



LEEDS BECKETT UNIVERSITY
SCHOOL OF HEALTH

Practice Learning Handbook

2025/26

BSc (Hons) Adult & Mental Health Nursing

Non-apprenticeship and Apprenticeship routes

2018 Curriculum

School	School of Health
Level	All levels
Semester	All semesters

Communication protocol: Staff will reply to student questions within a reasonable time, normally within office hours. Students are advised to check this handbook and to see if there are any online announcements or Frequently Asked Questions that deal with the enquiry before contacting staff.

Table of Contents

Change Log.....	Error! Bookmark not defined.
Introduction from the Practice Learning Team.....	5
The Nursing and Midwifery Code (2018).....	6
The NMC Future Nurse Standards (2018).....	6
Leeds Beckett University nursing students - role and responsibilities.....	6
Professionalism in Practice	6
Independent learning.....	7
Your Academic Advisor	7
Preparation for Practice	8
Occupational Health.....	8
Risk Assessments.....	8
Uniform.....	9
Name Badges / ID and IT access on Placement.....	9
Placement Configuration - Non- Apprentice route	11
Placement Allocations.....	12
Changing Placements	13
Enrichment placements	13
Enrichment placements abroad.....	13
Alternative Fields	14
Working in the placement setting	14
Shuttle bus.....	14
Placement Travel and Dual Accommodation Expenses (TDAE).....	14
Supernumerary status and protected learning time	15
Key people involved in your placement experiences	16
Attendance and Working Hours	19
Absence reporting	20
Working hours	21
Working Time Directive - practice placement learning experience advice and requirements .	21
Shift Patterns.....	22
‘Long Days’.....	22
Night Shifts	22
Bank Holidays	22
Adverse Weather Conditions	23

Paid employment	23
Requesting time off	24
Annual Leave	24
Needing to make hours up	24
Progression through practice	25
Assessment requirements	26
Medication administration	29
If you are assessed as not passing a placement	29
Ongoing support and escalation of concerns	30
Freedom to Speak Up Guardians (FTSUG)	30
On completion of placement	30
Placement Evaluation	31
Returning to practice after a period of absence or temporary withdrawal	31
What to do if	32
Contacts	34
Appendix 1 - Quick view guide: Academic Advisor and Academic Assessor Role Differences	35
Appendix 2 – Enrichment Information	39

Change Log 2025/26

Page	Change	Rationale
9	Change to process for ordering uniforms to introduce trying on sessions in the first few weeks of the course	To avoid the ordering of incorrect sized uniforms and subsequent delayed placement clearance
11	Additional information added to placement configuration to clarify that 'non-assessed' placements sit within an assessed placement block, and are assessed by the Practice Assessor in the assessed placement area	Clarification for learners
30	Addition of enrichment documentation requirements in Epad	To support learners to complete enrichment requirements
32	Amendment to timing of Epad documentation to allow 1 week window for documentation completion where non-assessed placement is at the end of the placement block	To allow learners more time to complete their documentation with their PA
34	Amendment to process for adding PA/PS to pebblepad	Change to process
36	Change to course PLL and administrator details	Change of staff

Introduction from the Practice Learning Team

Welcome!

Practice is a fundamental part of your training programme, enabling you to apply your knowledge and experiences into a clinical practice setting. It is an exciting aspect of your course, and we know it is the part that students particularly look forward to. Practice makes up 50% of your course, so please read this handbook carefully to ensure you understand what is required.

This handbook supports the practice learning experiences which are an essential part of the course. Students are required to meet the NMC (2018) proficiencies by actively engaging in practice learning and evidencing this in your ePAD.

The Future Nurse Standards (NMC 2018) provide a framework for developing key skills and knowledge relevant to your role. All practice documentation is electronic, and it is your responsibility to make sure it is completed fully and accurately over the length of the course.

This handbook does not stand alone; you should also ensure you keep up to date with online sources of University information that underpin your programme of study. Course handbooks, student services, policies and procedures, and details of the nursing administration team can all be found in the [Student Information](#) section on My Beckett. This handbook also contains hyperlinks to the [Health and Social Care Practice Learning Hub](#) where more information and absence reporting processes for practice can be found.

We hope you will find this guide useful and informative. It contains a lot of information, but it should always be your first point of reference.

We wish you well in your placements and hope you enjoy the experiences you will have during your course.

The Practice Learning Team

Leeds Beckett University acknowledges the University of Plymouth in developing this student resource. Some elements of the content of the Leeds Beckett Practice Learning Handbook are based on templates and suggested content from the University of Plymouth Nursing Practice Handbook 2022/23.

The Nursing and Midwifery Code (2018)

[The Code](#) presents the professional standards that nurses, midwives and nursing associates must uphold to be registered to practise in the UK. The Code is structured around four themes – prioritise people, practise effectively, preserve safety and promote professionalism and trust. The NMC Code supports you by providing the key principles you should follow, alongside the ethical frameworks that normally guide your practice. Each section contains a series of statements that taken together signify what good nursing and midwifery practice looks like.

The NMC Future Nurse Standards (2018)

The Nursing and Midwifery Council have developed a set of [standards](#) which underpin your programme. These standards provide a framework for not only the theoretical content you will cover in the course, but also for the practical skills you will learn, develop, and become competent in during your studies. These are substantial documents; however, we encourage you to become familiar with them and recommend that you schedule some time to read through them during your first semester to help you to prepare for your clinical placements.

[The Standards for Student Supervision and Assessment](#) (SSSA) will help you to understand the requirements of MYEPAD, the document you will use to record your practice development, skills, and competencies throughout the course. These should be read together to help you to understand the [assessment criteria](#) whilst in placement.

Leeds Beckett University nursing students - role and responsibilities

You are required to develop a sense of self-management, time management and autonomy from the outset of your programme of study. You will start to recognise the need to work as a team member, positively engaging with your peers and colleagues, listening, learning, questioning and respectfully challenging. You should proactively identify your place within the team, accepting and using professional feedback to develop your professional behaviours, skills, and confidence. You should endeavour to identify relevant objectives that will support you to:

- Use strategies to identify your learning needs.
- Recognise the transferable skills you bring to the course and how these can be used.
- Appreciate the contribution you can make to safe and effective care in your current level of your programme.

Professionalism in Practice

As a Leeds Beckett University student, you represent both the University and the profession you are training to become a part of. Whilst in the practice area, your conduct, attitude, communication, and clinical skills will be observed and assessed, and the way in which you engage with service users, family members, peers and other professionals will form an impression of you. Please ensure this impression is a professional and positive one.

You should familiarise yourself with programme, professional and placement policies, standards, and guidelines, and you should make time to familiarise yourself with the Code at the beginning of your nursing programme – you will refer to it in both clinical as well as academic work throughout the duration of the course. Failure to comply with the Code in both academic and clinical work can have serious implications for your progression on the course. Useful links on professionalism can be found

on the [NMC website](#). Any concerns identified or raised about your professional conduct will be addressed in line with the School Fitness to Practice policy.

The NMC have produced guidance on [Social Networking](#) and you should ensure you are familiar with this and follow its guidance, and any guidance or policies on social networking that University, your employer and your placement area may have. The guidance is not intended to cover every social media situation that you may face, however it sets out broad principles to enable you to think through issues and act professionally, always ensuring public protection.

Independent learning

Independent learning is an integral part of your pre-registration programme. As a registrant, you will be responsible for delivery of care to the level of your registration. You are also expected to become a lifelong learner, constantly reflecting, and reviewing your knowledge, skills, and professional development. Once qualified, and as part of the 3 yearly NMC revalidation process, you are required to continue to reflect on your practice to ensure that the quality of care that you deliver is of a high standard, and is evidence based, so that any areas of improvement can be identified.

Throughout your programme of study, you will have opportunities to practice reflection and reflective skills from a practice and theoretical perspective. Your ePAD provides examples of how you can engage with the process of reflection and formulate action plans to help with your skills and knowledge development. We expect that you will use the stage specific standards contained in your ePAD so that you can action plan each placement experience to ensure you progress to meet your learning outcomes.

Your Academic Advisor

Your Academic Advisor will normally stay with you for the duration of your course. Their role is to offer you pastoral support and ensure that you have access to any support needs you might require, and they should always be your first point of contact. Further information can be found in [Appendix 1](#)

Practice Support sessions are timetabled whilst you are in placement, and attendance at these is mandatory. The sessions are usually led by your Academic Advisor, and offer an opportunity to discuss aspects of placement and experiences that are positive and to strengthen your understanding of the NMC Code, but they are also useful for discussing aspects of practice that may be more challenging.

Preparation for Practice

At the start of each academic year, and at the end of the course prior to registering, you will be required to complete a set of [pre-enrolment requirements](#). Your place on the course is subject to the satisfactory completion of these elements and they must be completed before your course commences.

It is important that you undertake your [DBS](#) and any additional checks as required. Failure to complete these checks will mean you will not be permitted to enrol at the start of your course, and this will also delay your student finance.

For all students and learners, until these elements are completed, you cannot enter the clinical practice setting and failure to attend your allocated session/updates may mean that your allocated placement is suspended until you have undertaken the required updates.

You will also be required to complete a Health and Good Character declaration. It is your responsibility to notify your Course Director (and your employer if you are a nursing degree apprentice) immediately if there are any changes to the health and good character declaration you signed at the start of the course. This may include starting medication for physical or mental health problems which you will be taking for more than 2 weeks, or a police caution or conviction. Please visit the NMC '[health and character as a student](#)' information page for more details

Occupational Health

If you are an apprentice, please talk to your employer regarding the organisation's occupational health requirements and any help that you may need throughout your course.

For Non-apprentice students as part of your fitness for practice requirements, you are required to complete a [health questionnaire](#) for our Occupational Health provider Heales. Non-completion of the form will prevent you from going into practice. Any appointments with Heales should be attended; any non-attendance without following the cancellation guidance will incur a charge to you of £25. This charge is set by Heales and is non-negotiable; further appointments cannot be booked until the charge is paid. Student email contact for Heales is studentoh@heales.com

Risk Assessments

You may require a risk assessment to be undertaken due to either a pre-existing condition, or for reasons related to your physical or mental health. These may be completed in conjunction with an Occupational Health referral or support from Disability Services, and reasonable adjustments made where possible in line with any recommendations made. Adjustments to practice cannot be made without disclosure of this information by you to your Practice Assessor.

Once Reasonable Adjustments have been identified and agreed and a Reasonable Adjustment Plan prepared, you should meet with your Academic Advisor to complete a Placement Adjustment Plan. You should upload this form to your ePAD and ensure this is shared with your Practice Assessor during your orientation/ initial interview on your placement so that you are appropriately supported on placement.

Uniform

If you are an apprentice your uniform will be provided by your employer.

For non-apprentice students, as part of your induction at the beginning of Health Care courses at Leeds Beckett University, you will need to pre-order a uniform from our external Uniform Supplier.

You will be invited to a trying on session in the first few weeks of the course to ensure the correct size is ordered. Please attend one of these sessions, to ensure your uniform is ordered, in the correct size, in time for placement. Failure to engage with this process will mean you are delayed going into practice. If a student needs to replace a uniform that they have damaged or lost or need a resize, they may order additional items of uniform from the contractor's online store.

All Health and Social Care Practice Learning students must comply with the placement provider's guidelines on the dress codes and/or wearing of uniforms. You should wear suitable shoes and a freshly laundered ironed uniform for each shift to reduce the risk of cross infection and should follow the Uniform policy and guidelines for your practice area, found on the Practice Assessment Module. If you have any religious, cultural, or personal concerns regarding your uniform, please contact your Academic Advisor before starting practice to discuss these to identify if your individual requirements can be accommodated.

Uniforms in pregnancy:

If you require uniforms in pregnancy, you should contact your Academic Advisor (or employer for nursing degree apprentices) who will arrange for a maternity risk assessment; following this uniform can be arranged.

For new uniforms, please see the information on the [Health and Social Care Practice Learning Hub](#). Please be advised that some cost may be involved, but this will be highlighted to you.

Name Badges / ID and IT access on Placement

You will be provided with a Name Badge prior to starting placement by either the University or your Employer. Leeds Beckett Student ID cards should be always on your person whilst on campus and on placement; holders are available from the Course administrator. You may also be issued with a Smartcard, depending on your practice placement. A Smartcard is a plastic card containing an electronic chip (like a chip and PIN credit card) that is used to access NHS systems for updating patient records while on placement. More information can be found on the [Professional Practice Learning Requirements](#) page.

Leeds Teaching Hospitals NHS Trust:

Students working on placements at Leeds Teaching Hospitals Trust (LTHT) require specific IT access to use several digital patient care systems. To access these systems, the Practice Learning Team will inform the Trust of your enrolment and you will receive an email with details of how to register on the Digital Learning System (DLS) using your university email address. **This training must be completed before you start your placement.**

Please follow the instructions on the Practice Assessment Module page on My Beckett for confirming completion. You will receive details of your NHS email address details via your University email –

please check your junk folder if the email has not arrived as expected and update your DLS records to reflect this.

Anyone who is found to have accessed the Digital Care Systems using log in details belonging to another person will be in breach of Information Governance which is a professional concern and compromises patient safety and confidentiality. This will be addressed by the Fitness To Practice policy.

If you have had access previously, for example as an employee or student, but are experiencing difficulties with login, contact: informaticsservicedesk.lth@nhs.net; Telephone 0113 3926655

If you have current access as a bank/ agency worker, please email the Practice Learning Facilitators to update your record: leedsth-tr.practicelearningfacilitator@nhs.net

You must regularly log in (at least every two months) to your NHS email account to keep your access working and therefore it is essential that between placements you do so.

Placement Configuration - Non-Apprentice route

Practice placements provide you with experiences through exposure to a wide range of health and social care settings. The practice placement structure is dependent on the programme you are studying and provides a robust framework to support your development. Placement will give you the opportunity to engage in nursing care across areas pertinent to your course.

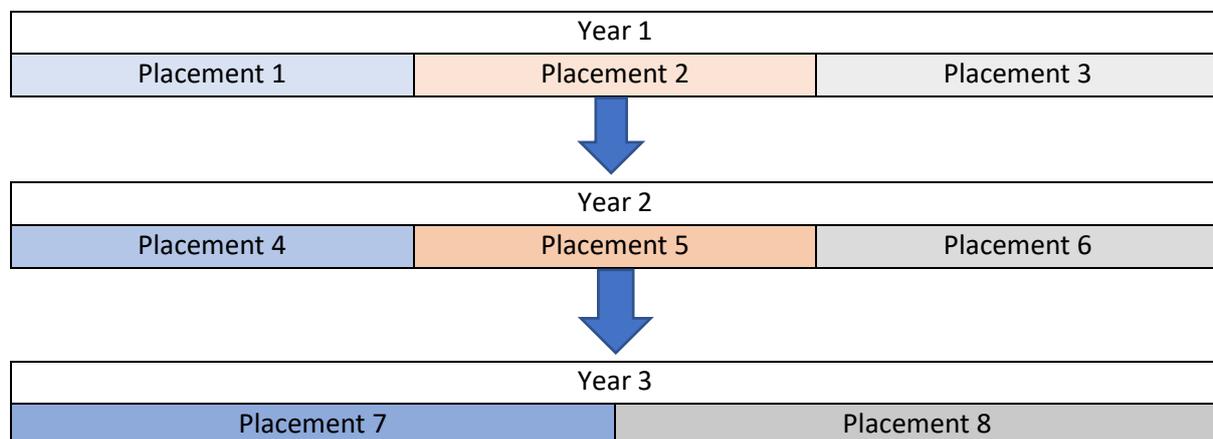
Experiences are gained through a range of clinical opportunities, including (but not limited to) acute hospitals, nursing homes, day centres, hospices, GP practices, Health Centres, or service users’ homes.

Our University programmes use a combination of assessed (may be referred to as a ‘Hub’ placement), and a non-assessed (may be referred to as a ‘Spoke’ placement) model across our placement plan. Where a placement block is split into an assessed and non-assessed placement, your non-assessed placement will be the shorter of the two experiences. Your Practice Assessor from the assessed placement will be responsible for assessing your progress across the placement block, including reviewing your non-assessed placement documentation and verifying all your hours.

Assessed (Hub) placement: Your main primary placement area for most of your time. This is where your assessments will be completed. Your Practice Assessor will be located in this area.

Non-assessed (Spoke) placement: Part of the assessed/hub placement allocation, this will usually be a shorter experience, where you will be supervised by a Practice Supervisor to gain a breadth of alternative experiences to enhance your learning and feedback from professionals you work alongside will form part of your assessments. You will complete non-assessed placement documentation to review with your Practice Assessor in the assessed placement. Your Practice Assessor will verify your hours for this placement.

Non-Apprentice route placement structure:



Placement Configuration- Apprenticeship route

Practice placements provide you with experiences through exposure to a wide range of health and social care settings. The practice placement structure is dependent on the programme you are studying and provides a robust framework to support your development. Placement will give you the opportunity to engage in nursing care across areas pertinent to your course.

Experiences are gained through a range of clinical opportunities, including (but not limited to) acute hospitals, nursing homes, day centres, hospices, GP practices, Health Centres, or service users' homes. Our university apprenticeship programmes use a combination of HUB (your base ward), Spoke (external) placements and enrichment (self-sourced) placements.

Hub placement: Your main primary placement area for most of your time. This is where some of your assessments will be completed, and you will also be working in your substantive post.

Spoke placement: To gain exposure to the different specialities in nursing and give your practice breadth you will attend assessed and sometimes non-assessed spoke placements that will be different to your hub area. These placements will typically be in a block of 120 hrs or more. If your allocated block is less than 120 hrs this will not be classed as an assessed placement. You will require at least 2 assessed placements per year (this includes your hub placement) to pass the practice element of your course.

Please see your separate course calendar for a breakdown of your course and route specific placement plans.

Placement Allocations

The practice placement structure is dependent on your programme and provides you with a robust framework to support your professional development and progression through the programme. Placements are compulsory, and account for 50% of the course.

Placement allocations are completed by SPARC, a computer system that ensures allocation to a wide range of experiences. We aim to release your placement allocation 4 weeks prior to the start date for the allocated block. Factors that may cause delays or changes to your allocation can include (but are not limited to) short notice staffing changes in the practice setting or changes and reconfigurations of service, both of which are out of our control. Another common reason for a delay in being notified of your placement is outstanding [professional practice learning requirements](#), so please ensure you have completed all the necessary checks and training. If you are unsure of what is required please seek support from your Academic Advisor.

We cannot release a placement to you until we have received all the required information. Occasionally a placement area will contact you before full clearance has been obtained; it is your responsibility to let the placement area know that you are still waiting for clearance. **If you attend placement before clearance is given, any hours worked will not be counted and the Fitness To Practice process will be followed.**

Notification of your placement is via email from the University system In Place. Once you have your placement allocation, please log into the PARE system using the log in details provided to you during your induction for information about the placement setting. If you have any problems with accessing your placement details on In Place or PARE, please contact the placement team on nursingplacements@leedsbeckett.ac.uk

PARE offers you the following:

- Information about the area you will be working in, such as a description of the area, types of conditions you can expect to see, shift times, and contact details for the area.
- Details about travel to the placement area and where you need to be on your first day.

We recommend that you contact your placement area a minimum of 2 weeks before your expected start date to confirm arrangements for your first day.

Changing Placements

There is minimal flexibility in terms of changing an allocated placement. Your allocated experience has been designed to provide you with the range of learning opportunities you require for you to develop the skills and knowledge necessary for registration, and the University is required to fulfil contractual demands with placement providers.

Our practice circuit extends outside of the Leeds boundaries and is constantly under review. We are continually seeking out new practice partners to offer unique and diverse learning experiences. You may be required to travel out of Leeds to placements further afield as our placement circuit includes opportunities in York, Harrogate, Wakefield, Pontefract, Wetherby, Hull and Grimsby.

You will need to take responsibility for your own travel arrangements to and from placement. You must ensure you are able to arrive at placement for the start of the shift and should consider public transport changes that may occur on weekends or bank holidays. Do remember that there is no dedicated student parking for most practice areas. If you think you may have an issue with the start/finish times of your allocation, you must contact the placement area in advance and discuss this. Any change to placement allocation must be discussed with your Academic Advisor and can only be approved by the Practice Learning Lead. Changes will only be agreed in exceptional circumstances.

Enrichment placements

Each year, you are required to undertake 'enrichment hours', engaging in some volunteer activities with charities and organisations to offer you the opportunity to understand health and wellbeing needs in areas that are not necessarily related to health care. This also provides an opportunity for you to engage with groups you may not have much nursing experience of. Weeks have been allocated in your timetable for this - you can work outside of this time to suit you or the organisation you are working with but your CANNOT use allocated placement time to complete these hours. Details of the hours required for your course of study and deadlines for completion can be found in the relevant Practice Assessment Module handbook. Although Enrichment Placements do not have formal assessors, you cannot work in organisations alongside close friends or family members due to a conflict of interest. More information about Enrichment placements and their requirements can be found in [appendix 2](#) of this document, as well as on the Practice Assessment Module space.

Deadline for arranging your enrichment placement and having your enrichment application signed by your Academic Advisor: All students, September cohorts – 31st March. All students, February cohorts – 31st July

You must have your intended enrichment placement reviewed and authorised by your Academic Advisor before you are able to start work. Any hours completed before authorisation has been given will not be counted.

Enrichment placements abroad

If you are considering undertaking or completing your enrichment hours out of the country, then we ask that you refer to the process for applying which can be found on the Practice Assessment Module. This process **MUST** be followed; you are not allowed to undertake any overseas placement without a full risk assessment and insurance in place. Final approval for any overseas placement,

including those based in your home country is made by Catherine Coates, the Director of Health Partnerships and Practice Learning for the School of Health. If you are interested in going abroad to complete your enrichment hours please start the process of arranging this as early as possible to allow time for full risk assessment and approval.

Alternative Fields

You are studying towards registration in a specific field of nursing, however the NMC (2018) have a requirement for all students to 'be able to meet the person-centred holistic care needs of the people they encounter in their practice who may be at any stage of life and who may have a range of mental, physical, cognitive, or behavioural health challenges'. To meet these requirements, your academic learning, your assessed, non-assessed, and potentially your selected enrichment placements provide exposure across all four fields of nursing practice: adult, mental health, learning disabilities and children's nursing. This is to enable you to deliver safe and effective care to a diverse range of people across these four fields of nursing practice; you cannot use experiences gained from any paid employment.

Across the duration of the course, you must demonstrate your understanding of the following groups, and support your work with evidence (reflections on lecture content, wider reading and/or evidence of practice learning) uploaded into your Epad under the 'Alternative Fields' section. It is not enough to write a simple reflection; your work should be evidence based. **You must discuss this with your Practice Assessor on placement for them to verify your learning for these to be complete.** The 6 alternative fields are:

- Babies
- Children and Young People
- People with Learning Disabilities
- People with Mental Health problems (Adult Nursing students only)
- People with Physical Health problems (Mental Health students only)
- End of Life Care

You must fully complete work in 2 of these fields per Level of study, and have completed work for all 6 by the end of the course.

Working in the placement setting

Shuttle bus

LTHT have confirmed that students are able to obtain a Trust ID card on commencing placement that will allow them to use the shuttle bus between the main sites of St James's, Leeds General Infirmary and Chapel Allerton Hospital. Learners need to ask the sister / charge nurse on the ward to provide them with a form that will allow them to collect this ID card from the Trust. Once you have your form signed you can get your ID made in the following places: -

- LGI Jubilee Wing Reception, Monday to Friday 8am to 4pm only - ext 23301
- SJUH Bexley Wing Reception, Monday to Friday 8am to 4pm only - ext 68614

Placement Travel and Dual Accommodation Expenses (TDAE)

- Learners wishing to use their own vehicle as part of their work on placement (for example in the community) must fill out a vehicle authorisation form prior to each placement. This can be obtained from your [course administrator](#).

- This needs to be submitted to your [course administrator](#) in conjunction with a copy of the up-to-date certificate of insurance. This process is required prior to the start of each placement.

Learners in receipt of a bursary may be entitled to have the cost of journeys between their term time residence and the placement site reimbursed. This applies when the cost of travel to the placement site is greater than the normal travel cost from their term time residence to university. Learners not eligible for a bursary can apply for the [NHS Learning Support Fund](#).

Learners may also be able to claim the cost of accommodation if required (please see details within the guidance provided by [TDAE](#)). A claim form must be completed by the learner for each placement then signed and stamped by the course administrator before being sent to the TDAE for processing.

Learners should ensure that all tickets/receipts for public transport, parking and accommodation are kept as evidence in the event of a claim being made and these need to be sent to the [course administrator](#). Claim forms and information sheets with full details of how to claim are available from the [Travel and Dual Accommodation Expenses \(TDAE\) website](#)

Supernumerary status and protected learning time

As a student, you will be either supernumerary or require some protected learning time (depending on the programme) whilst undertaking placement experiences. Supernumerary means that whilst you are a learner, you 'must be supported to learn without being counted as part of the staffing required for safe and effective care in that setting' (NMC, 2018). You will be expected to participate in direct patient care appropriate to your level and the outcomes of their programme, and you will work as a member of the nursing team. You should not interpret supernumerary status as being able to alter allocated shift patterns or expect requests to be honoured; it is important that you work sufficient time with your practice assessors and supervisors for an assessment decision to be made.

Supernumerary roles do not include you 'specialling' patients; neither should you take detained patients on escorted leave alone without a member of staff being present. If unescorted leave has been granted, you should discuss accompanying the patient/service user with your Practice Assessor first, ensure all risk assessments are in place and you should have information about how to deal with any emergency situations that may occur.

If you feel that your supernumerary status is being compromised, you should speak to your Practice Assessor, the Nurse in Charge, or the Practice Learning Facilitator, and you should also contact your Academic Advisor. **To ensure that communications are focused, please send one email and include all relevant parties instead of sending separate emails to individuals.** For Apprentice learners, it is particularly important that you are clear about your role each day as either a student or an employee. The process for Raising Concerns can be found on your Practice Assessment Module and on the Practice Learning Hub: <https://www.leedsbeckett.ac.uk/health-practice-learning-hub/raising-concerns/>

Key people involved in your placement experiences

There are key roles you need to understand so that you can see where they contribute to your practice experiences and assessments.



Practice Assessor (PA)

The Practice Assessor is an NMC registrant who has field specific registration or relevant experience in your field and has undertaken Practice Assessor preparation for the role. You have **one** Practice Assessor per allocated placement block. They will work with you, your Practice Supervisor (PS) and your Academic Assessor (AA) throughout your placement to help you to meet the standards and learning outcomes; they are also responsible for your formal assessment. Your Practice Assessor is accountable to the NMC for their judgements, and they are responsible for informing your Academic Assessor of any concerns regarding your performance or progress. For students on apprenticeship routes, this information will also be shared with your employer.

- A Registered Nursing Associate can be a Practice Assessor for Trainee Nursing Associates only after they have undertaken a Practice Assessor Programme.

If, at any point of your course, you are allocated to return to work in a practice placement area that you have already completed, you **must** ensure you have a different Practice Assessor for the placement. The same Practice Assessor should not assess you more than once during the course. If there is an issue with this, please contact your Academic Assessor as soon as possible.

Practice Supervisor (PS)

The Practice Supervisor is any registered professional who has undertaken Practice Supervisor preparation for the role; members of the Academic team can also act as Practice Supervisors when delivering teaching about clinical skills and proficiencies, and when facilitating Practice Support Sessions.

You should have a **minimum** of one Practice Supervisor per allocated placement block, you may have several, and this applies to both 'assessed' and 'non-assessed' placement areas. **You cannot have the same person as Practice Assessor and Practice Supervisor.** Your Practice Supervisor must sign the assessor/supervisor tab on your Epad as a record. Your Practice Supervisors work with you to help develop your skills, knowledge, and experiences, and you may work with a Practice Supervisor who has a particular skill set that you can learn from. The Practice Supervisor gives feedback to the Practice Assessor about your progress on the placement and contributes to your overall assessment. Practice Supervisors are also based in the University and will work with you to deliver teaching in some clinical skills.

- A Registered Nursing Associate may be a Practice Supervisor for Trainee Nursing Associates and student nurses on placement in part 1 - i.e., year 1 student nurses or trainee nursing associates.

Academic Assessor (AA)

Not to be confused with your Academic Advisor, the Academic Assessor is an NMC requirement and will be a member of the University staff who has NMC registration and appropriate experience for your field of practice. Your Academic Assessor cannot be the same person for consecutive years. In year 1 your Academic Advisor will usually be your Academic Assessor and from then, you will have a new Academic Assessor each year of your course. More information can be found in [Appendix 1](#)

An academic member of staff is involved in your assessments because the theory that you learn in University underpins the high quality, responsive problem solving that ensures quality, high level care delivery. The Academic Assessor is responsible for monitoring your progress during your placement allocations, will audit your documents and provide written feedback, and will work in partnership with your Practice Assessor, recommending your progression at the end of each part of the programme if applicable.

Degree Apprentice Assessor (DAA)- Apprentices only

All learners on an apprenticeship degree programme will have a Degree Apprenticeship Assessor (DAA) assigned at the start of the course. They will support you with applying and evidencing knowledge, skills, and behaviours in the workplace and the resolution of any challenges that may arise. They are involved in your regular progress review (TPR) meetings which are held with your Practice Assessors to track your progress against your learning plans and are there to support with any Aptem issues such as uploading logs and signing off TPRs. They will also work with colleagues to help manage and support any issues that arise from your academic studies and placements and may assist with making referrals to the appropriate dedicated academic and support services and will ensure that follow up actions happen.

Practice Learning Facilitator (PLF)

The Practice Learning Facilitator is a registered healthcare professional within placement areas and is also referred to as the 'nominated person' in your practice documentation. Their role is to be your point of contact in the clinical area should you have any questions or concerns in practice you feel unable to raise with your Practice Assessor or Practice Supervisor. The Practice Learning Facilitator teams also deliver training and learning forums in the practice setting, and you are actively encouraged to attend these. Although the Practice Learning Facilitators do not directly contribute to your assessment, they are a point of support for you and may be involved at the request of clinical staff if there are any concerns regarding your performance or progress whilst you are in the clinical setting.

Attendance and Working Hours

Leeds Beckett University and the NMC expects that students fulfil the programme requirements to attend University and placement on a regular and punctual basis, with an expectation of 100% attendance.

Apprentices:

As employees of the NHS trust your attendance is managed in line with NHS Trust policies, including your employers Attendance Management Policy, in addition to the School of Health attendance policy and the requirements set by the education and skills funding agency (ESFA). There is clear communication between your employer and the School regarding any absence, including University taught sessions. You must meet the NMC requirements for practice and theory hours as set out for your programme of study and the requirements set by the education and skills funding agency (ESFA) to complete your programme and apprenticeship.

All students: 100% attendance is expected.

Attendance is monitored in the University as well as clinical practice areas. Failing to attend sufficient taught or practice components could impact your progression into the next stage of your course and could ultimately delay your registration.

Within the University, it is your responsibility to use the attendance monitoring processes to confirm that you have attended a session. If, for reasons beyond your control, you are unable to attend a University taught session, **you must follow the University absence reporting process** as well as providing evidence in your ePAD that you have achieved the learning outcomes set for the missed session. This is recorded in the Missed Sessions Workbook. If you have not missed any taught sessions, you must complete a declaration in the Missed Sessions Workbook to this effect.

All placements:

It is vital that your attendance hours are documented accurately in your Epad. We do not allow the use of PebblePocket for recording your attendance. In both assessed and non-assessed placements, you should ensure that you complete an accurately documented timesheet of hours worked (that does not include your break time) but does include the full name of the person you have worked with, their designation, and the date, times, and duration of the shifts. This needs to be signed and verified by the Practice Assessor for your allocated placement block. Your Practice Assessor should verify worked hours completed in both the 'assessed' and 'non-assessed' parts of the placement block, so please ensure your non-assessed placement documentation is uploaded to support them to do this.

Incomplete timesheets, and those that are not verified are not acceptable, and hours documented on these will not be counted. You are not allowed to count any hours you work for healthcare agencies as student placement hours for the course. Your hours should be an up-to-date reflection of hours worked; you should not include timesheets for hours you intend to work. If you leave a shift early please amend your timesheet to ensure the worked hours are an accurate reflection of hours worked.

When uploading your timesheets, please use the following format to label them enable them to be easily identified:

- Placement (number) [AREA], [WEEK COMMENCING]

Non-assessed and one-day complementary experience timesheets

Although overall verification of these timesheets will be done by the Practice Assessor as part of their final assessment, it will be the Practice Supervisor in these placement areas who will confirm your hours worked. The Practice Supervisor in the Non-assessed area or in the one-day experience clinical setting must ensure that their full name, designation, and email address has been entered onto the Practice Supervisor tab in the ePAD, and their full name and designation has been entered onto the timesheet and any other supporting documentation.

The Practice Supervisor should also leave feedback in the non-assessed placement documentation and in the 'communication' section of the ePAD to confirm the hours documented alongside any other feedback about your work in the clinical area deemed relevant to support the Practice Assessor in their final assessment.

Absence reporting

Whether you are due to be in University or on placement, it is your professional responsibility to ensure that you have notified your absence as early as possible on the first day. **Non-reporting of absence without good reason will be addressed by the School of Health Fitness to Practice process.** Cumulative absences from University and placement will be discussed with the Course Directors; Apprentice cumulative absence will also be discussed with the employer.

Absence from placement needs to be reported to the University **AND** to your placement area. Please do not send multiple emails to members of staff.

You must:

Follow the placement absence reporting process found on the [Health and Social Care Practice Learning Hub](#):

- Complete the absence reporting form on the [Health and Social Care Practice Learning Hub](#)
- Email your Academic Advisor and advise them of your absence in case support is required.
- Contact the placement area BEFORE the start of your shift. If you are working an early or long day, this must be done before 7:00am; or a late shift before 9:00am; for a night shift before 15:00. Speak with the nurse in charge, making a note of their name and the time you contacted them next to the timesheet. **Do not email your Practice Assessor**; they may not be on the shift and may not pick up your email.
- If you are unable to contact the placement, you must contact the Practice Learning Team at Leeds Beckett University to advise on nursingplacements@leedsbeckett.ac.uk
- You will need to obtain a Fitness to work note if you are ill for more than 7 days and ensure this is received in the school administrative office.

- On return to practice, please ensure the hours are signed off as absent by your practice assessor in your ePAD in the absences section. Failure to follow this procedure may mean that these hours are classed as unauthorised absence which is a professional concern and may result in a Fitness to Practice investigation.
- Do not make your own arrangements to recoup lost hours – continue to complete your allocated shifts. Time to make up lost hours will be provided to you – see [Needing to make hours up](#)

If you need to withdraw from placement because of illness, you must discuss this with the person in charge and document on your time sheet the number of hours you have worked during the shift. You should also complete the absence reporting form detailed above and inform your Academic Assessor.

Working hours

Students and learners on placement are advised that they should only work their allocated SPARC hours, or as near to their allocated SPARC hours as their shifts allow. If the shift allocations indicate a difference in hours to those on SPARC, this should be discussed with the Practice Assessor. Ensure that at the start of all placements, you have co-ordinated your shifts with your Practice Assessor and Practice Supervisor in advance to ensure that you are appropriately supported and supervised. Degree nursing apprentices on their primary (Hub) placement should follow the shift patterns agreed by their employer.

Students and learners may not reduce or extend their placement allocation without discussion about the reasons for this with their Academic Advisor, and authorisation from the Practice Learning Lead.

The hours entered on the 'placement details' section of the ePAD should reflect the hours to be worked for the placement allocation, not the specific area. The hours on the 'Ongoing Achievement Record' should reflect the hours worked for the entire placement block, including both 'assessed' and 'non-assessed' placement areas, not the specific area and should match the 'placement details' form'.

Any deficit in hours should be reflected in an absence timesheet.

The health and safety of learners and the people they are caring for is paramount when considering hours of work.

This advice sets out important information about the total number of hours you may work in a week, across university, placement and any paid work, according to the [Working Time Directive](#) (WTD). This is including on a University-approved practice placement or with an employer. This advice must be read in conjunction with advice on Placement Attendance requirements for your course.

If you are an international student, you must comply with the requirements of your UK Visa. Please ensure that you are following the requirements of your UK Visa and if unsure please seek advice before taking up any employment in the UK.

Working Time Directive - practice placement learning experience advice and requirements

You are required to work a range of hours over a 24 hour, 7 days a week period, as stipulated by the NMC and should undertake a range of shifts to ensure you experience the range of hours expected of registered healthcare staff.

You should be aware of EU working time directives that require an 11-hour clear break between shifts from the end of one shift to the start of the next shift or attending University, excluding travel time. If you finish work at 8.00 pm on Monday, you should not start work until 7.00 am on Tuesday. **The total number of hours you should work in any week should not normally exceed 48 hours for each period of seven days, averaged over the previous 17-week period.**

Your 'working time' hours include time on a University-approved practice placement AND any hours you work independently of the University.

The RCN advises that: 'Each employer must take reasonable steps to ensure that if the worker is also working for another employer, the total combined working time does not exceed 48 hours per week.'

If you are employed outside your University approved placement, including with an agency, these additional hours will be added to the total hours worked during that week, as will any hours worked on an Enrichment placement.

This is necessary to ensure the health and safety of both you (the learner) and the service users/ patients/clients and health and social care staff you are working with on practice placement learning experience.

The RCN advises that 'Long hours, fatigue and lack of rest breaks or time to recuperate between shifts are associated with an increased risk of errors' and 'You should also consider the impact of multiple jobs and your working hours on your ability to practise safely.' Please read the [RCN guidance](#).

Please take time to read the NMC Code in conjunction with this information.

Shift Patterns

You are expected to undertake a range of shifts from the outset of your programme including a range of early, late and weekend shifts (usually no more than one weekend in three and no less than one full weekend each stage).

'Long Days'

At times during the programme, placements may require you to work long shifts, however, there may be occasions where this is not conducive, and a regular shift pattern is required. If you have any concerns about this please contact your Academic Advisor to discuss.

Night Shifts

Normally nights would not be undertaken within Part 1. Dependant on your allocation, nights will be part of your shift pattern where possible in Parts 2 and 3. If there are health related issues impacting on your ability to work nights, then an assessment by Occupational Health may be needed and you should contact your Academic Advisor.

Bank Holidays

You are expected to work Bank Holidays if this is a scheduled practice day in your allocated placement and if the placement area requires this. If the practice area is closed for the bank holiday and this is a scheduled placement day, you will be required to make up the hours during that placement if possible. If not, we will arrange for these hours to be made up in a subsequent placement allocation. You should

discuss with your PA/PS the possibility of working the bank holiday in another placement area if this is appropriate.

Adverse Weather Conditions

Whilst personal safety is a priority when travelling in bad weather, you are expected to make every effort to attend placement and should not assume that early morning travel disruptions will prevail throughout the day - difficulties with travel routes and public transport are likely to improve as the day progresses. You should, therefore, make continued efforts to attend placement and ensure that you communicate any challenges with your Practice Assessor/Practice Supervisor or placement manager. If you are unable to attend placement due to adverse weather conditions, you should report your absence [here](#) and follow the guidance given [here](#) about making up hours.

Paid employment

We understand that some learners may need to undertake some paid work outside of their course to finance their studies. We ask that you consider this carefully, as the demands of paid work may impact on your ability to meet the requirements of the programme. Your programme should take priority; because of the professional implications and the potential for working long periods of time when combining paid work with study, we recommend that you do not undertake paid work at the same time as you are scheduled to be undertaking placement. Please contact your Academic Advisor if you are experiencing financial hardship; they will be able to direct you to sources of financial support.

We know that healthcare agency work is an attractive option, however, please be mindful of the following:

- Please recognise that the role of a Care Support Worker is inherently different to that of a student nurse/nursing associate. You should take extra measures to ensure that your professional boundaries are not compromised, and that you appreciate the scope of practice that you are working within.
- If your agency work assigns you in the same Trust as you work as a student, you should not work in the same clinical area as your placement allocation*. This could compromise you and your patients as there may be a 'blurring' of role boundaries.

**Exceptions to this may be for students on apprentice programmes who may have a placement at their base*

- Again, be aware of [EU working time directives](#) in planning any paid employment activities.

If paid employment impacts on your progress on the programme, disciplinary action may be required. The following activities would be addressed through the Fitness To Practice process:

- Not attending timetabled University sessions because you are undertaking paid work outside of the programme.
- Working consecutive shifts and not adhering to the EU Working Directive to take adequate breaks between shifts – this includes working a night shift and then attending the University (e.g., Sunday night/Monday).
- Amending, adapting, or fraudulently changing placement shifts to undertake paid work elsewhere.
- Taking sick leave or not attending placement as rostered in favour of taking paid employment elsewhere.

Please note - The university does not provide evidence of mandatory training to external parties for the purpose of employment. The employer must provide their own training and ensure you meet the mandatory requirements to enter their own workplace following the delivery of their training.

Requesting time off

You may require a certain day off for personal reasons, because of religious celebrations you wish to attend, or because of medical appointments. You should discuss this request with the person who is responsible for overseeing your placement – this could be the Nurse in Charge, your Practice Assessor, or your Practice Supervisor, and you should give as much notice as possible. Requests should be viewed as requests and are not guaranteed until approved by your Practice Assessor and you are still expected to work your scheduled weekly hours. Failure to attend placement without reporting your absence is viewed as a professional conduct concern and may be referred for a Fitness to Practise review involving University and, if a degree nursing apprentice, your employer.

Annual Leave

Your allocated 7 weeks of holidays are clearly set out within the programme plan. These are released in advance to enable you to plan and book family holidays for the next academic year.

Apprentices:

There may be entitlement to additional leave as per the conditions of your employment contract. Please do not take AL during spoke placements, assessment periods or on university days without prior authorisation from your employer and cohort leader/ course director.

All students:

You cannot take holidays during induction, placement, or in a summative assessment part of the programme.

Needing to make hours up.

If you have been sick or absent from placement, then there is a possibility that you will not have completed the hours required for your stage of the course. Failure to meet the required number of hours may mean you are unable to progress at Exam Board.

We do not have placement capacity to add ad-hoc days or weeks onto placement allocations to make up any deficit in hours. To avoid causing unnecessary strain on the practice circuit, you should not make your own arrangements to extend your placement or work extra shifts to make up hours as highlighted in the [Working Hours](#) section of this document. You may be permitted to carry a maximum of 30 hours into the following year – **this must be agreed by your Academic Assessor and Cohort lead**. If you have more hours than this outstanding, please liaise with your Academic Assessor about this. Your Academic Assessor and/or Cohort Lead will discuss with you any arrangements that have been agreed with the Practice Learning Lead and you will be required to make up any lost hours in one block

at a time allocated to you in the programme. For Apprentices, this must also be agreed and signed by your employer.

Progression through practice

You are required to successfully complete several elements of assessment in practice to successfully progress to the next part of your programme, and ultimately towards registration. Alongside this, you should ensure that you fully understand your roles and responsibilities as a nursing student in clinical practice:

- To be punctual and effective in time management.
- To ensure that your Practice Assessor and Practice Supervisor have access to your ePAD document and have entered their details in the relevant sections.
- Accurate documentation is fundamental to ensuring patient safety. It is your responsibility to ensure you are knowledgeable about the requirements of your ePAD documentation and that it is fully completed by the last day of your placement.
- To ensure that all records of attendance are completed accurately at the end of each shift and prior to leaving the practice area.
- All required interviews and assessments are planned at the start of the placement allocation and are completed in full by the last day of the placement.
- You must inform your Academic Assessor and Practice Learning Lead if an Action Plan has been implemented. In the case of Apprentice students, your Line Manager must also be informed.
- You must uphold patient confidentiality.
- You should always demonstrate professional conduct and act promptly on any feedback you have been given.
- You are responsible for raising concerns with a nominated person in the practice setting in a timely manner.

Assessment requirements

A checklist for Leeds Beckett University nursing students has been developed and can be found in the ePAD – look in the ‘University Specific Guidance’ tab. This should be used in conjunction with your Practice Assessor and Practice Supervisor to make sure all areas of your document are fully completed. You should use your time management skills to ensure you have planned to complete this document thoroughly. **It is your responsibility to check it and ensure there are no omissions.**

Document Section	Description	NMC Requirement?	Exam Board Outcome
Details of your Practice Assessor, Practice Supervisor and Academic Assessor	Must be entered into the Assessor/Supervisor tab to identify who has worked with you, and in what capacity.	YES	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.
Placement Details (Student/Learner and Practice Assessor)	<u>Must be completed on day 1 of your placement.</u> Provides information and contact details for the placement area. Lists your Practice Assessor, Nominated Person (usually PLF), and Academic Assessor for that placement. Hours entered here are for the allocated placement block, not just the assessed placement area.	YES	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.
Orientation (Practice Supervisor or Practice Assessor)	<u>Must be completed on day 1 of your placement.</u> Your introduction to the area and to key processes such as fire regulations, emergency procedures and key policies.	YES	If this information is missing or incomplete, it can affect your progression at exam board.
Initial interview (Practice Supervisor or Practice Assessor, but MUST be verified by your PA)	To create a learning plan setting out your objectives for the placement, enabling you to work towards developing skills, knowledge, and professional behaviours. Your Practice Assessor must verify this if completed by the Practice Supervisor.	YES	If this interview information is missing or incomplete, it can affect your progression at exam board.
Mid-point interview (Practice Supervisor or Practice Assessor, but MUST be verified by your PA)	To review your plan and progress, receive and provide feedback and to set objectives for the remainder of your placement time. This must be completed before mid-way through your placement. If concerns are highlighted to you, an action plan will be developed in conjunction with your Academic Assessor to support	YES	If this interview information is missing or incomplete, it can affect your progression at exam board.

	you for the remainder of the placement.		
Final interview (Practice Assessor)	To review your progress during the placement and determine an assessment outcome. If you have an action plan this will also be reviewed in conjunction with your Academic Assessor. If you have not passed the placement, an action plan will be created for you to take into a retrieval placement (a minimum of 4 weeks in length) for reassessment.	YES	If this interview information is missing or incomplete, it can affect your progression at exam board.
Professional Values (Mid-point - Practice Supervisor and Practice Assessor; Final - Practice Assessor only)	An assessment of your professional approach to the role and your behaviours in practice conducted as part of your mid-point and final interviews. If you are assessed as not achieving your Professional Values, you cannot pass the placement and will require an action plan and a retrieval placement (a minimum of 4 weeks in length).	YES	If these assessments are not undertaken, your documents will be deemed as incomplete and can affect your progression at exam board.
Episodes of Care (Practice Assessor)	An assessment of you carrying out, and reflecting on, elements of the nursing role. These will increase in complexity as you progress through your programme. If you are assessed as not achieving your Episode of Care, you cannot pass the placement and will require an action plan and a retrieval placement (a minimum of 4 weeks in length)	YES	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.
Medicines Management Proficiencies and 10 medications (Practice Assessor)	An annual assessment to determine your ability to safely administer medications must be completed before the end of the level. Non-achievement of this assessment means you cannot pass the placement and will require an action plan and a retrieval placement (a minimum of 4 weeks in length). A reminder that medicines administration must always be undertaken under direct supervision of a registrant throughout ALL pre-registration programmes.	YES	If these assessments are not undertaken, your documents will be deemed as incomplete and can affect your progression at exam board.
Proficiencies (Practice)	A range of procedures to be undertaken after the required teaching and learning has been	YES	If you are assessed as not achieving your proficiencies by the end

Supervisor/Practice Assessor)	completed. It is recommended that you complete your proficiencies as set out in your ePAD; by your final assessment point you must have achieved all proficiencies. Please ensure that you familiarise yourself with any local policies and processes, particularly for cannulation, venepuncture, and intravenous medications. A reminder that no prior competence will be assumed; all competencies for clinical skills will be reassessed to the required level.		of the programme, you cannot proceed to registration and will require an action plan and a retrieval placement (a minimum of 4 weeks in length).
Ongoing Achievement Record (Practice Assessor)	Provides a summary of all the mandatory requirements that are needed for your practice assessment. This page should be completed by the Practice Assessor, you as the student, and your Academic Assessor at the end of each placement, and a final sign off at the end of each year is completed to either confirm you are fit to progress into the next part of the programme, or to recommend you for registration. Hours entered onto this page should mirror those on the Placement Details page, timesheets and absence recorded. See Absence reporting	YES	If this information is missing, your documents will be deemed as incomplete and may affect your progression at exam board.
Alternative Fields	See Alternative Fields A minimum of 2 Alternative fields must be completed per level of study until all are completed.	YES	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.
Feedback (patients, service users, or carers/family members)	A minimum of 2 pieces of patient feedback, signed by your PA or PS, must be completed per level of study. However, it is good practice to obtain at least 1 per placement area. This reflects your professionalism and standard of care giving.	YES , however the number required per year is set by LBU, not the NMC	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.
Feedback (peers and clinical colleagues)	This reflects your professionalism and inter-professional working skills	NO , however it is good practice to seek feedback and it will support your	

		Practice Assessor to make decisions on your progress.	
Placement Evaluation	See Placement Evaluation	NO , however it is requested by LBU	
Timesheets	To document the hours worked in your placement. These should be fully completed and include the full name and designation of the person you worked with. Your timesheets are verified by your Practice Assessor; unsigned timesheets will not count towards your final worked hours. See also: Working hours and Absence reporting	YES	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.
Enrichment Evidence	You must upload a completed enrichment application form, signed by the placement and your Academic Advisor and fully completed enrichment documentation confirming all enrichment hours have been completed for each level of study.	YES - These are practice hours, as set by the NMC and MUST be completed	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.
Mandatory Training evidence	You must upload evidence of attending mandatory training for each level of study	YES – you must be up to date with mandatory training when in practice.	If this information is missing, your documents will be deemed as incomplete and can affect your progression at exam board.

Medication administration

All students and learners **MUST** be directly supervised when giving medications. Students and learners should ensure they work within their scope of practice and do not administer any medication independently. Please refer to the policies and procedures of your Trust. Working outside of this guidance will be investigated under the Fitness to Practice policy.

If you are assessed as not passing a placement

You must achieve a pass in all areas of assessment to progress to the next part of your programme, and only 1 placement fail is permitted during the course. If a placement is assessed and you have failed, you will be given the option to undertake an assessed retrieval placement for a minimum of 4 weeks to offer you an opportunity to be successful. If you have 2 placement fail decisions over the length of the programme, a decision would be made to withdraw you from the course at the next

exam board. By the end of the course, all areas of practice assessment must have been achieved, along with the required number of practice hours.

If a placement is failed, a Fitness To Practice meeting is not normally required, however if concerns about your professional conduct, meeting your professional values, or your scope of practice resulted in you failing your placement, a Fitness To Practice meeting would be considered.

Ongoing support and escalation of concerns

Whilst you are in your clinical placement, you should maintain contact with your University Academic Advisor. Please contact your Academic Assessor if you are concerned about passing your placement, or require any support with achieving the placement requirements.

Practice staff are available to support you with any issues you may experience or concerns you may have, however occasionally students may find themselves in the position of observing suboptimal care in practice. Any student witnessing poor practice is strongly advised to discuss this with one of the professionals in the practice area, or a member of University staff at the earliest opportunity. Nursing degree apprentices working in their employment area must follow the policies for their area as well as raising the concern with the University. This ensures that you are offered timely support, and that any action required can be taken collaboratively. **Please refer to the Raising Concerns process found on the [Practice Learning Hub](#).**

Freedom to Speak Up Guardians (FTSUG)

Leeds Beckett University has appointed Freedom Speak Up Guardians to support students and learners in the School of Health. Their role is to help to protect the safety of patients and support high quality care delivery, improving experiences for students and learners through promoting learning and improvements. The FTSUG is another person who can support you to raise practice related concerns.

For Nursing, our FTSUG is Dr Angela Murphy but you may contact any of the Freedom to Speak Up Guardians. Details are available on the Practice Learning Hub:

<https://www.leedsbeckett.ac.uk/health-practice-learning-hub/freedom-to-speak-up/>

I worked in the NHS from 1992 to 2009 and have been in higher education since 2009. Throughout my career I have always placed an emphasis on supporting others and as a Freedom to Speak Up Guardian I will listen carefully, and respond with care, compassion and integrity. I have carried out research into the lived experiences of students and feel strongly that everyone should have a fair chance in life. I am privileged to be granted the role of Freedom to Speak Up Guardian and will do my best to support anyone who requires my support.

Contact Angela A.M.Murphy@leedsbeckett.ac.uk

On completion of placement

Your time management skills are vital in ensuring you have completed all the requirements of your practice documentation, that it is accurate and fully reflective of your placement experience. Use the checklist in your ePAD to support you. Your documentation should be completed by the last day of

your placement to avoid issues with completion, and so that it can be reviewed without delay by your Academic Assessor. If you have a non-assessed placement at the end of the placement block, please plan with your PA **before leaving the assessed placement** a date to review and complete your documentation, such as your OAR, final interview and worked hours timesheets. This should be done within the week after the placement block ends. This may be via telephone, on MS Teams or in person. If there are issues arranging this, please liaise with your academic assessor.

The date that we expect your documents to be fully completed by can be found in your Practice Assessment Module handbook. If you are unable to complete your ePAD at the end of your placement, please read [this information](#).

Placement Evaluation

It is important that the high quality of the practice learning experience is maintained for our learners. To do this, we have a variety of mechanisms in place, such as an educational audit and having a Link Lecturer for each area. You are required to evaluate your placement online via PARE once you have finished your allocation.

The purpose of the PARE evaluation is to ensure that a placement area is of high quality and offers learners an optimal learning experience. It is essential that the evaluation is completed professionally, and that feedback comments left are constructive for the practice area to work with.

Not raising concerns at the earliest opportunity and instead using the PARE evaluation form at the end of the placement in an unconstructive way to raise concerns or to air unsubstantiated grievances about your placement not only has the potential to leave patients and other learners at risk but is also poor professional practice.

Unprofessional and improper use of the PARE evaluation can impact on the relationships we have with our practice partners and may result in placements withdrawing their offer to host students. Practice partners may also become disenfranchised and reduce our available placement capacity which impacts negatively on student learning. If you are unsure how to constructively and accurately evaluate your placement, you should speak to your Academic Assessor before completing the document.

Students who do not use the PARE evaluation as it is intended will be asked to meet with their Academic Assessor; further meetings with the Practice Learning Lead or the Director for Healthcare Partnerships may also be required.

Once you have completed your evaluation, you must upload the evidence of this to your ePAD for review by your Academic Assessor.

Returning to practice after a period of absence or temporary withdrawal

You may have chosen to take a break from the course or had to interrupt your studies due to unforeseen reasons. Once you have decided that you would like to re-join the course, usually either at the beginning of the following academic year or at the point of the interruption to your studies, arrangements will be made for you to complete any mandatory requirements, training, and course requirements necessary to re-engage with your learning. The Practice Learning Lead will review your existing practice assessments and placements with the Placement Team, Course Director and your Academic Advisor and you will be informed of your placement allocation arrangements.

What to do if...

You do not have a Practice Assessor

- If you are not allocated a Practice Assessor by the practice area or are not able to work under the supervision of a Practice Supervisor, you should discuss this with the practice area and Practice Learning Facilitator immediately. If the problem is not resolved, you should ensure you discuss this with your Academic Assessor at University as soon as possible. Failure to do so may mean that your placement may not accord with the NMC (2018) Standards Framework for Nursing and Midwifery Education, and you may then be required to repeat the practice experience.

Your Practice Assessor/Supervisor can't access your ePAD

- Your Practice Assessor and Practice Supervisor needs to complete the MS Form available on the Practice Assessments module space to request access to your pebblepad. Through this form they self-declare that they are up to date with their PA/PS training. Once this is complete, they will be added to the system by a member of the Practice Learning Team. Please note this is a manual process so can take up to 2 working days. Confirmation that this has been completed will not be sent - after 2 working days, you will be able to share your Epad with your PA/PS. If you are unable to please contact the Practice Leading Team on nursingplacements@leedsbeckett.ac.uk

You have a needlestick injury

- If you sustain a needlestick injury in practice, **it is essential you act immediately**. The document hyperlinked [HERE](#) details what needlestick injuries are and how to prevent these and this document [HERE](#) provides more detail on what happens after a needlestick injury.
 - Report the injury to our [Occupational Health provider](#), Heales on 03333 449 006
 - Inform the nurse in charge and complete a Datix form
 - Inform your Academic Advisor.

You can't complete your ePAD by the date provided in the PAM module handbook

- See [Appendix 1 - Quick view guide: Academic Advisor and Academic Assessor Role Differences](#)
 - You should inform your Academic Assessor to highlight the reasons this has happened so that support can be offered.

You are unwell, or unable to attend placement/University

- See [absence reporting](#)

You have a concern about an incident in practice

- Raise this with your Academic Assessor – see [Appendix 1 - Quick view guide: Academic Advisor and Academic Assessor Role Differences](#)
- See [escalating concerns](#)

You need advice and support about your health and wellbeing

- Contact your Academic Advisor in the first instance. See [Appendix 1 - Quick view guide: Academic Advisor and Academic Assessor Role Differences](#)

You are not happy with your placement allocation

- Contact your Academic Advisor

You need your enrichment placement to be authorised:

- Non-apprentices: Contact your Academic Advisor
- Apprentices: Contact your Academic Advisor and Employer

Contacts

Your first contact should always be your Academic Advisor where possible.

Nursing Placements: Apprentices and Non-apprentices:

Telephone: 0113 812 7504 or email nursingplacements@leedsbeckett.ac.uk

Leeds Beckett University Course Directors

Head of Nursing: Susan Wakefield

Course Director, Pre-registration Nursing: Janine Lee

Course Director, Post-Registration Nursing: Paul Mackreth

Director of Nursing Apprenticeships: Zoe Lambert

Practice Learning Lead: Sarah Thompson

Administrators:

All Non-apprentice enquiries should be addressed to Chris Smiles nursing@leedsbeckett.ac.uk

All Apprentice enquiries should be addressed to Olivia Taylor, Course Administrator Apprenticeships
- o.taylor@leedsbeckett.a.c.uk

Appendix 1 - Quick view guide: Academic Advisor and Academic Assessor Role Differences

Also see the [What to do if...](#) section of this handbook.

Roles and Terms

Academic Advisor

You are allocated an Academic Advisor at the start of your course; they are your first point of contact and will normally remain with you throughout your studies. The exception to this is for learners who do not progress with their cohort and are required to repeat academic modules and practice components. In this instance a new Academic Advisor will be allocated at the start of the repeat academic year and will be your new contact. Occasionally Academic Advisors will change due to changes in staffing, cohort leaders will contact you should this occur.

Your Academic Advisor provides general pastoral, academic and professional development support throughout your course, signposting you to relevant guidance and services as appropriate.

Your Academic Advisor leads your Practice Support Group and provides **general** guidance about practice documentation. Your Academic Advisor monitors your overall performance on the course and offers guidance and support to assist your progress towards achievement in both your academic and your professional practice.

Academic Assessor

You are allocated an Academic Assessor at the beginning of each new academic year. Your Academic Assessor is a Registered Nurse or Nursing Associate who works in partnership with your nominated Practice Assessor for each allocated placement during your year of study.

Your Academic Assessor collates multiple sources of evidence to confirm the achievement of your proficiencies and programme outcomes during the academic year, and based on this will make recommendations to the Exam Board. Your Academic Assessor provides **specific** guidance and feedback about your practice documentation based on your performance in practice and will support you in managing any issues or concerns that may be raised by either you or practice colleagues during your placements.

I would like/I am looking for/I have...	Speak to – Academic Advisor	Speak to – Academic Assessor
<ul style="list-style-type: none"> Information about University life, induction, and orientation 	✓	
<ul style="list-style-type: none"> Support, advice or guidance about my academic skills development. 	✓	
<ul style="list-style-type: none"> Questions or concerns about my engagement with the course. 	✓	
<ul style="list-style-type: none"> Questions or concerns about my progression on the course. 	✓	
<ul style="list-style-type: none"> Approval of my enrichment placement application 	✓	
<ul style="list-style-type: none"> Support, advice or guidance about applying for an overseas enrichment placement. 	✓	
<ul style="list-style-type: none"> Meeting to complete an overseas enrichment placement risk assessment meeting. 	✓	
<ul style="list-style-type: none"> Advice about a physical and/or mental health issue I am experiencing, or a challenge to my wellbeing 	✓	
<ul style="list-style-type: none"> Advice about hours missed on placement and how these will be managed 	✓	

<ul style="list-style-type: none"> Support and advice about reasonable adjustments required in university or on placement 	✓	
<ul style="list-style-type: none"> Support and advice following confirmation of pregnancy 	✓	
<ul style="list-style-type: none"> Confirmation of my academic Missed Sessions portfolio for exam board 	✓	
<ul style="list-style-type: none"> Final year learners only – a reference for my newly qualified post 	✓	
<ul style="list-style-type: none"> Absence from university and/or placement 	✓	
<ul style="list-style-type: none"> Concerns that I have not been allocated a Practice Assessor 		✓
<ul style="list-style-type: none"> Questions or concerns about my performance on placement 		✓
<ul style="list-style-type: none"> Questions or concerns about something I have witnessed or been involved with on placement 		✓
<ul style="list-style-type: none"> Questions about feedback left for me on practice documents 		✓
<ul style="list-style-type: none"> Concerns about not being able to complete my practice documentation by the date provided in the PAM module handbook 		✓
<ul style="list-style-type: none"> Hours to make up in placement due to absence 		✓

Appendix 2 – Enrichment Information

What is an enrichment placement?

Each year, depending on your course requirements, you are required to undertake ‘enrichment hours’.

These hours are not formally assessed placements, but they are placement hours. They are an opportunity for you to engage with some volunteer activities, charities, and organisations to develop your awareness and understanding of health and wellbeing needs in areas that are not necessarily related to delivering traditional health care, and with groups you may not have much nursing experience of.

Weeks have been allocated in your timetable for this - you can work outside of this time to suit you or the organisation you are working with, but you CANNOT use allocated placement time to complete these hours.

As well as completing your Enrichment Placement documentation, you are encouraged to link and upload any relevant learning from your enrichment placements to the Alternative Fields in your epad documentation, complementing evidence uploaded from lectures, self-study, and clinical placement experiences to demonstrate how you have met the outcomes. This learning will form the basis of a discussion with your Practice Assessor and can therefore be signed off during your assessed placements.

How do I identify an enrichment placement?

During University taught sessions, placement, or discussions with peers and clinical colleagues, you may have identified organisations that work to support health care outside of the traditional health care setting. You are strongly encouraged to independently seek out opportunities that suit your learning needs.

However:

- You are not allowed to approach anywhere already on the NHS placement circuit.
- You cannot work with close friends or family members – this is a conflict of interest.

As the enrichment placements are not formally assessed, they are not allocated by the University, however we have a small repository of organisations that are happy to be approached and this is updated regularly on the Practice Assessment Module as appropriate. If you find an interesting or exciting opportunity, please let your Academic Advisor know so that we can add it to the list for others to explore. A letter is available to send to the contact in the organisation, should they want to know more about your placement with them, and this can be found in the enrichment folder on the Practice Assessment Module.

What documentation do I need before I start?

Before you start an enrichment placement, you are required to complete an application form in conjunction with the person who has responsibility for you whilst you are working within the organisation. These forms can be found in both the enrichment folder on the Practice Assessment Module, and within your ePAD document. The health and safety/indemnity information required on the form needs to be completed by the person who has responsibility for you whilst you are working within the organisation.

Once completed, the form needs to be sent to your Academic Advisor for review. You **SHOULD NOT** start the Enrichment until your Academic Advisor has agreed that the Enrichment placement is appropriate and meets the criteria.

If you complete your enrichment hours without the prior authorisation of your Academic Advisor, your hours will not be counted.

Deadline for arranging your enrichment placement:

September cohorts – 31st March

February cohorts – 31st July

The process:

1. Identify a potential area to undertake your enrichment; enquire/apply to the organisation.
2. Once the organisation has confirmed they can host you, fully complete the LBU enrichment application form – see above.
3. Send the completed LBU enrichment form to your Academic Advisor for verification and confirmation of suitability. (Note for Apprentice learners that your employer also needs to sign).
4. Once confirmed by your Academic Advisor, upload the LBU enrichment form to your Epad and you may the start your hours.

What documentation do I need to complete during the enrichment placement?

As enrichment placements do not have formal assessors, whoever you work with will sign off your hours worked and agree your learning outcomes. The forms that you need to complete to evidence your enrichment placement can be found in the relevant section of your Epad.

Your documents will provide a full overview of the experience, including your reflection on the enrichment. You should upload the documents into the relevant section of your epad, however if you have had the opportunity to work with one of the Alternative Fields, you should also cross-post the forms into the relevant Alternative Field section to support your learning and for your Practice Assessor to understand your skills, knowledge, and experience in this area.

This evidence must be uploaded by the deadline to progress to the next level of study / complete the course.

Enrichment placement overseas

You are welcome to explore opportunities to undertake enrichment placements overseas, but you are not allowed to undertake any overseas placement without a full risk assessment and insurance in place – any overseas placement, even in your home country, needs to follow this process for final approval by Catherine Coates, Director of Health Partnerships and Practice Learning. Please start this process as early as possible to avoid disappointment.

