

**PLACEMENT DEVELOPMENT MANAGER:** Jennifer Yates

**NWPDN PLACEMENT DATABASE ID NUMBER:** 399

**PLSS No. (If applicable):** 6786

* **NAME OF ORGANISTION :** Northwest Placement Development Network (NWPDN)
* **NAME OF PLACEMENT AREA:** NWPDN Cheshire & Merseyside Team
* **ADDRESS:** Regatta Place , Brunswick Business Park Summers Road Liverpool
* **POSTCODE:** L3 4BL
* **CONTACT INFORMATION (to include e-mail and telephone number):** YvonneThomson 0151 289 4566 yvonne.thomson@uhsm.nhs.uk
* **LINK LECTURER:** Cathy Fletcher
* **PRACTICE EDUCATION FACILITATOR:**

NWPDN Toolkit

Final – 29/05/15



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| **INTRODUCTION TO PLACEMENT DEVELOPMENT TOOLKIT** This Placement Development Toolkit and related Placement Information Pack have been developed by the North West Placement Development Network (NWPDN). The Toolkit will be utilised as a holistic tool to assess the learning opportunities and experiences that can be achieved within your service for a range of health and social care learners. Information obtained utilising this assessment tool will ensure the NWPDN are assessing and developing quality placements for Health Education North West (HENW) supported learners across the North West.A copy of this completed Toolkit will be given/sent to you for your records. You may wish to share the Toolkit with your Practice Education Facilitator and/or the Higher Education Institution but please note, this will not circulated by the NWPDN. |
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| **Date of referral into the NWPDN:** | May 2015 |
| **Date of 1ST Visit/Contact:**  | 07th May 2015 |
| **Date of 2nd Visit/Contact:**  | 22nd May 2015 |
| **Additional visits if applicable:** | 10th July 2015 |
| **Current capacity:** | 0 | **Capacity agreed:** | 1 (with a view to increase) |
| **Date placement opened:** |  | **Date placement reviewed:** |  |
| **Unable to proceed at this time due to:**  | **Reason:** |
| **Review Date:** |  |
| COMMUNICATION RECORD |
| Date | Record of Meeting / Action Points | PDM/PDL initials |
| 07/05/15 | Met with Yvonne Thomson (YT) to discuss the opening of the C&M NWPDN team as a spoke placement for all Nursing and AHP students in addition to students with the WEBFs & Skills for Health Academy. | JY |
| 22/05/15 | Discussed progress with YT continue with Toolkit send to YT for review when completed. | JY |
| 10/07/15 | Met with YT to discuss Toolkit further information required on the toolkit | JY |
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**PLACEMENT DEVELOPMENT TOOL**

**TO**

**ASSESS THE INTER PROFESSIONAL LEARNING OPPORTUNITIES WITHIN A HEALTH CARE ENVIRONMENT**

**Patient Journey**

Consider the journey a patient would follow within your practice placement area. The patient journey will be from when the patient starts to access your service until completion. The history and future care/support needs of the patient will need to be taken into account.

Use the patient journey through the health care system as a way of looking at the different services involved. Consider how health care delivery will change in the future and what key initiatives / changes are occurring at present on a national and local level and how these will impact on the individual services and the future health care delivery.

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| **Points to consider as a placement provider:-** |
| 1. **Use a holistic approach when analysing the patient journey**
 | * What services are involved
* What professionals are involved (multi professional) or work within those services.
* How do the members of the multi professional team work as one
* How effective is this for quality of patient care and experience.
* What key drivers are behind this inter professional approach to working and learning together.
* Consider services both in and outside of the NHS (Independent and Voluntary sector)
 |
| 1. **What governance initiatives are in place within your service**
 | * Evidence Based Practice
* Clinical Governance (Measuring the quality)
* What local policy and procedures need to be followed
* Patient experience
 |
| 1. **National and local initiatives / changes that impact on the future of the services that you have identified in the patient journey.**
 | * DOH Guidance and recommendations
* CQC and other regulators
* Guidance and recommendations from professional body. (New Standards and recent publications)
* NHS Reforms
* NICE Guidelines
 |
| **This tool is to be utilised in partnership with the organisation to ensure all relevant information is explored and captured** |

**Practice Placement Profile**

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| **Placement Description** | The NWPDN supports the provision of quality placements for healthcare students across all professions enhancing healthcare learning experiences, to deliver excellence, choice and breadth beyond traditional boundaries. Working collaboratively with local HEIs, PEFs & Placement areas through quality monitoring & assurance. |
| **Patient Group** | Healthcare students Nursing, Midwifery, AHP, medical students, |
| **Care Provision Offered** | Support Northwest HEIs in the provision of quality placements for all Healthcare professions. In accordance with HENW operational plan for education. |
| **Working Patterns (to include agile working if applicable)** | Monday – Friday 08:00-16:00 (flexible working if required between 0700 – 1900)  |
| **Accessibility**  | Train & bus route within walking distance, lifts, disabled access, car parking |
| **Clinical and non clinical skills and activities** | Organisational, Communication, Facilitation, Data collection & Analysis, Minute taking, Time management, CPD, Mediation, Diplomacy, Leadership, Autonomous practice, Negotiation skills, Competency in clinical skills, Report writing, Scoping. Working across health and social care these skills are utilised across muti-professional & organisational boundaries |
| **Partnerships: Who the organisation works with to support service delivery** | Higher Education Institutions, Practice Education Facilitators, Health Education England Northwest, Work Based Education Facilitators, Skills Academy, learners, Private, Voluntary and Independent Organisations, Clinical Commissioning Groups, Primary Care, schools and colleges, local authority, NHS Trusts, PHE and Local Authorities. |

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| **Opportunities applicable to all health and social care learners**  | **Descriptor**  |
| Communication | Verbal - telephone conversations, facilitation of meetings, membership of meetings, presentations.Written - hand written communication, email, presentations, and documentation.Administration - IT skills, filing, diary management, negotiation skills, political awareness when communicating, listening skills, body language, emotional intelligence, diplomacy, conflict resolution, challenging conversations, self awareness, reflective practitioners, team working and communicationOther - |
| Professional relationships (i.e. Multi Disciplinary Team) | Cross boundary/profession/organisational working. The NWPDN has a range of healthcare professionals working together with placement providers, PEFs & HEIs across all nursing & AHPs. The learner will learn how cross boundary, collaborative, multi-organisational working maintains the current placement circuit and shows where development is required. Additionally the students will learn how this impacts on the learning experience of all healthcare learners. |
| Knowledge and skills that can be achieved  | Knowledge - Understanding of links between placement and practice. Develop understanding of Educational Frameworks. Develop a level of understanding about professions outside their own profession.Skills - Time management, Organisational skills, development of communication skills, collaborative working skills, innovation. Improved understanding of the essentials skills cluster and HCPC standards and skills in relation to the learning environment. Learning how having good clinical skills aids in the assessment of placement areas in turn developing their cognitive skills. |
| Raising concerns and safeguarding | Policy and procedure. Mandatory training. In addition to local polices and procedures both within the placement area and placement areas that are being audited & assessed. Raising concerns.  |
| Establish and maintain a safe practice environment | Adhere to local policies regarding safe practice & risk assessment. Additionally through the assessment of placement areas how these policies are applied in various settings. The application of HEI learning outcomes to the placement area during assessment ensuring the potential placement area is suitable for a learners learning and development. |
| Assure quality of practice | Quality assessment through the utilisation of toolkit, audit document, data collection and quality monitoring through governing bodies/organisations. CQC and governing bodies |
| **Public Health:-*** understanding public health
* wider determinants of health
* health improvement
* health protection
* healthcare public health
* health wellbeing and independence
* lifecourse
 | Using knowledge surrounding the Public Health agenda, 5year forward plan, DoH public health priorities. Development of the community sector planning for the future as healthcare expands further in to the community. Developing own knowledge of public health agenda and how this applies to the deliver of health and social care. |
| Leadership skills and knowledge within your placement area and provide examples | Organisation & facilitation of meetings. Sharing of knowledge and best practice. Collaborative engagement with key stakeholders. For the future development of the learning environment and practice element of HEI curriculums. Building relationships and partnerships. Leadership through placement development. Reflective practice. |
| **Additional Information** | Whilst spending time with the Cheshire and Merseyside Team there will also be opportunities to spoke out to local organisations and Primary Care. A hub and spoke approach will be utilised to support the learning outcomes and interests the learner requires and will be discussed at the initial assessment |
| **Learner information i.e. what type of learner would be able to access this placement area?** | All Nursing and AHP professions, placement area multi-disciplinary years 2 & 3, Cadets, Training Assistant Practitioners, Work experience |

These are guidelines and are not meant to restrict practice or be used for grading purposes.

**Patient Journey Case Study can be utilised for collecting evidence of all of the above and linked to learning outcomes and clinical skills.**

**HUB AND SPOKE MODEL**

**SPOKES OUTSIDE OF THE HUB**

**PATIENT JOURNEY CASE STUDY CAN BE UTILISED TO SUPPORT THE HUB AND SPOKE MODEL.**

**Contact details and length of spokes to be included in telephone directory.**

**Copy of patient journey hub and spoke to be left within Placement Portfolio**

**Please note, this is an example of the spoke opportunities as this can be adapted to the learners and the learning outcomes at the initial meeting with the Mentor/Educator.**

**Directory for placement spoke visits linked to the Patient Journey**

|  |  |
| --- | --- |
| Directory information | **Details of opportunities available within placement** |
| Service/centre/ professional | Contact name and number / PLSS number | Shadow experience (with other health care professional) | Spoke Short Visit | Length of time offered | Training Session | Length of time offered |
|  |  |  | Yes/No |  | Yes/No |  |
|  |  |  | Yes/No |  | Yes/No |  |
|  |  |  | Yes/No |  | Yes/No |  |
|  |  |  | Yes/No |  | Yes/No |  |
|  |  |  | Yes/No |  | Yes/No |  |
|  |  |  | Yes/No |  | Yes/No |  |
|  |  |  | Yes/No |  | Yes/No |  |

**Directory to be continued in conjunction with Patient Journey Tool with learners in practice and copy left within placement profile**

**NB Learners on placements with Allied Health Professionals may only be able to complete shadow experience or short visit**

**Profession - Check List**

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| **Profession within Placement Area** | **Number of mentors/ educators**  | **LEARNERS****discussed with placement area and agreed suitability for :-****(please tick whether hub or spoke or both)** |
|  |  | **Hub** | **Spoke** | **Hub/ Spoke** | **Comments** |
| **Nursing and Midwifery** |
|  |  | **Sign off mentors** |  |  |  |  |
| Adult  | 1 | 1 |  | √ |  |  |
| Child |  |  |  | √ |  |  |
| Learning Disability |  |  |  | √ |  |  |
| Mental Health |  |  |  | √ |  |  |
| Midwifery |  |  |  | √ |  |  |
| **Integrated programmes** |
| Learning Disability with Child  |  |  |  | √ |  |  |
| Learning Disability and Social Work |  |  |  | √ |  |  |
| **Allied Health Professionals** |
| Clinical Psychology |  |  | √ |  |  |
| Dental Therapy |  |  | √ |  |  |
| Dietetics |  |  | √ |  |  |
| Improved Access to Psychological Therapies |  |  | √ |  |  |
| Occupational Therapy |  |  | √ |  |  |
| Operating Department Practitioners |  |  | √ |  |  |
| Orthoptics |  |  | √ |  |  |
| Paramedics |  |  | √ |  |  |
| Pharmacy |  |  | √ |  |  |
| Physiotherapy |  |  | √ |  |  |
| Podiatry |  |  | √ |  |  |
| Prosthetics and Orthotics |  |  | √ |  |  |
| Radiography |  |  | √ |  |  |
| * therapeutic
 |  |  | √ |  |  |
| * diagnostic
 |  |  | √ |  |  |
| SaLT |  |  | √ |  |  |
| Social Work |  |  | √ |  |  |
| Sonography |  |  | √ |  |  |
| Undergraduate medicine  |  |  | √ |  |  |
| **Health Care Science (HCS)** |
| Physiological Science - Cardiac Physiology  |  |  | √ |  |  |
| Physiological Science - Respiratory and Sleep Physiology  |  |  | √ |  |  |
| Physiological Science - Respiratory Physiology  |  |  | √ |  |  |
| Neurosensory Sciences - Audiology  |  |  | √ |  |  |
| Neurosensory Sciences - Neurophysiology |  |  | √ |  |  |
| Neurosensory Sciences – Ophthalmic & Vision Sciences |  |  | √ |  |  |
| Life Science - Blood Diagnostics |  |  | √ |  |  |
| Life Science - Infection Diagnostics |  |  | √ |  |  |
| Life Science - Tissue & Cellular Diagnostics |  |  | √ |  |  |
| Life Science - Genetics Technology |  |  | √ |  |  |
| **Community Specialist Practitioners** |
| Health Visiting |  |  | √ |  |  |
| School Nurses |  |  | √ |  |  |
| District Nurses |  |  | √ |  |  |
| Practice Nurses |  |  | √ |  |  |
| **Other Programmes** |
| Advanced Practitioners |  |  | √ |  |  |
| Trainee Assistant Practitioners |  |  | √ |  |  |
| Cadets |  |  | √ |  |  |
| Work Experience |  |  | √ |  |  |
| **Trainee Assistant Practitioners (TAPS) - Work Based Education Facilitator (WBEF) network**  |
| WBEFnetwork@UHSM.NHS.UK | **Discussed** yes/no | **Outcome** |
| **Cadets – Health and Social Care – Skills for Health Academy North West** |
| Judith JonesCadet Development Lead Cheshire and MerseysideSkills for Health Academy North WestDirect Dial: 0151 482 5579Mobile: 07899060961Judith.jones@skillsforhealth.org.uk | Catherine FergusonCadet Development Lead Greater ManchesterMobile: 07825 522721 Direct Line: 0161 266 2389Catherine.ferguson@skillsforhealth.org.uk | **Discussed** yes/no | **Outcome** |
| **PDM** | **DATE** |
| Name: Jennifer Yates |  |
| Signature: |

**Name of Placement:** NWPDN Cheshire & Merseyside Team

**PDM/PDL:** JenniferYates

**Placement ID Number:**

**PLSS Number (if applicable):**

**Placement Development Checklist**

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| 1. **Quality Learning Environment**
 | **Date completed** | **Information given:****Sent by email****or****Discussed** | **PDM/PDL****Initials** |
| **Date of latest CQC/OFSTED/NHS England Inspection:..…/……/……****Outcome of latest CQC/OFSTED/NHS England inspection:………………………………………………….****……………………………..…………………………………** |  |  |  |
| **Placement Information Pack Given** |  |  |  |
| **NWPDN Tool kit completed and Placement Portfolio commenced** |  |  |  |
| **Date Essential Reading List given** |  |  |  |
| **Insurance and indemnity guidelines discussed.** **(Cover needed in relation to learners and clinical negligence).****Insurance & guidelines sheet issued.****(*NON NHS)*** |  |  |  |
|  | **Number** | **Start date(s)** | **PDM/PDL Initials** |
| **Number of Staff Applying for CPD Mentorship (MSLAP)** | 1 |  |  |
|  | **Number** | **Date Referred** | **PDM/PDL Initials** |
| **Number of Staff referred for Mentor Update** | 2 |  |  |
| **Number of Staff referred for SLiP Training/suitably prepared/mentor mapping** |  |  |  |
| 1. **Key Personnel**
 | **Date completed** | **Information given:****Sent by email****or****Discussed** | **PDM/PDL****Initials** |
| **PEF Informed of development** |  |  |  |
| **Link Lecturer informed of development** |  |  |  |
| 1. **Multi professional Educational Audit**
 | **Date completed** | **Information given:****Sent by email****or****Discussed** | **PDM/PDL****Initials** |
| **Agreed date of Multi professional Educational Audit meeting** **……/………/…………….** |  |  |  |
| **Multi professional Educational Audit signed off for Formative Placement until MSLAP course commenced (if appropriate) ……/………/…………….** |  |  |  |
| **Multi professional Educational Audit signed off****……/………/…………….**  |  |  |  |
| 1. **Other**
 | **Date completed** | **Information given:****Sent by email****or****Discussed** | **PDM/PDL****Initials** |
| ***Cumbria & Lancashire only*** |  |  |  |
| **Healthcare partnership Agreement** **(UoC non NHS)** |  |  |  |

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| **Any additional information:** |

**I have received all of the above information (to be signed at final audit meeting)**

**Placement manager name:** Yvonne Thomson

**Placement manager signature:............................................Date…….../........./........**

**PDM/PDL signature: …………………………………………………………Date:..……/…....…/…..…**

**NWPDN use only –**

**Formal Placement Development Handover Date:** 16/10/15

**Formal Placement Development Handover**

|  |  |
| --- | --- |
| **Placement Details** |  **Placement Contact Details** |
| Name: NWPDN Cheshire & Merseyside TeamAddress: Regatta Place  Summers Road LiverpoolPostcode: L3 4BLNHS/ ~~NON NHS~~ (please delete as required) | Contact Name: Yvonne ThomsonTel No: 0151 285 4566Email: Yvonne.thomson@uhsm.nhs.uk |
| **PDM details** | **PEF details** |
| Name: Jennifer YatesTelephone number: 0151 285 4549 Email: Jennifer.yates1@uhsm.nhs.uk | Name:Telephone number:Email: |
| **Link Lecturer details**  | **University** |
| Name: Cathy FletcherTelephone number: 0151 794 5908Email: c.fletcher@liv.ac.uk  |  |
| **Professions to be allocated** | Hub:Spoke: Adult ( view to expand across all professions) |
| **Mentorship**  | MSLAP details:SLiP/suitably prepared details:Mentor update details: |
| **Other Networks Referred** |  |
| **Date Audit Completed:** |  |
| **Date of Handover**  |  |
| **Name and designation of person sent to** |  |