

BSc (Hons) Paramedic Science (B950)

Programme Handbook  
2019-20



# Programme Handbook

The Programme Handbook provides you with a reference point throughout your studies at UWE

**Programme name:** BSc (Hons) Paramedic Science

**Programme Lead:** Jedd Billing

**Campus and Cohort:** Glenside cohort 007 - 2019

**Academic Year:** 2019/2020

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## Welcome!

A very warm welcome to our course, this handbook contains information that will be vital to you throughout your studies. The BSc (Hons) in Paramedic Science at UWE is now in its fifth year and offers an exciting step forward in the development of the Paramedic profession. Emergency Care is a complex, multi-dimensional and dynamic area of both study and practice. Pre-hospital, unscheduled and emergency care can be studied from a number of viewpoints, including individual, community, societal and global perspectives that are diverse and at times, controversial. Paramedic practice is an expanding area of the United Kingdom National Health Service with new roles and responsibilities constantly being introduced.

Understanding prehospital, unscheduled and emergency care and related issues requires an appreciation of the inter-relationship of a number of theoretical perspectives including those arising from the disciplines of philosophy, social sciences, humanities and the life sciences and these are reflected in the modules you will study.

Traditionally ambulance services have been organised around the needs of patients with life threatening emergencies. Whilst this is an important element of the education of Paramedics, it should be recognised that only 10% of patients that ring 999 have a life threatening emergency. Many patients have urgent primary or social needs (Taking Health Care to the Patient 2, DoH: 2011). Paramedics also have significant potential to contribute to health promotion and prevention of emergencies. The revised education of Paramedics must therefore, prepare them not only to cope with emergencies but also to effectively manage patients with minor injuries and illness and chronic conditions and hence contribute to a reduction in patients that need to attend the Emergency Department.

Lecturers and staff at the University of the West of England are enthusiastic and committed to supporting your development and the achievement of your potential. We sincerely hope you find your study here an amazing and enjoyable experience and that each one of you will go on to make a unique contribution to the field of Medicine.

## Aim of the Handbook

The handbook is designed to provide information relevant to the programme. The information in the handbook may also be provided in a number of other electronic or paper sources and this document provides links to the definitive data sources wherever possible. Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

## Programme team information

Name	Position	Contact information
Sarah Todd	Associate Head of Department	Telephone:0117 3287434 UWE extension:87434 Email:Sarah2.Todd@uwe.ac.uk Room Glenside: BBC2029
Jedd Billing	Programme Leader	Telephone: 0117 3288951 UWE extension: 88951 Email: <a href="mailto:jedd.billing@uwe.ac.uk">jedd.billing@uwe.ac.uk</a> Room Glenside: BBC2015
Gary Smart	Senior Lecturer	Telephone: 0117 3288844 UWE extension: 88951 Email: <a href="mailto:gary.smart@uwe.ac.uk">gary.smart@uwe.ac.uk</a> Room Glenside: BBC2015
Nigel Fortune	Senior Lecturer	Telephone:0117 3287583 UWE extension: 87583 Email: nigel2.fortune@uwe.ac.uk Room Glenside: BBC2019
Martyn Whatmore	Senior Lecturer	Telephone:0117 3288540 UWE extension: 88540 Email:martin.whatmore@uwe.ac.uk Room Glenside: BBC2024

Nick Miller	Senior Lecturer	Telephone:0117 3287674 UWE extension: 87674 Email: nick.miller@uwe.ac.uk Room Glenside: BBC2019
Simon Kersey	Senior Lecture	Telephone: 0117 3287795 UWE extension:87795 Email: simon2.kersey@uwe.ac.uk Room Glenside: BBC2019
Jane Collins	Senior Lecturer	Telephone:0117 3288950 UWE extension: 88950 Email: jane5.collins@uwe.ac.uk Room Glenside: BBC2019
Julian Simpson	Senior Lecturer	Telephone: 0117 3288952 UWE extension: 88952 Email: julian.simpson@uwe.ac.uk Room Glenside: BBC2015
Philip Elverd	Senior Lecturer	Telephone: 0117 3287702 UWE extension: 87702 Email: phillip.elverd@uwe.ac.uk Room Glenside:BBC2024
Louisa Jamieson	Senior Lecturer	Telephone: 0117 3282835 UWE extension: 82835 Email: louisa.jamieson@uwe.ac.uk Room Glenside: BBC2019
Jemma Penny	Senior Lecturer	Telephone: 0117 3282116 UWE extension: 82116 Email: Jemma.penny@uwe.ac.uk Room Glenside:BBC2028
Louise Cox	Senior Lecturer	Telephone: 0117 3TBC UWE extension: TBC Email: louise.cox.@uwe.ac.uk Room Glenside: BBC2024
Joanne Markerson	Lecturer	Telephone: 0117 3285137 UWE extension: 85137 Email:joanne.markerson@uwe.ac.uk Room Glenside: BBC2024
George Turner	Lecturer	Telephone: 0117 328 5139 UWE extension: 85139 Email: george7.turner@uwe.ac.uk Room Glenside:BBC2019



## Programme Aims

The overall aims of the programme are:-

1. To equip the student with the knowledge, skills and professional standards required to practice as a paramedic
2. To develop graduates who are eligible to apply for Paramedic registration with the Health and Care Professions Council

In so doing it will develop safe and effective graduate practitioners who:

- Undertake a reflective and evaluative approach to their professional practice
- Have sound knowledge, understanding and skills that are evidence based in order to practice as a graduate paramedic
- Are able to integrate theory with practice using critical analysis, clinical reasoning and problem solving to enhance practice.
- Can work collaboratively with other health care professionals in practice
- Value continual professional development and lifelong learning
- Can undertake comprehensive assessment and examination using a range of diagnostic

## The Course

The programme aims to develop practitioners who are equipped with the skills, knowledge and competencies to register as paramedics with the Health and Care Professions Council and to meet the requirements articulated in the QAA benchmark statements for Health Care Programmes – Paramedic Science and builds upon the College of Paramedic's Curriculum Framework for Ambulance Education (2017).

The programme is designed to enable the paramedic to be adaptable, manage and be responsive to changes in health and unscheduled emergency care provision, and be able to work both autonomously and as part of a multidisciplinary team.

The ability to respond positively to change within an emergent profession is vital to its survival and this programme is designed to equip practitioners with the requisite knowledge and skills to be responsive and in a position to develop and enhance the paramedic and emergency care profession. It encourages from the outset continuing professional development.

## The Paramedic Graduate

The acquisition of the core paramedic knowledge and skills is facilitated through empowering the student to be responsible for their learning. A distinctive feature of this programme is recognition of the importance of practice placements as the primary site of experiential learning and the incorporation of practice based assessments as part of the assessment process.

Paramedic Science graduates will be able to demonstrate knowledge of all aspects of pre-hospital emergency care including both urgent care and critical care. They will demonstrate the skills and attitudes necessary to providing effective and holistic care and be aware of the impact of psychological, sociological, anatomical and physiological factors affecting the acutely sick or injured service user.

Graduates will be able to demonstrate clinical reasoning and problem solving skills relating to these factors and to apply their knowledge in practice. In addition, they will have shown that they are able to demonstrate teamwork in multi-professional working. They will be able to apply evidence based practice interventions; they will understand life sciences which underpin practice and the principles and practice of administering emergency medication. They will be able to integrate theory with practice using critical analysis, reasoning and problem solving to enhance practice. They will be able to use autonomous judgment and they will have developed an enquiring and analytical approach to their practice. They will have the ability to critique and review research evidence to underpin practice.

The programme emphasises the importance of interpersonal skills to calm and reassure the service user and their relatives at a time of crisis and high anxiety. They will also have the ability to apply risk assessments in the unpredictable context of pre-hospital emergency care. On completion of the degree, graduates will be able to evaluate their own provision of emergency and urgent care and that of others. They will be able to communicate well with the service user and to where appropriate, consider care alternative pathways to transport. In addition, they will be competent, reflective and reflexive practitioners with an understanding of clinical and key performance indicators in the sector and the challenges which arise from these.

Paramedic graduates will be able to adhere to the professional codes of conduct for their chosen profession. Graduates of the Paramedic course will be able to demonstrate personal leadership and be able to work well as part of a team. They will have shown that they hold patient care in prioritisation of workload and, at the point of qualification they will be fit to practice as an entry-level paramedic.

The programme is made up of 17 modules and 46 weeks of practice placement spread over the 3 years of the course. There are no optional modules. You must complete all modules and placements as a part of your preparation to register as a Paramedic.

## Programme Structure and Module content

You will be given access to an academic personal tutor (APT) who will be your main source of support in relation to your studies. Each module has a dedicated online learning platform (Blackboard) where you will be given access to all learning materials and assessment advice. There is also a programme specific blackboard site through which the teaching team will give regular updates about the course.

The modules are taught at different academic levels, with level 1 modules being the easiest and level 3 modules being more difficult. There are six modules at level 1, six modules at level 2 and five modules at level 3. Some modules may be studied alongside other health and social care students. The modules that will be studied are listed below.

You will be given detailed information about the content of each module by the Module Leader at the start of each module. A brief outline of each module is provided below.

Year of Study	Module Title	Brief module outline
Year 1	UZYSV9-15-1 Interpersonal skills for Paramedic – Year 1	Theories of communication. Approaches to communication. Communication conventions. Communication tools and techniques. Listening skills. Verbal and non-verbal communication. Building empathy and trust. Power, ethics and diversity issues. Consultation, participation and negotiation. Environmental and interpersonal barriers to communication. Understanding the communication needs of others. Responding to angry, aggressive or violent reactions. Working with resistance. Self-awareness. Sources of support and information. Issues of confidentiality and reporting.
Year 1	UZYSVG-15-1 Principles of Prehospital Emergency Care – Year 1	Organisation in cells and the human body. Control and co-ordination. Maintenance of life. Growth, development, genetics and reproduction. Anatomy and physiology, pharmacology, microbiology, epidemiology. Mechanisms of disease and general pathophysiological processes.
Year 1	UZYSVA-30-1 Life Sciences for Paramedics	Principles of hygiene and personal protection. Hand washig, staying healthy as a student paramedic. Scene assessment. Examination and assessment, taking a history, primary and secondary survey, basic observations. Acute medical conditions, respiratory conditions, hypoxia, cardiac conditions. Neurological emergencies. Acute

		trauma, wounds, bleeding and shock. Injuries to bones, joints, tendons and ligaments. Head injuries, chest injuries, abdominal and pelvic injuries, spinal injury, burns and scalds.
Year 1	UZYSVC-15-1 Medical Conditions Emergency Care	Respiratory emergencies, cardiovascular emergencies, neurological emergencies. Endocrine emergencies, allergic reactions. Gastrointestinal emergencies. Renal and urological emergencies. Toxicology: substance abuse and poisoning. Haematological emergencies, environmental emergencies, gynaecological emergencies.
Year 1	UZYSVJ-15-1 Trauma Emergency Care	Trauma, the disease: the aetiology and epidemiology of major trauma. Trauma services in the UK. The kinetics of trauma. The pathophysiology of shock, haemorrhage and the response to injury. Principles of major trauma management for, poly-trauma, brain and spinal cord trauma, torso trauma, chest trauma, abdominal and pelvic trauma, shock and catastrophic haemorrhage. Thermal injury, long-bone fracture.
Year 1	UZYSVM-30-1 Foundations of Paramedic Practice	Airway management including the use of suction, BVM and basic airway adjuncts. Basic life support for the adult, child, infant and newborn. Intermediate life support including the use of supra-glottic airways and automated external defibrillation. The taking and recording of clinical observations including heart rate; respiratory rate; blood pressure; peak flow; temperature and blood glucose testing. Assessing the trauma patient. Assessing the medical patient. Cardiac monitoring and recording the 12-lead ECG. The use of medical gases including oxygen and entenox therapy, nebulization and recording oxygen saturations. Road traffic collision extrication and rescue. The use and application of extrication boards, cervical collars, vacuum mattresses, orthopaedic stretchers and other items of ambulance equipment. Wound assessment and dressing. Fracture assessment and application of a variety of splints.
Year 2	UZYSVH-30-2 Psycho-Social Aspects of Paramedic Practice	The relevance of the social and psychological sciences to paramedic practice. Psychosocial factors affecting health and wellbeing, housing, nutrition, socio-economic grouping, social inclusion/exclusion, chronic illness. Safeguarding children and young people, vulnerable adults. Emergency mental health, the Mental Health Act, the Mental Capacity Act, overview of mental health services, self-harm and suicide, mental health crisis and mental health disorders.
Year 2	UZYSV8-15-2 Evidence Based Paramedic Practice	The development of evidence based practice, the evidence for paramedic practice. The meaning of evidence, exploring the hierarchy of evidence. Evaluating the quality of evidence, research methods. Integrating evidence into clinical practice. The role of evidence in justifying practice. Clinical governance, clinical audits, ambulance clinical quality indicators. How clinical guidelines are developed. Critical appraisal. Ethical considerations. Professional literature.
Year 2	UZYSVF-15-2 Pre-hospital Emergency Care of the Child	Child development and anatomical and physiological differences between the child and adult. Recognising and assessing the sick child. Safeguarding children. The child in trauma, medical emergencies in children. Ethical and medico-legal issues. The child with learning difficulties. Death of a child and end of life care.

Year 2	UZYSV7-15-2 Emergency Care of the Elderly	Aging, the older population demographics, stereotyping. Psychosocial aspects of aging. Normal physiological changes. Communicating with older people and their carers. End of life care, assessment skills. Falls. Commonly presenting conditions: Trauma and musculoskeletal disorders, medical emergencies, mental health. Safeguarding and elder abuse. Pharmacology and polypharmacy.
Year 2	UZYSVD-30-2 Paramedic Practice 1	Advanced airway management and ventilation. Endotracheal intubation. Needle cricothyrotomy. Intravenous therapy, intravenous cannulation. Intravenous infusion, intraosseous cannulation, intraosseous infusion. Needle thoracentesis.
Year 2	UZYSV3-15-2 Advanced Life Support Skills	Aetiology of cardiac arrest, anticipating cardiac arrest. The airway and ventilation in cardiac arrest. Advances life support for the adult shockable and non-shockable rhythms, reversible causes. Cardiac arrest in special circumstances, peri-arrest rhythms. Advanced life support for the child. Post cardiac arrest syndrome. ROSC, DNAR.
Year 3	UZYSV5-30-3 Contemporary Paramedic Practice	The management of minor illness, community care pathways, networks and interprofessional working. Principles of "see and treat". Treatment and referral processes. The management of minor injury, wound evaluation and care. Wound closure. The role of minor injury units. Management of long term conditions. Clinical guidelines and their effects on practice. Paramedic interventions and care pathways. Key performance indicators.
Year 3	UZYSVE-30-3 Paramedic Practice 2	History taking, interprofessional communication and referral processes. Diagnostic reasoning, differential diagnosis and heuristics and managing risk. Red flags and safety netting. Ethics and law that underpins paramedic practice (duty of care, limits and scope of practice etc.) The evidence and appropriate clinical decision making rules. Community care pathways and interprofessional practice. Clinical assessment and diagnostic reasoning for, respiratory conditions, cardiovascular conditions, nervous system conditions, endocrine system conditions, musculoskeletal (minor injury and illness). Integumentary system (rashes, soft tissue injuries etc). Gastrointestinal conditions, genitourinary conditions.
Year 3	UZYSVB-15-3 Major Incident Clinical Care	Disasters and emergency medicine. Mass casualty incidents. Emergency services response, health services response, support services response. Major incident management, including structure, roles and equipment. Triage, primary and secondary. Casualty clearing. Response to terrorist incidents, chemical, biological, radiological, nuclear, explosions. Post-incident considerations.
Year 3	UZYSV6-15-3 Applied Paramedic Pharmacology	Introduction: An overview of pharmacology and therapeutics in pre-hospital emergency, critical and urgent care. Medicines, ethics, the law and safe practice. How drugs work: Pharmacokinetics and pharmacodynamics and the therapeutic response across the life-span. Principles of drug administration and calculating dosage. Indications, contra-indications, side effects and dosages of pharmacotherapy affecting the central nervous system, the cardiovascular system, the respiratory system, the digestive system and the endocrine system. Indications, contra-indications, side effects and dosages of analgesic and anti-inflammatory pharmacotherapy, antibiotic pharmacotherapy, sedative and anaesthetic pharmacotherapy. Anti-emetic pharmacotherapy. The harmful effects

		of drugs including adverse drug reactions, interactions and allergic response. Overdose and recognition of toxidromes.
Year 3	UZYSV4-30-3 Advancing Paramedic Practice Dissertation	Identifying, defining and evaluating problems in practice. Theoretical frameworks for analysis of professional practice issues, with appreciation of clinical governance and continuous quality improvement. Proposal writing. Evidence based practice, methods of enquiry. Evaluating evidence.

## Teaching methods

All modules are taught by an expert, enthusiastic faculty member, who will guide you and develop your skills and understanding of the module content through the course of the module. Where applicable outside experts will be brought in to teach content.

All modules will include a range of teaching methods including but not limited to:

Lectures, seminars, flipped classroom, small group work, simulation, skills practice, scenario based exercises, technology enhanced learning, problem based learning and interdisciplinary learning.

## Attendance and professional behavior

You must behave at all times in a manner appropriate to the regulations and procedures of the university and in accordance with the HCPC Guidance on conduct and ethics for students. For details see links below to the Health Care Professions Council website and the UWE professional suitability guidance page:

<https://www.hcpc-uk.org/globalassets/resources/guidance/guidance-on-conduct-and-ethics-for-students.pdf>

<https://www2.uwe.ac.uk/services/Marketing/about-us/pdf/professional-suitability-and-conduct-procedure.pdf>

You must disclose any spent or unspent criminal convictions or cautions prior to joining the course or at any time during the course. Criminal offences particularly those involving dishonesty or the use of drugs or alcohol are likely to raise questions about your fitness to practice and will be referred to the professional suitability team and your studies may be discontinued. If you fail to disclose and it subsequently comes to light, this will also be investigated.

Since the Degree in Paramedic Science confers eligibility to apply for registration with the HCPC, and thus a licence to practice as a Paramedic, full attendance to lectures and practice placements is considered essential to facilitate safe practice.

Unexplained absence either during the University blocks or placement blocks will result in a meeting with the Programme Leader. The student may be asked to withdraw from the course.

Unacceptable attendance levels will normally result in a student not achieving their Degree and they will therefore not be eligible to apply for HCPC registration.

**100% attendance is required for placement and university hours and if attendance drops below 90% we will consider managing this under the Professional Suitability process and your place on the programme may be in jeopardy.**

**In addition students must attend a minimum of 90% of practical sessions in order to attend the relevant observed structured clinical exam (OSCE) or structured observed practical exam (SOPE).**

In order to be eligible for the award a student **must undertake a minimum of 1725 hours** of professional practice in recognised practice placements over the three years. This will consist of 600 hours in each of Years 1 and 2 and 525 hours in Year 3. Students who fail to achieve the minimum hours of practice placements will not be eligible for the awards until missed hours are made up. Attendance on placements will be closely monitored.

The following points in relation to placement hours **must be** adhered to:

- Placement hours must be accurately recorded in your Practice Assessment Document. **It is the student's responsibility to keep their record of placement hours up to date and safe.**
- All hours worked must be confirmed by a **qualified person in practice.**

## Holiday

Holidays should only be taken during the official University breaks.

## Shift patterns

You will be expected to work a variety of shifts, including weekends and nights, for the duration of your course. These shifts can be up to 12 hours or longer duration.

## Sickness and absence policy

Time away from practice is recorded as sickness or absence. Sickness refers to time away because of ill health. The correct procedure (see below and page 22) should be followed when reporting sick. Absence refers to any absence except reported sickness. Authorised absence or compassionate leave can be granted by the Programme Leader at UWE but it is still recorded as 'ABSENT' on your timesheet.

The procedure for reporting sick is as follows: When reporting sick for a placement, the student should contact the placement area before the shift is due to start **and** contact the Practice Placement Unit Absence Line: **0117 328 3283**. You must also email your Academic Personal Tutor to inform them that you are absent.

Students should make it clear when they anticipate returning to work. If there is any change, students should contact the placement again.

- Students should make a note of who the message is given to
- Students should follow any local reporting procedures, if any are in place.
- Students must comply with any local occupational health policies on, for example, return to placement following illness
- When reporting sick for lectures, the student should contact their Academic Personal Tutor or e-mail the module leader or the programme leader [Jedd.Billing@uwe.ac.uk](mailto:Jedd.Billing@uwe.ac.uk)
- If sickness absence exceeds three days (including rostered days off), students must submit a self-certification form which should be submitted directly to the programme leader



- If sickness is five days or more (including rostered days off), a medical certificate is required. This again should be submitted to the programme leader
- Where non-attendance is giving cause for concern, students will be required to discuss the nature of such absences with the programme leader and thereafter with the head of school.
- Requests for authorised absence (for compassionate and other reasons) must be made through the programme leader. Requests will be considered on an individual basis.

#### **Lateness**

- The student is expected to be on time for lectures and placements. **Three unexcused late arrivals will be considered one complete absence.** As stated previously, if a student accrues absence, they may be asked to withdraw from the course.

## Student Paramedic Uniform Policy

It is essential that you wear uniform whilst on placement. Remember, the Ambulance Service is an emergency service and wearing uniform, including personal protective equipment, is an important part of the professional appearance, as well as being a health and safety consideration. **NOTE: This is non-negotiable**

Performance criteria	Rationale
ID badge worn and visible Epaulette sleeves worn	Ensure patient can determine who you are and your position: and that you are an identified member of staff Helps informed consent
Hair tied securely back, or of a tidy appearance requiring minimal attendance	To maintain professional image Practicality
Arms to be naked from the elbow down with possible exception of a smooth wedding band	To allow hand washing to take place Jewellery and watches inhibit good hand washing Dirt and bacteria can remain beneath jewellery after hand washing
Clean short and unvarnished finger nails No false nails	Long and/or false nails may be a source of infection by harbouring dirt and bacteria Nail varnish can become cracked, which could lead to contamination by potentially harbouring bacteria and microscopic imperfections of the varnish.

	Long nails will pierce gloves and also have potential to injure patients during manual handling Practicality
Ear piercings – studs should be worn Facial piercings – wear blanks (clear plastic)	To maintain a professional image To ensure health and safety
Clean laundered and well maintained uniform worn	To maintain a professional image To prevent transfer of potentially pathogenic micro-organisms from users to patients.
Safety footwear worn	Foot protection in unpredictable environments
Footwear clean	To maintain a professional image To reduce the risk of cross infection

When undertaking assessments (OSCEs) at the University, student paramedics will be expected to wear uniform

## Clinical Placements

An important part of your course will be the time spent on practice placements. **Some of the practice placements are compulsory and others are optional.** These placements will be in a variety of healthcare settings across the geographical area covered by the South Western Ambulance Service NHS Trust. The majority of placements that you are allocated will require you to travel. It is your responsibility to ensure that you get to the placement on time.

Mandatory or optional	Placement
Mandatory	South West Ambulance Service Emergency departments Children's department Central delivery suites Operating theatres

	Minor injuries units Mental Health wards and clinics Hazardous Area Response Team
Optional opportunities	Primary care Hospice care International exchange programme (Erasmus)

The majority of placement is with an allocated practice placement educator (PPEd) in the Ambulance Service. The PPEd is responsible for helping you to develop your clinical skills in the practice environment and takes responsibility for signing you off in placement.

The learning outcomes that you need to complete whilst on practice placements are outlined in your Practice Assessment Document. It will be your responsibility to complete the Practice Assessment Document and to keep it safe. If your Practice Assessment Document is lost or incomplete by the end of the course it will affect your eligibility to register as a paramedic on completion of the course. Please remember to let the Programme Leader know if your Practice Placement Educator is unwilling to sign any of your learning outcomes. This is **very important** as any unsigned learning outcomes may mean that you will fail the course.

Please remember that to be eligible for award completion and thereby for registration, you must complete a minimum of 1725 hours of supervised practice. If you lose hours through sickness then you must make every endeavour to make the time up as soon as possible within the placement concerned wherever possible. If at the end of the course you have not completed sufficient hours you will need to undertake a further period of clinical work. You **must inform your APT** at the earliest opportunity if you believe you may not reach the target hours as it may have consequences for your progression onto the next level of study or on your eligibility to register.

### **Student responsibilities before the placements**

- Contact the Practice Placement Educator to introduce yourself, confirm the starting date and time, clarify the dress code and to discuss any concerns that you have relating to your practice learning.

- Ensure that you understand the specific expectations of your allocated practice placement. You will receive some guidance on this from your module leaders but will also need to be continuously aware of the learning outcomes contained in the Practice Assessment Document.

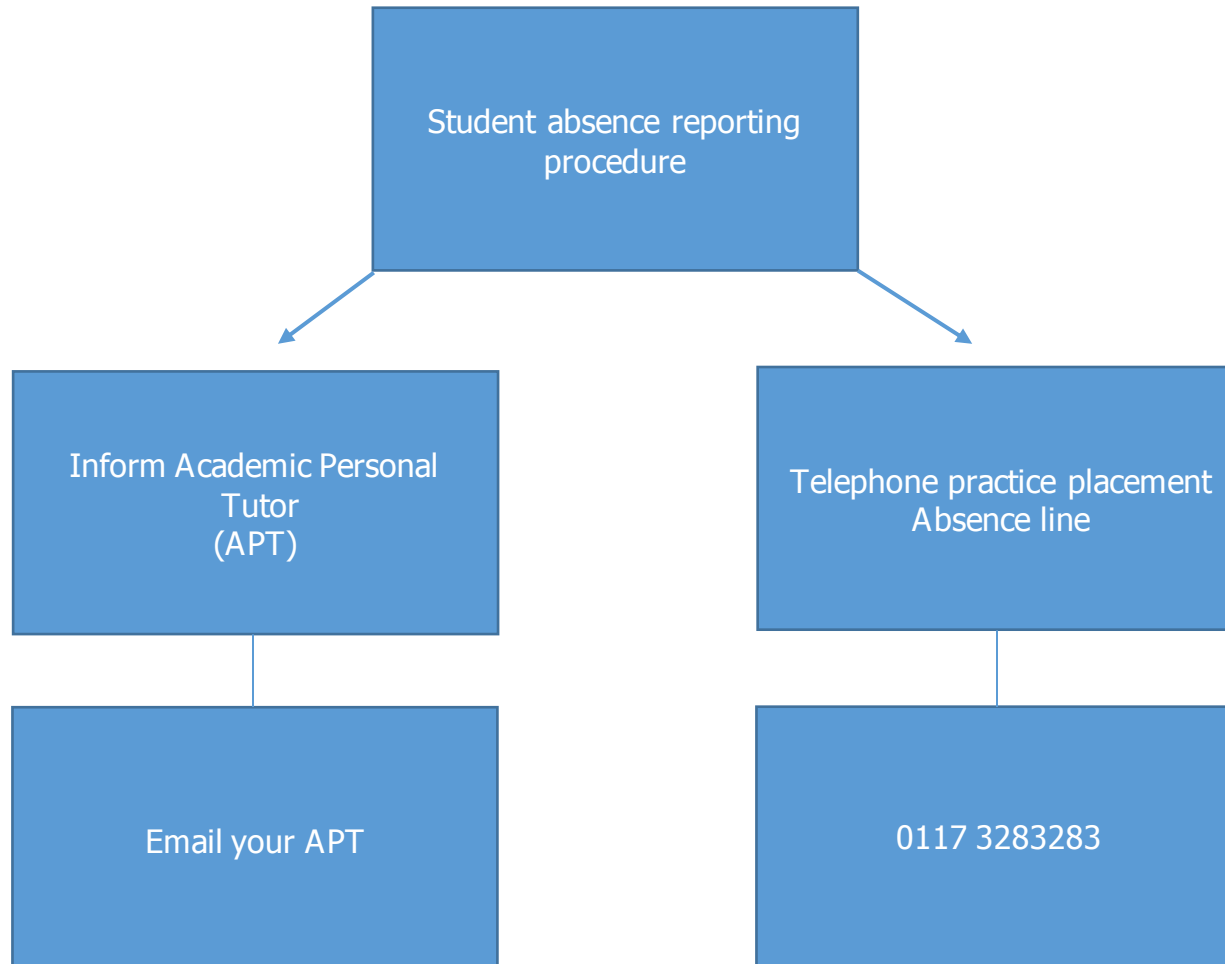
**During the practice placement you must:**

- act at all times in accordance with the relevant codes of professional practice. (For detail log on to the Health Care Professions Council website: <http://www.hcpc-uk.org/>)
- carry out your duties in a professional and ethical way,
- follow all Health and Safety instructions
- maintain confidentiality in regards to patients, clients and service users. Remember that you **MUST NOT** include any patient identifiable information in your portfolio
- behave with integrity and be punctual, reliable, courteous and honest
- identify suitable learning opportunities to complete your Practice Assessment Document (Portfolio)
- ensure that any skills attempted are under the supervision of a skilled practitioner
- act within the limits of your knowledge, skills and experience and, if necessary, refer on to another professional
- discuss any difficulties that you have with your Practice Placement Educator and then, if necessary, your personal tutor
- adopt a questioning and reflective approach to your learning; to increase self-awareness, confidence and competence. Where appropriate give and receive feedback
- seek help from the faculty student advisers, if issues such as finance, accommodation or personal issues are impinging on your practice learning
- limit your work or stop practicing if your performance or judgement is affected by your health
- comply with the UWE sickness and absence policy and the placements reporting arrangements
- comply with the uniform policy as outlined in this document
- Please see the flowchart below with details of how you should report any absences from placement.

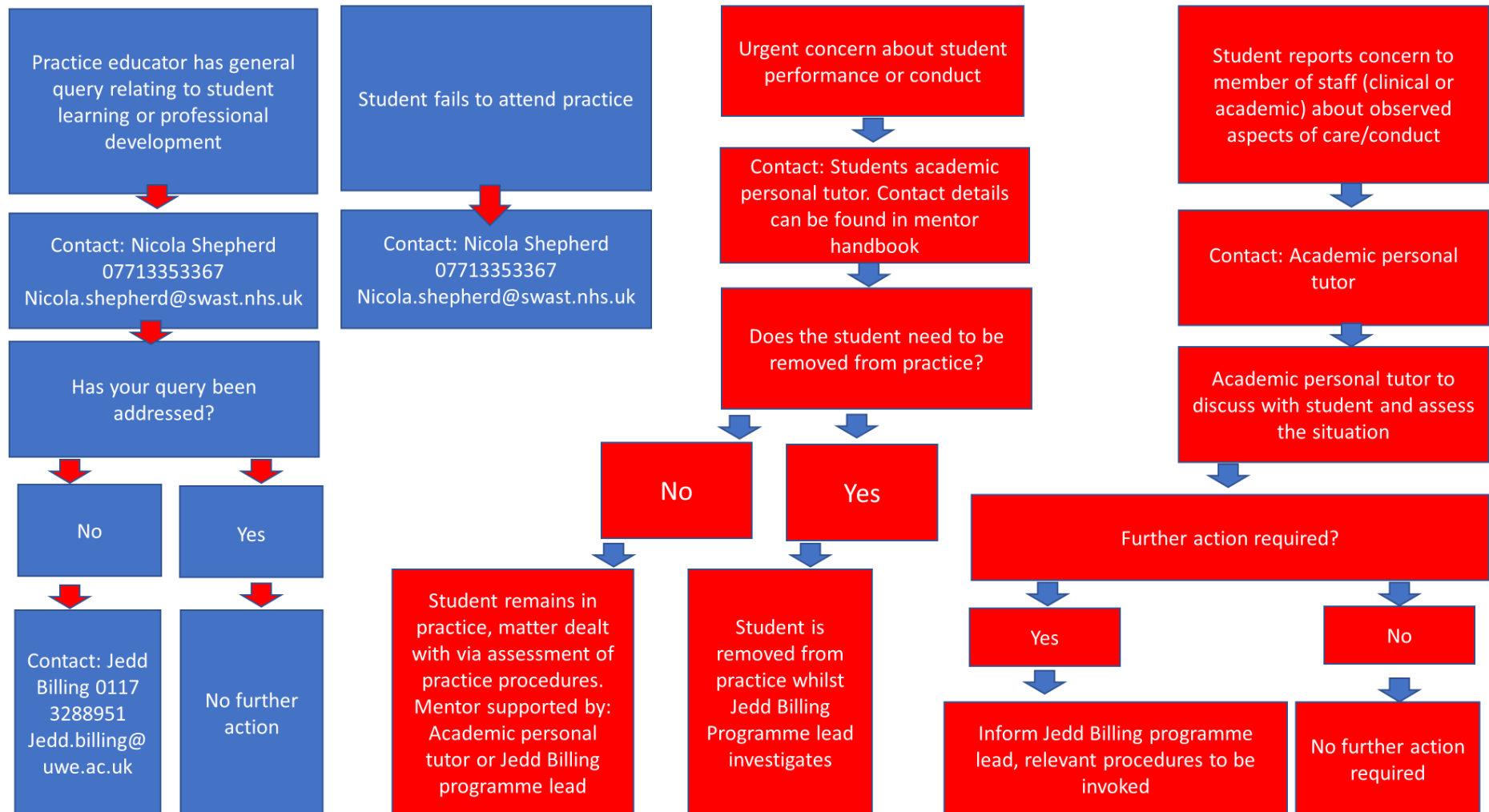
**Practice Placement Educator responsibility during placement:**

- Whilst completing practice placement modules, you will be allocated an individual practice educator who will supervise you through placement. This individual will offer you support in conjunction with other healthcare staff. They will support and guide you in the achievement of the module practice placement outcomes, your personal objectives and key skills. The practice educator will facilitate practice learning as well as providing an assessment of your achievement. Practice educators will be expected to confirm that you have reached a satisfactory level in the relevant work based competencies within the practice assessment document and that the minimum placement hour have been achieved. Final sign off will be completed by a practice educator within the ambulance trust who must be a paramedic registered with the HCPC. The final sign off will take place at the end of each year.

## Clinical placement absence reporting procedure



## Raising concerns in practice procedure (PPed=Blue. Student=Red)



## How your degree will be calculated

Due to variations between the total credit requirements for different degree with honours awards, a single University-wide formula, which uses the same number of credits for all students, is used to calculate degree classifications. This is unless a professional or statutory body requires the use of a different method. Your Programme Leader will be able to advise you if this is the case for your award. The key features of the formula are:

- Only the marks for 100 credits at level 3 and 100 credits at level 2 (or other level 3 credits) are included.
- Marks for the 100 level 3 credits are weighted three times those at level 2.
- Marks used are the best overall module marks a student has achieved.

Please see the UWE website for more information:

<http://www1.uwe.ac.uk/students/academicadvice/degreeclassification>

## Non-standard calculations

If the total credit value of the best module marks at level 3 add up to more than 100, only part of the credit for the module with the lowest mark will be used in the level 3 calculation. The remaining credit will be carried over to the level 2 set of marks and treated as a level 2 module. The partial module credit and the mark may then be included in the best overall marks if it falls into the best 100 credits at level 2.

For example:

A student has 5 x 30 credit modules at Level 3 and 3 x 30 credit modules at Level 2.



Level 3 marks (ranked in order – highest first)	Credit size	Running total (100 max)
69%	Module A – 30 credits	30 credits
58.1%	Module B – 30 credits	60 credits
56%	Module C – 30 credits	90 credits
52.2%	Module D – 30 credits	100 credits (10 of the 30 credits are used in the level 3 calculation)
48.8%	Module E – 30 credits	Not included in the calculation as this is the lowest mark
Level 2 marks (ranked in order – highest first)	Credit size	Running total (100 max)
65%	Module F – 30 credits	30
60.9%	Module G – 30 credits	60
53.3%	Module H – 30 credits	90
52.2% (level 3 module, moved down to level 2)	Module D – 30 credits	100 (10 of the 30 credits are used in the level 2 calculation)

In exceptional circumstances for example, where some of module marks are not expressed as percentages, or where the credit total includes modules awarded as Accredited Learning, the total credits counting towards the classification at one or both levels may be lower than 100 credits. In these circumstances the degree will be calculated on the basis of all available marks at each level.

## Awards including Exit Awards

Successful completion of the BSc (Hons) Paramedic Science only, will lead to eligibility for admission to the HCPC register. Students will be responsible for applying direct to the HCPC for registration. There are exit awards available for those who are unsuccessful on the full BSc (Hons) programme (these do not lead to eligibility to apply to the HCPC register) as detailed below:

Credits	Level	Award
120 credits	1	Certificate in Health and Social Care
240 credits	1 and 2	Diploma in Health and Social Care
300	1, 2 and 3	BSc Health and Social Care
360 (including 30 credit dissertation)	1, 2 and 3	BSc (Hons) Paramedic Science

## Foundation Degree

A Foundation degree contributes 240 credits towards the total of 360 for an honours degree, and students take the remaining 120 credits in year 3. The classification for students who progress from a Foundation Degree to the final year of an honours degree will be calculated based only on the marks achieved in that year.

In the Calculation, the best overall module marks for 100 credits achieved at level 3 are weighted three times those of the remaining 20 credits.

## Additional Information

The academic year dates are published on the University website, see:

<http://www1.uwe.ac.uk/aboutus/termdates/2012-13termdates.aspx>

## Key Faculty Staff

The Administration Team for the Paramedic Programme can be contacted through [HAS.SAT@uwe.ac.uk](mailto:HAS.SAT@uwe.ac.uk)

The Library contact for the Paramedic Programme is Pauline Shaw and she may be contacted through:- [Pauline.Shaw@uwe.ac.uk](mailto:Pauline.Shaw@uwe.ac.uk)

## Communication

The main communication channel used by the University and the Faculty is the UWE student portal, myUWE. The myUWE link appears at the top of the University staff and student intranet home page alongside that of the library and gives you access to the portal, where much of the information relevant to you will appear, including important announcements. *myUWE* gives you access to a wide range of course information, including links to Blackboard for modules you are currently studying. Blackboard provides the main communication channel for module specific information and should be checked regularly for new content and announcements.

Also from myUWE you can access your UWE student email account, which you are expected to check regularly (at least twice a week) as this is the email address that the University will use to contact you. If you do not activate this account, or chose to automatically forward emails to a different email account, then the University will not be responsible if you miss important information such as details about classes, assessments, examinations, fees, registration etc.

Please see <http://info.uwe.ac.uk/myUWE/guidance/> for further information on all aspects of your myUWE portal.

## Regulations/Policies

The University regulations are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;

### **Regulations:**

<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>

## Assessment policy and strategy

All assessments have been designed in line with the assessment policy. The assessment strategy of the programme aims to offer a wide range of assessments to thoroughly and comprehensively assess each learning outcome.

All work is marked in accordance with the assessment policy, standardization and collaboration exercises are carried out before the marking of students work commences. A selection of work is moderated and sent to the external examiner to ensure consistency and quality assurance of the marking processes.

### Assessment Offences

In order to ensure that all students are assessed fairly and equitably, it is important that markers are able to be sure it is your own work which is being assessed and that all your assessed work is done within the University rules and regulations. If a marker or invigilator believes that you have committed an assessment offence this will be reported and the allegation will have to be investigated. The University take the committing of assessment offences very seriously. Action is always taken to investigate and follow through any such cases that are reported. The process and consequences can be found within the UWE Academic Regulations.

An assessment offence is defined by the University as 'Passing off the work of others as one's own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism (stealing someone's words or ideas and passing them off as your own) and other breaches of assessment or other examination regulations or procedures. Cheating, collusion and plagiarism are the use of unfair means of presenting work for assessment or of aiding another student to do so.

Plagiarism – Demonstrating that you have read a wide range of material (books, journals or other sources) in writing a piece of coursework is essential, but so is ensuring that you acknowledge that work properly through correct referencing i.e. the naming of authors/sources and the use of paraphrasing, quotation marks or indented paragraphs.

Collusion – You may be asked to work with other students on a project, in class or analysing data, it is essential that any work you hand in for assessment purposes is written up by you on an individual basis. The text and diagrams / pictures etc. you use must be your own. You must be particularly careful if you are sharing a computer with another student or passing information between yourself and others in an electronic format such as by disc or email that you do not use someone else's words – or that they use your words.

Non-compliance – it is important that you follow the instructions given to you by staff and adhere to the regulations of the University. For example, non-compliance could include taking unauthorised papers or items into an examination room or falsely claiming extenuating circumstances or late work.

<http://www1.uwe.ac.uk/students/academicadvice/assessments/assessmentoffences.aspx>

In addition to the academic regulations, students should pay particular attention to the **IT Acceptable Use Policy** as this defines what you can or cannot do for the protection of systems and of individual users.

Word count policy

<http://www1.uwe.ac.uk/aboutus/policies>

Referencing guide

Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

If you wish to refer to something you have read you **MUST** give a reference for this material. The University Library provides advice on managing references, see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

## Advice and Support

Academic Support is provided through a number of roles and students should seek advice from academic staff on specific matters relating to teaching and learning.

Programme Manager – programme related issues, issues impacting on a number of modules within the programme, programme specific activities happening outside modules

Module Leader – module related issues, issues that affect that module only

Academic personal tutor – broader issues relating to teaching and learning at the University –

<http://www1.uwe.ac.uk/students/studysupport/academicpersonaltutor>

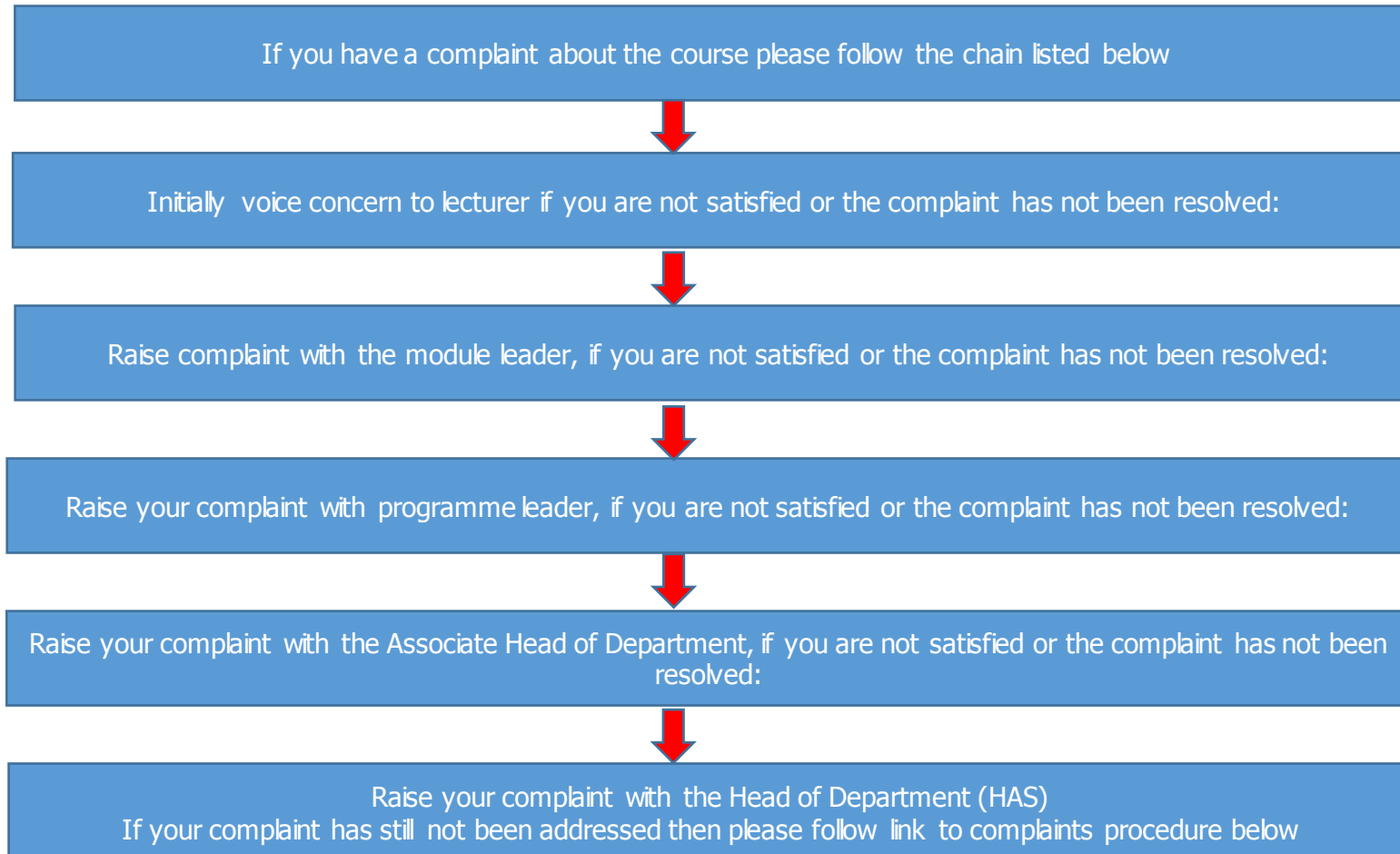
Online resources and learning support, together with advice from Library Services on managing references and improving your learning, writing and research skills are available, see: <http://www1.uwe.ac.uk/students/studysupport/studyskills.aspx>

If you need help with a particular mathematical or statistical problem, then just pop along to an *espressoMaths* session, sit down at the *espressoMaths* table, and have a chat with one of the staff on duty; this person will be able to provide you with free user-friendly advice concerning your problem see: <http://www.cems.uwe.ac.uk/mslc/>

The University also provides **support to students** relating to a range of matters through the Information Points see:

<http://www1.uwe.ac.uk/students/informationpoints.aspx> and specialist advisers.

## Complaints



Link to UWE complaints procedure and policy documents <https://www1.uwe.ac.uk/about/contactus/complaints.aspx>

Advice on **study-related issues** including assessments can be found at  
<http://www1.uwe.ac.uk/students/academicadvice/academicappeals.aspx> and  
<http://www1.uwe.ac.uk/students/academicadvice/assessments/extenuatingcircumstances.aspx> affecting your ability to study

Advice on **transferring courses**, taking time out or withdrawing from study can be found at  
<http://www1.uwe.ac.uk/students/academicadvice/changingdirection.aspx>

Preparing for your **final year**? Information can be found at  
<http://www1.uwe.ac.uk/students/inyourfinalyear.aspx>

Prepare for **life after university** with advice and support from UWE.  
<http://www1.uwe.ac.uk/students/careersandemployability.aspx>

**Careers advice** and guidance before, during and after your studies.

Preparing to go on **placement** whilst at UWE:  
<http://www1.uwe.ac.uk/students/careersandemployability/placements/findingaplacement.aspx> - Advice on opportunities for placements or finding placements.

Explore and practice **faith and spirituality** at UWE  
<http://www1.uwe.ac.uk/students/healthandwellbeing/faithandspirituality.aspx>

Tuition fees and information on **bursaries and scholarships**.  
<http://www1.uwe.ac.uk/students/feesandfunding.aspx>

Residents' guides and **accommodation options**.  
<http://www1.uwe.ac.uk/students/accommodation.aspx>

Wellbeing advice, from **staying healthy** to counselling.  
<http://www1.uwe.ac.uk/students/healthandwellbeing.aspx>

Advice and guidance for **international students** at UWE.

<http://www1.uwe.ac.uk/comingtouwe/internationalstudents/internationalstudentsupport.aspx>

Information on **student feedback and surveys**.

<http://www1.uwe.ac.uk/students/studentexperience.aspx>

Link for information for the **student Union** and how to become a student representative. <http://www.uwesu.org/representation/>

**Equality and Diversity** <http://www.uwe.ac.uk/groups/equalityanddiversity/>

## Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, its employees and to students. The following guidelines provide information on the operation of the policies in the context of University activities. If you required further information please contact J Elliott, Insurance and Data Protection Compliance Officer in Financial Services, or click on the following link for the University's Insurance Guidelines:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/InsGuide.pdf>

### Students on University Premises

#### Indemnification of the University

The University has arranged insurance which provides indemnity in respect of the University's legal liabilities, which it may incur as a result of injury to students on its premises. There is no cover for accidents which are nobody's fault.

#### Assistance in emergencies to students with a disability

A Student will be indemnified against the University's legal liability when assisting a student with a disability during emergency evacuations, or drills for them, in the following circumstances:

- a) Where he/she has acted under the supervision of, or following instructions given by a member of the University's staff.



- b) Where he/she has acted in a voluntary capacity and in a reasonable manner in the absence of instructions from authorised persons.

### **Extra mural activities**

Insurance protection is in place where an accident occurs during the course of an event **and** where the University is legally liable. In the case of events such as those organised by the Students' Union or by outside bodies where an accident occurs as a result of negligence on the part of the organisers, any claim would normally be brought against them as it would be unlikely that the University would be held legally liable.

### **Personal accident**

Although an element of Personal Accident insurance is included in the University's Overseas Travel policy the University does not provide general Personal Accident Insurance for students. It is the student's responsibility to arrange their own cover should they wish to do so. However, Personal Accident Insurance is available for students belonging to the various Students' Union sports clubs. For further details please contact the Students' Unions Finance Manager.

### **Students visits to outside organisations**

When visits are made to exhibitions and places open to the general public, no application for insurance should be made. Many firms, particularly the larger ones, encourage visits by the public in organised parties and although the premises may include workshops and laboratories the majority of host organisations will not require to be indemnified.

Should firms require a written indemnity they should be asked to indicate precisely what they wish to be indemnified against. The Administrative/Advisory Officer must then be asked to provide the appropriate statement of indemnity.

### **Fixed Trips**

Travel insurance is provided for students undertaking overseas field trips, which are an integral part of their course. An element of Personal Accident insurance cover is included in this policy. However, students undertaking field trips in the UK or overseas may wish to obtain a more comprehensive cover themselves for the duration of the trip. If the University is asked to give a disclaimer to be signed by or on behalf of visitors on field trips, advice should be taken from the Administrative/Advisory Officer.

### **Sandwich Courses**

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. The University has no responsibility to indemnify such a firm; the employment is a private arrangement between the student and the firm and the student cannot be regarded as being seconded from the University. It is expected that the student will be covered by the employer's insurances as they apply to its employees.

### **Secondment and work experience schemes**

Where students are seconded to firms (except for periods of industrial training in connection with sandwich courses) public authorities or other establishments for the purpose of practical training or industrial experience, the insurance arranged indemnifies the University in connection with:

- a) legal liability incurred as a result of accidental injury to the students themselves;
- b) legal liability incurred as a result of accidental injury/damage to third party persons or property arising out of any University activities.

Personal Accident insurance is not provided by the Students' Union for students placed on work experience schemes as part of a University course. Special arrangements may be necessary depending on the nature of the work experience. Receiving organisations should be asked to deem students to be employees for the purpose of Employers' Liability and Third Party Liability cover. If this request is not accepted, the Administrative/Advisory Officer must be contacted for advice. It has been established that Government departments will not agree to the request.

If a University department is asked to provide a period of work experience for pupils of any school, it will be the responsibility of the school to arrange their own personal accident insurance. In the case of persons employed at the University under work experience schemes all arrangements are dealt with by Human Resources.

### **Student Overseas Travel**

#### **General**

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course. Employees are defined as persons with a contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will **not** apply to other persons who are sub-contracting their services to the University.

No cover applies for holidays or other personal travel. Staff/students should make alternative insurance arrangements for that part of their travel which is not University business.

#### **How to arrange cover**

Cover is automatic for UWE staff and students who travel overseas on designated University activities. There is no requirement to complete a proposal form or pay a premium. Summary of insurance cover and pre travel advice, please click on the following link:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/btravel2.pdf>

#### **How to make claims**

Claim forms can be accessed via the Financial Services (insurance) web page <http://www.uwe.ac.uk/finance/sec/insurance/>. Students will be expected to settle their own claims directly with Insurers. However, you may contact the Administrative/Advisory Officer on ext. 82607 for advice. The contact number for the Insurers, U.M. Association Ltd. Is 0207 847 8681.

### **The Global Security Centre Security & Incident Management Support Service**

This support service is provided as part of the travel cover to assist travellers caught up in any security or other major incidents whilst overseas on University business. The Global Security Centre also provides online destination advice, e.g. Country Risk Forecasts and City Briefs, to travellers prior to starting their journey. Please see the summary of cover for details of this service by clicking on the following link:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/btravel2.pdf>

### **Students travelling by private, public or University transport**

Where students drive private cars or are passengers in private cars, whether they are travelling to or from the University for the purpose of attending classes, or from the University in connection with visits arranged by teaching staff, the University has no insurance responsibility. Any motor claims would be processed under the insurance policy covering the motor vehicle. Similarly, where students travel in a party by coach or train, claims would be dealt with through the carrier's insurance. Students are not regarded as being in the University's employment so their cars do not need to be insured for business use. Any passengers will be covered by the normal third party insurance (part of the Motor policy) effected by the student. Where students are passengers in a car driven by a member of staff and are on University business, they should check that the driver's insurance permits the use of the car on the employer's business. In practice, insurance companies prefer to extend cover to include business use and this may have been done on a standard basis but, if this is not the case, the driver may not be covered by insurance while carrying students.

### **Overseas visits or study periods**

Travel insurance cover is provided for students who are required to travel overseas for part of their course.

#### **Claims**

Details of any occurrence from which a claim may result must be sent immediately to John Elliott, Insurance and Data Protection Compliance Officer who must be kept fully informed of all developments. This is particularly important concerning possible liability claims (e.g. following accidents on UWE premises). Any intimation of claim or other correspondence must be forwarded to John Elliott, Insurance and Data Protection Compliance Officer immediately and without acknowledgement to the other party. An appropriate acknowledgement will be sent by him.