

Step by Step Guide for Non-HSC Organisations who are Considering Supporting Students

(Includes Independent and Voluntary Sector)

As a first step, it may be helpful to read the Frequently Asked Questions information sheet available via the FNFM Resources here: <https://nipec.hscni.net/service/fnfm/fnfm-resources/>.

- 1) If you are interested in exploring how to facilitate nursing students in your organisation, please email any of the following contacts and they will guide you through the next steps:
 - Open University: Keri Gow - keri.gow@open.ac.uk
 - Queens University Belfast: Thomasina O’Kane - t.okane@qub.ac.uk
 - Ulster University: Sarah Nash - s.nash@ulster.ac.uk
- 2) Once you have contacted the university, a link lecturer/practice tutor will be in touch to arrange a time to talk through the process. This may be undertaken ‘face-to-face’ or online/telephone. At this time, the following topics will be covered:
 - Preparation of the organisation
 - Preparation of staff
- 3) Preparation of the organisation/s - The link lecturer/practice tutor will go through the relevant documentation with the person in charge to:
 - identify the practice learning experiences available in the setting
 - identification of the categories of care for which the organisation is registered (e.g. for individuals with dementia, with mental health issues, for learning disability care)
 - identify whether your organisation is currently appropriate for students.
- 4) The link lecturer/practice tutor will arrange to complete an educational audit with the organisation and this will highlight what actions are required to enable the organisation to be able to take students.

The link lecturer/practice tutor will share a range of relevant documents and resources e.g.

- a) Documents
 - i) Education Audit Tool
 - ii) Education Audit Guidance documents
 - iii) Template for Student Induction
 - iv) Standards for Student Supervision and Assessment (SSSA)
- b) There are a number of web sites and resources which are useful e.g.
 - i) Nursing and Midwifery Council - <https://www.nmc.org.uk/>

- ii) NIPEC - <https://nipec.hscni.net/>
- iii) NIPEC FNFM - <https://nipec.hscni.net/service/fnfm/>
- iv) HSC Learning Centre - <http://www.hsclearning.com/>

5) Preparation programmes are available for all staff

- a) Preparation programmes will provide information on the roles and responsibilities of staff involved in supporting students in practice, the university curriculum and the documentation used to record the students achievements i.e.
 - i) Northern Ireland Practice Assessment Document (NIPAD) used to evidence the nursing student's learning.
 - ii) Midwifery Ongoing Record of Achievement (MORA) used to evidence the midwifery student's learning.
- b) These FNFM programmes are free to Non HSC Organisations and can be accessed by registering through the PHA (carehomes@hscni.net) using the registration template here:
<https://nipec.hscni.net/download/105/resources/4321/fnfm-non-hsc-registration-form-for-hsc-learning-centre-220720.xlsx>
- c) All NMC registered nurses and midwives are capable of supervising students and serving as role models for safe and effective practice and may take on the roles of both practice supervisors and practice assessors.
- d) Staff working in non-HSC Trust organisations, including those registered with The Northern Ireland Social Care Council (NISCC), who have received the appropriate preparation may act as practice supervisors.
- e) Preparation programmes are available both via 'face to face' delivery by the university and through e-learning via the HSC Learning Centre
- f) For additional information please refer to the SSSA Guide for Those Responsible for Student Supervision in Practice and the Key Information Leaflet for Staff Registered with NISCC available via the FNFM Resources here: <https://nipec.hscni.net/service/fnfm/fnfm-resources/>.