

## **Guidance Notes for completing the Practice Learning Environment Educational Audit**

The Practice Learning Environment Audit (PLEEA) tool and guidance notes have been developed in collaboration with the Approved Educational Institutes (AEI); QUB, OU, UU and practice partners.

The PLEEA applies to practice learning areas supporting students on pre- and post-registration programmes; this includes practice learning areas within HSC Trusts (community and non-community) and the independent sectors.

## **Section 2: Description and Contact Details**

Please provide contact details of all relevant people to the Practice Learning Environment (PLE). This includes the nominated person, lecturers/staff tutors who are allocated to the PLE and the Practice Education Facilitator (PEF). In primary care areas and independent sector care areas there, may not be an allocated PEF and therefore contact details for the PEF are only included where applicable.

The number of students that can be supported on pre-or post-registration programmes will depend on the number of available Practice Assessors (PAs) and Practice Supervisors (PSs) in the PLE. You are checking the resource available in the area at this time.

## **Section 3: Supervision and Assessment Capacity**

**Please note all Practice Assessors are also Practice Supervisors. For guidance, please refer to the Northern Ireland Guide and Model (2023) for Student Supervision and Assessment in Practice (2023) [NI – NMC Post Registration Standards Implementation Project | NIPEC \(hscni.net\)](#)**

**a. & b.** Please record the number of PAs and PSs for students on the following pre-registration nursing and midwifery programmes:

- Adult Nursing,
- Mental Health Nursing,
- Learning Disability Nursing,
- Children’s Nursing
- Midwifery

Please note that PAs can undertake the role of PS, however they should not be double counted for the purposes of this audit and should only be included in the PA numbers.

The numbers included in the PS section should only be NMC registrants or other health and social care professionals who have been prepared for the role and undertaken a practice supervisor preparation programme, but are not eligible/suitable for the PA role.

- c. & d.** Please record the number of PAs and PSs for Specialist Practice Qualifications (SPQ) pathways - include community and non-community pathways.

Please note that PAs can undertake the role of PS, however they should not be double counted for the purposes of this audit and should only be included in the PA numbers.

The numbers included in the PS section should only be NMC registrants or other health and social care professionals who have been prepared for the role and undertaken a practice supervisor preparation programme, but are not eligible/suitable for the PA role.

- e. & f.** Please record the number of PAs and PSs for Specialist Community Public Health Nursing (SCPHN) programmes.

Please note that PAs can undertake the role of PS, however they should not be double counted for the purposes of this audit and should only be included in the PA numbers.

The numbers included in the PS section should only be NMC registrants or other health and social care professionals who have been prepared for the role and undertaken a practice supervisor preparation programme, but are not eligible/suitable for the PA role.

- g.** Please record the number of NMC PSs for the Independent/Supplementary Prescribing (V300). The student undertaking an NMC approved independent/supplementary prescribing qualification as part of a SPQ or stand-alone prescribing programme must have at least one PS, who is a registered health care professional and a registered prescriber.

The PS must have the skills to supervise and educate in order to help the student meet the outcomes of the NMC Standards for Prescribing Programmes (NMC, 2023) and the RPS Competency Framework for all Prescribers (RPS, 2021). This can include for example; NMC registrants who have the V100 and the V150 qualification, or those who have completed the V300 programme but are not experienced prescribers.

- h.** Please record the number of NMC PAs for Independent/Supplementary Prescribing (V300), (either as standalone or integrated prescribing programme). This may be a registered nurse or midwife with V300 qualification and an experienced prescriber.

- i.** Please record the number of non-NMC PAs for Independent/Supplementary Prescribing (V300), (either as standalone or integrated prescribing programme). This may be a registered Health Care Professional who is a registered prescriber and an experienced prescriber for example; GP or pharmacist. Where a non-NMC registered Health Care Professional may be required to support a student as a PA, local arrangements may be applied.

Please note that PAs can undertake the role of PS, however they should not be double counted for the purposes of this audit and should only be included in the PA numbers.

**Note:** In exceptional circumstances, the same person may fulfil the role of the Practice Supervisor and Practice Assessor for students on post-registration programmes. The rationale being that there may only be one individual in the PLE who can fulfil both roles.

In such instances, the Practice Education Facilitator, nominated person and the AEI will need to evidence why it is necessary for the Practice Supervisor and Assessor role to be carried out by the same person and recorded in the student's Practice Assessment Document (PAD). This request will be considered, discussed and agreed with the AEI in advance of the student commencing the programme.

These situations will be monitored collaboratively through the PLEEA by the nominated person and the AEI.

## **Section 5: NMC programme standards**

NMC Standards for Post-registration programmes: This includes non-community SPQ pathways as it has been agreed regionally that these would also be aligned to the NMC Standards for post-registration (NMC, 2023).

## **Section 6: Declaration of Approval**

The audit of the PLE must be completed using a tripartite approach between the:

1. Practice Area Manager/Nominated Person,
2. AEI Representative/Link Lecturer/Staff Tutor and
3. Practice Education Facilitator (where applicable),

The audit should be completed and signed by all 3 parties, using either face to face or virtual platforms. In cases, where the audit is completed using a virtual platform, electronic signatures or typed signatures may be used.

The original copy of the audit document should be saved in a PDF format and forwarded to the Allocations Office in the AEI/s, with all parties copied into this email. A Word copy of the same audit must also be retained by the same 3 parties, should any amendments have to be made.

## **Section 7: Amendments to audited PLE**

Changes to the audit, such as: numbers in relation to student capacity or the practice learning environment must be agreed, recorded and signed by all 3 parties. A copy of the agreed amended audit document should be saved in a PDF format and forwarded to the Allocations Office in the AEI/s, with all parties copied into this email. A Word copy of the same audit must also be retained by the same 3 parties, should any amendments have to be made.

Minor amendments to the audit such as the contact details on the audit document may be updated and signed by a member of the 3 parties. This updated audit document must be saved in PDF format and forwarded to the Allocations Office in the AEI/s and to the other 2 parties that are involved in the audit process (for information purposes).

*For further guidance and information please refer to the following documents:*

Department of Health (DoH) and Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) (DoH and NIPEC, 2023) *Standards for Student Supervision and Assessment: The Northern Ireland Model* Available from: <https://nipec.hscni.net/service/ni-nmc-post-reg-stds/>

Department of Health (DoH) and Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) (DoH and NIPEC, 2023) *Northern Ireland Guide for those responsible for Student Supervision and Assessment in Practice* Available from: <https://nipec.hscni.net/service/ni-nmc-post-reg-stds/>

Nursing and Midwifery Council (NMC, 2023) *Standards for post-registration*. London: NMC. Available from: [Standards for post-registration programmes \(nmc.org.uk\)](https://www.nmc.org.uk/standards-for-post-registration-programmes)

Royal Pharmaceutical Society (RPS, 2021) *Competency Framework for all Prescribers*. Available from: [RPS English Competency Framework 3.pdf \(rpharms.com\)](https://www.rpharms.com/competency-framework-3)