

Liverpool John Moores University

BA (Hons) Midwifery

Guide for Practice

2019/2020 – Commencing  
September 2019



## **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 midwifery education and makes up 50% of your learning and programme

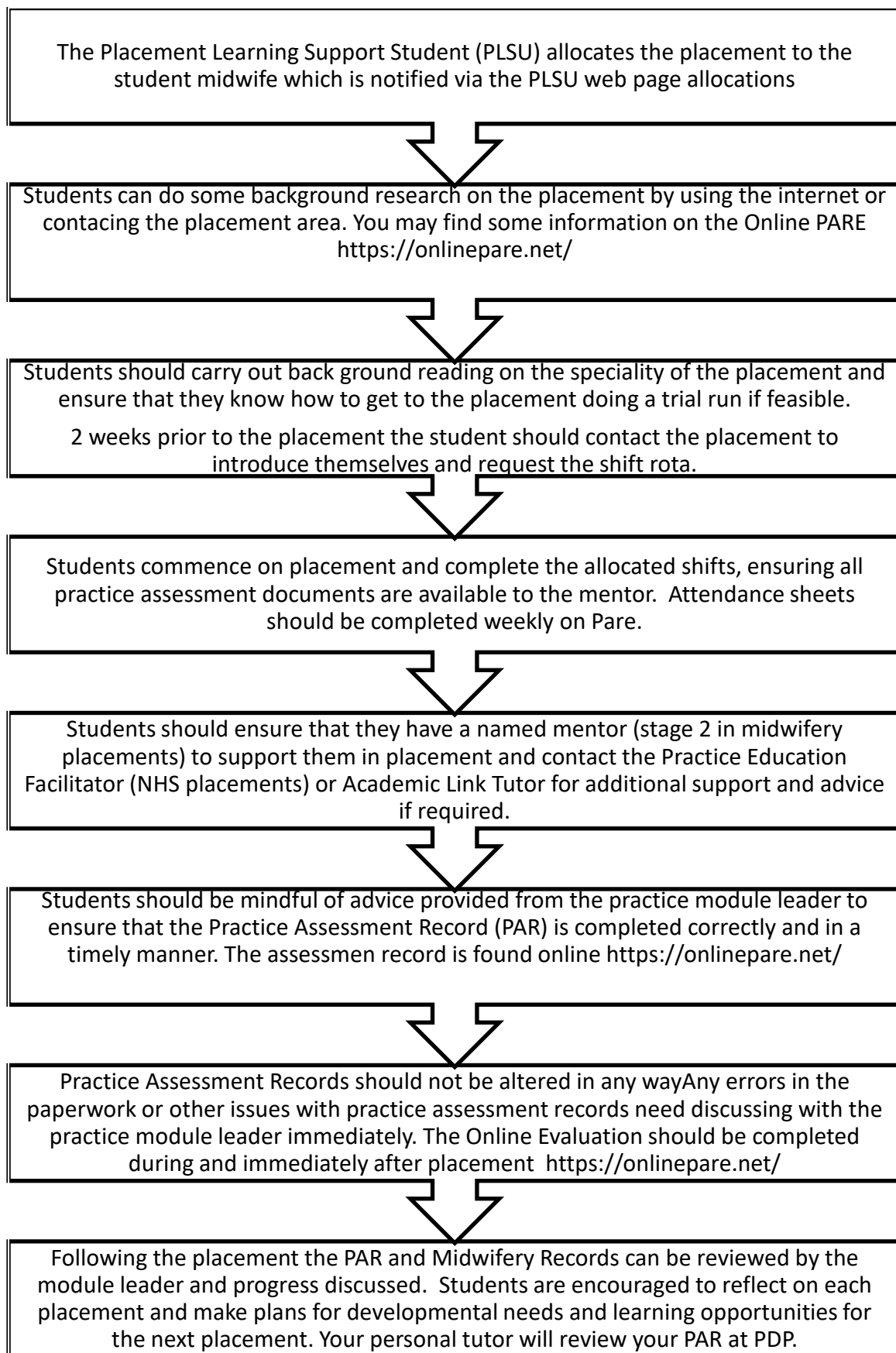
This guide is designed to support you and answer your placement questions, please keep it safe and refer to it as you progress on your course.

Programme Leader Midwifery

Lead Midwife for Education

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

## 1. A Student Midwife's 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@ljmu.ac.uk](mailto:plsu@ljmu.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 self-declaration of Good Health and Character. You should discuss any queries about this with the Lead Midwife for Education (LME).**

### **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. 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. 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 2 weeks 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.

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 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). 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.

#### 4 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 when in practice weeks. Normally your shifts will consist of four 7.5 hour shifts. **Midwifery is a 24 hour, 7 day week job** and it is important that you experience all aspects of the rôle, 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.**

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.

**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 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 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:** 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.

**Bank Activity:** Students employed on the 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 mentor/supervisor to sign them each week.

**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.

## 5 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.

## 6 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 confirm with the 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

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, they will take time to be delivered, so they need ordering as soon as possible.

## 7 Pregnant students

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.

## 8 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.

<https://www.plss.org.uk/dev1/Default.aspx>

### 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 your practice 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. In midwifery placements, your mentor will be a registered Midwife with an NMC Stage 2 mentorship qualification. In non-midwifery placements could be a suitably prepared other member of staff or registered Nurse.

### 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. 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. Contact your academic link who can provide information for the PEFs who are based in NHS organisations.



### 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 link will visit you on placement and would certainly arrange to visit when needed. The midwifery link lecturers will inform you of planned visits.

### 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.

### Practice assessment documents

**All Practice assessment documents are found online <https://onlinepare.net/> including your Timesheet. 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 mentor 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 mentor is off sick.**

**All students will have skills and competencies that need to be achieved. LJMU encourage students to take all opportunities offered to them. Students need to ensure that they are supervised by mentors and supervisors. At all times the policy of the organisation must be followed for all skills including medication particularly those prescribed intravenously. If students are unsure they are to check with their mentor and/or Practice Education Facilitator.**

### Mentors

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

### **9 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 is 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. Trusts will have their own processes. In midwifery practice areas, you may also access a Professional Midwifery Advocate (PMA) that you can contact and discuss concerns with. If however this is not possible then please contact the LJMU academic link for the area or your personal tutor or the Lead Midwife for Education (LME).

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.

### **10 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>**

### **11 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>**

### **12 Confidentiality**

As a student midwife, 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.

### 13 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 (FtP) 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. They are authorised in specific situations as part of their record keeping or caseload for programme requirements.**

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.

### 14 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.

### 15 Keys

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

### 16 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 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.

### 17 Placement areas

**The NMC (2008) expect midwives to have experienced a wide range of placement experience which include babies, children, young people, pregnant and postnatal women, people with mental health problems, people with physical disabilities, people with learning disabilities, people with medical**

conditions and people with long term problems such as cognitive impairment. Placements are allocated by PLSU. Whilst you cannot choose your placement, you can be reassured that during your 3 years at LJMU, you will get a wide variety of practice experiences to enable you to meet all of your outcomes

### **Midwifery placements 'In hospital '**

Over the three year programme, you will have experience in all maternity settings. The placement areas are designed to maximise your opportunities to build up your skills and practice in all midwifery settings. In each year of the programme, you will be allocated to a placement in the Delivery Suites of your Trust, This will be between 8-10 weeks and balances out over the whole programme. The focus in year one is on physiological 'normality and you will have a placement in an antenatal clinic, usually one week) and on the postnatal ward, which is between 3-4 weeks.

Complex care is introduced in year 2 and is reflected in the placements on antenatal and postnatal areas of the maternity bases, comprising of 5-6 weeks in each area. Fetal Assessment Units are also part of the placement allocation in year 2 and depending on the range of service may be 3-4 weeks in length. You have experience of the care provided in Neonatal Units for 1 week.

In year three, you will be consolidating your skills and developing decision making and leadership skills. Your placements reflect this as you will be allocated to Delivery Suite, Maternity bases and Community.

### **Community Placements**

You will be placed with Community midwifery teams in year 1 and year 3. You may visit health centres, and health visitor placements, sexual health clinics, walk-in centres, G.P. Practices, treatment rooms and clinics. You will visit women and their babies in their homes with your midwife. Depending on your community team, you may attend home births and you may be offered the opportunity to participate in 'on-call' rotas.

### **Acute NHS Trust placements**

Midwifery students will attend acute NHS trusts for placements to gain medical and surgical (usually while placed in gynaecology areas) nursing experience. This may be within the Trust you are placed in for your midwifery practice but it can be in another Trust. You are likely to attend an induction for the area and will have access to the Practice Education Facilitators and will have the opportunity to work with a wide multi-disciplinary team in a variety of specialties. Each NHS trust will have a webpage and you are encouraged to look this up before placement starts. You may also be able to access the local intranet on placement by having local IT training so contact the PEF. You will attend medical speciality departments for four weeks in either year 1 or year 2 and gynaecology departments for four weeks. In gynaecology placements, you will have opportunity to work in theatres.

### **Elective Placements**

There are opportunities for you to choose areas of practice to extend your interest. In year 3, four weeks are available for placements which may include travel abroad. Currently, you are required to fund this yourself. The University does not fund such trips, however, you will be advised about opportunities for applying for funding from charitable and professional bodies. All such placements need to be discussed and approved by the Lead Midwife for Education and year leader.

### **18 Placement Model**

When based in a practice area, you will be able to 'spoke out' for short visits to other areas. Research areas of practice associated with your placement and discuss this with your named mentor. (S)he will facilitate visits within your core experience. When commencing a placement, you will have an induction and an initial review. It is important to ensure that you have a midterm and a final review which is carried out by the mentor. To accommodate the best learning experience for you, you may have a back up mentor in midwifery areas as well as NMC stage 2 mentor.

### **19 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. 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.

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 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](mailto: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.

### **20 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.

### **21 Injuries/Risks**

#### **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.

### **Exposure Prone Procedures (EPPs)**

As a student midwife, you will learn to suture perineal tears/lacerations (first and second degree) and episiotomies. This comes under the category of EPP as there is a risk of exposure of the woman's open tissues to the blood of the practitioner as the hands or fingertips may not be visible at all times. You will need to follow Trust policy for prevention, care and the correct process for informing if suture needles penetrate your fingers.

### **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>**

## **22 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>**

## **24. Jury Service**

As a student Midwife, 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 midwife 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 and Lead Midwife for Education to enquire how this might affect your studies and theory/practice hours.

## **25. 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 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 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)**

## **26 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 BA Midwifery 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 midwives are required to make themselves familiar with the Nursing and Midwifery Council's, The Code; Professional standards of practice and behaviour for nurses and midwives. (NMC. 2015).**

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

### **Conflict of Interest**

Students should not work with or care for relatives whilst on clinical placements. Conflicts of interest can also include placements where the student has had previous personal contact for example the students own GP practice. 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.

### **27 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>

### **28 NMC guidance relation to practice**

NMC (2015) The Code; available at

<http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-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 (2009) Standards for pre-registration midwifery education: available at

<http://www.nmc.org.uk/standards/additional-standards/standards-for-pre-registration-midwifery-education/>

### **Acknowledgements**

Adapted from the Nursing Practice Guide with input from Practice Learning Support Unit, Liverpool John Moores University, and midwifery students.