



Guide for Mentors and Practice Placement Educators

St George's, University of London

Centre for Paramedic Science

FdSc Paramedic Science

Welcome

Practice placements form an integral part of the Paramedic Science degree run by St George's, University of London, and they would not be possible without the enthusiastic support of committed mentors and practice placement educators (PPEd's). This guide is intended to explain the role of mentors and PPEd's within the St George's Paramedic degree and detail the processes in place to ensure that student placement learning experience is both enjoyable and effective.

I hope that you find this guide useful and that it answers any questions that you may have. However, if you have any questions that the guide does not address, or suggestions for improvements, then please do not hesitate to contact me or one of my colleagues.

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Student conduct, competence and capability

St George's, University of London is legally responsible for managing students' conduct and capability because the students are not employees of the ambulance service. For this reason, it is essential that you contact the Trust Higher Education lead and the university in any discussion relating to these areas of students performance in the operational workplace. St George's has a range of sanctions that can be applied to students who do not meet the required standard of competence or conduct, ranging from verbal warnings up to immediate discontinuation. Failure to involve the university may mean that student issues are not addressed in a coherent way.

Expectations of students: capability and competence

It is difficult to give definitive advice on the level of clinical competence required by students during the course. Nonetheless, by the end of their first year full time students will normally be expected to be operating in most respects at the level of a trainee EMT. By the end of the course students will be expected to have met all the HPC Paramedic Standards of Proficiency and be eligible to apply for paramedic registration.

Support during placements

- Students will be supported in practice by a named PPEd/Mentor, who will be expected to remain in regular contact with the student.
- Students will also be encouraged to remain in regular contact with their University Personal Tutor during their placement. This may take the form of telephone contact, e-mail or site visits by the Tutor.
- Prior to commencing the placement students will receive a placement guide.

Quality Assurance of Ambulance Placements

In accordance with the guidance provided by the HCPC, St George's, University of London is legally responsible for evaluating the quality of placements provided by ambulance services for its students. To do this we work closely with the ambulance Trust Higher Education team.

Facilities at placement sites

As a minimum, placement sites must have good health and safety structures, issue students with appropriate PPE and provide supervision by an appropriately qualified member of staff. Ideally, students should have access to a private area where they can complete their portfolio documentation and meet with their PPEd/Mentor. Access to library and IT facilities are also highly desirable. Students should also have access to the same housekeeping facilities as other staff in the clinical area.

Introduction to the St George's FdSc Paramedic Science course

St George's has been running Paramedic pre-registration education in partnership with the London Ambulance Service NHS Trust since 2004. The course is structured to provide a roughly equal mix of university based teaching and practice learning. As such, it meets the College of Paramedic's recommendation for 1500 practice hours over the two years of the course.

Attendance at placements

Attendance at placements is mandatory, unless other arrangements have been agreed. PPEd's/Mentors will need to sign the students' attendance sheet each day of the placement. If a student does not attend an arranged shift then you should contact the Paramedic Administrator by phone (020 8725 0124) or e-mail (fdadmiss@sgul.kingston.ac.uk).

The student with problems

If a student you are mentoring experiences problems during the placement it is essential that you inform the university Paramedic Administrator (fdadmiss@sgul.kingston.ac.uk). This is especially the case for full time students, who are not employed by the ambulance trust. Failure to notify

the university may result in an incomplete record of the student's attainment and inadequate support arrangements being agreed.

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Students' responsibilities: general guidance

Student paramedics must:

- Follow reasonable instructions, especially if they relate to their own, or patient safety.
- They must attend all booked placement shifts, unless they have agreed otherwise with their PPEd/Mentor
- Record all PPEd/Mentor supervised practice hours in their portfolio.
- In conjunction with the PPEd/Mentor, ensure that any clinical documentation is completed.
- Wear Personal Protective Equipment and uniform when on placements
- Make contact with their named PPEd/Mentor at the start of the placement
- Ensure that the required assessments are undertaken by the PPEd
- At all times, keep their named PPEd and the university informed of any issues
- Ensure the safe keeping of your portfolio throughout your programme.
- Submit their portfolio on the date specified in the course handbook

Students' practise: prohibitions and limitations

Student paramedics must not:

- Drive any service vehicle (Full time students only)
- Administer any IV or IO medications, including Saline Flush

Placement documentation required by St George's University of London

Ambulance placements

Practice educators will need to complete the following documents:

- PAD
- St George's, University of London Practise Assessment Record

Practice educators will also need to verify and sign:

- St George's, University of London Record of Placement Hours
- St George's, University of London Clinical Case Log

Hospital placements

Practice educators will need to complete the following documents:

- St George's, University of London Practise Assessment Record

Practice educators will also need to verify and sign:

- St George's, University of London Record of Placement Hours
- St George's, University of London Clinical Case Log

Examples of the St George's documents are shown in appendix 1.

Level 4 Placements

Direct entry students undertake approximately 16 weeks of placements, broken into three blocks. The pattern for in-service students is different: they complete placements throughout the year and are only required to achieve the final placement learning outcomes.

Level 5 placements

Direct entry students undertake approximately 19 weeks of placements, broken into four blocks (three ambulance placements and a hospital placement). The pattern for in-service students is different: they complete placements throughout the year and are only required to achieve the final ambulance placement learning outcomes.

Placement forms

Appendix 1

Placement Assessment Record



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Paramedic Portfolio 1 or 2
Practise Assessment Record

This should be completed approximately midway through the placement

Mid Point Review

Student

Please consider all your practise outcomes and assess your progress so far, identifying areas of strength and specific areas for development:

I feel I am making good progress towards meeting the learning outcomes for the placement. My history taking is still a bit unstructured but I feel it is improving. I think my communication skills are good.

PPEd/Mentor

Please consider all your practise outcomes and assess the student's progress so far, identifying areas of strength and specific areas for development:

Sam Student is making good progress. Sam has a very nice way of putting patients at ease. However, Sam's history taking is still weak in some cases and additional support is required. Sam needs to focus on using a consistently structured approach when taking a history.

Signature of student: Sam Student

Date: 1.4.13

Signature of PPEd: Paul P. Ped

Date: 1.4.13

Interim Action Plan

Identified areas for practise development:

Use a more structured approach when taking a history etc...

Alternatively, you may refer to an action plan detailed in the PAD. Please be explicit about the page number in the PAD, e.g.-

Please see the action plan detailed in the PAD, page 36.

Plan for support:

Discussion of the main points to be considered when taking a history to be discussed prior to each call etc...

Alternatively, you may refer to an agreed support plan detailed in the PAD. Please be explicit about the page number in the PAD, e.g.-

Please see the action plan, plan for support, detailed in the PAD, page 37.

Signature of student: *Sam Student*

Date: *1.4.13*

Signature of PPEd: *Paul P. Ped*

Date: *1.4.13*

This must be completed at the end of the placement

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FdSc Paramedic Science Yr 2 (L5) Ambulance Placement 2 Assessment Form

Student Name: Sam Student Location of placement: Chelsea Amb. Stn

Learning Outcomes

By the end of the placement the student should be able to:	Achieved	
	Yes	No
Act in accordance with the HPC "Guidance on Conduct and Ethics for Students" (S)		
Undertake and document appropriate paramedic level patient assessment in a wide range of patients (S)		
Plan, implement, monitor and document paramedic patient management, having regard for best practise guidelines. (S)		
Safely and effectively lead care delivery in a range of situations (S)		
Communicate effectively with service users and health care professionals in a range of situations (S)		

Outcomes are formative apart from those marked with (S) and must be achieved in order to pass the placement.

Summary of student progress. If the student has not achieved one or more outcomes please complete the form on the next page.

Sam has made very good progress and has achieved all the learning outcomes.

Please be as detailed as possible, especially if the student has been unsuccessful. This information may be used to determine if a student continues on the course.

Signature of student: Sam Student Date: 2.5.13

Signature of PPEd: Paul P. Ped Date: 2.5.13

This must be completed at the end of the placement if the student has not achieved the outcomes

To be completed if the student has not achieved all placement learning outcomes

Action Plan
Identified areas for practise development: Please be as detailed as possible. This information will be useful to allow the university to identify and implement support arrangements.
Plan for support: Please be as detailed as possible. This information will be useful to allow the university to identify and implement support arrangements.

Signature of student: <i>Sam Student</i> Date: <i>2.5.13</i>
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Signature of PPEd: <i>Paul P. Ped</i> Date: <i>2.5.13</i>

Record of Placement Hours



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FdSc Paramedic Science Placement Hours Record

Date	Hours	Location/Call Sign	Mentor's signature
23.2.13	12	Z202	Paul P. Ped
24.2.13	12	Z202	Paul P. Ped
27.2.12	12	Z202	Paul P. Ped
28.2.12	12	Z206	Paul P. Ped
1.3.12	12	Z202	Paul P. Ped
2.3.12	12	Z202	Paul P. Ped
3.3.12	12	Z202	Paul P. Ped
5.3.12	12	Z206	Paul P. Ped
11.3.12	12	Z202	Paul P. Ped
12.3.12	12	Z202	Paul P. Ped
Total Hours	120		

Clinical case log



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FdSc Paramedic Science Clinical Case Log

Age	Sex	Presenting Complaint	Mentor/PPEd signature
1/12	M	fever	Paul P. Ped
12	F	Abdominal pain	Paul P. Ped
35	F	# femur	Paul P. Ped
89	M	# nof	Paul P. Ped
78	M	Chest pain	Paul P. Ped
14	M	Hypoglycaemia	Paul P. Ped
6	M	Head injury	Paul P. Ped
45	M	Chest pain	Paul P. Ped
45	F	Abdominal pain	Paul P. Ped
101	F	?sepsis	Paul P. Ped