



**Enhancement of the Practice Learning Environment (NHS and Independent sector)
Practice Environment Profile and Educational Quality Review**



<p>Introductory Statement</p> <p>The purpose of this review document is to monitor and enhance the quality of the practice learning environment, student support and the assessment of practice. This includes learning environments which support students on undergraduate nursing and midwifery programmes as well as CPPD courses which have a formal assessment component. The Nursing and Midwifery Council (NMC) Code for Nurses and Midwives (NMC 2008) outlines the duty that all nurses and midwives must facilitate students and others to develop their competence. This review document reflects the Nursing and Midwifery Council requirements (NMC Standards to Support Learning and Assessment in Practice (2008) and the NMC UK wide Quality Assurance Framework (2009)) as well as schedule one of the NHS London Placement Agreement</p> <p>This document has been revised and updated as part of a project involving a number of Higher Education Institutes (HEIs) in association with their placement providers. This work is based on the original tool developed by the Practice Learning Collaboration Group (PLCG).</p> <p>The review process leads to the production of a specific action plan, where needed, for the practice placement area. The purpose of this action plan is to ensure that the learning environment continues to meet required standards or is supported in enhancing quality where necessary.</p> <p>Guidance for Use</p> <p><i>At City University this Educational Audit tool is to be completed on a two year cycle, Year one the full Educational Audit needs to be completed, year two a Review of the Educational Audit is completed and changes to the Practice Profile are noted.</i></p> <p><i>Please return this form electronically (via email) to the Practice Facilitator, Link Lecturer or Programme Administrator when completed to nursing@city.ac.uk</i></p>	<p>Name of Trust / Organisation:</p>	
	<p>Name of Placement:</p>	
	<p>Manager's Name:</p>	
	<p>Address:</p>	
	<p>Post Code:</p>	
	<p>Telephone Number:</p>	
	<p>Email Address:</p>	
	<p>Persons Completing the Review:</p>	
	<p>Date of last Review of Placement:</p>	
	<p>Main Focus / Clinical Speciality of Placement:</p>	
	<p>Practice Education Manager / Facilitator's Details</p>	
	<p>Name:</p>	
	<p>Telephone Number:</p>	
	<p>E-mail Address:</p>	
<p>Link Lecturer Details</p>		
<p>Name:</p>		
<p>Telephone Number:</p>		
<p>E-mail Address:</p>		

Revised Tool Feb 2010 involving the following HEI's CU, BNU, GU, KCL, KU, LSBU, MU, TVU, UG and UH



The Educational Audit, Practice Profile and Review

	Please indicate		Date completed
	Educational Audit Year 1	Review of Educational Audit Year 2	
Please indicate if this document relates to the Full Educational Audit in year one, or is the Review of the Educational Audit in year two.	<input type="checkbox"/>	<input type="checkbox"/>	Date of Audit: Date of Review:

Further Placement Details:

The following Universities use this Placement for Student Learning:

<input type="checkbox"/> City University	<input type="checkbox"/> London South Bank	<input type="checkbox"/> Kingston
<input type="checkbox"/> Middlesex	<input type="checkbox"/> Kings College	<input type="checkbox"/> Buckinghamshire
<input type="checkbox"/> Greenwich	<input type="checkbox"/> Thames Valley	<input type="checkbox"/> Hertfordshire
Other Please state:		

Practice Education Lead Details (if different to Practice Education Manager/Facilitator)	
Name:	Telephone Number:
E-mail Address:	

Shift Pattern Students May Follow:		
5 days a week <input type="checkbox"/>	7 days a week <input type="checkbox"/>	Weekend working <input type="checkbox"/>
7.5 hours shift	Early Start:	Finish:
12 hours shift	Late Start:	Finish:
Night Duty	Start:	Finish:
Other (please state):		



Is there a process in place to evaluate the student learning experience?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please state the minimum and maximum number of pre-registration students that your area can support at any one time

Do you anticipate any changes in service developments over the next 6 months that may affect your capacity to take pre-qualifying students?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details. Thank you.		



Health and Safety

Placement Health and Safety Lead (where applicable):

Name:	Telephone Number:
E-mail Address:	

Trust / Organisation Health and Safety Manager:

Name:	Telephone Number:
E-mail Address:	

Will the organisations insurance cover any liability incurred by the student as a result of his her duties? (To be completed by all independent/private sector placements (non NHS))

Do you have Employer Liability Insurance? Yes
Expiry date:

Do you have Public Liability Insurance? No
Expiry date:

Are the following policy/guidance available in the practice area and are staff aware of them (please tick which are appropriate)

Are the following policy/guidance available in the practice area and are staff aware of them (please tick which are appropriate)

Required:	Yes	No
Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality Policy	<input type="checkbox"/>	<input type="checkbox"/>
Equal Opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>
Violence And Aggression	<input type="checkbox"/>	<input type="checkbox"/>
Infection Control	<input type="checkbox"/>	<input type="checkbox"/>
Adult/Child Protection	<input type="checkbox"/>	<input type="checkbox"/>
Code of Conduct for Nurses and Midwives	<input type="checkbox"/>	<input type="checkbox"/>
Guidance on Professional Conduct for Nursing and Midwifery Students (NMC 2009)	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Other (please name):		



Accidents and incidents:	Yes	No
Are you aware of a formal procedure for reporting and recording accidents and incidents?	<input type="checkbox"/>	<input type="checkbox"/>
Have you procedures to be followed in the event of serious or imminent danger to people at work?	<input type="checkbox"/>	<input type="checkbox"/>
Have you a system in place to report to the University all recorded accidents or incident involving placement students?	<input type="checkbox"/>	<input type="checkbox"/>

Are risk assessments kept under regular review?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Are the results of risk assessment implemented?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

<p>Are there particular hazards in line with ‘The Management and Safety at Work Regulations 1999’ that could affect the health and safety of new and expectant mothers that work? It will be agreed between the relevant University and Trust, following risk assessment, whether this remains a suitable learning environment for students who may be either a new mother or pregnant.</p>

The most recent CQC/clinical governance reports demonstrates that there are no concerns regarding the quality of care	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>



List of learning opportunities and resources available to support teaching and learning in practice?

Please indicate which members of the multidisciplinary team the Students will have opportunities to gain experience with:		
<input type="checkbox"/> Nurses	<input type="checkbox"/> Doctors	<input type="checkbox"/> Midwives
<input type="checkbox"/> Physiotherapists	<input type="checkbox"/> Occupational Therapists	<input type="checkbox"/> Health Visitors
<input type="checkbox"/> Dieticians	<input type="checkbox"/> Psychologists	<input type="checkbox"/> Operating Department Practitioners
<input type="checkbox"/> Chiropodists	<input type="checkbox"/> District Nurses	<input type="checkbox"/> Healthcare Assistants
<input type="checkbox"/> Social Workers	<input type="checkbox"/> Speech and Language Therapists	<input type="checkbox"/> Podiatrists
<input type="checkbox"/> Others		

If there are any Specialist Nurses / Nursing Consultants / Midwife Consultants, please specify:

Please state any CPPD courses where a formal assessment component in practice is required:



Register of Mentors				
The following Staff have the appropriate qualification to support and assess Students:				
Name and Part of Register e.g. Child/Mental Health	Mentorship Courses Undertaken and Date (please specify)	Date of Most Recent Mentor Update	Sign-off Mentor Yes/No	Date of Triennial Review

Register of Practice Teachers			
Name and Part of Register e.g. Child/Mental Health	Practice Teacher Courses Undertaken and Date (please specify)	Date of Most Recent Mentor Update	Date of Triennial Review



Section 2a. Organisation and Management of Care

	Statement	Please Indicate		Examples of Evidence	Action If Required	RD/KP (Review Date and Key Person)
		Yes	No			
1.	The organisation and delivery of individualised patient centred care is evident and students are made aware of the importance of consent, privacy, dignity and confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>			
2	Practice reflects local, professional and national developments and care provision is based on relevant evidence based findings where available.	<input type="checkbox"/>	<input type="checkbox"/>			
3	The placement has an infrastructure to support continuing professional development of staff and individuals have access to relevant opportunities.	<input type="checkbox"/>	<input type="checkbox"/>			
4	Communications between the University and placement area, and vice versa, regarding student allocation, sickness or performance issues are effective.	<input type="checkbox"/>	<input type="checkbox"/>			
5	Staff understand the procedures for alerting the university and acting upon any serious untoward incidents, which involve students, within 2 working days.	<input type="checkbox"/>	<input type="checkbox"/>			
6	There is a clear procedure for raising concerns about the practice area. This is available for both practice staff and students.	<input type="checkbox"/>	<input type="checkbox"/>			

- A cross in the box indicates that this is achieved



2b. Supporting Learning in Practice

		Yes	No			
7	Students have an appropriate induction and orientation, including local policies and procedures relevant to the practice area.	<input type="checkbox"/>	<input type="checkbox"/>			
8	Every student has a named mentor for each period of practice learning and this is evident on the off duty.	<input type="checkbox"/>	<input type="checkbox"/>			
9	Whilst giving direct care in the practice setting at least 40% of the student's time must be spent being supervised (directly or indirectly) by a mentor/practice teacher.	<input type="checkbox"/>	<input type="checkbox"/>			
10	Mentors who are supporting and assessing students in practice can show that they have met the NMC requirements for SLAiP annual updates.	<input type="checkbox"/>	<input type="checkbox"/>			
11	The mentor should have access to relevant resources to support them in fulfilling their mentoring responsibilities. This may include the clinical placement facilitator, link lecturer support or other Trust educational roles.	<input type="checkbox"/>	<input type="checkbox"/>			
12	Roles and relationships of the link lecturer are understood and the link supports practitioners in facilitating student learning and assessment in practice.	<input type="checkbox"/>	<input type="checkbox"/>			
13	Mentors are familiar with the students programme and have the ability to select and support a range of learning opportunities in their area of practice.	<input type="checkbox"/>	<input type="checkbox"/>			



		Yes	No			
14	There are a range of inter-professional learning opportunities made available to the student that facilitates their understanding of the benefits of a team approach to care.	<input type="checkbox"/>	<input type="checkbox"/>			
15	All mentors meet the criteria for triennial review to ensure that they continue to meet the NMC' mentor requirements to remain on the local register	<input type="checkbox"/>	<input type="checkbox"/>			
16	Sign off mentors who have met the NMC additional criteria are responsible and accountable for the final sign-off in practice for all pre-registration nursing students. All midwifery mentors meet the criteria for sign-off mentor.	<input type="checkbox"/>	<input type="checkbox"/>			
17	SCPHN students must be allocated to and assessed by a Practice Teacher.	<input type="checkbox"/>	<input type="checkbox"/>			
18	Student feedback contributes to the on-going evaluation of the learning environment.	<input type="checkbox"/>	<input type="checkbox"/>			

- A cross in the box indicates that this is achieved



2c. Assessing Learning in Practice

	Statement	Please Indicate		Examples of Evidence	Action If Required	RD/KP (Review Date and Key Person)
		Yes	No			
19	Learning opportunities are clearly identified for all students and are compatible with learning outcomes for courses within the programme.	<input type="checkbox"/>	<input type="checkbox"/>			
20	Students receive an initial, mid-point and final interview during the placement. These interviews facilitate achievement of learning outcomes in order to achieve progression.	<input type="checkbox"/>	<input type="checkbox"/>			
21	Students receive regular and timely feedback on their performance.	<input type="checkbox"/>	<input type="checkbox"/>			
22	Mechanisms are in place to recognise early poor performance of students and for taking appropriate and prompt action.	<input type="checkbox"/>	<input type="checkbox"/>			
23	Mentors keep sufficient records to support and justify decisions regarding a students performance and contact the link lecturer or senior practitioner for advice and support.	<input type="checkbox"/>	<input type="checkbox"/>			
24	Mentor/practice teachers plan and co-ordinate learning opportunities with students commensurate with their needs.	<input type="checkbox"/>	<input type="checkbox"/>			
25	A structured support system for students is available when allocated mentors are not on duty e.g. co-mentor system.	<input type="checkbox"/>	<input type="checkbox"/>			

- A cross in the box indicates that this is achieved



Summary of Educational Quality Review and Action Plan

Overall Strengths/e.g's of Effective Practice			
Areas for Ongoing Monitoring and Development:			
Actions to Be Undertaken To reflect overall strengths and areas for development:	Review Date	Key Person	Progress
Other Comments:			
	Present During Review		
	Practitioner:		
	Reviewer:		
	Link Lecturer (if present):		
	Observer (if present):		
	Date:		

* A copy of the completed document will be sent to all of those present including the ward manager. If this document is completed online then only printed names are required (not signatures).



Appendix 1

Suggested Sources of Evidence

SUGGESTED SOURCES OF EVIDENCE (adapted to specific Learning Environment depending upon Trust)		Please tick
Examples of documentation that may be available in the area:		
1. Practice area philosophy or mission statement		<input type="checkbox"/>
2. Orientation/induction programme for students		<input type="checkbox"/>
3. Professional development opportunities identified for all nursing practitioners/staff		<input type="checkbox"/>
4. Nursing/midwifery/practice audit findings		<input type="checkbox"/>
5. National, local and professional reports and guidance e.g. Trust, DOH, NMC, QAA, CQC		<input type="checkbox"/>
6. Up-to-date list of student mentors for this area (see Practice Environment Profile)		<input type="checkbox"/>
7. Placement evaluations by students X written, X verbal		<input type="checkbox"/>
8. Clinical/midwifery supervision strategy/record sheets		<input type="checkbox"/>
9. Current research/evidence-based practice initiatives		<input type="checkbox"/>
10. Service user feedback/patient satisfaction surveys		<input type="checkbox"/>
11. Assessment of student's practice documents (examples/samples)		<input type="checkbox"/>
12. List of learning opportunities for students (see Practice Environment Profile)		<input type="checkbox"/>
13. Care Programme Approach (CPA) Policy (Mental Health areas only)		<input type="checkbox"/>
14. Mentor evidence to support NMC standards.		<input type="checkbox"/>
Will have been provided by the university and should be kept in a readily accessible resource area:		
15. Practice learning outcomes for the required range of Pre and Post Reg. programmes		<input type="checkbox"/>
16. Placement evaluations by staff X written, X verbal		<input type="checkbox"/>
17. University placement guidelines		<input type="checkbox"/>
18. Others (Please specify)		<input type="checkbox"/>