

**School of Healthcare Sciences**

**Bachelor of Nursing Preparation for Practice Placement Handbook**

For students of all Pre-Registration Nursing programmes

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# Introduction to the Practice Placement Handbook

Dear student

The purpose of the handbook is to provide useful information and answers to frequently asked questions that previous students have raised in relation to learning in practice and clinical placements**.**

All clinical learning environments within NHS and Non NHS providers will have completed an All Wales Practice learning environment educational audit. This illustrates the collaborative partnership between the School of Healthcare Sciences and the placement provider who will deliver appropriate and quality practice learning experiences enabling you to complete competencies within your clinical portfolio.

Clinical placements are an essential component of your learning experience that will enable you to apply theory into practice, developing fundamental into specialist competencies and transferable skills. You will be supported in the practice environment by a qualified mentor who will be able to offer guidance, knowledge and expertise.

We encourage you to make the most of all the learning opportunities available, to embrace opportunities in order to consolidate your practice skills and enjoy the new challenges within the variety of clinical practice settings.

Nurse Lead for Education

Professional Head for Nursing

Bachelor of Nursing Programme Manager

Placement Education and Student Mobility Lead

## Section 1: Prior to commencing Placement

### 1.1 Disclosure and barring service and occupational health

In accordance with principles of The Code [(NMC 2018)](https://www.nmc.org.uk/standards/code/) 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or fitness to practise or study and subsequently the University or placement provider become aware of this you may be withdrawn from placement and or your programme immediately without prejudice, pending an investigation.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. 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. Many disabled people and those with health conditions are able to practise with or without adjustments to support their practice. If you are a nurse or midwife in poor health, it means that you are affected by a physical or mental health condition that impairs your ability to practise without supervision.

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.

### 1.2 Mandatory training

Prior to commencing placement, you must undertake the Mandatory training sessions as detailed in your student portfolio. These sessions are delivered through a variety of formats including lectures, practical sessions in the clinical skills labs and eLearning packages. (Moving & Handling, Information Governance, Infection Control and Basic Life Support (Adult/Child) with annual practice updates each year.

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 and signed off by your personal tutor.

### 1.3 Third party disclosure of your personal information

As 50% of your programme is delivered in clinical practice settings, we will share some personal contact information with placement providers. This information is used to inform allocation of some placements, particularly in community areas, 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 opportunities (PLO) allocated to you are based on the type of learning experience required and the capacity of clinical placements and mentors.

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 in 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).

### 2.1 Where are practice placements located

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

The grouping of placements varies according to which field of nursing (Adult, Children’s or Mental Health) you are specialising in. The tables below show which hospitals are located within Cardiff & Vale and Aneurin Bevan University Health Boards.

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

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

Cardiff and Vale University Health Board website:

<http://www.cardiffandvaleuhb.wales.nhs.uk/home>

Aneurin Bevan University Health Board website:

<http://www.wales.nhs.uk/sitesplus/866/home>

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| --- | --- | --- |
| **Adult Field**  |  |  |
| **NHS University Health Boards** | **Associated Hospitals**  |
| Aneurin Bevan University Health Board  | Chepstow Community HospitalMonnow Vale Health & Social Care CentreNevill Hall HospitalRhymney Integrated Health & Social Care CentreRoyal Gwent HospitalSt Woolos HospitalYsbyty Aneurin BevanYsbyty Ystrad Fawr |
|  Cardiff & Vale University Health Board  | Rookwood HospitalSt Davids HospitalUniversity Hospital LlandoughUniversity Hospital of Wales |

|  |  |  |
| --- | --- | --- |
| **Adult Field**  |  |  |
| **Non NHS Provider** | **Associated Hospitals**  |
| Nuffield HealthSpireSt Joseph’s HospitalCity HospiceHM Prison CardiffMarie Curie HospicePublic Health WalesSt Davids FoundationTenovusThomas Gabrielle Care HomeTy Gwyn Care HomeWaverley Care Centre | Cardiff & Vale HospitalSpire Cardiff HospitalSt Joseph’s Hospital Newport |

|  |  |  |
| --- | --- | --- |
| **Child Field**  |  |  |
| **NHS University Health Boards** | **Associated Hospitals**  |
| Aneurin Bevan University Health Board  | Nevill Hall HospitalRoyal Gwent Hospital |
| Cardiff & Vale University Health Board  | Noah’s Ark Children’s Hospital for Wales (CHfW)University Hospital of Wales |

|  |  |  |
| --- | --- | --- |
| **Child Field**  |  |  |
| **Non NHS Provider** | **Associated Hospitals**  |
| Welsh Childrens Hospice | Ty Hafan |

|  |  |
| --- | --- |
| **Mental Health Field**  |  |
| **NHS University Health Boards**  | **Associated Hospitals**  |
| Aneurin Bevan University Health Board  | Caswell ClinicChepstow Community HospitalCounty HospitalMaindiff Court HospitalNevill Hall HospitalRhymney Integrated Health & Social Care CentreRoyal Gwent HospitalSt Cadocs HospitalSt Woolos HospitalYsbyty Aneurin BevanYsbyty Tri ChwmYsbyty Ystrad Fawr |
| Cardiff & Vale University Health Board  | Barry HospitalCardiff Royal InfirmaryHafan Y Coed, Llandough HospitalSt Davids HospitalUniversity Hospital LlandoughUniversity Hospital of Wales |
| Swansea Bay University Health Board  | Caswell Clinic |

|  |  |  |
| --- | --- | --- |
| **Mental Health**  |  |  |
| **Non NHS Provider** | **Associated Hospitals**  |
| The Priory GroupLudlow Street HealthcareLudlow Street Healthcare | Llanarth Court HospitalHeatherwood CourtSt Peters 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.

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.

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| **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**](http://www.nmc.org.uk/standards/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.

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| 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 outsides 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. Do expect to have placement experiences anywhere within South East Wales. Accommodation may be available where a daily commute is not feasible.

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_4597570_1&course_id=_367982_1>

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

*Traveline Cymru:* <https://www.traveline.cymru/> to check journey routes and timetables

*Google maps:* [*https://www.google.co.uk/maps/@51.4830894,-3.1581102,14z*](https://www.google.co.uk/maps/%4051.4830894%2C-3.1581102%2C14z)

AA route planner: <http://www.theaa.com/route-planner/index.jsp>

Who else is on placement with you or near you – could you share transport? (Please insure this is in line with your car insurance policy, you will need business insurance).

### 4.2 Use of personal vehicles

You may use your own car to travel to and from practice placement and must ensure that your vehicle has adequate insurance. If you are entitled to claim travel as part of your funding you MUST ensure that you have business insurance. There are various travel planners that can assist with this but **note that Google maps is the only route planner accepted by finance for calculating mileage claims.** <https://www.google.co.uk/maps>

### 4.3 Use of personal vehicles for transporting patients

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

### 4.4 Placement travel / accommodation expense claims

Full guidance regarding placement expense guidance can be found at

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_4509278_1&course_id=_367982_1>

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?

You can find published placement lists via the learning in practice folder on learning central then choose BN Placement lists and your cohort specific folder:

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_3776488_1&course_id=_367982_1&mode=reset>

### 5.2 A new placement has appeared on the placement list – is this confirmed?

For many of you the placement will not change, however, due to the reasons outlined in section 4.3 – some placements may change before you actually commence. If your placement has changed this will have been agreed with the academic placement lead and the placement organisation who will ensure a qualified mentor is available to support you.

**In the event that your placement is changed, you will be e-mailed by a member of the placement team, and followed up with a telephone call / voice message using the telephone number in your student record. Remember to keep your personal details up to date on SIMS, if address and telephone numbers are not kept up to date this may have a detrimental impact on the organisation of your placement.**

### 5.3 Placement TBC (to be confirmed)?

* we could be waiting for a placement to confirm that there is place available for you
* the placement we allocated to you is now not available, the academic placement lead and practice facilitators will be working closely to secure you a placement. Once confirmed you will be notified by e-mail and in the published placement list as above in section 4.1.

### 5.4 Change of placement

Students may only request to change a placement when the criteria is met as detailed in the “request for change of allocated placements”. The form must be completed with supporting evidence and submitted to the academic placement lead who will support or decline the request. Although your request may be considered, there is no guarantee that an alternative placement will be available.

### 5.5 When do I contact my placement?

You are requested to contact with your placement area **2 weeks before the placement** is due to commence (unless otherwise advised), so that you may introduce yourself, find out the name of your mentor and off-duty. You can also ask any questions that will help you to prepare for your placement experience, for example, is there any preparatory reading that would be helpful?

The points below identify your responsibilities upon publication of your placement, from the published placement list:

Hub Placement

Two weeks prior to your placement using the telephone numbers and contact name/s telephone your placement area / mentor, introducing yourself and make arrangements for your first shift. Please inform your mentor and ensure they are aware of the week/s you will be undertaking field or alternative spoke placements.

Field and alternative field spoke placement

Two weeks prior to your placement whilst you are undertaking your hub placement (PLO 1 and PLO 2), using the telephone numbers and contact name/s telephone your placement area / mentor, introducing yourself and make arrangements for your first shift, i.e. where to be at what time.

District Nurse and Health Visitor Placements

Due to the nature of their work, mentors are unlikely to be available to speak with you when you first make contact. Ensure you leave a message including your name and your contact telephone number. This will ensure the DN or HV are able to contact you once they return to the office.

**Troubleshooting:**

It is essential you make contact with your placement area / mentor at least two weeks prior to the placement start date. If you are having difficulties making contact with the appropriate person, ensure you have attempted to make contact using each of the points below before contacting your personal tutor or the placement team:

* Using contact details on placement list
* Using contact details from placement profile information
* Contacted link lecturer or practice facilitator
* If able, make a visit to the area prior to the commencement of placement

If you are still unable to make contact and have left messages with your name and contact number, and have not received a response please contact the placement team (e-mail address above) by no later than the Tuesday of the preceding week of the start date of your placement. In your e-mail, provide your details, name cohort and field, your placement details, confirming whom you have tried to contact and any response received.

**Calls from students on a Friday before commencement of placement on a Monday may result in a delay to placement commencement as a placement cannot be arranged in this limited timeframe.**

### 5.6 Cancellation of hub 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 lead and our placement partners will be working to secure you a placement. On some occasions, you may find that the planned experience has to be changed as there are no suitable placements, i.e. a surgical experience will change for a medical experience. Be reassured you will undertake a surgical experience in a later PLO.

### **5**.7 Cancellation of field spoke placement

If your field spoke placement has been cancelled, contact the placement team and your personal tutor to advise us of the situation. If this is within 24 hours of your placement starting please telephone the placement team see section 16 otherwise inform the placement team by e-mail. In most cases, you should arrange to remain on your hub placement. If this is not possible, please make it clear in your e-mail or telephone call.

### 5.8 Cancellation of alternative field spoke placement

If your alternative spoke placement has been cancelled, contact the placement team and your personal tutor to advise us of the situation. If this is within 24 hours of your placement starting please telephone the placement team see section 16 otherwise inform the placement team by e-mail. In most cases, you should arrange to remain on your hub placement. If this is not possible, please make it clear in your e-mail or telephone call. The placement team will organise your alternative spoke placement in a later PLO.

### 5.9 Can I arrange my own spoke placements?

In PLO 6 and PLO 7, students have the opportunity to arrange their own spoke placements. All hub and other spoke placements are organised through the placement team, academic placement lead and placement partners.

### 5.10 Further information about my placement

Placement profiles and supporting information for clinical areas can be found by logging into learning central. HCARE Undergraduate/ Learning in Practice

BN placements (adult child and mental health) can be found in the South East Wales folder.

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_3776488_1&course_id=_367982_1&mode=reset>

Review the placement profile information as this will assist you in your preparation for practice. Many placement areas have provided a student information pack that is available for you to download and will contain valuable information about the service, clients and learning experiences you can achieve during your placement.

If the placement profile for your area is not available on learning central please e-mail, HCAREPlacements@cf.ac.uk, we will be able to advise you of the link lecturer who you can contact for information about the area.

### 5.11 Maternity hours for BN students

Please follow the link below for guidance on completing maternity hours for the EU Directive

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_4507458_1&course_id=_367982_1>

## 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. Please follow the link below for the All Wales NHS Dress Code:

<https://learningcentral.cf.ac.uk/bbcswebdav/pid-4439490-dt-content-rid-7804427_2/courses/HCARE-SCHOOL/All%20Wales%20NHS%20dress%20code%281%29.pdf>

### 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 Professional Head 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 be issued with 3 tunics, 3 pairs of trousers, and 1 fleece jacket for the duration of your course.

### 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. Please follow the link below:

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_4467553_1&course_id=_367982_1>

### 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, 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, you will then be invoiced for the cost of replacements.

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 HCAREProgrammeSupport@Cardiff.ac.uk.

## Section 7: Whilst on placement

### 7.1 NMC and programme requirements for practice hours

To meet the NMC requirements you **must** complete a minimum of 2300 hours in practice over 3 years and all programme requirements.

### 7.2 Shift hours / patterns on placement?

Your shifts will be allocated by your mentor or ward / unit/ manager; you cannot choose your shift pattern. Reasonable requests should be negotiated and agreed between the student and mentor. 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. Your learning must be supervised by your mentor, directly or indirectly, for at least 40% of your time on each placement. 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.

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

You have committed yourself to a full-time programme of study, therefore your practice hours take precedence over any part-time job – you will be expected to work the shifts planned by the mentor or manager of your placement.

You will not be permitted to work as a healthcare support worker on the same area as your current allocated placement.

### 7.4 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 personal tutor and programme managers.

### 7.5 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.

### 7.6 Annual leave

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

### 7.7 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 mentor/supervisor.You must participate in a range of clinical activities, which includes basic nursing care, under direct or indirect supervision of your mentor/supervisor in order to develop your skills/competencies and achieve your learning outcomes.

### 7.8 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 mentor or their registered representative this may also include joint visits with unregistered staff where this can be justified as a relevant learning opportunity.

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

Only formal interpreting services should be used.

### 7.10 Library and IT Services

Details of library and IT services whilst you are on placement are available via the intranet

<https://intranet.cardiff.ac.uk/students/study/libraries/services-for-health-students-on-placement>

## Section 8: Recording placement hours

### 8.1 Timesheets

Guidance on the completion and submission of timesheets is detailed below:

* Timesheets must be submitted to the Programme Support Assistants every 3 weeks of placement.
* The preferred method is to hand in directly to Programme Support. However, timesheets can be:
	+ faxed to 029 2068 7820 (TDS) or 029 2091 7924 (EGH);
	+ scanned and emailed to Programme Support – HCARENursingprogramme support@cardiff.ac.uk
	+ sent in the post.
* Scheduled dates for hand in will be published on Learning Central for each cohort at the commencement of each year. Hand in dates will be published before each placement.
* The original timesheet must be handed in, and **you must retain a copy**.
* Timesheets must be signed off by your mentor. If your mentor is not available, your co-mentor or ward manager can sign the timesheet
* Please ensure you include the placement area in the relevant box on the timesheet.
* Long days equate to 37.5 hours inclusive of breaks.
* Bank holidays equate to 7.5 hours. If your clinical area is closed on a bank holiday, you must retrieve the 7.5 hours.
* Students work 37.5 hours per week inclusive of breaks. Hours must not exceed the European Working Hours Directive of 48 hours. Any additional hours over this will not be credited.
* Any hours missed, whether theory or clinical, have to be made up. If hours are made up, this will be recorded as made up time; any absence will not be deleted.
* Accrual of hours is not permitted.
* **NB If timesheets are not submitted, the Professional Head will be informed and the failure to engage procedure may be invoked.**

### 8.2 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 telephone – 02920 687878 or email HCAREStudentAbsence@cardiff.ac.uk

Please include the information below when e-mailing or leaving a message on the 24-hour answerphone:

First Name

ID No: i.e. 1234567

Intake: i.e. March 2018

Field i.e. Adult / Mental Health / Child

Reason for Sickness/Absence

Personal Tutor

For sickness absence that lasts 1 -5 days you will need to complete the self-certificate (SAN) form and hand it in to the programme support team as soon as possible or e-mail it to HCAREStudentabsence@cardiff.ac.uk.

For further information and advice, please see**:** <https://intranet.cardiff.ac.uk/students/your-study/changes-to-your-studies/short-term-absence>

For illness that lasts 6 days or more you will need to get a Medical/Fit to Work Certificate from your GP/Doctor and hand it in to the programme support team as soon as possible.

If you are absent for more than ten consecutive working days, you must speak to your Personal Tutor or a member of staff in Programme Support. Absence due to illness for periods longer than ten consecutive days must be supported by a medical certificate provided and signed by a medical practitioner. You may need to apply for an interruption of study. If you have queries or want some advice about what action you should take speak with your Personal Tutor, or staff in your Programme Support team.

<https://intranet.cardiff.ac.uk/students/your-study/changes-to-your-studies/absence-and-interruption-of-study>

Further information regarding absence is available in the Academic Regulations Handbook.

<https://intranet.cardiff.ac.uk/students/your-study/your-rights-and-responsibilities/academic-regulations>

Remember to let the programme support team know when you are fit to return to practice so that your record is accurate.

Note: If you fail to inform the programme support team of your return date the sickness/absence hours will keep accruing.

### 8.3 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.

### 8.4 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 mentor.

### 8.5 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.

### 8.6 Making up placement hours

If you have not completed sufficient hours to meet the NMC / programme requirements (i.e. if hours have been lost through sickness or absence) you are required to make up the time.

You should where possible negotiate with your current mentor and to make up time. If you are unable to make up time during your current placement, you are permitted to use annual leave to make up placement hours. Whilst making up placement hours you are required to remain within the EU working time directive.

The programme support team record and monitor your sickness/absence hours and will alert you when practice hours need to be completed.

### 8.7 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.

### 8.8 Pregnancy

You must inform your mentor / 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.

### 8.9 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

Student nurses 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 therefore uphold the reputation of your profession at all times. You should display a personal commitment to the standards of practice and behaviour set out in **The Code** (NMC 2015). 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 2015) 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:

<http://www.nmc-uk.org/Nurses-and-midwives/Advice-by-topic/A/Advice/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: <https://intranet.cardiff.ac.uk/students/get-involved/social7-rules-to-live-by-on-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 with regard to 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:

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_3988525_1&course_id=_367982_1>

## Section 13: Student Disability and Placements

The Disability Dyslexia Service (DDS) 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.

<http://www.cardiff.ac.uk/study/student-life/student-support/disability-and-dyslexia-service>

**Students with a Disability**

If you have a disability, which may affect your placement, please discuss your concerns with your personal tutor. You should also contact Student Support for advice and you may require an Occupational health referral. You should attend DDS so that an Individual Support Arrangement Notification (ISAN) can be organised. This is based on a student having:

* An impairment, which has been confirmed and supported by appropriate documentation.
* An individual needs assessment which identified disability related adjustments and support to enable participation in his/her programme of study.

The ISAN is then sent to the Disability Manager for the School of Healthcare Sciences and then to the Disability lead for Bachelor of Nursing who will email you to arrange a meeting to discuss your adjustments and requirements.

**Students with Dyslexia**

Whilst many students with dyslexia will have been diagnosed at school or college, some do not realise that they have dyslexia until they reach university. They may have developed strategies for dealing with the difficulties that they face without understanding that these are related to dyslexia. This is particularly true for older students. If you think you may have dyslexia, contact the DDS for an assessment.

<http://www.cardiff.ac.uk/study/student-life/student-support/disability-and-dyslexia-service>

### 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](https://www.cardiff.ac.uk/public-information/equality-and-diversity/strategic-equality-plan) aims to promote equality and achieve equality improvements across Cardiff University as required under the Equality Act 2010. You can find our equality and diversity policy at <https://www.cardiff.ac.uk/public-information/equality-and-diversity>. 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. For further information, please contact Student Support and Wellbeing: <https://www.cardiff.ac.uk/study/student-life/student-support>.

## 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 mentor. If you are not able to discuss concerns with your mentor, you can also contact your personal tutor or the link lecturer.

### 14.1 Role of the mentor or co-mentor

For each hub placement, you will be allocated a named mentor, who is a qualified practitioner that has undertaken further professional development to enable them to facilitate your learning in practice and are qualified to assess your achievements and competence throughout your placement. You should work with your mentor for a minimum of 40% of your time in practice (normally at least 2 shifts per week). Your mentor is responsible for ensuring that you have an induction to the placement area within the first 24-48 hours and should find out what your specific learning outcomes are within the first week so that appropriate learning opportunities can be facilitated.

You may also be allocated a co-mentor who will support your learning in practice when your mentor is not available. You may also work with staff from other professions whilst on placement which will give you a greater understanding of inter professional working relationships and practices.

Your mentor should provide regular constructive feedback on your achievements. If your mentor has concerns about your performance, they will liaise with your personal tutor, programme manager and practice facilitator and they will develop an action plan to support you.

It is your responsibility to ensure that your portfolio is shared with your mentor so that they can document your achievement and review any action plans with you. During your initial review meeting with your mentor try to arrange suitable dates for your intermediate and final reviews.

**The Mentor**

The mentor will have undertaken appropriate preparation for the mentorship role in accordance with the Nursing and Midwifery Council (2008) *Standards to support learning and* *assessment in practice*. The mentor is accountable for the overall continuous assessment of the progress of the student within their practice-learning environment.

**The mentor will:**

• Be responsible for establishing an effective relationship with the student.

• Facilitate negotiation of the Student/Mentor Practice Learning Contract and discuss expectations and learning needs of the student at the beginning, during and at the end of the practice placement.

* Be responsible for ensuring that the agreed learning and teaching opportunities are provided for the student as specified in the learning contract.

• Negotiate to work with the student as often as possible however, this must meet a minimum of 40% of the practice learning experience and ensure appropriate supervision of the student at all times.

• Give guidance to the student in relation to the additional learning opportunities that can be provided for the student.

• Sign off each practice outcome when achieved.

• Comment, as appropriate in the progress section, progress made towards achievement of the practice outcome where it has not been achieved in its entirety.

• In the event of any problems/issues and/or failure of the student to make satisfactory progress during the practice experience, and following appropriate discussion with the student, seek the advice of the clinical manager, link tutor and/or the personal tutor as appropriate.

• Ensure that if, at any time during the practice learning experience, concerns are identified in relation to the student’s professional conduct, health or good character. This must be reported immediately to the appropriate person with the Approved Educational Institution (University).

• Ensure that the student’s documentation is completed and given to students during the last week of their practice experience.

• If acting as the sign-off mentor during the final 12-week consolidation placement, make a final judgement of competence in accordance with Nursing and Midwifery Council (2008) *Standards to support learning and assessment in practice*. The students Record of the Achievement of Practice Competence Document must be reviewed and the evidence must show that the student is safe and effective in practice at the end of the programme.

### 14.2 Allocation of mentor

If you have not been allocated a named mentor within the first week of your placement, speak to the placement manager in the first instance or the Practice Facilitator.

### 14.3 Sign off mentor

The Sign off Mentor (SOM) is an experienced mentor who has undertaken further preparation to be able to assess whether or not you have achieved all your practice proficiencies/ competencies during your final placement. They will need to review your portfolio and will use this to inform their decision about whether or not you are ‘fit for practise’ and suitable for entry to the professional register (providing you have also been successful in your academic studies).

The role of the sign-off mentor is to make judgments about whether a student has achieved the required standards of competence for safe and effective practice for entry to the NMC register. The sign-off process is integral to the overall programme assessment requirements, which the NMC endorse as part of programme approval.

Sign-off mentors have been a requirement for all students commencing NMC approved programmes from September 2007. All sign-off mentors are nurses, on the same part of the register as the student’s programme of study, who having met the additional criteria as specified by NMC and can make judgements about whether a student has achieved the required standards of competence for safe and effective practice for entry to the NMC register. Sign-off mentors are required only for students on their final practice learning experience. Mentors who are subsequently required to become sign-off mentors must demonstrate that they have met the sign-off mentor criteria in full, including having been supervised on at least three occasions for signing off competence. In order to ensure public protection the NMC needs to be assured that students have been assessed and signed off as capable of safe and effective practice at the end of a programme.

The sign-off mentor, who has met the NMC additional criteria for assessing competence, should ensure, and is therefore responsible and accountable for:

* Maintaining sufficient records to support and justify your decision on whether the

student is or is not competent

* + Reviewing the students On Going Record of Achievement of Practice Competence for all years of the programme
	+ Ensuring the student has achieved all practice requirements the equivalent of 1 hour per week, for each week of the practice learning experience, with the student, in addition to availability for a minimum of 40% of time ordinarily spent as a mentor.
	+ Making the final sign-off in practice – confirming that a student has successfully completed all practice requirements. This confirmation will then contribute to the evidence considered by the AEI’s examination and assessment board.

### 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. You may meet them when they call in to the placement area to see the placement staff. Link Lecturers also advise and support the placement staff with any programme queries in relation to students on placements. They will also support either yourself and/or the placement staff to resolve problems with your progress, by contributing to the agreement of action plans in collaboration with the Practice Facilitator, which address concerns and monitor progress towards agreed target dates.

### 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 qualified mentors/sign off mentors 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 personal tutor, 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 Learning in Practice folder:

<https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_3776488_1&course_id=_367982_1>

## 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 12.

## Section 16: Academic Placement Leads and Placement Support Team

**Academic Nursing Placement lead:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Telephone Number** | **E-mail** |
| **Dr Sarah Fry** | Tel: 02920 687801 | FryS4@cardiff.ac.uk  |

**Placement Support Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Telephone Number** | **E-mail** |
| Darren Carpenter | 02920 688579 | HCAREplacements@cardiff.ac.uk |
| Matt Clarkson | 029 255 10588 | HCAREplacements@cardiff.ac.uk |
| James Dowden | 02920 688585 | HCAREplacements@cardiff.ac.uk |
| Alison Fox Hay | 02920 687697 | HCAREplacements@cardiff.ac.uk |
| Michelle Smith | 02920 687531 | HCAREplacements@cardiff.ac.uk |
| Erica Western | 02920 688609 | HCAREplacements@cardiff.ac.uk  |

***Be proactive, enthusiastic and professional***

***Enjoy your placement; make the most of a wide range of learning opportunities with mentors 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 HCAREPlacements@cardiff.ac.uk**