Paramedic Science

Welcome to the Sheffield Hallam University paramedic practice clinical placement site for stakeholders, mentors and students. This site has been developed as a guide to help the student make the most of their practice placements.

Practice placements are an important part of the paramedic education programme and make up 50% of the learning time while at university.

It is important that students feel proficient and 'fit to practice' by the time they qualify as a paramedic and as this site contains many helpful hints and suggestions to assist them to achieve this aim, we recommend that both mentors and students read through the following sections before starting practice placements begin. This site also allows stakeholder’s to view current policies for students and their mentors.

# Preparation

## Course Overview: DipHE Paramedic Practice

[Diploma Modules](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/DipHEParamedicPracticeDiplomaModules.pdf)

## Course Overview: BSc Paramedic Science

The [BSc Modules](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/BScParamedicScienceModulesDiagram.pdf) table is a diagram of when the modules are delivered; the [Indicative Content](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/BScParamedicScienceDegreeModulesIndicativeContent.pdf) gives an indication of the topics each module covers.

### Ambulance Placements

## [Preparation for Practice Learning](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/PreparationForPlacementParaSci2017.pdf)

### Non ambulance placements: Orientation and Induction to your placement

When you start your placement, your placement provider will ensure that you are given an orientation and induction to the placement. This [Checklist for Local Placement Induction](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/Check%20List%20for%20local%20placement%20Induction.docx) form should be completed to record your orientation and induction.

# Handbooks

## Placement Handbooks for Students

[DipHE - Paramedic Practice](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/2017DipHEStudentPlacementGuideAbsenceUpdate.pdf)

[BSc (Hons) - Paramedic Science](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/2017BScStudentPlacementGuideAbsenceUpdate%20.pdf)

### Placement Handbooks for Mentors and Practice Educators are available [here](#_Mentor_Preparation_and)

# Allocation

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| \*R \*W \*V \*A \*L \*P \*AuAllocation ProcessNo allocation charter for ParaInternal LINK to [generic area](https://www3.shu.ac.uk/HWB/placements/Physiotherapy/documents/2017PTStudentPlacementAllocationCharter.pdf) |  | \*R \*W \*V \*A \*L \*P \*AuPlacement Locality Map[LINK](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/ParamedicPlacementsMap.pdf) |

[East Midlands Ambulance Service Placements](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/EMASallocation2017.pdf)

[Yorkshire Ambulance Service Placements](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/YASallocation2017.pdf)

[Hospital-based Placements](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/HospitalPlacementAllocationProcess2017.pdf)

# Placement Providers

Below you will find links to a number of providers who we work with to offer clinical placements. You are advised to contact your placement provider for further information when you are notified of your placement allocation if you do not see their name listed on this page or on the Healthcare Placements (PPQA) site ([link](http://www.healthcareplacements.co.uk/BrowseProfiles.aspx?view=student)).

Copy list from [LINK](https://www3.shu.ac.uk/hwb/placements/ParamedicScience/trust.html)

# Roles and Responsibilities

## Student, Lecturer and Mentor Roles



We have written the '[What is a Placement Practice Educator](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/WhatIsAPracticeEducator.pdf)' guide to give you some useful hints and tips. In the guide we have used the new term 'Practice Educator (PEd) which the profession is now using. The following guides outline key ideas about how students learn:

[Learning Styles](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/LearningStyles.pdf)

[Learning Theories](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/LearningTheories.pdf)

The following two documents can help the educators and students plan and document the student's placement learning plan.

[SWOT analysis](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/SWOTAnalysis.pdf)

[Guide for A Learning Contract](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/GuideForALearningContract.pdf)

## Expectations

There are several documents that set out the expectations and responsibilities of all those involved in the partnership between student nurses, clinical staff and University and Lecturers, and Patients and Carers, which have been agreed with our placement providers

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## Travelling to Placement

### Use of your own car during Clinical Placement

Some students may be required to use their own transport to attend placement If this is the case it is the student's responsibility to ensure that their vehicle insurance covers them for this (Business Class cover – check with your individual insurance provider). Please refer to the [Use of Student's Own Vehicle on Placement Policy](https://www3.shu.ac.uk/hwb/placements/documents/201808VehiclePolicy.pdf) (broked)

## Personal circumstances and placement allocation

If you feel you have mitigating circumstances that may influence your ability to attend placements these need to be considered during the placement allocation process. Below you will find an allocation review procedure and an accompanying form to complete if you would like your circumstances to be considered during the allocation process. You will also find a link to information for returning students if your ability to attend placement has changed.

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|  \*R \*W \*V \*A \*L \*P \*Au  [Placement Mitigating Circumstances (PMC) Review Procedure](https://www3.shu.ac.uk/HWB/placements/documents/2018PMCProcedureNursingAllFieldsMidwifery.pdf)    |   |  \*R \*W \*V \*A \*L \*P \*Au  [Placement Mitigating Circumstances (PMC) form](https://docs.google.com/forms/d/e/1FAIpQLSeLsHg3x68bDEJp4nGYrpRuaLcu5Xap-YQ02vzbKW6zI3LLeA/viewform) (nursing) |   |  \*R \*W \*V \*A \*L \*P \*Au  Placement Process for returners Internal to generic area [LINK](https://www3.shu.ac.uk/HWB/placements/documents/2017PlacementProcessForReturners.pdf)   |

# Placement Calendars

Here you will find the Placement Calendars (Training Plans) for your programme for the current academic year. This will tell you when your placements will take place:

## DipHE Paramedic Practice

[March 2017 Cohort](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/201819DipHEParaMar2017PlanYr2.pdf)

## BSc (Hons) Paramedic Science

**2017-2018**

[September 2017 Cohort](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/CalendarSeptember2017cohortBSc.pdf)

[March 2018 Cohort](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/CalendarMarch2018cohortBSc.pdf)

**2018-2019**

[September 2017 Cohort](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/201819BScParaSep2017PlanYr2.pdf)

[March 2018 Cohort](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/201819BScParaMar2018PlanYr2.pdf)

[September 2018 Cohort](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/201819BScParaSep2018PlanYr1.pdf)

# Assessment

Your placements are arranged to provide you with the learning opportunities that will help you to meet learning outcomes approved for your programme:

## DipHE Paramedic Practice - Placement Learning Outcomes

Here you will find the [Learning Outcomes for the DipHE Paramedic Practice](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/LearningOutcomesParamedic.pdf) programme.

## BSc (Hons) Paramedic Science - Placement Learning Outcomes

Here you will find the [Learning Outcomes for the BSc (Hons) Paramedic Science](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/ProgrammeAimsAndLearningOutcomes.pdf) programme.

## Practice Competencies

During clinical placement and specific clinical teaching sessions you will be assessed in the development of practical competencies necessary to practice as a Paramedic. The use of a portfolio is what you have to construct to show that you have developed the necessary knowledge and understanding that supports practice. Also that you can demonstrate that they have the necessary practice skills consistent with your level of experience.

Knowledge, understanding, application and integration of related concepts are divided into broad themes within your portfolio. These are:

* Principles and Practices
* Professional Development
* Practical competencies
* Electronic Clinical Assessment Portfolio (E-CAP)

All students will access their portfolio through Pebble Pad. This is the link for the guide to completing the E-CAP: <http://www.bit.ly/e-cap>

## Assessment Support Documents

[Assessment Plan Meetings](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/Meetings.pdf) - sets out when the student and Practice Educator should meet to agree placement learning action plans and assess student progress in practice placement leaning. The below guidance provide hints and tips for Practice Educators:

[Feedback Guidance](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/Feedback.pdf)

[Assessment Guidance](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/Assessment.pdf)

## Failure to progress on placement (sit centrally – same for all courses)

Please find guidance below on the process that will be followed if a student is not progressing in practice as expected:

[Process Map](https://www3.shu.ac.uk/HWB/placements/documents/2019StudentFailureToProgressProcessMap.pdf)

All mentors will complete a '[Student not Progressing Form](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/StudentNotProgressingForm.docx)', this will be used to provide support to you as we try to find solutions to the issues that have been raised. Action plans could be used to support you in completing the placement.

# Attendance

The following documents explain the Placement Attendance requirements for your programme. It is essential that you familiarise yourself and comply with the attendance requirements for your course. Please also read the advice on the Working Time Directive, available in the Policy Library (internal link). This gives important information about the total number of hours you may work in a week.

## DipHE Paramedic Practice Placement Attendance Requirements

Students must attend their allocated placement for the whole day/shift on all dates assigned to them by their placement provider.

[Placement Attendance Requirements](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/AttendanceRequirementsDipHEAbsenceUpdate2018.pdf) for the DipHE Paramedic Practice

## BSc (Hons) Paramedic Science Placement Attendance Requirements

Students must attend their allocated placement for the whole day/shift on all dates assigned to them by their placement provider.

[Placement Attendance Requirements](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/WorkingHoursAndAttendance_ParaSciAbsenceUpdate2018.pdf) for the BSc (Hons) Paramedic Science

## Reporting Absence

It is essential that students report sickness absence as soon as possible when you know that you will be unable to attend your placement. You can find guidance on reporting absence in the Placement Learning (internal link). (we need to link these to the area we make for this in placement learning)

# Mentor Preparation and Support

**Placement Handbooks for Mentors and Practice Educators**

[Diploma in Higher Education - Paramedic Practice](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/2017DipHEPracticeEducatorsPlacementGuide.pdf)

[BSc - Paramedic Science](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/documents/2017BScPracticeEducatorsPlacementGuide.pdf)

## Mentor Updates

**Supporting you the Practice Educator**

The following Core areas must be included in all Practice Educator updates:

* HCPC professional standards, including new SCPE
* Overview of the students' university programme
* Assessment process that occurs in practice
* Process to follow when a student is failing to progress
* How to access placement information websites for key information and SHU contacts
* How to access placement information websites for key information about support available to Mentors/Practice Educators/Supervisors in their role in supporting the students
* Where SHU placement learning policies are housed on the SHU placement learning websites
* Processes for escalation of concerns, and the essential need for the placement provider to communicate with the university about any incidents or accidents or concerns

# Placement Support Contact

Copy list [contact details for members of the Course Team](https://www3.shu.ac.uk/HWB/placements/ParamedicScience/contact.html)

# Profession Specific Quality Assurance

Placements are audited to check that they will offer you the placement learning opportunities you need to meet the approved Learning Outcomes for your course - further information can be found on the Quality Assurance (internal link policy library) page of this website.

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