

Northern Ireland Future Nurse Future Midwife (FNFM) Standards for Student Supervision and Assessment (NMC 2018)

FNFM Practice Supervisor Practice Assessor Preparation Programmes Frequently asked Questions

As of the 15th May 2020 this information relates to Nursing only.
Practice Supervisor Practice Assessor Preparation Programmes and guidance relating to Midwifery
are currently under development.

Introduction

The FNFM Practice Supervisor Practice Assessor Preparation Programmes for the Standards for Student Supervision and Assessment (SSSA) NMC 2018 can be accessed by attending face-to-face workshops and/or by completing e-Learning programmes (see flowchart at Appendix One).

There are two FNFM Practice Supervisor Practice Assessor Preparation Programmes:

- **FNFM Practice Supervisor Practice Assessor *Transitioning Programme*** - aimed at those who are transitioning from the role of mentor, sign-off mentor or practice teacher
- **FNFM Practice Supervisor Practice Assessor *New to Role Programme*** - aimed at registrants who have never formally supported students in the past.

Q. How can I access a FNFM Practice Supervisor Practice Assessor Preparation Programme?

A. You should contact the nominated person in your area (i.e. the ward sister, charge nurse, team leader or manager) to discuss attending the appropriate preparation programme. The nominated person will direct you to book through your organisational booking process i.e. through the Practice Education Team (PET) or equivalent, or at [the Health and Social Care Learning Centre](#) (follow the link to log in, or register if required). The Preparation Programme Process is noted at Appendix Two and Three.

Q. Which FNFM Practice Supervisor Practice Assessor Preparation Programme should I undertake?

A. Current mentors, sign-off mentors and practice teachers should complete: The **Transitioning Programme** either by attending a face-to-face workshop or via e-Learning.

If you have never formally supported students in the past you complete: **The *New to Role Programme*** either through e-Learning or blending learning.

FNFM Practice Supervisor Practice Assessor Transitioning Programme

Q. How long is the Transitioning Programme?

A. The Transitioning Programme can be completed by:

- ✓ attending a **(3hr)** face-to-face workshop, **or**
- ✓ undertaking a **(3hr)** e-Learning programme at [the Health and Social Care Learning Centre](#)

Q. What does the Transitioning Programme include?

A. The programme includes:

- ✓ an introduction to the NMC Education Standards (2018)
- ✓ an overview of the SSSA roles: including the nominated person, practice supervisor, practice assessor and academic assessor
- ✓ an overview of the programme curriculum (depending on the programme your student is undertaking - you may need to link directly with the university for further information)
- ✓ An overview of the Northern Ireland Practice Assessment Document (NIPAD)
- ✓ sign-posting to resources to support your understanding of the programme your student is undertaking.

Q. As a mentor, sign-off mentor or practice teacher how does my role translate to the SSSA?

A. As a mentor, sign-off mentor or practice teacher your skills are fully transferable and the roles in the SSSA are very similar. Following completion of the Transitioning Programme you will be requested to complete a Self-Declaration Form to verify that, based on the learning outcomes of the programme, you are prepared for the role of both practice supervisor and practice assessor.

This Self-Declaration Form should be shared with the nominated person who will add your name to their Placement Declaration Form. The Practice Education Team or the university representative for the Independent Sector in your area, will update the Practice Assessor Database.

FNFM Practice Supervisor Practice Assessor New to Role Programme

Q. How long is the New to Role Programme?

A. The **New to Role** programme can be completed by:

Option 1 - (8.5hrs) Complete the Supervision and Assessment: Fundamentals e-Learning Module at [the Health and Social Care Learning Centre](#) (1 hr) **then** attend a one day New to Role face-to-face workshop (7.5hr)

or

Option 2 - (5hrs) Complete the New to Role e-Learning programme at [the Health and Social Care Learning Centre](#) which incorporates the Supervision and Assessment: Fundamentals Module.

*Please note reading time is required for both options

Q. What does the New to Role Programme include?

A. The New to Role Programme is aimed at those registrants who have never formally supported students in the past. Those who are new to the role must complete a mandatory (1hr) Supervision and Assessment: Fundamentals e-Learning module, which is only accessible at [the Health and Social Care Learning Centre](#). This module includes a range of information and concepts particular to the knowledge, skills and behaviours required to support and assess students in practice, including:

- | | |
|--|-----------------------------------|
| ✓ positive role modelling | ✓ coaching and the GROW Model |
| ✓ how students learn | ✓ questioning |
| ✓ identifying a student's learning needs | ✓ providing feedback |
| ✓ how to support a student in practice | ✓ raising and escalating concerns |
| ✓ identifying learning opportunities | ✓ methods of assessment |

The New to Role Programme content (whether completed via face-to-face workshop or e-Learning) includes the Supervision and Assessment : Fundamentals module as outlined above and:

- ✓ an overview of the roles in SSSA
- ✓ role scenarios
- ✓ authenticating evidence
- ✓ escalating and managing concerns
- ✓ engaging in the tripartite formative and summative assessments
- ✓ accessing available support networks
- ✓ an overview of the NIPAD
- ✓ a curriculum update (pre-registration programmes)

Following completion of the New to Role Programme you will be regarded as Practice Supervisor and Practice Assessor ready and requested to complete a Self-declaration Form verifying that you are adequately prepared to undertake the roles. You will be required to give this form to the nominated person in your practice area who will add your name to the Placement Declaration Form. The Practice Education Team or the university representative for the Independent Sector in your area will update the Practice Assessor Database.

At the end of this programme you are practice assessor ready, however you may wish to shadow an experienced practice assessor before taking on the role and you should discuss this with your nominated person.

Accessing the FNFM Practice Supervisor Practice Assessor Preparation Programmes

Q. Who delivers the Preparation Programmes?

A. In the HSC Trusts, the face-to-face Preparation Programmes are delivered by the Practice Education Team. Staff working in the Independent and Voluntary Sector can access the Preparation Programmes in a variety of ways, including:

- Queen's University Belfast, Ulster University and The Open University will deliver the face-to-face workshops (please contact your link lecturer)
- e-Learning at [the Health and Social Care Learning Centre](#)
- attending the preparation programmes provided by the HSC Trusts (please contact the Practice Education Team as places are limited)

Q. Where are the Preparation Programmes delivered?

A. In the HSC Trusts, venues will vary depending on the availability of locations. Your Practice Education Team will post the date, time and venue of the face-to-face workshops (Transitioning & New to Role) on the Trust's Intranet and keep the nominated person (ward sister, charge nurse, team leader or manager) in your area informed.

The universities will arrange to deliver the Preparation Programmes following discussion with the managers of Independent and Voluntary Sector Organisations.

Q. Where can I access resources for my Preparation Programme?

A. A range of resources are available on your HSC Trust Intranet, the [NIPEC FNFM website](#) and the [NMC Website](#). Two documents of particular relevance on the [NIPEC FNFM Resource page](#) which provide key information to support staff as they take on these new roles are: /

- A Guide for those Responsible for Student Supervision and Assessment in Practice
- Practice Supervisor Practice Assessor Fact Sheet

Q. If I currently support students on a post-registration programme which Preparation Programme do I complete?

A. You must complete The Transitioning Programme, and the aligned University will provide the post registration programme specific preparation. You should link with your Practice Education Team for further information.

Q. Which programme do I complete to support students on a post-registration programme if I am new to the role?

A. You must complete The New to Role Programme and the aligned University will provide the post registration programme specific preparation. You should link with your Practice Education Team for further information.

Q. Do I receive a certificate?

A. Yes, you will receive a certificate of completion to evidence your Continuing Professional Development (CPD).

Q. Can I use my attendance at a Preparation Programme as evidence of my CPD for Revalidation?

A. Yes you can – you can record your attendance at the Transitioning Programme or the New to Role Programme as part of your CPD whether you attended the face-to-face workshops and/or complete the e-learning programmes.

Q. Do I need to complete any work prior to attending a Preparation Programme?

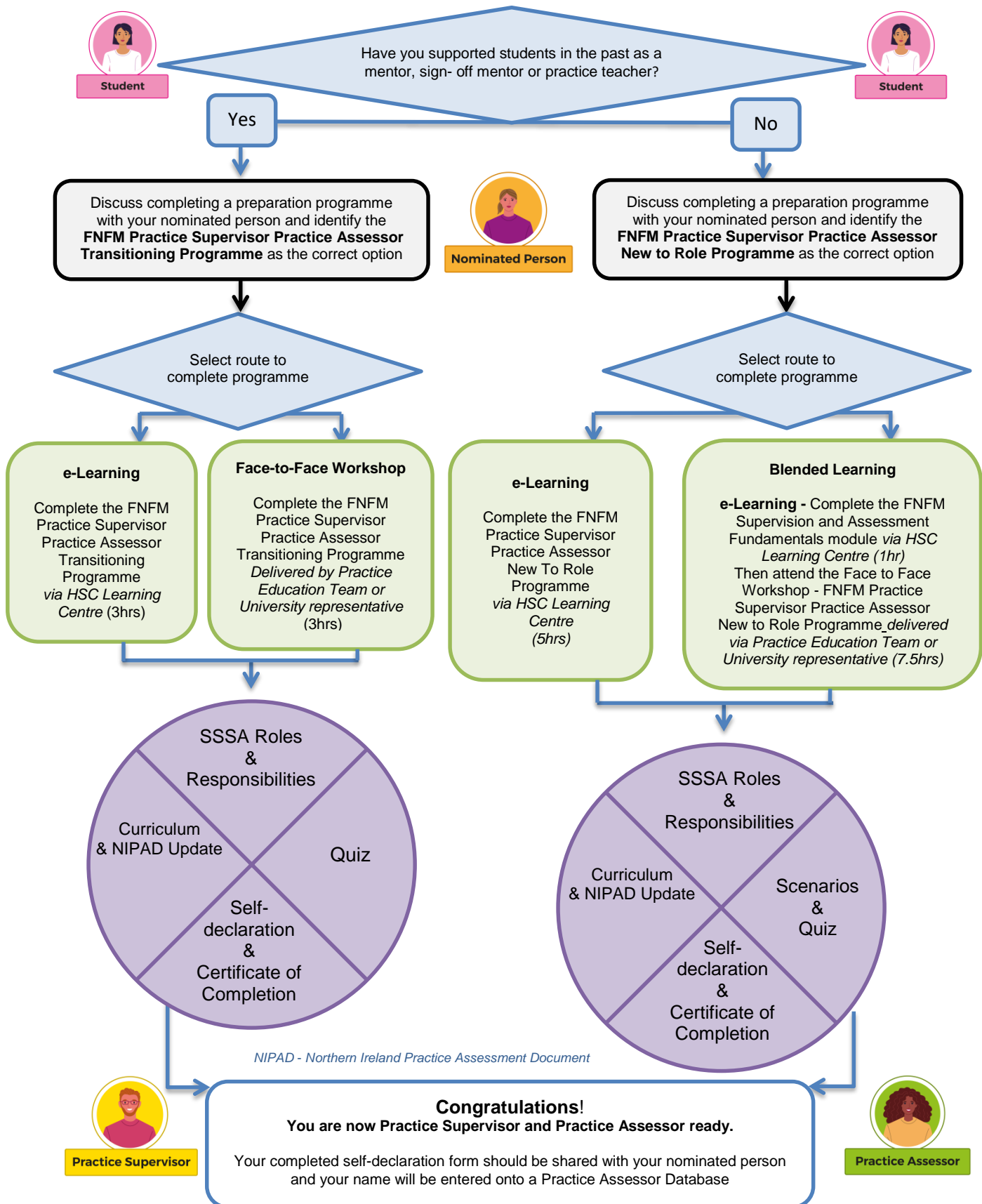
A. You should review a number of documents before attending a Preparation Programme including the:

- [NMC Education Standards \(2018\)](#) and [Standards for Student Supervision and Assessment \(SSSA\)](#)
- A Guide for those Responsible for Student Supervision and Assessment in Practice on the [NIPEC FNFM Resource page](#)
- Practice Supervisor Practice Assessor Fact Sheet on the [NIPEC FNFM Resource page](#)

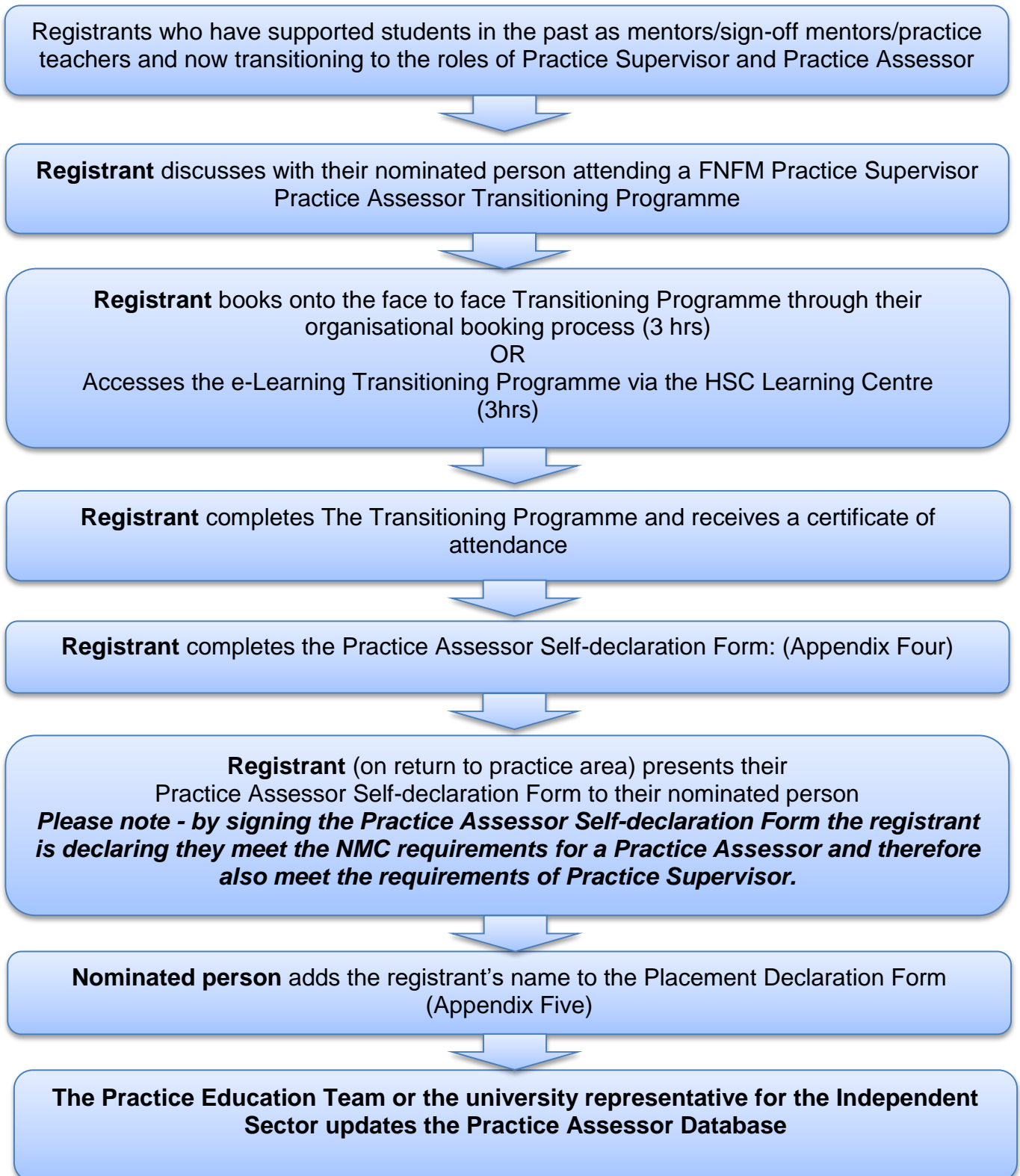
Q. Will there be Practice Supervisor Practice Assessor updates?

A. There are no required updates, however practice supervisors and practice assessors will provide assurance that they maintain their professional knowledge and skills and critically reflect on their role through a range of processes, including NMC revalidation, supervision and appraisal.

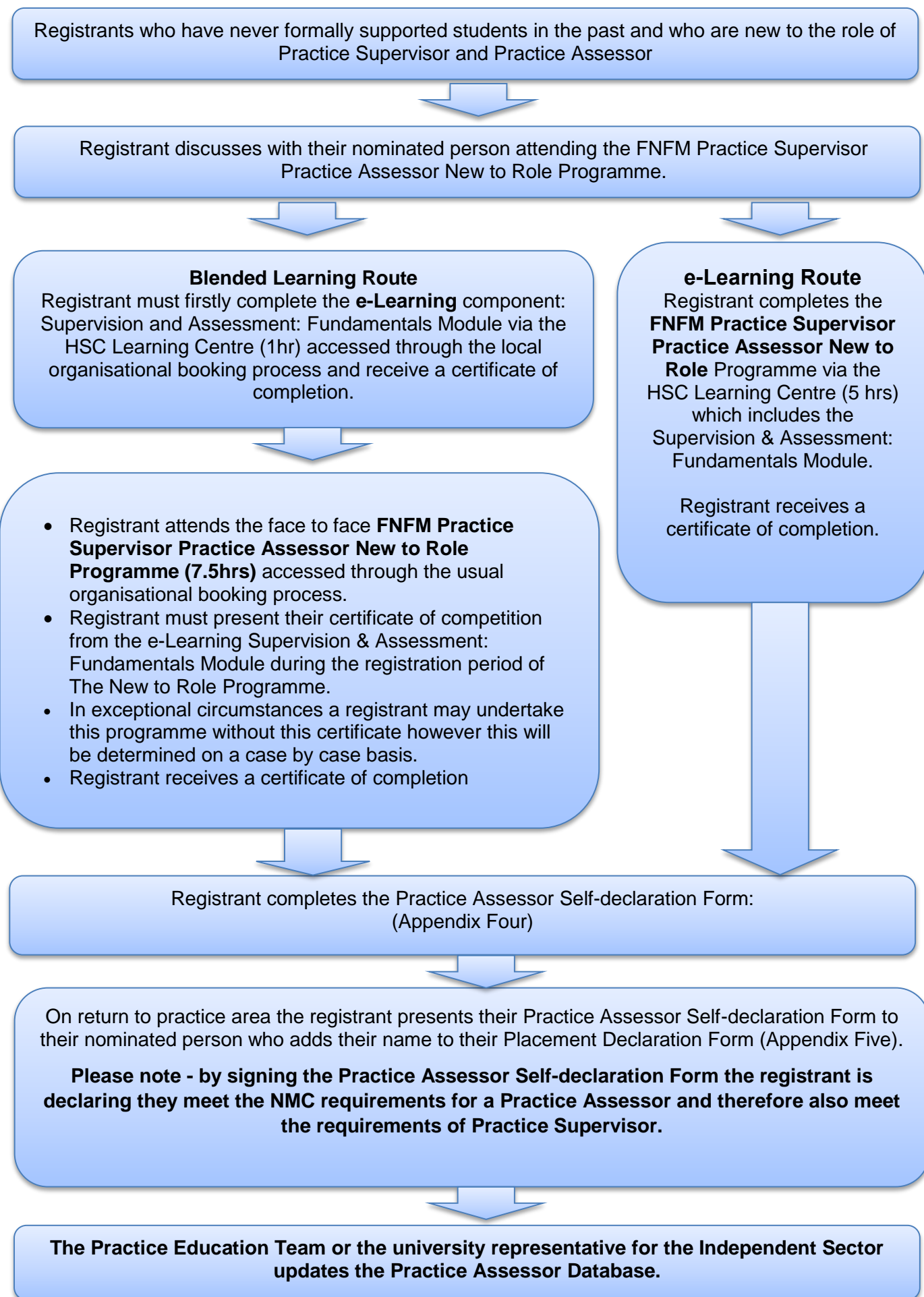
Appendix One: Flow Chart – Which FNFM Practice Supervisor Practice Assessor Preparation Programme do I attend?



Appendix Two: Process for Staff Transitioning to the Role of Practice Supervisor Practice Assessor



Appendix Three: Process for Staff New to the Role of Practice Supervisor Practice Assessor



Appendix Four: Practice Assessor - Self-declaration Form

Full name:		Job Title:	
Placement or base name:		Line manager name:	
Email:		Line manager email:	

By completing this form, you are making a professional declaration that you are able to evidence your ability to meet the NMC (2018) standards for student supervision and assessment (SSSA) listed below.

PRE-REQUISITES FOR PRACTICE ASSESSOR ROLE ON DIFFERENT NMC PROGRAMMES		
NMC programme	Required practice assessors qualifications for programme:	Evidence (state qualifications/ experience)
Pre-registration nursing and RTP.	Registered nurse with appropriate equivalent experience for the student's field of practice	<input type="checkbox"/>
Pre & post -registration midwifery	Registered midwife	<input type="checkbox"/>
SCPHN	Registered SCPHNs with appropriate equivalent experience for the student's field of practice	<input type="checkbox"/>
Prescribing programmes (V100/V150/V300)	Registered healthcare professional and an experienced prescriber with suitable equivalent qualifications for the programme the student is undertaking	Please state prescribing qualification: V100 <input type="checkbox"/> V150 <input type="checkbox"/> V300 <input type="checkbox"/>
Post-registration programmes	Registered nurse with specialist practitioner qualification (NB: programme standards currently under review).	<input type="checkbox"/>

ROLE AND RESPONSIBILITIES.

All practice assessors must be able to meet the NMC criteria below. Those with experience of supervising and assessing students are likely to have evidence of competence from previous students, reviews, revalidation or reflective diaries.

Practitioners with experience in assessing students are required to fully understand the roles, responsibilities and processes relating to the implementation of the new NMC (2018) SSSA standards. This can be achieved in a range of ways: a workshop / on-line resources / individual support / factsheets.

Standard	Criteria	By ticking the box below you are stating you can evidence your compliance
4.3 (part1)	Have undertaken equality and diversity training	<input type="checkbox"/>
6.8, 7.1,7.2	Conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning, informed by feedback sought and received from practice supervisors. Raise and respond to concerns about student conduct, competence and achievement, with support.	<input type="checkbox"/>

Standard	Criteria	By ticking the box below you are stating you can evidence your compliance
7.3	Make and record objective, evidenced based assessments on conduct, proficiency and achievement, drawing on student records, direct observations, student self-reflection, and other resources	<input type="checkbox"/>
7.4	Maintain current knowledge and expertise relevant for the proficiencies and programme outcomes they are assessing	<input type="checkbox"/>
7.5, 7.7	Gather and coordinate feedback, and work in partnership with the nominated academic assessor to evaluate and recommend the student for progression for each part of the programme.	<input type="checkbox"/>
7.8	Have an understanding of the student's learning and achievement in theory.	<input type="checkbox"/>
8.4	Have an understanding of the proficiencies and programme outcomes that the student they assess is aiming to achieve. Understand the NMC (2018) requirements for supernumerary status and protected learning time.	<input type="checkbox"/>

- Completion of this form is your evidence/record of the date you declare you meet the NMC outcomes.
- The records are part of the organisation quality monitoring process. It is therefore imperative that your details are complete and up to date.

<p>By signing below I declare that I meet the NMC requirements for a Practice Assessor as outlined above and therefore also meet the requirements of Practice Supervisor. I have evidence of this and agree to the audit of this evidence as requested. I understand that as a Practice Assessor I need to keep continually up to date with developments in practice learning, assessment and programme curriculum.</p>		
Signature:	Date:	

Appendix Five: Supervision & Assessment in Practice - Placement Declaration Form

To be completed by Manager or nominated person.

Manager/ nominated person name:

Department/ Team:

Designation:

Please list below the Practice Supervisors and Practice Assessors you are agreeing to undertake these roles within your practice placement setting.

Name	Practice Supervisor (√ as appropriate)	Practice Assessor (√ as appropriate)	Date of Self Declaration

By signing below I declare that the persons listed above meet the NMC requirements for a Practice Supervisor and/ or Assessor. I understand that staff taking on these roles need to keep continually up to date with developments in practice learning, assessment and programme curriculum and that Practice Assessors require dedicated time in the role.

Signature:	Date:	
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Please ensure a copy of the individuals self-declaration is retained in their personal file. Return this declaration to the practice education team or the AEI.