



University of Essex

2017/2018

Nursing Placement Guidelines for Students & Mentors

Contents

Contents

Welcome to the University of Essex Nursing Programme.....	4	
People who Support Students in Placement.....	5	
The Role of the Mentor with a University of Essex Student	5	
Progression Points (PP1 and PP2) and Completion Point (CP)	6	
The University of Essex Nursing Skills Book	7	
University of Essex Link Lecturers	8	
University of Essex Link Lecturer Areas	9	
Commencing a Placement.....	12	
Completing the Nursing Skills Book	12	
Student Working Hours.....	13	
Management Placement.....	14	
Student Attendance at Placement.....	14	
Making up hours.....	14	
Using annual leave and reading weeks to compensate for hours deficits	15	
Bank Holidays	15	
Sickness	15	
Other absences.....	17	
Out of Hours Contact with University	17	
Students' appearance in clinical or practice areas	18	
Disclosure and Barring Service Requirements	19	
Occupational Health Requirements.....	19	
Annual Declarations.....	20	
Pregnancy	20	
Managing Student Disability	20	
Students' Rights Whilst on Placement	21	
Students' Responsibilities Whilst on Placement	21	
Whistle-Blowing and Escalating Concerns for Students.....	23	
Placement Evaluation (Students & Mentors)	24	
What to do If... Information for Mentors	25	
Quick Guidelines for Mentors	26	
What to do if	(STUDENTS)	27
Mentor Preparation	28	
Working with the School	28	

Nursing - Placement Guidelines for Students & Mentors (updated Oct 2017)

Welcome to the University of Essex Nursing Programme

Within these Placements Guidelines you will find the information you need to support a positive learning experience in your placement.

The University of Essex offers six routes to registration as a nurse with the Nursing & Midwifery Council. All programmes are offered across the Southend and Colchester campus

- MSc Nursing (Adult) (2 years)
- MSc Nursing (Mental Health) (2 years)
- BSc Nursing (Adult) (3 years)
- BSc Nursing (Mental Health) (3 years)
- BSc WBL Nursing (Adult)
- BSc WBL Nursing (Mental Health)

Across all the awards our nursing programme develops safe & effective practise through clinical skills development and the active involvement of patients/service users within the programme. There are seven themes of which are explored within the programme.

- Delivering excellent person-centred care to individuals with health-related needs drawing on an appreciation of current knowledge for nursing
- Working productively across health and social care boundaries with an awareness of the individual within their community
- Systematically collate and competently deliver relevant health information to individual and communities
- Working in a collaborative person-centred manner with other health & social care professions
- Showing leadership in decision making within complex and unpredictable situations
- Taking personal responsibility for competence and continuing learning
- Exhibiting competence and compassion in the professional nursing role

Professional Guidance Documents

All the following guidance and directives should be read in conjunction with professional standards issued by the Nursing & Midwifery Council, for example:

- *The Code: standards of conduct performance and ethics for nurses and midwives (NMC 2015)*
- *Raising concerns Guidance for nurses and midwives (NMC 2015)*
- *Record keeping (NMC 2010)*
- *Guidance on professional conduct for nursing and midwifery students (NMC2009)*
- *Standards to support learning and assessment in practice (NMC 2008)*

- *Professional Duty of Candour (GMC/NMC2015)*
- *A shift in the right direction (RCN 2012)*

People who Support Students in Placement

- **Mentor** – the mentor is a Registered Nurse who has completed mentorship training. Students on placement from University of Essex are allocated a mentor in the clinical area before commencing placement. The student is expected to work under the direct or indirect supervision of their allocated mentor at least 40% of the working week. **The mentor may also sign progression points 1 and 2 at the completion of these stages of the programme.**
- **Patient/client's consent** Students and their mentors have a responsibility to ensure that patients/clients are aware that nursing care is being delivered by a student nurse and that patient/client's consent is given. Where appropriate a record of this consent should be made in the patient/client's notes. The process for seeking consent will vary from placement to placement.
- **Sign –off Mentor** – the sign-off mentor has received further training in order that they can sign-off a student as clinically competent to be registered as a nurse with the NMC at the completion of their programme
- **Link Lecturer** - the link lecturer is a member of the academic team at the University of Essex. A list of link lecturers and their allocated areas can be found in the table below. The Link Lecturer maintains contact with their allocated placement areas. When a student is on placement the Link Lecturer will be in contact with the student and their mentor to ensure that the placement experience is progressing satisfactorily.
- **Education Liaison Manager (ELM)** – ELMs work in placement providers and have overall responsibility for working with the Universities to facilitate pre and post registration education.

The Role of the Mentor with a University of Essex Student

If you are a mentor to a University of Essex student, your role is critical to ensuring that this student will become a safe and effective practitioner of the future. There are four elements to your role:

- Protecting the public
 - As a mentor you need to be willing and able to make a critical assessment of a student's performance to ensure that all students who enter the workforce as qualified nurses are fit for practice.
- Maintaining professional standards
 - You need to be acting as a role model to demonstrate professional practice to students – what a student observes in you they will emulate.
- Strengthening clinical knowledge and skills
 - You have a role in teaching, assessing and supervising within the clinical environment
- Helping your future colleagues to develop as nurses

- You need to keep in mind that the student you are working with today may be your colleagues of the future.

Progression Points (PP1 and PP2) and Completion Point (CP)

1. Twice during the programme (Progression Points 1 and 2) students will demonstrate satisfactory development in order to continue within the programme. It is the role of the Progression Mentor, who is the student's mentor for that placement, to make a decision about the student's progression into the next part of the programme.
2. At the end of the programme (Completion Point) the student must have demonstrated competence in all of the skills required for entry onto the register. It is the role of the Sign-Off mentor (see above) to make a final judgement about the student's competence and be satisfied that the student is safe and effective in practice.

Progression within the Nursing programme			
	Progression Point 1	Progression Point 2	Completion Point
2 year MSc Nursing (Adult & Mental Health)	Progression approved by Mentor in March of academic year* 1	Progression approved by mentor in December of academic year* 2	Progression approved by Sign-Off Mentor in September of academic year* 2
3yr BSc Nursing (Adult & Mental Health)	Progression approved by Mentor in September of academic year* 1	Progression approved by Mentor in September of academic year* 2	Progression approved by Sign-Off Mentor in September of academic year* 3
* Academic year runs September to August			

3. Further detail of progression can be found in the Nursing Skills Book.

The University of Essex Nursing Skills Book

The Nursing Skills Book records how each student is developing as a safe and effective practitioner. Each student carries with them their individual copy of their Nursing Skills Book. Mentors can read what has already been recorded in earlier placements and what students need to achieve within a placement area.

There are twenty skills which are practiced and assessed in placement areas.

- Communication and Relationships
 - Record Keeping
 - Physiological Measurements
 - Psychological Assessment
 - Drug Administration
 - Infection Prevention and Control
 - Tissue Viability & Wound Care
 - Pain Management
 - Fluid Management
 - Nutrition
 - Admission and Assessment
 - Planning
 - Care Delivery
 - Evaluation
 - Discharge/Transfer Planning
 - Management
 - Maintaining Safety
 - Personal Care
 - Health Promotion and Teaching
 - Collaborating with Service Users
- If you are a Mentor and signing off any part of the Nursing Skills Book you should record your specimen signature on the page headed **Record of Signatories** to enable us to authenticate your involvement in student assessment.
 - Each skill is formally assessed on three occasions throughout the programme of study. There are different levels of skills which must be demonstrated to move from progression point 1 to progression point 2 and through to completion
 - The individual Nursing Skills Book carried by our students will bring to you includes details about how to assess students. If you want to discuss the assessment process your Link Lecturer will be able to support the process
 - In many placement settings, you will have the opportunity to engage in the Enhanced Practice Support Framework (EPSF). This is model of practice learning where you are allocated to work with a member of the clinical team (a coach) to achieve a specific learning goal for the shift. During the shift, you can document reflections on your own learning in the progress sheets in the skills book. These provide evidence that help mentors to make a judgement when they assess your learning. Details about working on placements where the EPSF is embedded can be found on the university's website at <https://www1.essex.ac.uk/hhs/placements/nursing/default.aspx> and on pages 11 to 16 of the Skills Book.

University of Essex Link Lecturers

- The School's nursing Link Lecturers support students in practice areas. Information about names, link areas and contact details are available to mentors and students below.
- For independent sector placements, the link lecturer attached to that geographical area is normally the lecturer covering community settings
- Where a Link Lecturer does not respond to a request for contact, mentors and students can contact the Placement Lead: Sarah Lee sjlee@essex.ac.uk
07827 880410
- Where a Link Lecturer is on annual leave or likely to be away from their office, Link Lecturers will seek the assistance of identified neighbouring Link Lecturers in order to provide cover for the defined period.
- In relation to issues and problems relating to teaching, learning and assessing, guidance is provided below for mentor and students concerning "*What to do if*" as well as problem solving FAQs. Problems in this area do not constitute '*crises*' and do not require immediate intervention by a member of the tutorial team.
- Should a student need to be removed from a ward due to a professional issue at any time (including a weekend or bank holiday); this is, rightly, the decision of the Ward/Service Manager. As the School operates in partnership with its commissioners, further discussion with the student, the ELM and the Link Lecturer/Programme Lead/Placement Lead would occur at the earliest opportunity when all were available.
- In relation to critical physical or psychological issues, the School is pleased to operate in partnership with commissioners. Students function within a team, therefore such issues must be managed according to local Trust policy; the student, and in a wider sense, the School abides by such policies.
- The critical 'issue' should be managed in the same way as any incident occurring with any member of a clinical team. There are no apparent benefits in the Link Lecturer/Programme Lead intervening immediately; the School respects the clinical judgment of the team with whom the student is based.
- Further discussion with the student, the ELM and the Link Lecturer/Programme Lead/Placement Lead would occur at the earliest opportunity when all were available.

University of Essex Link Lecturer Areas

Mental Health Nursing Link Lecturers			
Area	Including	Link Lecturer	
Tendring	Essex Partnership University NHS Trust	Tess Wagstaffe	tjwags@essex.ac.uk 07796 278384
Colchester		Cathy Constable	cathyc@essex.ac.uk 07827 880401
Mid Essex		Steve Wood	scwood@essex.ac.uk 07795 666256
West Essex		Roland Lodoiska	rlodoi@essex.ac.uk 07990 907296
South West Essex		Steve Adshead	sadshe@essex.ac.uk 07768 904227
		Thomas Currid	tcurrid@essex.ac.uk 079520535214
South East Essex		Tina Lewis	tvlewis@essex.ac.uk 07827880413
		Ed Holt	elmhol@essex.ac.uk 07827 880404

Adult Nursing Link Lecturers			
Area	Including	Link Lecturer	
North East	Colchester Hospital University NHS Foundation Trust (CHUFT)	Louise Timms	vmseng@essex.ac.uk 01702 328360
		Kathy Burke	kburke@essex.ac.uk 07760551284
	Anglian Community Enterprise/Independent sector	Sherrie Green	sherrieg@essex.ac.uk 07738 561812
Mid	Mid Essex Hospital Services NHS Trust	Dr Winifred Eboh	w.eboh@essex.ac.uk 07769362024
	Provide Community Services/independent sector	Ness Woodcock Dennis	viwoodb@essex.ac.uk 07776 244982
South West	Basildon & Thurrock University Hospital NHS Foundation Trust	Tracy Kilbourn	tkilb@essex.ac.uk 07990 907961
		Natasha Morrison	natasham@essex.ac.uk 07881 813573
	North East London Foundation Trust (NELFT/independent sector)	Alison Taylor-Lamb	ajtaylor@essex.ac.uk 07597 056704
West	The Princess Alexandra Hospital NHS Trust	David Atkinson	datkinc@essex.ac.uk 07990 915024
	Essex Partnership University NHS Trust (Adult Services)		
South East	Southend University Hospital NHS Foundation Trust	Jim Sumpter	jsumpter@essex.ac.uk 07990 902733
		Paul Buka	pbuka@essex.ac.uk (0)776 5694870
		Essex Partnership University NHS Trust/independent sector	Dr Annemarie Brown

Other Useful Contact Numbers		
Placement Administrator	Jade Shortland Wendy Singleton Natasha Lloyd Jack Hickson Julie Fennelly	hhsplace@essex.ac.uk 01206 874312
Nursing Placement Lead	Sarah Lee	sjlee@essex.ac.uk 01702 328360 07827 880410
Head of Group (Nursing) Professional Lead Adult Nursing,	Sarah Lee	sjlee@essex.ac.uk 01702 328360 07827 880410
Professional Lead Mental Health Nursing	Martin Harrison	marharri@essex.ac.uk 01206 873285 07795 666257
Programme Lead – Nursing (Mental Health) Colchester campus	Cathy Constable	cathyc@essex.ac.uk 07827 880401
Professional Lead Adult Nursing, Programme Lead – Nursing (Adult) Colchester campus	Tim Goodchild	Tbc
Programme Lead – Nursing (Adult) Southend campus	Iain Keenan	ijkeen@essex.ac.uk 07827 880416
Programme Lead – Nursing (Mental Health) Southend Campus	Thomas Currid	tcurrid@essex.ac.uk 07920535214
Programme Lead WBL - BSc Nursing (Adult) -	Iain Keenan	ijkeen@essex.ac.uk 07827 880416
Programme Lead – WBL - BSc Nursing (Mental Health)	Dr Peter J Martin	petem@essex.ac.uk 01206 872097 07968 201724
Head of School	Vikki-Jo Scott	vjport@essex.ac.uk 01206 874487
Dean of Health	Professor Jo Jackson	jmjack@essex.ac.uk 01206 874277

Commencing a Placement

- Before students arrive in placement area a mentor will have been identified.
- In some areas a co-mentor may also be identified.
- The student and mentor will agree shifts so that they can work together as often as possible.
- Each student should contact his/her allocated mentor at least two weeks prior to the commencement of the placement.
- Each student will receive an initial induction to the placement during his/her first shift - this may be with the mentor or with another member of staff
- The allocated mentor will outline the learning opportunities within the placement area and the professional behaviour expected of the student at all times in that area.
- Student time sheets should be completed and signed daily by the mentor, co-mentor, nurse-in-charge or manager

Completing the Nursing Skills Book

- On commencing the programme all students consent to make the content and outcome of previous assessment within the Nursing Skills Book available to current assessors
- Students are responsible for maintaining and making available their Nursing Skills Book while on placement;
- The Nursing Skills Book is a cumulative document that is maintained throughout the duration of the programme.
- During placement several members of staff and the Link Lecturer may contribute by including notes in the Nursing Skills Book – these must be initialled and dated.
- Each student's Mentor regularly checks the Nursing Skills Book to monitor progress.
- In the last week of the placement, mentors' report on as many competencies as possible and indicate whether he/she has gained competence in each area.
- The student is required to provide their mentor with free and timely access to their Nursing Skills Book in order that the mentor may record their assessment of the student's progress. Failure to do so will result in a placement fail.
- The student is responsible for returning the Nursing Skills Book to HSC Reception (Southend) or Placements Office (Colchester) on the first day back in University after the placement. Failure to do so will result in a placement fail

Student Working Hours

SUMMARY - It is best educational practice for you to work five shifts per week totalling 40 hours; except when rostered on night duty.

- The working week for a placement experience will normally total 40 hours per week.
- Students should aim to complete 40 hours per week for each week of placement
- Students must not work more than 80 hours in any two-week period.
- Students are expected to work shifts which reflect the normal work pattern of the placement area. This will include morning, afternoon and night shifts, weekends and bank holidays if these are normal practice for the placement area and sufficient learning opportunities are available.
- Students are expected to complete a period of night duty of at least 75 hours during the programme.
- Breaks are not deducted when calculating working hours though you should have opportunities to take appropriate breaks during the working day
- If long days are part of the normal pattern of work in a placement area, students can opt not to work these shifts and will instead work 8 hours per day for 5 days.
- Students are expected to work under the direct or indirect supervision of their mentor; this should be no less than 40% of your placement time.
- Students have supernumerary status and are not counted on the placement team rota. However, students are expected to actively participate in nursing care under supervision.

Working 'Long Days'

The following recommendations are based on RCN (2012) guidelines:

- Shifts should be no longer than 12 hours.
- No more than two successive shifts (days or nights) are worked.
- Two nights full sleep between rotating shifts is rostered.
- Ensure adequate breaks are taken during shifts.
- Consider flexible shift options i.e. combinations of 8 and 12 hour shifts (short and long) if students prefer.

Management Placement

During your final placement, you will be given the opportunity to develop your clinical management abilities. The NMC requires that your Management Placement is of 12 week's duration. In order to meet this requirement your time sheet must show:

- a minimum of 480 hours (and)
- in each of the 12 weeks you must accrue between 30 and 40 placement hours

Student Attendance at Placement

- Students are expected to have their record of hours signed on a daily basis while in the practice area. The record can be signed by the student's mentor, nurse-in-charge or service manager.
- It is the student's responsibility to send the completed time sheet to the Placement Administrator at the University within two weeks of completion of placement. Students must retain a copy of this time sheet.
- Any time missed from placement must be made up and recorded in a similar way. If there is a delay between the end of a placement and the making up of practice hours, a new record of hours form should be used to enable the original to be returned to the University.

Making up hours

- Students should be aware of any hours not completed during the programme; however, the Placement Administrator and/or Programme Lead may be able to provide this information.
- If, when commencing the final placement, a student has 40 hours or less to make up from previous placements, he/she may be asked to make these hours up during the final placement.
- If a student has more than 40 hours to make up he/she will need to talk to the Programme Lead prior to placement to discuss how the missed hours will be accrued, this will usually need an additional period of placement. The decision will be documented by the Programme Lead and the Placement Administrator informed. Students with more than 80hours to make up will be required to complete an additional period of placement at the end of the programme. These hours cannot be made up by working additional shifts during standard placements, nor reimbursed financially.

Using annual leave and reading weeks to compensate for hours deficits

- The Nursing & Midwifery Council specify the number of theory and practice hours you must complete before you can register as a nurse. Health or personal reasons may lead to students falling into deficit in either theory or practice hours.
- The programme on which you are studying has been designed to include the required number of theory and practice hours alongside periods of annual leave. Annual leave is included in your programme because it is essential to the maintenance of healthy work and study. You may not use periods of annual leave to compensate for periods of sickness which you may have accumulated during timetabled theory or practice hours.
- Reading weeks are counted within the programme as theory hours; consequently, you will not be permitted to accumulate practice hours during reading weeks.
- If you fall into deficit with theory or practice hours you must discuss with your Programme Lead and agree how this deficit will be made up. It will not be possible to remove some hours deficits during the programme and you will be required to extend your completion date; however some compensation may be permitted within the programme by the Programme Lead. Where compensation is possible, on each occasion an 'action plan' signed by the Programme Lead and you will be required; this action plan will be retained on your student file.

Bank Holidays

- On a Bank Holiday where a placement is not functioning, students may either:
- Ask his/her mentor to negotiate a shift in a unit associated with the placement
- Ask the mentor to set a clinical based task (for example, reviewing policies and procedures, writing care plans). The mentor must check this learning has been undertaken before signing off the student's time sheet.

Sickness

If a student is unable to attend placement he/she must advise the relevant placement immediately. The student must:

- Speak to his/her mentor or the manager of the placement area if possible, or with a senior member of staff on duty clearly state that he/she is taking sick leave and if possible give an estimate of how long he/she will be off sick
- inform the Placement Administrator at the University of Essex when he/she goes off sick **and** on his/her return to placement (hhsplace@essex.ac.uk 01206 874312).
- completed self-certificate forms for sickness up to 6 days, a doctor's certificate will be required for any additional time off sick
- inform the Placement Administrator of the name of his/her Personal Tutor

Sickness beyond two weeks may impact on the student's ability to continue on the programme. Following a period of sickness students may be required to attend a confidential appointment with the Occupational Health Service for a health assessment.

Other absences

- Students are entitled to compassionate leave or special leave at the discretion of his/her Programme Lead. However, any absences will be made up to meet the required placement hours.
- Absence from the placement that is not sick leave and has not previously been negotiated is unacceptable. This should be reported by the nurse in charge to the Placement Administrator at the University of Essex (hhsplace@essex.ac.uk 01206 874312) immediately.
- Dentist, doctor or other personal appointments should be arranged during off duty times except for urgent treatment.
- Unauthorised absence, lateness and poor timekeeping are considered to be unprofessional behaviour. If a mentor considers a student's behaviour to be unprofessional after raising the matter with the student, the relevant Link Lecturer will be informed and further action taken.
- There are no study days within placement time. Occasionally such days may be identified and students and mentors will be advised accordingly.

Out of Hours Contact with University

Colchester based students:

If a problem arises whilst you are in practice and you want to contact a member of staff "out of hours" you should do the following depending upon whether you are living in University accommodation on campus or are living off campus.

If you are living in University accommodation in addition to Nightline the usual out of hours support services are provided by the Residents' Support Network (numbers posted in the kitchen of your accommodation) and the Patrol Staff who are on duty at all times.

If you are living off campus you should contact the Patrol Staff at the Information Centre in the first instance. The Patrol Staff can, if necessary, contact the on call Area Co-ordinator for the Residents' Support Network who will assist you or contact Student Support management if required.

Nightline: 01206 872020/2022

Freephone night line number: 0800 3265454

Information centre (Patrol Staff): 01206 872125

Southend based students:

If a problem arises whilst you are in practice and you want to contact a member of staff "out of hours" you should do the following depending upon whether you are living in University Square or are living off campus.

If you are living in University accommodation in addition to Nightline the usual out of hours support services are provided by the Residents' Support Network (numbers posted in the kitchen of your accommodation) and the Security Staff who are on duty at all times in University Square.

If you are living off campus you should contact the Security Staff in the first instance. The Security Staff can, if necessary, contact the on call Area Co-ordinator for the Residents' Support Network who will assist you or contact Student Support

management if required.

Nightline: 01206 872020/2022

Freephone night line number: 0800 3265454

Security Staff:

Between 5.30pm – 10pm (6pm on Sundays) 01702 328208

After 10pm (6pm on Sundays) 01702 878408 (or mobile 07827 988085)

Students' appearance in clinical or practice areas

- Specific guidelines regarding dress and use of mobile phones in the clinical area are usually provided by placement provider areas. These guidelines must be followed.
- Students must dress in a way that supports a perception of personal and professional integrity, reduces the risk of cross-infection and maintains safety.
- Students clothing must be clean and tidy. Uniforms must be changed daily and washed at a temperature of 60° C. Clothes should look and be clean and not crumpled.
- Uniform must not be worn outside the hospital except when travelling to placement. If wearing a uniform outside the hospital, a full-length coat should be worn to cover it.
- Clothing must not interfere with safety or the safety of the patient/client. Clothing must not be tight or restrictive.
- Students should avoid dressing in such a way that could be seen as culturally, ethnically, sexually or politically inappropriate.
- The values and religious/cultural views of patients/clients should be respected, particularly when visiting patients/clients at home.
- Any request made by a student regarding dressing to meet religious requirements will be treated sensitively and agreed individually with the Programme Lead.
- All dress must conform to Health and Safety regulations, especially infection control and patient handling guidelines.
- In some placement areas, it is inappropriate to wear uniform. Students will be guided by their mentor in relation to appropriate dress.
- Official uniform must be worn unless the placement area instructs otherwise
- The University of Essex uniform must not be worn except when undertaking programme placement activity or when otherwise requested by academic staff.
- Plain, black, clean, low heeled shoes with noiseless non-slip soles and in a good state of repair should be worn in clinical areas.
- Plain black cardigans may be worn with uniform, but should be removed when carrying out physical care procedures.
- Identity badges must be worn at all times.
- Hair should be clean and well groomed, within the biological colour range and kept away from the face. Hair below the collar should be tied back. Beards or moustaches should be well groomed and of moderate length.

- Wrist watches must not be worn while carrying out physical care procedures. Fob watches must be pinned to fall inside the pocket.
- Jewellery may not be worn except for a single plain ring and one gold or silver stud earring per ear. No other visible body jewellery or studs may be worn.
- Tattoos that may reasonably be considered offensive on the grounds of race, politics or gender should be covered.
- A high standard of personal hygiene must be maintained. Hands should be kept clean and nails kept short. Acrylic nails must not be worn.
- Plastic aprons should be worn when delivering physical care. The apron should be changed between patients/clients.
- Disposable gloves should be worn during contact with each patient's/client's secretions. Latex free gloves are available as required.
- If a mentor considers a student to be inappropriately dressed he/she will be sent off duty and will need to make up any time missed. If this persists the mentor will raise the matter with the relevant link lecturer for further action.

Disclosure and Barring Service Requirements

- All students must have received Disclosure and Barring Service (DBS formally CRB) clearance prior to commencement of his/her clinical placement and clearance thereafter on an annual basis.
- Students are required to make an annual DBS declaration.
- Students are required to immediately notify the University's Student Conduct Office if they are convicted of a criminal offence in a court of law or formally cautioned/reprimanded for a criminal offence by a police officer. In addition, these must be reported on the 'declaration of good character' form at the start of each year and at the completion of the programme.

Occupational Health Requirements

- Students must have received Occupational Health clearance prior to commencement of their first clinical placement
- Students are required to make an annual occupational health declaration.
- Sharps, needle-stick, puncture or splash injuries which occur while on duty must be reported to the manager of the placement area and the placement provider's Occupational Health Department or Accident and Emergency Department should be contacted as per provider policy. The student is responsible for awareness of their own Hepatitis B status.
- Students involved in any incident or injury must complete the placement provider's incident form and follow local policy. A copy of the incident report should be kept by the student and the student must forward a copy of this to the Placement Administrator at the University of Essex.
- Students should not attend for placement if they are unwell.
- Students who are suffering back strain, musculoskeletal injury, infectious skin conditions, infectious diseases or diarrhoea and vomiting must seek advice

from the University of Essex Occupational Health Department or their GP before returning to placement

- If a student suspects they have developed an allergic reaction during their placement they should report this immediately to their mentor and seek advice from the Occupational Health Department

Annual Declarations

- All students are required annually, and at the end of your programme, to declare themselves to be 'fit for practice'. This will involve self-declaring in terms of health and good character. Students may not progress on your programme until this declaration has been received.

Pregnancy

- If a student becomes pregnant she must notify the Programme Lead as early as possible and university guidelines followed:
<https://www.essex.ac.uk/students/health-and-wellbeing/pregnancy.aspx>
- A risk assessment also needs to be carried out in each placement area by the placement provider

Managing Student Disability

- The Disability Discrimination Act was extended to Universities in 2002. This has resulted in many changes, in line with Disability Discrimination Act legislation, including the amendment of the learning contract section of the clinical placement assessment forms, to ensure that students have an opportunity to disclose specific needs which may impact on the learning experience and discuss these with their clinical educator. The legislation identifies that mentors act as temporary facilitators for the University of Essex students and hence students should be encouraged to discuss any disabilities and strategies with them.
- The University of Essex supports the social model of disability and is committed to equal opportunities. It recognises its responsibilities under the legislation and is committed to working in the best interests of people with a disability and therefore aims to generate a more 'enabling' environment and to create a non-discriminatory culture, for the benefit of all University students, staff and visitors.

All Staff have a responsibility to ensure that they do not:

- treat a disabled person less favourably than someone else for a reason relating to the person's disability
- indirectly discriminate against a student with a disability by failing to make a 'reasonable adjustment' when a disabled student is placed, or is likely to be placed, at a 'substantial disadvantage' in comparison with a person who is not disabled

- If you disclose a disability, your mentor must request your permission to forward this information to relevant colleagues. Students should be encouraged to disclose to the Disability Team in Student Support who have responsibility for assessing evidence and notifying those people who need to know once the confidentiality contract has been signed.

All Students have a responsibility to:

- disclose their disability to a member of the Disability Team in the Student Support Office at the University so appropriate adjustments may be discussed
- Apply to their funding organisation for assistance with costs related to their disability (further advice and guidance on who to approach is available from the Disability Team in student support at the University).
- Whilst the Disability Team provide initial advice to all students it is the student's responsibility to contact the Disability Team if they require individual advice at other times and to notify the Student Support Office of changes in their circumstances and/or requirements. A good practice guide for accessible curricula is available at <http://www.techdis.ac.uk/pdf/curricula.pdf>

Students' Rights Whilst on Placement

As a student of the University of Essex, you have the right:

- to be placed in a safe learning environment in accordance with current legislation. If you have concerns regarding your safety, you should immediately discuss these with your mentor and inform your Link Lecturer to attend a placement that has been audited for the purposes of pre-registration nurse education
- to receive the support of a mentor for at least 40% of your time on placement
- to receive the support of another member of staff assigned to work with and supervise you, when your mentor is not available
- to receive early feedback regarding your performance
- to be aware of the possibility of failure and be given opportunity to address problems with your mentor and link lecturer
- to receive a fair assessment of your performance which includes the views of those with whom you have worked
- not to be left alone with patients/clients in a placement area. A responsible member of staff must always be present within the locality.
- to receive and have access to the supported of a named Link Lecturer whilst on placement

Students' Responsibilities Whilst on Placement

Throughout your programme you will have scheduled placements, all of which are assessed to contribute to your final award.

There is an expectation placed upon you that, by entering placement, you are declaring that you are Fit to Practise. There university's [Fitness to Practise procedures](#) indicate that you may be removed from practice placements if there are:

concerns about health, disability, or wellbeing, including a failure to seek appropriate medical treatment or other support; unreasonable failure to follow medical advice or care plans and treatment resistant conditions which might impair fitness to practise*

If you have reasons why you feel that you are not able to perform to the best of your abilities, you must talk to your link lecturer before you enter placement and consider using the Extenuating Circumstances process.

You should also consider using the various forms of support available to students at the University of Essex through the **Student Support** (<https://www.essex.ac.uk/student-services/student-support>)

You must be aware that, if you commence the placement you will be considered to have declared yourself 'fit'. Consequently, a claim for extenuation made during or after the placement based on circumstances that existed before the placement will generally not be supported by the Extenuating Circumstances & Lateness Committee.

- Any incident or injury sustained while on placement must be reported to your Mentor, Link Lecturer and Trust policy followed. A copy of the incident report should be kept by you and you must forward a copy of this to the Placement Administrator at the University of Essex.
- You must at all times follow the *The Code: standards of conduct performance and ethics for nurses and midwives (NMC 2015)* and *Record keeping (NMC 2010)*
- Confidentiality must be maintained at all times. You need to be clear as to what information should be given to whom (e.g. what information can be shared with other professionals, relatives, patients/clients)
- You must not discuss patients/clients outside the practice area.
- Assignments related to placements must adhere to the School policy on maintaining confidentiality in your work.
- You should not disclose personal information about yourself to patients/clients
- Permission must be sought from the Mentor if documents are to be used for your assignments. You must never remove documents from the clinical area or photocopy documents without permission of your Mentor.
- Use of patient/client care plans requires written permission from the patient/client and your Mentor. This permission should be included in the assignment if such documentation is used.
- Your Mentor must be informed prior to you escorting any patient/client. You should not normally accompany or escort patients/clients away from the placement area. Exceptions can be made where you have a good knowledge of the nursing needs of the patient/client and have the confidence to accompany him/her, or when a qualified member of staff is also present. Your mentor remains accountable when you escort patients/clients. For hospital wards, you must not accompany the patient/client outside the hospital grounds.
- You must not be directly involved in activities where staff need to implement "prevention of violence, management and aggression" strategies.

- You must not accept personal gifts from patients/clients or their relatives or friends.
- You must follow NMC guidelines for the Administration of Medicines and must comply with local placement policy. You must never check or administer medicines (including IV fluids/blood products) on your own or without the supervision of an NMC Registrant.
- You must behave in a professional manner at all times and act as an ambassador for nursing and for the University of Essex. If you are unsure of how to behave in a particular circumstance, you should seek guidance from your mentor.
- If your behaviour is considered to be unprofessional, your mentor will bring this to your attention. If you do not respond appropriately, your Link Lecturer and the Education Liaison Manager for the placement provider will be informed and further action taken.
- You are expected to maintain collaborative and professional relationships with practice providers and their employees.
- You must not arrange to meet patients/clients socially. Relationships, although friendly, must remain professional. Guidelines on the protection of vulnerable people (for example, those with a learning disability or a mental health problem) must be adhered to.
- If patients/clients or visitors display inappropriate behaviour (e.g. verbal comments, sexual harassment, lack of inhibitions, physical aggression) you should discuss the behaviour with your mentor and where possible use the situation as a learning experience. Further discussion with your Link Lecturer may be advised. On rare occasions, where continuation on a placement could be detrimental to you, discussion with the Programme Lead may lead to finding an alternative placement.
- You must not agree to provide care for relatives or friends who happen to be patients/clients in the placement in which they are working. Any request for this should be brought to the attention of the mentor or senior nurse on duty.

Whistle-Blowing and Escalating Concerns for Students

- In situations where you are concerned about any aspects of care delivery you must adhere to guidance from the Nursing & Midwifery Council - *The Code: standards of conduct performance and ethics for nurses and midwives (NMC 2015)*; *Raising and escalating concerns (NMC 2010)*; *Guidance on professional conduct for nursing and midwifery students (NMC 2009)*; *Professional Duty of Candour (GNC/NMC2015)*
- Should you at any time have concerns regarding the standard of nursing care in your placement, or if you observe poor clinical practice, you must discuss this with your Mentor or the service manager in the first instance.
- You must also inform the University of these concerns; the most effective way of doing this is to contact your Link Lecturer. The Link Lecturer will listen to your concerns and may involve other members of the team to establish further information.

- If appropriate the decision may be taken to remove you from the placement. The Programme Lead or Head of Nursing will take the concerns forward with the relevant authorities.

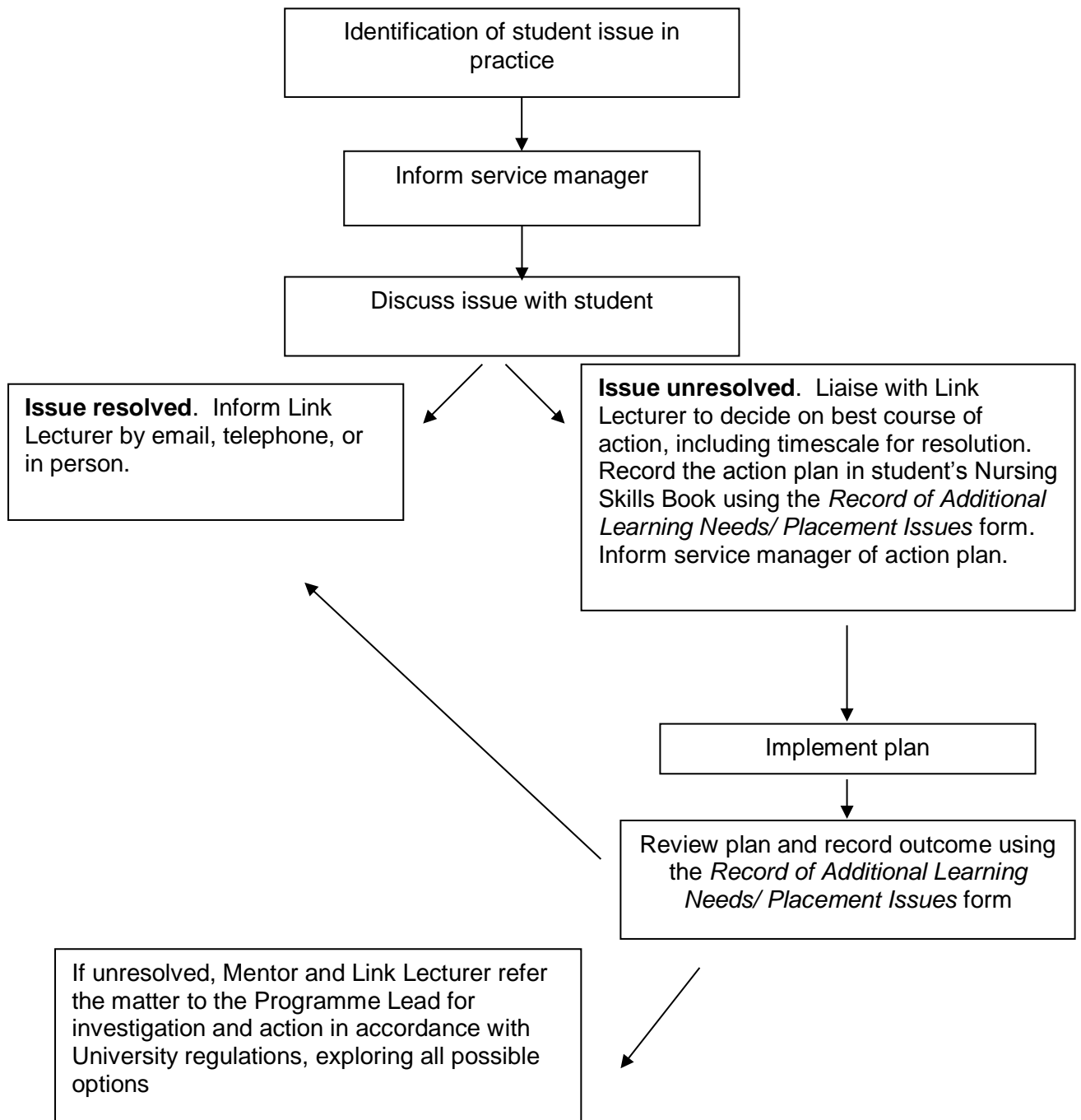
Placement Evaluation (Students & Mentors)

- In order to evaluate the learning environment it is expected that Students and Registered Mentor will complete an evaluation of placement.
- This information will be utilised by the University and placement providers to monitor and evaluate the clinical learning environment.
- Anonymous information from all Placement Evaluation is used by the Practice Education Committees and is part of the education audit process used by Universities within Essex to maintain and enhance the standard of educational experience in clinical areas.
- **Students:** You will be directed to the appropriate survey site at the end of your placement.
- **Mentors:** Mentor Evaluations will be carried out at Mentor Updates

What to do If...Information for Mentors

Issue	Action to be taken
<p>Student absence or lateness</p> <p>e.g. unauthorised absence, excessive absence, lack of punctuality, request for compassionate leave</p>	<ol style="list-style-type: none"> 1. Inform the Placement Administrator (01206 874312 or email hhsplace@essex.ac.uk) 2. Document absences in the student's Nursing Skills Book 3. The Placement Administrator will inform the Link Lecturer 4. The Link Lecturer communicates with clinical staff and student 5. An action plan (See p106 of the Nursing Skills Book) is agreed, to include: <ol style="list-style-type: none"> a. changes required b. timescale for changes c. review date d. copy retained by the student and the Mentor provides a copy to the Link Lecturer.
<p>Poor student performance or concerns about professional behaviour</p>	<ol style="list-style-type: none"> 1. The Mentor discusses the issue with the student and informs the Link Lecturer. A note is made in the student's Nursing Skills Book indicating how and by when the issue is to be resolved. 2. If the problem is unresolved, the Link lecturer, Mentor and student agree an action plan (see p106 of the Nursing Skills Book) to include: <ol style="list-style-type: none"> 1. changes required 2. timescale for changes 3. review date. 4. copy retained by the student and the mentor provides a copy to the link lecturer. 3. The placement provider's Education Liaison Manager is informed by the mentor of major concerns about student performance.
<p>Clinical incident or accident involving the student</p>	<ol style="list-style-type: none"> 1. Follow the placement provider's policy on reporting a clinical incident/accident 2. Inform the placement provider's Education Liaison Manager and the Link Lecturer, Link Lecturer informs the Programme Leader. 3. Provide a copy of the incident/accident form to the Link Lecturer/Programme Lead 4. Programme Lead decides if further action is required.
<p>Student has difficulty with their academic work</p>	<p>Direct the student to seek help from their module leader/personal tutor</p>

Quick Guidelines for Mentors



What to do if (STUDENTS)

Issue	Action to be taken
<p>Student absence or lateness</p> <p>e.g. you are not well enough to attend placement, you have been delayed and are not going to be on time for placement, you need to request compassionate leave</p>	<ol style="list-style-type: none"> 1. Inform the clinical area as soon as possible. 2. Inform the Placement Administrator (01206 874312 or email hhsplace@essex.ac.uk) 3. The Placement Administrator informs the Link Lecturer 4. Requests for compassionate leave should be sent to the Programme Lead for a decision. 5. The Link Lecturer communicates with clinical staff and student as required 6. If lateness or absence is a problem, an action plan (see p106 of the Nursing Skills Book) is agreed between the Mentor, Link Lecturer and student, to include: <ol style="list-style-type: none"> a. changes required b. timescale for changes c. review date. d. copy retained by the student and the mentor provides a copy to the link lecturer.
<p>You are concerned that you are not learning enough or not working with your mentor.</p>	<ol style="list-style-type: none"> 1. Discuss the issue with your Mentor or the Service Manager if your Mentor is not available. 2. Inform the Link lecturer. A note is made in your Nursing Skills Book indicating how and by when the issue is to be resolved. 3. If the problem is unresolved, the Link lecturer, mentor and student agree an action plan (see p106 of the Nursing Skills Book) to include: <ol style="list-style-type: none"> a. changes required b. timescale for changes c. review date d. copy retained by the student and the mentor provides a copy to the link lecturer.
<p>There is a Clinical incident or accident involving you, the student.</p>	<ol style="list-style-type: none"> 1. Follow placement provider's policy on reporting a clinical incident/accident and inform your Mentor. 2. Inform the Link Lecturer, Link Lecturer to inform the Programme Leader. 3. Provide a copy of the incident/accident form to the Link Lecturer/Programme Lead 4. Programme Lead decides if further action is required.
<p>You are having difficulty with your academic work</p>	<p>Seek help from the module leader, or module teaching team at the University.</p>
<p>Your Nursing Skills Book is lost or becomes irreparably damaged.</p>	<ol style="list-style-type: none"> 1. Contact your personal tutor at your earliest opportunity. 2. Following discussion you will need to contact previous mentors and request that they re-sign your skills that have been completed.

Mentor Preparation

- Preparation for Mentorship is a module at the University of Essex which enables qualified nurses to act as mentors for students. It is a module which, if successfully completed is recordable with the Nursing & Midwifery Council. The module can be undertaken at 0 credit or for 15 or 30 academic credits which you can use to attain a BSc award.
- All nurses who have completed the Mentorship Programme must receive an annual update. This update can be undertaken on-line or face-to-face. In addition, every three years mentors must demonstrate that they have maintained their proficiency as a mentor by undertaking Triennial Review. More information about Triennial Review and Annual Updates can be offered by your Education Liaison Manager or as below.
- If you would like more information about the ***Preparation for Mentorship*** module at the University of Essex contact the School of Health Social Care cpd@essex.ac.uk

Working with the School

- The School of Health & Social Care at the University of Essex in both Colchester and Southend welcomes inquiries about teaching opportunities for nurses in practice. Further information about the School and its activities can be found at www.essex.ac.uk/hhs/.

The School work with health care providers across Essex with nurses from a range of clinical areas:

- Providing sessional teaching to students on specialist subjects
- Working on a regular basis with the School through a Service Level Agreement
- Who are employed on a joint appointment between the School and NHS Trusts
- If you would like to discuss ways in which you can work with the School of Health and Social Care please email Sarah Lee Head of Group (Nursing & Health) sjlee@essex.ac.uk
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