

**Edinburgh Napier**  
UNIVERSITY



**MSc PHYSIOTHERAPY (Pre-registration)**

**PRACTICE EDUCATION HANDBOOK**

June 2020

School of Health and Social Care  
**EDINBURGH NAPIER UNIVERSITY**

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# 1. PRACTICE EDUCATION

## 1.1 Introduction

Practice education forms a key part of your curriculum. It provides you with the opportunity to apply the knowledge, theory and practical skills you have learned at University to practice. Practice-based learning is a requirement for registration with the Health and Care Professions Council (HCPC) on completion of your studies. This handbook is designed to provide essential information about the practice component of your programme. Within the MSc Physiotherapy (Pre-registration) degree there are four Practice Education Placements.

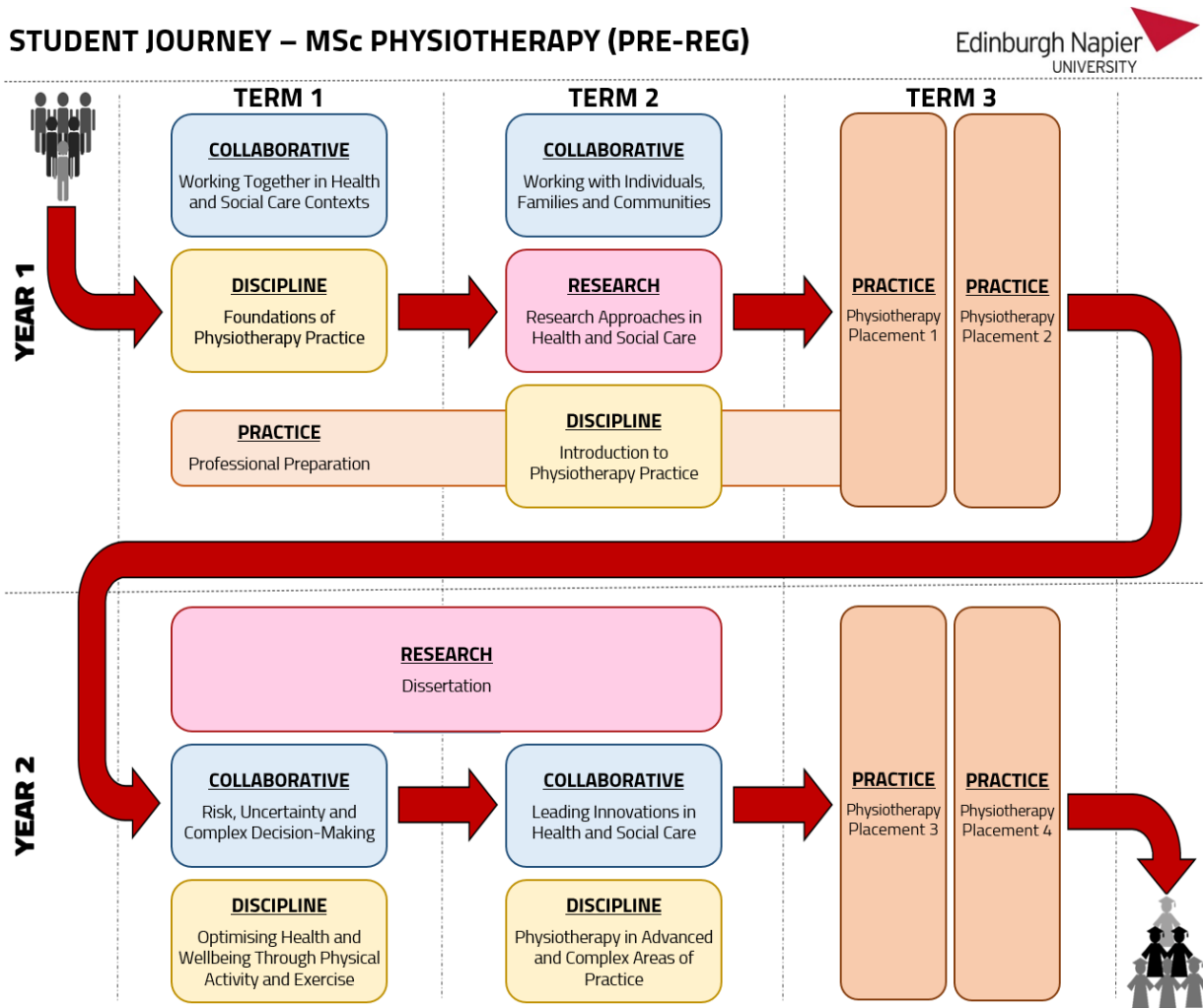
As part of an integrated programme of learning, it is the ambition of the programme that where possible, students will be on placement with student peers from other professions. The placements run alongside the placements for Occupational Therapy and Social Work, as the figure 1 below shows.

**Edinburgh Napier University**  
**AHP-Social Work Programmes**

		ENU Trimester 2														ENU Trimester 3														ENU Trimester 1																							
Week No	TW	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TW	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TW	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
		Programme Term 1														Programme Term 2														Programme Term 3																							
Date		04/01/2021	11/01/2021	18/01/2021	25/01/2021	01/02/2021	08/02/2021	15/02/2021	22/02/2021	01/03/2021	08/03/2021	15/03/2021	22/03/2021	29/03/2021	05/04/2021	12/04/2021	19/04/2021	26/04/2021	03/05/2021	10/05/2021	17/05/2021	24/05/2021	31/05/2021	07/06/2021	14/06/2021	21/06/2021	28/06/2021	05/07/2021	12/07/2021	19/07/2021	26/07/2021	02/08/2021	09/08/2021	16/08/2021	23/08/2021	30/08/2021	06/09/2021	13/09/2021	20/09/2021	27/09/2021	04/10/2021	11/10/2021	18/10/2021	25/10/2021	01/11/2021	08/11/2021	15/11/2021	22/11/2021	29/11/2021	06/12/2021	13/12/2021	20/12/2021	27/12/2021
Year 1	COLLABORATIVE	Working Together in Health and Social Care Contexts (20 Credits; Level 11)														Working with Individuals, Families and Communities (20 Credits; Level 11)														Social Work Placement 1 (60 Credits; Level 11)																							
SW	Placement Preparation (Mandatory; Non-Credit Bearing)														Research Approaches in Health and Social Care (20 Credits; Level 11)																																						
OT	Negotiating the Legal and Ethical Landscape (20 Credits; Level 11)														Placement Preparation Assessing Compromised Health and Development (20 Credits; Level 11)																																						
PT	Humans as Occupational Beings (20 Credits; Level 11)														Occupational Therapy Approaches to Assessing Human Performance (20 Credits; Level 11)																																						
		Foundations of Physiotherapy Practice (20 Credits; Level 11)														Introduction to Physiotherapy Practice (20 Credits; Level 11)														Occupational Therapy Placement 1 (20 Credits; Level 10)																							
		Vacation														Vacation														Occupational Therapy Placement 2 (20 Credits; Level 10)																							
Year 2	COLLABORATIVE	Risk, Uncertainty and Complex Decision-Making (20 Credits; Level 11)														Leading Innovations in Health and Social Care (20 Credits; Level 11)														Social Work Placement 2 (60 Credits; Level 11)																							
SW	Dissertation (40 Credits; Level 11)														Dissertation (continued)																																						
OT	Intrapersonal and Interpersonal Processes (20 Credits; Level 11)														Public Protection in a Complex and Changing Global Context (20 Credits; Level 11)																																						
PT	Person, Occupation, Environment 1 (20 Credits; Level 11)														Person, Occupation, Environment 2 (20 Credits; Level 11)																																						
		Optimising Health and Wellbeing (20 Credits; Level 11)														Physiotherapy in Advanced and Complex Areas of Practice (20 Credits; Level 11)														Physiotherapy Placement 1 (20 Credits; Level 10)																							
		Vacation														Vacation														Physiotherapy Placement 2 (20 Credits; Level 10)																							
		Reading Week														Vacation														Occupational Therapy Placement 3 (20 Credits; Level 10)																							
		Review Week														Vacation														Occupational Therapy Placement 4 (20 Credits; Level 10)																							
		Vacation														Vacation														Physiotherapy Placement 3 (20 Credits; Level 10)																							
		Vacation														Vacation														Physiotherapy Placement 4 (20 Credits; Level 10)																							
		Vacation														Vacation														Conclusion of Programme Week																							
		Vacation														Vacation														Vacation																							

**Figure 1:** Programme structure for Occupational Therapy, Physiotherapy and Social Work Masters programmes.

As before, the purpose of this integration is to help you to consolidate the theoretical aspects addressed in University through practice application on placement to help you achieve deeper learning. The Practice Education Placements may take place across Scotland and for the final placement, you can may have the option to have a Mobility Placement, which would allow you to arrange your own placement destination.



**Figure 1: Student Journey MSc Physiotherapy (Pre-registration)**

## 1.2 Aims

The overall aims for the Practice Education component of the programme (SCQF Level 10) are to enable the student to:

- Transfer and apply Physiotherapy principles, concepts and skills essential for competent practice in a range of practice settings.
- Provide safe, effective and comprehensive person centered Physiotherapy approaches.
- Devise, plan and apply interventions and prevention strategies that facilitate the empowerment of service-users and the promotion of health and wellbeing in individuals and society.
- Develop and take responsibility for decision making and professional judgment, based on independent study and the transfer of evaluative, reflective and problem solving skills within the practice setting.

### 1.21 Ethics and Professional Conduct

It is imperative that you adhere to the Chartered Society of Physiotherapy's Code of Members' Professional Values and Behaviour whenever you are representing the profession of Physiotherapy. The code can be found here and you **must** become familiar with it: [CSP Members' Professional Values and Behaviour](#)

### 1.3 Practice Education (SCQF Level 10) Learning Outcomes

The learning Outcomes (LO) have been designed to closely reflect what is required by the Health and Care Professions Council (HCPC) from their registrants at graduation. Throughout the placements you will be building and developing your practice skills, and the LOs reflect this. They are as follows.

#### Practice Education Placement: Learning Outcomes

On completion of each placement (in differing areas of practice), you will be able to:

- LO1: Demonstrate initiative, autonomy and professional behaviour including ethical, legal and culturally responsive practice, with consideration for client rights, consent, and a commitment to life-long learning.
- 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.
- 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.
- 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.
- LO5: Clinically reason, apply, systematically evaluate and modify interventions, demonstrating evidence-informed and client-centred approach to practice.
- LO6: Exercise responsibility and initiative for safety of self and others through effective risk management and evaluation.

### **1.4 Placement Format**

To successfully complete your programme you will need to have accrued at least 1000 hours of practice experience. These practice hours must be made up from time spent in a number of practice activities. While these activities differ depending upon the specific placement, they will likely comprise of activities surrounding assessment, intervention and understanding outcomes in relation to service users and their carers. You may also be involved in undertaking audit or project work on behalf of the placement provider.

As the demographics relating to health and social care have changed in recent years, Physiotherapists are increasingly working with service-users who may present with multiple pathologies across a range of practice settings. As a result, placement allocations will be based on the settings in which Physiotherapists work in order to provide you with an appropriate breadth of experiences. Your placement experiences will therefore include a range of the following settings:

- Outpatient environments
- Community services/care at home
- Acute hospitals
- Rehabilitation centres
- Private practice settings
- Social care settings

### **1.5 Frequently Asked Questions**

#### **Who organises the Practice Education Placements and who deals with any queries?**

Our Practice Education Co-ordinator, who is based at Edinburgh Napier University, organises practice education opportunities. Although lists of practice education sites are compiled a year in advance, unfortunately and unavoidably, sometimes practice education placement sites have to cancel placements and this can be at late notice. Where this happens the Practice Education Co-ordinator will find an alternative as soon as possible. Sometimes, this may have to be in a different practice area, but careful consideration will be made to ensure you still receive an appropriate range of experiences.

#### **Where will I find information about Practice Education Placements?**

We are in the process of developing an online **Physiotherapy Practice Education Placement** resource. This will contain a comprehensive list of information and documentation students will need for placements, including: assessment forms, resources and information specific to each Practice Education Placement site. Until this is complete you will be sent electronic copies of the documentation.

#### **What do I do once I know where I am going on placement?**

You will need to review the resources available to you and specifically the practice education placement module descriptor. You will also need to look at the Practice Education Placement Profile (Appendix 2) which will provide you with specific information about the placement, such as where and who to report to, how to get to the placement, working hours, any specifics about uniform or accommodation availability.

Before arriving on placement, you are expected to send an introductory letter or email indicating what your background is, what practice experience you have, your strengths and areas for development during the placement. This should be sent in a timely manner to the practice educator so they can use this to help inform the structure of the placement.

You **must** familiarise yourself with the learning outcomes for Practice Education Placements and the assessment form that you will be assessed on during your placement.

### **What hours will I work on placement?**

You are required to work 37.5 hours per week. How these hours are made up will depend on the practice environment/educator. This will be clarified in the Practice Education Placement Profile (Appendix 2) and also by the practice educator once you arrive on placement.

In relation to attendance on placement, there is an expectation that you attend 100% of the time allocated. However, students will normally be permitted a maximum of **eight days** of absence, which equates to a minimum attendance of 80%. This is to ensure that you are able to meet the learning outcomes of the module and that you have sufficient practice placement hours on graduation in order to register with your professional body.

Academic Regulation F5 states that:

- a) Students who fail to meet the minimum attendance for a practice module without valid reason will normally have their placement discontinued at the point where the minimum attendance requirement cannot be achieved. This will constitute a fail for the module, and in these circumstances the student will be referred to the Fitness to Practise panel within the School of Health and Social Care. In this situation, students would normally be required to repeat the module as a second and final attempt with the minimum attendance requirement being achieved as a minimum.
- b) Where students who have approved Extenuating Circumstances are unable to achieve the attendance requirement of a practice module as a direct result of these circumstances, the placement will normally be discontinued and considered void at the point where the minimum attendance cannot be achieved. In this situation, students would be required to repeat the module as a first attempt with the minimum attendance being achieved.

### **Practice Educator – Who is this?**

For each placement you will be under the supervision of a named professional, referred to as the Practice Educator. In some areas students may have multiple practice educators. Their role is to ensure you receive a suitable induction to the practice education placement including a who's who, where things are, and Health and Safety issues. They will then facilitate learning through activities that are core to the practice of a Physiotherapist and which will allow you to demonstrate your ability to achieve the learning outcomes at assessment.

More information can be found on the roles and responsibilities of the Practice Educator later in this document.



### University Lecturer – Who is this?

One of your lecturers from the University will be responsible for supporting you whilst you are on placement and to be part of the assessment process. They will also be your first point of contact should you be having any issues which are affecting your performance on placement. The University Lecturer responsible for your placement will be identified to you before your placement begins.

More information on the roles and responsibilities of the University Lecturer in relation to your placement can be found later in this document.

Supporting you and your Practice Educator is of the utmost importance. It is the ambition of the programme team that you will be visited by a member of the programme team at least once during your placement. The visit would normally take place around the mid-point of your placement (e.g. in week 4 or 5). If you require further support during your placement this can be arranged as needed. If for reasons of logistics a face-to-face meeting with a member of the programme team proves unachievable, other mechanisms of support such as telephone, Skype call or email contact will be explored.

## 2. MODULE DETAILS

Each of your Practice Education Placements is an academic module at SCQF Level 10 and are 20 credits each. These modules are developed at Honours level rather than Masters level to reflect the fact that you will be able to apply graduate attributes from your prior education, but that you remain a novice in the discipline and therefore cannot be expected to practice at Masters level. Prior to undertaking placement 1 you will be required to undertake a module, AHP Preparation for Professional Practice, HSC09103 AHP. This non-credit bearing module includes all of the professional preparation that you must complete on campus before your placement begins, this includes mandatory training and visits to practice settings. Each Practice Education Placement module has a specific Module Descriptor which includes full details of the learning outcomes, learning content and assessment for each placement.

**You will be given a Preparation for Professional Practice Passport which must be completed prior to going on placement as part of your module HSC09103 AHP Preparation for Professional Practice.**

## 3. PRACTICE EDUCATION PLACEMENT PROFILE

It is your responsibility to prepare adequately for each placement. Before the start of each placement you will need to access the relevant Practice Education Placement Profile.

The Practice Education Placement Profile will provide you with the necessary information to study appropriately in preparation for your placement. A Practice Education Placement Profile Audit (Appendix 3) will be conducted on a regular basis by the University Lecturer to ensure that the information available to you is up to date.

You must send an introductory letter or email to the Practice Educator and the relevant University Lecturer no later than **2 weeks** before the start of the placement. This letter should make reference to the Practice Education Placement Profile and to your personal aims for the placement experience.

### **3.1 How to locate the information:**

You will be provided with an electronic copy of your practice education information.

## **4. ASSESSMENT OF PRACTICE EDUCATION**

Edinburgh Napier University uses the Assessment of Physiotherapy Practice Education (APP) tool, which has been validated for use in a number of countries around the world, including the United Kingdom. The APP is a 20-item instrument covering seven domains of practice (professional behaviour, communication, assessment, analysis and planning, intervention, evidence-based practice, and risk management). Performance indicators accompany each item to guide student learning and provide educators with specific examples of behaviours that belong to each domain of practice.

Results are on a pass/fail basis. Making use of a pass/fail criteria is beneficial for the practice educators and for you. It ensures there is greater consistency between markers and also reduces the pressure to 'grade' a student on their clinical performance. This will allow you to focus on having a high quality experience rather than feeling driven by a grade. Feedback will be provided on each of the assessment criteria to inform you of areas of strength and those for development.

### **4.1 Assessment Procedure for Practice Education Placement**

1. The Practice Educator and the University Lecturer are the Assessors.
2. Before the beginning of the first placement, you will read the Practice Education and Assessment document.
3. In all instances, the learning outcomes to be assessed will be predetermined and all must be achieved to pass the placement.
4. Whilst you are responsible for initiating arrangements for the formative and summative assessments, the assessor will facilitate this process, where appropriate.
5. Formative discussions should involve the University Lecturer, therefore these should be arranged, whenever possible, to coincide with lecturer visits. A lecturer visit may also be of benefit at end of placement should you, or the Practice Educator, require support in completion of the summative assessment.
6. All relevant forms should be completed and given to you at the end of the placement to be submitted to the school **no later than 14 days working** following the completion of the placement.

## 4.2 Assessment Responsibilities for Students

In relation to your assessments, you will be responsible for:

1. Providing the assessment form and the safekeeping of all information relating to assessments whilst on placement. Thereafter all assessment records will be returned to the School of Health and Social Care, where they will be registered and held centrally as a record of practice performance and completed hours.

Should a completed APP Form be lost, then this will necessitate a repeat assessment unless the result has been recorded in the central register held in the School.

If, for any reason, assessment forms are to be sent to the School by post, then this **must** be by recorded delivery.

2. After careful reading of all the criteria itemised in the learning outcomes, any problems of interpretation must be discussed with the Practice Educator within the first two days of the placement. If still unsure, contact the University Lecturer.
3. Initiating arrangements for formative and summative assessment and discussion.
4. Checking that, on completion of the assessment:
  - a) All parts of the form have been completed correctly to include the signatures of the Practice Educator and yourself.
  - b) APP Forms must be submitted, fully signed **no later than 14 days** following the last day of placement.
  - c) The student must be aware that the assessment outcome must be discussed only with the Practice Educator and University Lecturer concerned. The University Practice Co-ordinator may become involved only when agreement cannot be reached between the student, Practice Educator and University Lecturer.

## 4.3 Assessment Procedure

### 4.3.1 Formative Assessment

You will be required to organise an appropriate date and time for discussion with the Practice Educator, University Lecturer and yourself. This will be held during the placement at a point where assessment of the learning outcomes is appropriate and where sufficient time remains to address any areas highlighted for development before the end of the placement. Feedback will be provided and recorded on performance related to each of the learning outcomes and feed-forward information will be given to guide you in what they require to do to successfully achieve the specified criteria.

During the visit by the University Lecturer, both you and the Practice Educator will have an opportunity to speak individually with the University Lecturer in confidence before the formative assessment discussion takes place involving all three of you.

### 4.3.2 Summative Assessment

The final summative assessment will involve the following stages:

1. The APP Form will be completed by the Practice Educator on the last week of the affiliation and given to you. The University Lecturer will contact yourself and the Practice Educator by telephone to discuss this, but may also be invited to provide additional support during the final assessment in occasions where this is required.
2. You will then record your own comments. The Practice Educator will not sign the assessed form until they have been given the opportunity to read your comments. These comments are seen as an important part of the ongoing evaluation of Practice Education Placements.
3. Successful completion of the placement will only be confirmed once the APP Form has been received by the Practice Education Co-ordinator by the stipulated date. Should the APP Form not be received by the stipulated date, this will result in a fail of the first attempt at the module with a date for resubmission of the paperwork then being stipulated by the Practice Education Co-ordinator.

### 4.4 Reassessment

Failure to achieve a satisfactory level of competence in any one of the assessed learning outcomes will result in the placement being deemed a fail. Following a failed placement, one resit opportunity will be arranged, normally replacing the next placement in the programme. The resit may take place in a different placement setting to the first attempt, however the same learning outcomes will require to be completed as for the first attempt. Failure of two consecutive placements will normally result in you being withdrawn from the course.

Consideration of the issues concerning resit placements will involve the Programme Leader, Practice Education Co-ordinator and yourself. A plan for returning to practice education placement, including preparation and support will be discussed with Practice Education Co-ordinator. It will be your responsibility to arrange this meeting.

## 5. STUDENT RESPONSIBILITIES

Extensive information is given in your myProgramme Student handbook regarding Codes of Ethics and Professional Conduct. This also applies to your time spent on Practice Education Placement. Please be familiar with this as part of your placement preparation.

You **MUST** be familiar with the following guidance.

- For guidance on health for practice in Physiotherapy please consult the HCPC documents: [Health, disability and becoming a health and care professional](#).
- Programme specific regulation on attendance requirements: *link to follow*
- Programme specific regulations on Fitness to practice can be found: *link to follow*

The Chartered Society of Physiotherapy : [Code of Members' Professional Values and Behaviour](#)

## 5.1 Professional Conduct

1. You are expected to accept responsibility for the care of your designated service-users (this includes seeking help and advice when necessary) and understand that you are accountable for your professional practice and its outcomes.
2. You are expected to respect the rights, dignity and individual sensibilities of every service-user.
3. You should maintain a proper perspective between professional and personal affairs. *Please note that receipt of gifts from service-users is strictly forbidden unless approved by the Practice Educator.*
4. You will conduct yourself appropriately at all times in the practice setting. Respect, courtesy and professional behaviour should be shown to service-users, relatives, carers and practice and academic colleagues at all times.
5. You have both a professional and ethical responsibility to maintain absolute confidentiality and security with regard to any information pertaining to service-users and staff. You must adhere to the CSP [Codes of Professional Values and Behaviour](#) (CSP, 2011) and the HCPC [Guidance on Conduct and Ethics for Students](#) (HCPC, 2016) When on placement in NHS facilities you must be familiar with the NHS Code of Practice on Protecting Patient Confidentiality. In other practice settings, you must become familiar with their policies on maintaining confidentiality for their service users and what is required of you.
6. You shall communicate and co-operate with professional staff and carers in the interests, and with the consent of, service-users.
7. ALL service-user activities should be conducted with respect for their dignity, rights and beliefs and in a non-judgmental manner.
8. It is **vital** that you provide feedback to service-users, other health professionals, practice supervisors and academic staff. This should be communicated in an appropriate manner with courtesy and respect.
9. You must be punctual for any appointments related to the placement.
10. If you anticipate that you are likely to be unavoidably detained for any reason, you should make every effort to inform all individuals concerned. This is both professional and polite.
11. You must be aware of the importance of accurate record keeping. The SOAP method of note keeping is often used and you should become familiar with this.
12. Manual handling regulations must be adhered to at all times. If in doubt, you must seek help/advice from your practice colleagues **before** working with service-users who might need physical support (see Student's Health & Safety Responsibilities).
13. If you suffer an injury or feel unwell during the placement, you must report this immediately to their Practice Educator. Should this require you to leave your placement,

the Practice Education Co-ordinator should also be informed.

14. You are strongly advised to discuss placement learning needs in relation to any disability with the Practice Co-ordinator at least one month before commencement of placements.
15. Any absences from Practice Education Placement must be reported on a daily basis to the Practice Educator **and** the University.
16. You have a duty to report to an appropriate authority any circumstances which may put service-users or others at risk.

## 5.2 Health and Safety Responsibilities

Before commencement of placements you must:

1. Read the University Student Health and Safety Responsibilities on Placement (Appendix 4) and complete the confirmation form stating that you have read and understood this
2. You must attend an Occupational Health appointment before and during the programme if referred. Evidence of your immunisation is required. You are required to have your HepB vaccination **prior** to going on placement, this can be arranged via Occupational Health.
3. You may be asked to show evidence of your immunisation record.
4. Familiarise yourself with and complying with local health and safety regulations and procedures
5. Maintain high standards of personal hygiene and washing hands at appropriate intervals.
6. Employ risk assessment and good practice for moving and handling procedures
7. Be alert to “flash situations” which could lead to conflict, verbal abuse from service-users or carers, and responding appropriately. In such situations your personal safety is paramount.
8. Ensure that any incident relating to health and safety is properly documented, and reported to both Practice and Academic staff. Any incident will be further investigated by the Practice Education Co-ordinator, who will follow the required procedure of the School of Health and Social Care.
9. Inform relevant academic and practice staff of any existing or changes in your circumstances which might possibly affect your fitness or ability to commence or continue a Practice Education Placement. It is your responsibility to stay away from the placement setting when unfit through illness to undertake practice. This responsibility is to yourself, practice colleagues and service-users.
10. Should you have an identified disability, you are encouraged to meet with the Practice Education Co-ordinator at least one month before commencement of each placement to discuss disclosure of your disability to the placement (not mandatory) and the arrangement for reasonable adjustments and support during the placement.

11. **Protection against infection with blood borne viruses** - you have an overriding ethical as well as legal duty to protect the health and safety of service-users. If you believe that you may have been exposed to infection with a blood borne virus in any circumstances, you must seek medical advice and, if appropriate, antibody testing. Failure to do so may breach the duty of care to patients.

If you believe you may have a bloodborne virus (Hepatitis B, Hepatitis C, HIV) you must seek appropriate expert medical and Occupational Health advice for guidance about the need for modification or restriction to working practices. You must cease certain care activities until this advice is sought. You should discuss any concerns in confidence with a member of staff of Occupational Health Service.

The above information is based on the Public Health England (2017) 'Integrated guidance on health clearance for healthcare workers and the management of healthcare workers infected with bloodborne viruses (Hepatitis B, Hepatitis C and HIV)

You **must** be familiar with the full guidance: Please click [here](#) for link.

12. You have a responsibility to let your Programme Leader or Practice Education Co-ordinator know if you have had any exposure to medical issues of concern.

### 5.3 Dress Code

Students must comply with the dress code as required by Placement Provider. Unless otherwise stipulated, this will be the uniform that you have been issued by the University.

- Uniform should be clean, pressed and tidy.
- Footwear should be appropriate to a practice environment.
- Jewellery should be kept to a minimum. Single small ear studs, smooth wedding rings are acceptable. Jewellery, which has a rough surface or hangs, could cause damage to service-users and/or colleagues and must not be worn. Watches should be removed when working with service-users.
- Long hair should be tied back. Advice is available from the Practice Education Co-ordinator on the acceptability of hair styles. Students should take the advice of Practice Educator regarding tattoos exposed in the lower part of arms and the most appropriate manner of concealment.

Please note:

- A clean uniform should be worn for each shift
- Identity badge should be kept in an appropriate place on your person at all times
- You should change into your uniform within the placement setting – uniform **must not** be



worn when commuting or walking to the placement setting

- Appropriate Personal Protective Equipment (PPE) should be worn during direct patient contact and when dealing with all body fluids
- Aprons and/or gloves should be discarded after any procedure and a new one put on
- Any disposable PPE must be changed between patients
- When a uniform is physically soiled it must be changed, even if this means acquiring theatre greens.

### 5.3.1 Recommendations for laundering (Callaghan 1998)

- Uniforms should be washed without other items of clothing at 60-65C in a domestic washing machine.
- Uniforms should be air dried and **not** tumble dried.
- When dry, uniforms should be ironed with a hot iron.
- Uniforms should then be stored, folded and flat, in a fresh, unused plastic bag and sealed.
- Before dressing for duty, hands should be washed before donning the uniform.

**The University insists that you to must comply with these recommendations because it is your protection against infection and the protection of service-users when they may be at their most vulnerable.**

(Reference: CALLAGHAN, I., 1998. Bacterial contamination of nurses' uniforms: a study. *Nursing Standard*. 13, pp 37-42.)

### 5.4 Identification of Learning Needs

You are be responsible for self-directed learning, including revision, **before** a placement commences and during the placement to ensure that you have the required knowledge to undertake your allocated duties.

You are expected to have completed the pre-reading suggested by your Practice Educator(s) prior to the placement commencing.

Although learning outcomes for each placement are clearly documented in this Handbook, you are expected to identify individual outcomes with the Practice Educator to support your personal needs. In order to facilitate this process, **you are expected to send an introductory letter/e-mail** to the Practice Educator, copying in the Practice Education Co-ordinator, at least 2 weeks before commencement of the placement.

A key professional skill is the recognition of personal performance levels in terms of strengths and limitations. You will be expected to monitor and report your perceived performance levels as a continuing process, but particularly at the formative and summative assessments.

### 5.5 Criminal Record Checks

You must undertake a Protection of Vulnerable Groups (PVG) check through Disclosure Scotland



on entry to the course. Until the result of your PVG has been received by the University, you will not be eligible to begin your Practice Education Placement.

The School of Health and Social Care Fitness to Practise Committee have the final say regarding the appropriateness of allowing students whose checks are not entirely clear to attend Practice Education Placements. Additionally, placements may refuse to offer a placement to students who have not provided an appropriate disclosure check.

It is your responsibility to inform your Programme Leader of any changes to your criminal record profile, or any contact with a police department, that may arise at any point during your enrolment on the programme and to ensure your PVG remains current and valid.

## **5.6 Accommodation**

Where there is accommodation available on site the placement provider will provide information in the Practice Education Placement Profile. It is then your responsibility to organise appropriate accommodation that will allow you to meet the required placement hours of work for the entire placement period.

Any behaviour (eg. failure to pay accommodation bills, damage to accommodation) which may put the availability of a future student placement accommodation at risk will be reported to the Programme Leader for due action.

## **5.7 Allocation of Practice Education Placements**

Allocation of your Practice Education Placements is undertaken by the Practice Education Coordinator. The practice education coordinator will ensure you have a diversity of placement experiences across your Practice Education Placements. This ensures that you will have a profile which allows you to meet the requirements of the HCPC and the CSP and maximises employability of graduates.

To reduce the cost of placements, you will be given the opportunity to inform the Practice Education Co-ordinator of parts of the country outside of Edinburgh where you may be able to arrange accommodation easily. This information must be passed on to the Placement Co-ordinator by February of each year as the placement lists for the academic year are compiled in March/April. Selected placement areas cannot, however, be guaranteed as many factors require to be taken into consideration when placement lists are being compiled. Barring exceptional mitigating circumstances, you are therefore expected to attend the placements allocated by the Placement Co-ordinator. Failure to do so will result in the placement being deemed a fail. Examples of exceptional mitigating circumstances would include: role of carer; illness, with an accompanying medical certificate.

Circumstances do not normally allow for swapping of placements between students once placement lists have been compiled. This will only be permitted under exceptional circumstances.

## 5.8 Attendance

To get the most from your time on your Practice Education Placement, it is important that you have good attendance. By the completion of your studies you will normally be required to complete 1,000 clinical hours. You are **not** normally permitted to take time off during placement unless there are exceptional circumstances. Any planned absence must be discussed and authorised by the programme leader.

You are normally expected to have 100% attendance over the duration of your placement. Should your attendance fall below 80% (8 days) without reasonable excuse you will fail to meet the minimum attendance for a practice module and you will have your placement discontinued. This will constitute a fail for the module, and in these circumstances you will be referred to the Fitness to Practise panel. In this situation, you would be required to repeat the module as a second and final attempt with the minimum attendance requirement being achieved.

If you have approved Extenuating Circumstances and are unable to achieve the attendance requirement of a practice module as a direct result of these circumstances, the placement will be discontinued and considered void at the point where the minimum attendance cannot be achieved. In this situation, you would be required to repeat the module as a first attempt with the minimum attendance being achieved.

## 6. REGULATIONS FOR PRACTICE EDUCATION PLACEMENT PROVIDERS

It is the responsibility of the Practice Education Placement Provider to:

1. Provide a safe placement environment.
2. Provide work and support that allows you to develop appropriate skills. The University has systems and procedures in place to check that this is the case. You should be aware that placements may need to be changed or negotiated at very late notice.
3. Ensure that you are treated in accordance with applicable legislation.
4. Provide you with information on departmental policies and procedures, including Accident and Health & Safety policies.
5. Ensure that you are not placed under undue risk to their physical or psychological health during the pursuit of your duties on placement.
6. In the event that the Practice Education Placement Provider is unable to provide a specific placement (which has already been agreed with the School), the Practice Education Placement Provider will make every effort to provide an alternative placement for you in negotiation with the Practice Education Co-ordinator at the University. Once all options have been exhausted, if an alternative placement cannot be identified by the Practice Education Placement Provider, responsibility for relocating you will rest with the School.
7. Ensure that all of your work will be overseen by a suitably qualified professional.

8. All Practice Educators will be required to attend Practice Education Training offered by a Higher Education Institution.
9. Provide a positive learning environment for you.

## **7. GUIDELINES FOR THE RESPONSIBILITIES OF PRACTICE EDUCATORS**

### **The Practice Educator will:**

1. Provide the University with up to date Practice Education Placement Profile (See Appendix 2)
2. Provide students with an induction which addresses all areas of the Practice Education Placement Induction Checklist (see Appendix 1)
3. Familiarise you with the geography of the placement site and the current policies and Health and Safety procedures which are in operation
4. Inform the Practice Education Co-ordinator at the University within 24 hours of any injury/illness that you suffered while on placement. You must follow the procedures for documenting an injury/illness as per the placement provider's policy.
5. Introduce you to all appropriate personnel who work in the placement site
6. Select service-users and work-based activities suitable for your stage of education in conjunction with the University Lecturer as necessary. The caseload should reflect the normal range of activities undertaken by Physiotherapists within the placement setting
7. Ensure that a practice diagnosis or the reason for referral has been provided, and that an assessment of the service-user has been carried out and recorded adequately
8. Ensure that you have adequate knowledge of the service-user's condition and the necessary practice skills to allow a competent treatment to be carried out
9. Ensure that the treatment programme, based on the assessment, has been discussed with you, recorded and implemented in a satisfactory manner
10. Ensure that the service-user is re-assessed regularly and that any alteration to treatment is recorded
11. Facilitate, in the practice setting, the integration of the knowledge and practical skills acquired in the academic situation
12. Support the development of your decision-making ability by encouraging you to:
  - a) Identify priorities for treatment
  - b) Evaluate treatment effectiveness

13. Support you in the development of your communication skills by encouraging discussion with Physiotherapy colleagues and other health care professionals
14. Monitor your progress throughout the placement so that constructive input can be given for any areas for development
15. Support your wellbeing and in the event that you may be experiencing difficulties throughout the placement, the Practice Educator will contact the University Practice Education Co-ordinator at the earliest opportunity. Early recognition and awareness of this will enable appropriate support strategies to be implemented as soon as possible. This may include pastoral support which is available through the student counselling services at ENU.
16. Provide you with a report on your progress on an ongoing basis through the placement in addition to the formative assessment. Feedback should be timely, honest and constructive
17. Complete the assessment form, in association with the University Lecturer, and discuss the contents with you
18. Inform the University of any staffing changes that may affect placement provision
19. Familiarise themselves with existing and updated programme documentation
20. Attend arranged Practice Educator Training, and where possible the Annual Practice Education Conference and Site Visits arranged by the University.

## **8. GUIDELINES FOR RESPONSIBILITIES OF THE UNIVERSITY LECTURER**

### **In conjunction with the Practice Educator, The University Lecturer will:**

1. Ensure that you are aware of your health and safety at work responsibilities.
2. Monitor the Health and Safety environment, procedures, practices and their implementation. The Practice Education Placement Induction Checklist, completed by you within two weeks of placement, will be monitored by the University Lecturer. (See Appendix 1)
3. Discuss Health and Safety issues with Placement Provider as necessary.
4. Any incident involving your health and safety on placement will be further investigated by the University Lecturer who will follow the required procedure of the School of Health and Social Care.
5. Ensure that a risk assessment is carried out for every placement.
6. Ensure that you are aware of local health and safety policies and procedures.
7. Liaise with the Practice Educator in the determination of suitable workload for you.
8. Develop your awareness of alternative methods of assessment and treatment.

9. Facilitate the transfer and integration of knowledge and skills in the practice situation.
10. Encourage you to develop decision-making strategies and improve practice judgement.
11. Support the development of your awareness of the need for self-directed study to increase your knowledge base.
12. Provide feedback on progress as required.
13. Help you to understand the importance of demonstrating appropriate professional attitudes
14. Liaise with the Practice Educator in completing the APP Form relating to your proficiency for practice.
15. Encourage open discussion between you and the Practice Educator on any placement issues at the formative and summative assessments.
16. Complete quality assurance processes with the Placement Provider a minimum of every three years.
17. Monitor receipt of your introductory letter sent 2 weeks prior to placement.
18. Ensure that the Practice Educator is familiar and comfortable with assessment process.
19. Support Practice Educator in all dimensions of practice placement education and assessment.

## **9. COMMUNICATION BETWEEN PRACTICE SITE AND UNIVERSITY**

### **Contact List**

Further information regarding School Staff can be found in the '*my programme*' Student handbook and Edinburgh Napier University web pages.

Name	Position	Contact information
Colin McLelland	Practice Education Co-ordinator	0131 455 3335 <a href="mailto:c.mclelland@napier.ac.uk">c.mclelland@napier.ac.uk</a>
Jane Hislop	Programme Lead	0131 455 3442 <a href="mailto:j.hislop@napier.ac.uk">j.hislop@napier.ac.uk</a>

The same communication mechanisms exist between you and the University when you are on Practice Education Placement. When communicating in any form please observe the [University values](#) and note the [Information Security Policy](#) and the [Computer Suites Accepted Use policy](#).

### **Communication with staff**

Contacting can be made with the relevant staff members either via telephone or email.

### **Email**

As a matriculated student of the University you will be allocated a University email address. This is the only recognised account for emailing your Programme Team, your School Support team or the University's support services. Your University email is also linked to Moodle, our online learning environment. This will mean that you will receive any notifications from Moodle direct to your email account. Accessing your email regularly helps to keep you connected to the University. You can do this from any Internet enabled device, including tablets and smart phones. As a member of your professional body there are certain expectations in terms of your professional behaviour and conduct which also relate to communication. Please see the [HCPC Guidance on conduct and ethics for students](#) and Edinburgh Napier University guidance on [Netiquette](#).

To help ensure compliance with data protection legislation, the University e-mail address is the only account the University will use to communicate with you. Please ensure you check this e-mail address regularly to ensure you get relevant information from the University.



**It is your responsibility to check your Edinburgh Napier e-mail account regularly**

### **Moodle**

Support for Moodle is available from the IT Support Desk for any login issues, from the school office for incorrect modules, and from your module leader for access to materials and activities. The Programme Moodle page can be found at: *link to be added*

Information regarding your Practice Education Placement can be found on the Practice Education Placement Site.



**It is your responsibility to check the programme Moodle pages regularly.**

### **Information through Social Media**

Your programme may make use of social media such as Facebook and Twitter to create additional online spaces for communication with the Programme Team, fellow students, and associates outside of the University. The University recognises the potential benefits of social media, and encourages responsible and acceptable use so that you can enjoy the benefits of online networks, whilst maintaining the high standards of conduct expected by the University, the CSP as your professional organisation and the HCPC. Guidance of how to be webwise can be found in the Data Protection section on myNapier. You should also refer to the [HCPC guidance on social media use](#)

**It is your responsibility to maintain a professional online identity when using social media.**

### **How we will communicate last minute changes to activities**

*Last minute changes whilst you are on the programme will be communicated through the module leaders or from our administrator by email or telephone. Important information will be communicated through the module moodle site 'announcements' and 'calendar dates'. The moodle site should therefore be viewed at least 3 times a week.*

## **10. LIAISON WITH PRACTICE MANAGERS AND PRACTICE EDUCATORS**

### **10.1 Placement Identification and Approval**

Potential placement opportunities will be identified through a variety of means, including conferences, stake-holder events, individual meetings and other networking opportunities. Once a potential placement opportunity has been identified, the School of Health and Social Care Procedure for Approval of Practice Education Placements (Appendix 5) will be undertaken. This is to ensure that both the Placement Provider and the University are comfortable with all aspects of the Practice Education Placement.

### **10.2 Meetings with Placement Providers**

Once a year an appropriate member of the Physiotherapy academic staff from the University will meet with Practice Educators in one of the following ways:

- visit to specific departments
- visit to which a number of divisions within a Health and Social Care partnership might attend
- visit to a central venue to which Practice Educators from different areas may attend.

All areas offering Practice Education Placements will be visited using one of the above mechanisms. It is hoped that this mechanism will enable the majority of Practice Educators to attend a sessions and thus facilitate the communication between University staff and practice colleagues.

### **10.3 Practice Education Conference**

There will also be a Practice Education Conference with each Practice Education Placement area being invited to send as many representatives as possible. This conference is aimed at contributing to the CPD of Practice Educators as well as allowing for an opportunity to address key cross-placement issues, such as standardisation of assessment and other activities.

### **10.4 Practice Education Training**

Edinburgh Napier University provide education relating to the MSc Physiotherapy (Pre-registration) programme to every Practice Educator providing a placement to one of our students. This training takes place through the Placement Approval and annual meeting processes described above, ensuring that all of our Practice Educators are fully aware of developments within the programme and the learning outcomes for each Practice Education Placement.

Formal Practice Education training, which has been approved by AHP professional bodies and NHS

Education Scotland (NES) is currently provided nationwide by Queen Margaret University, Glasgow Caledonian University and Robert Gordon University based on your geographical location. Edinburgh Napier University are committed to working in partnership with other Higher Education Institutions, and will direct Practice Educators who have not undertaken formal training to a course provided by one of these institutions.

Continued training for experienced Practice Educators is delivered by Edinburgh Napier University on a bespoke basis to meet the needs of our Practice Educators and Placement Providers.

## **11. PRACTICE EDUCATION PLACEMENT QUALITY ASSURANCE**

### **11.1 Quality Standards for Practice Education Placements**

The Quality Standards for Practice Education Placements (QSPP 2008) were created to maximise the quality of the learning environment within the practice setting. The standards apply to any structured placement learning in Scotland. Quality practice education placement experiences, within a positive learning environment, support the development of the workforce to deliver safe, effective and person-centred care.

The QSPP are recognised by the Health and Care Professions Council (HCPC) as supporting a learning environment, and are acknowledged as minimum standards for the placement learning environment for all Scottish AHP Pre-registration programmes.

The use of the QSPP has several benefits:

- Supporting placement providers to monitor and improve the quality of practice education placements in the work place through the use of quality standards.
- Providing consistent understanding and expectations across professions, education providers and learners to support and promote a quality learning environment
- Encouraging closer partnership working between placement providers and education providers to ensure sharing of practice within and across professions
- Enabling placement providers to recognise the importance of providing a quality learning environment for all placement learning experiences

For full details on the QSPP, [click here](#).

### **11.2 Audit of Practice Education Placements**

Following the launch of the QSPP, an accompanying audit tool was developed in response to feedback from stakeholders in Scotland. This audit tool is used by Universities to meet professional bodies' requirements (HCPC). An audit of each practice education placement offered by the University is completed every 2 years.

For more information regarding the QSPP Audit Tool, [click here](#). The School of Health and Social Care Procedure for Audit of Practice Education Placement Standards can be found in Appendix 6.



### 11.3 Student Evaluations of Practice Education Placements

Information can be found on the Practice Education site to allow you to evaluate your Practice Education Placement

## 12. COMPLAINTS AND CONCERNS

Any complaints arising from your placement will be addressed using Edinburgh Napier University's Complaints Procedure. The University has always been committed to attempting to resolve any matters of complaint via a fair, efficient and transparent process. The University has always sought to resolve a complaint as quickly as is possible whilst ensuring that any issues are investigated as thoroughly as possible before providing the final response/offer of resolution.

For full information on how to make a complaint, [please click here](#)

### 12.1 Whistleblowing

The official name for whistleblowing is “making a disclosure in the public interest”. It means that you have a reasonable and honest suspicion there is wrongdoing which affects others in your workplace (e.g. poor care, fraud, safety rules or guidelines have been broken, risk or malpractice). Generally when someone “blows the whistle” they are raising a concern about a danger or illegality that affects others (e.g. clients, members of the public or their employer). The person blowing the whistle\* is usually not directly, personally affected by the danger or illegality (HMSO, 1998; Public Concern at Work, 2014; Scottish Government, 2011). Consequently the whistleblower rarely has a personal interest in the outcome of the investigation with their concern.

***\*Importantly the whistle-blower is raising the concern so that others can address it.***

**This is different from a complaint** where the individual is seeking redress for themselves (e.g. grievance or bullying and harassment) and has a vested interest in the outcome. The individual, therefore, is directly involved in the process and in presenting the evidence to support the concern. In this situation the whistleblowing guidance would not be the most appropriate route for dealing with such a concern.

If you are making a complaint regarding personal ill treatment, in these circumstances, you should follow your university or employers complaints procedure. In some situations, it may be difficult to make the distinction between a complaint and whistleblowing and advice should be sought from an appropriate source such as your University (e.g. Personal Tutor or Programme Leader).

The University operates an open, ‘no blame’ culture in which students and staff can safely raise concerns about malpractice, risks or issues which may cause harm to service users and carers. In the pursuit of service excellence and patient care, Edinburgh Napier University encourages all staff to seek continuous improvement in the way in which they carry out their day to day responsibilities.

As a Physiotherapy student you have a responsibility to make the safeguarding and personal interests of patients, service users a priority and take action where required to protect them if you consider they may be at risk (HCPC, 2013). Regardless of the context of care delivery it is

important that you are aware of the mechanism to report concerns appropriately so that at all times you are practicing within Standards of conduct, performance and ethics (Standard 7: HCPC, 2016).

You may worry that raising a concern may feel disloyal to those with whom you work; however the health, wellbeing and safety of members of the public and those in your care must remain your primary concern. Raising a concern in a timely manner can prevent harm or injury and prevent more serious or significant events arising.

Please see the HCPC Whistleblowing policy by clicking on the following link: [Whistleblowing](#).

### **13. MOBILITY PRACTICE EDUCATION PLACEMENT GUIDELINES**

For the final placement (Practice Education Placement 4), you will have the option to undertake a placement organised by the University or to organise a placement for yourself so long as fulfils the requirements of the course. As the placement is assessed, the placement site must meet the University's recognised criteria for Practice Education and must be willing to use the APP assessment tool. The Mobility Practice Education Placement Provider should meet the requirement of the profession-specific programme in relation to your supervision.

The choice of practice education placement will complement your profile of experience and you will receive advice on this aspect prior to finalising the placement.

Should you wish to undertake a Mobility Practice Education Placement, you must submit your proposal for approval before the commencement of Year 2 modules in the programme. Applications will be considered on a case by case basis. Failure to submit a Mobility Practice Education Placement Confirmation Form within the proposed timeframe will mean that this placement cannot be authorised and you will undertake the placement assigned by the University.

This Practice Education Handbook, along with the APP assessment tool, will be sent from Edinburgh Napier University no later than one month prior to commencement of the placement. You **MUST** be familiar with the necessary assessment process. The placement will be assessed on a pass/fail basis only with no grade awarded.

It is entirely your responsibility to cover any costs associated with a Mobility Practice Education Placement, including arrangements for accommodation as necessary. It is also your responsibility to ensure that you have adequate medical and other insurance cover as required. The arrangements will vary between placements depending on location and other factors.

Should you undertake a Mobility Practice Education Placement, you will be contacted by a member of the relevant University Programme Team at least once during the placement. The lecturer will also make contact with the Practice Educator at the placement to discuss your progress. Communication **must** be two way and where the lecturer has used e-mail to contact you and Practice Educator, a reply **must** be sent. You should not hesitate to make first contact if appropriate.

You will be expected to work the pattern of hours of the Mobility Practice Education Placement with no less than the hours required in the profession-specific handbook.

Advice may be available from the Practice Education Co-ordinator on insurance, contact letters and possible placements.

### **13.1 Overseas Mobility Practice Education Placements**

You must fully consider all aspects of undertaking a Practice Education Placement in a foreign country and source information from:

- Practice Education Co-ordinator
- University website
- Professional body website

### **13.2 Mobility Practice Education Placements in USA, Canada, Australia and the Republic of Ireland**

Information should be sought from Practice Education Co-ordinator and the appropriate professional body regarding the key considerations recommended by these sources.

If you wish to go on placement in the United States of America, Canada and Australia would have to arrange, self-finance and provide evidence to the University of Professional Indemnity Insurance, at a level deemed appropriate by the placement provider, for the duration of your placement.

Should you be considering a Mobility Practice Education Placement in the USA, if you are not a US citizen, you should be aware that undertaking an educational placement may preclude you from obtaining a visa to work in the USA once you have graduated. It is advised that you seek the most up-to-date visa regulations relating to this.

You would be responsible for organising the placement and ensuring clear lines of communication between the Mobility Practice Education Placement Provider and the University.

The University would be responsible, as far as reasonably practicable, for establishing and ensuring the quality of your Mobility Practice Education Placement experience through liaison with the Placement Provider.

You would be responsible for arranging all visas, flights, travel insurance and medical insurance for the duration of the placement and for providing evidence in advance that these arrangements are in place to the satisfaction of the University.

The University reserves the right to withdraw your eligibility for a Mobility Practice Education Placement and to undertake a traditional placement should there be any reservations regarding your overall academic or professional performance, your health, or for any other competent reason.

### **13.3 Professional Liability Insurance (PLI)**

The PLI cover available from your professional body, the Chartered Society of Physiotherapy, as a student member, is not available to students for Mobility Practice Education Placements in the United States of America, Canada or Australia (please note that this might apply to other countries – this needs to be checked with your professional body). You must therefore make arrangements for PLI independently. Advice on insurance cover required will be available from the respective professional body of the country to be visited on placement. Complete documentation must be available to the University prior to the placement.

### **13.4 Employers Liability Insurance/Vicarious Liability Insurance**

Many professionals working in the private sector operate as associates and not as employees and do not have the same type of insurance available to them that would normally be available to employees in the statutory and voluntary sector of the United Kingdom. Each situation will be considered on an individual basis by the University insurers and the final position clarified prior to a Mobility Practice Education Placement being agreed. Associates protect themselves with Personal Accident or Personal Injury Insurance, which would be recommended at a set level and informed by local arrangements. Only if you are prepared to have this in place will you be eligible to undertake the Mobility Practice Education Placement. A copy of any completed documentation including insurance policies in force must be available to the University prior to the placement.

### **13.5 Health Cover**

Please note that to be eligible to receive the same health cover as a national of another European country, you must have a valid European Health Insurance Card (EHIC). You are also responsible for organising visas and permits where appropriate.

### **13.6 Confirmation of Mobility Practice Education Placement**

Once you have been accepted for a Mobility Practice Education Placement:

1. The details of proposed elective placement will be reviewed by the Practice Education Co-ordinator and Programme Leader prior to the placement. You will then be informed of whether or not the placement can proceed.

2. The University must satisfy itself that the placement site conforms to Health and Safety requirements. The Practice Education Co-ordinator will arrange to gather information about the Mobility Placement Provider's policies and procedures.
3. The Practice Education Co-ordinator will confirm that the placement provider has made adequate provision for insurance cover for you while you are on placement (Employers Liability Insurance or alternative arrangements such as lodging a bond or vicarious liability insurance).

**FAILURE TO RECEIVE SATISFACTORY REPLIES WILL RESULT IN THE PLACEMENT BEING CANCELLED AND/OR FURTHER NEGOTIATION TO ARRIVE AT AN ACCEPTABLE POSITION.**

4. A copy of the Practice Education Handbook, along with the relevant Practice Education Assessment Form, will be sent to the placement approximately one month before the placement commences

**APPENDIX 1: PRACTICE EDUCATION PLACEMENT INDUCTION CHECKLIST**

Student Name: .....

Placement Provider: .....

The following must be completed on the first day of the Practice Placement and each area covered should be marked with a tick or N/A where not applicable.

**1. Induction to Practice Placement Setting**

- Introduction to Practice Educator
- Relationship between departments
- Timekeeping
- Meal times, breaks and facilities
- Location of toilets and handwashing facilities
- Introduction to colleagues
- Accompanied tour of the workplace

**3. General Health and Safety Induction**

- Fire alarm procedures explained
- Nearest means of escape identified
- Location and safe use of fire-safety equipment
- Moving and handling policy and procedures explained
- Infection control policy and procedures explained
- Violence and aggression policy and procedures explained
- Smoking policy explained
- Housekeeping rules explained
- Personal Protective Equipment (PPE):
  - Clothing
  - Eye protection
  - Hearing protection
  - Foot protection
  - Head protection
  - Hand protection
- Use of site-specific equipment explained and training procedures identified where required
- First Aider and First Aid facilities identified
- Reporting procedures for accidents and other safety issues explained

**2. Role Introduction**

- Identification of the role of the student within the organisation
- Role-specific risk assessments explained and location of documentation identified
- Other relevant health and safety protocols explained and location of documentation identified
- Procedure for reporting faults explained

**4. Additional Information** (add further page if required)

I (student) confirm that I have received the information, instruction and training above.

Student Signature: ..... Date: .....

Signature of person leading induction: ..... Date: .....





APPENDIX 2: PLACEMENT PROFILE DOCUMENT

## School of Health and Social Care Practice Learning Environment Audit Profile

Student calculation tool attached? Please indicate (x) - Yes      No

**SECTION 1: PLACEMENT SUMMARY**

<b>Placement Status</b>		Please indicate (X)
	AUDIT	
	APPROVAL	
<b>Date Of Audit</b>		
<b>Name Of The Practice Learning Environment</b>		
<b>Organisation</b> <small>e.g. NHS Lothian / Borders / Private / Voluntary</small>		
<b>Postal Address</b>		
<b>Name And Title Of Contact(s)</b>		
<b>Telephone Number Of Contact(s)</b>		
<b>Email Address Of Contact(s)</b>		
<b>Nature Of Placement</b>		Please indicate (X)
	Acute	
	Rehabilitation	
	Community	
	Outpatients	
	Other	

**Remit**

Please outline speciality and the experience available to students

e.g. In patient, Out-patient.  
Community e.g. medical - cardiology/renal/respiratory, community, care of older people, acute mental health etc

Include:

Age range and gender but only if appropriate

Travel requirements within placement

Any special preparation you would wish students to do

**Staffing**

eg. number of staff, experience level, specialities

**Student travel to Placement**

e.g. Parking availability for students / public transport to practice i.e. Bus numbers, train

**Accommodation/Facilities**

e.g. student/Practice Educator meetings / student directed-study area / changing Facilities

Student Placement Please indicate Possible number of student placements	Year 1 student	Placement 1	Placement 2
	Number of Placements offered		
Year 2	Placement 3	Placement 4	
Number of Placements Offered			
Total			
Number of Placements offered			

Any Other Relevant Information: \_\_\_\_\_

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**Please list other students who may be placed in your area and require supervision:**

e.g. Allied Health Professions, Social Work students, Medical students, Nursing, SVQ  
Health Care Workers, Adaptation students, Paramedics

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**Please indicate any anticipated staff changes in next 18 months:**

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**SECTION 3: SIGNATORIES**

**Name Of University Lecturer**

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**Name Of Practice Educator**

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**Name Of Practice Staff  
Member Completing Audit  
(if applicable)**

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**APPENDIX 3: PRACTICE LEARNING ENVIRONMENT AUDIT PROFILE**

**Placement Profile Document**

**Insert Name of the Practice Learning Environment**

Welcome to **Insert Name of the Practice Learning Environment**

Please find below some information which we hope will make your experience in this placement both informative and enjoyable.

**PRACTICE PLACEMENT AREA**

--

**LEARNING OPPORTUNITIES**


**SUGGESTED READING/ PREPARATION PRIOR TO PLACEMENT**

--

**LOCATION OF PLACEMENT AREA**

**USEFUL CONTACTS**

**Placement Area**

Tel number:

**University Lecturer**

Name:

Tel number:

**Practice Education Co-ordinator**

Name:

Tel number:

Please report to the Person in Charge on arrival.

**WORK PATTERN**

**ABSENCE REPORTING**

## APPENDIX 4: EDINBURGH NAPIER UNIVERSITY STUDENT HEALTH AND SAFETY RESPONSIBILITIES ON PLACEMENT

### Edinburgh Napier University Student Health and Safety Responsibilities on Placement

Each School, depending on the type of placement, will give suitable and sufficient health and safety information, training and supervision to cover the health and safety risks pertinent to that placement. Please make yourself aware of these local School/Service guidelines.

It is important that all placement students make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner.

#### 1.1 Introduction

Placements provide an opportunity for you to apply skills acquired whilst at your institution to “real life” situations. Many qualities can also be learned and developed during a placement that could improve your employment prospects. However, there are health and safety aspects to every placement, namely:

- Being under the supervision of a third party.
- Being involved with, or undertaking, activities where you have little or no experience.
- Working in and visiting environments and locations that you are unfamiliar with.

This Guidance provides you with an awareness of the health and safety aspects of placements.

#### Health and Safety Responsibilities:

*Placement providers – organisations providing placements*

- A general duty to ensure your health and safety whilst on placement.
- Take account of your potential inexperience for activities you will be expected to undertake and put into place appropriate controls.
- Provide you with information, instruction, training and supervision.

#### 1.2 Placement Preparation

There are many aspects to placements that you have to prepare for, health and safety included. It is important that you:

- Attend briefings prior to placements commencing as health and safety will be covered.
- Familiarise yourself with the health and safety aspects of placements, particularly you and your placement provider’s responsibilities, and what you should receive, particularly in the initial period.

#### 1.3 Information, Instruction, Training and Supervision

These form the “backbone” of ensuring your health and safety whilst on placement and can include: classroom-type situations; health and safety notices and signs; safe working procedures.

As soon as possible after commencing a placement you must receive a health and safety induction. If you do not receive an induction then raise this with your placement provider.

As your placement progresses so will the information, instruction and training you receive. Never undertake an activity or go into an area unless you have received appropriate information, instruction and training for you to feel competent and confident to carry on Levels of supervision

will vary from placement to placement and at points within a particular placement. Don't be afraid to ask questions of your supervisor and if you feel there is a lack of supervision, then raise this concern.

### **1.3 Your Responsibilities**

In particular you must:

- Ensure you are aware of the emergency procedures
- Pay attention to instructions from staff with regard to safety
- Work safely, for your own sake and others
- Take care as you go about the premises
- Report any accident and get first aid treatment at once
- Report any hazard you spot to a member of staff
- Wear any personal protective equipment you are issued
- Think before you act – carelessness causes many accidents
- Take care and ask staff for advice with lifting heavy objects
- On no account should food be eaten in a laboratory environment

### **1.4 What to do in the event of a fire or emergency**

Because of the wide variety of work which is carried out and the possible complex layout of the various buildings, it is not possible to produce a set of valid and detailed emergency instructions to cover every situation which may arise. For this reason each employer has its own emergency instructions relating to particular buildings. There should be in every building a notice setting out the procedure to be adopted in case of fire.

You must familiarise yourself with the workplace fire procedures. In particular, check the green and white directional arrows to the fire exits from your workplace. If you have any doubts, please ask your supervisor.

### **1.5 Fire Extinguishers**

Do not attempt to use an extinguisher unless you have received appropriate instruction and training and it is safe to do so.

## **2. General Safety**

### **2.1 Introduction**

The prevention of accidents in laboratories, stores, workshops and all other places of work is a duty of every individual using or entering them. Ensuring the safety of others is as important as the avoidance of personal injury.

Everyone should make it his or her first task to become familiar with any special instructions issued for dealing with emergencies peculiar to the place in which he or she is working.

### **2.2 General Safety Rules**

Eating, drinking, smoking and the application of make-up in laboratories or when handling or working with chemicals is prohibited. Smoking may also be prohibited in many other areas as well.

You should familiarise yourself with

- the layout of the building
- the location of fire-fighting appliances and how they work
- ways of getting out of the building in an emergency which may be different to the way you came in
- the siting of telephones
- and first aid arrangements.

Remember, it may be too late to find out very much when an emergency actually happens. If you have any queries on safety matters consult your supervisor or safety representative.

### **2.3 Lone Working**

Many companies have their own rules about working outside normal hours, eg 0800 to 1800 hrs, Mondays to Fridays. Saturdays, Sundays, Bank Holidays and other official holidays are also usually regarded as outside normal hours.

Extreme care should be exercised when working outside these times and then only with the explicit authority of the management of that organisation. It should be forbidden to perform operations deemed hazardous by the employer, or his/her nominee, unless a full risk assessment has been carried out and authority has been given.

### **2.4 Electrical Hazards**

One of the main potential sources of accidents, indeed fatal accidents, in the workplace is the use of electricity. You should take great care and never interfere with any electrical apparatus or equipment.

Two of the worst electrical hazards are careless or unskilled workmanship and faulty or worn out equipment. Neither of these hazards need arise. Electric and electronic supplies and equipment, including batteries and electrolytic capacitors, can be responsible for personal injury and even death. They can also cause fires and explosions. Remember, some foreign colour coding of electrical leads differs from British practice.

IF IN DOUBT ASK.

#### ***Electricity and Fire***

All portable electrical appliances should have a current PAT Certificate. This involves a mechanical and visual check that all socket outlets, switches, flexible leads and electrical



appliances are in good condition. In case of fire involving electrical equipment, the first action to take must be to switch off the power supply to that equipment.

**DO NOT use, and report, any damaged equipment to your supervisor.**

## **2.5 Personal Protective Equipment**

### **2.5.1 Protective Clothing and Equipment**

At the placement you may come into contact with some form of materials – liquid, solid or gas – which can cause injury if protective clothing or equipment is not worn.

If so, always use the protective clothing and equipment that is supplied for performing your work and make sure that it is the correct type of protection for the job. If in doubt, get advice from your supervisor.

You should at all times take good care of clothing and equipment provided for your safety, otherwise it may become a danger to yourself or others. If after use you find that clothing or equipment is contaminated, make sure that it is cleaned at once. Any defects should be reported to your supervisor immediately.

Personal Protective Equipment should only be worn in the work area which requires it. You may require extra personal protective equipment if you have a skin complaint which could be irritated by chemicals/substances. Please indicate any problems to your supervisor.

## **DRESS FOR THE PART**

### **2.5.2 Eye Protection**

Your eyes are undoubtedly the most vulnerable part of your body and the simplest of injuries to them can have drastic consequences.

You must always wear goggles or eye shields when provided to protect your eyes from dusts, flying particles, molten materials, liquids, fumes or harmful light and heat. Make sure you have the correct protection for the work you are doing and wear it properly.

## **YOU CAN LOSE YOUR SIGHT ONLY ONCE – SO PROTECT YOUR EYES**

### **2.5.3 Noise**

Excessive noise in the workplace can have a serious effect on your hearing. It creates stress which can affect your physical and mental well-being. Accidents can result from where you cannot hear instruction or warnings.

The University will make all efforts to reduce noise levels to comply with statutory regulations and codes of practice. Where noise levels are at or above those outlined in such statutory regulations or codes or practice, the areas will be clearly marked and you must use the hearing protection supplied.

## LIKE EYESIGHT YOUR HEARING IS PRICELESS – WEAR THE PROTECTION PROVIDED

To ensure your own safety, as far as reasonably practicable, you should employ the age old maxim "If in doubt, ask"

### 2.6 Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations require the University to identify substances used or generated in the premises which are hazardous to health. These substances may be in the form of dusts, mists, gases, vapours, solids or liquids. An assessment of health risks created by work involving these substances is then made and measures instituted to control the risk involved.

Students are instructed to:

- Take part in company safety training programmes
- Read container labels (telling you about health risks and precautions to take)
- Use personal protective equipment properly and at all times when required.
- Follow laid down safe systems of work, codes of practice and experimental procedures.
- Report any hazard or defect to your supervisor.
- Use COSHH control measures.
- Co-operate with monitoring and health surveillance.
- Label and dispose of waste chemical material according to departmental rules.

Remember, container labels provide important information including the identity of the substance, possible hazards, safety precautions, emergency action in case of spills, fire or ingestion.

Further information:

- COSHH assessment record and material
- Hazard data sheet should be available

### 2.7 Housekeeping

HOUSEKEEPING IS EVERYONE'S RESPONSIBILITY – THAT INCLUDES YOU!

Advantages of good housekeeping:

- Less clutter and rubbish (these are the most common causes of fire and accidental injury)
- You can find what you are looking for quicker (improved efficiency and production and less frustration)
- Neat work area (more enjoyable and comfortable to work in) Key steps to good housekeeping
- Machines (keep clean and follow maintenance routines, check machine guards, power cables and switches – report any defects immediately).
- Tools (clean off dirt and oil, store in appropriate area, repair or report defects)

- Storage (materials, substances must be clearly labelled, store in designated areas, keep containers secure)
- Floors/aisles/access areas (keep clear of debris and rubbish, do not store materials etc where they could create a hazard)
- Personal Protective Equipment (keep clean and store correctly)

## **2.8 Pregnancy, New Mothers and Nursing Mothers**

Pregnant women, new mothers and nursing mothers are particularly sensitive risk groups and need to be protected against hazards. It is essential that if you fall into these risk groups that you inform your supervisor as soon as possible, so that any necessary precautions can be taken.

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**Health and Safety computer packages are available on Edinburgh Napier University computers.**

To access these packages go to:

- Start menu
- All Programs
- Applications
- Health & Safety
- Cardinus Online Safety Training
- Health and Safety Essentials
- Workstation Safety Plus
- Manual Handling



## APPENDIX 5: PROCEDURE FOR APPROVAL OF PRACTICE PLACEMENTS

### PROCEDURE FOR APPROVAL OF PRACTICE PLACEMENTS

#### Identification and Preparation of Practice Placement

1. Practice Placement Co-ordinator identifies the nature and number of practice placements required for AHP and Social Work students.
2. Practice Placement Co-ordinator liaises with clinical managers to identify potential student placement(s).
3. Practice Education Co-ordinator checks suitability of potential placements i.e. if placement already approved / appropriate placement to meet student needs.
4. Associate Professor (AHP-SW) identifies a member of academic staff to assist in preparing the placement for approval.
5. Identified member of academic staff liaise with placement staff to:
  - provide ***Practice Education Handbook***
  - complete ***Practice Placement Profile***
  - review ***Practice Placement Standards - Approval & Audit***
  - prepare staff for the ***Approval Visit***
6. Practice Education Co-ordinator informed by member of academic staff when the placement is ready for an approval visit.

#### Planning for Approval Visit

1. The Chair of the Practice Placement and Education Committee identifies a member of academic staff to undertake an approval visit. It is desirable that the approver has the relevant expertise in the speciality, although it is acknowledged that this is not always possible.
2. Approver and the practice placement staff identify a suitable date and time for the approval visit.
3. The Chair of the Practice Placement and Education Committee / approver sends written confirmation of the approval visit to the appropriate person(s) of the placement to be approved.

#### Conduct of Approval Visit

1. Approver assesses the practice placement facilities.

2. Approver completes the *Practice Placement Standards – Approval and Audit* form to establish whether the practice placement standards are achievable in the placement.
3. Approver collects supporting documentation:
  - Practice Placement Profile
  - Orientation programme for students
  - Teaching / learning programme
4. Approver gives completed documentation to the subject group representatives to present at the Practice Placement and Education Committee (PP&EC).

## APPENDIX 6: PROCEDURE FOR AUDIT OF PRACTICE PLACEMENT STANDARDS

### PROCEDURE FOR AUDIT OF PRACTICE PLACEMENT STANDARDS

1. Practice placement audits will be completed every 2 years (unless additional criteria apply see point 9) based on the information collated from:

- **Practice Placement Standards - Student Evaluation**
- **Practice Placement Standards – Practice Educator Evaluation**
  
- **Student Evaluation** forms are distributed to all students prior to each new practice placement. Students complete the evaluation at the end of each placement and send the form to the placement link lecturer who collates the information in preparation for the audit.
  
- **Practice Educator Evaluation** forms are retained in each practice placement for individual mentors to complete once per year. Completed forms are sent to the placement link lecturer who collates the information in preparation for the audit. The time when mentors complete the evaluation should be agreed with the link lecturer to coincide with the yearly audit.
  
- The Audit Team comprise of:
  - **Senior Practice Staff**
  - **Practice Educator(s)**
  - **University Lecturer (or equivalent)**

2. The placement link lecturer will initiate the audit process, and in collaboration with the Practice Educator (or equivalent), will convene a meeting of the audit team.

At the audit meeting, the link lecturer presents the collated student & mentor evaluation responses to the audit team and based on this information the team completes:

- **Practice Placement Standards – Approval & Audit Form**

3. Following the meeting of the audit team, all **Student and Practice Educator Evaluation** forms are destroyed.

4. The University Lecturer then submits to the Practice Education Co-ordinator:

- **Student Evaluation-Collated Results**
- **Practice Educator Evaluation-Collated Results**
- **Completed Approval & Audit Form**

5. The Practice Education Co-ordinator will present Audit(s) to the Practice Placement and Education Committee.

6. The University Lecturer / Practice Education Co-ordinator is responsible for ensuring that any recommendations identified in the audit are implemented.

All information relating to Practice Placement Audits is retained on a database by the Practice Education Co-ordinator.