



MSc Physiotherapy (Pre-Registration)

Practice Placement Assessment Document

Aug 2020

School of Health and Social Care
EDINBURGH NAPIER UNIVERSITY

Practice Placement Assessment Form
School of Health and Social Care
MSc Physiotherapy (Pre-registration)

Student Name		
Student Matriculation Number		
Practice Educator(s) Name(s)	1. 2.	
Practice Educator Training Record 1	Date/Year last University Practice Education Event: University:	
Practice Educator Training Record 2	Date/Year last University Practice Education Event: University:	
Placement Area		
Overall Grade	PASS/FAIL (circle <u>one</u> only)	
Placement Dates	From	To
Placement Hours		
Placement Absences	Please record all absences from placement here with dates, and sign the 'Attendance Monitoring Declaration' at back of this Form	

**School of Health and Social care
MSc Physiotherapy (Pre-registration) programme**

Checking student identity and attendance monitoring during practice placements

Identity check

To enable an identity check –we have asked all students to show the Practice Educator (or Practice Education Supervisor) their **Matriculation card**. This card shows the photograph and name of the student.

All Practice Educators (or Practice Education Supervisors) are asked to sign the declaration below, to indicate that the photograph matches the student who has arrived on placement. Please contact us **immediately** if there is a discrepancy .Colin McLelland c.mclelland@napier.ac.uk

Attendance

We require that all students inform their Practice Educator (or Practice Education Supervisor) and the University should they be unable to attend their placement on any given day. Where the student has an agreed absence from placement, we ask that the Practice Educator (or Practice Education Supervisor) informs the University of this arrangement within a 48-hour period.

In the event that a student has an unauthorised/unexpected absence from placement, we ask that the Practice Educator (or Practice Education Supervisor) informs the University of this absence immediately.

Practice Educator Declaration

- I have seen the student’s matriculation card and can confirm that the photograph on the card matches the student on practice placement.
- I understand the actions I should take in the event of any student absence from practice placement.

Name of Student:	
Programme of Study: MSc Physiotherapy (Pre-registration)	Practice Placement Number: PP1; PP2; PP3; PP4 <i>(circle as appropriate)</i>
Placement Site:	Dates of practice placement:
Practice Educator signature:	Date:

PRE-PLACEMENT – To be completed by student

You should try to identify 3 goals or objectives that you have for this placement. When writing these goals consider your learning needs, the experiences you have had in the past, pre-placement information, and your pre-placement letter that you wrote to the clinical site. Try to make your goals/objectives SMART. You should print off these objectives and discuss these with your practice educator within 2 days of starting your placement. You should also attach a copy of your pre-placement letter with your assessment form.

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-
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Signature of student:

Date

Signature of practice educator/s:

Date

LEARNING CONTRACT – To be completed by student in discussion with educator

For every placement students are **required** to negotiate a 'learning agreement' in collaboration with their Practice Educator(s). This will normally be agreed by **week 2** of the Practice Placement, to allow time for the learning identified to be developed.



Signature of student:

Date

Signature of practice educator(s):

Date

MIDWAY REVIEW SUMMARY – to be completed by educator and student

Please provide a summary of development of the student's knowledge and skills at the midway of the practice placement. Please record an agreed development plan for the second half of the placement.

Midway Summary – completed by educator- please relate feedback to each of the learning outcomes.

Agreed development plan – completed by student in discussion with educator

Signature of student

Date

Signature of educator(s)

Date

MIDWAY VISIT – to be completed by University Tutor

Midway visit comments – completed by University Tutor

Signature of student

Date

Signature of University Tutor

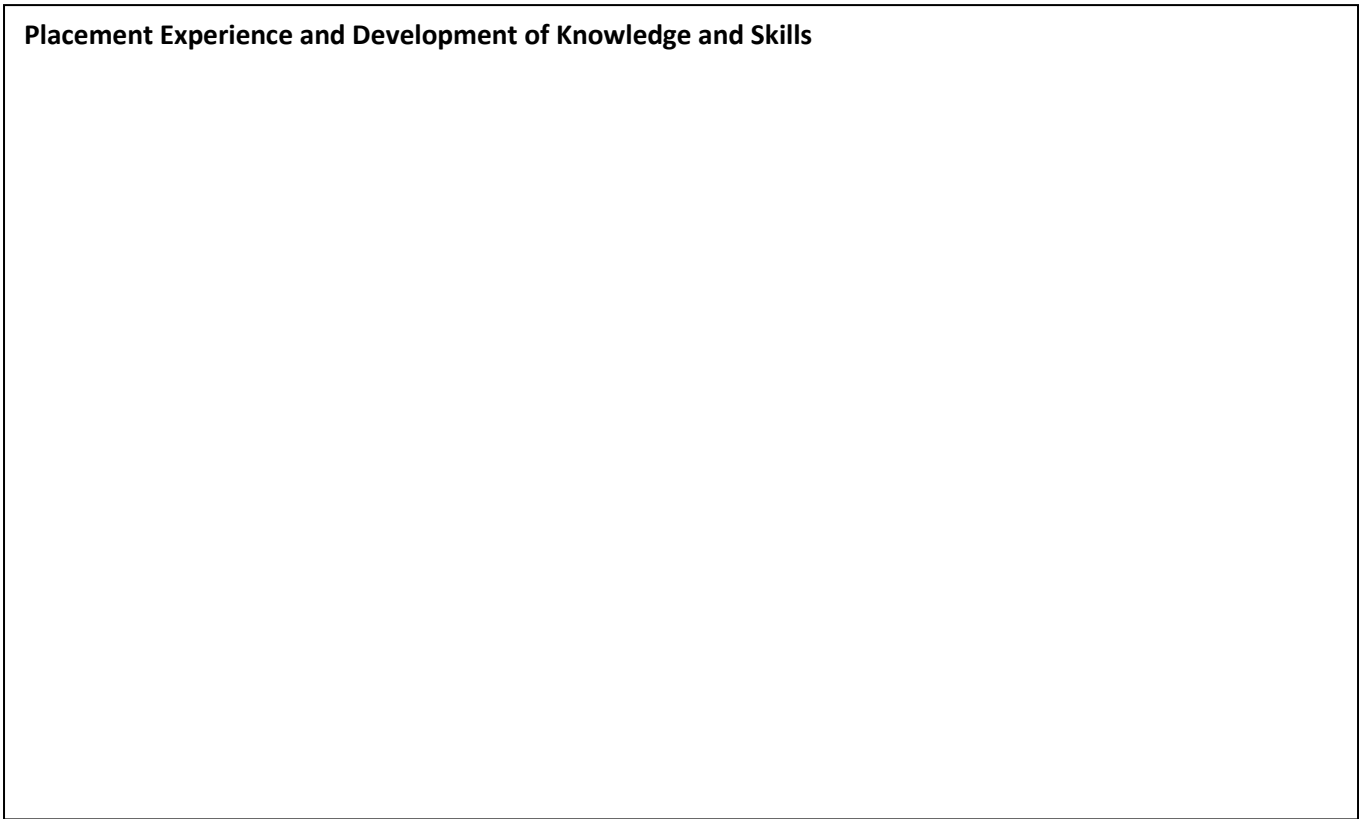
Print Name

Date

FINAL EVALUATION – To be completed by student

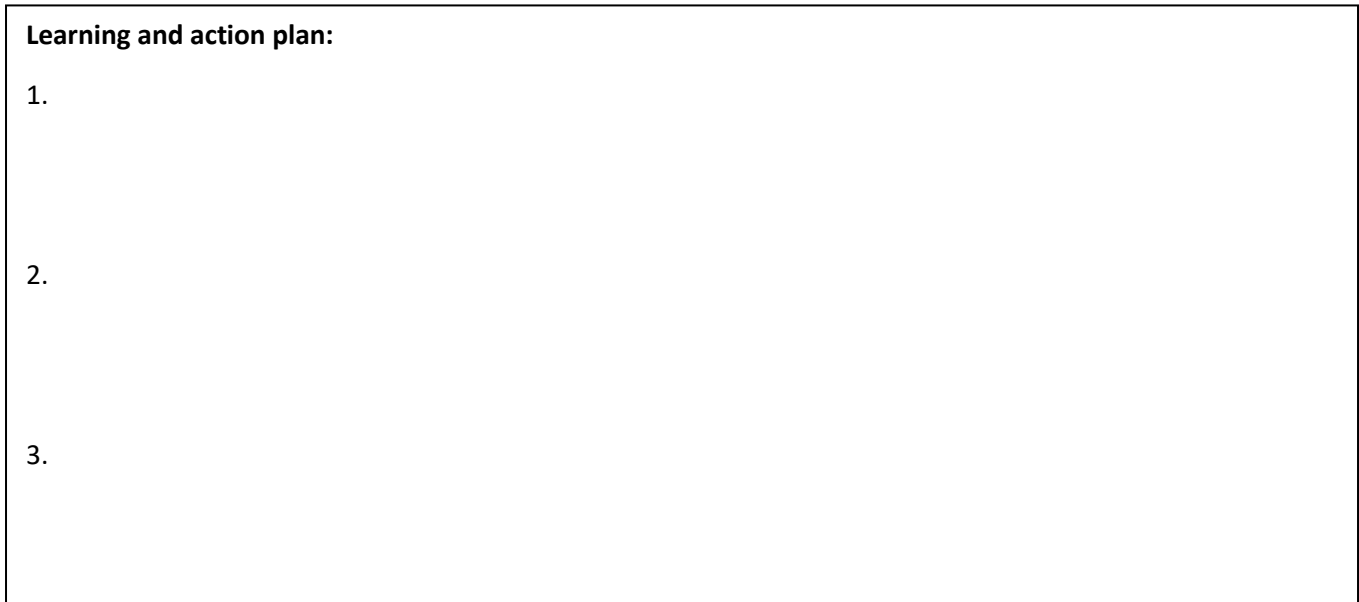
Please reflect on your placement experience overall and the development of your knowledge and practice skills on Practice Education Placement. Please also comment on your development in relation to the learning outcomes for your placement. You may wish to share this with your practice educator.

Placement Experience and Development of Knowledge and Skills



Learning and action plan:

- 1.
- 2.
- 3.



Signature of Student

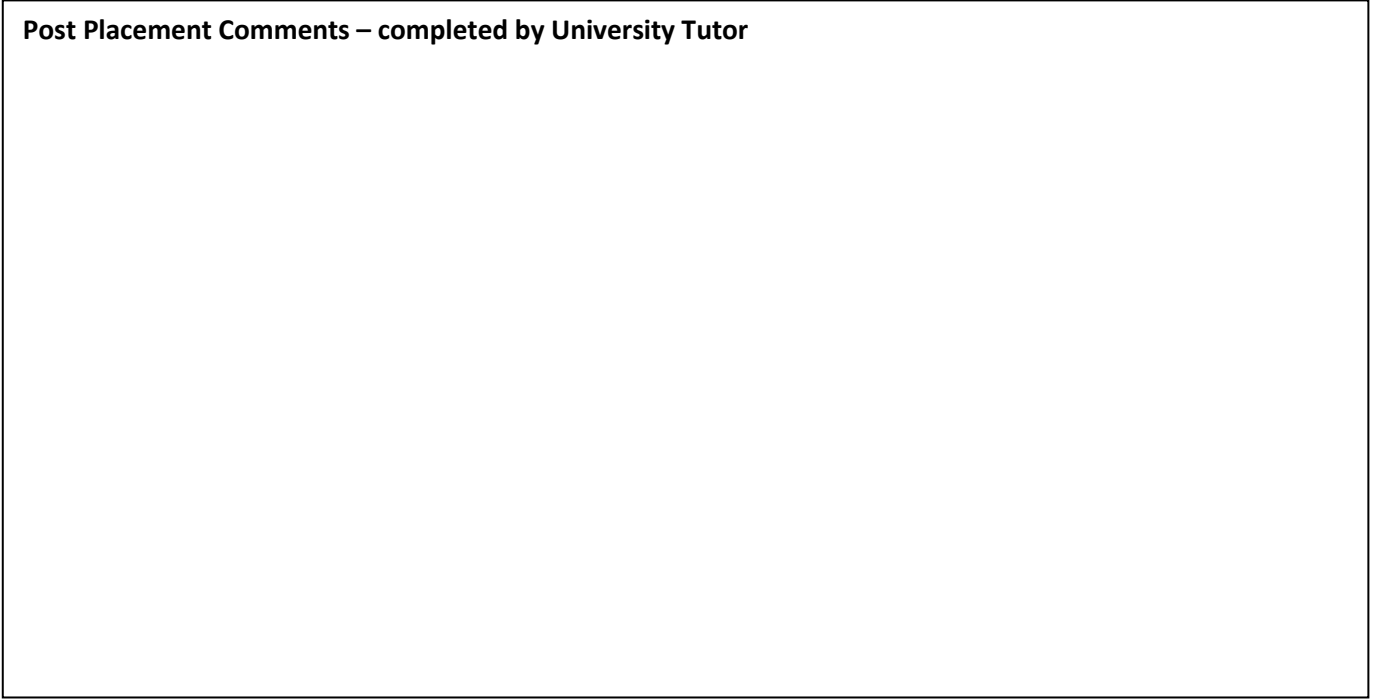
Date

Signature of educator(s)

Date

POST PLACEMENT COMMENTS – to be completed by University Tutor

Post Placement Comments – completed by University Tutor



Signature of University Tutor

Print Name

Date

FINAL EVALUATION – service user/carer (if available):

It is very helpful for the student's development to have your comments on your experience of working with the student. Please consider what you found helpful about working with them, and areas they may wish to reflect on or develop.

Comments (To preserve your confidentiality please **do not** provide any identifiable details – e.g. do not give your name, address etc)

Practice Placement: Information and Guidance for Practice Educators

Placement are eight weeks' duration and full-time. Students are required to work approximately 37.5 hours per week. How these hours are made up will depend on the practice environment and should be agreed with the Practice Educator. This will be clarified by the Practice Educator once the student arrives on placement.

If students are absent from placement for more than six days, they will normally be required to undertake an extended placement in order to ensure they have sufficient placement hours on graduation. Therefore, by the end each practice placement it is expected students will have completed at least 300 hours (40 days equivalent) of practice education. It is the student's responsibility to inform the clinical educator and the programme lead if they will be absent from placement.

The Assessment of Practice Performance (APP) assessment form is used as the assessment tool for assessment of practice-based learning placement for our MSc Physiotherapy (pre-registration) students. The APP assessment tool, which was developed and utilised in Australia, is a standardised tool for assessment clinical performance (<http://www.appeducation.com.au/>). Further guidance on the use of this tool will be given as part of your practice educator training- this will include face-to-face support from staff at Edinburgh Napier University. The APP tool has seven learning outcomes, however for the purposes of the placement module, learning outcomes 5 and 6 have been combined into learning outcome 5. The placement learning outcomes relate to six domains: professional behaviour, communication, assessment, analysis and planning, intervention and evidence-informed practice, and finally risk management. The APP identifies criteria under each of the learning outcomes. The assessment form with criteria are attached at the end of the form.

Students will complete four practice placement modules over the duration of their studies. The placement modules are set at SQF level 10 (Honours degree level) across the two-years of the programme. This means that although students are undertaking a Master's degree programme, their placements are at undergraduate level and they are expected to be assessed at this level. All four practice placements modules have the same learning outcomes and these are aligned with the learning outcomes set out within the APP assessment tool. While the learning outcomes are the same across placements, the context of each placement changes and the student will experience different challenges depending on the setting and speciality of the placement. This means that students will be challenged in different ways in order to meet the learning outcomes within in each of their placement settings.

Practice Placement Learning Outcomes

On completion of their Practice Placement it is expected that the student will be able to:

Professional Behaviour

LO1: Demonstrate initiative, autonomy and professional behaviour including ethical, legal and culturally responsive practice, with consideration for client rights, consent, and a commitment to reflective practice and life-long learning, in addition to successful completion of all pre-placement mandatory Professional Preparation.

Communication

LO2: Apply effective verbal, non-verbal, and written communication, including accurate professional documentation, in personal interactions with service-users, carers and other health and social care workers.

Assessment

LO3: Undertake a thorough, sensitive and detailed assessment by gathering appropriate information, selecting and measuring applicable health indicators and outcomes, and performing relevant physical assessment procedures.

Analysis and planning

LO4: Create an appropriate intervention plan with personalised goals in partnership with service users and/or carers, having analysed and interpreted assessment findings and identified and prioritised service user's needs.

Intervention and Evidence-informed practice

LO5: Clinically reason, apply, systematically evaluate and modify interventions, demonstrating an evidence-informed and client-centred approach to practice.

Risk management

LO6: Exercise responsibility and initiative for safety of self and others through effective risk management and evaluation.

School of Health and Social Care Practice-based Learning Support Web Site

A website is under-development in order that Practice Educators can access all information and paperwork required. Until this point you will be provided with electronic copies of all documentation required. Please do contact Colin McLelland c.mclelland@napier.ac.uk if you require any further information.

Checking student identity

Student identity must be confirmed at the start of each practice placement. To do this students are requested to present their Edinburgh Napier University matriculation card to the Practice Educator. Once the students' matriculation card has been checked, and identity confirmed the declaration at the start of this placement document should be signed to that effect.

Monitoring student attendance during practice placement

In the event that a student has an authorised or unauthorised/unexpected absence from placement lasting for more than 48 hours, we ask that you inform the University Practice Education Co-ordinator of this absence by e-mail immediately: Colin McLelland c.mclelland@napier.ac.uk

There is an 80% attendance policy for practice education placements. In the event of a student having repeated or extended period of absence from placement, the Practice Educator or Practice Education Supervisor should notify the University Practice Education Coordinator: Colin McLelland c.mclelland@napier.ac.uk

Education Passport

Your student will be maintaining a 'Practice Education Passport' with a record of Placement Preparation Activities. This should be produced for your information at your first meeting.

Learning agreement

For every placement students are required to negotiate a 'learning agreement' in collaboration with their Practice Educator(s). This will normally be agreed by week 2 of the Practice Placement, to allow time for the learning identified to be developed.

Reflective diary

It is expected that students will use a reflective writing as part of the learning process and in preparation for supervision sessions with their practice educator(s). This will often be recorded in a reflective journal, though students may have identified other methods of capturing their reflectivity, which they will share.

Supervision

Students should receive a minimum of one formal supervision session with their Practice Educator(s) each week. In emerging placement areas, students may also have day-to-day supervision from another suitably qualified professional within the practice area. It is expected that this practice education supervisor will also contribute to the

weekly supervision session together with the Practice Educator. Supervision from the practice educator may be by telephone, 'Skype' or another method, where this alternate to face-to-face meetings optimises the student experience of Practice Education.

Monitoring student's professional conduct during practice placement

Student's professional conduct should be continuously monitored during practice placement guided by the Health and Care Professions Council Guidance on Conduct and Ethics for Students (HCPC 2016) (<https://www.hcpc-uk.org/assets/documents/10004EDFStandardssofconduct,performanceandethics.pdf>) and the Chartered Society of Physiotherapy's Code of Members' Professional Values (2011) (https://www.csp.org.uk/system/files/csp_code_of_professional_values_behaviour_full.pdf)

It is essential that you notify the University immediately if you have any concerns about a student's professional conduct, and/or professional behaviour. Professionalism is taken seriously and any unprofessional behaviour will be taken to the ENU Fitness to Practice panel.

If you have any concerns please contact Colin McLelland, Practice Education Co-ordinator: c.mclelland@napier.ac.uk

How to complete the APP assessment form

You are requested to make a judgement about the student's performance against ***the minimum competency level expected for an entry level physiotherapist***. All of the Learning Outcome must be met for the student to pass the placement as a whole. See the APP website for detailed guidance <http://www.appeducation.com.au/>. The placement is graded on a pass/fail basis.

Midway Review

- The review should be a discussion between the Practice Educator, the student, and (where appropriate) an additional Practice Education Supervisor, highlighting areas of progress across all Learning Outcomes. Areas requiring further development and priorities to be addressed in the second half of the placement should be highlighted, agreed, and documented in the development plan section of the Midway Review. The student is required to document the plans for the remainder of the placement having discussed and agreed these with you.
- Written feedback should be documented by the Practice Educator relating to each Learning Outcomes in the assessment form.
- The midway review is intended to be constructive, and to encourage the development of individual strengths, as well as to give feedback in order for the student to develop their knowledge and skills.
- It is expected that students will prepare for the midway review ready to discuss their learning in relation to each Learning Outcome. Students have been advised by the University to be prepared to evaluate their own

knowledge and skill development, and to consider any other issues relating to the placement with the Practice Educator. The comments section must be signed and dated by the student.

- Student and educator should discuss and agree a plan for the second half of the placement. It is the student's responsibility to complete this part of the form and this should be signed-off by the educator.
- If you consider the student to be at risk of failing the placement, then this needs to be stated and documented in the mid-way review form. You need to make the student, and the University aware of this preferably no later than the midway review. Contact the Practice Education Co-ordinator in this respect: Colin McLelland: c.mclelland@napier.ac.uk

Final Assessment

- Please use the APP form to provide feedback on each of the learning outcomes together with written comments for each learning outcome. This should be dated and signed by the Practice Educator.
- The final assessment should be constructive, and encourage the development of individual strengths as well as giving feedback aimed at developing the student's knowledge and skills
- Students must pass all Learning Outcomes.
- All criteria within each Learning Outcome must be passed to achieve an overall pass.
- Students are asked to complete a record of their learning and plan for future learning – this is for them to reflect on their learning. They are not required to share this with you however they may wish to do so.
- Where possible, include feedback from service users, including advice to students

Service user comments

- Students are encouraged to consider the service user's perspective on their performance as this is good professional practice.
- This will always be a voluntary process for the service user.
- To protect confidentiality this should be anonymised e.g. the service user should not give name, contact details etc.
- The student should negotiate with you how they wish to receive service user feedback
- The student should discuss with their Practice educator before approaching a service user for feedback.
- In some circumstances it may be more appropriate to gain feedback from carers, family members or other appropriate individuals rather than the service user, although it is recommended to seek this from the service user where possible.

Modifications

As part of the continual monitoring process this Assessment Record Document may be subject to modification or alteration. Therefore, check the webpage to ensure you have the most current version.

University Grade Descriptors: Practice Placement

Grade	Description
Pass	Student has demonstrated a satisfactorily performance meeting the placement learning outcomes
Fail Unsatisfactory performance or non-attendance	<p>For this level of the programme an unsatisfactory performance. Shows no ability to learn from previous experience and/or lacks willingness to engage with the practice placement</p> <ul style="list-style-type: none">• Demonstrates unsafe practice throughout the whole of the practice placement• Demonstrates no ability to communicate with and/or form/sustain professional relationships with others• Demonstrates unprofessional behaviour and/ or attitudes throughout the whole of the practice placement• Demonstrates no ability to problem solve, analyse, and evaluate• Shows no understanding of theoretical principles and concepts related to the workplace• Demonstrates no self- management skills throughout the whole of the practice placement