



An essential guide for mentors supporting Paramedic Science students



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Introduction

This essential guide aims to provide you with information and answer questions you may have around supporting a Bournemouth University student paramedic. It will also highlight the support you have available to you from the University.

The University Practice Learning Advisors

The role of the University Practice Learning Advisor (UPLA) is to support mentors, practice assessor's and staff who are providing supervision and support to BU students. UPLA's can offer support in:

- Communication channels between the University and the placement partners. There is a link UPLA for each ambulance station.
 - Providing mentor and staff updates.
- Supporting placement providers in the audit and evaluation process.
- Supporting mentors through the failing student process.
- General advice to mentors and staff within practice.

The UPLA link for your station

Each ambulance station has a link UPLA to help with any Bournemouth University student issues

South Western Ambulance Service

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South Central Ambulance Service

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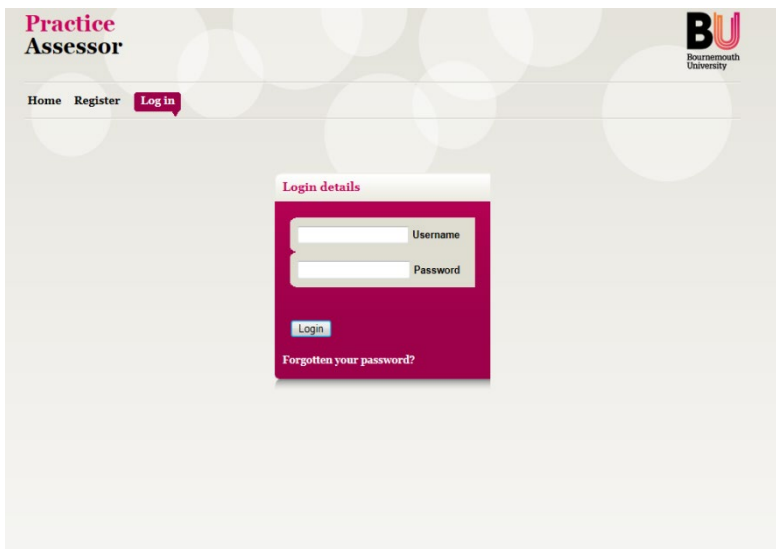
The UPLA team have also got a group email:

UPLA@bournemouth.ac.uk

Practice assessor website

This website is there to offer mentors information and guidance. You will find placement handbooks and year plans amongst other placement information for all BU healthcare programmes. To register all you will need to do is visit the web page below and create a password and username.

<http://practiceassessor.bournemouth.ac.uk/login>



The screenshot shows the 'Practice Assessor' website interface. At the top left, the text 'Practice Assessor' is displayed in a dark red font. To the right is the Bournemouth University logo, consisting of the letters 'BU' in a stylized font with 'Bournemouth University' written below it. A navigation bar contains the links 'Home', 'Register', and 'Log in', with 'Log in' highlighted in a dark red box. The main content area features a 'Login details' form with a dark red background. The form includes two input fields: 'Username' and 'Password'. Below the fields is a 'Login' button and a link that says 'Forgotten your password?'.

Academic Advisers



They are responsible for monitoring the student's personal and academic development. The UPLA and Student will keep them updated of any concerns and in particular when a student's placement deviates from normal expectations/arrangements.

Peter Phillips (Tutor)

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Expectations of our students

Working shifts –

Student Paramedics are required to work all ranges of shifts including nights. This ensures they can experience the 24 hour a day, 7 days a week nature of healthcare.

Working week-

Students are required to work a full working week and will be scheduled to work approximately 4 shifts a week whilst on placement.

Supernumerary status-

All students' paramedics are classed as supernumerary and will always 3rd man on an ambulance or a rapid response vehicle.

If a student is off sick-

Students should report any absence whilst on placements to the general reporting hotline 01202 965000 or hscplacements@bournemouth.ac.uk. The student should also advise their mentor as well as their scheduling department.

For SWAST- sickness reporting line - 03000 331331 (The same number should be used when booking fit for placement)

For SCAS- scheduling.department@scas.nhs.uk

Completing the Practice Assessment Documentation (PAD)

Grading Criteria

The grading criteria can be found at the beginning of the PAD documentation. The grading criteria will help you to grade your student over 4 main elements. This allows you to place your student within an academic bracket instead of providing a percentage for each element.

Grading Criteria

Grading Number	Academic Grade Brackets (%)	Legal and Ethical Issues	Communication	Patient Assessment	Paramedic Skills
0	0 - 19	Unable to apply basic principles Unable to work safely	Inappropriate communication	Inadequate ability to carry out assessment Unable to relate theory to practice	Unable to perform skills to acceptable level Unable to practice safely and effectively
1	20 - 39	Limited ability to apply basic principles Limited ability to work safely	Inconsistent communication skills not demonstrating care and compassion	Needs frequent prompting to perform assessment Little ability to relate theory and practice	Limited ability to perform skills without prompting Limited ability to perform safely and effectively
2	40 - 49	Application of principles requires some prompting Needs frequent guidance	Communicates clearly with compassion	Can carry out assessment with some prompting, some understanding of results Some ability to relate theory to practice	Needs frequent guidance and supervision to carry out skills
3	50 - 59	Applies principles but needs occasional support Can reflect on practice with help	Able to identify non-verbal cues	Can apply assessment to most patients and understand most results Can relate theory to practice in single situations	Needs occasional support to carry out skills Is proficient in appropriate skill-base
4	60 - 69	Can apply principles to majority of situations	Uses non-verbal communication effectively Is able to tailor communication effectively to meet diverse needs	Can carry out focused, in-depth assessment and understands results Can relate theory to practice in most situations	Performs skills safely and effectively with minimal supervision Starting to consider more complex skills

Professionalism

Following the 4 elements you will find a page for professionalism. On this page you will just need to sign the pass or fail box instead of providing a percentage.

Elements of practice (Year 1)			
5. Professionalism			
Paramedic Practice Portfolio 1 ILO 1 and 2			
Including, but no limited to: 1. Punctual in arriving for shifts 2. Wears uniform correctly 3. Acts in an appropriate manner when interacting with colleagues 4. Acts in an appropriate manner when dealing with patients and relatives 5. Acts in an appropriate manner when interacting with other health professionals 6. Maintains high standards of personal and professional conduct in accordance with the HCPC standards of conduct, performance and ethics			
Placement Number	Sign Pass	Sign Fail	Rationale (If fail)
1			
2			
3			
4			

Overall Mark

The overall mark is given for each placement and will represent the grades the student has been achieving. This is the only page in which you will provide a percentage mark.

The best way to work out this mark is to see what grading bracket your student has fallen into for the majority of their elements and then decide a percentage. On the following page is an example of grading a student.

Example:

- Legal and Ethical Issues = 4
- Communication= 4
- Patient assessment= 5
- Paramedic skills= 4

This student is likely to receive a grade within the grading bracket of 4 so will receive an academic grade that should be between 60-69%.

If your student has failed any of their elements and/or professionalism then they will receive 0%.

Overall Mark

Placement Number	Overall Mark (%)	Date	Signed 1 st Marker	Signed 2 nd Marker	Comments
1					
2					
3					
4					

Award overall mark (as a percentage) using the criteria set out in this document. The overall mark must represent the grades that have been achieved in the individual elements. If any elements are failed then the overall mark will be 0%.

2nd Marker

If your student is receiving a percentage below 40% or 70% and above then a 2nd marker is required. Ideally a 2nd marker should be another mentor who is able to witness the students practice. If the second marker cannot witness

practice directly, then a discussion should take place about the rationale for awarding the grade.

Interviews

Interviews are a vital part of student's progression within a clinical placement. Every placement will bring new challenges to each student and it is important for interviews to be carried out to highlight these.

Within the Practice Assessment Document (PAD) there is a Learning contract, mid placement and end of placement interview page for each placement. Below is a list of suggested times for interviews to be carried out:

Learning Contract-

Ideally on the first shift to allow the opportunity to identify learning needs for this placement.

Mid placement interview-

Approximately half way through the placement. This interview allows mentors to highlight any on-going issues and to identify any action plans needed. It's also a positive time to reinforce good practice.

End of Placement interview-

This should be completed within the last few shifts to allow the student to be debriefed about their placement and to also allow learning needs to be identified to the student for their next placement.



Development plan

Within the PAD there is a development plan for each placement. This can be completed if there are any areas of development identified and should be used when there are concerns regarding the student not practicing at the required level and therefore, could potentially result in a failed placement.

DEVELOPMENT PLAN – PLACEMENT 4: (To be completed by Mentor/UPLA/AA when specific areas for improvement are identified)

STUDENT:		MENTOR:	
AREA of DEVELOPMENT:		ANY FURTHER INFO:	
ACTION PLAN:			
S			
M			
A			
R			
T (Including Review Date)			
PERSONNEL INVOLVED IN COLLATING THIS PLAN:		SIGNED (Mentor): PRINT NAME and DATE: SIGNED (Student): PRINT NAME and DATE:	

ONE COPY TO REMAIN IN PAD- FURTHER COPY TO UNIVERSITY

Your link UPLA can help to complete this, if needed. Please do inform them as soon as possible, if concerns have been identified on placement.

Review page

REVIEW:



The review page provides an opportunity for you to write comments regarding the student's progression and can also be used by other colleagues that your student may work with to identify their progress and any on-going concerns.



If you have any questions or issues whilst mentoring a BU student paramedic then please contact your link UPLA:

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Sarah Keeley (Bournemouth North/Wimborne)
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Tel: 01202961192

Megan Jadzinski (New Forest and Hampshire)
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What clinical skills can a student paramedic perform?

Within your trust there will be a policy in place to advise you on what student paramedics are clinically allowed to practice under supervision. Following this each student's PAD document will have a skills passport included. This passport will be signed by the Student's University tutor when the student has received adequate training on the skill and is now competent to practice under direct supervision and discretion of a registered professional. Below is an example of this page:



Skills Passport

Once a student has received training in a skill it will be signed by the tutor. This will enable mentors to support the student in performing these skills in practice at the appropriate stage of their development.

Skill	Date of Training	Tutor Signature	Student Signature
Basic Life Support			
HTCL			
Oropharyngeal Airway			
Nasopharyngeal Airway			
Suction			
Manual Handling			
Vital signs			
Immobilisation			
Oxygen Therapy			
Nebuliser			
Intramuscular Injection			
IV Cannulation			
IO Access			
Intranasal Device			
Supraglottic Airway			
Endotracheal Intubation			
Needle Cricothyroidotomy			
Needle Thoracocentesis			

Below is also a list which highlights what skills students are taught in which academic year. This list should work as an aid to help you understand at what point your student is at within their clinical abilities. This is subject to change, but a list of skills in which the student is able to perform can be found in the PAD under 'skills passport'.

1st Year:

- Manual airway management
- Op Insertion
- Np Insertion
- Suction
- Laryngeal mask airway/igel
- Adult BLS
- Cannulation
- Drug administration (Not IV)

2nd Year:

- Adult Intubation
- Paediatric Intubation
- Cricothyrotomy
- Needle Thoracocentesis
- Paediatric ALS
- Adult ALS
- Intra Osseous



Student Paramedic drug administration

Incorporated into the PAD documentation is a drug administration sheet. This sheet highlights medications that are administered across both trusts. This page will be completed and signed by the University tutor when the student has successfully completed their pharmacology module and has received training within simulation on drug administration.

Only when this page has been signed can the student start to administer oral, sublingual, inhaled and intramuscular under the supervision of a registered professional.



Bournemouth University Student Drug Administration

Student Name: _____

This student has successfully completed a module called Pharmacology for Paramedic Science and has received training in simulation to perform intramuscular injections. The student may now administer, under supervision from a registered healthcare professional, the following medicines:

Oral/Sublingual/Inhaled	Intramuscular Injections
Aspirin	Adrenaline 1:1000 IM only
Clopidogrel	Chlorphenamine IM only
Entonox	Glucagon IM
Glucose gel 40%	Hydrocortisone IM only
GTN	Naloxone IM only
Ibuprofen	Syntometrine IM only
Ipratropium Bromide	
Loratadine	
Oxygen	
Paracetamol	
Salbutamol	

Students are not permitted to administer intravascular or intraosseous drugs.



Thank you for mentoring a Bournemouth University Paramedic student. The time and effort you put into supporting our students in placement is greatly appreciated. Clinical placements for our students are a vital part of their programme and without your contribution it is recognised that placements wouldn't be able to happen.

Following our students being in placement we asked for them to provide a word or sentence that sums up their experience. Here is a few:

'Great Paramedics who were great to work with'

'My placement was excellent I really enjoyed it'

'I've learnt loads whilst being on placement'

'My mentor was great to work with and enthusiastic about teaching me'