Pre-registration Student Placement Guide

2017
AIM

This placement guide is intended to support you and your mentor in your capacity of a pre-registration student whilst on placement.

A number of documents accompany and support this guide

- Practice learning pathways (2017)
- Strategy for Preparing Pre-Registration Nursing students for Learning in Practice (2017)
- Pre-registration nursing statutory and mandatory training profile (2017)
- Kingston and St George’s guide for mentors and students

Pre-registration students can find these documents on CANVAS; the student virtual learning platform. Practice partners and mentors can find these documents on the Mentorship Resources webpage for practice partners.

www.healthcare.ac.uk/courses/nursing-midwifery-mentor-resources/
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1. INTRODUCTION

1.1 Students will undertake a variety of practice learning opportunities. This will help relate the knowledge gained in theory, to the practice experience and develop the skills required to achieve the competencies in the chosen field of nursing.

1.2 Practice learning opportunities where students encounter health and social care delivery may also be referred to as a ‘placement opportunity’, or a ‘practice experience’. Students will undertake three placements per year. Often we refer to the Trusts and organisations that provide these clinical placements as ‘Practice Partners’.

1.3 The nursing programme for practice is split into 3 Parts. Each Part contains learning outcomes and assessments in practice that must be achieved to pass and complete that Part and progress through the programme. For students undertaking the BSc programme, they will complete one part per year as follows;

- Year 1 – Part 1 of the nursing programme
- Year 2 – Part 2 of the nursing programme
- Year 3 – Part 3 of the nursing programme

For students undertaking the Post Graduate Diploma, they will complete parts as follows;

- Year 1 - Part 1 and 2 of the nursing programme
- Year 2 – Part 3 of the nursing programme

1.4 Over the three parts of the programme, students will undertake a variety of practice learning opportunities within acute, community and outpatient services. Each field has a designated placement pathway which is based on NMC standards and EU Directives, (EU Directives applying to the adult programme only) and student/practitioner feedback. Other resources used to facilitate field specific placements include schools, day centers, hospices, prisons and drop-in centers within the voluntary and independent sectors. This arrangement of placements ensures that students gain the experiences needed to meet the requirements of the Nursing and Midwifery Council (NMC) and enter onto the register. Pathways may be adjusted throughout the student programme.

2. UNIFORMS

2.1 The NMC requires that a student’s sense of professionalism is embedded early in their education. It is therefore a requirement that students demonstrate professional behavior at all times. How students present themselves in uniform is not just a reflection of their sense of professionalism, it also influences how the public, and other professionals see the university and nursing as a profession. It is therefore essential that students comply with the Faculty dress code policy for undergraduate/pre-registration students. More detail for students in relation to dress in practice can be gained from the Pre-registration Nursing-
**Dress Code Policy** and that of the particular Trust or organization that their placement is in. Students will receive more information about uniforms and professional dress during the preparation for practice sessions and the induction period for their allocated Zone.

2.2 Students will be measured for their uniform in the first week of their first year. The Kingston Nursing Uniform is as follows:
- Adult student nurse – 3 tunics and 2 pairs of trousers
- Learning disabilities student nurse – 3 tunics and 2 pairs of trousers
- Child student nurse – 3 tunics and 2 pairs of trousers
- Mental health student nurse- 3 tunics and 2 pairs of trousers

2.3 There may be some specific areas where students will be required to wear non-uniform, such as operating theatres and within some areas of community practice. In this instance you will be guided by the uniform policy within that Trust or organization.

2.4 A small number of learning disability field placements require students to wear blue polo shirts. These will therefore be provided for all learning disability nursing students commencing in 2017 as part of the regular uniform process above. The Children’s Trust; a provider of child placements also require blue polo shirts. For cohorts 2015 and 2016, when placements are released, the relevant students will be notified that they are required to collect two blue polo tops from the Programme Office.

2.5 It is anticipated that students will adhere the University dress code and professional expectations. The university uses the Religion and Belief Code of Practice document for guiding students with uniform in practice in relation to religion. If students feel they have exceptional circumstances that make it difficult to adhere to the student uniform allocation, they must contact their year Lead for advice.

2.6 When students collect their uniform it is essential that they immediately check it fits well and is comfortable. If there are any issues with the uniform please bring it back to the Pre-Registration office in the Sir Frank Lampl building (FL0004) as soon as possible so that Pre-Registration staff can arrange for replacements, this can take up to 6 weeks.

2.7 ordering more uniform: While the initial uniform and name badges are provided free of charge to students, the Faculty is unable to provide replacement uniform garments. Therefore, it is the student’s responsibility to look after uniform garments, so that they are not lost or subjected to excessive wear and tear. In those instances where replacement uniform is required the university has made arrangements with the current supplier of uniforms (Grahame Gardner Limited) to enable students to purchase their own replacement garments at an agreed and set low cost price via a new online web facility called Uniform MYSHOP http://www.grahamegardner.co.uk This attached file provides a guide to accessing the online web facility. We appreciate that there may be a need to replace uniform garments due to extenuating circumstances (other than loss or general wear and
t beard). In this situation students are advised to speak to their personal tutor in the first instance.

2.8 Part of professional behaviour is clear identification. This identification also informs the public and other professionals of the student role which in turn provides the student with some protection against being asked to participate in activities beyond their capabilities. It is vital that students are wearing their faculty name badge supplied by the university when on placement and when required during certain clinical skills teaching at the university. If students misplace this badge at any point it is important that they email the Pre-reg Programme Office; npo@sgul.kingston.ac.uk to make arrangements for a replacement badge.

3. UNIVERSITY PLACEMENT SUPPORT

3.1 Providing students with appropriate practice learning opportunities can sometimes be a challenge. The School of Nursing takes its responsibility very seriously when following the NMC standards for ensuring all placements are quality learning environments, suitable for student nurses. At Kingston and St George’s we have a dedicated Practice Placements Team based in the Pre-Registration Programme Office on the ground floor. They are student’s first contact regarding placement allocation. One member of the placement team is allocated to each cohort of students.

- Peter Lambrou- 2015 Cohort
- Kam Shingadia- 2016 Cohort
- Chris Guest – 2017 Cohort

All members of the team can be contacted using the generic email: placementteam@sgul.kingston.ac.uk

3.2 The Placements Team is assisted by key members of the Nursing Academic Staff in order to offer professional advice regarding clinical suitability of placements, and dealing with issues or concerns that may arise for students, staff or external practice partners.

3.3 Practice Placement Zone

On Induction, students are allocated to a Practice Placement Zone. This geographical zone houses exposure to an array of learning opportunities with a culturally diverse population where students will engage in a range of placements that fit their required NMC Practice Pathway. Allocation of the Practice zone is based on student residential term-time addresses. To ensure that students undertake this wide range of experiences they will be expected to travel across different geographical locations. For more information of traveling please visit the University Travel Policy. For more information on why we use Practice Placement Zones, please read the Strategy for Preparing Pre-Registration Nursing Students for Learning in Practice 2017.

3.4 The Academic Zone Lead
Each Practice Zone is overseen by the Academic Zone Lead. This is a member of the School of Nursing faculty that oversees the student experience for their allocated geographical zone. The Academic Zone Leads are as follows:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Zone Lead</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Mary Collins</td>
<td><a href="mailto:Mary.collins@sgul.kingston.ac.uk">Mary.collins@sgul.kingston.ac.uk</a></td>
</tr>
<tr>
<td>West</td>
<td>Marshall, Teresa</td>
<td><a href="mailto:T.Marshall@sgul.kingston.ac.uk">T.Marshall@sgul.kingston.ac.uk</a></td>
</tr>
<tr>
<td>South</td>
<td>Paula Lamb</td>
<td><a href="mailto:P.Lamb@sgul.kingston.ac.uk">P.Lamb@sgul.kingston.ac.uk</a></td>
</tr>
<tr>
<td>East</td>
<td>Jane Dundas</td>
<td><a href="mailto:J.dundas@sgul.kingston.ac.uk">J.dundas@sgul.kingston.ac.uk</a></td>
</tr>
<tr>
<td>Mental Health</td>
<td>Harjinder Sehmi</td>
<td><a href="mailto:h.sehmi@sgul.kingston.ac.uk">h.sehmi@sgul.kingston.ac.uk</a></td>
</tr>
<tr>
<td>Learning</td>
<td>Trish Griffin</td>
<td><a href="mailto:Patricia.griffin@sgul.kingston.ac.uk">Patricia.griffin@sgul.kingston.ac.uk</a></td>
</tr>
<tr>
<td>Disability Zone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.5 The Link Lecturer
Each placement area situated within each zone is allocated a designated Link Lecturer. This is another member of the School of Nursing faculty that is assigned to a particular placement and oversees the student experience there. Students receive the details of the Link Lecturer at the time of the placement allocation. Link Lecturer details should also be displayed clearly in the clinical placement areas. There may be many situations in practice that will require students and mentors to seek support from the Link Lecturer. It is therefore important that students are aware of their Link Lecturer allocation for each placement so that they can initiate timely support when required.

3.6 The School of Nursing works in close collaboration with placement providers to ensure students and mentors have a positive learning experience. They form the working group ‘Practice Learning and Support Committee’, who meet regularly to discuss student placement experiences.

4. CLINICAL SUPPORT WHILST IN PLACEMENT

4.1 The Mentor: Is a registered nurse who also has a mentorship/teaching qualification at NMC Level 2 and who is familiar with the assessment of practice requirements of the course. The mentor will support and facilitate the identification of learning opportunities and be available to the student for at least 40% of their time in the practice learning environment. A mentor is responsible for all of the assessment decisions that occur during
this placement. The NMC currently have stringent standards on the resources that are used to develop practical knowledge and skills in the practice learning environment. This includes providing direct support, supervision and assessment. To ensure this requirement is met, where appropriate on a practice placement, students will be assigned to a qualified mentor(s). For more comprehensive guidance on the expectations of the mentor in practice, please see the guidance at the front of the Practice Assessment Documents.

4.2 It is recognised that over the course of the programme, there will be many other members of the multi-professional team that will contribute to student learning and the development of skills. The Practice Assessment Documents state that only a registered professional who has been appropriately prepared, can assess student competence. This does not extend to Health Care Assistants.

4.3 The mentor Unique Identification Number (UIN): Your mentor is required to have a four or five digit unique identification number (UIN) by Kingston University. This allows the university to ensure that the assessments students receive in practice and that are documented in the Practice Assessment Documents are of the standard expected from the NMC. The mentor is required to document this UIN in the relevant section of the practice assessment document. The Practice Assessment Documentation states that ‘there may be occasions when another registered professional, who has been appropriately prepared, can assess student competence’. However, designated mentors are responsible for the overall student assessment of competence.

4.4 Some of our placement areas take students from a multitude of universities and for this reason, do not subscribe to the UIN system. You will be advised at the point of allocation if this area is one of them. These areas are currently, the Royal Brompton and Central London Community Healthcare (CLCH), but this is not an exhaustive list. Students are advised that this circumstance is different to a mentor not being able to remember their UIN. In this situation, mentors are encouraged to contact their Lead Educator/mentor register holder for this information.

4.5 Mentors and Trust Named Persons can download the relevant Kingston and St George’s university form for requesting a unique identification number along with instructions of who to send it to from the mentorship resources page. www.healthcare.ac.uk/courses/nursing-midwifery-mentor-resources/

4.6 The Sign-off Mentor: In the final placement of the programme, an experienced level 2 mentor with a UIN and an additional mentorship qualification (NMC level 3) will be allocated to the student. This role is entitled the sign-off mentor. This mentor with an extra level of experience will be on the same part of the register as the student to be assessed and will be working in the same area of practice placement as the student. This sign-off mentor is responsible for the final practice competence judgment for the student and will be checked against the mentorship register on final placement.
4.7 **The Trust/Organisation Named Person (TNP):** This key role is fulfilled by a senior person employed by a healthcare Trust/organisation. They have the responsibility for liaising with the School of Nursing; ensuring mentors are appropriately up-to-date and available for supervising students. They also arrange Trust induction days at the start of the programme and ensure student learning opportunities are guaranteed. This individual also helps the university respond to student feedback from evaluation.

5. **ZONE AND PLACEMENT ALLOCATION**

5.1 Each Student is allocated their overall **Zone of placement** at the start of the programme. Each allocation is determined on the best learning opportunity to meet the student’s placement pathway and provide them with a broad range of placement experiences. Every attempt is made to consider travel demands therefore students should ensure they keep their personal details up to date on the university systems, as well as information such as whether they have access to a car for placement traveling.

5.2 The university placement team, alongside relevant academics, will allocate student placements based on the experiences required throughout the course.

5.3 Due to the range of experiences required, students may have to travel longer than they would normally wish to in order to meet the requirements of the course. The placements team does their best to ensure that students are not usually placed more than 2 hours from student’s term time address. This is communicated to students through the admissions process and the student learning agreement that is signed prior to commencing the programme.

5.4 The placements team use a Transport for London integrated website to ensure that an allocated placement can be reached. Please see later points for information of negotiating hours in placement and exceptional circumstances.

6. **CRITERIA FOR REQUESTING A NON-ALLOCATON OF ZONE OR PRACTICE PLACEMENT PRIOR TO ALLOCATION**

6.1 This section outlines the criteria for requesting consideration of circumstances precluding allocation to a specific Zone of Practice or placement (a non-allocation). The following statements ensure that the university’s approach to requests by students for a change to a zone or placement is both **fair and consistent**.

6.2 A request for non-allocation to a Zone of Practice prior to their publication will only be considered in the event of extreme personal circumstances. This must be supported by evidence i.e. GP letter, Occupational Health letter, Police statement or similar supporting evidence. Students are invited to follow the instructions in 6.9. This request will be
authorised by the Senior Lecturer for Practice Learning or the Director of Practice. Students are advised that travel time, or child/caring responsibilities are not usually considered extreme personal circumstances.

6.3 Agreements on the numbers of students allocated to each zone are made annually with each placement provider/Trust Named Person and therefore changes are subject to capacity/changes in service provision. In addition to this, there is a constant flow of students taking programme breaks or recommencing the programme across the year and therefore a student taking a break or leaving the programme does not automatically result in a place becoming available as this may already be allocated to a returning student.

6.4 A request for a non-allocation of an individual placement prior to students starting the programme is required in the following circumstances:

6.5 The student has previously been allocated to the published placement in the past as part of another programme in the last 5 years. This could have an impact on the student’s ability to be assessed in practice.

6.6 The student has been a patient/client on that ward/clinical area in the last 5 years.

6.7 A partner or close relative of the student has been an in-patient in the ward/clinical area in the last 5 years.

6.8 The student is subject to exceptional personal circumstances. Please note that the student will be required to provide evidence as to why they are not able to take up the published placement. This may be a GP letter, Occupational Health letter, Police statement or other similar supporting evidence.

6.9 If any of the above circumstances apply, then students need to send an email from their university email address to the placement request email: placereq@sgul.kingston.ac.uk as soon as possible outlining their reasons against the above criteria so that their request can be considered.

7. PUBLICATION OF ZONE AND PLACEMENTS

7.1 The School of Nursing recognises that students anticipate their forthcoming practice learning opportunities with enthusiasm, but may have personal issues that require forward planning. The placements team will, therefore seek to notify students from four weeks prior to the commencement of the placement.

7.2 The university is in the process of implementing a new placement management system called InPlace. It is anticipated that all placement related activity will be accessed via the student’s personal account when in place. Full details and instructions will be issued as and when available. In the meantime, students will be notified of their zone of practice and individual placements via CANVAS and email.
7.3 Students will receive the following information:
- Placement – Type of practice learning experience
- Location – Name of area, e.g. ward or community area
- Speciality – clinical activity, e.g. cardiac, renal etc.
- Start and end date.
- Full name of clinical area
- Address of clinical area
- Contact telephone number

7.4 Please note due to the way our practice partners allocate community placements, it is anticipated you will be notified approximately 4 weeks prior to placement. There are a number of changes in service provision that mean this may be less or open to change. The placements team will keep students up to date with this process using your university email.

7.5 If the student has identified additional learning needs or reasonable adjustments they should identify this to mentors, if appropriate, prior to commencement of the practice placement. Where significant reasonable adjustments are required the student is asked to contact the Lead for Disability Support; in the School who can assist in pre-placement visits to prepare the placement area with you. **It is the student’s responsibility to share this information as the University is not permitted to do so.**

7.6 Healthcare establishments can be fast-moving organisations. Sometimes last minute and unplanned changes may occur in clinical placement areas, resulting in the placements team having to find another placement. The placements team will contact the student by email or phone to ensure that they get the information as soon as possible. Therefore, students are asked to please ensure that their contact details are kept up to date and to ensure that they continue to check their university emails throughout the placement.

7.7 Students are advised that it is sometimes necessary to place students outside of the zone of practice so that they may achieve the broad range of experiences required by the NMC.

7.8 Cohort 2017 students will be offered an opportunity to express a preference for a particular placement experience throughout their programme. The Placements Team will do their best to accommodate this but students are reminded that preferences may not fit in student practice pathways and are reliant on practice partner availability.

**8. CRITERIA FOR CHANGING ZONE OF PRACTICE AFTER PUBLICATION**

8.1 Please note that the student agreement signed by prospective student nurses prior to commencing the programme indicates that students are aware that they may need to travel up to 2 hours to achieve the relevant diverse placement experiences in order to meet NMC requirements.
8.2 A request to change Zone of Practice will be considered after publication if the student is able to provide evidence of **exceptional personal circumstances** which would be exacerbated by allocation to this Zone. This must be supported by evidence i.e. GP letter, Occupational Health letter, Police statement or similar supporting evidence.

8.3 If any of the above applies, then the student needs to contact the placement request email **placereq@sgul.kingston.ac.uk** no longer than 7 days after publication. In the email, the student will be required to outline their reasons for requesting a change of Zone due to exceptional circumstances and identify what supporting evidence will be used.

8.4 Changes will always be subject to provider/Trust capacity.

8.5 The Senior Lecturer for Practice Learning or Director of Practice will assist the placements team in considering all student requests.

8.6 This year, the university is piloting a **Zone Swapping** system based on student feedback. Students who wish to swap their allocated Zone but do not satisfy the exceptional circumstances criteria can request a swap. If students wish to swap Zone allocation then they are required to log this request with the Placement Team using the details below in 8.10. Student details will be held in a log until another student requesting the zone that the original student wishes to leave, can honour the swap.

8.7 If a direct swap can be achieved straight away and is suitable for the student’s pathway, the Placements Team will notify the two students of this. If not, then the details will be held on the system until the relevant swap can be made. Students are reminded that if they know someone has left the programme, this does not automatically mean that there is an available place in the zone.

8.8 Zones swaps will only be viable between like for like field and year/cohort groups and if it fits in with the student’s pathway.

8.9 Cohort 2017 students have 1 week after the publication of their zone to request a change of zone. Cohort 2016 and cohort 2015 students need to be aware that if the swap can be made, this will not affect their first placement of the academic year.

8.10 If the student wishes to be entered onto to the swap log they are required to contact the placement request email **placereq@sgul.kingston.ac.uk**. In the email, the student will be required to outline their reasons for requesting a change of Zone.

8.11 Students must follow the above process only in order to request a swap. Swaps can only be initiated by the placements team.

8.12 Students are granted one opportunity only to swap Zone throughout the entire course of the programme.

8.13 Students are reminded that this is a **request** only, but that the Placements Team do their very best to accommodate students.
8.14 The Senior Lecturer for Practice Learning or Director of Practice will assist the placements team in considering all student requests.

9. CRITERIA FOR CHANGING PRACTICE PLACEMENT AFTER PUBLICATION

9.1 The following criteria outline the reasons as to why placements may be altered once they have been published as it may be inappropriate for the student to attend:

9.2 The clinical placement area notify the placements team directly that they are no longer able to accommodate the student for the placement due to unforeseen circumstances.

9.3 The student has previously been allocated to the published placement in the past.

9.4 The student has been a patient/client in that clinical area. Evidence may be sought.

9.5 A partner or close relative of the student has been an in-patient/client in the clinical area.

9.6 A request to change the practice placement after publication will only be considered if the student is able to provide evidence of exceptional personal circumstances which would be exacerbated by allocation to this placement. This must be supported by evidence i.e. GP letter, Occupational Health letter, Police statement or similar supporting evidence.

9.7 If this applies, then the student needs to contact the placement request email placereq@sgul.kingston.ac.uk from their university account no longer than 7 days after publication, and ASAP if the above statements come into effect during the placement.

9.8 In the email, the student is required to outline their reasons for requesting a change along with the evidence they will be supplying so that the placement can be considered.

9.9 Changes are subject to provider/Trust capacity which means that the team may still be unable to make the requested change.

9.10 The Senior Lecturer for Practice Learning or Director of Practice will consider the student’s request.

10. PLANNING FOR YOUR PLACEMENT

10.1 It is a requirement that all students complete a Student Learning Contract and a Faculty self-declaration of good character and health at the start of the academic year. Student who are new to the university receive these prior to the start of the course. Continuing students will receive this as part of their Welcome back letter from the Course Director/Lead and expected to complete both from prior Programmes Office. Students who have not completed this will not be permitted out into practice which will have an impact on their ability to complete the programme.
10.2 Students will be guided as to how to prepare for their first placement as part of preparation for practice. In these sessions, students will learn what is expected of them as part of the learning relationship in practice. The following are the fundamental principles expected from each student.

10.3 As soon as students are notified of their placement area, they are expected to contact them to introduce themselves and arrange their first clinical shifts. Please do not leave this until the last minute. It can sometimes be difficult to get through to the required individuals; therefore students are expected to contact the placement area a minimum of 2 weeks prior to commencement.

10.4 Students are sometimes informed that the placement area is unaware of their imminent arrival. If this happens, please do not panic. Due to the size of many of the organisations, sometimes the information does not get to all staff. If this occurs, please take a note of the person you are speaking to and call the placements team on 0208 417 5739 or email placementteam@sgul.kingston.ac.uk. The team will advise on the best course of action.

10.5 If students cannot get hold of the placement area prior to their starting date they are advised to try calling the switchboard number for the organization and ask to be put through to the area/individual you have been allocated to. If students still cannot get hold of the placement area prior to their starting date, it is vital they ensure that they contact the placements team before attending their first day. Call the placements team on 0208 417 5739 or email placementteam@sgul.kingston.ac.uk. The team will advise on the best course of action.

10.6 On receiving information about a forthcoming placement, a key part of student professional development is to prepare for the experience. Student responsibilities are to:

10.7 Find out where the practice placement is and plan the journey to the placement area. Students are advised to consider and plan for potential difficulties in the journey so that they are aware of alternative journeys, including travel at weekends and Bank Holidays. Some journeys can take up to 2 hours each way. This can take some adjustment. Students are advised to remember that this is only for a matter of weeks.

10.8 Establish the time and venue for any induction activities that are being provided for students.

10.9 Certain practice areas require specific information prior to commencement of the placement; it is essential that students continue to regularly check their university email accounts for further information and directions from the placements team and or faculty staff supporting them in practice.
10.10 There are a number of placements that require students to bring a personal copy of your DBS notification. Students will be informed if this is required. It is the student’s responsibility to keep a copy of their DBS certification as this is not kept by the university.

10.11 Car parking at various hospitals/clinics can be difficult, expensive and non-refundable. If students plan to travel to placement by car; they should make sure that they investigate all the parking options before starting. A student nurse status does not automatically enable parking permits/passes as a priority. Parking can be very difficult for both patients and staff alike.

11. SHIFT REQUIREMENTS

11.1 Throughout the programme, the experiences that students have in practice placements must reflect the service user’s needs over a 24-hour period. This will mean that learning will take place over a variety of shift patterns. It is best educational practice to work five shifts per week totaling 37.5 hours. However, it is a NMC requirement that all student nurses undertake a range of shift patterns; early, late, night shifts, weekends and in some areas longer shifts, known as long days. Please be aware that long days are not two 7.5 hour shifts, these are 12.5 hours, but should be recorded as 11.5 hours to allow for correctly recording of lunch breaks. Students are only permitted to work long days when they are in placement areas where such shifts are routinely rostered for the majority of staff.

11.2 To satisfy the NMC requirement of shifts, students must undertake a minimum of one weekend shift per placement unless it is not supported by the service.

11.3 Students must undertake a minimum of 6 night shifts across the entire program. However, this does not apply until after the very first placement in year 1 (placement 1, semester 1). Nightshifts should be undertaken with assigned mentors/supervisors or co-mentors where possible. Some clinical areas utilize the twilight shift. Students may count these towards their minimum of 6, but only in areas that routinely use twilight shifts. However, the student can only use 2 twilight shifts across the programme to count towards their minimum of 6 night shifts.

11.4 It is an NMC requirement that a student’s final placement is a minimum of 12 weeks in length. This means that the student must undertake a full 12 week placement and not frontload hours to finish in less than 12 weeks.

11.5 Students are expected to follow the shift pattern of mentor(s) to facilitate learning and assessment of competence wherever possible. The main mentor should be available for 40% of your placement; this does not require them to work directly alongside you for this time (NMC, 2010).
11.6 Students in practice are supernumerary and are expected to be in their practice learning environment for **37.5** hours per week between the start and end date of each placement. Once timesheets and practice hours are submitted to the Programmes Office on the ground floor of the Frank Lampl building, students are then later provided with 2.5 hours per week for reflection upon practice learning on top of this 37.5 hours. At this point, a working week then equates to 40 hours a week. These 2.5 hours a week for reflection will be demonstrated through the portfolio assignment of the Transitions to Professional Practice module in Part 3 and will be monitored by personal tutors.

11.7 If at the end of the program students still owe hours, students will be required to complete the owed hours. The 2.5 hours of reflection discussed above will not be included as it has already been counted in. This means that at the end of the program if a student owes 40 hours, you **must complete** 40 hours and not 37.5 hours with 2.5 hours of reflection.

11.8 Final year students on their last 12 week practice placement before qualifying are entitled to up to 2 days of 7.5 hours shifts for the purposes of attending job interviews. If required, this will be recorded in the student’s Practice Hours in the PAD and Absences Timesheet for that placement (see timesheet guidance). Evidence of attendance can be discussed with the mentor in practice, who will then verify/sign the hours in the Pad and Timesheet.

11.9 Any days missed in practice should be made up during the placement period where possible. The School of Nursing recognises the need to follow European Union regulations therefore as a student you must not spend more than 48 hours a week within a practice learning environment. This includes any personal part-time working. Working over the EU directives, will be directly in breach of the NMC Code of conduct that stipulates a nurse must maintain their **level of health** in order to carry out their professional role. **If a student has worked over the 48 hour EU Directive then the hours over will be removed from the student sum of hours.**

11.10 At the end of each placement it is important that students keep an accurate record of hours completed in the relevant section of the Practice Assessment Document. Students are expected to record and discuss with Personal Tutors how they will ensure that any outstanding hours missed will be made up on the next placement period.

11.11 The following do not count towards achieving your required practice hours and need to be made up:
- Bank holidays
- Sick leave
- Special / compassionate leave
- Unexplained absence
- Maternity leave
- Jury Service
• Territorial Army activities.

11.12 Bank Holidays may be worked if the placement is operating during that time. On a bank holiday where the placement is not functioning, students may either;
• Ask their mentor to negotiate a shift in an outreach area that is associated with the assigned placement
• Ask the mentor to set a clinical based task (for example reviewing policies or procedures, writing care plans). The mentor must then check this learning has been undertaken before signing off the student’s practice hours.

11.13 Student nurses are not exempt from Jury service but can request a deferral or exemption if it would impact on their ability to complete the programme. Details for this are in the information you are sent when called for jury service.

11.14 University reading weeks cannot be used to make up missed practice hours. Reading weeks are strictly counted as part of your theory hours.

11.15 Failure to complete all hours by the end of the programme will delay completion date of the programme and have a direct impact on when students can register with the NMC. This may have an impact on when students will be able to commence their first post as a qualified nurse.

11.16 Students are required to be in practice for the entirety of the planned placement between the start and end date. Students are not permitted to ‘front load’ hours and submit the Practice Assessment Document, Ongoing Achievement Record and Absences Timesheet early. If there are exceptional circumstances prohibiting this, the student must seek the Field Lead for instructions on how to obtain special leave.

12. NEGOTIATED HOURS

12.1 It is expected that students follow mentor/co-mentor/supervisor’s shift patterns as closely as possible in order to maximize learning and assessment in practice.

12.2 The university and practice partners understand that sometimes exceptional circumstances mean that students experience severe difficulties with adhering to shift start and finishing times, specific shift patterns or 24 hour care during placement. In these circumstances students can apply for a negotiated hours letter from the university that lends support for students negotiating altered shift times or patterns.

12.3 Students are able to apply for a negotiated hours letter if they are subject to exceptional personal circumstances. Please note that students will be required to
provide evidence as to why they are not able to take up the required start or finish times of a placement. This may be a GP letter, Occupational Health letter or other similar supporting evidence.

12.4 Students are permitted a negotiated hours letter if attending disability tutorials for dyslexia during placement.

12.5 Any request for negotiated hours letters will need to be made from the student’s university email to placereq@sgul.kingston.ac.uk. This email will include a clear rationale for the request along with any supporting evidence they wish to attach.

12.6 The negotiated hours letter will be dated and valid only for that particular placement. The only exception to this is where students have a negotiated hours for purposes of dyslexia where this will last for the entire programme.

12.7 Students are only allowed 1 negotiated hours letter during the programme.

13. OUTREACH OPPORTUNITIES DURING PRACTICE

13.1 Students and are encouraged to engage in outreach opportunities whilst out in placement. This is often achieved by working with members of the multi-disciplinary team or by following the patient/service users journey or pathway.

13.2 Outreach must be directly related to the placement experience offered and must be agreed by the mentor. This should be negotiated at initial interview when planning student learning objectives.

13.3 Outreach must not impact upon the mentor’s ability to assess the student’s competence in the allocated placement.

13.4 The mentor/supervisor in practice must be aware of and support the outreach opportunity and the student’s whereabouts should be clearly documented on the appropriate rota.

13.5 All time spent in outreach will be clearly documented in the practice hours and reflected upon in the relevant section of the Practice Assessment Documentation.

13.6 Throughout the programme, students may be offered the opportunity to attend a Nursing and Midwifery Council Fitness to Practice Hearing. Students are encouraged to take up this opportunity once throughout the programme as part of practice hours but only on a placement that is of 6 weeks duration or longer so that time for assessment is not
compromised. These hours must also be verified by a mentor/supervisor and must be reflected upon in the Practice Assessments Document

14. ABSENCE FROM PLACEMENT

14.1 An important part of student professional development is taking responsibility for understanding and complying with the policies and procedures in place for any absences that may occur from clinical placement.

14.2 If students are unwell or unable to attend placement for any reason they must complete the following:

14.3 Call the clinical placement area as soon as possible, preferably before the allocated shift is due to start and inform them of your absence. Where possible, ask to speak to the mentor or the manager in the placement area. **If they are not available students are asked to take note of to whom they are talking to and ask that the message be passed on to the mentor/supervisor.** Ensure details are recorded so that the student can confirm with the placements team who they informed about their absence in the clinical placement.

14.4 Either email placementteam@sgul.kingston.ac.uk from your university email address anytime, or call the Pre-Registration Programme Office during university working hours (Monday to Thursday 8.30am-5pm, Friday 8.30am-4.30pm). 02084175739. Any member of staff will be able to take student details and record absence. Students are asked to have the following information ready for the call:

- Student name and cohort
- Student number
- Details of placement
- Shift details
- The reason for your absence
- The period you will be absent.

14.5 Staff in clinical practice placement are expected to inform the placements team of any student absence or sickness. If this happens and a student has not followed the correct process and informed the placement team, this will be followed up by the student’s Personal Tutor.

14.6 When the period of absence is over and a student is returning to placement, they are expected to inform the clinical practice placement of the intended return date. Failure to do so will reflect poorly on the student’s professional behaviour and may impact upon their ability to pass their professional values in placement.
15. MAKING UP TIME IN PLACEMENT

15.1 Students must not arrange to make up time in a placement outside of the final placement end date.

15.2 All absences from placement is time missed out of the 2300 practice hours required by the NMC to enter the register. It is therefore preferable that students **make up this time as soon as possible**. If this can be made up in the area where the student is presently based, this is preferable, but must not be passed the end date of placement.

15.3 Making up hours in the student’s current placement may not always be possible. As per the European Union Working Directives students **must not work more than 48 hours/week**. This includes any other work they may do outside of being a student nurse. Working over the EU directives, will be directly in breach of the NMC Code of conduct that stipulates a nurse must maintain their level of health in order to carry out their professional role. Hours found to be over the 48 hour directive will be removed from the sum of hours.

15.4 Students are not permitted to continue attending placement outside of the allocated end date in order to make up hours or complete assessments.

15.5 Students at the end of the programme who have outstanding hours in practice or are required to return for further assessment after the final placement of the programme, will be allocated a separate **make-up placement**. Any students with outstanding hours of less than 37.5 will be required to complete 37.5 hours. These arrangements are not to be made by the student or mentor. Students will receive notification of this requirement via email and will be required to attend an allocated placement at the end of August. Students, irrespective of the reason for returning to practice must maintain **NMC professional values** during this time.

15.6 Formal holiday periods are preset on the student programme timetable. This therefore means that students are **not permitted to arrange any holiday whilst out on placement**. This would be recorded as unauthorised absence and may result in students failing the placement and being unable to progress through the program.

15.7 If students have assignments to hand in or personal tutorials to attend, these must be done in their own time. If students have timetabled **Learning in Practice** sessions at the university during placement time, the placement areas will be informed in advance when receiving the student forecasting. This information is sent to the **Trust Named Person** for the organisation. Students will also be given access to a letter from the university so that they can personally inform mentors of the details of this absence from placement. Students are to record their attendance by completing the registers on the day, as well as completing the absence timesheet in the relevant section. Mentors are not required to sign practice
hours for attending Learning in Practice sessions. If documented correctly, students will receive these hours as practice hours.

15.8 **Special leave** cannot be organised by mentors. An application for special leave can only be obtained and authorised from the university **Field Lead**. The Field Lead will initiate and complete the relevant paperwork if approved. More information can be obtained from the **Special Leave** policy. Individual circumstances will be considered and evidence may be requested. The placements team will be notified of any approved special leave. Students will be required to make up this missed practice time at the end of their programme. Any leave without authorisation will be recorded as unauthorised absence and may result in students being unable to progress through the program.

15.9 If students are required to re-sit any examinations during clinical placement time, they will be provided with a letter from the University. It is the student’s responsibility to then arrange this with their mentor/supervisor.

15.10 Students who due to changes in service provision miss time in placement must make up these hours at a later date, ensuring they work within the EU working time directive of 48 hours per week.

15.11 Students who, due to sickness miss more than 1 week (37.5 hours) of alternative practice placement in year 2 can only use the alternative practice workbook to make up 37.5 of these hours. Students missing more than 1 week of this placement will be required to make up their remaining hours in year 3.

**16. ACCURATE RECORDING OF HOURS IN THE BACK OF THE PRACTICE ASSESSMENT DOCUMENT**

16.1 It is an NMC requirement that students complete a minimum of 2300 hours in practice during the period of the course.

16.2 As a developing professional it is important that students develop self-management skills. In order to do this they are required to keep an accurate record of time spent on practice learning opportunities, outreach, the types of shifts completed as well as any absences from placement in the required sections at the back of the Practice Assessment Documents, Record of absences in placement timesheet and Ongoing Achievement Record.

16.3 Students and mentors are asked to refer to the Guidance in the Practice Assessment Documents when recording their hours and absences in the back of the Practice Assessment Document.
16.4 Students must ensure that all details are printed CLEARLY and sickness days identified. All hours completed, alterations and totals should be initialed by Mentor/Supervisor. All signatures of mentors/supervisors must be logged on page 8 of the Practice Assessment Documents.

16.5 Students are not permitted to authorize their own hours.

16.6 Students and mentors must ensure that all records are clear, legible, and free of Tippex. Any errors must have a clear line drawn through them with the mentor/supervisor verifying/signing the error.

16.7 Lunch breaks need to be deducted from the total hours figure worked.

16.8 Timetabled Learning in Practice sessions must be recorded clearly in the Practice Hours. Attendance registers will be used to verify student attendance at the time of marking.

16.9 Special leave can only be granted by the Faculty, therefore any days marked as such in the Practice Hours documentation but not on the Placement Team records will be put down as absence.

17. RECORD OF ABSENCES TIMESHEETS

17.1 An Absences Timesheet must be completed for every practice placement attended. This sheet is available to download on CANVAS.

17.2 The Absences Timesheets must be completed for every placement in practice as part of the evidence of the student’s practice hours undertaken; even if there have been no absences during the placement.

17.3 The record of hours of attendance in the Absences Timesheet must be signed by a registered mentor in practice. Under no circumstances must the student verify completion of their own hours.

17.4 Record of Absences Timesheets must be handed into the Pre-Registration Office, alongside your Practice Assessment Document and Ongoing Achievement Record on the submission dates supplied. More information will be available on this in the practice module handbooks, email instructions form the Programme Office and sessions for preparation for practice.

17.5 If students are advised that the time between placements makes the submission of the Practice Assessment Documents and Ongoing Achievement Record void between placements, then the student must still hand in the Record of Absences Timesheet to the
Programmes Office within one week of completing the placement. This enables the Placement Team to keep an accurate track of the time they have spent within your practice learning environment and update your practice attendance record accordingly.

17.6 Students are strongly advised to keep a copy of all of their Absences Timesheets submitted for every placement for their own records before handing in.

17.7 In order to ensure that the Absences Timesheet is not rejected, students are asked to pay attention to the guidance attached to the timesheet for mentors and students.

17.8 **Section A:** This shows the total hours required of this placement (37.5 hours x number of weeks). Students must not do more than 48 hours in any one week – this includes any hours worked through agency, bank nursing or similar. Students are expected to attend hours in practice in every week of the placement; for example, they may not front load hours and take the last two weeks off. Students are not permitted to remain in placement after the final date of this individual practice opportunity.

17.9 **Section B:** All absences are to be recorded here whether they have been authorised or not. If a student is absent one day and makes it up the next, then this must be recorded in both sections B and D, otherwise the university has no record of their absences.

17.10 **Section C:** The NMC requires the university to document all hours that students are ‘absent’ from placement, even if these hours make up part of the 2300 clinical practice hours. Placements areas are notified at the time of allocation if students have time in university planned. If a student is required to attend university during practice placement as part of Learning in Practice, this needs to be recorded in section C, with the student signing to verify that they have signed registers on the day. Practice hours will be given only if the student has signed the register in class. Timesheets will be cross matched against registers. Involvement in the Heritage to Health project will be verified/signed by the Lead for the project in the PAD and timesheet in this section. End of year 3 students can produce evidence of job interviews to the mentor, who will then verify these hours. See the pre-registration placement guide for more information.

17.11 **Section D:** Absences recorded in section B must be made up. Make-up hours to account for those absences will be recorded here. Where a student has absences from a previous placement they may ask to undertake additional hours during the placement to make these hours up. Students must negotiate this with their mentor and must not exceed 48 hours a week.

17.12 **Section E:** This section records total hours completed for this placement after absences and make up hours have been recorded.
17.13 **Section F:** The Mentor is required to confirm that all the details on this completed sheet are correct. This must match what is documented in the student PADS. Contact details of the mentor are required to enable spot checks to be made or queries followed up.

17.14 Additional Notes

- Students are expected to undertake the full range of shifts during their placement including weekends and nights unless they have a letter from the university stating that there are special circumstances warranting specific shift patterns. See Pre-Registration Placement Guide for more info.
- A long day is 11.5 hours (the one hour rest break is not included).
- Students are expected to attend placement on Bank Holidays when they occur during a placement.
- Students should not do night duty on their first placement or before a university day.
- Students must record the number and type of shifts in their Practice Assessment Document and have this verified/signed by their mentor.
- Students are strongly advised to keep a record of ALL shifts in the event that a query arises regarding their attendance.
- Students must submit this sheet along with their PAD and OAR documents. Do not hand these in inside the PADS. Separate instructions will be given.
- Additional comments re attendance issues/problems e.g. regular absences/poor punctuality should be recorded in the Practice Assessment Document.

18. **TRAVEL CLAIMS**

18.1 Please be aware that the process for 1st year students, who are in receipt of a student loan will be communicated once available. Arrangements for claiming travel expenses is currently under review and will be communicated to relevant groups of students as soon as possible. Whilst on placement students may be entitled to claim the difference between the cost of travel to the University and the cost of travel to the placement. Students may only claim if they have been awarded a full NHS Bursary or are claiming fees and support through Student Finance England as long as they are not:

18.2 An EU Assessed Fees Only award.

18.3 A Fees only award where income has not been declared for means testing purposes (applies to courses commencing before 1 September 2012).

18.4 A seconded student.

18.5 Any fraudulent claims may result in being liable to prosecution and/or civil proceedings and debt collection. This will also lead to a fitness to practice panel or student disciplinary.
18.6 When completing travel claims students are required to ensure that they comply with the following:

- Record Student ID.
- Record full name, home address and full placement address
- Details of the course, e.g. PGDip Mental Health, BSc Adult.
- Which year the student is in, 1st, 2nd or 3rd.
- Where the student is based (all nursing students should record Kingston Hill).
- Student bank details – name of bank, Sort code and account number.

18.7 If students are claiming mileage they must ensure that they have confirmation from the insurers that they have adequate cover for all costs and claims, and that no liability is placed on the University or any NHS body.

18.8 Details of the student’s daily placement travel, including cost of travel.

18.9 Ensure the student signs and dates the correct box, which starts ‘I certify that....’ (Ignore the box stating, ‘To be completed by the authorizing officer’ as this will be completed by faculty staff).

18.10 Students are required to ensure that they attach receipts for all expenses claimed. All travel claims with Oyster card top up receipts also need to be printed out of the relevant journeys before being submitted to the Pre-Registration Programme Office. ‘Top ups’ do not reflect the cost of journeys to and from the placement, hence the need for a print out of the actual journeys.

18.11 Print outs can be downloaded from the TFL website. If students do not submit a print out or detail of the individual journeys on the claim form, the travel claim will not be processed.

18.12 Students are requested to ensure that they record the cost of their normal mileage/travel cost to university. This is essential information, as only the difference will be reimbursed. For example, if the daily travel cost to university is £5 and the daily cost of travel to the placement is £8, the difference is £3 and this is what will be reimbursed.

18.13 Travel claim forms can only be processed if all the information above is recorded. We advise students to check that they have fully completed their travel claim before submitting the claim to ensure that it can be processed and paid.
19. STUDENTS REQUIRING REASONABLE ADJUSTMENTS

19.1 The School of Nursing is committed to supporting all students through their educational journey; meeting our legal obligations (Equality Act, 2010) and professional requirements (NMC, 2010) to provide support for students with disabilities and also includes students who are pregnant. All staff supporting students with disabilities and/or additional needs will make anticipatory reasonable adjustments to enable students to demonstrate their ability to achieve learning outcomes at their required level for their stage of education. In line with the NMC Standards to support learning and assessment in practice (2008), the university works together with our practice partners to ensure that support is available for students on the pre-registration nursing programme.

19.2 It is the student’s responsibility to provide information about reasonable adjustments to the placement area.

19.3 Students are encouraged to directly discuss their support needs with their placement mentors. With the student’s permission, support requirements are communicated to relevant staff and this may involve pre-placement visits with mentors to discuss student support. Often this support is practical in nature; for example providing time to write draft notes, identifying key terminology or perhaps even offering alternative shift patterns.

20. PLACEMENT EVALUATION

20.1 It is vital that students evaluate each practice placement as soon as they return to the university. This ensures that learning environments can be continuously improved and acted upon using valuable student suggestions.

20.2 Students will be given instructions on the process for completing their university placement evaluations, how they will be used and how they will be collected in their preparation for practice sessions prior to starting each placement.

20.3 These university evaluations are anonymized and sent to the Trust Named Person for distribution to the appropriate individuals for feedback and development purposes.

20.4 If students do not complete a university practice placement evaluation it may result in students being unable to receive their next practice placement details.