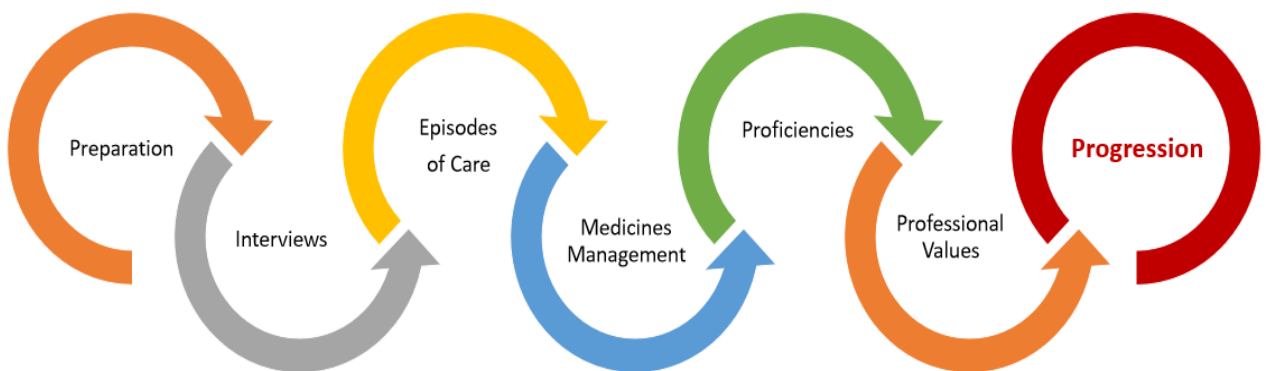


The Placement Handbook



- BSc (Hons) Nursing
- MSc Nursing
- RNDA
- Return to Practice

Faculty of Health and Social Sciences

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This handbook provides an overview of managing your placement and opal portfolio. There are user guides that provide in depth detail for all aspects of your portfolio and practice placements. Visit the help area of www.opalbu.com



Introduction

Practice placements are integral to the programme and you will need to achieve minimum of 2300 practice hours. This is a combination of simulated learning, reflective practice and placements. Assessment of practice is required ‘to confirm proficiency in preparation for professional practice as a registered nurse’ (NMC 2018). OPAL2 is the Bournemouth University version of a regional portfolio that is used to evidence practice assessment over the course of the programme. It can be referred to by several names:-

- Ongoing record of achievement
- OPAL2
- Practice Portfolio

Think of your practice assessment as your ‘practice assignment’. Your academic assessor, practice supervisors and practice assessors are your unit lecturers who support and review your progression. This means that you must:

- Ensure you are familiar with and understand the assessment criteria
- Meet all assessment submission dates
- Be aware of university support and processes to help you manage the achievement of practice

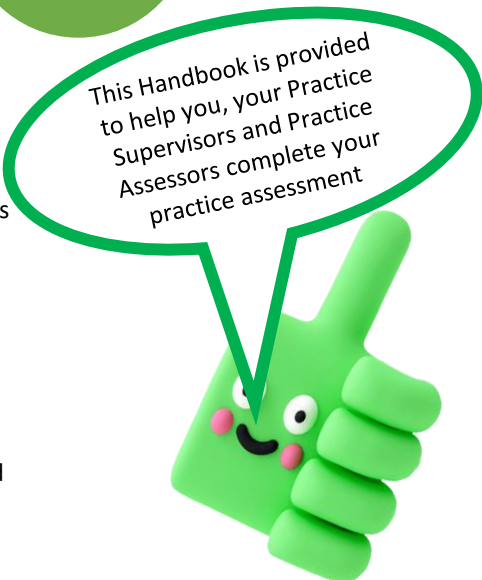
By the submission date, each part must be successfully achieved to progress to the next stage of the programme. As a student, it is your responsibility to recognise your role in planning, evidencing and completing the practice assessment for each placement.



There are a number of elements for you to be familiar with and this can, at first, appear very daunting. To help you there are seminars, guides as well as information in the portfolio itself. Take your time and, if unsure, ask.

The purpose of the portfolio is to:

- Act as a tool to help develop knowledge and skills in practice
- Document evidence as to how the NMC Standards of Proficiency have been achieved
- Be a communication tool for students, Practice Supervisors, Practice and Academic assessors



OPAL2

This is the second generation of the Bournemouth University Nursing Portfolio.

Part

The practice portfolio is divided into parts which may not be concurrent with the year of the programme.

Programme	Length of programme	OPAL2 Part 1	OPAL 2 Part 2	OPAL2 Part 3
Masters	This is a 2-year programme. Students have met the programme entry requirements to commence at PART 2.	N/A	Year 1	Year 2
BSc (Hons)	This is a 3-year programme combining theory and practice	Year 1	Year 2	Year 3
Registered Nurse Degree Apprentice (RNDA)	This is a 3.5-year programme combining theory, practice and work-based experience.	Year 1	Year 2	Year 3/4

Students completing the Return to Practice Programme are completing part 3 Summative assessments, but are required to achieve the proficiencies from Parts 1, 2, 3

Formative

An opportunity to provide you with feedback and feedforward to support your practice learning.

Summative

An evaluation of your knowledge and skills at the time of the assessment. You have a summative submission for each placement and a portfolio submission which can be found on your assessment schedule.

Proficiency

The statement of professional attributes, knowledge and skills against which practice is assessed in accordance with the assessment criteria.

Progression

After the completion of each placement and submission of the portfolio at the end of the part, your academic assessor will progress your portfolio to the next placement /part. For specific guidance on the final placement, please access the [user guide](#).

Placement attendance and achievement of hours

As well as attending all clinical skills sessions, you must achieve a minimum of 85% attendance of the practice placement allocation in the academic year. Failure to achieve this will require a retrieval placement. If not achieved by the end of the retrieval placement, you may not progress to the next academic year.

Fail

The outcome when a summative element of OPAL2 has not been achieved/ passed. Ordinarily, and if appropriate, one further attempt to successfully retrieve the referral will be offered.

Extension

The completed portfolio must be achieved by the submission date as per the assessment schedule. If there is a concern that this will not be achieved, you **must** apply for an extension in accordance with the policy.

Submission

The point at which an assessment must be submitted. Professional values are summatively assessed by the last day or a placement. All other elements must be assessed by the submission date as per the assessment schedule.

Non-submission

Non-submission and/ or incomplete submission of any summative element is a fail of the part, thus requiring a retrieval placement.

Assessment board

This is a university process where assessments are presented to the Chair of the Board and outcomes ratified. In the case of failure, they will confirm the opportunity for resubmission and/or repeating of units as appropriate.

Resubmission

Following a fail of the part the assessment will be moderated and presented to the assessment board. Students are ordinarily offered one resubmission opportunity for the part and this will be completed in a retrieval placement

Retrieval Placement

In each academic year, a retrieval placement period is available following the assessment board. You are provided with the year plan at the start of each academic year confirming the placement plan. Annual leave cannot be taken during theory, study and placement periods without programme approval.

Recall Days

In each placement you are required to attend a timetabled recall day at the university. This is part of your placement week and is equivalent to 7.5 hours practice and are recorded on your timesheets. Non-attendance will require you to retrieve this time in practice. It is important to attend these so that you can have queries answered, share placement learning and receive updates on placement provision.

Reflective practice

For each week of practice, you are allocated reflective practice time. This is in addition to your placement allocation. It is added to your placements on the web account (POW) after your placement is complete and timesheets confirmed. The time is provided to prepare for assessments and record your evidence. You do not need to add this time to your timesheets.

Support

Challenges can arise in a variety of ways and often when least expected. In managing your placements, there is a range of support available for you, your Practice Supervisors and Practice Assessors.

Opal support For OPAL 2 related queries such as: <ul style="list-style-type: none">• Forgotten passwords/ username• Unlocking portfolios• Practice Supervisor / Assessor access OPALBU.com The user guides for your portfolio are accessible via the home page. User Guides Contact: opalsupport@bournemouth.ac.uk	Practice Education Teams/ Student Link NHS and some of the private providers have Practice Education Team to support learning in practice. They are led by Practice Education Leads In smaller organisations they have a student link. They can help with queries and work closely with the UPLA team.
University Practice Learning Adviser (UPLA) Team* A university-based practice education team who can advise and guide about: <ul style="list-style-type: none">• Practice assessment• Managing concerns• Support strategies• Academic Assessor role Contact: UPLA@bournemouth.ac.uk	Personal Tutor The Personal Tutor role is pastoral in nature. They can support students in managing their programme and refer to other services such as occupational health. They can support the Academic Assessor and student when welfare needs may impact upon the practice element of the programme.
Student support services There are a range of support services that can support a student during their programme. Students should be encouraged to speak to their Personal Tutor who can also support them to access services. Askbu@bournemouth.ac.uk 01202 969696	Additional support HSSplacements@bournemouth.ac.uk . The placements team are able to assist with timesheets and contacting placement areas if needed. Organisations provide regular student forums to help support and offer additional learning opportunities Freedom to speak up guardians and champions Placement manager Student Peers – Set reps

Making Contact

At Bournemouth University, students complete placements over 5 counties in a range of primary and secondary care and private, voluntary and independent organisations.

If you are contacting the university for assistance please include the following information:

- Student name – as recorded on POW and OPAL2
- Placement area and organisation
- Clarification as to who you have already contacted, e.g. practice education team, Practice Assessor

If you are a student, you must always email using your student account. We are unable to respond fully to personal emails. Remember to place an auto signature on your emails:-

Name
Student ID number
Programme
Locality
Personal Tutor

Including this information ensures that we are able to respond promptly

Speaking Up – A professional skill

Speaking up to raise concerns is an essential element of professional development. It is recognized that it can be very emotive and difficult to feel able to speak up and seek support. At Bournemouth University we encourage all students to be aware of the [Concerns Protocol](#) and use this as a guide to seeking support.

Reasons for concerns can include

- Quality of learning experience
- Anxiety regarding completion of assessment
- Quality of care provision
- Student ability to meet the assessment criteria

If you have a concern, the most important thing to do is seek support .



Roles and Responsibilities

Whilst you have the responsibility to achieve your practice assessment and complete your portfolio, there are others who have a responsibility to offer feedback and complete assessments. The registrants responsible for completing the assessment are:-

- Practice Supervisors (PS)
- Practice Assessors (PA)
- Academic Assessors (AA)



This 8 minute presentation explains the [Practice Supervisor, Practice and Academic Assessor roles.](#)

This table provides an ‘at a glance’ view of roles and responsibilities in completing the portfolio

	Student	Practice Supervisor	Practice Assessor
Initial Interview	<ul style="list-style-type: none">• Confirm submission date• Ensure practice supervisors and practice assessor have access to portfolio• Clarify assessment needs• Identify initial goals• Complete orientation section• Complete initial interview	<ul style="list-style-type: none">• Review portfolio prior to meeting• Confirms objectives if completing in practice assessor absence• Documents interview• Confirms the assessment evidence required	<ul style="list-style-type: none">• Review portfolio prior to meeting• Clarify with practice supervisors any key issues if not completing the interview• Confirm with practice supervisors and student the nature of evidence required for the assessment
Midway Interview	<ul style="list-style-type: none">• Organize meeting• Provide evidence in advance• Ensure practice supervisors and Practice Assessor have access to portfolio• Complete reflective areas	<ul style="list-style-type: none">• Confirms key areas if completing in practice assessor absence• Documents interview• Confirms evidence• Reviews objectives• Documents any concerns• Reviews development plans (if needed)• Updates practice assessor• Clarify date of final interview	<p>If delegating the midway interview, liaises with the practice supervisors following a review of:</p> <ul style="list-style-type: none">I. Student evidenceII. practice supervisor feedbackIII. Service user feedbackIV. Directly observed practice <ul style="list-style-type: none">• If there are concerns, the interview needs to be completed by the practice assessor and a development plan created• Informs academic assessor* of concerns
Final Interview	<ul style="list-style-type: none">• Provides agreed evidence• Organises final interview• Responds to feedback in readiness for next placement	<ul style="list-style-type: none">• Provides feedback to the practice assessor• Documents feedback in the student’s portfolio prior to final assessment.	<ul style="list-style-type: none">• Reviews evidence• Reviews development plans <p>If concerns persist, the academic assessor* contributes to the final assessment</p> <ul style="list-style-type: none">• Documents assessment
Ongoing during the placement	<ul style="list-style-type: none">• Proactively seeks feedback• Reflects on practice• Gathers evidence of progress• If an issue arises, the student:<ul style="list-style-type: none">I. Works with the practice supervisors and practice assessor to manage the issueII. Gain support from academic assessor*III. Seeks additional support.	<ul style="list-style-type: none">• Provides ongoing verbal feedback• If a concern arises:<ul style="list-style-type: none">• Discusses with the student• Liaises with the practice assessor• Seeks support• Recommends areas for development to the Practice Assessor	<ul style="list-style-type: none">• Agrees communication process to review progress with the practice supervisors <p>If concern arises:</p> <ul style="list-style-type: none">I. Creates development plan following discussion with the practice supervisors and studentII. Liaises with the academic assessor*III. Seeks additional support

The University Practice Learning Advisers are able to represent you academic assessor to ensure timely support for you and your Practice Assessor. UPLA@bournemouth.ac.uk

Practice Supervisor and Assessor Access to OPAL

- If you have not supported a BU student before you will need to register at www.opalbu.com
- It takes less than 5 minutes,
- Forgotten your log in details? Email opalsupport@bournemouth.ac.uk and they will resend your details
- Need to update your account? Click on ‘personal details’ once you are logged in.



To view a 6-minute presentation which explains how to register and log in to OPAL click [here](#)

Completing the portfolio

With all other assignments, you work independently or with a group to submit a piece of work by a given date. It is then reviewed and graded by your unit lecturer.

Your practice assessment is different in that it is completed throughout your placements and you require your practice supervisors and practice assessor to complete their elements so that you can submit on time. Another key difference is that you **must** pass every placement **and** successfully achieve all assessed elements by the submission date.

The table below illustrates who can complete your portfolio assessment

Portfolio Element	Who can complete the section		
	Practice Supervisor	Practice Assessor	Academic Assessor
Orientation	✓	✓	X
Initial Interview	✓	✓	X
Midway Interview	✓	✓	X
Final Interview	X	✓	X
Professional Values - Midway	✓	✓	X
Professional Values - Final	X	✓	X
Proficiencies	✓	✓	X
Episode of Care	X	✓	X
Medicines Management	X	✓	X
Development Plans	✓	✓	✓
Overall Placement Mark	X	✓	✓

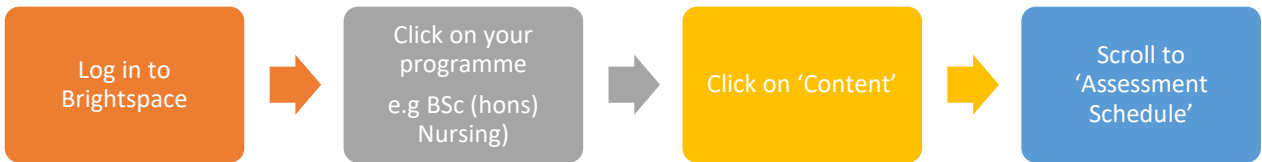
When do I submit practice?

Your academic assessor must review and confirm your assessment at the end of every placement period. The minimum assessment will be your interviews and professional values assessment.

If you have not successfully achieved the ‘Final Professional Values’, the placement will be considered a ‘fail’

On your assessment schedule, you will find the submission dates for your practice portfolio. You must make sure **all** the assessments are completed by this date. Submission is automatic at midday.

This is how to find your submission date:



This table illustrates the different elements of the portfolio. In the first column, it shows what must be completed in every placement. The second column shows which assessment can be completed over the course of the part but must be achieved by the submission date.

Portfolio Element	Each placement	By the submission date
Orientation	✓	
Initial Interview	✓	
Midway Interview	✓	
Final Interview	✓	
Professional Values	✓	
Proficiencies		✓
Episode of Care		✓
Medicines Management		✓
Development Plans (Optional)	✓	
Overall Placement Mark	✓	

What is an extension?

Like your assignments, if you find that you will not be able to complete your portfolio by the submission date, you must apply for an extension in accordance with the [exceptional circumstances](#) policy. This must be requested in a timely manner clearly evidencing the steps you have taken to ensure the assessment was completed in time.

Frequently asked Questions

My practice supervisor has accidentally referred a proficiency and cannot change the decision, what should I do?

Your proficiencies can be amended up to the point of submission. If it has been marked as 'not achieved' because you have not had the opportunity to practice, ask your practice assessor to make a note on this when they complete the progression section confirming your assessment at the end of the placement.

My practice assessor has completed my final interview and progression. They had meant to complete one of the assessment elements, can they amend the assessment?

Your practice assessor will need to email opalsupport@bournemouth.ac.uk specifying the issue.

I don't agree with my assessment, what should I do?

Discuss with your practice assessor. Before you confirm the assessment, contact your academic assessor. The 'Managing Failure in Practice' guidance explains process and support.

My practice supervisors and practice assessor cannot access my portfolio, why is that?

1. Make sure that you have invited your practice supervisors and practice assessor into your portfolio.
2. Your portfolio is led by you. If you do not complete the sections first, your practice supervisors and practice assessor will not be able to complete their feedback and assessment. Use the reflective practice hours to complete your portfolio.

I can not add my practice supervisors/ practice assessor ?

1. Have they recently moved organisations? Ask them to log in and update their personal information.
2. Are they registered on OPAL? If not, guide them to the registration section on Page 4.
3. For additional support, contact your practice education team for your placement. If your placement is within the private, voluntary or independent sector contact the University Practice Learning Adviser Team, ([UPLA](#)).

My practice supervisor/ assessor has forgotten their username and /or password, what do I do?

They can email opalsupport by clicking on this link or from the opalbu.com log in area. They will need to use a work email.

My Practice Assessor will be on leave at the end of the placement, what should I do?

It is essential that a practice assessor completes the final interview and professional values as this is a summative assessment for every placement.

- Is one of your practice supervisors a practice assessor? Can they complete this for you?
- Speak to the placement manager and/ or the practice education team
- If still not resolved contact the academic assessor and the UPLA team
- Don't leave it until the last day of placement, this will cause you time and stress, and may lead to a fail of practice

I am not working my practice assessor; how will my assessment be completed?

Your practice supervisors can complete all the formative elements of your portfolio with the agreement of your practice assessor. Provide the practice supervisors access to your portfolio. The practice assessor role is to confirm assessment; your practice supervisors provide the day to day support and supervision

I am halfway through the placement and haven't had an initial interview, will I fail?

In short, yes if you do nothing. If you have not had an initial interview by the end of week 1, it is essential that you seek support. If you do not raise the issue, your academic assessor will not be aware. Your programme is intensive, seeking support will help you to manage the programme effectively.

My practice assessor has told me that they expect me to keep a learning log, can they do this?

This is a good idea. A learning log is a record of learning that you have engaged in. Take time to each shift to record opportunities, practice supervisor name, feedback that you have received and what you have learned. Use the reflective practice hours to complete additional reading, write your reflections and prepare for your assessment.

My practice assessor has asked me to rewrite my reflection in more detail, can they do that?

Yes, this is evidence to confirm your assessment. Your reflections must illustrate your developing critical knowledge and skills and not be a descriptive account. You need to be able to demonstrate how you have developed your future practice.

I can't set up my new placement, what do I do?

Look at the progression section, have you and your practice assessor completed the final interview and progression section? Have you signed it? Is it awaiting academic assessor review? At the end of each placement, let your academic assessor know that it is ready for review.

I can't see my previous placements, where is this information?

Click on 'view/print' at the top of your home page and you will be able to review your whole portfolio.

My practice assessor has questioned my level of absence, I'm supernumerary so why would I fail my placement?

You are completing a professional programme and have a specific professional value that asks the practice assessor to confirm that you attend consistently and report absence as per policy. Not attending placement may have an impact on your ability to progress in the programme. It is also an indicator that you may need additional support. Please see the 'Managing Attendance in Practice' guidance.

My practice assessor is not able to pass my placement, the professional values are not all assessed, can they change this?

The system has alerts to help you make sure everything is completed. In the progression section, incomplete or referred elements are highlighted in red. Your practice assessor will also see an alert explaining what is incomplete or referred. If this is incorrect, they can amend or email opalsupport to ask them to reopen the section. Don't complete the progression until you and your practice assessor are confident that everything is completed.

Preparation

Over the course of your programme, you will complete placements in a range of practice areas and organisations.

As healthcare professionals, practice experience is essential for our professional development.

However, it can be daunting. Careful preparation can help you to manage some of these challenges.

We asked a cohort of students what they were apprehensive about



Does any of this resonate with you?

It is perfectly normal to feel nervous before starting your placements. The preparation for practice seminars and mandatory locality trust induction will help prepare you for placement as well as provide opportunities to meet the teams who will support you. Taking time to prepare will also help to manage anxieties.

You will need to consider accessing placements as they may be up to 40 miles away. Circumstances change and it is important that you update myhub with any change of address. The placements team need this information to help them plan placements for you.

If you would like your allocation to be reviewed you must submit a change of [placement or locality request](#) form.

Prior to placement starting there are actions you, your practice supervisors and practice assessor can do to help you plan for success.

If you are a student.....	If you are a practice supervisor or practice assessor.....
Complete the orientation section and initial objectives for your placement	Discuss with the team who will be the allocated practice supervisors and practice assessor
Contact your placement in advance to organise your rota and clarify any queries such as meal breaks	It is a good idea to send a welcome email with key information to the student.
Check the route so that you don't panic about being late	Is your student information up to date?
Consider a pre-placement visit	Ask your education link to log in to the Placement Environment Profile to access the student's email address.
Review the placement profile to learn about the learning opportunities	Any queries, contact your practice education or UPLA link
Is there any additional training your need to organise?	Ask the student to link you to their portfolio so that you can review it in advance.
Find out how to contact the Practice Education Team.	Students may ask for a pre-placement visit, this can help with first day nerves
Check who is your link University Practice Learning Adviser (UPLA)	

Orientation

Once you have set your portfolio up, you will be able to access all the relevant sections for your portfolio.

Remember that as you complete placements, they can be reviewed in your log book or ongoing achievement record – Click on the ‘view/ print’ button at the top of the landing page to access this.

Orientation

At the start of each placement, you will need to have an initial placement meeting with your practice assessor/practice supervisor. The purpose of this meeting is for the practice assessor/practice supervisor to begin to get to know one another, to identify your learning needs and to make an initial action plan.

Further Guidance

There are fields which are still waiting to be completed. Click here to highlight incomplete fields

Edit

Orientation Title

The following criteria need to be met within the first day in placement

A general orientation to the health and social care placement setting has been undertaken

The local fire procedures have been explained

The student has been shown the:

- fire alarms
- fire exits
- fire extinguishers

Resuscitation policy and procedures have been explained

Resuscitation equipment has been shown and explained

The student knows how to summon help in the event of an emergency

The student is aware of where to find local policies

- health and safety
- incident reporting procedures
- infection control

In each section, you will find guidance. The assessment criteria is in the **Further Guidance**

Use this section to provide your Practice Supervisors and Practice Assessor with useful information to help support your placement. See the example below.

Your Practice Supervisor can complete this – this orientation must be completed on day one.

	Student example of the orientation section
Health and Well Being	<p>Are there any issues that may impact on the placement?</p> <p><i>I am a little apprehensive about managing childcare and shift patterns. It has been easier with the theory blocks.</i></p>
Scope of Practice	<p>What will be expected in relation to my stage of the programme?</p> <p><i>I have 15 years' experience as a HCSW, will you expect me to know what I'm doing?</i></p>
Supporting Learning	<p>How do you like to learn? Do you have an additional learning assessment that might help you on placement? What do you want to achieve?</p> <p><i>I like to learn by doing, but I have realized how much reading I need to do. How can I manage this on placement? As a mature student I am learning how to study again. How can I manage my learning without feeling guilty when it is busy?</i></p>
Programme Requirements	<p>What do you need to do to successfully complete the placement?</p> <p>What is your submission schedule?</p> <p><i>What evidence will be required? I need to have my professional values assessed and I would like to complete 15 proficiencies in this placement. My placement finishes on December 18th and I need to have my final interview by this date.</i></p> <p><i>The whole portfolio must be completed by May18th</i></p>



The most common reasons for not completing practice successfully

1. Not seeking help to ensure interviews completed on time
2. Not completing the relevant sections in time for the interviews
3. Not attending placement consistently and following the absence policy
4. Not communicating with the placement area in good time
5. Not planning for the summative assessments
6. Not knowing submission dates – this is on the assessment schedule

Don't leave everything to the end of the placement, if unsure, ask for help

Interviews

Once complete remember to sign

Write up some objectives before you start placement. You can always amend them.

Once signed the practice supervisor or Assessor can sign.

If you are the practice supervisor or practice assessor completing the initial interview, please include the learning opportunities and type of evidence to support the objectives.

Initial Interview

This can be completed by a Practice Supervisor or Practice Assessor. If completed by the PS they must discuss and agree with the PA) 7 week of the placement

Sign Off	
paule student	✓ Signed on 27/11/2020
Practice Assessor/Practice Supervisor	✓ Sarah Keeley on 27/11/2020

student to identify learning and development needs (with guidance from the Practice Supervisor)

forward to my first placement. I would like to develop my personal care skills and have a better understanding of the R

Outline of learning plan

Paula has expressed that this is her first healthcare placement and she would like to learn more about the role of the registered nur care that we have discussed would be good learning opportunities for her such as

- the fundamental essential care provided to our service users
- the role of other members of the MDT team.
- develop Knowledge of common medications used on the ward

How will this be achieved?

Paula will work alongside various members of the ward team

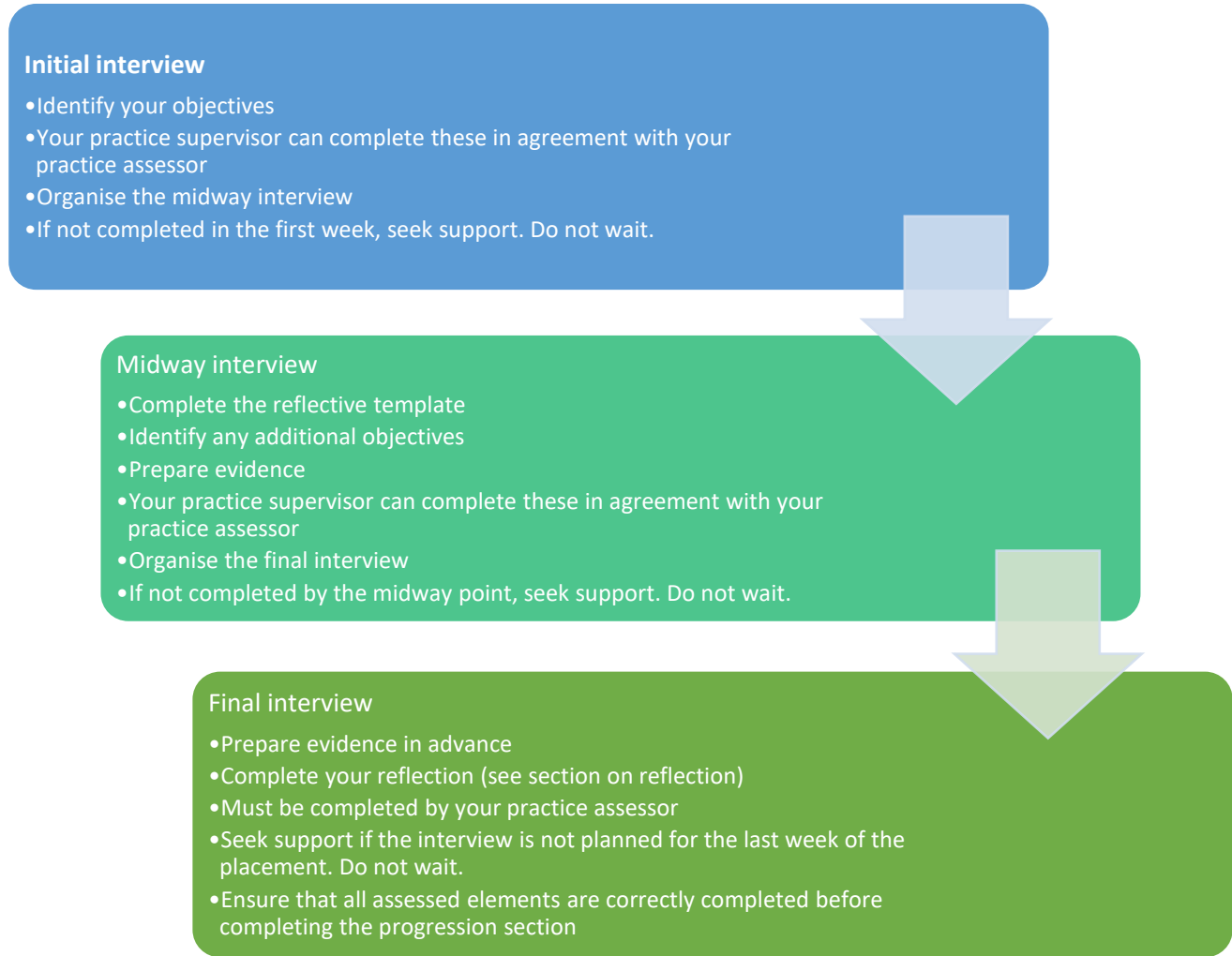
Under supervision to provide personal care

Maintain a placement diary

Practice recording and interpreting vital signs

Under supervision administer medication as prescribed.

The interviews are the scaffold of the placement. It is important that these are completed in a timely manner. These, along with the ‘Final Professional Values’, are the minimum required for each placement.



Planning and organisation is key – Don’t leave it to your practice supervisor and practice assessor

The first interview will be the longest as you have lots to discuss.
The midway should be shorter, it is an opportunity to ‘check in’, clarify and confirm progress.
The final interview should be the shortest as it will be to confirm your achievements.

Your portfolio is your assignment for practice, get to know it and prepare in advance to be sure of success

Planning Learning Objectives

Your programme is a marathon and not a sprint. Setting objectives helps you to keep focussed, get involved and not be a passive observer. As a professional, we need to be able to honestly appraise our skills. We are all on different journeys and so our learning needs will be different



Consider using SMART to help you plan your objectives. Using the interview process as a scaffold identify small objectives that you can build on. You can use the domains of knowledge, skills and professional behaviours to help you (K, S and PB). It can help your practice supervisor

Example

Specific

What do I want to focus on?

- K I want to learn about pain management
- S I want to be able to administer medication safely under supervision
- PB I want to be able to provide handover to the team to promote communication and safety

Measurable

I will be able to measure my achievements by:

- K be able to explain how to use a pain assessment chart
- S administering pain medication as per policy and monitoring it's effect
- PB documenting the assessment correctly, recording the effect and providing handover to the team

Achieve / Actions

What actions can I take?

- Read the relevant policies
- Make a list of relevant medications and learn about their effect and contra indications
- Practice medication administration
- Gain feedback from completing assessments and record keeping

Relevance

How does this relate to my current stage of the programme?

- The episode of care includes assessment skills
- My professional values assessment includes communication skills
- I have a medicines management assessment to complete

Time

What time frame is needed?

This is a 6 week placement. I want to schedule my medicines assessment for week 5

Objectives

- By week 3, I will be able to confidently assess and evaluate pain levels
- By Week 5, I will complete my medicines management assessment
- By the end of the placement I will be confident in providing handovers

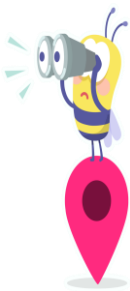
Midway and Final Interviews

The midway and final interviews are opportunities to:-

- Review and confirm your progress
- Identify any areas for development

If you are a student.....	If you are a Practice Supervisor or Practice Assessor.....
<p>If it is proving difficult to organise; contact the practice education team or UPLA for support. Do not wait and hope it will happen.</p> <p>Review the initial objectives for your placement</p> <p>Check that your timesheets are up to date and all absences have been reported correctly. There is guidance in the OPAL USER Guide area. Complete timesheets weekly.</p> <p>Review the professional values. How can you demonstrate that you have met them?</p> <p>Complete your reflection(s) of key learning.</p> <p>If your Practice Supervisors and Practice Assessors identify areas for development, do not panic. We all learn and develop at different paces.</p> <ul style="list-style-type: none">• Contribute to any development plan• Talk to your Academic Assessor• Access the practice education team or UPLA for support	<p>If you are the practice supervisor; confirm with the practice assessor any areas they would like discussed.</p> <p>If the placement outcomes are not being met, the midway interview must be completed by the practice assessor</p> <p>The final interview must be completed by the practice assessor</p> <p>Contact the academic assessor to advise of concerns; the practice education team or UPLA can support you with this</p> <p>Use the development plan to help students address concerns</p> <p>Review the reflection(s); this must clearly demonstrate learning. If you require more detail, ask that this be added.</p> <p>Complete the professional values.</p> <p>The feedback/ feedforward approach is helpful in guiding future development</p> <ul style="list-style-type: none">• Feedback:- what has happened• Feedforward:- Further opportunities for learning <p>Following the final interview, the progression section must be completed confirming that the placement is a pass or fail</p>

Look back



In your midway and final interviews, you will need to complete reflections of your progress in order to ‘open’ the section for your practice supervisor/ practice assessor to complete. These reflections are supporting evidence for your assessment.

During your programme you will be required to use different approaches for reflection. For your interviews, you are asked to reflect on the 3 domains of Knowledge, Skills and Professional Behaviours. Take some time to review the assessment criteria – you can find these in the user guides and by clicking on the further information in the sections of your portfolio.

One approach to identifying your development is ‘look back / go forward’

Go forward



Example of an interview reflection

Knowledge

I have developed my understanding of the medication policy. I am focussing on common analgesics used in my placement area. I am applying this knowledge to my care as I am more aware of the side effects. I would like to develop my understanding of assessment more.

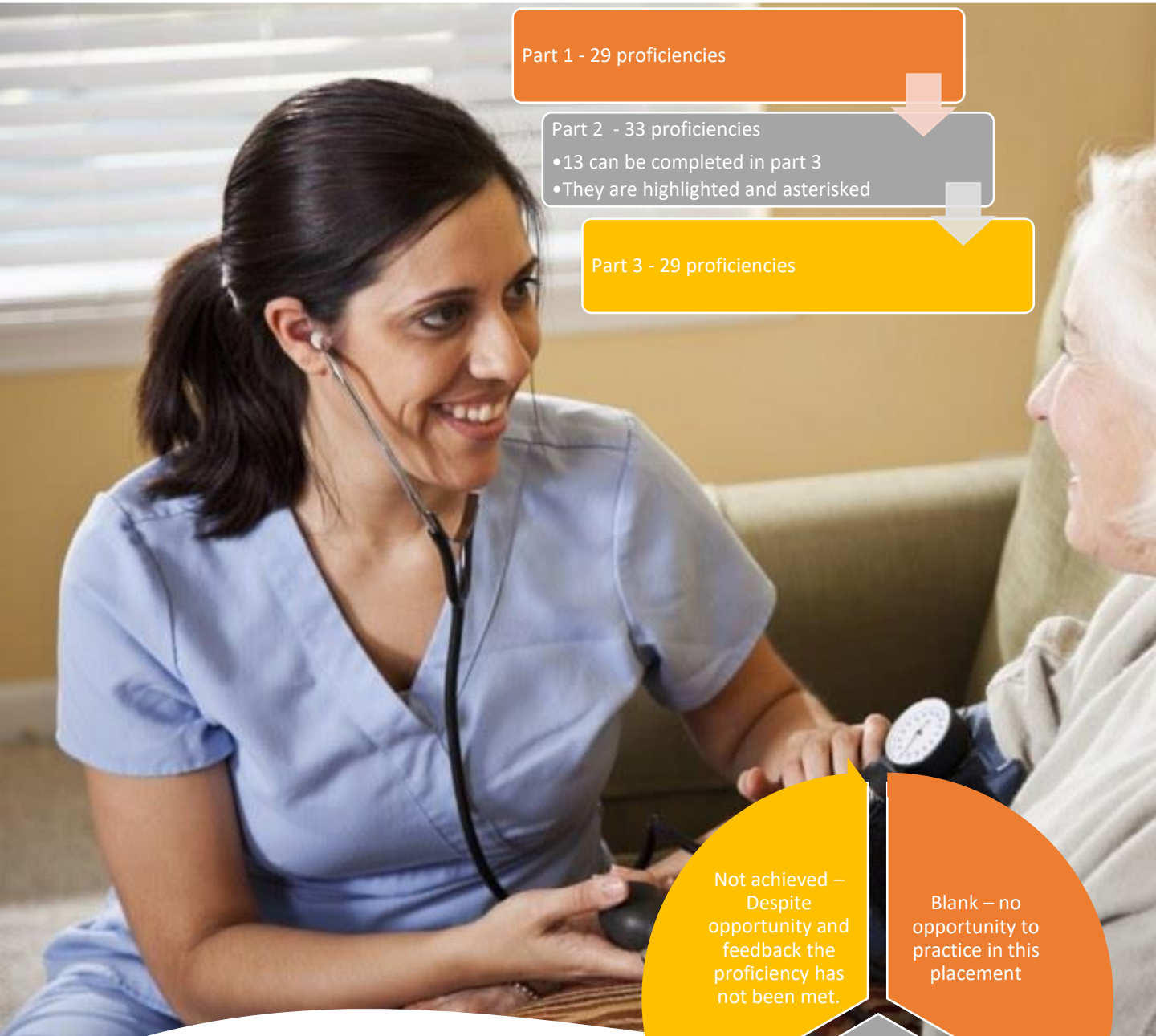
Skills

I have undertaken several medication rounds and am much more confident on how to administer medications via different routes I am able to provide personal care with limited supervision. I do need to practice calculations more. I would like to practice recording vital signs and develop my understanding of interpretation.

Professional Behaviours / Attributes

I have taken time to look at the Code and relate it to my learning opportunities. My practice supervisor described The Code as a ‘tool’ to help us make the right decisions. In my first week, I was asked to provide care and I did not feel confident so I said no. I felt really guilty but was worried about causing harm. When I read the code I realised that I was right but that I could have explained why better. That way I might have been helped to learn something new. I need to be more confident in answering my practice supervisors questions as this helps me to appreciate what I know and helps them to appreciate where I would benefit from additional help.

Proficiencies

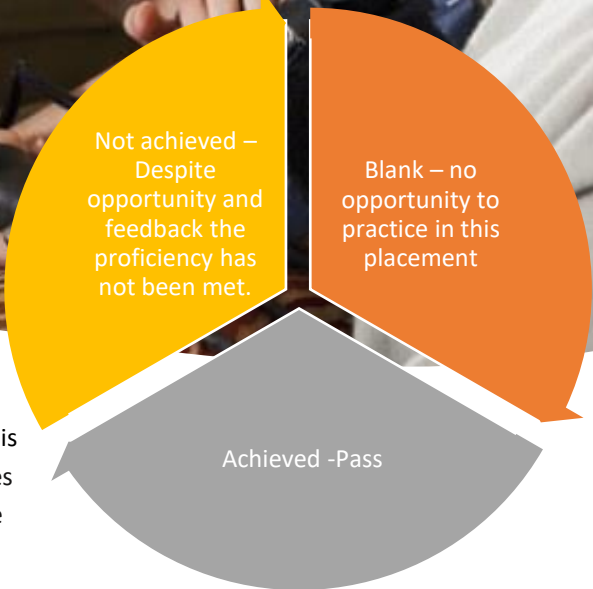


Part 1 - 29 proficiencies

Part 2 - 33 proficiencies

- 13 can be completed in part 3
- They are highlighted and asterisked

Part 3 - 29 proficiencies



During each practice part you will be required to demonstrate your knowledge and skills of the proficiencies outlined by the NMC. This is quite a list and can be very daunting at first glance. The proficiencies are formatively assessed, they become summative at midday of the submission date. This is on your assessment schedule.

If you are completing the Return to Practice programme, all Part 1, 2 and 3 proficiencies need to be assessed in your placement.



Proficiency

‘doesn’t mean that newly qualified nurses are experts at the point of registration. More about getting exposure, awareness and insight to prepare for life long learning’

(Geraldine Walters, NMC executive director of Professional Matters, NT Clinical Forum, May 2022)

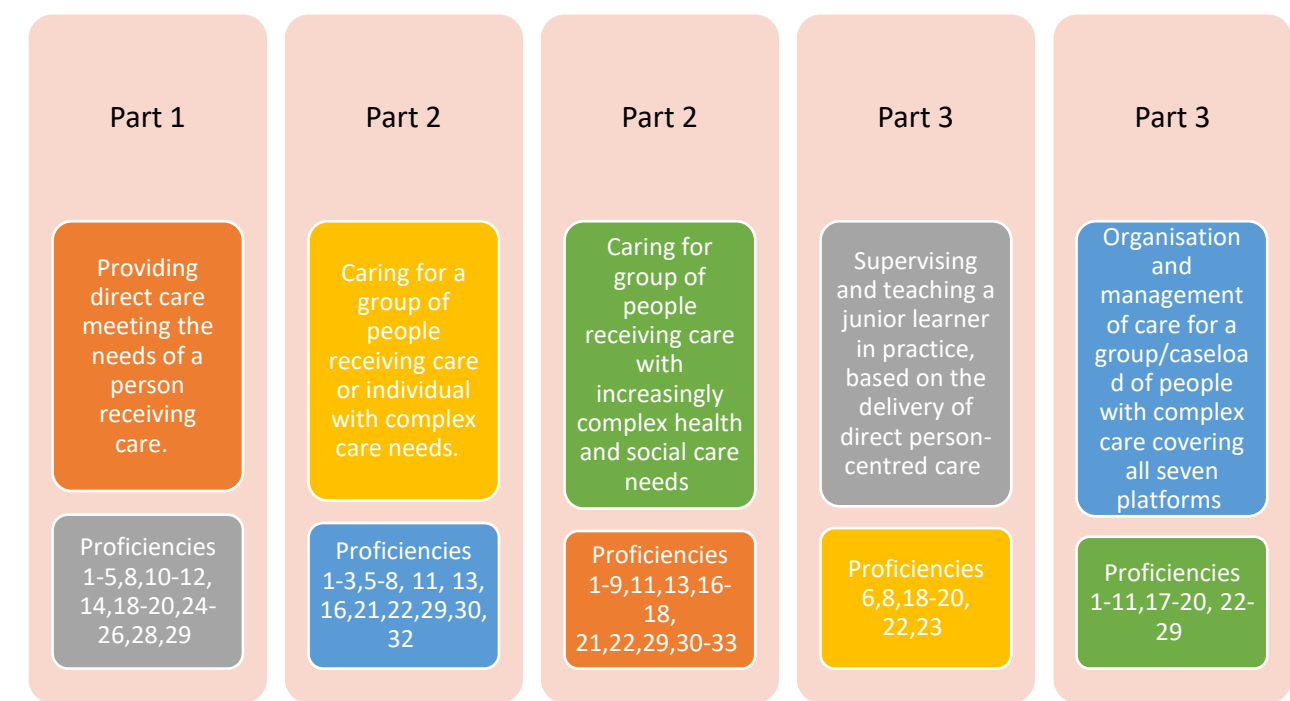
You will achieve these through simulation, practice, discussion, reflection and research. The [user guide](#) includes lots of information including a list of all the proficiencies and your clinical skills syllabus.

Episode(s) of care

In each part of your programme, you need to complete the summative 'Episodes of Care'. These are planned assessments that must be assessed by your Practice Assessor.

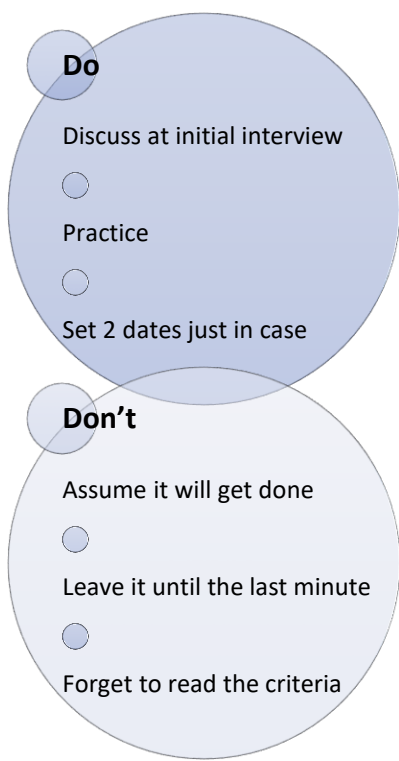
Part	Assessment
One	Formative - episode of direct care meeting the needs of a person receiving care.
	Summative - episode of direct care meeting the needs of a person receiving care.
Two	Summative Episode 1 - group of people receiving care or individual with complex care needs.
	Summative Episode 2 - group of people receiving care with increasingly complex health and social care needs.
Three	Summative Episode 1 - supervising and teaching a junior learner in practice, based on the delivery of direct person-centred care.
	Summative Episode 2 - organisation and management of care for a group/caseload of people with complex care covering all seven platforms.

Take time to review the [OPAL guide](#) to help you prepare and plan for the assessment. By focussing on the episode of care, you will be preparing evidence to meet the proficiencies. This can help to prevent feeling overwhelmed and help to manage your time more efficiently. The episode of care has proficiencies associated that can help you to plan learning objectives for your interviews. The table below illustrates the potential for the episode of care assessments to evidence the proficiencies.



Mapping of episodes of care as supporting evidence for proficiencies

Medicines Management Assessment



In each part of your programme, you need to complete a summative 'Medicines Management Assessment'.

These is a planned assessment that must be assessed by your practice assessor. Take time to review the [OPAL guide](#) to help you plan and prepare for the assessment.

Like the episodes of care, you may be able to use this assessment as supporting evidence for the proficiencies.

Take every opportunity to practice.

Remember to review the policy at the start of every placement.

If you are completing the Return to Practice Programme, you will be able to map Part 1 and 2 proficiencies to the Part 3 Episodes of Care you are required to complete.

Professional Values

In each placement, you will need to be assessed on your professional values. These are based upon The Code and clarify the expectation for conduct on placement.



Midway point of the placement

This is a formative opportunity to help you review your progress with your practice supervisors and practice assessor.

Final point of the placement

This is a summative review of how you have demonstrated your professional values.

If you have not achieved the ‘Final Professional Values’, you will not pass the placement.

The professional values are completed alongside your midway and final placement interviews.

Your practice supervisor can complete the midway in agreement with your practice assessor

Your practice assessor must complete the ‘Final Professional Values’.



Midway point of placement



- ☐ Review and discuss
- ☐ Complete with your midway interview

Final week of placement



- ☐ Complete a reflection of how you have developed your understanding of a professional value
- ☐ Review any development plans with your Practice Assessor
- ☐ Ensure that all values have been assessed

Can I fail the professional values assessment?

The most common reasons for not passing professional values is not attending consistently, not engaging or communicating, not reporting absence correctly and not being proactive in managing personal learning.

The midway formative review is there to help you identify areas for development.

If you are not meeting the professional values at the midpoint:-

- Don’t panic, there is time to address the concerns
- Identify the actions you can take to demonstrate that you are meeting the professional values
- Create a development plan with your practice assessor
- Speak to your academic assessor

If you are referred at the final point of the placement:-

- Arrange a tutorial with your academic assessor
- Discuss how you can address the reasons for referral in the next placement
- You will be invited, if appropriate, by the exam board to ‘retrieve’ the refer in the last placement of the part.

There is user guide to help you, your practice supervisors and practice assessor to manage a referral in practice.

It is essential that you seek support if your final interview and professional values assessment are not planned for the last week. Do not leave it, ask for support sooner than later.

Professional Values Reflection

Your reflection is your evidence that supports the assessment of your professional values. In each placement you will need to select a different value to write about.

To start this assessment, complete your reflection and then let your Practice Assessor know it is ready for review.

One approach to completing this reflection is What? Why? What next?

Example

Selected Value 14: The student maintains an appropriate professional attitude regarding punctuality and communicates appropriately if unable to attend placement

What happened?

At the start of my placement I struggled with the shift pattern and was late several times. I did not let the placement team know that I would not attend one day. I was upset as they reported it to the university as I thought being supernumerary it would not be a problem.

Why?

My practice supervisor and UPLA I spoke to explained that although I was supernumerary, I am still a member of the team. The team spent time to ensure that I was safe. They encouraged me to think about how not communicating and being late could impact on the team. They also asked if I was worried about anything. I told them about how I was struggling with shift patterns. We revised my schedule which helped. This situation also helped me to be more confident to ask for help.

What next?

In the future I will talk to my supervisors sooner about any concerns. I am working on managing my sleep patterns so that I can manage the shifts. I will also remember the importance of communicating and following policy for absence reporting

Key Learning

This value is about more than attendance. I have realised the impact my conduct can have on the team. As a nurse I need to ensure that I speak to my team when I am struggling. I need to be aware of the policies. Also, I realise that my practice supervisor was concerned that my poor attendance was a sign of needing help. This experience helped me to appreciate that I am a student and that I am learning about my profession. Recognising when I need help is an important aspect of my professionalism.

Completing the Progression section

Final Interview

Student's self-assessment/reflection on progress

Reflect on your overall progression referring to your practice

Practice Assessor's comments

Discuss with the student their self-assessment and decision.

Further Guidance

Sign Off

Sign Final Interview

You are nearly there!

Once your practice assessor has completed the final interview comments, They will need to 'sign' your placement off. They do this by clicking on 'sign final interview' which will take you to the progression section. This section is also visible on the home page of your portfolio.



If you have failed the professional values or it is not completed, your practice assessor cannot pass your placement.

If this has been done in error, ask your practice assessor to email opalsupport@bournemouth.ac.uk

Checklist	Student	Practice Assessor/Practice Supervisor
Orientation	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Initial Interview	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Mid-Point Interview	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Midway Professional Values in Practice	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Final Interview	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Final Professional Values in Practice	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Assessment of Proficiencies	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Episodes of Care 1	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023
Episodes of Care 2	Signed on 10/10/2023	Signed by Max Miller on 10/10/2023

Press

Sign Off

Student Signature

Practice Assessor's assessment

Date

Sign Off

Review the portfolio carefully. Anything that is red indicates that it is incomplete. If any of the summative assessments are marked as not achieved or not completed, your practice assessor will get an alert.

If they are unable to go back and amend, ask them to email opalsupport@bournemouth.ac.uk explaining the issue.

Once you have reviewed the assessment and confirmed that it is correct, sign and let your academic assessor know that it is available for review.

Evidence Sections

Feedback from people cared for or carers supported by the student. You can download the forms and ask your practice supervisors for feedback. You may receive thank you cards
Your practice supervisor may receive verbal feedback
You can scan these in and attach to your portfolio

Record of working with and learning from others/inter professional working.
When you undertake an external learning opportunity or ‘spoke’ experience you can record your key learning e.g. you spend the day with discharge liaison, the social work team, you are encouraged to document your key learning. If possible, ask the person supervising you to provide feedback, they can do this by registering on OPAL as a practice supervisor and leaving feedback in this section or the comments section. There is a guided reflective template to help you record your learning.

Record of peer feedback.
You will be on placement with many other learners. Download the forms and ask them for feedback. Scan in the form and upload into this section.

Comments
Your practice supervisors and practice assessor can add comments in here. It is also used to record additional information. E.g. notes following a placement meeting with the practice education team, assessment requirements following an exam board. Make a note to check this area weekly.

Progression section
Your academic assessor will place their comments here following each placement. This can be useful in helping you to plan your objectives for the next placement.

Feedback
You can acquire feedback from a range of sources. This can be quite daunting when everyone is busy.

One way of managing this is to keep a daily record of your learning. Take 20 minutes out of the shift to make a note of your learning opportunities. Who supervised you? What did you do? What have you learned. The 4-quadrant approach can help you – Continue, Do more, Consider, Stop or do less. You can then approach the practice supervisor and ask them to confirm and offer feed back.

Example of 4 quadrant approach

Practice Supervisor: Sue Smith Date: 19 th November Learning opportunity:- Today I took the lead in a case review for a client I have cared for over the last 2 weeks	
Continue: I had prepared well and was confident of the information.	Do more: I could have advocated for the client a little more. I felt a bit nervous as there were so many people. Sue spoke up for me
Consider: I am going to read up about the multi professional team. I could have understood the role of the community O.T. better	Stop of do less of: I know that this will get better with practice but I must stop saying ‘you know’ all the time
Practice Supervisor comment: Sue thought I was a little hard on myself. She felt that I appeared confident and answered questions well. She agreed that I could benefit from completing spoke opportunities to learn more about the roles of the AHP team members.	

In some placement areas, they may ask you to complete daily learning logs.

By gathering the evidence as you go along, you are helping your practice assessor to be confident in confirming your progression.

Placement Checklist

Having a placement checklist can help you to manage your placement effectively.
Make a note of key dates so that you can seek help in good time.

Placement point	Actions	yes/ follow Up
Pre-placement	Contact placement 4 weeks before	
Date	Complete Orientation/ initial interview sections	
	Clarify practice education contact details	
	Contact details or link UPLA	
	Find out about the placement area	
	Request pre-placement visit or call to clarify specific needs	
	Invite practice supervisors and practice assessor into the portfolio	
Week 1	Complete Orientation	
Date Seek support if not completed in week one	Confirm practice supervisors and practice assessor	
	Complete initial interview	
	Confirm evidence needed for the assessment	
	Schedule midway interview	
	Confirm dates for summative assessments (medicines management; episode of care)	
	Complete timesheets weekly	
Midpoint	Prepare evidence by completing portfolio or providing in advance of meeting	
Date Seek support if not planned	Review feedback to date; discuss further learning	
	Clarify summative assessment if still to be completed	
	Confirm final interview	
Final week	Prepare evidence by completing portfolio and provide in advance of meeting	
Date Seek support if not planned for the last week	Review the placement assessment carefully before signing progression	
	let your Academic Assessor know it is all complete	
Post placement	Review feedback and make a note of areas for development in the next placement	
Date	Check that your portfolio is open for the next placement	
	Complete your placement evaluation	

Please remember, If your initial and midway, final interviews interview are not planned speak to:-

- Your Practice Placement Team
- The Practice Education Team
- The [University Practice Learning Adviser Team](#)
- Your Academic Assessor

Don't delay in asking for help.