

Name
Number
Cohort
Personal Tutor

PRACTICE ASSESSMENT DOCUMENT

LEARNING DISABILITIES NURSING PART 1

BSc























Practice Assessment Document

Contents	Page
Welcome to your Practice Assessment Document (PAD)	3
Guidance for using the PAD	4
University Specific Guidelines	5
Descriptors for Assessing Students in Practice	7
List of Mentors/Supervisors	8
Placement 1	10
Placement 2	24
Placement 3	38
Essential Skills Cluster	52
Part 1 Episode of Care	59
Action Plan	62
Record of Practice Clinical Experience Hours	68
Extra Placement Information Forms	74
Extra Record of Meeting Pages	77

Welcome to your Practice Assessment Document (PAD)

Student responsibilities

This Practice Assessment Document is designed to support and guide you towards successfully achieving the criteria set out in the Standards for Pre-Registration Nursing Education (NMC 2010).

The PAD makes up a significant part of your overall programme assessment. It will need to be processed through formal University systems. Continuous assessment is an integral aspect of assessment in practice and you are expected to show evidence of consistent achievement.

Ensure you are familiar with your university assessment and submission processes for this document and contact the academic representative from your university, or refer to the intranet if you require support or advice on specific university procedures.

The Ongoing Achievement Record (OAR) is a separate document that summarises your achievements in each placement and with the main document provides a comprehensive record of your professional development and performance in practice.

You are responsible for the safekeeping and maintenance of the PAD. It should be available to your mentor/supervisor at all times when you are in placement together with the OAR. Alterations should be made in this document by crossing through with one line, with a signature and date.

You will have access to confidential information when in practice placements. The PAD should not contain any patient/service user/carer identifiable information. Contents must not be disclosed to any unauthorised person or removed, photocopied or used outside the placement or university.

Mentor/Supervisor responsibilities

As a Mentor/Supervisor you have an important role in supporting and guiding the student through their learning experience. This includes facilitating any reasonable adjustments the student may need to get maximum benefit from the placement.

As well as undertaking the required assessments, your role also includes identifying relevant learning opportunities and creating learning and development plans with the student. Duty rotas should support the development of the student/mentor relationship and allow the facilitation of learning. To enable this, 40% of the student's time spent in practice must be under your direct or indirect supervision.

When assessing the student, take into account sources of evidence that encompass knowledge, skills, attitudes and the views of those receiving care. Comments should acknowledge those exceptional students who are exceeding expectations for their stage in practice or who have particularly commendable attitudes, behaviours, knowledge or skills.

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 with a specified timeframe. In the event of this, seek guidance from the university representative and/or senior practice representative.

Sign-Off Mentor responsibilities (Part 3 only)

Sign-off Mentors must allocate time with the student to reflect, give feedback and keep a record of the student's progress in their final period of practice learning. In accordance with 'Due Regard', the assessor must be registered on the same part of the NMC register.

Guidance for using the PAD to Facilitate and Guide Practice Learning

Assessment criteria in the PAD are based on the NMC Essential skills clusters, progression criteria and standards for competence (NMC 2010). All mentors/supervisors/other professionals who comment in this document should sign and give their details on the record page which can be found in the first section of this document.

Components of Assessment (see individual university guidance/regulations)

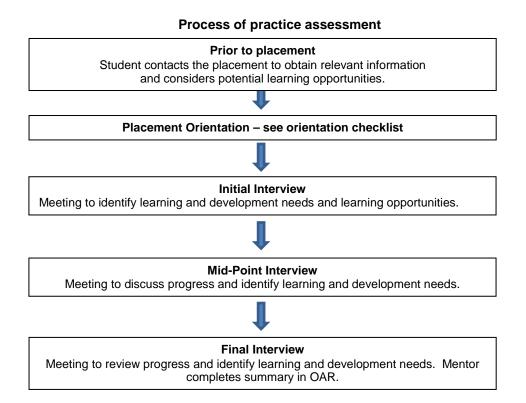
Professional Values: These are assessed and must be achieved by the end of each placement.

Essential Skills: These can be assessed in a range of placements but need to be assessed as achieved at least once *by the end of the Part*.

Assessment of an Episode of Care: This assesses the student's progress towards competency and must be achieved *by the end of the Part.* Examples are included in the 'Student and mentor Guide' An additional assessment of 'medicines management' is included in Part 2 and Part 3. Please refer to the 'student and mentor guide' regarding specific guidance on drug calculations in Part 3.

Patient/Service User/Carer Feedback Form: The mentor/supervisor must give permission before the person receiving care is approached for feedback on the student's performance. This is not formally assessed but may contribute to the mentor/supervisor's overall feedback.

Recording Additional Experiences and Feedback: There are two additional forms (included in each placement section, the first of these relates to working with other healthcare professionals/interprofessional working and the second can be completed by any staff member (inc. academic representatives/link lecturer) who wish to record student progress.



Further information / guidance is included in the university specific pages (overleaf) and in the Student and Mentor Guide to Practice Learning

Practice Assessment Document



Guidelines for Assessment and Progression

This document has been designed for use across nine Universities. This section outlines the process for the assessment and progression of students on the Pre-Registration Nursing programmes at the University of Hertfordshire.

Placement

A placement is the total period of practice learning within a semester which is related to the relevant stage of the programme of study.

There will be opportunities in a range of practice placement experiences to be assessed in the essential skills, an Episode of Care (parts 1,2 and 3) Medicines Management (in part 3) and the Professional Values in Practice across each part/year (1, 2 and 3) of the programme. This will enable the achievement of the appropriate progression points (1, 2 and 3) and completion of practice learning as determined by the NMC.

Assessment of Essential Skills

The assessment of essential skills should be undertaken across the part/year.

The student **ONLY** needs to achieve each essential skill ONCE across the part/year (1, 2 or 3) and **NOT** in every practice placement period or practice learning experience. If an essential skill is assessed as achieved early in a part /year (1, 2, and 3), it is expected that the student will maintain that level of competence. **When this does not occur a student will not achieve statement 7 of the Professional Values in Practice component** (the student makes consistent effort to engage in the requisite standards of care and learning) and will require an action plan to address this.

Assessment of Professional Values in Practice

Assessment of the Professional Values in Practice will be completed in each placement at mid-point and end-point.

Assessment of an Episode of Care and Medicines Management (in part 3)

The assessment of these should be undertaken in one placement in the part/year.

Submission and Progression

At the END OF EACH PLACEMENT, the student will submit the PAD, using University procedures. The Professional Values in Practice statements must be achieved in each area. If this is not achieved then an action plan will be formulated for the next placement. If this is not achieved in the final placement of the part/year or at subsequent retrieval the student will normally be withdrawn from the programme.

At the END OF THE PART/YEAR (1, 2 or 3), the student will submit the PAD, using University procedures. For progression from one part/year to the next, all the essential skills must be achieved alongside the Professional Values in Practice statements and the Episode of Care. In part 3 the Medicines Management assessment must also be achieved.

If the essential skills, the Professional Values in Practice or the Episode of Care/Medicines Management (part 3) have NOT BEEN ACHIEVED then the student will have failed practice and will normally be offered a retrieval opportunity.

Practice Hours

All practice hours must be properly accounted for including sickness and absence and following the Programme policy. At the University of Hertfordshire any practice hours lost are not normally made up while still in the placement area. Any need to make up hours will be put in place by the Programme/Filed Tutors and the placement office

Guidelines for Assessment and Progression



Initial Interview: Meeting between student and mentor/supervisor - held within the first week of the placement (all students)

*Initial learning goals and plan of development documented, including essential skills to be completed *Date for mid placement review agreed

Mid-Point: If mentor/supervisor has concerns about student learning and progress, contact must be made with Link Lecturer and where relevant the Practice Learning Facilitator/Practice Educator Facilitator by telephone or in person. The Link Lecturer must inform the module leader.

Student, Link Lecturer and mentor attend Action Plan meeting

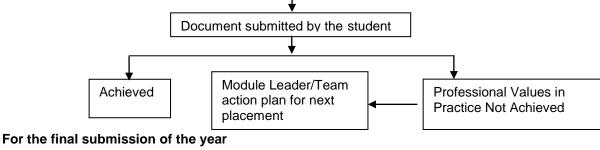
*Learning outcomes reviewed and action plan written, meeting documented

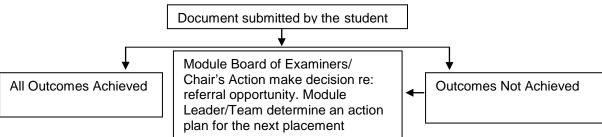
Set review date

Action will depend on the student's individual circumstances; as a result the following may be involved: Occupational Health, Student Services, Programme Leader and Personal Tutor

*Learning outcomes and action plan revised. *Date for next planned placement interview agreed

Final Interview* If required Link Lecturer attends with student and mentor/supervisor *Summative assessment completed





^{*} Points at which written evidence is required e.g. all meeting notes

Action plan must include:

- Issues of concern
- Management of issues of concern, including support to be given etc.
- Identification of realistic time frame by which student will have achieved the learning outcomes or overcome issues of concern
- Consequences of failure to achieve learning outcomes or overcome issues of concern

Descriptors for Assessing Students in Practice

The NMC has identified skills and professional behaviours that a student must demonstrate by the first progression point:

These criteria cover:

- Safety, safeguarding and protection of people of all ages, their carers and their families
- Professional values, expected attitudes and the behaviours that must be shown towards people, their carers, their families and others (NMC 2010).

Mentors are required to assess students at the level they are expected to achieve for their progression point. These descriptors should be used when assessing Professional Values, Essential Skills and the Episode of Care.

By the end of Part 1 the student needs to achieve all the Essential Skills, Professional Values and the Episode of Care Assessment

'Achieved' must be obtained in all three criteria by the student

Achieved	Knowledge and understanding	Professional attitude	Participation in care and practical skill
YES	Is able to identify the essential knowledge base, is safe, but may need to develop further understanding	Is able to demonstrate positive engagement with learning and respond appropriately to situations with some assistance	In commonly occurring situations is able to perform care and skills under direct supervision
NO	Is not able to demonstrate an adequate knowledge base and has significant gaps in understanding, and/or demonstrates unsafe practice	Is not able to focus on the service user and/or appears disengaged from the activity or responds inappropriately to service users/carers or colleagues	With direct supervision is not able to demonstrate safe practice and is unable to perform the activity and/or follow instructions despite repeated guidance

List of Mentors/Supervisors

A sample signature must be obtained for all signatures within this document

(All mentors must have attended an annual update in line with NMC requirements)

Name	Job Title	ed an annual update in line Signature	Initials	Date of last	Placement
(please print)				Mentor	
				Update	

List of Mentors/SupervisorsA sample signature must be obtained for all signatures within this document

	0	•	
(All mentors must	have attended an ann	nual update in line w	vith NMC requirements)

Name	Job Title	ed an annual update in line Signature	Initials	Date of last	Placement
(please print)				Mentor	
				Update	

NB: For some students a placement may be split across two areas

Placement 1

Placement Provider: (e.g. Trust)	
Name of Practice Area:	
Type of Experience: (e.g. Community/Ward based)	
Practice Placement Telephone:	
Placement Contact Email:	
Start Date End Date	No. of Hours
Mentor/Co-Mentor/Supervisor Details:	
Name:	Designation:
Name:	Designation:
Other Practice Staff/Key Contacts:	
Name:	Designation:
Academic Contact Details: (e.g. Link Lecturer)	
Name:	Designation:
Name:	Designation:
I have seen and discussed the purpose of	of the student's Ongoing Achievement Record
Mentor's signature:	Date:

Placement 1: Orientation

	Name o	of Area 1	Name of Area 2	2 (if app.)
Name of Placement Area	Initial/Date (Student)	Initial/Date (Mentor)	Initial/Date (Student)	Initial/Date (Mentor)
The following criteria need to be met within the first			(Otauciit)	(Monton)
A general orientation to the health and social care placement setting has been undertaken				
The local fire procedures have been explained Tel				
The student has been shown the:				
Resuscitation policy and procedures have been explained Tel:				
Resuscitation equipment has been shown and explained				
The student knows how to summon help in the event of an emergency				
The student is aware of where to find local policies				
The student has been made aware of information governance requirements				
The shift times, meal times and reporting sick policies have been explained.				
Policy regarding safeguarding has been explained				
Lone working policy has been explained (if applicable)				
Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)				
The following criteria need to be met prior to use				
The student has been shown and given a demonstration of the moving and handling equipment used in the clinical area				
The student has been shown and given a demonstration of the medical devices used in the clinical area				
Placement Provider induction/update complete, if applicable				

Placement 1: Initial Interview

Area Name:

This interview takes place within the first week of the placement

Student to identify learning and development needs (with guidance from the	ne mentor)
Mentor to identify learning opportunities to enable the student to meet the needs and assessments	eir learning and development
Mentor and student to negotiate and agree a learning plan -	
mentor and stadent to negotiate and agree a learning plan	
Student's signature:	Date:
Mentor's signature:	Date:
Additional Signature (If Applicable):	Date:
, ,	

Professional Values in Practice

Students are required to demonstrate high standards of professional conduct at all times during their placements. Students should work within legal frameworks, and be able to articulate the underpinning values of The Code (2015). Professional values expectations are reflected in the statements below.

Yes = Achieved, No = Not Achieved (Refer to Grade Descriptors on Page 7)

Professional attitude,	behaviour and respo	•	ade Descripto	rs on Page 1)	
	Student Evidence / Comments	Achieved Mid-Point Yes/No	Initial/ Date	Achieved Final Yes/No	Initial/ Date (Final)
The student maintains confidentiality in accordance with the NMC code.					
2. The student is non-judgemental, respectful and courteous at all times when interacting with patients/service users and all colleagues.					
3. The student maintains an appropriate professional attitude regarding punctuality and communicates appropriately if unable to attend placement.					
4. The student's personal presentation and dress code is in accordance with the organisation's uniform policy.					
5. The student maintains the person's privacy and dignity and advocates on their behalf.					
6. The student demonstrates openness, trustworthiness and integrity.					
7. The student makes a consistent effort to engage in the requisite standards of care and learning.					

Safe and compassionat	e care				
	Student Evidence / Comments	Achieved Mid-Point Yes/No	Initial/ Date	Achieved Final Yes/No	Initial/ Date (Final)
8. The student is attentive, kind, compassionate and sensitive to the needs of others.					
9. The student maintains consistent safe and person-centred practice.					
10. The student reports any concerns to the appropriate professional member of staff when appropriate e.g. safeguarding.					
11. The student demonstrates the ability to listen, seek clarification and carry out instructions safely.					
12. The student is able to recognise and work within the limitations of own knowledge, skills and professional boundaries and understand that they are responsible for their own actions.					
13. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.					

Students can complete their evidence at any stage prior to the final interview. If there are any issues/areas for concern, these must be recorded in the Mid-Point or Final Interview as appropriate. 'Not Achieved' must trigger an Action Plan at the time of assessment and must be documented. The Action Plan template can be found on page 62

Placement 1: Mid-Point Interview

This interview takes place half way through the placement Mentor and Student to sign on the next page

Student's self-assessment/reflection on progress
Reflect on your overall progression referring to your personal learning needs, professional values and essential
skills. Identify your strengths and document areas for development.
Knowledge and Understanding:
Professional Attitude:
Participation in Care and Practical Skill:
Mentor's comments
Discuss with the student their self-assessment and comment on their progress using the assessment descriptors
below, detailing evidence used to come to your decision.
Knowledge and Understanding:
Knowledge and Understanding: Professional Attitude:
Professional Attitude:

Placement 1: Mid-Point Interview Ongoing learning and development needs

To be agreed between Mentor and Student – sign and date all entries below

Identify learning and development needs	Identify the learning opportunities/support
Refer to progress in achieving personal learning needs,	to enable the student to meet their needs
professional values and essential skills.	
Review Date:	Sign when reviewed:
	.
Student's signature:	Date:
Montovio signatura	Data
Mentor's signature:	Date:
Additional Signature (If Applicable):	Date:
Additional Signature (If Applicable): Any outstanding learning and development needs are to	
miny outstanding learning and development needs are to	oo alboassea aha aooamentea at the illial liitei view.

If specific concerns have been raised about the student's performance this should trigger an Action Plan at the time of assessment and should be documented. The action plan template can be found on page 62

Placement 1: Final Interview

This should take place towards the end of the placement

Student's self-assessment/reflection on progress
Reflect on your overall progression referring to your personal learning needs, professional values and essential skills. Identify your strengths and document areas for development.
Knowledge and Understanding:
Professional Attitude:
Destining tion in Company & Descript Obilly
Participation in Care and Practical Skill:
Mentor's comments
Discuss with the student their self-assessment and comment on their progress using the assessment descriptors
below, detailing evidence used to come to your decision.
· · · · · · · · · · · · · · · · · · ·
Knowledge and Understanding:
Knowledge and Understanding:
Knowledge and Understanding: Professional Attitude:

Please record any further comments on the next page

Learning and Development Needs
To be agreed between the Mentor and Student

Mos on Astion Plan required to support the student?		to take fo	rward to
	ES / NO		
If Yes, was the Academic Representative informed?	'ES / NO)	
The Action Plan can be found on page 62			
Checklist for assessed documents	Tick	Mentor Initial	Student Initial
The Mentor has signed the professional value statements at both Mid-Point and			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements)			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements)			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors Record	:		
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors Record The Mentor has completed the Ongoing Achievement Record (OAR)			

Patient/Service User Feedback Form

Mentors should obtain consent from patients/service users who should feel able to decline to participate.

We would like to hear your views about the way the student nurse has looked after you.

- Your feedback will help the student nurse's learning
- The feedback you give will not change the way you are looked after

Tick if you are: The Patien							
How happy were	Very Happy	Нарру	I'm not sure	Unhappy	Very unhappy		
you with the way the student		• •		$\widehat{\mathbf{v}}$	99		
nurse							
cared for you?	0	0	0	0	0		
listened to your needs?	\bigcirc	0	0	0	0		
understood the way you felt?	0	0	0	0	0		
talked to you?	0	0	0	0	0		
showed you respect?	0	0	0	0	0		
What did the student nurse do well?							
What could the student nurse have done differently?							
Mentor Signature:				Date:			
Student Signature:		you for your		Date:			

Thank you for your help

This form has been designed by Service Users

Record of working with other health care professionals/inter-professional working Record reflections on your learning in outreach/short practice placements

or with members of the multi-disciplinary team.

Date	Time	Reflections on your learning
Details of your	spent	
experience		
•		
Supervisor's		
comments and Signature		
Olg. Id.d. O		

Date	Time spent	Reflections on your learning
Details of your	•	
experience		
Supervisor's		
comments and Signature		
J 2002		

More pages can be downloaded as per University guidelines

Record of working with other health care professionals/inter-professional working Record reflections on your learning in outreach/short practice placements

or with members of the multi-disciplinary team.

Date	Time spent	Reflections on your learning
Details of your experience		
Supervisor's comments and Signature		

Date	Time	Reflections on your learning
Details of your experience	spent	
Supervisor's comments and Signature		

More pages can be downloaded as per University guidelines

Ongoing Feedback from Staff in Practice
This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in

(addition to the pag	ges referring to Inter-professional Working, as above.
Date/time	Signature/	ges referring to Inter-professional Working, as above. Comments
	Designation	

Ongoing Feedback from Staff in Practice

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to later professional Westing and the stage of the stage of

Date/time	Signature/	ges referring to Inter-professional Working, as above. Comments
	Designation	

NB: For some students a placement may be split across two areas

Placement 2

Placement Provider: (e.g. Trust)	
Name of Practice Area:	
Type of Experience: (e.g. Community/Ward based)	
Practice Placement Telephone:	
Placement Contact Email:	
Start Date End Date	No. of Hours
Mentor/Co-Mentor/Supervisor Details:	
Name:	Designation:
Name:	Designation:
Other Practice Staff/Key Contacts:	
Name:	Designation:
Academic Contact Details: (e.g. Link Lecturer)	
Name:	Designation:
Name:	Designation:
There are not the second	of the attacked and a Committee A. I. I. and a Committee A. I. and a Committee
I nave seen and discussed the purpose of	of the student's Ongoing Achievement Record
Mentor's signature:	Date:

Placement 2: Orientation

	Name of Area 1		Name of Area 2 (if app.)	
Name of Placement Area	Initial/Date Initial/Date (Student) (Mentor)		Initial/Date (Student)	Initial/Date (Mentor)
The following criteria need to be met within the first		(Mentor) ent	(Student)	(INICITION)
A general orientation to the health and social care placement setting has been undertaken				
The local fire procedures have been explained Tel				
The student has been shown the:				
Resuscitation policy and procedures have been explained Tel:				
Resuscitation equipment has been shown and explained				
The student knows how to summon help in the event of an emergency				
The student is aware of where to find local policies				
The student has been made aware of information governance requirements				
The shift times, meal times and reporting sick policies have been explained.				
Policy regarding safeguarding has been explained				
Lone working policy has been explained (if applicable)				
Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)				
The following criteria need to be met prior to use				
The student has been shown and given a demonstration of the moving and handling equipment used in the clinical area				
The student has been shown and given a demonstration of the medical devices used in the clinical area				
Placement Provider induction/update complete, if applicable				

Placement 2: Initial Interview

Area Name:

This interview takes place within the first week of the placement

Student to identify learning and development needs (with guidance from the	ne mentor)
Mentor to identify learning opportunities to enable the student to meet the needs and assessments	eir learning and development
Mentor and student to negotiate and agree a learning plan -	
monto: and olddon to negotiate and agree a loanting plan	
Student's signature:	Date:
Mentor's signature:	Date:
Additional Signature (If Applicable):	Date:

Professional Values in Practice

Students are required to demonstrate high standards of professional conduct at all times during their placements. Students should work within legal frameworks, and be able to articulate the underpinning values of The Code (2015). Professional values expectations are reflected in the statements below.

Yes = Achieved, No = Not Achieved (Refer to Grade Descriptors on Page 7)

Yes = Achieved, No = Not Achieved (Refer to Grade Descriptors on Page 7) Professional attitude, behaviour and responsibility					
- 1 3 1 3 3 1 3 1 4 1 1 1 4 1 1 1 1 1 1 1	Student Evidence / Comments	Achieved Mid-Point Yes/No	Initial/ Date	Achieved Final Yes/No	Initial/ Date (Final)
The student maintains confidentiality in accordance with the NMC code.					
2. The student is non-judgemental, respectful and courteous at all times when interacting with patients/service users and all colleagues.					
3. The student maintains an appropriate professional attitude regarding punctuality and communicates appropriately if unable to attend placement.					
4. The student's personal presentation and dress code is in accordance with the organisation's uniform policy.					
5. The student maintains the person's privacy and dignity and advocates on their behalf.					
6. The student demonstrates openness, trustworthiness and integrity.					
7. The student makes a consistent effort to engage in the requisite standards of care and learning.					

Safe and compassionate care						
	Student Evidence / Comments	Achieved Mid-Point Yes/No	Initial/ Date	Achieved Final Yes/No	Initial/ Date (Final)	
8. The student is attentive, kind, compassionate and sensitive to the needs of others.						
9. The student maintains consistent safe and person-centred practice.						
10. The student reports any concerns to the appropriate professional member of staff when appropriate e.g. safeguarding.						
11. The student demonstrates the ability to listen, seek clarification and carry out instructions safely.						
12. The student is able to recognise and work within the limitations of own knowledge, skills and professional boundaries and understand that they are responsible for their own actions.						
13. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.						

Students can complete their evidence at any stage prior to the final interview. If there are any issues/areas for concern, these must be recorded in the Mid-Point or Final Interview as appropriate. 'Not Achieved' must trigger an Action Plan at the time of assessment and must be documented. The Action Plan template can be found on page 62

Placement 2: Mid-Point Interview

This interview takes place half way through the placement

Mentor and Student to sign on the next page

Student's self-assessment/reflection on progress
Reflect on your overall progression referring to your personal learning needs, professional values and essential skills. Identify your strengths and document areas for development.
Knowledge and Understanding:
Professional Attitude:
Participation in Core and Prestical Obits
Participation in Care and Practical Skill:
Mentor's comments
Discuss with the student their self-assessment and comment on their progress using the assessment descriptors
below, detailing evidence used to come to your decision.
· · · · · · · · · · · · · · · · · · ·
Knowledge and Understanding.
Knowledge and Understanding:
Knowledge and Understanding: Professional Attitude:
Professional Attitude:

Placement 2: Mid-Point Interview Ongoing learning and development needs

To be agreed between Mentor and Student – sign and date all entries below

Identify learning and development needs	Identify the learning opportunities/support
Refer to progress in achieving personal learning needs,	to enable the student to meet their needs
professional values and essential skills.	
Review Date:	Sign when reviewed:
Student's signature:	Date:
	_
Mentor's signature:	Date:
	-
Additional Signature (If Applicable):	Date:
Any outstanding learning and development needs are to	be discussed and documented at the final interview.

If specific concerns have been raised about the student's performance this should trigger an Action Plan at the time of assessment and should be documented. The action plan template can be found on page 62

Placement 2: Final Interview

This should take place towards the end of the placement

Student's self-assessment/reflection on progress
Reflect on your overall progression referring to your personal learning needs, professional values and essential skills. Identify your strengths and document areas for development.
Knowledge and Understanding:
Professional Attitude:
Destining tion in Company & Descript Obilly
Participation in Care and Practical Skill:
Mentor's comments
Discuss with the student their self-assessment and comment on their progress using the assessment descriptors
below, detailing evidence used to come to your decision.
bolott, dotaining ortaction does to both to your dooleien.
Knowledge and Understanding:
Knowledge and Understanding:
Knowledge and Understanding: Professional Attitude:
Knowledge and Understanding:
Knowledge and Understanding: Professional Attitude:

Please record any further comments on the next page

Learning and Development Needs
To be agreed between the Mentor and Student

the next placement	res (No		Tward to
	ES / NO		
If Yes, was the Academic Representative informed?	'ES / NO)	
The Action Plan can be found on page 62			
Checklist for assessed documents	Tick	Mentor Initial	Student Initial
The Mentor has signed the professional value statements at both Mid-Point and			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements)			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements)			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors Record			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors Record The Mentor has completed the Ongoing Achievement Record (OAR)			

Patient/Service User Feedback Form

Mentors should obtain consent from patients/service users who should feel able to decline to participate.

We would like to hear your views about the way the student nurse has looked after you.

- Your feedback will help the student nurse's learning
- The feedback you give will not change the way you are looked after

Tick if you are: The Patient/Service User Carer/Relative					
How happy were	Very Happy	Нарру	I'm not sure	Unhappy	Very unhappy
you with the way the student		. .		0 0	90
nurse					
cared for you?	0	0	0	0	0
listened to your needs?	0	0	0	0	0
understood the way you felt?	0	0	0	0	0
talked to you?	0	0	0	0	0
showed you respect?	0	0	0	0	0
What did the student nurse do well?					
What could the student nurse have done differently?					
Mentor Signature:				Date:	
Student Signature:	Thomas	vou for vour	holo	Date:	

This form has been designed by Service Users

Record of working with other health care professionals/inter-professional working Record reflections on your learning in outreach/short practice placements

or with members of the multi-disciplinary team.

Date	Time spent	Reflections on your learning
Details of your experience	Sperit	
Supervisor's comments and Signature		

Date	Time spent	Reflections on your learning
Details of your	•	
experience		
Supervisor's		
comments and Signature		
J 2002		

More pages can be downloaded as per University guidelines

Record of working with other health care professionals/inter-professional working Record reflections on your learning in outreach/short practice placements

or with members of the multi-disciplinary team.

Date	Time	Reflections on your learning
	spent	
Details of your experience		
Supervisor's comments and Signature		

Date	Time	Reflections on your learning
	spent	
Details of your		
experience		
Supervisor's		
comments and		
Signature		

More pages can be downloaded as per University guidelines

Ongoing Feedback from Staff in Practice
This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in

addition to the pages referring to Inter-professional Working, as above. Date/time Signature/ Comments Designation		
Date/time	Signature/	Comments
	Designation	

Ongoing Feedback from Staff in Practice
This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in

(addition to the pag	ges referring to Inter-professional Working, as above.
Date/time	Signature/	ges referring to Inter-professional Working, as above. Comments
	Designation	

NB: For some students a placement may be split across two areas

Placement 3

Placement Provider: (e.g. Trust)	
Name of Practice Area:	
Type of Experience: (e.g. Community/Ward based)	
Practice Placement Telephone:	
Placement Contact Email:	
Start Date End Date	No. of Hours
Mentor/Co-Mentor/Supervisor Details:	
Name:	Designation:
Name:	Designation:
Other Practice Staff/Key Contacts:	
Name:	Designation:
Academic Contact Details: (e.g. Link Lecturer)	
Name:	Designation:
Name:	Designation:
I have seen and discussed the numbers	of the student's Ongoing Achievement Beaard
i nave seen and discussed the purpose (of the student's Ongoing Achievement Record
Mentor's signature:	Date:

Placement 3: Orientation

	Name o	of Area 1	Name of Area 2	2 (if app.)
Name of Placement Area	Initial/Date	Initial/Date	Initial/Date	Initial/Date
The following criteria need to be met within the first	(Student) day in placem	(Mentor) ent	(Student)	(Mentor)
A general orientation to the health and social care placement setting has been undertaken				
The local fire procedures have been explained Tel				
The student has been shown the:				
Resuscitation policy and procedures have been explained Tel:				
Resuscitation equipment has been shown and explained				
The student knows how to summon help in the event of an emergency				
The student is aware of where to find local policies				
The student has been made aware of information governance requirements				
The shift times, meal times and reporting sick policies have been explained.				
Policy regarding safeguarding has been explained				
Lone working policy has been explained (if applicable)				
Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)				
The following criteria need to be met prior to use				
The student has been shown and given a demonstration of the moving and handling equipment used in the clinical area				
The student has been shown and given a demonstration of the medical devices used in the clinical area				
Placement Provider induction/update complete, if applicable				

Placement 3: Initial Interview

Area Name:

This interview takes place within the first week of the placement

Student to identify learning and development needs (with guidance from the	ne mentor)
Mentor to identify learning opportunities to enable the student to meet the needs and assessments	eir learning and development
Mentor and student to negotiate and agree a learning plan -	
Mentor and student to negotiate and agree a learning plan -	
Student's signature:	Date:
Mentor's signature:	Date:
, and the second	
Additional Signature (If Applicable):	Date:
- J (FF	

Professional Values in Practice

Students are required to demonstrate high standards of professional conduct at all times during their placements. Students should work within legal frameworks, and be able to articulate the underpinning values of The Code (2015). Professional values expectations are reflected in the statements below.

Yes = Achieved, No = Not Achieved (Refer to Grade Descriptors on Page 7)

Professional attitude, behaviour and responsibility					
	Student Evidence / Comments	Achieved Mid-Point Yes/No	Initial/ Date	Achieved Final Yes/No	Initial/ Date (Final)
The student maintains confidentiality in accordance with the NMC code.					
2. The student is non-judgemental, respectful and courteous at all times when interacting with patients/service users and all colleagues.					
3. The student maintains an appropriate professional attitude regarding punctuality and communicates appropriately if unable to attend placement.					
4. The student's personal presentation and dress code is in accordance with the organisation's uniform policy.					
5. The student maintains the person's privacy and dignity and advocates on their behalf.					
6. The student demonstrates openness, trustworthiness and integrity.					
7. The student makes a consistent effort to engage in the requisite standards of care and learning.					

Safe and compassionate care					
	Student Evidence / Comments	Achieved Mid-Point Yes/No	Initial/ Date	Achieved Final Yes/No	Initial/ Date (Final)
8. The student is attentive, kind, compassionate and sensitive to the needs of others.					
9. The student maintains consistent safe and person-centred practice.					
10. The student reports any concerns to the appropriate professional member of staff when appropriate e.g. safeguarding.					
11. The student demonstrates the ability to listen, seek clarification and carry out instructions safely.					
12. The student is able to recognise and work within the limitations of own knowledge, skills and professional boundaries and understand that they are responsible for their own actions.					
13. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.					

Students can complete their evidence at any stage prior to the final interview. If there are any issues/areas for concern, these must be recorded in the Mid-Point or Final Interview as appropriate. 'Not Achieved' must trigger an Action Plan at the time of assessment and must be documented. The Action Plan template can be found on page 62

Placement 3: Mid-Point Interview

This interview takes place half way through the placement

Mentor and Student to sign on the next page
Student's self-assessment/reflection on progress

Reflect on your overall progression referring to your personal learning needs, professional values and essential skills. Identify your strengths and document areas for development.
Knowledge and Understanding:
Professional Attitude:
Participation in Care and Practical Skill:
Mentor's comments Discuss with the student their self-assessment and comment on their progress using the assessment descriptors
below, detailing evidence used to come to your decision.
Knowledge and Understanding:
Professional Attitude:
Professional Attitude:
Professional Attitude:

Placement 3: Mid-Point Interview Ongoing learning and development needs

To be agreed between Mentor and Student – sign and date all entries below

Identify learning and development needs	Identify the learning opportunities/support
Refer to progress in achieving personal learning needs,	to enable the student to meet their needs
professional values and essential skills.	
	L
Review Date:	Sign when reviewed:
	-
Student's signature:	Date:
Mentor's signature:	Date:
Additional Signature (If Applicable):	Date:
Any outstanding learning and development needs are to	be discussed and documented at the final interview.

If specific concerns have been raised about the student's performance this should trigger an Action Plan at the time of assessment and should be documented. The action plan template can be found on page 62

Placement 3: Final Interview

This should take place towards the end of the placement

Student's self-assessment/reflection on progress
Reflect on your overall progression referring to your personal learning needs, professional values and essential skills. Identify your strengths and document areas for development.
Knowledge and Understanding:
Professional Attitude:
Destining tion in Company & Descript Obilly
Participation in Care and Practical Skill:
Mentor's comments
Discuss with the student their self-assessment and comment on their progress using the assessment descriptors
below, detailing evidence used to come to your decision.
bolow, dotaining ovidence deed to come to your decicion.
Knowledge and Understanding:
Knowledge and Understanding:
Knowledge and Understanding: Professional Attitude:

Please record any further comments on the next page

Learning and Development Needs
To be agreed between the Mentor and Student

Mos on Astion Plan required to support the student?		to take fo	rward to
	ES / NO		
If Yes, was the Academic Representative informed?	'ES / NO)	
The Action Plan can be found on page 62			
Checklist for assessed documents	Tick	Mentor Initial	Student Initial
The Mentor has signed the professional value statements at both Mid-Point and			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements)			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements)			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors			
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors Record	:		
Final Interview The Mentor has signed the relevant skills the student has achieved in this area (where applicable) The Mentor has completed and signed the grading of practice document (depending on university requirements) The student and Mentor has checked and signed the practice placement hours The Mentor and Student have completed all the interview records and development plans, as appropriate The Mentor has printed and signed their name on the List of Mentors/Supervisors Record The Mentor has completed the Ongoing Achievement Record (OAR)			

Patient/Service User Feedback Form

Mentors should obtain consent from patients/service users who should feel able to decline to participate.

We would like to hear your views about the way the student nurse has looked after you.

- Your feedback will help the student nurse's learning
- The feedback you give will not change the way you are looked after

Tick if you are: The Patient/Service User Carer/Relative						
How happy were	Very Happy	Нарру	I'm not sure	Unhappy	Very unhappy	
you with the way the student		••		(D)	•••	
nurse						
cared for you?	0	\bigcirc		0	0	
listened to your needs?	0	0	0	0	0	
understood the way you felt?	0	0	0	\bigcirc	0	
talked to you?	\circ	0	0	\circ	0	
showed you respect?	0	0	0	0	0	
What did the student nurse do well?						
What could the student nurse have done differently?						
Mentor Signature:				Date:		
Student Signature:	 .	you for your		Date:		

This form has been designed by Service Users

Record of working with other health care professionals/inter-professional working Record reflections on your learning in outreach/short practice placements

or with members of the multi-disciplinary team.

Time	Reflections on your learning
spent	
	Time spent

Date	Time	Reflections on your learning
	spent	
Details of your		
experience		
Supervisor's		
comments and		
Signature		

More pages can be downloaded as per University guidelines

Record of working with other health care professionals/inter-professional working Record reflections on your learning in outreach/short practice placements

or with members of the multi-disciplinary team.

Date	Time	Reflections on your learning
	spent	
Details of your		
experience		
Supervisor's		
comments and		
Signature		
•		
Signature		

Date	Time	Reflections on your learning
	spent	
Details of your		
experience		
Supervisor's		
comments and		
Signature		

More pages can be downloaded as per University guidelines

Ongoing Feedback from Staff in Practice

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to later professional Warking as a leave.

Date/time	Signature/	ges referring to Inter-professional Working, as above. Comments
	Designation	

Ongoing Feedback from Staff in Practice
This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in

addition to the pages referring to Inter-professional Working, as above. Date/time Signature/ Designation Comments				
Date/time	Signature/	Comments		
	Designation			

Assessment of Essential Skills

Assessment of Essential Skills is undertaken across the Part. These can be assessed in a range of placements but need to be assessed as Achieved (YES) at least once by the end of the Part. If an Essential Skill is assessed as Achieved (YES) early in the Part it is expected that the student maintains that level of competence and can be re-assessed in subsequent placements at the mentor's discretion.

The Grade Descriptors are 'Yes' (This skill has been achieved), 'No' (this skill has not been achieved). Refer to Grade Descriptors on page 7 for further details.

Assessment of Essential Skills

Skills Cluster I: Care, Compassion a	nd Commu	nication:						
okiiis Giustei I. Gare, Goiripassion a	na Commu	inication.						
People can trust the student nurse t	o roopoot t	hom oo individus	le and etri	vo to holp thom t	o processo	thair dianity at a	Il timos	
reopie can trust the student nurse t	o respect ti	nem as maividua	us and stri	ve to neip them t	o preserve	their dignity at a	n times.	
				YES = Achieved,	NO = Not A	Achieved		
	Ass	essment 1	Ass	sessment 2	Ass	sessment 3	Ass	sessment 4
	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date
1. Recognises, and acts within, legal frameworks and local policy in delivering person centred care.								
2. Uses ways to maximise communication where hearing, vision or speech is compromised.								
People can trust the student nurse t discriminatory manner free from har 3. Demonstrates an understanding of			eir family o	r carers within th	eir cultural	environments in	an accepta	nt and anti-
how culture, religion, spiritual beliefs, gender and sexuality can impact on								
illness and disability.								
People can trust the student nurse t	o engage w	vith them in a wa	rm, sensiti	ve and compass	onate way.			
4. Interacts with the person in a manner that is interpreted as warm,								
sensitive, kind and compassionate, taking into account, people's physical								
and emotional responses making appropriate use of touch.								
5. Evaluates ways in which own interactions affect relationships to								
ensure that they do not impact inappropriately on others.								

		lear, accurate, meaningful and free from jargon. YES = Achieved, NO = Not Achieved						
	Asse	essment 1	Ass	essment 2	Ass	essment 3	Assessment 4	
	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date
6. Records information accurately and clearly on the basis of observation and communication.		_		-		-		-
7. Responds in a way that confirms what a person is communicating and always seeks to confirm understanding.								
8. Effectively communicates people's stated needs and wishes to other professionals.								
People can trust the student nurse to	o protect ar	nd keep as confi	dential all i	ntormation relati	ng to them.			
 Protects and treats information as confidential except where sharing information is required for the purposes of safeguarding and public protection. 								
10. Applies the principles of data protection.								
People can trust the student nurse to intervention and that their rights in control of the student nurse to the st						ow an informed	choice pric	or to any
11. Seeks consent prior to sharing confidential information outside of the professional care team, subject to agreed safeguarding protection procedures.								

Skills Cluster II: Organisational Asp	ects of Car	е						
People can trust the student nurse develop a personalised plan that is minimising risk of harm and promo	based on m	nutual understa	nding and re					
·				YES = Achieved	, NO = Not	Achieved		
	Ass	essment 1	Ass	sessment 2	Ass	sessment 3	As	ssessment 4
	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date
12. Responds appropriately when faced with an emergency or a sudden deterioration in a person's physical or psychological condition. (for example, abnormal vital signs, collapse, cardiac arrest, self harm, extremely challenging behaviour, attempted suicide), including seeking help from an appropriate person. 13. Accurately undertakes and records a baseline assessment of weight, height, temperature, pulse, respiration, blood pressure using manual and electronic devices.		•						
People can trust the student nurse	to safeguar	d children and	adults from	vulnerable situa	tions and s	upport and prote	ct them fror	n harm.
14. Shares information with colleagues and seeks advice from appropriate sources where there is a concern or uncertainty.								
15. Uses support systems to recognise, manage and deal with own emotions.								
People can trust the student nurse	to respond	to their feedbac	ck and a wid	e range of other	sources to	learn, develop a	nd improve	services.
16. Responds appropriately to compliments and comments.								
If any sk	ill has not b	peen assessed o	r is not app	licable to the Pr	actice area	ı, please leave bi	lank.	

		YES = Achieved, NO = Not Achieved						
	Α	ssessment 1	Ass	essment 2	Ass	sessment 3	Assessment 4	
	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date
17. Recognises when situations are becoming unsafe and reports appropriately.								
18. Understands and applies the importance of rest for effective practice.								
People can trust the student nurse people, the environment, self and o		the safety of se	ervice users	and identify and	l actively ma	anage risk and u	incertainty in	relation to
19. Under supervision assesses risk								
within current sphere of knowledge								
and competence.								
People can trust the student nurse	to work to p	revent and res	olve conflict	and maintain a	safe enviror	nment.		
20. Recognises signs of aggression								
and responds appropriately to keep								
self and others safe.								
21. Assists others or obtains								
assistance when help is required.								
People can trust the student nurse	to select an	d manage med	ical devices	safely.				
22. Safely uses and disposes of medical devices under supervision and in keeping with local and national policy and understands reporting mechanism relating to adverse incidents.								
Skills Cluster III: Infection Prevention								
People can trust the student nurse policy.	to identify a	nd take effective	ve measures	to prevent and	control infe	ction in accorda	nce with loc	al and nationa
23. Follows local and national								
guidelines and adheres to standard								
infection control precautions.								

	YES = Achieved, NO = Not Achieved							
	Assessment 1		Asse	Assessment 2		essment 3	Asse	essment 4
	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date
24. Recognises potential signs of								
infection and reports to relevant								
senior members of staff.								
People can trust the student nurse in all environments.	to maintain	effective stand	ard infection	control precaut	tions and ap	ply and adapt th	ese to needs	and limitation
25. Demonstrates effective hand								
hygiene and the appropriate use of								
Standard Infection Control								
Precautions when caring for all								
people.								
26. Participates in the cleaning of								
multi-use equipment between each								
person.								
People can trust the student nurse	to fully con	nply with hygien	e, uniform a	nd dress codes	in order to li	mit, prevent and	d control infe	ction.
27. Adheres to local policy and								
national guidelines on dress code								
for the prevention and control of								
infection including footwear, hair,								
piercing and nails.								
People can trust the student nurse	to act, in a	variety of enviro	nments, incl	luding the home	setting, to	educe risk whe	n handling wa	aste, includin
sharps, contaminated linen and wl							•	, ,
28. Adheres to health and safety at	Ĭ			•				
work legislation, and infection								
control policies regarding the safe								
disposal of all waste and 'sharps'.								
29. Ensuring dignity is preserved								
when collecting and disposing of								
bodily fluids and soiled linen.								
Skills Cluster IV: Nutrition and Flu	id Managam	ont						
People can trust the student nurse	to assess a	and monitor thei	r fluid status	and in partners	ship with the	m formulate an	effective plar	of care.
30. Accurately monitors and								
records fluid intake and output.								

for poor fluid intake and output. People can trust the student nurse to assist them in creating an environment that is conducive to eating and drinking. 32. Ensures that people are ready for the meal that is, in an appropriate location, postion, offered opportunity to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 44. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 51. Is competent in basic medicines calculations. 15. Is competent in basic medicines calculations. 16. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 16. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 17. Administers, and where necessary prepares medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines and where necessary p		YES = Achieved, NO = Not Achieved							
31. Recognises and reports reasons for poor fluid intake and output. People can trust the student nurse to assist them in creating an environment that is conducive to eating and drinking. 32. Ensures that people are ready for the meal that is, in an appropriate location, position, offered opportunity to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 44. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 5. Is competent in basic medicines calculations. Tablets and capsules liquid medicines ellipticines. I liquid medicines ellipticines. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 8. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under the medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner.		Ass	essment 1	Ass			sessment 3	А	ssessment 4
for poor fluid intake and output. People can trust the student nurse to assist them in creating an environment that is conducive to eating and drinking. 32. Ensures that people are ready for the meal that is, in an appropriate location, postion, offered opportunity to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 44. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 51. Is competent in basic medicines calculations. 15. Is competent in basic medicines calculations. 16. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 16. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 17. Administers, and where necessary prepares medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines and where necessary p		Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date	Yes/No	Sign/Date
Reople can trust the student nurse to assist them in creating an environment that is conducive to eating and drinking. 32. Ensures that people are ready for the meal that is, in an appropriate location, position, offered opportunity to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. 5kills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. This may include (as appropriate) • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 77. Administers, and where necessary prepares medicines said where necessary prepares medicines and where necessary prepares medicines are prepar	31. Recognises and reports reasons								
32. Ensures that people are ready for the meal that is, in an appropriate location, position, offered opportunity to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. This may include (as appropriate) • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under									
the meal that is, in an appropriate location, position, offered opportunity to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 5 Is competent in basic medicines calculations. • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under		assist the	m in creating an	environme	ent that is conduc	ive to eati	ng and drinking.		
location, position, offered appropriate to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. People can trust the student nurse to correctly and safely undertake medicines calculations. 55. Is competent in basic medicines calculations. 56. Is competent in basic medicines calculations. 57. Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 58. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 79. People can trust the student nurse to administer medicines safely in a timely manner. 71. Administers, and where necessary prepares medicines safely under med									
to wash hands, offered appropriate assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 36. Is competent in basic medicines calculations. • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 75. Administers, and where necessary prepares medicines safely under									
assistance in line with local policy. 33. Ensures that appropriate food and fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 36. Is competent in basic medicines calculations. 1 Tablets and capsules liquid medicines lingications. 1 Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 37. Administers, and where necessary prepares medicines safely under									
33. Ensures that appropriate food and fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. This may include (as appropriate) • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 75. Administers, and where necessary prepares medicines safely under	to wash hands, offered appropriate								
fluids are available as required. 34. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 15. Is competent in basic medicines calculations. 16. Liquid medicines liquid nedicines liquid nedicines liquid nedicines liquid nedicines liquid nedicines liquid nedicines. 17. Deposit of the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 18. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 18. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 19. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 19. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 19. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 19. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 19. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice.	assistance in line with local policy.								
34. Reports to appropriate person where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. This may include (as appropriate) • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	33. Ensures that appropriate food and								
where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 15. Is competent in basic medicines calculations. 16. Dean strust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 16. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 17. Administers, and where necessary prepares medicines safely under	fluids are available as required.								
where there is a risk of meals being missed. Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. 15. Is competent in basic medicines calculations. 16. Dean strust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 16. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 17. Administers, and where necessary prepares medicines safely under	34. Reports to appropriate person								
Skills Cluster V: Medicines Management People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. This may include (as appropriate) • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	where there is a risk of meals being								
People can trust the student nurse to correctly and safely undertake medicines calculations. 35. Is competent in basic medicines calculations. This may include (as appropriate) Tablets and capsules Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 37. Administers, and where necessary prepares medicines safely under	missed.								
35. Is competent in basic medicines calculations. This may include (as appropriate) • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	Skills Cluster V: Medicines Managem	ent							
35. Is competent in basic medicines calculations. This may include (as appropriate) • Tablets and capsules • Liquid medicines • Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	People can trust the student nurse to	correctly	and safely under	take medic	ines calculations				
calculations. This may include (as appropriate) Tablets and capsules Liquid medicines Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	•	Í	•						
(as appropriate) Tablets and capsules Liquid medicines Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under									
Tablets and capsules Liquid medicines Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	1								
Liquid medicines Injections. People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	` '' '								
People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	·								
People can trust the student nurse to have an understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	•								
practice. 36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under	injections.								
36. Demonstrates understanding of legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under		have an u	nderstanding of	legal and e	thical framework	s that rela	te to safe adminis	stration of	medicines in
legal and ethical frameworks that relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under									
relate to safe administration of medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under									
medicines in practice. People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under									
People can trust the student nurse to administer medicines safely in a timely manner. 37. Administers, and where necessary prepares medicines safely under									
37. Administers, and where necessary prepares medicines safely under	medicines in practice.								
prepares medicines safely under		administe	r medicines safe	ly in a time	ely manner.				
	37. Administers, and where necessary								
direct supervision.	prepares medicines safely under								
	direct supervision.								

Part 1 Episode of Care

This assessment must be completed by the end of Part 1 under the direct supervision of the student's mentor during a specific episode of care

Guidelines

The mentor and student will identify an appropriate episode of direct care involving meeting the needs of one patient/service user. The student will assess, plan, deliver and evaluate the care for the patient/service user.

The aim of this assessment is to demonstrate the student's progression in the following four competency domains in the context of the

relevant field of nursing:

- Professional values
- Communication and interpersonal skills
- Nursing practice and decision-making
- Team working

Learning outcomes

- 1. The student provides safe, basic person-centred care within an appropriate timeframe under the supervision of the mentor.
- 2. The student demonstrates that they have maintained appropriate professional values, expected attitudes and behaviours during the episode of care.
- 3. The student demonstrates that they have maintained safety and safeguarding for the patient and carers or family.

Student reflection on an episode of care	
Within your reflection, demonstrate how you have achieved learning	What did you do well?
outcomes 1 – 3 in the space provided	
Within your reflection, demonstrate how you have achieved learning outcomes 1 – 3 in the space provided Describe the episode of care and how you assessed, planned, delivered and evaluated patient care.	What would you have done differently?

Mentor feedback		
		sode of care, please assess and comment on the following:
	d, No = Not Achieved	(Refer to Grade Descriptors on Page 7)
Domain	Level	Comments
Professional values		
Acts in a manner that is attentive, kind, sensitive,		
compassionate and non-discriminatory, that values		
diversity and acts within professional boundaries.		
Communication and interpersonal		
skills		
Demonstrates safe and effective communication		
skills both orally and in writing.		
Numerica and decision making		
Nursing practice and decision making Demonstrates safe, basic, person-centred care		
within an appropriate timeframe.		
The service of the se		
Team working		
Acts in a way that values the roles and		
responsibilities in the team and interacts		
appropriately.		
If any of the Domains are 'Not Achieved	this will require a re	-assessment and the academic representative must be informed
Student's signature:		Date:
Montor's signature		Data
Mentor's signature:		Date:

An action plan is required when a student's performance causes concern

The mentor/supervisor must liaise with the academic representative and senior practice representative **Date for Review Placement Name** Date Criteria for Success / Support Available **Review Meeting Area of Concern** Note professional value or Essential Skill number if appropriate Date: Reviewer: **Comments:** Signed (Mentor)..... Date..... **Mentor's Name (please print)** Signed (Student) Date Signed (Academic Representative)..... Date.....

An action plan is required when a student's performance causes concern

The mentor/supervisor must liaise with the academic representative and senior practice representative **Date for Review Placement Name** Date Criteria for Success / Support Available **Review Meeting Area of Concern** Note professional value or Essential Skill number if appropriate Date: Reviewer: **Comments:** Signed (Mentor)..... Date..... **Mentor's Name (please print)** Signed (Student) Date Signed (Academic Representative)..... Date.....

An action plan is required when a student's performance causes concern
The mentor/supervisor must liaise with the academic representative and senior practice representative

Date	F	Placement Name	Date for Review		
Area of Concern Note professional value or Essential Skill number if appropriate	Criteria for S	Success / Support Available	Review Meeting		
			Date:		
			Reviewer:		
			Comments:		
Signed (Mentor)		Date	Mentor's Name (please print)		
Signed (Student)		Date			
Signed (Academic Representative)		Date			

An action plan is required when a student's performance causes concern

The mentor/supervisor must liaise with the academic representative and senior practice representative **Date for Review Placement Name** Date Criteria for Success / Support Available **Review Meeting Area of Concern** Note professional value or Essential Skill number if appropriate Date: Reviewer: **Comments:** Signed (Mentor)..... Date..... **Mentor's Name (please print)** Signed (Student) Date Signed (Academic Representative)..... Date.....

An action plan is required when a student's performance causes concern

The mentor/supervisor must liaise with the academic representative and senior practice representative **Date for Review Placement Name** Date Criteria for Success / Support Available **Review Meeting Area of Concern** Note professional value or Essential Skill number if appropriate Date: Reviewer: **Comments:** Signed (Mentor)..... Date..... **Mentor's Name (please print)** Signed (Student) Date

Signed (Academic Representative).....

Date.....

An action plan is required when a student's performance causes concern

The mentor/supervisor must liaise with the academic representative and senior practice representative

Date		acement Name	Date for Review
Area of Concern Note professional value or Essential Skill number if appropriate	Criteria for Su	uccess / Support Available	Review Meeting
			Date:
			Reviewer:
			Comments:
Signed (Mentor)		Date	Mentor's Name (please print)
Signed (Student)		Date	
Signed (Academic Representative)		Date	

Please start a new page per placement

To be completed as per your local University Requirements

PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified. All hours completed, alterations and totals should be initialled by Mentor/Supervisor

	Date	Placement	Total Hrs	Registrant Initials	Shift Type		Date	Placement	Total Hrs	Registrant Initials	Shift Type
		Ex	ample of h	ours confirmation	on	Sun	1/7/13	Pixie Ward	7.5	FF	Е
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			

Total hours complete	ed on this page Figures	Words									
Signed:	(Mentor)	Name (print):									
Verification by Men	tor: I have checked the hou	rs of experience recorded by the	student,								
Clinical Area: Date:											
Declaration by Stud account of the shifts		s recorded on this sheet are a true	e and accurate								
Signed:	(Student)	Date:									
It is expected that th	e student will work a range	of shifts to meet NMC Requirer	nents								
	Shift Codes										

D = Day Shift, N= Night Shift, S= Sickness, A = Absent

Please start a new page per placement

To be completed as per your local University Requirements

PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified. All hours completed, alterations and totals should be initialled by Mentor/Supervisor

	Date	Placement	Total Hrs	Registrant Initials	Shift Type		Date	Placement	Total Hrs	Registrant Initials	Shift Type
		Exa	ample of h	ours confirmation	on	Sun	1/7/13	Pixie Ward	7.5	FF	Е
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			

Signed:	(Mentor)	Name (print):								
Verification by M	Verification by Mentor: I have checked the hours of experience recorded by the student,									
Clinical Area:		Date:								
Declaration by Staccount of the shift		recorded on this sheet are a true and accurate								
Signed:	(Student)	Date:								
It is expected that	It is expected that the student will work a range of shifts to meet NMC Requirements									
	Shift Co	odes								
	D = Day Shift, N= Night Shift,	, S= Sickness, A = Absent								

Total hours completed on this page.... Figures

Words

Please start a new page per placement

To be completed as per your local University Requirements

PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified. All hours completed, alterations and totals should be initialled by Mentor/Supervisor

	Date	Placement	Total Hrs	Registrant Initials	Shift Type		Date	Placement	Total Hrs	Registrant Initials	Shift Type
		Ex	ample of h	ours confirmation	on	Sun	1/7/13	Pixie Ward	7.5	FF	Е
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			

Total hours completed on the	is page Figu	res Wo	ords
Signed:	(Mentor)	Name (print):	
Verification by Mentor: Ih	ave checked the h	nours of experience reco	rded by the student,
Clinical Area:		Date:	
Declaration by Student: I decount of the shifts I have v		ours recorded on this she	eet are a true and accurate
Signed:	(Student)	Date:	
It is expected that the stude		nge of shifts to meet NN	IC Requirements

D = Day Shift, N= Night Shift, S= Sickness, A = Absent

Please start a new page per placement

To be completed as per your local University Requirements

PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified. All hours completed, alterations and totals should be initialled by Mentor/Supervisor

	Date	Placement	Total Hrs	Registrant Initials	Shift Type		Date	Placement	Total Hrs	Registrant Initials	Shift Type
		Exa	ample of h	ours confirmation	on	Sun	1/7/13	Pixie Ward	7.5	FF	Е
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			

Total hours complete	ed on this page Figur	es Words								
Signed:	(Mentor)	Name (print):								
Verification by Ment	tor: I have checked the ho	ours of experience recorded by the student,								
Clinical Area: Date:										
Declaration by Stud account of the shifts I		urs recorded on this sheet are a true and accurate								
Signed:	(Student)	Date:								
It is expected that th	It is expected that the student will work a range of shifts to meet NMC Requirements									
	Shi	ft Codes								
	D = Day Shift, N= Night S	Shift, S= Sickness, A = Absent								

Please start a new page per placement

To be completed as per your local University Requirements

PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified. All hours completed, alterations and totals should be initialled by Mentor/Supervisor

	Date	Placement	Total Hrs	Registrant Initials	Shift Type		Date	Placement	Total Hrs	Registrant Initials	Shift Type
		Ex	ample of h	ours confirmation	on	Sun	1/7/13	Pixie Ward	7.5	FF	Е
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			

Total hours complete	ed on this page Figures	Words	
Signed:	(Mentor)	Name (print):	
Verification by Men	tor: I have checked the hou	rs of experience recorded by the	student,
Clinical Area:		Date:	
Declaration by Stud account of the shifts		s recorded on this sheet are a tru	e and accurate
Signed:	(Student)	Date:	
It is expected that th	e student will work a range	of shifts to meet NMC Require	ments
	Shift	Codes	

D = Day Shift, N= Night Shift, S= Sickness, A = Absent

Please start a new page per placement

To be completed as per your local University Requirements

PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified. All hours completed, alterations and totals should be initialled by Mentor/Supervisor

	Date	Placement	Total Hrs	Registrant Initials	Shift Type		Date	Placement	Total Hrs	Registrant Initials	Shift Type
		Exa	ample of h	ours confirmation	on	Sun	1/7/13	Pixie Ward	7.5	FF	Е
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
		Weekly Total =						Weekly Total =			

D = Day Shift, N= Night Shift, S= Sickness, A = Absent						
It is expected that the student will work a range of shifts to meet NMC Requirements Shift Codes						
Signed:	(Student)	Date:				
Declaration by Stud account of the shifts I		rs recorded on this sheet are a true and acc	curate			
Clinical Area: Date:						
Verification by Ment	or: I have checked the ho	urs of experience recorded by the student,				
Signed:	(Mentor)	Name (print):				
Total hours complete	ed on this page Figure	s Words				

Placement Number:

Placement Provider: (e.g. Trust)				
Name of Practice Area:				
Type of Experience: (e.g. Community/Ward based)				
Practice Placement Telephone:				
Placement Contact Email:				
Start Date End Date	No. of Hours			
Mentor/Co-Mentor/Supervisor Details:				
Name:	Designation:			
Name:	Designation:			
Other Practice Staff/Key Contacts:				
Name:	Designation:			
Academia Contact Detaile:				
Academic Contact Details: (e.g. Link Lecturer)				
Name:	Designation:			
Name:	Designation:			
I have seen and discussed the purpose	of the student's Ongoing Achievement Record			
Mentor's signature:	Date:			

Placement Number:

Placement Provider: (e.g. Trust)						
Name of Practice Area:						
Type of Experience: (e.g. Community/Ward based)						
Practice Placement Telephone:						
Placement Contact Email:						
Start Date End Date	No. of Hours					
Mentor/Co-Mentor/Supervisor Details:						
Name:	Designation:					
Name:	Designation:					
Other Practice Staff/Key Contacts:						
Name:	Designation:					
Academie Contest Detaile:						
Academic Contact Details: (e.g. Link Lecturer)						
Name:	Designation:					
Name:	Designation:					
I have seen and discussed the purpose	of the student's Ongoing Achievement Record					
Mentor's signature:	Date:					

Placement Number:

Placement Provider: (e.g. Trust)					
Name of Practice Area:					
Type of Experience: (e.g. Community/Ward based)					
Practice Placement Telephone:					
Placement Contact Email:					
Start Date End Date	No. of Hours				
Mentor/Co-Mentor/Supervisor Details:					
Name:	Designation:				
Name:	Designation:				
Other Practice Staff/Key Contacts:					
Name:	Designation:				
Academic Contact Details: (e.g. Link Lecturer)					
Name:	Designation:				
Name:	Designation:				
	of the atudantia Onnaina Ashi				
i nave seen and discussed the purpose	of the student's Ongoing Achievement Record				
Mentor's signature:	Date:				

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

Date/time	Signature/ Designation	Comments	Ų.

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

Date/time	Signature/ Designation	Comments	Ų.

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

Date/time	Signature/ Designation	Comments
	Designation	
	1	

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

Date/time	Signature/ Designation	Comments	Ų.

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

Date/time Signature/		Comments		
= 0.10,	Designation	ges referring to Inter-professional Working, as above. Comments		
	.			

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

Date/time	Signature/ Designation	Comments
	Designation	
	1	

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

Date/time	Signature/ Designation	Comments
	Designation	
	l	

This can be completed by any individual involved in the student learning e.g. the mentor, staff (other than the mentor), practice educator, link lecturer or personal tutor. This is in addition to the pages referring to Inter-professional Working, as above.

addition to the pages referring to Inter-professional Working, as above. Date/time Signature/ Designation Comments		
2410,11110	Designation	
	J	

This PAD document has been developed by the Pan London Steering Group in collaboration with practice partners, mentors, academic staff, students and service users across the London Region.

Membership of the Pan London Practice Assessment Document Steering Group

- Zoe Scullard, Principal Lecturer, Practice Learning, Buckinghamshire New University (Chair)
- Joady Mitchell, Principal Lecturer Practice Learning & Clinical Skills Teaching, London South Bank University (Vice Chair) (Child Lead & NMC Liaison)
- Kath Sharples, Senior Lecturer Adult Nursing and Practice Innovation, Faculty of Health, Social Care Sciences and Education, Kingston University and St George's, University of London (Mentor Handbook)
- Kathy Wilson, Head of Practice Based Learning, Middlesex University (Adult Lead)
- Angela Parry, Director of Clinical Education, Florence Nightingale School of Nursing & Midwifery, King's College London (Adult Lead)
- Michelle Ellis Senior Lecturer & Practice Lead, Child Health, City University London (Child Lead)
- Mark Jones, Senior Lecturer & Head of Practice Education. School of Health Sciences, City University London
- Nicki Fowler Programme Leader/Professional Lead, Learning Disabilities, University of Greenwich (Mental Health Lead)
- Matt Snowden, Director of Contracts, College of Nursing, Midwifery and Healthcare, University of West London (Pan London Implementation Plan)
- Alan Randle, Associate Dean (AQA-Practice Enhancement), University of Hertfordshire (Learning Disability Lead)
- Mark Statham, Head of Pre-Registration and CPPD, London LETB Shared Service.
- David Marston, Senior Commissioning Manager Non-Medical Commissioning & Quality Management, London LETB Shared Services
- Chris Caldwell, Dean of Healthcare Professions, Health Education North Central and East London (Representing London LETBs)
- Louise Morton, Head of Nursing and Non-Medical Clinical Education & Acting Assistant Chief Nurse, Great Ormond Street Hospital for Children NHS Foundation Trust, London (Representing the London Directors' of Nursing)
- Sue West, Academic Dean, Faculty of Society & Health, Buckinghamshire New University (Representing The Council of Deans)
- Jane Fish, PLPAD Project Manager
- Josee Soobadoo, PLPAD Project Team Associate
- Ian Grant-Rowan PLPAD Project Administrator

The development of this document was funded by Health Education North Central and East London, Health Education North West London and Health Education South London.

© PLPLG 2014 All rights reserved. No part of this work may be photocopied, recorded or otherwise reproduced without the prior permission of the Pan London Practice Learning Group.







Health Education
North West London

Health Education
North Central and East London

Health Education South London