

Liverpool John Moores University

BSc (Hons)  
Paramedic Science

Guide for Practice

2019/2020



## **Introduction**

This practice guide will provide information to help you to make the most of your practice placements. Your practice placement is an important part of your Paramedic education and makes up a significant and important part of your learning and programme of education.

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

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## 1. A Learner's Journey Through Practice Placement

The Placement Learning Support Learner(PLSU) allocates the practice placement to the Student Paramedic who is notified via the PLSU web page allocations

<https://www2.ljmu.ac.uk/EHC/plsu/secured/allocations.asp>

Learners 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/>

Learners should carry out back ground reading on the speciality of the practice placement and ensure that they know how to get to the practice 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.

Learners commence on practice placement and complete the allocated shifts, ensuring all Practice Learning & Assessment Documents (PLAD) are available to the practice educator. Attendance sheets should be completed weekly on PARE

Any errors in the paperwork or other issues with the PLAD need to be discussed with the practice module leader immediately. The PLAD should not be altered in any way. The Online Evaluation should be completed during and immediately after placement

<https://onlinepare.net/>

Following the practice practice placement, the PLAD should be taken to the module leader and progress discussed. Learners are encouraged to reflect on each practice placement and make plans for developmental needs and learning opportunities for the next practice placement.

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

Your practice 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. These are necessary to enable registration with the HCPC. All practice placement areas used by LJMU have been audited to ensure they meet your learning needs.

## **3. Preparation for practice placement**

There are some mandatory requirements, which must be completed before you are allowed to go out to practice placement. These are listed below. It is your responsibility to complete 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 and Basic Life Support practical sessions
- All learners need to sign the LJMU Code of Practice declaration
- 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, learners will complete a self-declaration of Good Health and Character. You should discuss any queries about this with the Programme Manager.

### **What to do before you start your practice placement**

Visit the Practice Learning Support Unit (PLSU) website to find your practice placement details. <https://www.ljmu.ac.uk/microsites/plsu>

Check travel arrangements and do a 'dummy run'. It is your responsibility to know how to get to practice placement and how long it takes you. You will find a travel planner along with your practice 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 practice placement. Some areas will allow you to park and you may need a pass so ask the practice placement area before you start.

Find out as much as you can about the placement before you start. PLSU will have sent you the contact details of the area. 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 mentor/supervisor can help you to achieve these.

#### 4 Travel Claims

All travel claims are processed by the PLSU and forwarded to the Bursary Unit for payment. Completed forms should be submitted via the blue post box in the reception area of PLSU, on the second floor, Henry Cotton Building. If you have any queries related to travel claims, please telephone 0151 231 4089 or email [plsu@ljmu.ac.uk](mailto:plsu@ljmu.ac.uk).

#### 5 Shift rotas and timesheets

The practice placement area will give you your shift rota. You need to work 37 ½ hours per week in your practice placement, usually over four days.

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 childcare. The normal shift pattern of the practice 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 practice placement area. Learners are expected to be on duty ready to work at the start of shift and must not be late. Learners are also expected to complete the shift and will not be allowed to leave early. If you are having difficulties in attending practice placement then please see your personal tutor as soon as possible.

**Rest Breaks and Periods:** Every learner is entitled to a minimum rest period of not less than 10, if possible 11 consecutive hours between shifts. If a learner engages in practice for longer than 6 hours, they are entitled to a rest break. If engaging in a full shift (> 8 hours), learners are also entitled to a meal break. Learners will attend in practice no longer than 12 hours in any one-day duty shift, excluding breaks.

**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 learner should be able to make up in any one week is 10.5 hours (if they were on practice 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:** Learners are not required to attend practice placement on Christmas Day, Boxing Day or New Year's Day due to difficulties in travel. 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 practice placement hours, not enhanced or extra hours. If you are placed in a clinic over a bank holiday or half term period, you will need to make this time up during the year.

**Part-time work:** Learners will find it difficult to work in addition to their studies and practice placement experience. If however a learner has a part-time job, then this needs to work around their theory and practice elements of the programme. Learners are advised that they cannot work in the same practice area that they are allocated to as a learner.

**Timesheets:** These must be completed weekly and you must ask your practice educator / mentor / supervisor 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. Timesheets are expected to be submitted at the

end of each Practice Placement Experience and your Practice module leader will let you know the date.

**Annual Leave:** All annual leave is programmed and is not 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.

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.

## 6 **Sickness and absence reporting**

It is essential that you let both the practice placement area and the university know if you are unable to attend your practice placement for any reason. This should be done before your shift begins. Contact the practice 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](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.

## 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 learners and you are representing the university whilst on practice placement. You will need to follow the uniform policy of the practice placement area. If the practice 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 practice 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 learners should never be seen smoking on or off practice placement areas in uniform.**

If uniform is not required, then confirm with the practice placement area what is suitable. 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**

Learners are provided with sufficient uniform to last the period of training. If a learner requires additional uniform, this is 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, they will take time to be delivered, so they need ordering as soon as possible.

## 8 **Pregnant learners**

Please let your personal tutor know if you become pregnant. This is to allow the appropriate risk assessment to be completed. You will be asked to give permission to disclose this to the PEF so a local risk assessment can be done.

## 9 **Support and supervision practice**

There are many sources of support for you whilst in practice and learners 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. Learners undertake learning in practice settings appropriate to their curriculum learning outcomes, professional body requirements and practice placement availability. PLSU works in close collaboration with practice partners to identify the most suitable practice placements that can offer maximum potential for learning. PLSU work closely with NWAS, NHS Trusts and Social Care and Social Services as well as the Private, Independent and Voluntary Sector across the North West of England.

### **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](http://www.plss.org.uk). The PEF can be contacted should you need advice about the practice placement or you have any worries or concerns. They will also organise study days and take part in practice placement audits.

### **Academic link:**

Every practice 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 practice 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 practice placement. The academic link will visit you on practice placement and would certainly arrange to visit when needed. The paramedic link lecturers will inform you of planned visits.



### **Personal tutor:**

You are encouraged to contact one of the people above for support whilst on practice 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.

### **Practice assessment documents**

All Practice Learning & Assessment Documentation (PLAD) must be taken to practice placement each day and should be available to your practice educator or supervisor on request. This includes your Timesheet and PLAD. Each time you attend a different area, you must have your PLAD completed and it must be signed off at the end of every practice placement. When 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.

### **Practice Educators**

If you are finding practice based education / mentorship a challenge, and feel unable to discuss with your practice educator initially, then contact your PEF or Link Tutor. It may require that you give it some time, carefully consider what is challenging about the practice education / mentorship experience and discuss with the PEF and Link Lecturer to resolve this, so that your practice placement experience is maximised.

### **Supervision and supernumerary status**

Supernumerary status means that that you are not counted in the clinical staffing numbers. You will, 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 practice 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.hee.nhs.uk/our-work/raising-responding-concerns>**

It is always better to speak to someone in practice. This should be your practice educator / mentor, the manager of the clinical area or the Practice Education Facilitator. Trusts will have their own processes. If however this is not easily identifiable then please contact the LJMU academic link for the area or your personal tutor.

If you are involved in an accident or incident on practice placement, please report this to your practice educator / 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 practice 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 learners about practice placements helps to ensure that practice placements are meeting learners' needs and are good quality practice placements. You are expected to complete an electronic evaluation about your experience on each practice placement. You are encouraged to start this during the practice placement, complete, and submit within 2 weeks of the practice 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 practice 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 Paramedic, you must respect people's right to privacy and confidentiality. <https://www.hcpc-uk.org/registration/meeting-our-standards/guidance-on-confidentiality/> 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 practice placement or patients such as handovers must be left on the practice placement in the confidential waste.

### 14 **Social Networking**

We accept that many learners 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 practice 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 (FtP) investigation. The HCPC has issued recent guidance that can be found here

<https://www.hcpc-uk.org/concerns/raising-concerns/>

NB: Learners should not use mobile phones on practice placement for calls, texts or photography. They are authorised in specific situations as part of their record keeping or case loading for programme requirements.

Learners 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 practice placement. Most practice placement areas require you to wear your Student ID Badge at all times. Some practice 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 practice placement.

## 16 **Keys**

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

## 17 **Practice placement Policies**

Policies and procedures will vary from Trust to Trust. This can be challenging, however it is essential that you become familiar with what you can and cannot do on practice 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 **Practice placement areas**

Whilst you cannot choose your practice placement, you can be reassured that during your time at LJMU, you will get a wide variety of practice experiences to enable you to meet all of your outcomes

## 19 **Learners 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. Learners 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.

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

Learners who feel that they need additional support should contact the university Disability Advice Team on 0151 231 3164/3165 or email [disabilty@ljmu.ac.uk](mailto:disabilty@ljmu.ac.uk). Additional information can be found at <https://www2.ljmu.ac.uk/disability/>

Learners are also advised to contact their personal tutor to discuss what support may be required on practice placement so that plans can be put in place. In the PLAD, there is a page to be completed where you can discuss any additional needs with your practice educator / mentor. Learners are encouraged to do this.

## 20 **Flu Vaccinations**

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

<https://www.gov.uk/government/collections/annual-flu-programme#2018-to-2019-flu-season>

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

## 21 Injuries/Risks

### Needle Stick Injuries

Learners 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 practice placement you are on, and report it to the academic link for the area.

## 22 Practice Placement Charter

Health Education Northwest (HENW) have produced a charter for practice placements and learners. This Charter demonstrates the Practice 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 'Practice 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 practice placement areas and via the following link:

<http://www.pat.nhs.uk/education-and-research/Student%20Placement%20Charter%20.pdf>

## 23. Jury Service

As a Student Paramedic, 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 Paramedic 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 programme leader to enquire how this might affect your studies and theory/practice hours.

## 24. The Learner Agreement

LJMU expect that learners, as representatives of the University, will behave in a professional and responsible manner and in accordance with University Regulations. The Learner will attend any pre-practice placement induction or health and safety training offered by the Practice placement Learning Provider or the University. In addition to this:

### **The Learner agrees:**

- To not bring LJMU's reputation in to dispute and actively work to promote a good reputation for LJMU and your fellow learners
- 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 practice placement, work shadowing or volunteering opportunity.
- To attend/complete any health, safety or other briefing provided as part of their practice 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 Practice placement Learning Provider under the supervision of the specified Mentor(s)/Contact(s), as appropriate to the learning experience
- To assess their learning experience providing feedback to the University as required
- When on practice placement to report the University Practice placement Coordinator if any incidents, issues that occur or any concerns about health and safety at their host organisation or Practice 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 Practice 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 practice placement (if driving to the practice placement by private vehicle)
- To consult with the University prior to seeking any changes in the terms and duration of the practice placement or volunteering, not applicable to work shadowing.

*(Taken from the LJMU Code of practice for Practice placement Learning)*

## **25 Fitness to practise**

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 programmes leading to professional qualifications. As the BSc (Hons) Paramedic Science programme require learners to undertake external practice placements the University has a duty to both the learner and to the public to ensure that any risk of harm is minimised.

Where appropriate, the University is responsible for ensuring that learners 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'.

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

## **26 Learner Code of Conduct**

All learners 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>

## **27 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>

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