment document. This must include name, and title such as physiotherapist and identify the role in brackets (PS) for practice supervisor or bracket (AA) for academic assessor. It is your responsibility to complete these details.

Any registered professional who writes in the practice assessment document must complete the appropriate signatories’ page. This includes the record of practice hours.

**Checklist for assessed documents**

At the end of the placement, the final interview and all relevant sections are completed by the Practice Assessor. The academic assessor will then complete the review of achievement.

### Initial, Mid-point and Final Interviews

The interviews provide a formal record of student learning, reflections and achievement. Students are encouraged to take responsibility for their own learning and complete their reflections for all fields of practice should the opportunity arise.

**Initial interview:**

This is completed by the student with support from the practice supervisor or practice assessor who will identify the learning opportunities available during the placement and will reflect on their achievements. If the practice supervisor completes the initial interview with the student this needs to be confirmed by the practice assessor.

**Mid-point interview:**

This is completed by the student and the practice assessor who will review progress and if there are causes for concern, the practice assessor will liaise with the academic assessor, link lecturer and complete an action plan.

**Final interview:**

This is completed by the student and the practice assessor who will review progress and confirm achievements of the domains. At the end of the interview the practice assessor must complete all relevant sections that would have normally been completed by a mentor.
### Action Plan

An action plan should be completed if there is cause for concern in relation to the student's performance. For example, failure to demonstrate professional values through poor timekeeping.

If a student requires an action plan, the practice assessor should liaise with the link lecturer and academic assessor who is responsible for reviewing progress and ensuring support and learning is available.

### FAQs

**Q.** What timescale should be used for the student to achieve the action plan?

**A.** This will depend on the area of concern and the frequency of learning opportunities available within the length of the placement. The student has to be able to attend and engage in learning in order to achieve the action plan.

**Q.** How much support and learning should be provided?

**A.** The student has to be able to demonstrate competence or professionalism relevant to the stage of the programme.

**Q.** What happens if the student does not achieve the objectives within the Action Plan by the stated review date?

**A.** The Practice Assessor will need to document their decision regarding whether the student has failed the placement and communicate the outcome with the academic assessor. The student will then have the opportunity to complete a retrieval/refer placement. During this time the student will be assessed only on the competencies failed.

### Record of Practice Hours

Students are required to provide evidence of having completed the required number of practice hours for NMC registration.

Practice supervisors or the practice assessor on placement must verify the student's hours at the end of each shift/week within the practice assessment document. Staff verifying practice hours must complete the relevant signatory page towards the front of the practice assessment document.

### FAQs

**Q.** Is the practice assessor responsible for verifying all the hours recorded?

**A.** No. A practice supervisor or practice assessor will verify the hours at least weekly.

**Q.** What happens if I work a bank holiday?

**A.** If you work a bank holiday under the emergency standards, these hours are recorded on your timesheet and you can claim the full hours worked. However, you are then entitled to take those 7.5 hours of in lieu.

**Q.** What happens if I don't work the bank holiday?

**A.** The university have already accredited you the full bank holiday hours for the year. These will be evident on your total hours worked.

**Q.** Are we entitled to annual leave while we are out on placement?

**A.** You will accrue annual leave while you are working. The Trust you are being employed by will confirm your entitlement and how to take this.