Guidance to Completion of FORM 1 to 12 documents

The following is designed to provide you guidance on the completion of the **Hours Worked** documents. Please contact your **Practice Placement Coordinator** (PPC) if you require any further clarification and they will be happy to advise. There is a glossary for any abbreviations at the end of this document.

**Practice Advisory Log: FORM 001**

This form is for completion by the Student’s Mentor if they identify any concerns with the knowledge, skills or attitude of a Student, e.g. Student Paramedic, whilst on a practice placement with SWASFT. Following completion this should be discussed with your Operations Officer and PPC. The form can also be used to inform the PPC and/or the relevant educational provider of positive feedback. If an action plan is appropriate this should be completed on the form and forwarded to the PPC.

**Mentor Transfer Request: FORM 002**

This form is completed by the student and sent to the PPC who will discuss the request with the relevant educational provider. If the request can be accommodated, the form will be completed by the PPC, in conjunction with the University and returned to the Student once the request has been agreed. From experience these requests are most frequent at the beginning of the academic year. Other requests generally come from students who are experiencing difficulties within their practice placement development and in this case it is advisable to discuss with the mentor and/or the HEI personal tutor before agreement.

**Reporting of Non-lead Clinician Placement Hours: FORM 003**

This form is completed by the student paramedic/technician.

If a student paramedic/technician finds themselves not working with a lead clinician whilst on practice placement within SWASFT, then this form should be completed and forwarded electronically to the relevant Practice Placement Coordinator for action. Please note that due to service demand there may be occasions when it is expected that paramedic students will work non-lead clinician shifts. However, if you or the student considers that this is happening on a regular basis please ask the student to complete the FORM 003.

**Reporting a Student with a Fitness to Practice Concern: FORM 004**

This is the information we need if you wish to report a concern about a student’s professional fitness to practice. You can print this form and complete it by hand, or you can complete the form electronically, print it and sign it.

If you wish to discuss your concerns or if you need help to fill in this form, please contact the Practice Placement Coordinator appropriate to your area

**Student Personal Information: Form 005**

This information is to be held confidentially by the relevant SWASFT Practice Placement Coordinators and will be held for reference in the event of an emergency whilst on practice placement with SWASFT. If the student has an honorary contract with the Trust this form is not required and information can be obtained on the GRS System

**Concern in Placement: Form 006**

This form is for completion by the student if they identify something in practice which causes concern to them. They may be related to poor knowledge, poor skills or non-professional attitude witnessed whilst on Professional Practice Placement. The student is encouraged to complete this form and submit to the PPC in the first instance. If the student does not feel they can do this then they can submit to their HEI Personal Tutor, who will liaise with the PPC on their behalf.

**Practice Placement Evaluation: Form 007**

In this form we have provided some questions we would like the student to complete in order for us to receive feedback directly from them on the practice placement they have had with us. They need to answer as comprehensively and as honestly as possible. It is essential that they answer honestly so that we can accurately evaluate and, where appropriate, address issues that have arisen so that we can actively look to address these for future students. We ask that the student puts their name on the form so that we can feedback to the student group as appropriate. If they feel there is anything they wish to raise and would like a personal answer then they can write this on a separate piece of paper supplied on the back page and detach it. This form is to be filled out at the end of each placement year.

 **Placement Documentation Audit: FORM 008**

It is expected that the Practice Placement Coordinators carry out a sample check on the 1 per programme per academic year Placement Documentation and its completion. This form is to be completed by the Practice Placement Coordinators as part of their standard audit of the completion of the Practice Assessment Documents by the Student Paramedic and the Practice Mentor and Mentors that are supporting the learner in practice.

**Practice Handover Log: Form 009**

This form is for completion by the Student’s Mentor if there is a change of Mentor.

This could be a permanent transfer or for a secondment period. This would enable any action plans to be continued and momentum in student development to be maintained.

Following completion this should be discussed with the Practice Placement Coordinator.

**Placement Charter: Form 10**

This Charter demonstrates the Trust’s commitment to the provision of a safe and high quality learning environment for all health and social care learners to prepare them for their future roles working collaboratively in multi-professional teams.

The ‘placement pledges’ and the ‘rights and responsibilities of learners’ build on the principles embedded within the NHS Education Outcomes Framework (DH 2011),and NHS Constitution (DH 2012 updated)

 **Action Plan: Form 11**

The best support that you can offer a Learner in practice will involve the development of a clear Action Plan.

The important features of an action plan are that issues are clearly identified, there is a clear indication of what needs to be improved upon and how this can be achieved, with examples of the support that will be offered.

A documented action plan provides evidence that you are fulfilling your professional accountability and responsibility as a mentor by facilitating learning opportunities and undertaking a fair and accurate assessment (Elcock and Sharples, 2011) of your students performance.

**Station Audit: Form 12**

This form is part of the Ongoing Quality Monitoring process, and a station audit should be carried out for each station where there is a student being mentored on an annual basis.