

Liverpool John Moores University

BSc (Hons) Nursing

Guide for Practice

2020/2021



## Introduction

This practice guide will provide information to help you to make the most of your practice placements. Your placement is an important part of your nurse education and makes up 50% of your learning.

This guide is designed to support you and answer your placement questions, please keep it safe and refer to it as you progress on your course.

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## 1. A Student Nurse's Journey Through Placement

The Practice Learning Support Unit (PLSU) allocates the placement to the student nurse 2-6 weeks prior to placement. Students are notified via the PLSU web page allocations (<https://www2.ljmu.ac.uk/EHC/plsu/secured/allocations.asp>)

Students can do some background research on the placement by using the internet or contacting the placement area. You may find some information on the Online PARE <https://onlinepare.net/>

Students should carry out back ground reading on the speciality of the placement and ensure that they know how to get to the placement doing a trial run if feasible. 1-2 weeks prior to the placement the student should contact the placement to introduce themselves and request the shift rota.

Students commence on placement and complete the allocated shifts, ensuring all practice assessment documents are available to the practice assessor/practice supervisor. Attendance sheets should be completed weekly on PARE

Students should ensure that they have access to a supervisor to support the learning experience and named assessor to confirm proficiency. There will be a nominated person in your placement if you need assistance. Your placement will also have an academic link for additional support. PLSU can help with general enquiries.

Students should be mindful of advice provided from the practice module leader to ensure that the Practice Assessment Record (PAR) is completed correctly and in a timely manner. The assessment record is found online <https://onlinepare.net/>

Any errors in the documentation or other issues with practice assessment records need discussing with the practice module leader immediately. The Online Evaluation should be completed during and immediately after placement <https://onlinepare.net/>

Your personal tutor will review your practice assessment records at PDP. Students are encouraged to reflect on each placement and make plans for developmental needs and learning opportunities for the next placement.

## **2. What is a placement?**

Your placements are where you can apply your theoretical learning to practice. Practice Placements will give you the experience to enable you to meet the learning outcomes set by the Nursing and Midwifery Council (NMC). These are necessary to enable registration. All placement areas used by LJMU have been audited to ensure they meet your learning needs.

## **3. Preparation for placement**

There are some mandatory requirements which must be completed before you are allowed to go out to placement. These are listed below. It is your responsibility to do these but you will be given plenty of support to help you. If you have any difficulties it is very important that you contact the Practice Learning Support Unit (PLSU) and let them know you are having problems. They can be contacted by email or telephone: [plsu@ljmu.ac.uk](mailto:plsu@ljmu.ac.uk) or **0151 231 4089**

- Core Skills including Manual Handling, Basic Life Support and Managing Violence and Aggression practical sessions
- All students need to sign the LJMU Declaration of Good Health and Good Character (see page 15) and complete a COVID 19 risk assessment
- Disclosure Barring Service (DBS)
- Occupational Health Clearance
- Receipt of uniform

Any changes to health or DBS clearance during the year must be declared. Each year students will complete a declaration of Good Health and Character as well as a COVID 19 risk assessment. If these elements are not completed at the start of the year then you will not be allowed on placement. If following your risk assessment you are classified as high or very high risk for COVID 19 then your personal tutor will discuss this with you. If you plan to continue on to placement a more detailed practice based risk assessment will follow. For students who are pregnant, LJMU will follow advice from the Royal College of Obstetrician and Gynaecologists. <https://www.rcog.org.uk/en/guidelines-research-services/coronavirus-covid-19-pregnancy-and-womens-health/>

## **4. What to do before you start your placement**

Visit the Practice Assessment Record and Evaluation (PARE) website to find your placement details. <https://onlinepare.net/>. Check travel arrangements and do a 'practice run' where possible. It is your responsibility to know how to get to placement and how long it takes you. You will find a travel planner on the Practice Learning Support Unit (PLSU) webpages or use google maps. It may be that your journey involves more than one bus or train and it may take more than an hour to get to your placement. This is sometimes necessary to ensure students have the required variety of placements to meet NMC (2018) standards for registration. Some areas will allow you to park and you may need a pass so ask the placement area before you start.

Find out as much as you can about the placement before you start. Contact details of the area will be available on PARE. You can also look on the website page for the organisation.

You should contact the area at least a week before you start to get your rota. Think about what you would like to learn on your placement and what developmental needs you have so that your supervisor can help you to achieve these.

## 5. Travel Claims

All travel claims are processed by the PLSU and forwarded to the Bursary Unit for payment. Completed forms should be submitted via email to PLSU. If you have any queries related to travel claims, please telephone 0151 231 4089 or email [plsu@ljamu.ac.uk](mailto:plsu@ljamu.ac.uk). Students who started their course before September 2017 can find the criteria for claiming travel costs by following this link to the NHS Bursary department <http://www.nhsbsa.nhs.uk/3949.aspx> those who started on or after September 2017 can follow this link <https://www.nhsbsa.nhs.uk/learning-support-fund> . Students are advised to become familiar with this.

## 6. Shift rotas and timesheets

The placement area will give you your shift rota. You need to work 30 hours per week in your placement, usually over four days. You will also have one day as your study day. Normally your shifts will consist of four 7.5 hour shifts. Nursing is a 24 hour, 7 day week job and it is important that you experience all aspects of the role. Therefore, all students need to work night duty during their course and weekend working will be expected. Nights worked must NOT come immediately before or on the same day as a designated study day. Your timesheets are completed on line at <https://onlinepare.net/> and should be signed off weekly.

You may be able to request a particular day off for an exceptional reason and you would need to do this in a timely manner. You will not however, as explained at interview, be able to request your shifts around other commitments such as part time work or child care. The normal shift pattern of the placement must be adhered to as this makes sure that handover of patient/client information is provided, ensures safety of the patient/client and enables you to be part of the team in your placement area. Students are expected to be on duty ready to work at the start of shift and must not be late. Students are also expected to complete the shift and will not be allowed to leave early. If you are having difficulties in attending placement then please see your personal tutor as soon as possible.

**Rest Breaks and Periods:** Every student is entitled to a minimum rest period of not less than 10, if possible 11 consecutive hours between shifts. If a student engages in practice for longer than 6 hours, they are entitled to a rest break. If engaging in a full shift (7.5 hours), students are also entitled to a lunch break. Students will attend in practice no longer than 12 hours in any one day duty shift, excluding breaks. Every student is entitled to 2 days off per week. This is in excess of the daily minimum 10-11 hour rest periods. Break times are included on your timesheet.

**Making Time Up:** Attendance time for a 7-day period must not exceed 48 hours. The minimum rest period in one week of 24 hours, plus the 10-11 hour daily rest period must be applied. This means the absolute maximum number of hours a student should be able to make up in any one week is 10.5 hours (if they were on placement full time). Making time up cannot be double counted. Study days or any theory time cannot be used to make up practice time missed.

**Bank holidays:** Students are not required to attend placement on Christmas Day, Boxing Day or New Year's Day. However, if your practice placement falls during Bank Holiday periods such as Good Friday, Easter Monday, May and August Bank Holidays, you should expect to be rostered for shifts on these days as normal. Hours worked on these days are counted as normal placement hours not enhanced or extra hours. If you are placed in a school, a school nurse or a health visitor over a bank holiday or half term period you will need to make this time up during the year.

**Part-time work:** Students will find it difficult to work in addition to their studies and placement experience. If however a student has a part-time job then this needs to work around their theory and practice elements of the programme. Students are advised that they cannot work in the same practice area that they are allocated to as a student. It is important to be mindful of your health and wellbeing when considering the hours you work in addition to placement.

**Nurse Bank Activity:** Students employed on the nurse bank or private agency, do so independently from their programme experience. Students must not work in the area in which they are on placement as this can cause conflict and confusion with their role. Students must not engage in bank/agency work in their student uniform.

**Timesheets:** These must be completed weekly online <https://onlinepare.net> and you must ask your supervisor/assessor to sign them each week.

**Annual Leave:** All annual leave is programmed and isn't negotiable. If you have any concerns about your holiday entitlement then you need to speak to the Practice Learning Support Unit to discuss this as soon as possible. Students are advised not to book holidays in PDP weeks or during the consolidation block.

This guidance takes into account European working time directive (No.93/104/EC). Please contact the Practice Learning Support Unit should you require any advice on the above, either via email [plsu@ljmu.ac.uk](mailto:plsu@ljmu.ac.uk) or phone 0151 231 4089.

## **7. Sickness and absence reporting**

It is essential that you let both the placement and the university know if you are unable to attend your placement for any reason. This should be done before your shift begins. Contact the placement and make a note of who you spoke to. Let them know when they can expect you to return. The Practice Learning Support Unit [PLSU@ljmu.ac.uk](mailto:PLSU@ljmu.ac.uk) (0151 231 4089) should be contacted with the details of your time off. On your return you will need to consider how you can make up the time.

## **8. Uniforms**

Liverpool John Moores University has provided you with a uniform which should be worn with pride. This uniform will identify you as being one of our students and you are representing the university whilst on placement. You will need to follow the uniform policy of the placement area. If the placement requires you to wear uniform then this will usually mean plain black, flat, fully closed shoes and plain black socks. Long hair tied up above the collar. No jewellery except for one pair of plain stud earrings and a plain wedding band. No other piercings will be allowed. Nails should be short and clean (no painted or gel or artificial nails). Wherever possible please change into your uniform on placement. If this is not possible then your uniform should be covered with a full length coat. Uniforms must not be worn in public places and students should never be seen smoking on or off placement areas in uniform.

If uniform is not required then check with the placement area. It is likely that smart dress will be required. This is likely to mean no jeans or sportswear and flat shoes not trainers.

### **Ordering of uniforms**

Students are provided with sufficient uniform to last the period of training. If a student requires additional uniforms these are provided at a cost to the student. The Placement Learning Support Unit (PLSU) [PLSU@ljmu.ac.uk](mailto:PLSU@ljmu.ac.uk) should be contacted in the event of new uniforms being required. Maternity uniforms are provided free of charge however will take time to be delivered so need ordering as soon as possible.

## **9. Pregnant students**

Please let your personal tutor know if you become pregnant. This is to allow the appropriate risk assessment to be completed. It is your responsibility to let your placement know so that you can be supported and the local risk assessment be completed.

## **10. Support and supervision practice**

There are many sources of support for you whilst in practice and students are encouraged to access this at any time.

### **Practice Learning Support Unit (PLSU)**

The Practice Learning Support Unit (PLSU) is a dedicated team that provides administrative and academic support for practice related learning within the School of Nursing and Allied Health. The team work across a range of Professional Programmes where practice learning is a curriculum and/or professional requirement. Students undertake learning in practice settings appropriate to their curriculum learning outcomes, professional body requirements and placement availability. PLSU works in close collaboration with practice partners to identify the most suitable placements that can offer maximum potential for student learning. PLSU work closely with NHS Trusts and Social Care and Social Services as well as the Private, Independent and Voluntary Sector across the North West of England.

### **Supervisors and Assessors**

You will be allocated to a supervisor or team of supervisors on each placement. This person will teach and support you on placement. There will be occasions when non-registered professionals will support your learning and provide feedback to your supervisor and assessor. The practice assessor will assess you and complete the relevant documentation. It is expected that you will work with appropriate supervision each shift and your assessor will need to observe you as well as take feedback from any supervisor you work with.

Every student will also have an academic assessor who will liaise with your practice assessor to confirm proficiency at essential assessment periods.

### **Nominated person**

Each placement will have a nominated person who is there to allocate you appropriate supervision and facilitate assessment. They will also be available to address any concerns students raise. This is always best done whilst you are in the placement to improve your learning experience.

### **Practice Education Facilitator (PEF) in NHS Trusts**

The Practice Education Facilitator has a strategic role within the organisation to coordinate student placement activity. They can be accessed if students require support separate from the placement.

### **Academic link:**

Every placement area has a member of the academic staff from LJMU attached to it. The contact details of the academic is provided when you receive your placement information. This person will know the placement area well and so can be a great source of both information and support. They will also have been involved in auditing the area so you can be reassured of the suitability of the placement. The academic may visit you on placement and would certainly arrange to visit when needed.



### **Personal tutor:**

You are encouraged to contact one of the people above for support whilst on placement as they are in the position to provide the most appropriate and timely advice. However your personal tutor will also be happy to provide support for you at any time.

### **Please Note:**

The Practice Learning Support Unit (PLSU) [plsu@ljmu.ac.uk](mailto:plsu@ljmu.ac.uk) Tel: 0151 231 4089 can guide you to various sources of support if you are in any doubt. Please do not hesitate to get in touch with them by phone or email.

### **11. Practice assessment documents**

All Practice assessment documents are found online <https://onlinepare.net/> including your Timesheet. Your skills documents are paper and should be taken with you to placement each day. Any queries about documents should be directed to the Practice Module Leader.

Practice achievement is assessed using the on line PAR documents. Students must ensure the document is kept up to date with their achievement in clinical practice and that the relevant domain(s) and ongoing achievement record (OAR) **have been signed off by the practice supervisor/assessor and student prior to the submission date.** Failure to do this will result in a referral / fail at the first attempt on your academic transcript and possibly the need to undertake a retrieval placement in the consolidation period.

**Please note – NO extensions** can be requested or granted so students must ensure that their online documents are completed by the submission date as dictated by the module leader. Extensions will only be considered in exceptional circumstances by the module leader (and approved by the Programme Leader) for example, if the practice assessor/practice supervisor is off sick.

### **12. Supervision and supernumerary status**

Supernumerary status means that that you are not counted in the clinical staffing numbers. You do however make an active contribution to care delivery. If you feel that this is not the case then please contact the PEF or academic link in a timely manner so that support can be provided.

### **13. Raising concerns**

As a student nurse you may witness something that makes you feel uncomfortable. If you are concerned about the behaviour of any member of staff on placement or the care being provided then it is essential that this is raised in an appropriate and timely manner. Health Education North West has issued you with guidance and this can also be found on the PARE website.

It is always better to speak to someone in practice. This should be your supervisor/assessor, the manager of the clinical area or the nominated person. If however this is not possible then please contact the LJMU academic link for the area or your personal tutor. Any concerns should be reported immediately and not on evaluation feedback. Although you may find it difficult to speak out, remember you have a duty of care to your patients. It is not appropriate to wait until the end of placement to raise a concern on the evaluation. It needs to be raised immediately whilst still on placement

If you are involved in an accident or incident on placement please report this to any of the above named personnel or personal tutor as soon as this occurs so that you can be supported and it can be recorded. Please be mindful of maintaining confidentiality.

#### **14. Making a complaint**

If you wish to make a complaint about a placement area then follow the same procedure as above for raising a concern. Liverpool John Moores University also has a complaints procedure and this can be found at the following link <https://www2.ljmu.ac.uk/studyessentials/complaints.htm>

#### **15. Evaluations**

All feedback from students about placements helps to ensure that placements are meeting students' needs and are good quality placements. You are expected to complete an electronic evaluation about your experience on each placement. You are encouraged to start this during the placement and complete and submit within 2 weeks of the placement ending. You will receive regular reminders to do this by email. Please be mindful that evaluations are for feedback and **not for reporting concerns**. The comments you make are seen by the placement area to help to support them when doing well and to help improve things for all learners. The link to your online evaluation is found here: <https://onlinepare.net/login.php>

#### **16. Confidentiality**

As a student nurse you must respect people's right to privacy and confidentiality (NMC, 2018). This means only sharing information with other healthcare professionals and agencies if in the interest of the patient. You must not discuss any aspect of patient care outside of the clinical area or with friends and family. All written information about the placement or patients such as handovers must be left on the placement in the confidential waste.

#### **17. Social media**

We accept that many students use this as a means of communication and appropriate use can promote positive social and working relationships, the sharing of ideas, learning and good practice. However, this should not be used to discuss any aspect of your clinical placement. Think before you post anything to ensure that you do not blur professional boundaries with patients, clients or colleagues. Any individual deemed by the University to be using a social networking site in an inappropriate or offensive manner will be investigated and this may lead to a Fitness to Practice investigation. The NMC has issued recent guidance which can be found here

<http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/social-media-guidance-30-march-2015-final.pdf>

NB: Students should not use mobile phones on placement for calls, texts or photography

If you think that another student nurse is using social media in a way that is unprofessional then you have a duty of care to report concerns.

Students are also reminded that LJMU have a policy on the use of social networks which can be found at the following link <https://www2.ljmu.ac.uk/corporate/SPR/126003.htm>. It is your responsibility to be familiar with this. There is also a guide to taking your own device to practice available on your practice module canvas site.

## **18. ID badges**

LJMU have issued you with a student ID badge which you must always have with you when you are on placement. Most placement areas require you to wear your student badge at all times. Some placement areas will require you to have an additional ID badge which they will issue to you. Please keep this safe and return it at the end of your placement. If you lose a badge issued to you from a placement you must report this to them immediately

## **19. Keys**

Students should **not** be in possession of medicine keys under any circumstances. All medication administration should be under direct supervision and students are advised never to take the keys from the trained staff for any reason.

## **20. Placement Policies**

Each of the placements you go onto will have different policies and procedures. This can be challenging, however it is essential that you become familiar with what you can and cannot do on placement which may be different in different areas and in different Trusts. A supervisor will discuss with you how to access these policies and procedures which are often online. If this is the case, arrangements will be made to enable you to view them. If in doubt please consult a supervisor, the nominated person, academic link or the PEF. It is particularly important you follow the COVID guidance that your organisation is providing.

## **21. Placement areas**

The NMC (2010) expect nurses in all fields to have experienced a wide range of placement areas which include babies, children, young people, pregnant and postnatal women, people with mental health problems, people with physical disabilities, people with learning disabilities, older people, and people with long term problems. Placements are allocated by PLSU. Whilst you cannot choose your placement you can be reassured you will get a wide variety of practice experiences to enable you to meet all of your outcomes. Your placements will include:

### **Acute NHS Trust placements**

All nursing students will all attend acute NHS trusts for placements. You will not only go to one Trust but may be allocated to a number of different Trusts during your training to enhance your experience. You are likely to attend an induction for the area and will have access to the Practice Education Facilitators and the opportunity to work with a wide multi-disciplinary team in a variety of specialties. Each Trust will have a webpage and you are encouraged to look this up before placement starts. You can also access the local intranet on placement by having local IT training so contact the PEF.

### **Community Placements**

A lot of nursing care takes place outside of the traditional hospital setting so many of your placements will be in the community. These placements may include health centres, and health visitor placements, school nurses, district nurses, walk-in centres, G.P. Practices, treatment rooms and clinics. These settings will vary depending on the nursing field you are studying. You will need to research the area and look at what opportunities are available. You will develop different skills in these areas and this may be your skills in your inventory or it may be that you develop skills outside of the inventory all of which are equally valuable.

### **Learning Disabilities**

These placements may include schools for children aged from 3 to 16 years or independent care homes. You may not feel as challenged as you would within a busy clinical environment, particularly as there may be little hands on care. You will gain essential and specialised communication skills which will support you throughout your career. You will have a work book to facilitate your learning. You will work with children and adults with learning disabilities in the context of their everyday lives and will be able to apply the knowledge gained in your work as an adult, child or mental health nurse. It may be that you will not have your skills in your skills inventory assessed in these placements but what you learn will stay with you. There is further information available on the allocations page of the PLSU webpage <https://www2.ljmu.ac.uk/EHC/plsu/secured/allocations.asp>

### **Private, Voluntary and Independent Organisations**

Volunteer agencies and private organisations including nursing homes and hospices are increasingly providing nursing care and during your course you may have experience working within one of these settings. The variety of experiences available is excellent and will increase your skills and knowledge. You will receive the same support as any other placement from both practice assessor/practice supervisors and academic staff.

### **22. Hub and Spoke Model for placements**

During this period of COVID 19 the ability to move students around is limited for public health reasons so you will have longer hub placements at present. Once the threat of COVID 19 is removed child, adult and mental health field student nurses will have both hub placements and spoke placements. Hub placements are longer, between 5 and 12 weeks and are assessed against your learning outcomes. You will have an initial interview with a supervisor, a midterm and a final review carried out by a practice assessor in hub placements. You can expect to have the same assessor throughout the hub placement. Spoke placements are shorter lasting between 1 and 4 weeks. You can achieve skill competencies on many of these spoke placements and you will have your Practice Assessment Record completed by a supervisor with comments on your progression. If you are unsure about whether your placement is spoke or a hub then you are advised to contact your practice module leader.

### **23. Students with a disability and/or additional needs**

Liverpool John Moores University is committed to ensuring that, wherever possible, applicants with disabilities are not prevented from accessing the programme and that if accepted they are not disadvantaged. Students who declare a disability or additional learning needs will be supported by the programme team and the university support systems. If reasonable adjustments are identified then these will be supported. These reasonable adjustments will be made as long as safe and effective practice is maintained. There is a guide available on Canvas in your practice module about reasonable adjustments.

Please inform the university if you have any allergy that may affect your placement experience so that we can support you and also discuss your allergy with your placement practice assessor/practice supervisor.

Students who feel that they need additional support can contact the Schools disability coordinator Denise Parker by email [A.D.Parker1@ljmu.ac.uk](mailto:A.D.Parker1@ljmu.ac.uk) or telephone 0151 231 4340, or the university Disability Advice Team on 0151 231 3164/3165 or email [disability@ljmu.ac.uk](mailto:disability@ljmu.ac.uk). Additional information can be found at <https://www.ljmu.ac.uk/discover/student-support/students-with-a-disability>

Students are also advised to contact their personal tutor to discuss what support may be required on placement so that plans can be put in place. In the Practice Assessment Record there is a page to be completed where you can discuss any additional needs with a supervisor/assessor. Students are encouraged to do this.

#### **24. Flu Vaccinations**

You may be eligible to have a flu vaccination whilst on placement. Students are advised to enquire about vaccination when in a placements where seasonal vaccination is offered to staff. Further information can be found at the following link

<https://www.gov.uk/government/publications/national-flu-immunisation-programme-plan>

Students can make the decision whether to have vaccination or not. In some clinical areas however it is mandatory and so if a student is not vaccinated an alternative placement would be found.

#### **25. Needle Stick Injuries**

Students should follow policies in relation to the use of sharps in practice. Should a needle-stick injury be sustained then you should follow the needle-stick Injury Policy specific to the placement you are on, and also report it to the academic link for the area.

#### **26. Placement Charter**

Health Education Northwest have produced a charter for placements and learners. This Charter demonstrates the Placement's commitment to provide a safe and high quality learning environment for all learners to prepare them for their future roles working collaboratively in multi-professional teams. The 'Placement Pledges' and the 'Rights, Roles and Responsibilities of learners' instil the values embedded within the NHS Constitution. The charter will be found on all placement areas.

#### **27. Jury Service**

If you've been selected for jury service you will receive a summons. Your jury summons will state when your jury service will take place. You can request to defer your jury duty until a more convenient time. If you apply for a deferment, you can only do this once, so you must inform the courts of any other times over the next 12 months when you definitely won't be available. They can then make arrangements for your jury service around your available dates.

If the court does not accept your request then you are obliged to serve as a juror. Once your jury service is confirmed, you must turn up on the agreed start date and if you fail to attend you could be fined. You should discuss this with your personal tutor and cohort leader to enquire how this might affect your studies and theory/practice hours.

#### **28. Student Health and Well-being**

The health and well-being of our students is always extremely important. When you are on placement it is possible you may encounter situations, which you find challenging, emotional or distressing. You may feel that you would benefit from talking to someone. If you need some additional support then all students can access a range of support services provided by LJMU including confidential advice and counselling. Follow this link for more information and contact details for these services <https://www2.ljmu.ac.uk/healthandwellbeing/index.htm>

### **29. Conflict of Interest**

Students should not work with or care for relatives whilst on clinical placements. We would expect you as a professional to declare such conflicts of interest. Please contact PLSU for advice should you be concerned about this when you receive your allocated placement

### **30. The Student agreement**

LJMU expect that students, as representatives of the University, will behave in a professional and responsible manner and in accordance with University Regulations. The Student will attend any pre-placement induction or health and safety training offered by the Placement Learning Provider or the University. In addition to this as a student you agree the following:

- To not bring LJMU's reputation in to disrepute and actively work to promote a good reputation for LJMU and your fellow students
- To inform the University of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require reasonable adjustments to be made whilst on placement, work shadowing or volunteering opportunity.
- To attend/complete any health, safety or other briefing provided as part of their placement, visit or work shadowing opportunity and familiarise themselves with all information provided
- To abide by all rules regarding health and safety requirements, and other practices and procedures of the host organisation or any information given by the Occupational Health Unit
- To carry out the work or study programme specified by the Placement Learning Provider with the support of a practice supervisor and agreed by the practice assessor, as appropriate to the learning experience
- To assess their learning experience providing feedback to the University as required
- When on placement to report to the academic link or placement lead if any incidents, issues that occur or any concerns about health and safety at their host organisation that jeopardise the success of the learning experience.
- To allow personal data which is reasonably believed to be relevant to the host organisation to be shared by the University and the Placement Learning Provider, if appropriate
- To confirm that any vehicle insurance covers travel to/from work and business use if requested to travel during the placement (if driving to the placement by private vehicle)
- To consult with the University prior to seeking any changes in the terms and duration of the placement or volunteering, not applicable to work shadowing.

As a Student, you are a representative of the University, and will behave in a professional and responsible manner and in accordance with University Regulations. Students will attend any pre-placement induction or health and safety training offered by the Placement Learning Provider or the University. If a Student has to be withdrawn from the Placement for disciplinary reasons, action may be taken in accordance with the University's Student Disciplinary Regulations:

<https://www.ljmu.ac.uk/~media/files/ljmu/public-information-documents/student-regulations/guidance-policy-and-process/student-code-of-behaviour-and-disciplinary-procedures-15-16.pdf?la=en>

(Taken from the LJMU Code of practice for Placement Learning)

### **31. Fitness to practice**

As part of the contractual agreement with professional bodies the university is required to monitor good health, character, discipline, standards of conduct and performance on application and throughout all pre-registration / qualification programs leading to professional qualifications. As the BSc Nursing Programme require students to undertake external placements the University has a duty to both the student and to the public to ensure that any risk of harm is minimised.

Where appropriate, the University is responsible for ensuring that students meet the relevant professional standards in addition to academic standards. The University may also be required to sign a declaration confirming that an individual is a safe and suitable entrant to the given profession and is 'Fit to Practise'. Student nurses are required to make themselves familiar with the Nursing and Midwifery Councils, The Code; Professional standards of practice and behaviour for nurses and midwives. (NMC. 2018).

Guidance on fitness to practice procedures are available on online via the following link and students are advised to read this. <https://www2.ljmu.ac.uk/studyessentials/90523.htm>

### **32. Student Code of Conduct**

All students at LJMU are expected to adhere to the Code of Conduct which can be found at the following link: <https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/139.pdf?la=en>

### **33. NMC guidance relation to practice**

NMC (2018) The Code; available at

<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>

NMC (2015) Guidance on using Social Media responsibly available at

<http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/social-media-guidance-30-march-2015-final.pdf>

Nursing and Midwifery Council (2010) Standards for pre-registration nursing education: available at

<http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/standards-for-pre-registration-nursing-education-16082010.pdf>

### **34. Additional advice relating to COVID 19**

Hand washing - Hands are the main route by which the virus will be transmitted. The single most important behaviour to reduce the risk of spreading the coronavirus is to wash your hands thoroughly at the end of your shift.

Uniform – liaise with your placement before you start, to seek advice on wearing of uniform to and from placement, some areas may ask you to travel in your own clothes and change in to your uniform on arrival. Wash you uniform after each shift. For further RCN guidance go to [file://jmu.ac.uk/PFS/HS06I/Store03/HS174298/Downloads/009-245%20\(1\).pdf](file://jmu.ac.uk/PFS/HS06I/Store03/HS174298/Downloads/009-245%20(1).pdf)

Personal belongings - Items such as ID badges, pens, fob watches etc should be cleaned with soap and water at the end of each shift. In areas that patients are confirmed or potentially positive, avoid

taking any personal equipment into these areas. Don't forget your phone! Wipe down your phone with an antibacterial wipe or a little soap and water.

PPE - Appropriate PPE must be worn at all times. Follow the guidance and policies of your placement area. If you are required to wear scrubs these should be disposed of at the end of the shift into the designated laundry bags in the clinical area.

Working in the community - Working in the community and in domestic settings means that you will need to travel in your uniform. If possible, the patient will be screened for symptoms of COVID-19 before the visit. PPE should still be available and should be changed for each patient visit. Carry hand sanitiser and avoid taking your personal belongings or unnecessary equipment into patients' homes. Put your PPE on as soon as you arrive at the community setting or before entering the patient's house and remove and discard protective clothing on leaving the house or community setting – it can be placed in the patient's household waste. Decontaminate your hands after removing gloves and after all the protective clothing has been discarded. Wipe clean any equipment with a disinfectant wipe (for example phone or tablet). Wash your uniform when home.

Decontaminating your hands after each visit and protecting your uniform with a plastic apron means that you will not transfer any significant contamination to your car or home.

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