



**NORTHERN IRELAND PRACTICE AND EDUCATION
COUNCIL FOR NURSING AND MIDWIFERY**

**Nursing and Midwifery
Department of Health
Commissioned Education
Programmes**

**Learning Agreement
&
Evaluation of Learning on Practice Framework**



1. Introduction

Nurses and Midwives¹ are accountable and responsible for practicing in line with the best available evidence and keeping their knowledge and skills up to date, throughout their working lives (NMC 2018)².

Appraisal, personal development planning and supervision are processes available to support Nurses and Midwives to enhance their practice, education and professional development. These processes also provide an opportunity for the Nursing and Midwifery workforce with their Line Manager to identify and prioritise individual learning needs to meet the demands of service and revalidation requirements.

Each year, the Department of Health (DoH) through the Education Commissioning Group (ECG) commission education programmes for the Nursing and Midwifery workforce on behalf of the HSC Trusts. The aim of these education programmes are to enhance the delivery of person centred, safe effective care, support the reform and modernisation of service and ensure the Nursing and Midwifery workforce are equipped with knowledge, skills and competencies to meet the needs of patient and clients.

HSC Trusts are accountable for the efficient and effective use of this investment including, maintaining and developing the knowledge, skills and professional attributes of the Nursing and Midwifery workforce. Evaluating the extent to which these aims are achieved is a necessity for the HSC Trusts and is important to:

- *evidence the delivery of person centred safe effective care*
- *support Line Managers/Professional Leads to capture how commissioned learning and development activities has supported the re-design of service and service delivery*
- *demonstrate the impact of regionally commissioned programmes*
- *evidence the efficient and effective use of investment in education and informing future education commissioning*

¹ For the purposes of this document the term Nurse and Midwives and participants are used interchangeably

² Nursing and Midwifery Council (2018) The Code: Professional Standards of Practice and Behaviour for Nurses, Midwives and Nursing Associates. London: NMC

2. Learning Agreement and Evaluation of Learning on Practice Framework

This Learning Agreement and Evaluation of Learning on Practice Framework - hereafter referred to as *The Framework* - has been developed to support Nurses and Midwives and their Line Managers within the HSC Trusts to capture the impact and outcomes on practice of undertaking commissioned education programmes. This Framework can be used for short programmes and standalone modules including NMC accredited programmes.

The Framework is set out in two parts:

- 1) A Learning Agreement (Appendix 1) to be completed prior to undertaking a commissioned education programme
- 2) An Impact on Practice Outcomes Evaluation (Appendix 2) to be completed within 6 months after completion of the education programme or within a timeframe agreed with the Line Manager.

This *Framework* should be read in conjunction with the Evaluation Process for Post-Registration Education Programmes Commissioned by the Department of Health and Public Safety (2011)³. Figure 1 (Appendix 3) presents the process for Evaluation of the Impact on Practice of DoH Commissioned Education.

3. Purpose of a Learning Agreement

The purpose of a Learning Agreement is to ensure that both the participant and their Line Manager agree that the learning activity will meet the needs of the individual and service, and enable evaluation against agreed expected outcomes. Before submitting an application for a commissioned programme, it is important that the participant and their Line Manager are clear about the relevance of the programme to their role. Careful consideration should be given as to how the participant will apply the knowledge and skills to their practice and wider service delivery.

The Learning Agreement (Appendix 1) should confirm that the participant and the Line

³ Evaluation Process for Post-Registration Education Programmes Commissioned by the Department of Health and Public Safety (2011) NIPEC available at <https://nipec.hscni.net/service/process-eval-dhssps-comm-post-reg-educ/>

Manager have a clear understanding of the programme content and the commitment involved in undertaking the programme. It also ensures that the participants and the Line Manager consider the anticipated outcomes of learning on practice and /or service delivery as a result of the undertaking the education programme.

Guidance for completion of the Learning Agreement

- The participant must review the information available about the programme, including the entry criteria, aim and learning outcomes, the content and assessment processes where relevant (this information should be available on the education providers website)
- The participant and their Line Manager must be satisfied that the selected programme meets identified learning needs and benefits the service and needs of the wider organisation
- The participants and Line Manager should review each area identified in the preparatory information section and consider if there are any particular arrangements necessary e.g. practice placement requirements, including supervision/assessment requirements, the duration of the programme, the commitment required, travel requirements, etc.
- Both parties should have considered issues that might impact on the timely completion of the programme including any costs, the commitment and support required.

Appendix 1 provides a template to record the results of negotiations and discussions between the participant and their Line Manager. Both parties should carefully consider and document the anticipated outcomes of learning for the participant, the service and the service users.

The participant should complete and sign the personal statement agreeing to fully attend and complete all aspects of the commissioned education programme. The Line Manager should also sign the statement agreeing to support the participant undertaking the programme.

Any barriers to meeting the entry criteria or achieving the learning outcomes should be escalated where necessary to the education provider via the appropriate HSC

Trust Assistant Director of Nursing with a remit for Learning and Development.

4. Evaluation of Learning on Practice

Evaluating the outcomes and impact on practice of undertaking a commissioned education programme demonstrates the extent to which the programme has met the participant and service needs, It identifies the knowledge and skills gained, changes and benefits to the participant's practice, the service and the service user experience. Development of the Impact on Practice Outcomes Evaluation (Appendix 2) has been informed by the four levels within the Kirkpatrick Model (1959)⁴.

In the Impact on Practice Outcomes Evaluation (Appendix 2) the participant and Line Manager, should provide details of what has been achieved and the impact of learning on practice, including any challenges or reasons why anticipated outcomes were not achieved. This information should be linked to the themes within the NMC Code (2018)² to evidence how undertaking the education programme supports registrants to meet the professional standards of practice as set out within the Code.

Guidance for completion of the Impact on Practice Outcomes Evaluation

- The Impact on Practice Outcomes Evaluation (Appendix 2) should be completed within six months of finishing the programme or within a timeframe agreed with the Line Manager
- The participant should reflect on the learning they have gained from the programme of study – personal achievements, professional and career development, benefits to the service and organisation as well as the service user experience
- This process should be completed in preparation for the participant's appraisal/ personal development planning /supervision meeting with their Line Manager
- In collaboration with the participant, the Line Manager should discuss and complete the Impact on Practice Outcomes Evaluation (Appendix 2)
- The participant can use this reflection to assist them in meeting their

⁴ Kirkpatrick (1959) cited in Donald, L Kirkpatrick. (1994) Evaluating Training Programmes: The Four Levels (1st Edition) Berrett-Koehler Publishers.

requirements for NMC revalidation

- A copy of the completed documentation should be kept in the participant's personal file.
- A copy of the completed documentation maybe requested for evaluation purposes by the HSC Trust Assistant Director of Nursing with a remit for Learning and Development.

Learning Agreement

Appendix 1

Name of Participant: _____ Band: _____ Location/Base: _____

Title of Programme: _____ Date of meeting: _____ Line Manager: _____

Must be completed by participant *and* Line Manager (the participant should begin completion in preparation for the meeting with their Line Manager)

	Completed by participant	Line Manager comments
<p>Programme Content:</p> <p>What are the aim/s and learning outcomes of the programme?</p> <p>What do the participant/ Line Manager expect this programme to deliver?</p> <p>How does this programme meet the needs of the service and the wider organisation?</p>		
<p>Programme Criteria:</p> <p>What are the pre-requisites/entry level requirements of the programme? Does the participant meet the criteria?</p>		
<p>Design, Duration and Assessment of Learning:</p> <p>What is the length of the programme? Is it full-time/part-time? Where and how will the programme be delivered including supervision/assessment requirements?</p> <p>What are the assessment methods e.g. assignments, examinations, practical assessments, practice placements, development of a portfolio? (<i>Refer to programme prospectus</i>)</p>		

<p>Implications for participant: What are the personal and financial implications including personal study time, travel, impact on family?</p>		
<p>Implications for service: What are the service implications for service delivery including additional costs?</p>		
<p>Impact on practice and person: What are the anticipated outcomes of learning for:-</p> <ul style="list-style-type: none"> • Self • Service • Service User <p>Explicitly link to NMC Code (2018)²</p>		
<p>Personal statement of commitment to achieve learning outcomes from the participant:</p> <p>I, the participant, agree to fully commit to completing all aspects of the programme as outlined above.*</p> <p>Participant Signature: _____ Date _____</p> <p>I, the Line Manager, agree to fully support the participant to undertake the programme, as outlined above*</p> <p>Line Manager Signature: _____ Date _____</p> <p><i>*All of the above is dependent on a place being secured on a commissioned programme.</i></p>		

Impact on Practice Outcomes Evaluation

Appendix 2

Name of Participant: _____ Band: _____ Location/Base: _____

Title of Programme: _____ Date of meeting: _____ Line Manager: _____

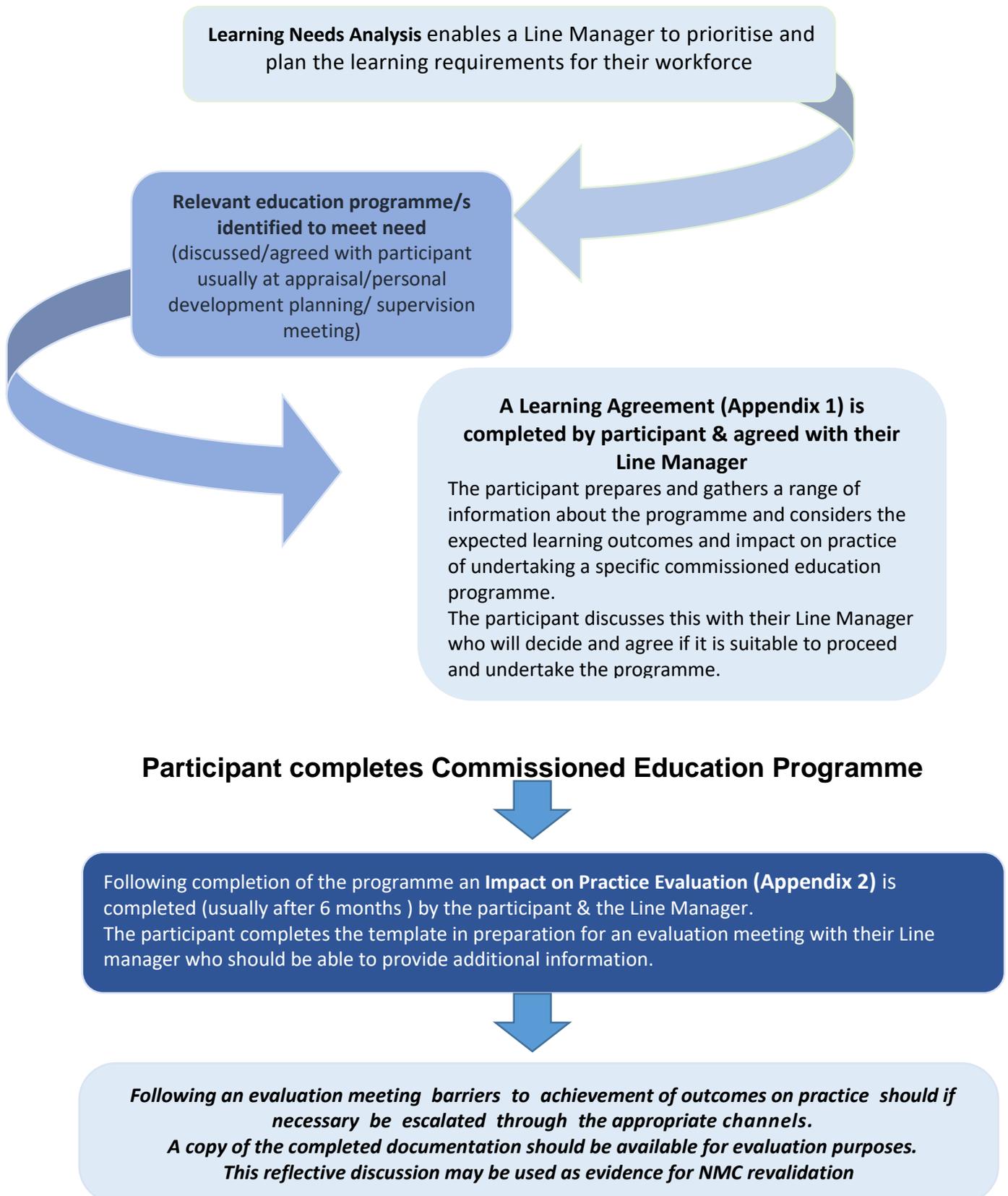
To be completed by the participant 6 months after completion of the programme or within a timeframe agreed with the Line Manager

Criteria	Participant: Evaluation. Link each section to NMC Code (2018)	Line Manager: Evaluation
What has been the impact of undertaking this programme on: Self : (Personal, Professional and Career Development)		
What has been the impact of undertaking this programme on Service: (Quality, Safety and Improved access to Services)		
What has been the impact of undertaking this programme on the Service User: (Experience, Safety and Quality/Outcomes)		

Copy to be retained in participant's personal file.

A copy of the completed documentation maybe requested for evaluation purposes by the HSC Trust Assistant Director of Nursing with a remit for Learning and Development.

Figure 1: Process for Evaluation of the Impact on Practice of DoH Commissioned Education





For further Information, please contact

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This document can be downloaded from
the NIPEC website

<https://nipec.hscni.net/>

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