

Liverpool John Moores University

Return to Practice Nursing

Guide for Practice

2016/2017



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 a large part 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.

Julie Barrett

Lead for Practice Learning

Email j.e.barrett@ljamu.ac.uk

Telephone 0151 231 4095

Anita Maestri-Banks

Programme Leader, Module Leader and Personal Tutor of Return to Practice Nursing

Email a.m.maestri-banks@ljamu.ac.uk

Telephone 0151 231 4133

Or in Anita's absence

Lorraine Shaw

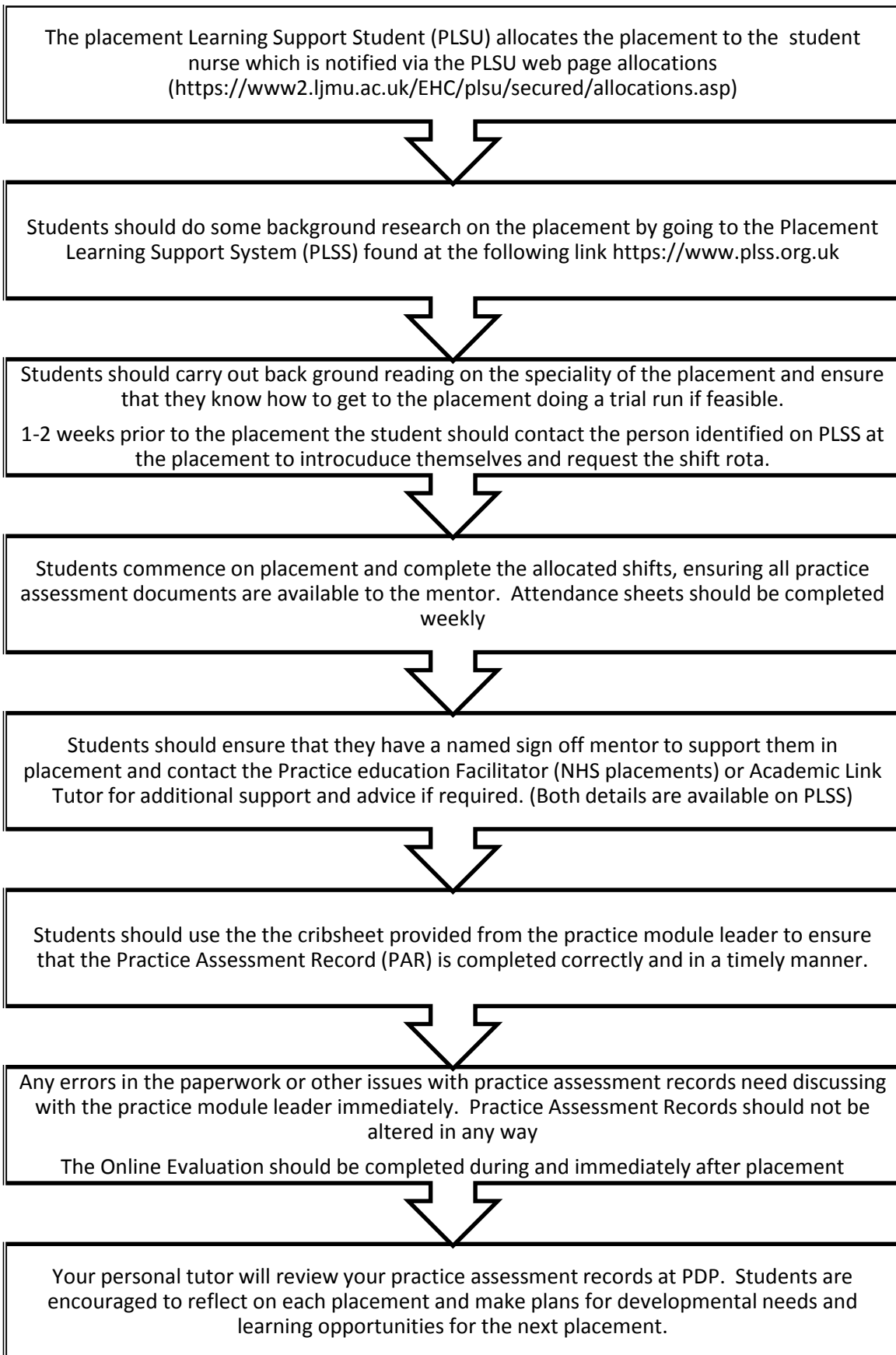
Head of Nursing

Email L.Shaw@ljamu.ac.uk

Telephone 0151 231 4458

Contents	Page Number
1. A Student nurses Journey through placement	4
2. What is a placement?	5
3. Preparation for placement and what to do before you start	5
4. Shift Rotas and Timesheets	6
5. Sickness and absence reporting	7
6. Uniforms	7
7. Pregnant students	8
8. Support and supervision in practice	8
9. Raising concern	10
10. Making a complaint	10
11. Evaluations	10
12. Confidentiality	10
13. Social Networking	10
14. ID badges	11
15. Keys	11
16. Placement Policies	11
17. Students with a disability and/or additional learning needs	11
18. Flu Vaccination	12
19. Needle Stick injuries	12
20. Placement Charter	12
21. Jury Service	12
22. Student agreement	13
23. Fitness to practice	14
24. Student Code of Conduct	14
25. NMC guidance related to practice placements	14

1. A Student Nurses Journey Through 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@ljam.ac.uk or 0151 231 4089

- Core Skills including Manual Handling and Basic Life Support practical sessions
- All students need to sign the LJMU Code of Practice declaration (see page 14)
- Disclosure Barring Service (DBS)
- Occupational Health Service
- 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. You should discuss any queries about this with your personal tutor.

What to do before you start your placement

Visit the Practice Learning Support Unit (PLSU) website to find your placement details.

Check travel arrangements and do a 'dummy run'. It is your responsibility to know how to get to placement and how long it takes you. You will find a travel planner along with your placement details on the Practice Learning Support Unit (PLSU) webpages. As we explained to you at interview, 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 a variety of placements. 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. Visit the website www.plss.org.uk and search for the placement by name or ID number. Here you will find out the contact details, the address and a description of the placement area, some Private and voluntary placements will only have very limited information. You will be directed to any suggested pre-reading. You will be able to find out if uniform is required and the times of the shifts you will be expected to work.

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 mentor can help you to achieve these.

4. Bursary

A small bursary will be given to you for travel and other costs. You will be given £200 at the start of your course and then another £300 on the commencement of your clinical placement.

5. Shift rotas and timesheets

The placement area will give you your shift rota. You need to work a minimum of 3 days per week in your placement. Normally your shifts will be a 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, you may need to work night duty during the course and weekend working will be expected.

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 may be able to request your shifts around other commitments such as part time work or childcare. However, 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.

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).

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.

Timesheets: These must be completed weekly and you must ask your sign off mentor to sign them each week. If you make a mistake then just cross out that line of off-duty, re-write the shifts, and get the timesheet signed again.

Annual Leave: All annual leave is programmed and is not usually negotiable. If you have any concerns about your holiday entitlement then you need to speak to the Programme Leader and Practice Learning Support Unit to discuss this as soon as possible.

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 or phone 0151 231 4089.

6. 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 whom you spoke to. Let them know when they can expect you to return. The Practice Learning Support Unit 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.

7. 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. 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@ljamu.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 there is a need to order as soon as possible.

8. 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.

9. 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.

Sign off Mentor:

You will be allocated to a permanent member of staff on each placement. This person will teach and support you on placement. They will also assess you and complete the relevant documentation. It is expected that you will work with your mentor at least 40% of the time, which is why you must work the shift rota provided to you. Your sign off mentor will be a registered nurse. You may also have a backup mentor or associate mentor, which you may work with on occasion, however your documentation needs to be completed by your sign off mentor.

Practice Education Facilitator (PEF) in NHS Trusts

The role of the PEF is to support and facilitate high quality practice learning experiences. Each clinical area is allocated a PEF and you will find the name and contact details by visiting www.plss.org.uk. The PEF can be contacted should you need advice about the placement or you have any worries or concerns. They will also organise study days and take part in placement audits.

Academic link:

Every placement area has a member of the academic staff from LJMU attached to it. You can find out who this is by visiting www.plss.org.uk. The contact details of the academic will be provided. 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 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.

Practice assessment documents

All Practice documentation must be taken to placement each day and should be available to your mentor on request. This includes your Practice Assessment Record, Skills Inventory and Timesheet; if the academic link from LJMU visits, they will need to record this so please ensure your documents are available. Any queries about documents should be directed to the Practice Module Leader. The documents are where your assessment will be recorded and must be kept safe and clean.

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.

10. Raising concerns

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 be raised in an appropriate and timely manner. Health Education North West has issued you with guidance and this can also be found at the following link:

[https://www.cmft.nhs.uk/media/1157178/henw%20concerns%20guidance%20postcard%20\(print\).pdf](https://www.cmft.nhs.uk/media/1157178/henw%20concerns%20guidance%20postcard%20(print).pdf)

It is always better to speak to someone in practice. This should be your mentor, the manager of the clinical area or the Practice Education Facilitator. If however this is not possible then please contact the LJMU academic link for the area or your personal tutor.

If you are involved in an accident or incident on placement, please report this to your mentor or personal tutor as soon as this occurs so that you can be supported and it can be recorded.

11. 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>**

12. 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, 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>**

13. Confidentiality

As a student nurse, you must respect people's right to privacy and confidentiality (NMC, 2015). 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.

14. Social Networking

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. 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

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.

15. 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.

16. 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.

17. Placement Policies

The placement that you will go to 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. Your mentor 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 your mentor, the academic link or the PEF.

18. Students with a disability and/or additional learning 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. The programme team and the university support systems will support students who declare a disability or additional learning needs. 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.

Please inform the university if you have any allergy that may affect your placement experience so that we can support you and discuss your allergy with your placement mentor. Students who feel that they need additional support should contact the university Disability Advice Team on 0151 231 3164/3165 or email disability@ljmu.ac.uk. **Additional information can be found at <https://www2.ljmu.ac.uk/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 your mentor. Students are encouraged to do this.

19. 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/uploads/system/uploads/attachment_data/file/418038/Flu Plan Winter 2015 to 2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418038/Flu_Plan_Winter_2015_to_2016.pdf)

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.

20. 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 report it to the academic link for the area.

21. 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 and via the following link:

<http://nw.hee.nhs.uk/files/2013/06/HENW-Placement-Charter-Poster1.pdf>

22. Jury Service

As a student nurse, you have a right to be excused from jury service, but you must claim that right by request. This means that the Courts Service will not automatically know of your circumstances. When you have been invited for Jury Service you should inform the Court Service that you are a student nurse and wish to request

excusal by completing the relevant form received from them. In these circumstances, please contact PLSU who will provide you with a letter to support this. If you wish to take part in jury service, you need to discuss this with your personal tutor and cohort leader to enquire how this might affect your studies and theory/practice hours.

23. 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 the

The Student agrees:

- To not bring LJMU's reputation in to dispute 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 under the supervision of the specified Sign off Mentor(s)/Contact(s), as appropriate to the learning experience
- To assess their learning experience providing feedback to the University as required
- When on placement to report the University Placement Coordinator if any incidents, issues that occur or any concerns about health and safety at their host organisation or Placement Coordinator, 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.

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

24. 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 programmes leading to professional qualifications. As the Return to Practice 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. 2015).

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>

25. 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://www2.ljmu.ac.uk/corporate/123158.htm>

26. NMC guidance relation to practice

NMC (2015) The Code; available at

<http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revise-new-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>

Acknowledgements

Julie Barrett Senior Lecturer LJMU

Anita Maestri-Banks Senior Lecturer LJMU

Mark Woods Senior Lecturer LJMU

Jackie Davenport Senior Lecturer LJMU

Student Cohort Representatives

Jayne Shillcock Mayfield Nursing Home

Cheshire and Merseyside Practice Education Facilitators

Practice Learning Support Unit Liverpool John Moores University