



14th June 2024

# Practice Education documentation

## New simplified processes for Students & Practice Educators & Placement Pulse survey\*

### Foreword

\*Please note these processes are for **external** Undergraduate students only – Apprentices should continue to use the normal channels via the [Apprenticeship page](#)

We have looked at the processes and documentation for students and practice educators given them an overhaul to make them easier to use. They have been streamlined and simplified to make them much more user friendly and added some automation to reduce admin time for everyone involved.

We are also launching a simple **Placement Pulse survey** for students – sent out at the end of every placement block to allow the Practice Education team and senior leaders to understand the student experience and react quickly to any issues *inside* the academic year.

### Previously

There were 12 different forms to download/ print out, fill in and email back to the Practice Education team or another person and wait for a response.

These stand-alone documents also had contact details that often became out of date quickly, and people often just use an email instead. The problem with using email is we are not able to identify trends or themes to make improvements, and any records need to be updated manually by the Practice Education Team.

### New processes

(These will be implemented soon & available on the [Practice Educator & Student page](#) on swastcpd)

We have pulled all the processes together and merged them into 2 online Microsoft forms.

- **1 form is for Practice Educators** – only accessible via a SWAST device to link staff details & allow file uploads
- **1 form is for Students** – accessible via a personal device

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All the data entered into these forms will be managed by the Practice Education Team. To make things run more smoothly and reduce admin, we have added automation to help keep everyone informed. These are detailed below for information.

**For PEds and students, your only action is to fill in the form and wait for someone in the team to get in touch.**

## Practice Educator form

This form covers the following subjects and has the following automations\* to make life easier.  
*\*Triggered by you completing the form.*

### **L&D support referral for your student –**

1. The PEd Team is automatically notified by Teams
2. A record is automatically created in an MS list
3. Action plans are automatically uploaded to an internal folder
4. A PEF allocates an L&D rep.
5. Referral details are automatically emailed to the L&D rep. - including a link to the action plan folder.
6. L&D Rep arranges the student support shift with PEd & Student

### **Practice advisory report (Positive feedback or concerns) -**

1. The PEd team are automatically notified by Teams
2. A record is automatically created in an MS list
3. A PEF responds to the PEd

### **Fitness to Practice concern -**

1. The PEd team are automatically notified by Teams
2. A record is automatically created in an MS list
3. A PEF responds to the PEd

### **Practice Educator handover report (Student moving to a new PEd) -**

1. A record is automatically created in an MS list
2. A PEF responds to the PEd
3. The new PEd is automatically emailed the handover log.





## Student form

This form covers the following subjects and has the following automations\* to make life easier.

*\*Triggered by you completing the form.*

### Concern in placement -

1. The PEd team are automatically notified by Teams
2. A record is automatically created in an MS list
3. A PEF responds to the student
4. Concern with external placement – signposted back to HEI

**Practice Educator transfer request** - Signposted to contact details of PEd Team

**Speak to someone in the Practice Education team** - Signposted to contact details of PEd Team

**FTSU request** –Signposted to FTSU contact details

## Any questions?

Please contact the team at [PracticeEducationTeam@swast.nhs.uk](mailto:PracticeEducationTeam@swast.nhs.uk)

