

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

Practice Supervisor Practice Assessor Preparation Programmes Frequently asked Questions

Introduction

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

There are two core Preparation Programme types:

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

Q. How can I access a 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 via [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 programme should I undertake?

A. Current mentors, sign-off mentors and practice teachers should complete: **The Practice Supervisor Practice Assessor *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 Practice Supervisor Practice Assessor *New to Role Programme*** either through e-Learning or blending learning.

PLEASE NOTE - Nursing and Midwifery professions have separate versions of the above preparation programmes, it is vital you choose the correct programme.

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 **(3 hr)** 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 & 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 programme Practice Assessment Document i.e. the Northern Ireland Practice Assessment Document for Nursing (NIPAD)/the Midwifery On-Going Record of Achievement (MORA) including sign-posting to resources to support your understanding relevant to the programme the 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 print off and 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. In Trusts, the Practice Education Team will then update the Practice Assessor Database. For Non-HSC Organisations the nominated person should contact the universities who will then add the details to the Practice Assessor Database.

Practice Supervisor Practice Assessor New to Role Programme

Q. How long is the Practice Supervisor Practice Assessor New to Role Programme?

A. The **Practice Supervisor Practice Assessor Preparation New to Role** programme can be completed by:

Option 1 - Completing the *Supervision and Assessment in Practice: Fundamentals e-Learning Module* at [the Health and Social Care Learning Centre](#) (1 hr) followed by attending a one day Practice Supervisor Practice Assessor Preparation New to Role face to face workshop (7.5hrs), or

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

*Please note reading time is required for both options

Q. What does the Practice Supervisor Practice Assessor New to Role Preparation Programme include?

A. The Practice Supervisor Practice Assessor *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 in Practice: Fundamentals e-Learning Module*, which is only accessible on [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
- ✓ how students learn
- ✓ identifying student learning needs
- ✓ how to support a student in practice
- ✓ identifying learning opportunities
- ✓ coaching & the GROW Model
- ✓ questioning
- ✓ providing feedback
- ✓ raising and escalating concerns
- ✓ methods of assessment

The New to Role Practice Supervisor Practice Assessor Preparation Programme content (whether completed face to face or via e-Learning) includes the Supervision and Assessment in Practice: Fundamentals 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/MORA
- ✓ a curriculum update

Following completion of the Practice Supervisor Practice Assessor New to Role Programme you will be regarded as Practice Supervisor & 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. In Trusts, the Practice Education Team will then update the Practice Assessor Database. For Non-HSC Organisations the nominated person should contact the universities who will then add the details to the Practice Assessor Database.

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

Accessing the 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 Non-HSC Organisations can access the Preparation Programmes in a variety of ways, including:

- attending programmes provided by HSC Trusts (please contact the Practice Education Team (PET) as places are limited and will be in negotiation with the HSC Trust PET)
- Queens University Belfast, Ulster University and The Open University will provide the face to face programmes (please contact your link lecturer)

- E-Learning via [the Health and Social Care Learning Centre](#) for further information visit the [NIPEC FNFM Webpage](#)
- Please note you can revisit the on-line preparation programmes at any stage following completion to refresh your learning. When watching FNFM preparation programme videos, webinars or resources again on HSC Learning, select 'enter' rather than 're-attempt'.

Q. Where are the Preparation Programmes delivered?

A. In the HSC Trusts, venues will vary depending on availability of locations. Your Practice Education Team will post the date, time and venue of the Practice Supervisor Practice Assessor 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 Practice Supervisor Practice Assessor Preparation Programmes following discussion with the managers of Non-HSC Organisations.

Q. Where can I access resources for the 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](#) are:

- A Guide for those Responsible for Student Supervision and Assessment in Practice
- Practice Supervisor Practice Assessor Fact Sheet, which provides key information to support staff as they take on the new roles.

Q. If I currently support students on post-registration programmes – What programme do I need to complete?

A. You must complete The Practice Supervisor Practice Assessor *Transitioning Programme* **and** the aligned University, will provide the post registration programme specific preparation. Trust staff should link with your Practice Education Team for further information and Non-HSC Organisations should link with the Universities.

Q. What programme do I need to complete to support students on post-registration programmes, if I am new to the role?

A. You must complete The Practice Supervisor Practice Assessor *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 the Preparation Programmes as evidence of my CPD for Revalidation?

A. Yes you can – you can record your attendance at the Practice Supervisor Practice Assessor 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?

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

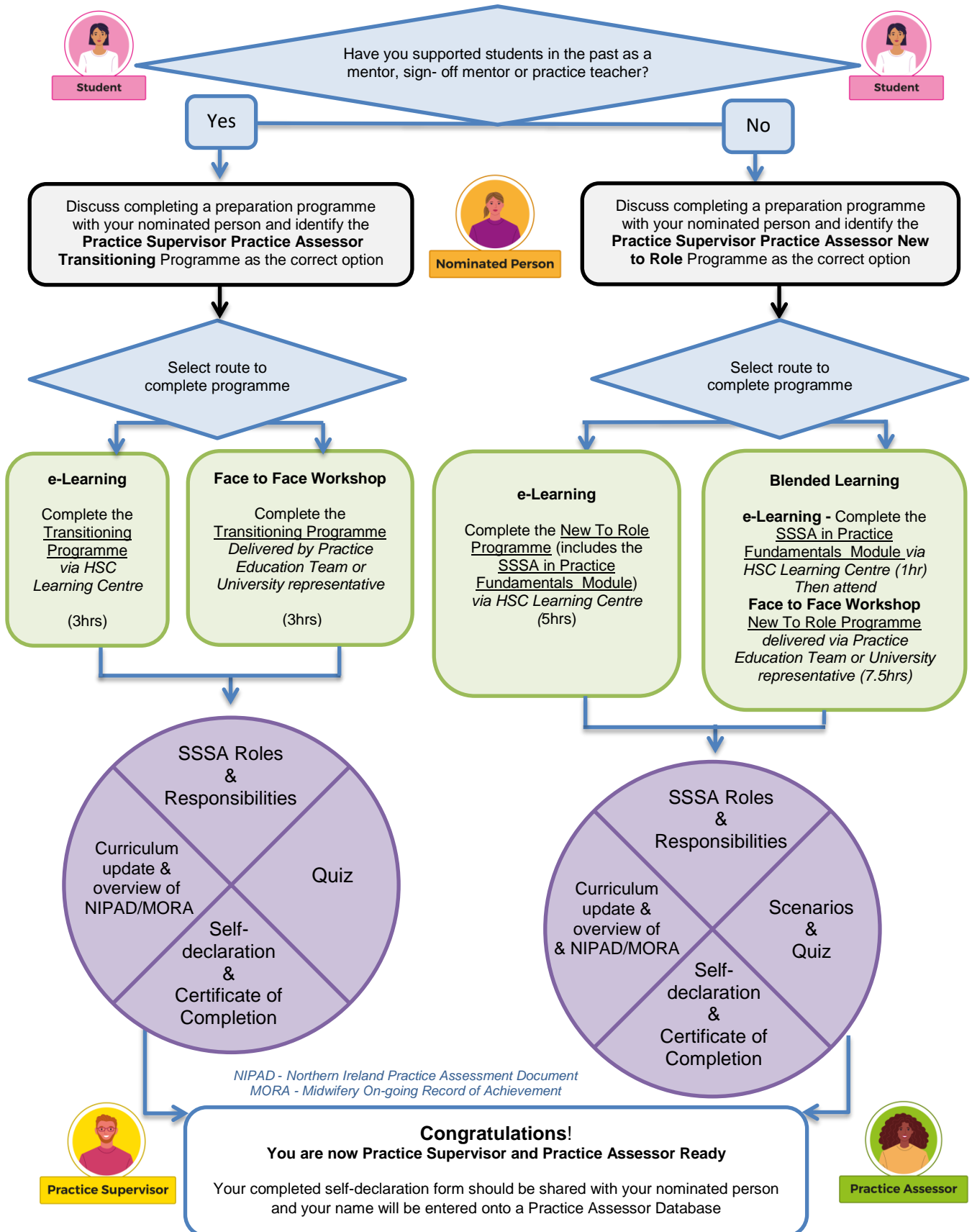
- the [NMC Education Standards \(2018\)](#) and [Standards for Student Supervision and Assessment \(SSSA\)](#)
- A Guide for those Responsible for Student Supervision and Assessment in Practice on the [NIPEC FNFM Resource page](#)
- Practice Supervisor Practice Assessor Fact Sheet on the [NIPEC FNFM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

Q. Will there be Practice Supervisor Practice Assessor updates?

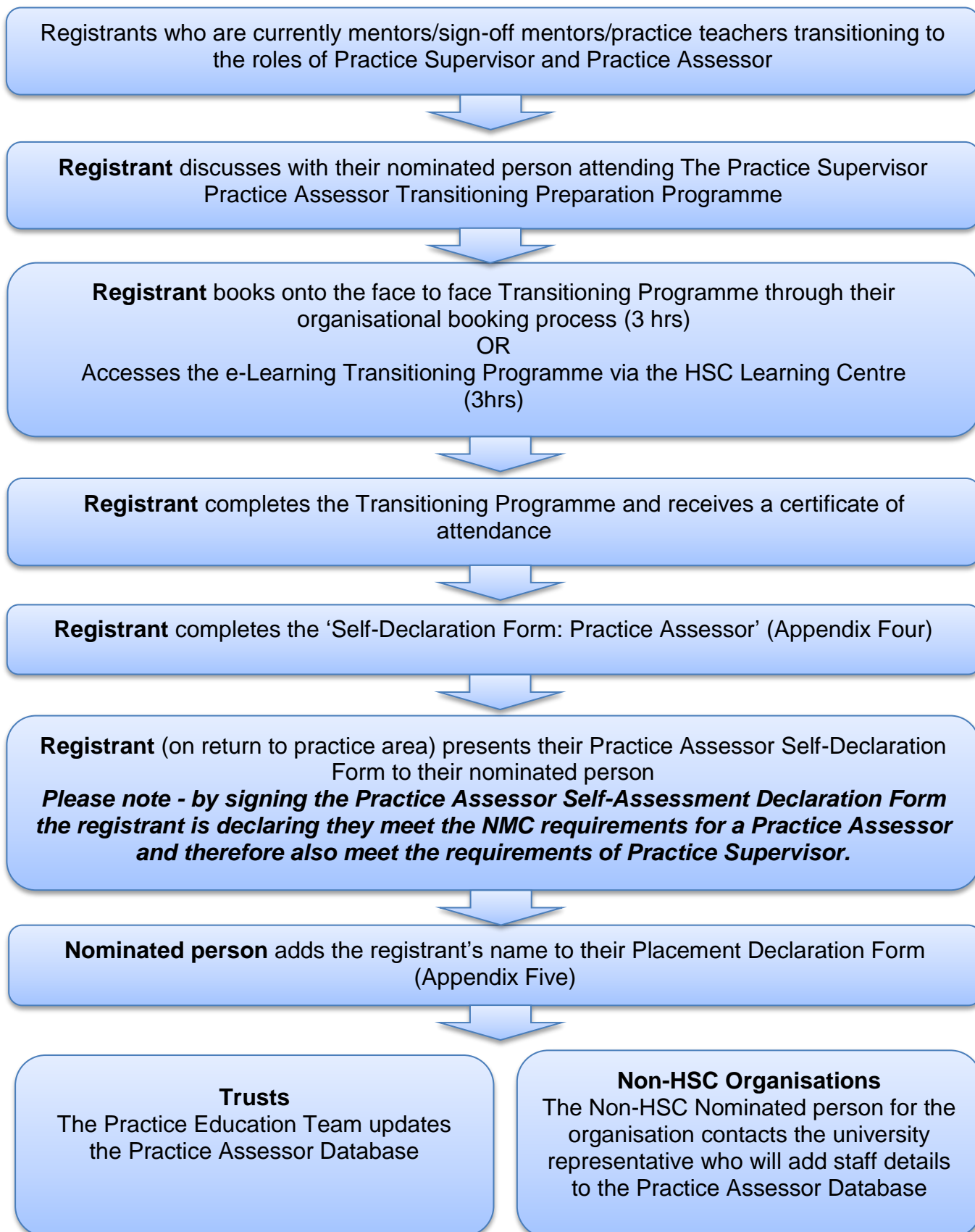
A. There are no required updates however practice supervisors and practice assessors will provide assurance that they maintain their CPD relevant to their role as a Practice Supervisor /Assessor, their professional knowledge and skills and critically reflect on their role through a range of processes,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

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

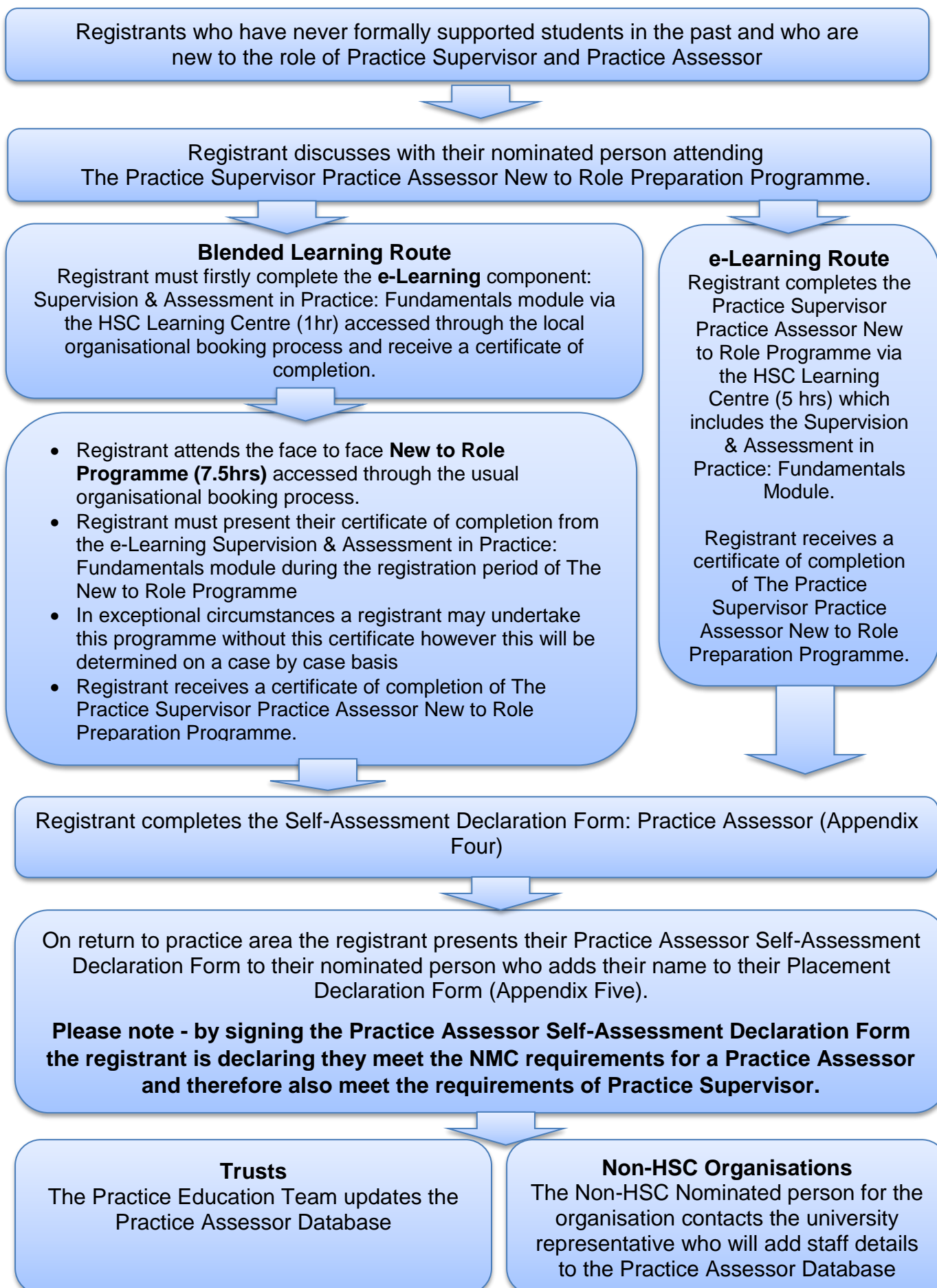
**Nursing staff should complete Practice Supervisor Practice Assessor Nursing Preparation programmes.
Midwives should complete Practice Supervisor Practice Assessor Midwifery Preparation programmes.**



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



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 Return to Practice.	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"/>
Specialist Community Public Health Nursing	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"/>
Standard	Criteria	By ticking the box below you are stating you can evidence your compliance
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	<input type="checkbox"/>

	achievement, with support.	
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.

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.

Signature:	Date:	
------------	-------	--

