

# Quick Guide For Placements

**2017**

## Welcome

The ambulance placement will not only be an enjoyable experience in which you will get to practice and refine your skills it will be your longest ever **INTERVIEW**. Please be aware everything you say or do is assessed in order to ascertain your ability to be a professional, furthermore you are representing not only the profession but also the university.

These are some of the areas your Practice Educator (PEd) will be looking at: -



- Time keeping
- Appearance
- Attitude
- Progression

You will also be expected to do the following: -

- Maintain patient confidentiality
- Maintain a professional relationship towards
  - Colleagues
  - Mentors
  - Patients

## Social Media

- Be aware anyone could be watching.
- Potential employers will look at your profiles.
- Colleagues will report inappropriate use.
- University and the ambulance service have regulations regarding appropriate use of social media.
- HCPC also have regulations on social media.

## The role of a Practice Educator (PEd)

These are Paramedics or other qualified professionals who facilitate learning on placement. PEd are employed within a range of organisations and provide placement opportunities to Learners during their programme. They form an integral part of the learning process throughout the programme.

A practice educator is viewed as a more experienced member of staff who is willing and able to pass on the benefit of that experience.

However, the role is not simply to 'tell' you what to do, the role of the practice educator is to:

- ❖ Listen and be supportive
- ❖ Provide non-judgmental support
- ❖ Provide guidance on issues raised
- ❖ Clarify goals
- ❖ Pass on knowledge and experience

## Your role

- ❖ Make sure you have ground rules in place at the beginning of your placement, such as when to ask questions.
- ❖ Discuss what your practice educator's expectations are, for example – at what point will you take the lead on some incidents?
- ❖ Listen to your practice educator.
- ❖ Do not take criticism as a negative; your practice educator is trying to help you with your progression.
- ❖ If you do not understand any process or procedures, please discuss this with your practice educator.
- ❖ If you have any issues, speak with your practice educator, they can't help you if they don't know.
- ❖ If you have issues with your practice educator, do not keep it to yourself, let the placement lead know. We cannot help if you do not inform the university.

**It is your responsibility to make sure your cap is completed on time and correctly.**

**Do not wait until the last minute to get things signed off.**

## **Electronic Clinical Assessment Portfolio**

This pebble pad on-line document is where you will complete all of the placement competencies for each year.

User guide follow this link:

<http://www.bit.ly/e-cap>

The screenshot displays the 'Competency Assessment Portfolio Support' website. At the top, it features the logos for Sheffield Hallam University, Faculty of Health and Wellbeing, and Paramedic Practice Department of JHP. The main heading is 'The e-CAP Support Portfolio'. On the left, a vertical navigation menu lists: Introduction, Getting Started, Competency Sign off, Mentor Record, Attaching Records, Meetings, Interprofessional Skills Profile, Service user Feedback, and Final Sign off. The main content area has an 'Introduction' section with the text: 'This Folio page has been created to help you with your e-CAP' and 'I have created this folio page to help you with accessing and completing your e-CAP in placement.' Below this, there is a section for 'e-CAP Year 1 New' with a sub-header 'This webfolio contains your evidence of competence for year 1 Placement:'. To the right of this text is a small image of a paramedic attending to a patient on a stretcher. At the bottom of the page, there is a footer with the Sheffield Hallam University logo and the text 'Diploma in Higher Education Paramedic Practice Learning in Paramedic Practice 28'.

## Timesheets

All timesheets are completed electronically in the e-CAP and must be completed monthly.

Timesheet

Date	Shift Times	Actual Hours	Total Hours Tally	Mentor	Station
01/07/2016	0900-1600	8	8	Ball	Sheffield
03/07/2016	0600 - 1800	12	20	Ball	Sheffield
Enter text...	Enter text...	Enter text...	Enter text...	Enter text...	Enter text...

Hours Confirmation Completed by Assessor

☐ Confirmed By

☐ please enter a label



## Contacts for placements

Name & Position	Contact Details
<b>EMAS Placement Lead</b> Samantha McCabe-Hogan	0114 225 6523 07584 145828 <a href="mailto:hwbsm1@exchange.shu.ac.uk">hwbsm1@exchange.shu.ac.uk</a>
<b>YAS Placement Lead</b> Davy Bradshaw	0114 2253846 07342 078940 Email: <a href="mailto:Davy.bradshaw@shu.ac.uk">Davy.bradshaw@shu.ac.uk</a>
<b>Placement Co-ordinator</b> <b>East Midlands</b> <b>Ambulance Service</b> Laura Scott	07817 385717 <a href="mailto:laura.scott@emas.nhs.uk">laura.scott@emas.nhs.uk</a>
<b>Placement Co-ordinator</b> <b>East Midlands</b> <b>Ambulance Service</b> Richard Tune	07812 660664 <a href="mailto:Richard.tune@emas.nhs.uk">Richard.tune@emas.nhs.uk</a>
<b>Placement Manager</b> Sam Smithson	07824 540169 <a href="mailto:samantha.smithson@yas.nhs.uk">samantha.smithson@yas.nhs.uk</a> <a href="mailto:YASplacements@yas.nhs.uk">YASplacements@yas.nhs.uk</a>

## Sickness Reporting

All practice placements are compulsory. You will be required to complete a sickness/absence report form whilst on placement which will be counter signed by your placement mentor as an accurate record.

It is your responsibility to ensure **YOU** inform the practice placement of your absence and when you expect to return to that placement.

You should restrict your annual leave to the designated periods within the academic calendar. However, if owing to special circumstances you require leave outside normal leave periods please contact the course leader (Andy Kirke).

There is a request form on the Black Board site for you to submit a request.

SHU Online Student Absence Form	<a href="#">Online Student Absence Form</a>
SHU Placement Team	<a href="mailto:hwplacementteam@shu.ac.uk">hwplacementteam@shu.ac.uk</a>
Paramedic Placement Leads	<a href="mailto:ParamedicPlacementTeam@shu.ac.uk">ParamedicPlacementTeam@shu.ac.uk</a>

## Incidents

- You are potentially going to see a variety of incidents from a broken toe to the death of a child.
- Any serious incident you attend such as a child death, you must inform the placement lead, and so they can make sure you receive the appropriate support.
- Having support is not a sign of **weakness**. However, it will help you to find ways to cope and manage future incidents.
- If you attend, a serious incident and need to give a police statement you must inform the placement lead ASAP and you must have a manager from the ambulance service to support you.
- There is a form that is required to be completed; this is available on the placement website.

**Sheffield Hallam University**

Please refer to the Guidance for reporting concerns/incidents while on Placement if you have concerns relating to patient or client care or safety, or clinical practice.

If students are required to be interviewed in relation to concerns that have been raised, or are asked to produce a written statement, Sheffield Hallam University must be informed so that the University can provide the student with appropriate advice and support.

**INCIDENT ON PLACEMENT FORM - THIS INFORMATION MUST BE TREATED AS CONFIDENTIAL - A MEMBER OF ACADEMIC STAFF MUST SUPPORT THE STUDENT IN THE COMPLETION OF THIS FORM**

**Student / Placement Details**

Name of Student	
Course	
Year of Training	
Cohort e.g. September 2014	
Name of Placement	
Address of Placement	
Link Tutor	
Academic Advisor	

**Accident/Incident Details**

Date of Incident	
Time of Incident	
1	Where and when did the incident happen?
2	Brief description of the incident?

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## Accidents

If you are involved in an accident whilst on placement, contact the placement lead who will provide support and help with any requirements, they will also send through a form to complete.

**Sheffield Hallam University**

Please refer to the Guidance for reporting concerns/incidents while on Placement if you have concerns relating to patient of client care or safety, or clinical practice.

If students are required to be interviewed in relation to concerns that have been raised, or are asked to produce a written statement, Sheffield Hallam University must be informed so that the University can provide the student with appropriate advice and support.

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Name of Student	
Course	
Year of Training	
Cohort e.g. September 2014	
Name of Placement	
Address of Placement	
Link Tutor	
Academic Advisor	

**Accident/Incident Details**

Date of Accident / Incident	
Time of Accident / Incident	
1	Where and when did the accident happen?
2	Who was injured / suffered ill health or was otherwise involved with the accident / incident?  PLEASE <b>DO NOT</b> INCLUDE THE NAMES OF ANY MEMBER OF THE PUBLIC, INCLUDING SERVICE USERS/CARERS OR MEMBER OF PLACEMENT PROVIDER STAFF IN THIS SECTION
3	What injuries or ill effects, if any, were caused?

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## Guidance for students reporting concerns/complaints on placement

As a student on a placement area, you have a responsibility to report any concerns relating to service user/patient or client care and safety, service provision or learning support.

All concerns that relate to service user/patient or client care or safety must be reported immediately to the placement manager. In addition, you will need to inform the placement lead.

This is the link:

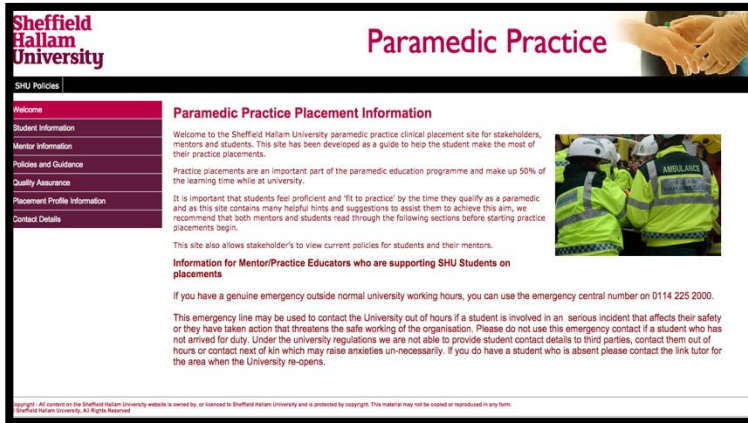
<https://www3.shu.ac.uk/HWB/placements/documents/GUIDANCE%20FOR%20STUDENTS%20REPORTING%20CONCERNS%20ON%20PLACEMENT.pdf>

## Website

This website provides information to support you through your time at Sheffield Hallam University.

Please use these websites as they have information on what to do if anything happens on placement to guide to each placement and contact details.

This site has all the universities policies and guidance.

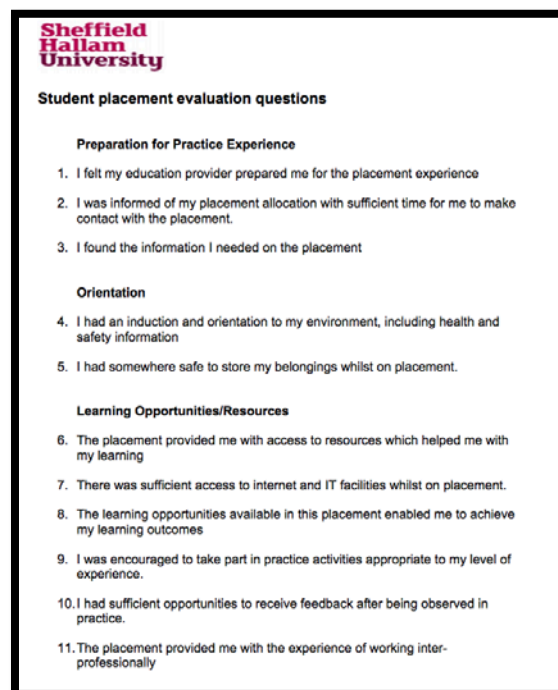


Link: <https://www3.shu.ac.uk/hwb/placements/ParamedicPractice/index.html>

## Evaluations

Once you have completed your placements you will be required to complete a mandatory evaluation. This includes your ambulance station placement and hospital placements.

### Sample of the Questions

A screenshot of a document titled 'Student placement evaluation questions' from Sheffield Hallam University. The document is framed by a black border. It contains three sections of questions: 'Preparation for Practice Experience' with 3 questions, 'Orientation' with 2 questions, and 'Learning Opportunities/Resources' with 6 questions. The questions are numbered 1 through 11.

**Sheffield Hallam University**

**Student placement evaluation questions**

**Preparation for Practice Experience**

1. I felt my education provider prepared me for the placement experience
2. I was informed of my placement allocation with sufficient time for me to make contact with the placement.
3. I found the information I needed on the placement

**Orientation**

4. I had an induction and orientation to my environment, including health and safety information
5. I had somewhere safe to store my belongings whilst on placement.

**Learning Opportunities/Resources**

6. The placement provided me with access to resources which helped me with my learning
7. There was sufficient access to internet and IT facilities whilst on placement.
8. The learning opportunities available in this placement enabled me to achieve my learning outcomes
9. I was encouraged to take part in practice activities appropriate to my level of experience.
10. I had sufficient opportunities to receive feedback after being observed in practice.
11. The placement provided me with the experience of working inter-professionally

LINK: <https://www3.shu.ac.uk/hwb/placements/ParamedicPractice/quality.html>

## This is your learning environment



**You will learn in a variety of places**

### Driving

Students are required by law and the trust to wear their seat belt whilst traveling in the back of the vehicle as well as the front.

This includes whilst a patient is on board.



**Enjoy your time on placement, it will go very fast**