

PRACTICE
EDUCATOR
HANDBOOK



UOG PLACEMENT LEADS



- Support students and Practice Educators with placement issues.
- Liaise with SWASFT Practice Education Facilitator (Mike Page).
- Support students and Practice Educators with the development of action plans.
 - Record student absence and sickness.
 - Escalate any student disciplinary issues.

YEAR 1 PLACEMENT LEAD

Gabriella qualified as a Paramedic in 2018 and has undertaken multiple roles alongside her Ambulance duties, including working in Primary and Urgent Care settings and as an Expedition medic.

As an Army Medic and member of the Reserves for more than a decade, Gabriella enjoys adapting her patient care to different environments and challenges. Gabriella is particularly passionate about supporting new medics to develop their capabilities, confidence and kindness.

She continues to practice as a Bank Paramedic with SWAST.

Contact: gsalmon2@glos.ac.uk



YEAR 2 PLACEMENT LEAD

- Poppy joined South Western Ambulance Service in 2009 as an Emergency Care Assistant and became a Paramedic in 2015 before then becoming an Operations Officer. She has a particular passion for education and research which lead to becoming a Senior Lecturer at various Higher Education institutions since 2017. She continues to work as a bank Paramedic for SWASFT and to help develop an exciting and stimulating curriculum.
- Contact: pvalenti@glos.ac.uk



YEAR 3 PLACEMENT LEAD

- Paul was one of the first Emergency Care Practitioners operating for South Western Ambulance Service after completing his training in 2006. In recent years Paul has combined his passion for clinical care delivery with paramedic education having worked as a Learning Development Officer for SWAST and in Higher Education at various institutions. As a Senior Lecturer in Paramedic Science Paul has continued to develop and innovate teaching strategies for the next generation of frontline paramedics.
- Contact: pcreed1@glos.ac.uk



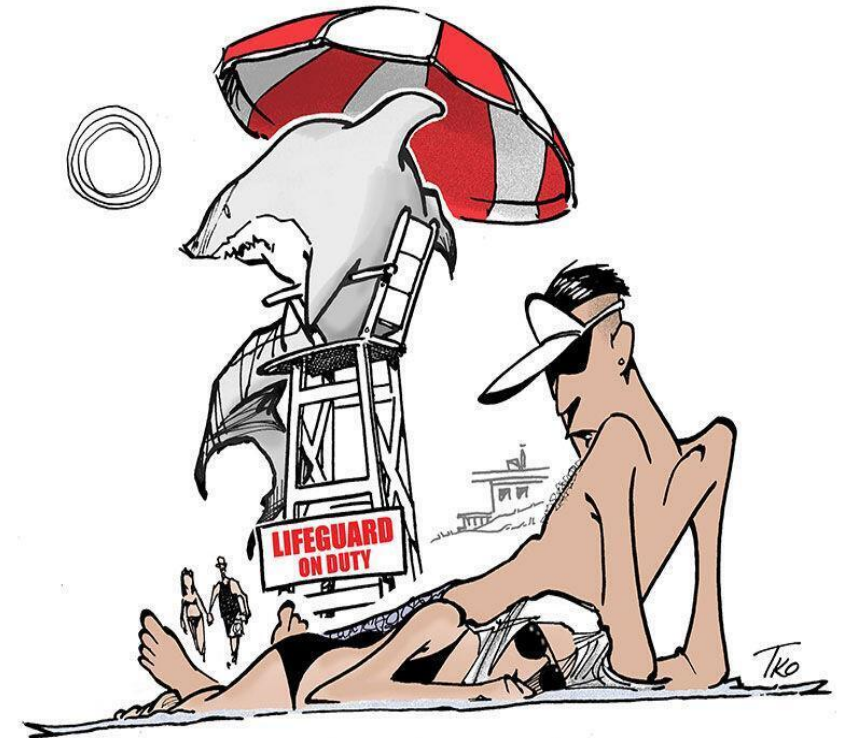
U O G M O D U L E S

U O G P A R A M E D I C S C I E N C E B S C

YEAR 1	YEAR 2	YEAR 3
PS4001: Foundations of Paramedic Practice	PS5001: Pathophysiology for Paramedic Practice	PS6001: Leading and Managing Service
PS4002: Evidence Based Practice 1	PS5002: Evidence Based Practice 2	PS6002: Facilitating Learning in the Workplace
PS4003: Practice Education 1	PS5003: Practice Education 2	PS6003: Practice Education 3
PS4004: Foundations of Anatomy and Physiology to Support Clinical Practice	PS5004: Applied Pharmacology	PS6004: Driving Change in Practice
PS4006: Skills and Simulation 1	PS5005: Emergency Mental Health	PS6005: Management of Trauma
	PS5006: Skills and Simulation 2	PS6006: Management of Minor Illness


The University of Gloucestershire recognise that there may be some rare instances in which a student may encounter or work with a Practice Educator to whom they are related or have or develop a close personal relationship with. If that occurs, it is imperative that the student / Practice Educator contacts their University of Gloucestershire Placement Lead immediately to disclose this information so their situation can be reviewed, and a new Practice Educator assigned. If a relationship is found to be a conflict of interests and it has *not* been disclosed, there is a risk that any hours worked with, and signatures gained by that Practice Educator will be voided with a subsequent risk of assessment failure to that student, and that the Fitness to Practice procedure will be instigated against the student. All disclosures will be treated in the strictest confidence. For additional information, please refer to the [University of Gloucestershire Declaration of Conflict of Interest](#).

CONFLICT OF INTERESTS



“So, I’m the only one who sees a conflict of interest here?”

FITNESS TO PRACTICE



**FITNESS TO
PRACTICE**

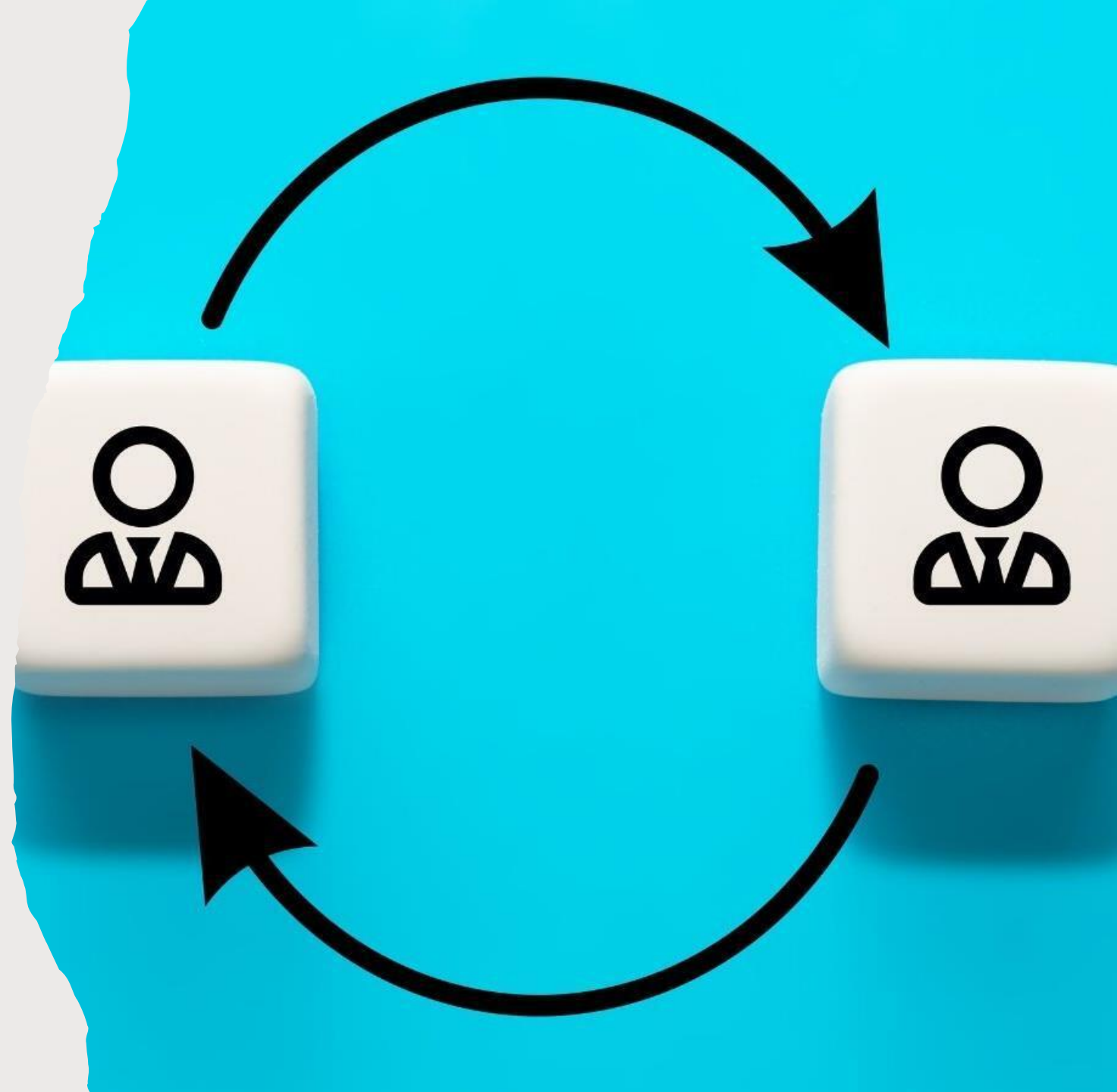
The University has a duty to protect past, present or future patients, children, clients, service users and members of the public, and to safeguard public confidence in the profession. The University must comply with the requirements of Professional, Regulatory and Statutory Bodies and ensure that learners are not awarded a qualification that permits them to enter a profession if they are not suitable to do so. This requires evidence that the learner has developed the skills, knowledge, character and health necessary to act professionally and practise safely and effectively in accordance with standards of the relevant Professional, Statutory or Regulatory Body (e.g. Nursing and Midwifery Council; Health and Care Professions Council; Social Work England, Society of Sports Therapists; British Association of Sport Rehabilitators; British Association of Sport and Exercise Sciences; UK Strength and Conditioning Association; Teaching Regulation Agency (DfE)).

Further information:

<https://www.glos.ac.uk/information/knowledge-base/fitness-to-practise-procedures/>

PLACEMENT ROTATION

- Currently Practice Educators will be allocated a student for one year only.
- The following year, the student will be reallocated a new Practice Educator in a different clinical context.
- The reason for this is to provide students a diverse experience of Practice Educators across a range of settings to better prepare them for work as an NQP.



ARC-RECORDING OF PLACEMENT HOURS

It is a mandatory requirement that students record all placement activity that they attend. To do this, students upload and submit their hours to ARC, the university's placement database and timesheet management system.

As evidence of authenticity, all hours submitted to ARC require approval. This action can be completed by any registered member of the team, although it is generally completed by the student's assigned PE for each placement.

For your guidance, please watch this [short video](#) showing the process of timesheet approval.

You can also find further advice on timesheet management and approval [here](#) , via our [practice support webpage](#) .

Hours approved via ARC allow the university to accurately monitor student **attendance**, assist in the initiation of **welfare referrals**, provide supporting evidence for a student's **Learning Support Fund (LSF)** submissions, and may be utilised in the **verification** of their progression.

The hours approved on ARC also ensure that any **tariff** owed to SWAST by Health Education England for the placements delivered is accurately accounted for. HEE will only pay SWAST for the hours evidenced as 'approved' on ARC. It is therefore vital that timesheets are correctly and consistently maintained.

For any queries regarding ARC and timesheet management, please contact HSCplacements@glos.ac.uk.

Student expectations for timesheet management:

- Students are expected to submit their timesheets weekly.
- Students must keep a record of PE signatures in their PAD for each shift. These can then be utilised as evidence when submitting their timesheets to their assigned PE at the end of the week.
- Students will need to enter their PE's contact email address to submit their timesheets. This must be a SWAST account. Any personal email accounts will be rejected.
- Students must include all breaks and absences on their timesheets.
- it is the student's responsibility to check and make sure that timesheets are approved.

DRIVING POLICY

- Student Paramedics from UoG may be trained to Response Driving Standards during the university programme if they perform an additional role with SWASFT as Emergency Care Assistants.
- Upon successful completion of this course, they are entitled to drive SWASFT vehicles whilst on placement providing SWASFT Driving Policy guidance is followed.
- Practice Educators can check a student's driving status with the driving faculty if they need to.
- For further information, please review the SWASFT Driving Policy, Appendix C on the SWASFT intranet link on the main page.

