

# Practice Based Learning **HANDBOOK** | Return to Practice 2022



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## **Disclaimer**

The contents of this handbook are correct at the time of going to press. There can be a lengthy period of time between publishing this student handbook and commencement of the programme so please refer to [Learning Central](#) for the most up to date information. Where there is a difference between the contents of this student handbook and the information on Learning Central, the contents on Learning Central take precedence and represent the basis on which we intend to deliver our services to you.

Though every effort has been made to ensure that the content of this handbook is accurate, due to the nature of healthcare education, it may be necessary to implement some changes to the content and delivery of your programme in response to student driven enhancement activity and the need to remain responsive to developments in health and social care and in the professional context. Specifically, the nature of the coronavirus (COVID-19) pandemic means that information and arrangements in relation to your studies outlined within this document may need to be revised to adhere to changing government guidelines in the UK, Wales or in the Higher Education sector. Any necessary changes will be communicated to you via the School and/or your Programme Manager.

Please contact the Programme Administration Manager if you require this handbook in an alternative format: Jennie Ross ([rossj@cardiff.ac.uk](mailto:rossj@cardiff.ac.uk))

## Contents

Introduction to Practice Based Learning .....	5
Section 1: Prior to commencing Placement .....	5
1.1    Disclosure and barring service and occupational health .....	5
1.2    Mandatory training .....	5
1.3    Third party disclosure of your personal information .....	5
Section 2: Learning in practice placements.....	6
2.1 Where are practice placements located .....	6
Section 3: Confidentiality .....	9
Section 4: Travelling to your practice placements .....	9
4.1 Using public transport and planning your journey .....	9
4.2 Use of personal vehicles.....	10
4.3 Use of personal vehicles for transporting patients .....	10
4.4. Accommodation .....	10
4.5 Placement travel / accommodation expense claims .....	10
Section 5: Notification of practice placements .....	11
5.1 Where and when can I find the details of my placements?.....	11
5.2 Requesting a Change of placement.....	11
5.3 When do I contact my placement? .....	11
5.4 Cancellation of placement .....	11
5.5 Can I arrange my own placement? .....	11
5.6 Bilingual / Welsh Language Placement Opportunities .....	11
5.7 Further information about my placement.....	11
Section 6: Uniform / dress code.....	11
6.1 What do I wear on placement or in clinical skills labs?.....	12
6.2 How many uniforms will I be issued?.....	12
6.3 How should I launder my uniform?.....	12
6.4 What do I do if my uniform becomes too small / large, is in a state of disrepair or I become pregnant? .....	12
Section 7: Whilst on placement .....	12
7.1 Shift hours / patterns on placement? .....	12
7.2 Will the placement arrange my shifts around my part-time job? .....	12
7.3 Night duty.....	13
7.4 Bank holidays .....	13
7.5 Annual leave .....	13
7.6 Supernumerary status.....	13
7.7 Lone working .....	13
7.8 Interpreting for service user/carers if I can speak their language? .....	13
7.9 Library and IT Services.....	13
Section 8: Recording placement hours .....	14
8.1 Sickness / absence on placement .....	14

8.2 Unauthorised absence .....	14
8.3 Authorised absence.....	14
8.4 Personal appointments .....	14
8.5 Making up placement hours .....	14
8.6 Maximum working hours in practice .....	14
8.7 Pregnancy.....	14
8.8 Paternity leave (For partners to the mother this includes same sex couples) .....	15
Section 9: Infection control.....	15
Section 10: Jury service .....	15
Section 11: Professional Behaviour.....	15
11.1 Social Networking Sites .....	15
11.2 Professional Relationships .....	16
11.3 Mobile Phones .....	16
11.4 Smoking while wearing uniform / on duty.....	16
11.5 Chewing gum.....	16
Section 12: Raising and escalating concerns.....	16
Section 13: Student Disability and Placements.....	17
13.1 Equality, diversity and inclusion.....	17
Section 14: Support in practice .....	17
14.1 Practice Supervisors .....	17
14.2 Practice Assessors .....	17
14.3 Role of the Academic Assessor .....	18
14.4 Link Lecturers .....	18
14.5 Role of the Practice Facilitator.....	18
Section 15: Evaluation of placements.....	18
Section 16: Academic Placement Lead and Placement Support Team.....	19

# **Introduction to Practice Based Learning**

Return to Programme students will need to undertake a minimum amount of 300 clinical which will be assessed by an e-PAD.

## **Section 1: Prior to commencing Placement**

### **1.1 Disclosure and barring service and occupational health**

In accordance with principles of the Nursing Midwifery Council (NMC) you must declare any changes to good health, good character and fitness to practise status **annually during the enrolment process or at any stage during your course when changes in status occur.**

Please be aware that if you fail to disclose any changes to your good health, good character or fitness to practise or study and subsequently the University or placement provider become aware of this you may be withdrawn from placement and or your programme immediately without prejudice, pending an investigation.

#### **Good health and good character - what do we mean?**

Good health is necessary to undertake practice as a nurse. As a qualified nurse good health means that you must be capable of safe and effective practice without supervision and are able to make good quality decisions about peoples' care. It does not mean the absence of any disability or health condition.

Good character is important and is central to the [NMC Code \(2018\)](#) in that nurses must be honest and trustworthy. Your good character is based on your conduct, behaviour and attitude. It also takes account of any convictions, cautions and pending charges that are likely to be incompatible with professional registration. Your character must be sufficiently good for you to be capable of safe and effective practice without supervision.

#### **Please take time to read the following guidance on health and character**

<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/guidance-on-health-and-character-august-2020.pdf>

### **1.2 Mandatory training**

Prior to commencing placement, you must undertake the mandatory training sessions as detailed in your student portfolio/ePAD. These sessions are delivered through a variety of formats including lectures, practical sessions in the clinical skills labs and eLearning packages with annual/biannual updates required.

**You will also have to complete and pass mandatory Core Skills eLearning packages before you go on to your first placement experience.** Some of the Core Skills e learning packages are repeated on an annual basis. This evidence is held within your portfolio/ePAD and signed off by your Academic Assessor.

In addition, RTP students undertaking Mental Health pathway will have to partake face to face Violence and Aggression Training.

### **1.3 Third party disclosure of your personal information**

We will share some personal contact information with placement providers. This information is used to inform allocation of some placements or to contact you with details of induction sessions or additional learning opportunities. Please note placement providers are bound by the General Data Protection Regulation (May 2018) and will only use your information for the purposes outlined above.

## **Section 2: Learning in practice placements**

The School works in partnership with placement providers to ensure all placement learning experiences (PLO/PLE) allocated to you are based on the type of learning experience required and the capacity of clinical placements and Supervisors/Practice Assessors.

You will gain experience in placements that reflect the ever-changing needs of health care service and delivery in a 24/7 environment. These experiences will enable you to become an adaptable and resilient practitioner, supporting the needs of healthcare in Wales in a variety of roles and settings. You will be allocated a range of placements which may include; NHS Acute settings (Hospitals), NHS Community settings (Health Centres, Community Hospitals, Community Teams), and in private, voluntary or independent organisations (Hospitals, Hospices and Nursing Homes).

All Wales Clinical audit will indicate suitability for RTP students. In contrast to BN, RTP students are able to undertake hub placements in a select number of GP practices.

### **2.1 Where are practice placements located**

Your practice placements are located in community and hospital settings throughout rural and urban South East Wales.

Do expect your clinical placement to be at any of the hospitals located within the Health Boards, Independent areas and across the related community areas – consider carefully your travel arrangements, including finance and childcare support.

The grouping of placements varies according to which field/programme of nursing (Adult, Child or Mental Health) you are specialising in. The tables below show examples of placement locations where you may be allocated.

For further information about both NHS Health Boards, you can always explore their web sites:

[Cardiff and Vale University Health Board](#)

[Aneurin Bevan University Health Board](#)

[Velindre University NHS Trust](#)

You may be allocated placements **at any of the hospitals in these Health Boards** to ensure you experience a wide range of service users and specialisms within different demographics.

You will also be allocated to community placements **at any of the community bases across both Health Boards**, which are located across a large geographical region.

<b>Adult Field</b>	
<b>NHS University Health Boards</b>	<b>Associated Hospitals</b>
Aneurin Bevan University Health Board	Chepstow Community Hospital Monnow Vale Health & Social Care Centre Nevill Hall Hospital Rhymney Integrated Health & Social Care Centre Royal Gwent Hospital St Woolos Hospital The Grange University Hospital Ysbyty Aneurin Bevan Ysbyty Ystrad Fawr County Hospital, Pontypool
Cardiff & Vale University Health Board	Rookwood Hospital St Davids Hospital Barry Hospital University Hospital Llandough University Hospital of Wales HM Prison Cardiff
Velindre University NHS Trust	Velindre Hospital
<b>Adult Field</b>	
<b>Non NHS Provider</b>	<b>Associated Hospitals</b>
Nuffield Health Spire St Joseph's Hospital City Hospice Marie Curie Hospice Public Health Wales St Davids Foundation Tenovus Public Health Wales Claremont Care Home Thomas Gabrielle Care Home Ty Gwyn Care Home Waverley Care Centre	Cardiff & Vale Hospital Spire Cardiff Hospital St Joseph's Hospital Newport
<b>Child Field</b>	
<b>NHS University Health Boards</b>	<b>Associated Hospitals</b>
Aneurin Bevan University Health Board	Royal Gwent Hospital The Grange University Hospital

Cardiff & Vale University Health Board	Noah's Ark Children's Hospital for Wales (CHfW) University Hospital of Wales
<b>Child Field</b>	
<b>Non NHS Provider</b>	<b>Associated Hospitals</b>
Welsh Children's Hospice	Ty Hafan
<b>Mental Health Field</b>	
<b>NHS University Health Boards</b>	<b>Associated Hospitals</b>
Aneurin Bevan University Health Board	Chepstow Community Hospital County Hospital Maindiff Court Hospital Nevill Hall Hospital Rhymney Integrated Health & Social Care Centre Royal Gwent Hospital St Cadocs Hospital St Woolos Hospital The Grange University Hospital Ysbyty Aneurin Bevan Ysbyty'r Tri Chwm Ysbyty Ystrad Fawr
Cardiff & Vale University Health Board	Barry Hospital Cardiff Royal Infirmary Hafan Y Coed, Llandough Hospital St Davids Hospital University Hospital Llandough University Hospital of Wales
Swansea Bay University Health Board	Caswell Clinic
<b>Mental Health</b>	
<b>Non NHS Provider</b>	<b>Associated Hospitals</b>
The Priory Group Ludlow Street Healthcare Ludlow Street Healthcare Elysium	Llanarth Court Hospital Heatherwood Court St Peters Hospital Aderyn Hospital

You may live within close proximity to one of the hospitals – **you will be allocated placements at any of the hospitals in both Health Boards** to ensure you are exposed to a wide range of service users and specialisms within different demographics.

**Please note you may be required to go to a practice placement within a different Health Board than originally published to enable you to meet your learning outcomes.**

## **Section 3: Confidentiality**

You should respect a person's right to confidentiality at all times in accordance with [The Code \(NMC 2018\)](#). You should not disclose information to anyone who is not entitled to it and particularly outside of the placement area in public places, travelling on buses/trains, in your own home or on social networking sites.

You should follow the guidelines on confidentiality, your course/module handbooks and policy of the placement provider. This includes anonymising any information in your coursework or assessments that may otherwise directly or indirectly identify people, staff, relatives, carers or placement providers.

You should also think carefully about what personal information you disclose to patients/clients, or carers/relatives about yourself.

## **Section 4: Travelling to your practice placements**

Due to the geographic spread of our practice placement providers, it is inevitable that some students will need to travel longer distances to reach their placement than others. Unless a student can provide evidence of exceptional or a sudden change in circumstances, our expectation is that all students will attend the practice placement they have been allocated.

We recognise that some students choose to study at Cardiff University irrespective of where they live and the additional travelling time that this incurs. **Please note that the School of Healthcare Sciences can only place Nursing students within Cardiff & Vale and Aneurin Bevan University Health Boards. Adjacent Health Boards and placements are utilised by other Higher Education Institutions. This may mean that students who choose to live outside of the South East Wales region will experience longer travelling times.**

### **4.1 Using public transport and planning your journey**

All students will have to use various modes of transport (i.e. a combination of walking, buses and/or trains) to get to practice placement. Accommodation may be available where a daily commute is not feasible.

Please see the [HCARE Learning in Practice module](#) on Learning Central for more details.

Websites which will help you plan your journey via car or public transport:

[Traveline Cymru](#)

[Google maps](#)

[AA route planner](#)

There may be other students who are on placement with you or near you and you may be able to share transport. If you choose to do this please insure this is in line with your car insurance policy. You will need business insurance.

#### **4.2 Use of personal vehicles**

In addition, if students intend to use their own motor vehicle, they will need to have completed the '*Request to Claim Motor Vehicle Rates on Placement*' form available on the [HCARE Learning in Practice module](#) on Learning Central. It is the student's responsibility to obtain confirmation from their insurers that they have adequate cover for all risks associated with the use of the motor vehicle whilst travelling to and from placement (for example, 'Business' insurance). This should also cover carrying passengers if the student will be taking other students with them. Students travelling by private motor vehicle should be aware that they do so at their own risk. The provision for reimbursement of the costs of travel by private motor vehicle do not constitute any acceptance of liability by the university, NWSSP or any other NHS body for the risks arising from the use of the private motor vehicle concerned.

Additional mileage/travel costs may be claimed if a student must travel to other placement sites, and/or to service users' home addresses (if the student is not given free transport). Any community mileage incurred must still exceed the cost of the student's daily mileage to and from their normal place of study. Community mileage on its own will not be reimbursed if it is not in excess.

#### **4.3 Use of personal vehicles for transporting patients**

You must NOT use your own car to transport patients under ANY circumstances.

#### **4.4. Accommodation**

The above guidance on temporary placement accommodation outlines that the School will approve a request by a student if their allocated placement is outside the county of Cardiff, and one or more of the following are satisfied:

- The student does not have access to a car for which business insurance is held, and would have to travel on one or more public transport vehicles with a journey time in excess of an hour
- The student does not have access to a car and there are no public transport links close to the location
- The student does have access to a car, but the travel time to the placement would be in excess of one hour as determined by the cheapest / quickest route using a recognised route planner. One hour is the current average commute to work in the UK (ONS 2016).

AND/OR

- The student's ISAN identifies that temporary (placement) accommodation is required.

A completed temporary placement request form should be submitted by the student to [HCAREPlacementaccom@cardiff.ac.uk](mailto:HCAREPlacementaccom@cardiff.ac.uk) within 72 hours of being notified of the placement allocation. This is to enable appropriate accommodation to be sourced.

#### **4.5 Placement travel / accommodation expense claims**

Full guidance regarding placement expense guidance can be found on the [HCARE Learning in Practice module](#) on Learning Central.

Claims must be submitted no later than three months of the last date of each individual placement, however, we would encourage students to submit claims at regular intervals, such as fortnightly or monthly, or in line with your placement timesheet submission date(s).

## **Section 5: Notification of practice placements**

Placements are arranged in collaboration with our practice placement providers. Students are normally notified a minimum of 4 weeks before the commencement of placement. Please note that notification may be delayed, or changes made to practice placements, at very short notice for many reasons, i.e. changes in service/care provision or other factors, which are beyond the control of the School.

### **5.1 Where and when can I find the details of my placements?**

Placement details will be released once mandatory training, DBS completion and Occupational Health clearance has been confirmed by Programme and Placement Lead.

### **5.2 Requesting a Change of placement**

Change of placement requests would be at the discretion of the Programme Lead after collaboration with the UHB PEF leads and/or supported by Occupational Health Department.

### **5.3 When do I contact my placement?**

You may contact placement areas as soon as you are made aware of where you will be going.

### **5.4 Cancellation of placement**

Due to the nature of continuous changes in clinical practice, even confirmed placements can be cancelled. You should be prepared for this situation to occur, try not worry or become anxious. The placement team, academic placement leads, and our placement partners will be working to secure you a placement.

### **5.5 Can I arrange my own placement?**

Due to the Programme specific learning requirements, some areas may not be suitable and this will be discussed at the recruitment stage. However, individual spoke visits may be facilitated.

### **5.6 Bilingual / Welsh Language Placement Opportunities**

As Wales is a bilingual country, we have some clinical staff who are happy to support students through the medium of Welsh. Where possible, and placement areas have capacity, we can place Welsh speaking students with Welsh speaking staff if they request this.

### **5.7 Further information about my placement**

It would be useful for you to familiarise themselves with the RTP e-PAD resources prior to going on placement. .

## **Section 6: Uniform / dress code**

The principles and expectations stated within the [All Wales NHS Dress code](#) must be adhered to. There may be placement areas where the All Wales uniform would not be suitable, in these circumstances you will be expected to follow the dress code policy that applies to the placement area / health board. Where students are not obliged to wear the All Wales uniform you are required to present a smart and professional image.

## **6.1 What do I wear on placement or in clinical skills labs?**

You will be expected to wear the All Wales uniform unless advised otherwise by the placement area or clinical skills lab team.

If you are considered inappropriately dressed, you may be sent off-duty and be reported absent. Any such absences will need to be made up. If inappropriate dress or any other failures of the principles set out within the All Wales NHS Dress code is a persistent problem, the Programme Manager will be informed, and you may be referred to a Fitness for Practise panel.

## **6.2 How many uniforms will I be issued?**

You will receive 3 scrub tops, 3 trousers and a fleece.

## **6.3 How should I launder my uniform?**

You should follow the guidance as detailed in the [Department of Health publication Uniforms & workwear: Guidance on uniform and workwear policies for NHS employers](#).

## **6.4 What do I do if my uniform becomes too small / large, is in a state of disrepair or I become pregnant?**

If you require an alternative sized uniform during your course, you will be expected to purchase replacement uniforms. Some pre-worn uniforms may be available for you to exchange, which will incur no charge. In the unlikely event your uniform is in a state of disrepair you will be expected to purchase replacement uniforms, you will not be able to exchange your uniform for any pre-worn uniform.

In the event that new uniform is ordered this will be co-ordinated by the programme support team.

If you become pregnant then you should contact the Programme Support team who will arrange for you to have replacement uniforms that may be pre-worn.

All queries regarding uniform should be directed to [HCARENursingProgrammeSupport@Cardiff.ac.uk](mailto:HCARENursingProgrammeSupport@Cardiff.ac.uk).

# **Section 7: Whilst on placement**

## **7.1 Shift hours / patterns on placement?**

Your learning in practice must be supported by a qualified Supervisor and will be assessed by your Practice Assessor. Your shifts will be allocated by your Supervisor and Practice Assessor or ward /unit manager; you cannot choose your shift pattern. Reasonable requests should be negotiated and agreed between the student and Supervisor and Practice Assessor. A normal working week is 37.5 hours and students will be expected to undertake all shifts of the duty rota, including early, late, night and weekend shifts. Dependent upon the type of service, practice placements will cover 7 days per week, 24 hours per day that should provide a variety of learning opportunities and extensive experience of health care across the care spectrum.

## **7.2 Will the placement arrange my shifts around my part-time job?**

Though the requirements are plentiful for this short Programme, there is flexibility in the RTP Programme that may allow for this.

### **7.3 Night duty**

You will be expected to work night duty shifts to fulfil the NMC requirement of experiencing 24 hour/7 day health & social care during your practice hours. This will be monitored by your Academic Assessor and programme managers.

### **7.4 Bank holidays**

The University will close on all bank holidays. If your placement is open during a bank holiday your shift pattern may require you to attend. If your placement is closed during a bank holiday, you must ensure you complete the required hours for that placement week.

### **7.5 Annual leave**

You are **not** able to arrange annual leave outside of the weeks indicated on the three-year programme plan. Annual leave **cannot** be arranged during theory or placement weeks and you must adhere to the designated times allocated for annual leave within your programme plan.

### **7.6 Supernumerary status**

Supernumerary status means that you are in addition to the established team numbers in the practice area to facilitate learning. This does not mean however, that students are purely observers. Your daily learning needs and activities should be negotiated and agreed with your Supervisor/Practice Assessor. You must participate in a range of clinical activities, which includes basic nursing care, under direct or indirect supervision of your Supervisor in order to develop your skills/competencies and achieve your learning outcomes.

### **7.7 Lone working**

Nursing students are not permitted to visit service users alone as part of community placements. All students attending community visits are to be supervised by the designated Supervisor/Practice Assessor this may also include joint visits with unregistered staff where this can be justified as a relevant learning opportunity. Please see the Lone Working Policy available on the [HCARE Learning in Practice module](#) on Learning Central for further information.

### **7.8 Interpreting for service user/carers if I can speak their language?**

Only formal interpreting services should be used.

### **7.9 Library and IT Services**

Details of library and IT services whilst you are on placement are available via the [intranet](#)

## **Section 8: Recording placement hours**

### **8.1 Sickness / absence on placement**

If you are sick/absent you must contact the placement (**before** the shift commences) on the first day and inform the School as soon as possible by emailing [HCARENursingProgrammeSupport@cardiff.ac.uk](mailto:HCARENursingProgrammeSupport@cardiff.ac.uk)

Please include the information below when e-mailing:

First Name  
Student number  
Intake (cohort)  
Programme of study  
Reason for Sickness/Absence  
Personal Tutor/Academic Assessor

Up to one week, you will need to complete the self-certificate (SAN) form and email it to  
[HCARENursingProgrammeSupport@cardiff.ac.uk](mailto:HCARENursingProgrammeSupport@cardiff.ac.uk)

Further information regarding what to do if you are sick or absent can be found on page 9 of the [School of Healthcare Sciences Student Handbook](#) and in the [Academic Regulations](#).

### **8.2 Unauthorised absence**

This is failure to report for duty when on placement, that has **not** previously been negotiated/authorised, and is not sick leave. This demonstrates unprofessional behaviour that reflects negatively on you in terms of professional accountability, ability to communicate, show respect for others and meet professional standards. It could result in failure to meet programme requirements and/or referral to a fitness to practise panel.

### **8.3 Authorised absence**

This is absence which has been authorised by the programme manager, examples include compassionate leave for a bereavement or carers leave. Whilst on placement you will be required to show evidence of your authorised leave to your Practice Supervisor.

### **8.4 Personal appointments**

You will be expected to arrange personal appointments during your off-duty hours. Any time missed will be added to the overall make up time.

### **8.5 Making up placement hours**

RTP students need to meet 300 hours of clinical practice.

### **8.6 Maximum working hours in practice**

Drawing on EU guidance you should not spend more than 48 hours in a week on placement learning. We recommend you do not exceed 37.5 hours per week on placement learning enabling you to gain the most from your learning experience.

### **8.7 Pregnancy**

You must inform your Practice assessor/ ward / unit/ manager and personal tutor so that a risk assessment can be undertaken as per local policy.

The risk assessment is essential to assess any potential risks in relation to your pregnancy – failure to declare that you are pregnant could put you at risk.

### **8.8 Paternity leave (For partners to the mother this includes same sex couples)**

You are entitled to take up to two weeks paternity leave, however this will be added to any authorised/unauthorised leave you have taken during the programme, you will be required to make up this time.

## **Section 9: Infection control**

Please do not attend placement if you are unwell. It is important that you adhere to the NHS/University/ Health Board / Placement provider policies in relation to diarrhoea and vomiting. These illnesses have the potential to spread very quickly amongst ill / compromised patients and can result in fatalities and many beds blocked/closed. Check with your NHS Health Board / placement partner Infection Control and follow their advice. This will usually be ‘stay away home until you have been symptom free for at least 48 hours. Please follow the sickness absence process as detailed in section 7.2 then stay at home until symptoms of these infections have ceased for at least 48 hours.

## **Section 10: Jury service**

Students on placement are not exempt from Jury Service. You can return your form back to the courts and ask for a deferment, however before doing this please speak to your personal tutor who can provide a formal supporting letter explaining the course requirements to enhance your request for a deferment.

Please note that if a deferment is not granted by the court you will be expected to do the Jury Service. We will work with you to manage for this disruption to your programme.

## **Section 11: Professional Behaviour**

You are an advocate of Cardiff University and your chosen profession. You should always therefore uphold the reputation of your profession. You should display a personal commitment to the standards of practice and behaviour set out in The Code (NMC 2018). You should be a model of integrity and leadership for others to aspire to. This should lead to trust and confidence in the profession from patients, people receiving care, other healthcare professionals and the public.

You are required to uphold the principles of your profession in your personal life as well as your student life. Failure to do uphold the principles of your profession may affect your fitness to practise and ability to complete your programme.

### **11.1 Social Networking Sites**

Used properly, social networking sites such as Facebook are a great way to find old friends, join interest groups and share information. However, you should remember that anything posted on a social networking site is in the public domain.

The Code (NMC 2018) states:

**20.10** *'use all forms of spoken, written and digital communication (including social media and networking sites) responsibly, respecting the right to privacy of others at all times.'*

You are strongly advised to adhere to the [NMC advice re using social networking sites](#).

What may be considered to be letting off steam about a situation at work can potentially be read by someone who may take offence at the content of a posting and could result in a formal complaint against you and a fitness to practice referral made.

Social media is a constant in many of our lives and is an important communication tool that many of us use. Indeed, many employers are now also using social media channels to screen candidates, so it is important that your “digital footprint” presents a positive image of you and that you are aware of the positive and possible negative impacts social media can have on your life.

Take a look at our [#Social 7 campaign](#) to learn more about how to avoid the pitfalls and make good use of social media.

### **11.2 Professional Relationships**

You should always maintain clear professional boundaries in the relationships you have with others. Therefore, you should never arrange to meet patients/clients, their family members or carers socially, either during or after the placement. You should not accept any gifts, favours or hospitality that might be interpreted as an attempt to gain preferential treatment.

### **11.3 Mobile Phones**

Respect the practice environment, practitioners you are working with, and ultimately clients in your care, by NOT texting, making phone calls or using any of the facilities available on your phone in the presence of patients/clients or their families.

Good practice would be to switch off your mobile phone as you arrive in practice settings to avoid temptation.

You should always adhere to Health Board or placement provider policies regarding personal mobile phone use. Never take photographs of patient / client situations.

### **11.4 Smoking while wearing uniform / on duty**

Please refrain from smoking or using electronic cigarettes when wearing uniform whilst on duty.

### **11.5 Chewing gum**

Please refrain from chewing gum whilst on duty – this does not create a good impression.

## **Section 12: Raising and escalating concerns**

You have a professional duty to report any concerns that put the safety of the people in your care or the public at risk. Speaking up on behalf of people in your care and clients is an everyday part of your role, and just as raising genuine concerns represents good practice, ‘doing nothing’ and failing to report concerns is unacceptable.

The NMC web site has useful resources, including Guidance for raising and escalating concerns (2019) to support your decision-making about whether you should raise or escalate concerns:

<http://www.nmc-uk.org/Nurses-and-midwives/Raising-and-escalating-concerns/>

Health Inspectorate Wales (HIW) has also published useful guidance:

<http://hiw.org.uk/docs/hiw/guidance/160613whistleblowingleafleten.pdf>

The school has developed a clear procedure and an incident report that you should complete when raising your concerns:

The school has developed a clear procedure and an incident report that you should complete when raising your concerns. This is available on the [HCARE Learning in Practice module](#) on Learning Central.

## Section 13: Student Disability and Placements

The [Student Disability Service](#) offers a wide range of support services for students including assessment and support for specific learning difficulties such as dyslexia and support with reasonable adjustments for placements.

If you have a disability, which may affect your placement, please discuss your concerns with your Personal Tutor. You should also contact the [Student Disability Service](#) for advice and you may require an Occupational health referral.

### 13.1 Equality, diversity and inclusion

We are committed to supporting, developing and promoting equality and diversity in all our practices and activities and to allowing all members of our University community to exist in an inclusive learning, working and living environment where they are treated with dignity and respect. This has direct relevance to your learning on placement.

We are committed to advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

Our [strategic equality plan](#) aims to promote equality and achieve equality improvements across Cardiff University as required under the Equality Act 2010. It applies to all areas of your academic and social life at Cardiff University. If you feel that you are being discriminated against, bullied or harassed by other students or the University, we urge you to seek advice. You may find guidance on the [student intranet](#) useful.

## Section 14: Support in practice

There are a variety of support mechanisms available to you when you are on placement. If you have any concerns whilst on placement, you should discuss these with your Supervisor/Practice Assessor. If you are not able to discuss concerns with your Supervisor/Practice Assessor, you can also contact your Academic Assessor or the Link Lecturer.

### 14.1 Practice Supervisors

Will be any registrant (health or social care) who has been provided with training to be a supervisor. These supervisors will support, teach and supervise students in their practice setting. Students can have more than one practice supervisors, with all Practice Supervisors who have supported the student providing feedback to the Practice Assessor on the student's professional conduct and competence. The designated practice supervisor will also complete parts of the portfolio documentation

### 14.2 Practice Assessors

Students will have a nominated practice assessor for each part of the programme (i.e. each practice learning opportunity). The practice assessor is accountable in confirming a student's competence and professional conduct. In order to confirm this, they will review the student's portfolio, directly observe the student's practice, receive feedback from practice supervisors, service users and carers and discuss self-reflections with the student. Practice Assessors will also collaborate with Academic Assessors following each practice learning opportunity and at scheduled points within each practice learning opportunity to discuss the student's progress.

### **14.3 Role of the Academic Assessor**

The Academic Assessor will be allocated to students for each part of their programme (i.e. one academic year). The Academic Assessor will collate and confirm the student's achievement of practice learning outcomes and academic programme outcomes for each part of the programme. This will include the marking of the portfolio module submission for each academic year which is currently marked by the personal tutor.

The Academic Assessor cannot complete this for successive years for a student but can be the Academic Assessor more than once for each student.

### **14.4 Link Lecturers**

Each placement has an identified Link Lecturer who is responsible for ensuring that the placement has been educationally audited as a suitable learning environment for students. Link Lecturers also advise and support the placement staff with any programme queries in relation to students on placements. They will also provide additional support, alongside your Academic Assessor, to yourself and/or the placement staff to resolve problems, in collaboration with the Practice Facilitator.

### **14.5 Role of the Practice Facilitator**

Practice facilitators are employed by Cardiff & Vale and Aneurin Bevan University Health Boards. They work with the Link Lecturer to educationally audit the placement environment to ensure the quality of your learning experience. Practice facilitators ensure that there are appropriately prepared Supervisors/Practice Assessors available to support and assess your learning in practice. They will also support the placement staff to resolve problems with your progress in collaboration with your Academic Assessor, by contributing to the agreement of action plans, which address concerns and monitor progress towards agreed target dates.

You can find which Practice Facilitator is linked to your placement via the [HCARE Learning in Practice](#) module on Learning Central.

## **Section 15: Evaluation of placements**

Student evaluation is an essential tool to monitor the effectiveness of placements in supporting you to achieve your learning outcomes and to give **constructive** feedback to the placement. The web link for the evaluation will be placed on Learning Central for you to access. The evaluation link will remain open for two weeks after the end of your placement.

Please remember to maintain confidentiality by not naming specific members of placement staff. If you feel that you did not have a good experience on your placement – please be professional and give constructive advice that will help the placement to improve the experience for future students.

A key aspect of becoming a professional practitioner is to raise concerns at the time they occur rather than waiting to complete your evaluation – you have lots of support available to you in practice to guide you with raising concerns - see section 14.

## **Section 16: Academic Placement Lead and Placement Support Team**

### **Programme Manager**

Name	E-mail
Christine Munro	<a href="mailto:Munroc2@cardiff.ac.uk">Munroc2@cardiff.ac.uk</a>

### **Academic placement lead**

Name	E-mail
Christine Munro	<a href="mailto:Munroc2@cardiff.ac.uk">Munroc2@cardiff.ac.uk</a>

### **Placement Support Team**

Name	E-mail
Placement Support Team	<a href="mailto:HCAREplacements@cardiff.ac.uk">HCAREplacements@cardiff.ac.uk</a>

Be proactive, enthusiastic and professional

Enjoy your placement; make the most of a wide range of learning opportunities with Practice Supervisors who have a rich and varied experience in practice and research.

Do not sit back and hope that learning will just happen – it is up to you too!

We hope that you have found this handbook useful – if you have any constructive feedback or helpful suggestions for future editions - please e-mail Jennie Ross - [rossj@cardiff.ac.uk](mailto:rossj@cardiff.ac.uk)