

ROLES AND RESPONSIBILITIES

Facilitator's Guide

PLPLG

Developing London's Future Nurses Together

Roles and Responsibilities Module

This training session is one of the PLPLG SSSA development modules for Practice Supervisors and Practice Assessors which are intended for use as short training workshops or as part of a team meeting. Altogether, with activities, it will take around an hour for inexperienced staff and 45 minutes for those who are currently mentors..

This facilitator guide provides a lesson plan with approximate timings, content and activity which accompany the PowerPoint presentation. Each slide has additional notes to assist the trainer, where required. These are provided in this guide. Also attached is the activity worksheet which can be copied and distributed to delegates. A copy of the answers is also included..

Timings	Slide	Activity or Topic	Trainer Notes
2 mins	2	Aims and Learning Outcomes	Introduce the workshop Go through objectives Go through topics
5 mins	3 & 4	NMC – Changes and Standards	Go through the changes to the NMC and talk through the impact of this. Outline the standards and how this can be approached and completed.
5 mins	5 & 6	Practice Learning	Explain and discuss Practice Learning and the opportunities a student has through their development. Consider the different ‘supervisors’ and how these impact and contribute to development
10 mins	7	Activity - Discussion	Ask the participants to split into small groups or pairs and discuss the relevant changes and impact for the student and their/your workplace.
15 mins	8, 9 & 10	Model of Support and roles	Consider how the Student will seek advice and feedback from their Assessors and Supervisors and how the chain works in terms of their roles and responsibilities to the student.
5 mins	11	Activity	In pairs (or individuals) ask delegates to allocate responsibilities to roles using the worksheet provided. <i>This is attached to the trainer guide</i>
5 mins	12	Overview	Look at the different responsibilities of the two Practice roles and how they differ as well as their responsibilities to the student.
5 mins	13	Academic Assessor	Focus on the Academic Assessor

			role and how they will work with the Student in terms of their responsibilities.
5 mins	14	Assessment	Using the brief scenarios, consider who would be most appropriate for each activity
3 mins		Review, questions and close	

Notes for slides:

Slide	Trainer notes
3	<p>Give an overview of the NMC changes:</p> <ul style="list-style-type: none"> - When do the changes take effect? - How will this effect? <ul style="list-style-type: none"> o The Student o The Assessor - Other changes (PAD)
4	<p>Look at the Standards and how they will:</p> <ul style="list-style-type: none"> - Impact the workplace - How the Assessor is expected to support - The role of the Assessor - Student needs
5	<p>Introduce the effect of practice learning and:</p> <ul style="list-style-type: none"> - How it is applied? - The outlines of the learning required - Students role
6	<p>Explain how that all healthcare professionals will affect and contribute to the learning of the student, and how they can further their support. This is one of the important changes for student supervision. Where previously students were supported by a named mentor and co-mentors (in some settings), they will now be supported by a range of professionals. This may include:</p> <ul style="list-style-type: none"> • Healthcare assistants, support workers and nursing associates • Allied health professionals – physiotherapists, occupational therapists, speech and language therapists, radiotherapists and other AHPs • Psychologists in mental health settings <p>A practice supervisor can be any registered healthcare professional. Newly registered nurses may also be practice supervisors for students</p>
8	<p>Look at the different roles within this learning and support model:</p> <ul style="list-style-type: none"> - What are the different roles? - Outline the different roles and touch on responsibilities. - How do the roles interact which other and the student?
9	<p>In detail examine the role of the Practice Supervisor, look at:</p> <ul style="list-style-type: none"> - What the roles entails? - Key responsibilities

	<ul style="list-style-type: none"> - How they will support the student/s? - How they interact with the other Assessors/Supervisors? <p>Consider the NMC guidance: The responsibilities of the Practice Supervisor, according to the NMC Guidelines for Standards of Student Supervision and Assessment include:</p> <p>3.1 serve as role models for safe and effective practice in line with their code of conduct</p> <p>3.2 support learning in line with their scope of practice to enable the student to meet their proficiencies and programme outcomes</p> <p>3.3 support and supervise students, providing feedback on their progress towards, and achievement of, proficiencies and skills</p> <p>3.4 have current knowledge and experience of the area in which they are providing support, supervision and feedback, and</p> <p>3.5 receive ongoing support to participate in the practice learning of students. www.nmc.org.uk Standards for student supervision and assessment</p> <p>4. Practice supervisors: contribution to assessment and progression Approved education institutions, together with practice learning partners, must ensure that practice supervisors:</p> <p>4.1 contribute to the student’s record of achievement by periodically recording relevant observations on the conduct, proficiency and achievement of the students they are supervising</p> <p>4.2 contribute to student assessments to inform decisions for progression</p> <p>4.3 have sufficient opportunities to engage with practice assessors and academic assessors to share relevant observations on the conduct, proficiency and achievement of the students they are supervising, and</p> <p>4.4 are expected to appropriately raise and respond to student conduct and competence concerns and are supported in practice</p>
10	<p>In detail examine the role of the Practice Assessor, look at:</p> <ul style="list-style-type: none"> - What the roles entails? - Key responsibilities - How they will support the student/s? - How they interact with the other Assessors/Supervisors? <p>Consider the NMC guidance: The role of the Practice Assessor, according to the NMC Standards for Student Supervision and Assessment include:</p> <p>7.1 practice assessors conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning</p> <p>7.2 assessment decisions by practice assessors are informed by feedback sought and received from practice supervisors</p> <p>7.3 practice assessors make and record objective, evidenced-based assessments on conduct, proficiency and achievement, drawing on student records, direct observations, student self-reflection, and other resources</p> <p>7.4 practice assessors maintain current knowledge and expertise relevant for the proficiencies and programme outcomes they are</p>

	<p>assessing</p> <p>7.5 a nominated practice assessor works in partnership with the nominated academic assessor to evaluate and recommend the student for progression for each part of the programme, in line with programme standards and local and national policies</p> <p>7.6 there are sufficient opportunities for the practice assessor to periodically observe the student across environments in order to inform decisions for assessment and progression</p> <p>7.7 there are sufficient opportunities for the practice assessor to gather and coordinate feedback from practice supervisors, any other practice assessors, and relevant people, in order to be assured about their decisions for assessment and progression</p> <p>7.8 practice assessors have an understanding of the student's learning and achievement in theory</p> <p>7.9 communication and collaboration between practice and academic assessors is scheduled for relevant points in programme structure and student progression</p> <p>7.10 practice assessors are not simultaneously the practice supervisor and academic assessor for the same student, and</p> <p>7.11 practice assessors for students on NMC approved prescribing programmes support learning in line with the NMC Standards for prescribing programmes</p>
12	<p>Go through the different roles and responsibilities at various points of placement. The slide shows different colours for different features of documentation and assessment.</p> <p>Emphasise that there are modules, ie assessing learning needs and assessing learning in practice that will provide additional learning and guidance for both practice supervisors and practice assessors in supporting students</p>
13	<p>In detail examine the role of the Practice Supervisor, look at:</p> <ul style="list-style-type: none"> - What the roles entails? - Key responsibilities - How they will support the student/s? - How they interact with the other Assessors/Supervisors? <p>Refer to the NMC guidance: According to the NMC Guidelines and student Standards for Supervision and Assessment, the Academic Assessor is responsible for:</p> <p>9.1 academic assessors collate and confirm student achievement of proficiencies and programme outcomes in the academic environment for each part of the programme</p> <p>9.2 academic assessors make and record objective, evidence-based decisions on conduct, proficiency and achievement, and recommendations for progression, drawing on student records and other resources</p> <p>9.3 academic assessors maintain current knowledge and expertise relevant for the proficiencies and programme outcomes they are assessing and confirming 9.4 the nominated academic assessor works in partnership with a nominated practice assessor to evaluate and recommend the student for progression for each part of the</p>

	<p>programme, in line with programme standards and local and national policies</p> <p>9.5 academic assessors have an understanding of the student's learning and achievement in practice</p> <p>9.6 communication and collaboration between academic and practice assessors is scheduled for relevant points in programme structure and student progression</p> <p>9.7 academic assessors are not simultaneously the practice supervisor and practice assessor for the same student.</p>
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Roles and Responsibilities – Activity

For each of the following responsibilities tick the appropriate box/es for who you think it should be

Responsibility	Practice Supervisor	Practice Assessor	Academic Assessor
Gather and coordinate feedback on student performance			
Provides feedback on progress			
Shares relevant observations with practice assessor and academic assessor			
Work in partnership with nominated academic assessor			
Support learning in line with NMC standards			
Initial interview per placement			
Have an understanding of the student's learning and achievement in practice			
Collaborate with practice assessors at relevant points in programme structure			
Supervision of student's medicines management			
Maintain current knowledge and expertise			
Confirm student achievement of proficiencies and programme outcomes in the academic environment			
Supervision of student's episode(s) of care			
Completes OAR at end of each placement & at programme progression			
Signs off Service User Feedback			

Answers to Activity

Responsibility	Practice Supervisor	Practice Assessor	Academic Assessor
Gather and coordinate feedback on student performance		<input type="checkbox"/>	
Provides feedback on progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shares relevant observations with practice assessor and academic assessor	<input type="checkbox"/>		
Work in partnership with nominated academic assessor		<input type="checkbox"/>	
Support learning in line with NMC standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial interview per placement	<input type="checkbox"/>		
Have an understanding of the student's learning and achievement in practice			<input type="checkbox"/>
Collaborate with practice assessors at relevant points in programme structure			<input type="checkbox"/>
Supervision of student's medicines management		<input type="checkbox"/>	
Maintain current knowledge and expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm student achievement of proficiencies and programme outcomes in the academic environment			<input type="checkbox"/>
Supervision of student's episode(s) of care		<input type="checkbox"/>	
Completes OAR at end of each placement & at programme progression		<input type="checkbox"/>	
Signs off Service User Feedback	<input type="checkbox"/>		