Dear Placement,

Thank you for hosting a year 1 Trainee Nursing Associate (TNA) on their external placement.

Whilst the TNAs are with you on placement they are supernumerary and should have an identified mentor, who has a live Mentorship qualification. The TNA is expected to complete 120 hours over the four weeks, **not including the 7.5 study day they attend each Thursday**.

Your TNA will have practice assessment documents to complete whilst they are on placement and these are similar in format to the PAN London PADs used by the student nurses. In addition to this, they will also need to complete absence reporting forms and placement evaluation.

Additional information can be found on the mentor resources pages on the faculty website, including the Practice Assessor handbook and examples of the practice assessment documents:

[http://www.healthcare.ac.uk/courses/nursing-midwifery-mentor-resources/](http://www.healthcare.ac.uk/courses/nursing-midwifery-mentor-resources/)

If you have any problems during the placement or if the TNA is absent, please contact the Foundation Degree programme administrator via email: FDHCP@sgul.kingston.ac.uk

Once again, I would like to thank you for hosting and supporting our TNAs during this important aspect of their training

Best wishes

Lucie Llewellyn
Course Director FdSc Healthcare Practice (Nursing Associate)