



Key
 Green = completed
 Black = Still to be completed

Responsibilities of NIPEC, Placement and Education providers and mentors/practice teachers in meeting the NMC Standards to ensure that sufficient mentors and practice teachers are in place from 1st September 2007.

This paper has been drawn up to identify key issues from the project to implement the NMC Standards to support learning and assessment in practice. This includes scoping of the work completed as part of the project and identification of issues still to be addressed by the main stakeholders involved. Areas of responsibility have been included under mentors/practice teachers, education and placement providers and the NIPEC project.

Meeting the NMC Standards

Quality Assurance

Mentors/practice teachers	Education providers	Placement providers	NIPEC Project
Collaborate with colleagues, line manager/professional leads and education providers to ensure each mentor and practice teacher meets and maintains (if relevant to their current role) NMC standards to support learning and assessment in practice.	Collaborate with service programme providers to agree and implement quality assurance systems to ensure NMC Standards are met in relation to; <ul style="list-style-type: none"> ➤ Local registers of mentors and practice teachers ➤ Sign-off mentor processes ➤ Allocation of students to placement areas ➤ Allocation of mentors/sign-off mentors /practice teachers to support students ➤ Delivery of mentor/practice teacher programme 	Develop processes to quality assure the effectiveness of the structures and processes implemented to meet the NMC Standards. Establish regular monitoring activities within placement areas in collaboration with education providers. Monitor the systems in place to ensure the infrastructure meets the NMC Standards to support learning and assessment in practice. Ensure there is an action plan for any deficits identified from monitoring audit.	Provide advice and guidance regarding the development of quality assurance systems by service and education providers that will monitor and evaluate the effectiveness of the structures and processes implemented to meet NMC Standards

Mapping

Mentors/practice teachers	Education providers	Placement providers	NIPEC Project
<p>Mentors and practice teachers who have been prepared for their role should complete the appropriate mapping tool and arrange to meet with their line manager for recommendation to be placed on the local register.</p>	<p>Collaborate with Service colleagues in the mapping process.</p> <p>Where students access small practice areas such as nursing homes (NMC Circular 28/2007) ensure there are systems in place for current appropriately trained mentors to undertake a mapping process.</p>	<p>Facilitate managers and/or professional leads to implement the NMC Standards.</p> <p>Facilitate mapping of current mentors and practice teachers by February 2008.</p> <p>Set up processes to manage outstanding mapping issues e.g. staff not currently available.</p> <p>Work in partnership with education providers to facilitate further development of current mentors and practice teachers who are unable to demonstrate that they meet NMC standards.</p> <p>Ensure a network of support exists for mentors/practice teachers to undertake their role.</p> <p>Support work based learning required for mentors and supervision required for sign off mentor status.</p> <p>Student mentors will require to be supervised by a sign-off mentor/PT on 3 occasions to demonstrate competence as sign-off mentor by signing off proficiency at the end of a student's final placement.</p>	<p>Coordinate a regional approach in partnership with placement providers to ensure current mentors and practice teachers map their skills and knowledge across to the NMC Standards</p> <p>Develop a process to ensure current appropriately trained mentors are mapped to the NMC standards. Provide the necessary tools, advice and guidance for the mapping process</p> <p>Keep the Trusts and Independent sector informed of the progress of the mapping and provide active support.</p>

Local Register of mentors and practice teachers

Mentors/practice teachers	Education providers	Placement providers	NIPEC Project
<p>Notify line manager/ professional lead of any changes to mentor/practice teacher status.</p> <p>Maintain up to date mentor/practice teacher status (see note below re. updating).</p> <p>Arrange to meet with line manager/professional lead for triennial review.</p>	<p>Collaborate with service providers in order to confirm that there are sufficient mentors who meet NMC Standards for the number of students undertaking NMC approved programmes.</p> <p>Ensure that an up to date register of current mentors is held and maintained for the small practice areas such as nursing homes by regularly reviewing the register and amending appropriately (NMC Circular 28/2007).</p>	<p>Set up, a local register of current mentors/practice teachers.</p> <p>Maintain a local register of current mentors/practice teachers.</p> <p>Identify a key person trained in the use of the Local Register to enable further user training to be disseminated throughout the trust.</p> <p>Identify appropriate administrative support to enter data derived from the mapping exercise.</p> <p>Identify appropriate administrative support for ongoing maintenance of the register.</p> <p>Facilitate sufficient numbers of mapped mentors and practice teachers to be placed on the local register to facilitate students on NMC approved programmes.</p> <p>Identify systems where appropriate individuals who meet the 'sign off' mentor criteria, will be annotated as a 'sign off mentor' on the local register.</p> <p>Ensure the data is transferred to local education providers weekly.</p>	<p>Facilitate processes for setting up local registers.</p> <p>Provide advice and guidance and in partnership, devise generic guidelines for the setting up and maintenance of a local database than can be adapted for use by placement providers.</p>

		<p>Ensure mentors/practice teachers are aware of the local systems and processes for holding and sharing information held on the register.</p> <p>Facilitate entry to the local register for mentors and practice teachers who have had the appropriate preparation and were not available during the main mapping exercise within the Trusts and Independent Sector.</p> <p>Ensure arrangements are in place for adding and removing individuals from the local register including mentors identified as having met the criteria to be able to sign-off proficiency.</p> <p>Update register with amendments/additions as required on Trust documentation (new entrant and amendment forms).</p>	
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Mentor/practice teacher annual updating and triennial review

Mentors/practice teachers	Education providers	Placement providers	NIPEC Project
<p>Notify line manager when annual updating and triennial review is required.</p> <p>Provide evidence for triennial review that demonstrates the mentor/practice teacher has maintained and developed knowledge, skills and competence to include;</p> <ul style="list-style-type: none"> • Mentoring at least 2 students (or 1 SCPHN or SPQ nursing student) with due regard within the 3 year period • Participating in annual updating - explore issues of assessment and supervision with other mentors • Explore as a group activity the validity and reliability of judgements made when assessing practice in challenging circumstances • Map ongoing development in their role against current NMC Standards <p>Practice teachers should maintain and develop extended knowledge and skills gained for a practice in a specialist area.</p>	<p>Collaborate with service provider to provide annual updates.</p> <p>Gain feedback from placement providers arising from mentor/practice teacher's appraisal and triennial review on issues that require addressing at formal update sessions provided by education providers.</p> <p>Ensure arrangements are in place in small placement areas i.e. independent nursing homes, for triennial review and annual updating are in place for all mentors on the register (NMC Circular 28/2007).</p>	<p>Facilitate staff to maintain annual updating as a mentor/sign-off mentor/practice teacher including an opportunity to meet with other mentors to discuss current and relevant issues regarding mentorship.</p> <p>Ensure arrangements are in place for appraising mentor/practice teacher performance addressing concern where appropriate. Incorporate Triennial Review to verify eligibility for the local register. Consider evidence of updating as part of triennial review.</p> <p>Amend and update the local register for mentors and practice teacher when there are changes to the mentor/practice teacher status or personal information.</p> <p>Remove mentors/practice teachers who no longer meet the NMC Standards from the Local Register</p> <p>Ensure systems are in place to identify mentors and practice teachers who require annual updating.</p> <p>Gather feedback from staff</p>	<p>Provide advice and guidance on meeting the NMC Standards in relation to annual updates and triennial review.</p>

13th March 2008

		appraisal and triennial reviews and communicate topics or issues that require addressing at mentorship updates to education providers.	
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Allocation of mentors and practice teachers to meet NMC Standards

Mentors/practice teachers	Education providers	Placement providers	NIPEC Project
<p>Mentors will support, supervise, teach and assess students.</p> <p>Sign off mentors (and practice teachers) will supervise and assess students in their final placement (and those undertaking post registration programmes).</p> <p>Midwifery mentors who meet sign off criteria will support midwifery students throughout their pre-registration programme.</p> <p>Practice teachers will support SCPHN students.</p> <p>Mentors and practice teachers will actively engage in local support networks.</p> <p>Highlight areas of concern with line manager and/or education providers.</p> <p>Ensure pre-registration students receive 40% time with direct or indirect supervision during their placement.</p> <p>Ensure accurate mentor records are maintained. See NMC Circular 33/2007 'Ensure continuity of practice assessment through the ongoing achievement record'</p>	<p>Liaise with service providers to support mentor/practice teacher activity.</p> <p>Liaise with service providers to ensure students are allocated an identified mentor/sign off mentor/practice teacher from the register.</p> <p>Ensure appropriate documentation exists for students and mentors/practice teachers to record learning during placement activity (NMC Circular 33/2007 Ongoing achievement record).</p>	<p>Ensure students are allocated an identified mentor/sign off mentor/practice teacher from the register.</p> <p>Ensure the mentor is supported to supervise and assess students.</p> <p>Ensure practice teachers support no more than 1 student at any time.</p> <p>Mentors should not support more than 3 students at one time (or 1 specialist practice student).</p> <p>Ensure a network of support exists for mentors/practice teachers.</p> <p>Continually review numbers of mentors/practice teachers available in placement areas to ensure sufficient numbers of mentors and practice teacher are available for students on NMC approved programmes.</p> <p>Ensure pre-registration students receive 40% time with direct or indirect supervision during their placement with a mentor or practice teacher.</p>	<p>Facilitate service and education programmes providers in exploring the resource implications of implementing the new NMC standards and identify issues and action plans.</p>

Requirements for supervision and assessment for final placements

Mentors/practice teachers	Education providers	Placement providers	NIPEC Project
<p>Sign off mentors and practice teachers must spend the equivalent of 1 hour per student per week in the final period for practice learning, for reflection, providing feedback and record keeping. This is in addition to the 40% of the student's time to be supervised by a mentor (pre-registration students).</p> <p>Only sign off mentor/practice teacher (or a mentor supported by a sign-off mentor or practice teacher) confirms student's sign-off proficiency in practice for inclusion on the NMC register.</p>	<p>Identify specific programme the student is undertaking when allocating to clinical areas (pre-registration) to ensure due regard is applied.</p>	<p>Ensure sign off mentors are working in the same field of practice and registered on the same part/sub part of the NMC register as the student, with some exceptions. See NMC Circular 26/2007 – 'Applying due regard to learning and assessment in practice'</p> <p>Ensure the mentor designated to sign off proficiency is working in the same field of practice as that in which the students intends to qualify.</p> <p>Provide time for sign off mentors and practice teachers to spend with their student(s) i.e. the equivalent of 1 hour per student per week in the final period practice of practice learning, for reflection, providing feedback and record keeping. This is in addition to the 40% of the student's time to be supervised by a mentor (pre-registration students).</p> <p>Mentors who have not yet met the additional criteria should be supported by a sign-off mentor or a practice teacher if it is the student's final placement or when making final decisions on proficiency.</p>	<p>Provide advice and guidance on applying the standard to support learning and assessment in practice.</p>

Preparation for mentors and practice teachers

Mentors	Education providers	Placement providers	NIPEC Project
<p>Undertake 10 days (5 days protected learning time) learning in both practice and academic settings (to be completed within 3 months).</p>	<p>Ensure programmes are developed for the region for mentor/practice teacher preparation in partnership with service providers and delivered where appropriate.</p> <p>Ensure the preparation programmes for mentors/practice teachers are approved in accordance with NMC requirements.</p> <p>Ensure the programmes are delivered to provide the adequate numbers of mentors required for NMC regulated programmes in collaboration with service providers.</p> <p>Collaborate with service to quality assure the mentor programme by ensuring review systems are in place.</p>	<p>Identify staff that require training as a mentor and support their application to the university.</p> <p>Support the mentor to undertake 10 days mentor preparation to include the equivalent of 5 days protected learning time.</p> <p>Ensure programmes are developed in partnership with education providers.</p> <p>Ensure adequate numbers of supervisors are available to teach, supervise and assess student mentors and that the student mentors are facilitated to work with students on placement during their mentorship preparation programme.</p> <p>Set up processes to quality assure the mentor programme through establishing systems at local and regional levels in collaboration with education providers.</p>	<p>Coordinate a regional approach to the development of programmes of preparation for mentors that will meet commissioner and service provider requirements and NMC standards.</p>

Practice teachers	Education providers	Placement providers	NIPEC Project
<p>Practice teacher students will undertake 30 days learning (completed within 6 months).</p>	<p>Ensure programmes are developed in partnership with service providers and deliver where appropriate.</p> <p>Ensure the programmes are delivered to provide the adequate numbers of practice teachers to meet commissioner requirements for practice teachers, in collaboration with service providers.</p> <p>Collaborate with service to quality assure the practice teacher programme by ensuring review systems are in place.</p>	<p>Identify staff that require training as a practice teacher and support their application to the university.</p> <p>Support the practice teacher during 30 days protected learning time.</p> <p>Ensure programmes are developed in partnership with education providers.</p> <p>Ensure adequate numbers of supervisors are available to teach, supervise and assess practice teachers in training and they are facilitated to work with students on placement during their practice teacher preparation programme.</p> <p>Set up processes to quality assure the practice teacher programme through establishing systems at local and regional levels in collaboration with education providers.</p>	<p>Provide advice and guidance to service and education programme planners.</p>