

Pre-registration Student Placement Guide

2019/20



AIM

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

A number of documents accompany and support this guide

- Preparation for Practice sections of CANVAS
- Practice learning pathways (2019)
- Pre-registration nursing statutory and mandatory training profile (2019/20)

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

<https://www.healthcare.ac.uk/courses/supporting-practice-resources/>

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1. Introduction

1.1 Pre-Registration nursing programmes are validated by the Nursing and Midwifery Council (NMC). Students undertake a variety of practice learning opportunities which assist them in relating the knowledge gained in theory, to the practice experience. This enables them to develop the necessary skills 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 placement experience'. Often we refer to the Trusts and organisations that provide these clinical placements as 'Practice Partners'. Students will undertake two placements per year.

1.3 The nursing programme for practice is divided 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 Master's programme, 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 specific to their field of practice. Each field has a designated **placement pathway** which is based on NMC standards and EU Directives, (EU Directives applying to the adult programme only), student/practitioner feedback and changes to service delivery. Pathways may be adjusted throughout the student programme.

1.5 Practice learning opportunities will be in a range of services, in addition to the National Health Service, this might include schools, day centres, hospices, prisons and the private, voluntary and independent sectors.

2. Zone and Placement Allocation

2.1 Each Student is allocated their overall **Zone** at the start of the programme. Each zone hosts a range of placement experiences in a geographical location. For Adult and Child placements zones are referred to as 'North, South, East and West', with Learning Disability students and Mental Health students being in their own Zones. 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 and enable them to meet the NMC Standards for Pre-Registration Nurse Education (2008). 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. There may be times when students are required to travel across the different zones. For more information on travelling please visit the **University Travel Policy**. For more information on why we use Practice Placement Zones, please see Preparation for Practice material and CANVAS.

2.2 There are now a number of Hosting opportunities available. This means that students that express an interest in being hosted would have all their placements with one organization. For cohort 2019 students, allocation of a Zone will commence after the deadline for expressions of interest. For more information on the Host opportunities available and see CANVAS and Preparation for Practice sessions.

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

2.4 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.

2.5 The placements team now uses Google Maps to ensure that an allocated placement can be reached. Please see later points for information of negotiating hours in placement and exceptional circumstances.

3. Criteria for Requesting a Non-Allocation of Zone or Practice Placement Prior to Allocation

3.1 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**.

3.2 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 3.9. This request will be authorised by the **Senior Lecturer for Practice Learning** or the School **Director of Practice**. Students are advised that travel time, or child/caring responsibilities are not usually considered extreme personal circumstances.

3.3 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.**

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

3.5 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.

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

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

3.8 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.

3.9 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@squl.kingston.ac.uk as soon as possible outlining their reasons against the above criteria so that their request can be considered.

4. Publication of Zone and Placements

4.1 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.

4.2 The university is in the process of implementing a new placement management system called **InPlace**. All placement allocations and related activity will be accessed via the student's personal account when in place. Full details and instructions will be issued as part of Preparation for Practice sessions. Students will receive the following information;

4.3 Students will receive the following information:

- Placement – Type of practice learning experience
- Location – Name of area, e.g. ward or community area
- Clinical activity, e.g. cardiac, renal etc.
- Start and end date.
- Full name of clinical area
- Address of clinical area
- Contact telephone number

4.4 Greater notification of community placements:

In the 2019 National Student Survey (NSS) and at Student Staff Consultative Committee meetings students expressed a desire to receive earlier notification of placement allocations, particularly community placements. We recognise that community placements can impact on your personal commitments outside of placement area, such as childcare/employment or making up practice hours, and greater earlier notification of these placements would help you with making necessary arrangements. Therefore, in response to this feedback, from September 2019 we will be notifying you when your community placement is planned for the next academic year. Specific details of the placement area will continue to be provided six from four weeks prior to commencement. There will be rare occasions when notification of specific placement details are delayed or a placement is cancelled, and we do our utmost to prevent this occurring, however, we ask you to acknowledge this can happen and is out of our control.

4.5 If the student has identified additional learning needs or reasonable adjustments they should identify this to Practice Supervisors and Practice Assessors, 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.**

4.6 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.

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

4.8 Final Year students will be offered an opportunity to express a 'preference' for a particular placement experience which the Placements Team will endeavor to accommodate at an appropriate point in the programme. Students are reminded that this is a preference and cannot be guaranteed due to the need to follow their field placement pathways, as it is these pathways which enable them to be able to complete their registration with the NMC. Please note all students must not;

- Request a placement out of their field of nursing
- Approach practice partners themselves
- Request a placement you have already done

4.9 **Adult students** requesting a placement will need to take the following information into consideration. At this stage of their programme, they will have received all placement types. For some, the exception to this will be the absence of a 'Complex' placement. If they have not undertaken a 'Complex placement' i.e ITU/AAU/CCUA&E/ED/ICU they can therefore

only request a 'Complex placement'. The remainder of students can express a preference dependent on the following:

- It must be in zone and in field
- There must be placement capacity
- Students must not have done this experience before i.e cardiac ward.
- It is in our usual practice placement areas

4.10 **Child Students** will need to have experienced all placement types within their pathway. If the student has yet to be allocated a placement type stated in the pathway, then their request will need to match a placement type which they have not yet experienced. i.e if they have not had a HD/ICU placement they will be allocated this placement type. If the student has had all placement types, then they can express a 'preference' dependent on the following:

- It must be in Field
- There must be placement capacity
- They have not done this experience before i.e paediatric oncology ward.
- It is in our usual practice placement areas

4.11 If **Mental Health Students** have experienced all placement types in their pathway they are not restricted in their request of preference as long as it does not imbalance the placement profile: For example-Not more than 1 of the same placement types in the same part/or there is a significant period of time between similar placement types. Any request is dependent on the following:

- It must be in Field
- There must be placement capacity
- The student has not done this experience before i.e CAMHS
- It is in our usual practice placement areas

4.12 **Learning Disability students** final placement type will be a community placement and in the first instance will be the same community placement of your programme. Any request outside of this should be directed to the Associate Professor for Learning Disability Trish Griffin.

5. Criteria for Changing Zone of Practice After Publication

5.1 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.

5.2 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.

5.3 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 of the zone allocation. 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.

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

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

5.6 Students who wish to swap their allocated Zone but do not satisfy the exceptional circumstances criteria can request a **Zone 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 5.10. 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.

5.7 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 due to returning students being accommodated.

5.8 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.

5.9 All BSc and MSc students need to be aware that if the swap can be made, this may not affect their first placement of the academic year which has already been planned.

5.10 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.

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

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

5.13 Students are reminded that this is a **request** only, but that the Placements Team do their very best to accommodate students.

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

6. Criteria for Changing Practice Placement After Publication

6.1 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:

- 6.2 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.
- 6.3 The student has previously been allocated to the published placement in the past.
- 6.4 The student has been a patient/client in that clinical area. Evidence may be sought.
- 6.5 A partner or close relative of the student has been an in-patient/client in the clinical area.
- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 Changes are subject to provider/Trust capacity which means that the team may still be unable to make the requested change.
- 6.10 The Senior Lecturer for Practice Learning or School Director of Practice will consider the student's request.

7. Planning For Your Placement

7.1 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. The university are in the process of implementing a new on-line placement management system called InPlace. Therefore to minimalise disruption to students, each cohort will complete their self-declaration forms in the following manor;

- Cohort 2019 via electronic form on InPlace.
- Cohort 2017 and 2018 paper form issued in class at the start of the year from the Course Director/Lead and are required to complete both prior to placement.
- 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.
- Information on how to complete this on InPlace will be given on CANVAS and in Preparation for Practice sessions.

7.2 Students will first be guided as to how to prepare for each 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. It is expected that this becomes an

autonomous process throughout the student journey. The following are the fundamental principles expected from each student.

7.3 As soon as students are notified of their placement area, they are expected to contact this area to introduce themselves and arrange their first clinical shifts. Please do not leave this until the last minute. Due to the nature of clinical practice it can sometimes be difficult to get through to the required individuals; therefore students are expected to contact the placement area as soon as possible prior to commencement.

7.4 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.

7.5 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 **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.

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

7.7 Find out where the practice placement is situated 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.

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

7.9 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.

7.10 There are a number of placements that require students to bring a personal copy of their 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.

7.11 Car parking at various hospitals/clinics can be difficult, and expensive. 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.

7.12 Invasive Procedures- students may have the opportunity to either visit or complete a placement within Operating Departments. It is imperative that one's health and safety is maintained whilst in this clinical area. Staff who work in operating departments have enhanced health clearance before they undertake procedures known as "exposure prone procedures". Exposure prone procedures means when one might insert a hand into a wound. **Student Nurses do not have this health clearance.** Student Nurses can 'scrub' to handle instruments and observe more closely but **cannot participate in any procedures in which they might be inserting their hands into a wound.** Students must adhere to this guidance for their own protection.

8. Uniforms

8.1 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 2018.** More detail for students in relation to dress in practice can be gained from the policies 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.

8.2 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

8.3 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.

8.4 Some Child and Learning Disability students will undertake and placement at The Children's Trust, Tadworth Court. They would prefer students to wear a polo shirt whilst on placement, this can be any colour, although white or blue is preferable. If students wish to wear a Polo Shirt these can be bought for a small cost from Primark or similar.

8.5 It is anticipated that students will adhere the Faculty Dress Code Policy (2018), and Religion & Belief Code of Practice (2015). These policies/codes can be found on Canvas under Core Placement Information in each of the Practice Modules. 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.

8.6 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.

8.7 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>. A guide to use can be found on Canvas under 'Core placement information' in the practice modules. 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 tear). In this situation students are advised to speak to their personal tutor in the first instance.

8.8 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. In response to student and practice partner feedback magnetic badges have been replaced with badges with a pin. If students misplace this badge at any point it is important that they email the Pre-registration Programme Office; npo@sgul.kingston.ac.uk to make arrangements for a replacement badge. The wearing of a name badge is both a practice partner and university requirement.

9. Shift Requirements

9.1 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 correct 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.

9.2 To satisfy the NMC requirement of shifts, students must undertake a range of shifts across the entire programme, this includes day/night and weekend shifts. A normal expectation is that students undertake;

- a minimum of **6 night shifts across the entire programme**, and
- a minimum of **one weekend shift per placement** (where the placement has weekend shifts).

9.3 Nightshifts should be undertaken with assigned Practice Supervisors or Practice Assessors where possible. Some organisations might expect students to undertake night shifts in this first placement. 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.

9.4 It is an NMC requirement that student's undertake a final placement which is **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. Students who do this will be required to return and complete the missed weeks of practice even if this takes them over the required 2300 hours of practice.

9.5 Students are expected to follow the shift pattern of Practice Supervisors and Practice Assessors to facilitate learning and assessment of competence wherever possible.

9.6 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 practice hours are submitted to the Programme Office on the ground floor of the Frank Lampl building, students are then later recorded on the student record system with an additional 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.

9.7 Practice hours are marked as part of your submission process. Your personal Tutor will comment on your hours attended and any absences. If you are identified as being having been absent for 25% or over of your practice placement it is expected that you arrange a meeting with your Personal Tutor to discuss this.

9.8 At the end of each placement the student will submit their Practice Assessment Document (PAD) and Ongoing Achievement Record, (OAR) as instructed. The PAD/OAR will be marked by the Personal Tutor and moderated by the rest of the academic team, and the completed number of practice hours and absences will be verified.

9.9 At the beginning of the academic year students will be notified of the number of hours they have to make up. Students should attempt to make hours up over the remaining placements. 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 throughout the program. 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.

9.10 Final year students in their last year before qualifying are entitled to up to 2 days of 7.5 hour shifts for the purposes of attending job interviews as and when required. If required, this will be recorded in the student's Practice Hours in the PAD. Evidence of attendance can be discussed with the Practice Supervisor or Practice Assessor in practice, who will then verify/sign the hours in the PAD and timesheet.

9.11 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's total sum of hours completed.**

9.12 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.

9.13 The following do not count towards achieving your required practice hours and need to be made up:

- Bank holidays (see 9.13)
- Sick leave
- Special / compassionate leave
- Unexplained absence
- Maternity leave
- Jury Service
- Territorial Army activities.

9.14 Bank Holidays can be worked if the placement is operating during that time. On a bank holiday where the placement is not functioning, students should ask Practice Facilitators to:

- Provide the student with an activity they can undertake which equates to 7.5 hours. This could include a brief teaching session to other staff/students. The Practice Supervisor must then check this learning has been undertaken before signing off the student's practice hours.
- Or negotiate a shift in an outreach area that is associated with the assigned placement

9.15 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.

9.16 University reading weeks cannot be used to make up missed practice hours. Reading weeks are strictly counted as part of your theory hours. Students are permitted to make up hours in **simulation** week, although they must not miss their allocated simulation or exceed the EU working directives. Students are not permitted to make up hours in skills weeks.

9.17 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.

9.18 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 PAD and OAR early. If there are exceptional circumstances prohibiting this, the student must seek advice from their Personal Tutor for instructions on how to obtain special leave.

10. Negotiated Hours

10.1 It is expected that students follow Practice Supervisor/ Practice Assessor's shift patterns in order to maximize learning and assessment in practice.

10.2 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.

10.3 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.

10.4 Students are permitted a negotiated hour's letter if attending **disability** tutorials for dyslexia during placement.

10.5 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.

10.6 The negotiated hour's 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.

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

11. University Placement Support

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

11.2 **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.

11.3 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;

Zone	Zone Lead	Email
North	Cynthia Davis	Cynthia.Davis@sgul.kingston.ac.uk
West	Liz Crighton	E.Crighton@sgul.kingston.ac.uk
South	Susan Strong	S.Strong@sgul.kingston.ac.uk
East	Theresa Nash	T.Nash@sgul.kingston.ac.uk
Mental Health	Michelle Radcliffe	M.radcliffe@sgul.kingston.ac.uk
Learning Disability Zone	Trish Griffin	Patricia.griffin@sgul.kingston.ac.uk

11.4 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 practice partners 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.

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

12. Clinical Support Roles whilst in Placement

12.1 Students will have a number of people to support them whilst in placement. More about the following roles is available on CANVAS under Preparation for Practice and will be further explained in Preparation for Practice scheduled Lectures/sessions.

12.1 You will have a nominated person to support you and address any concerns in each placement. This could be a Placement Manager, Ward Manager, Team Leader, Service Manager or other member of the team.

12.2 **Practice Supervisors** are registered nurses or other registered health/social care professional in some areas, with the important role of supporting and guiding the student through their learning experience to ensure safe and effective learning. This includes facilitating learning opportunities including any reasonable adjustments the student may need to get maximum benefit from the placement. It is the Practice Facilitator's responsibility to contribute to the student's assessment through the recording of regular feedback on their progress towards, and achievement of their essential skills clusters. Practice Supervisors specific feedback must be provided to the Practice Assessor on the student's progress. In many practice areas the student will be supported by a number of Practice Supervisors. Some areas may adopt a team based approach due to the nature of the experience.

Supervision in other placement areas where there are no health/social care registrants, a range of staff can support student learning and have a vital role in student learning and development though may not be contributing formally to assessment of essential skills clusters. However, these staff members are encouraged to support learning and can provide valuable student feedback within the PAD on the Record of communication/additional feedback pages.

12.3 A **Practice Assessor** is a registered nurse who has a key role in assessing and confirming the student's proficiency providing assurance of student achievements and competence. This includes facilitating learning opportunities including any reasonable adjustments the student may need to get maximum benefit from the placement. Practice Assessors observe the student, conduct and record student assessments informed by student reflections, feedback from Practice Supervisors and other relevant people to confirm achievement. The students will liaise with the Academic Assessor scheduling communication at relevant points. Practice Assessors will have appropriate equivalent experience in the student's field of practice.

There are numerous elements requiring assessment in practice. One or more Practice Supervisors can contribute to the assessment of some of the essential skills clusters in discussion with the student. When assessing the student, the **Practice Assessor** will take into account sources of evidence that encompass knowledge, skills, attitudes and the views

of those receiving care. If the student is not meeting the required standards this should be highlighted as a development need. If there is a cause for concern or a fitness for practice issue that requires prompt action, an Action Plan should be instigated to address specific needs or concerns within a specified timeframe. In the event of this, the Practice Assessor will seek guidance from the Academic Assessor.

12.4 Academic Assessors are Registered Nurses and are nominated for each Part of the educational programme. The same Academic Assessor cannot contribute to the student assessment in consecutive parts. The Academic Assessor will work in partnership with the Practice Assessor to evaluate and recommend the student for progression for each part of the educational programme. The Academic Assessor will enable scheduled communication and collaboration with the Practice Assessor and this communication can take a variety of forms.

12.5 Trust/Organisation Named Persons (TNP) are a key role fulfilled by a senior person employed by a healthcare Trust/organisation. They have the responsibility for liaising with the School of Nursing; ensuring Practice Supervisors and Practice Assessors are appropriately up-to-date and available for supervising students. They also arrange Trust induction days at the start of the program and ensure student learning opportunities are guaranteed. This individual also helps the university respond to student feedback from evaluation.

13. Outreach Opportunities During Practice

13.1 Students are encouraged to engage in outreach opportunities whilst out in placement as it is an opportunity to work with members of the multi-disciplinary team/follow 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 Practice Supervisor or Practice Assessor. This should be negotiated at initial interview when planning student learning objectives.

13.3 Outreach must not impact upon the Practice Assessors ability to assess the student's competence in the allocated placement.

13.4 The Practice Supervisor or Practice Assessor 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 Practice Supervisor or Practice Assessor and must be reflected upon in the Practice Assessment 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 Nominated Practice Person or the manager of the placement area. If they are not available students are asked to take note to whom they are talking to and ask that the message be passed on to the Nominated Practice Person. 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@squl.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 Students are expected to inform the clinical area of any absence/sickness and also inform the university. 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.

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 and should also inform the university.

15. Assessment of Practice

15.1 Students are required to complete a Practice Assessment Document (PAD) whilst undertaking a Practice Learning Opportunity (PLO). They must demonstrate achievement of Professional Values, Essential Skills and an Episode of Care.

15.2 BSc students undertake two Practice Learning Opportunity in each part. MSc students undertake one Practice Learning Opportunity in Part one, and two in all other parts. All BSc and MSc students are required to complete a Practice Assessment Document (PAD) in each part and additionally an OSCA in part one and part three. To achieve an overall PASS in the PAD the student must demonstrate achievement of Professional Values, Essential Skills and the Episode of Care by the end of each Part.

15.3 All Professional Values must be passed on each Practice Learning Opportunity (PLO).

15.4 The student must be assessed in all Essential Skills Clusters (ESC) and the Episodes of Care and all ESCs and the Medicines Management in Part Two and Part Three must be passed by the end of the part.

15.5 The PAD will also hold feedback from Practice Supervisors, Practice Assessors and service users and record the completion of practice hours.

15.6 Students will meet with their Practice Assessor at the mid-point of the PLO to enable feedback and feed forward. Students will also reflect on their experiences in the PLO and Simulation Suite in a professional portfolio.

15.7 For Adult Field Nurses this will include completion of EU requirements.

15.8 The PAD and portfolio will be shared and discussed with the student's Personal Tutor and provide ongoing evidence for their final year capstone assignment.

15.9 Prior to their first PLO in part one and part three, students will attend an Objective Structured Clinical Assessment (OSCA). The OSCA will provide students with immediate feed forward, which will enable them to address any deficits prior to the PLO. Students will have the opportunity to reflect on their knowledge and skill development and how this translates into practice.

15.10 All Professional Values must be passed in each placement.

15.11 The student must complete all Essential Skills Clusters (ESC) and the Episode of Care by the end of the part.

15.12 The Episode (s) of Care must be passed by the end of part in which it takes place.

15.13 Students are entitled to TWO attempts at the practice assessment document. The student is only required to be re-assessed in the components they have not passed in the first attempt.

15.14 The duration of the second attempt or retrieval placement is dependent on the number of Professional Values and ESC the student has not achieved in the first placement.

15.15 In the event the student does not pass the second attempt of practice the student will not be permitted to continue on the programme.

16. Submission of Practice Assessment Document (PAD) and Ongoing Record of Achievement (OAR)

16.1 At the end of each placement students are required to submit their practice Assessment Document (PAD) and Ongoing Record of Achievement (OAR) for marking. Submission dates are on the assessment calendar and on Canvas. Students will be notified of the arrangements for submission by the Programme Office.

16.2 Any PAD/OAR submitted after the submission date will be recorded as a late-submission. A mark of 3 will be recorded in canvas if the PAD and OAR are submitted after 5 days from the submission date without agreed mitigation. This would equate to a fail grade on the student's academic profile.

16.3 In the event that the student has exceptional circumstances which result in a late submission (beyond 5 university working days) the student should make an application for mitigation via OSIS as per the University processes. Evidence will be required.

16.4 In the event the student is unable to submit the PAD and/or OAR within 5 days of the due submission date this will be recorded as a non-submission unless the student has agreed mitigation.

16.5 If mitigation is not approved a Fail grade will be awarded.

17. Making Up Time in Placement

17.1 All absences from placement are recorded as time missed out of the minimum 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 occur with the planned placement period.

17.2 Students are not permitted to continue attending placement outside of the allocated end date, or make their own arrangements at the end of their programme, in order to make up hours **or** complete assessments.

17.3 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 a minimum placement length of 37.5 hours. These arrangements are not to be made by the student or Practice Supervisors/Assessors. 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.

17.4 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.

17.5 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 Practice Supervisors and Practice Assessors 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. Practice Supervisors and Practice Assessors are not required to sign practice hours for attending Learning in Practice sessions. If documented correctly, students will receive these hours as practice hours.

17.6 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 practice placement.

17.7 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.

17.8 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.

18. Accurate Recording of Hours in the Back of the Practice Assessment Document

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

18.2 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 and Ongoing Achievement Record.

18.3 Students, Practice Supervisors and Practice Assessors are asked to refer to the Guidance in the Practice Assessment Documents when recording hours and absences.

18.4 Students must ensure that all details are printed **CLEARLY** and sickness days identified. All hours completed, alterations and totals should be initialed by a Practice Supervisor/Assessor. All signatures of staff documenting in the PAD and OAR must be logged on page 8 of the Practice Assessment Documents.

18.5 Students are not permitted to authorize their own hours.

18.6 Students, Practice Supervisors and Practice Assessors must ensure that all records are clear, legible, and free of Tippex. Any errors must have a clear line drawn through them with the supervisor/assessor verifying/signing the error.

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

18.8 Timetabled **Learning in Practice** sessions, where students are timetabled to return to university must be recorded clearly in the Practice Hours. Attendance registers will be used to verify student attendance at the time of marking.

19. Travel Claims

19.1 BSc Students who started their course prior to August 2017 and Sep 17 PGDip students, *who are in receipt of a NHS Bursary*, are entitled to claim placement travel expenses that are in excess of their normal travel to University. This should be done using the Travel Claim form that is available on Canvas in the relevant Practice Module (NM6000 and NP6003).

19.2 Students who started their course after September 2017 and are in receipt of, or eligible for, a student loan are entitled to reclaim travel expenses that are in excess of their normal travel to University but the process for this has to be done via the NHSBSA website. The following categories of students are unfortunately *not* entitled to reclaim placement travel expenses,

- An EU Assessed Fees Only award.
- A Fees only award where income has not been declared for means testing purposes (applies to courses commencing before 1 September 2012).
- A seconded student.

All claimants please be aware of the following:

19.3 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.

19.4 **If you are a Sep 17 BSc, Sep 18 BSc, Sep 18 MSc, Sep 19 BSc or Sep 19 MSc** student then you will first need to create an account on the NHSBSA website

<https://www.nhsbsa.nhs.uk/learning-support-fund/travel-and-dual-accommodation-expenses>

19.5 The TDAE (Travel and Dual Accommodation Expenses) form needs to be completed online from your account and printed out for submission to the Placements Team along with evidence of expenditure.

19.6 Each travel claim that you submit will need a coversheet with a personal barcode which you print from your account.

19.7 The first time that you make a claim you will also need to provide the letter of confirmation of your student loan. This is only required on the first occasion.

20.8 There are step by step guidance notes and a pictorial progression on the NHSBSA website at the address above which explains the process.

19.9 If you are using an Oyster card or a Contactless payment card you should register them on the TfL website (link below) so that you will be able to print out evidence of your journeys and expenditure <https://account.tfl.gov.uk/Login>

19.10 The information must be completed on the online form. All pages should then be printed out and submitted, together with evidences, to the Placements Team where they will be checked and dispatched to the NHBSA Offices for processing.

19.11 Students are required to attach receipts for all expenses claimed. All travel claims using an Oyster card or Contactless payment need the card to be registered so that you may print out a schedule of the relevant journeys before being submitted to the Pre-Registration Programme Office. <https://account.tfl.gov.uk/Login> '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 as evidence. Where the cost of a travelcard or season ticket is not shown then a Bank Statement identifying the charges will be required as additional supporting evidence.

19.12 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. Please note that you are only able to download and print up to the previous 8 weeks of journeys so you will need to make sure that this is done within the time frame, particularly for longer placements.

19.13 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.

19.14 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.

20. Students Requiring Reasonable Adjustments

20.1 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.

20.2 It is the student's responsibility to provide information about reasonable adjustments to the placement area.

20.3 Students are encouraged to directly discuss their support needs with their placement Supervisors and Assessors. With the student's permission, support requirements are communicated to relevant staff and this may involve pre-placement visits 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.

21. Placement Evaluation

21.1 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.

21.2 All students are now expected to complete practice evaluations through the placement management system **Inplace** by logging on and completing the steps described on CANVAS and in Preparation for Practice.

21.3 These university evaluations are anonymized and sent to the Trust Named Person for distribution to the appropriate individuals for feedback and development purposes. The university also used them in order to improve your placement experiences.

21.4 Students who do not complete a university practice placement evaluation will be unable to retrieve the details of their next placement, which may result in a delay of their nursing program.

