## Faculty of Health and Wellbeing

**FPLC 1: Procedure for maintaining and monitoring the Mentor/Practice Teacher registers**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date prepared</th>
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<tbody>
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<td>11&lt;sup&gt;th&lt;/sup&gt; October 2013</td>
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<td>January 2016</td>
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<td>4</td>
<td></td>
<td>11 February 2016</td>
<td>Faculty Practice Learning Sub-Committee</td>
<td>January 2018</td>
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<td>5</td>
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<td>2 November 2018</td>
<td>Alex Levine Faculty Director Practice Learning</td>
<td>January 2019</td>
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### Specific notes for file

This procedure relates to the following pathways / programmes though others may like to follow them for good practice:

- IPL Adult Nursing
- IPL Child Nursing
- IPL Mental Health Nursing
- IPL Midwifery
- Return to Practice
- SCPHN
- BSc Adult Nursing
- BSc Child Nursing
- BSc Mental Health Nursing
- BSc Midwifery

*These boxes should be used to identify specific actions taken / changes made to document and the date.*
CONTENTS

1. Introduction
2. Purpose
3. Scope
4. Definitions
5. Duties and responsibilities
6. Process
7. Monitoring
8. Flow chart
1. INTRODUCTION

This procedure addresses professional regulations that are outlined in the document ‘Standards to support learning and assessment in practice (Slaip): Standards for Mentors, Practice Teachers” (2008) Nursing and Midwifery Council (NMC).


2. PURPOSE

a) To outline professional requirements for supporting learners on Nursing and Midwifery Council approved programmes and determines how staff employed by Canterbury Christ Church University and local placement providers will implement and monitor them.

b) To clarify roles and responsibilities in meeting NMC regulatory standards for supporting learning in practice.

3. SCOPE

All nursing and midwifery academic staff, Practice Placement Facilitators (PPFs) or equivalent, Practice Learning Unit (PLU) staff and the Faculty Director of Practice Learning (FDPL).

4. DEFINITIONS

a) The mentor database is a local and University database of mentors, sign-off mentors and Practice Teachers.

b) When referring to a student this document refers to a Specialist Community Public Health Nurses (SCPHN) or pre-registration student nurse/ midwife.

c) A mentor is a registered nurse/ midwife who has successfully completed a mentorship course that has been approved by the NMC or has submitted a successful Accreditation of Prior Experiential Learning (APEL) application on locally approved documentation (Appendix D.)

d) Sign-off mentors are experienced mentors who have achieved additional criteria that will mentor and support students during the practice placements at specified points during their programme and also support other mentors.

e) A Practice Teacher is an assessor who has knowledge, skills competence in both their specialist area and their teaching role. A Practice Teacher will have met their outcomes at stage 3 of the same Slaip document as above – p20 The Practice Teacher has the ability and experience to mentor students and registered nurses /
midwives who are undertaking post-registered courses which lead to an NMC registration.

f) A triennial review (Appendix A- mentors, Appendix F –Practice Teachers), should be completed every 3 years, to ensure that the mentor is still able to mentor and support students during their clinical placements.

5. DUTIES AND RESPONSIBILITIES

a) All qualified nurses, midwives, and managers responsible for supporting and managing students undertaking pre-registration programmes have a duty to make themselves familiar with the ‘Standards to Support Learning and Assessment in Practice: NMC Standards for Mentors, Practice Teachers and Teachers’, 2008 Nursing and Midwifery Council.

b) Organisations and managers have responsibility for ensuring mentors/ Practice Teachers are enabled to undertake annual updating as part of fulfilling their mandatory requirements.

c) All academic staff and Practice Placement Facilitators have a responsibility to contribute to the maintenance of the ‘live’ mentor register and adhere to the guidelines laid out in this document.

d) The Faculty is responsible for providing organisations with the outcomes of module completion and achievement of either mentor or sign-off mentor status.

e) Practice Placement Facilitators have a responsibility to maintain a ‘live’ mentor register (nursing and midwifery) and where appropriate Practice Teachers, for their organisation.

f) Practice Placement Facilitators have a responsibility to report key issues related to the currency/ availability of mentors and Practice Teachers and share copies of their mentor/ Practice Teacher registers with the Faculty Director of Practice Learning on a 3-monthly basis (July, October, Jan and April).

g) Practice Placement Facilitators have a responsibility to ensure that mentors/ Practice Teachers who do not meet NMC requirements at triennial review are removed from the live register.

h) The Faculty Director of Practice Learning (FDPL) will maintain an overview of the Private and Voluntary Independent Sector (PVIS) mentor register and work with academic staff to highlight and respond to any issues that arise, to include removal of practitioners from the mentor register or closure of placements if appropriate.

i) The Faculty Director of Practice Learning and Senior Lecturer’s in Practice Learning (SLPLs) have a responsibility to develop action plans in response to key issues raised in Trust reports.
j) Academic staff/ Placement Leads have a responsibility to implement relevant parts of the action plans.

k) The FDPL is responsible for providing reports for the Faculty Quality Committee detailing status of the mentor register and any identified risks.

l) Heads of School are responsible for ensuring identified risks are addressed.

m) Practice Placement Facilitators (PPFs) or equivalent and Practice Learning Unit (PLU) staff are responsible for ensuring student allocations are congruent with the numbers of ‘live’ mentors.

n) Academics delivering mentor/ Practice Teacher updates are responsible for ensuring update records are completed on the Practice Education Management System (PEMS), ensuring registers of attendance are submitted to appropriate PPFs or Practice Learning Unit.

PPFs or equivalent as well as the SLPLs are responsible for monitoring alternative methods of updating and ensuring update records are completed.

6. PROCESS

Mentorship Database

   a) Each NHS organisation must hold a live and current mentor database which must be current to enable effective liaison with the Higher Education Institution regarding capacity to provide practice placements. CCCU must hold the live and current mentor database for Private, Voluntary and Independent sector placements. This information will normally be stored on PEMS.

   b) All qualified mentors/ Practice Teachers must be listed on the Mentors/ Practice Teachers Database. Registered nurses appointed to the Trust who already hold a mentor/ Practice Teacher qualification and were on their previous employer’s database are required to complete a proforma with supporting evidence, Appendix E mentors, Appendix F, practice teachers.

   c) The’ live’ database must hold the following details:

First name and surname
Place of work
Date and type of initial qualification
Date of last update
Date of triennial review
Status (mentor / sign-off mentor / practice teacher
Mentors & Sign-off Mentors

- Mentors and sign-off mentors should be able to provide evidence of ongoing support of students in clinical practice settings, i.e. mentored at least 2 students (Practice Teachers to mentor at least 1 student) with due regard (extenuating circumstances permitting) within a 3 year period.

- Sign-off mentors are responsible for assessing whether students have demonstrated an appropriate level of practice proficiency to pass the final practice placement in their programme. This confirmation contributes to the student’s portfolio of evidence that will confirm to the NMC that the required proficiencies for entry to the Register have been achieved. N.B. Students must also have successfully completed the educational aspects of the course. (See NMC Standards section 2). [http://www.nmc-uk.org/Educators/Standards-for-education/Standards-to-support-learning-and-assessment-in-practice/](http://www.nmc-uk.org/Educators/Standards-for-education/Standards-to-support-learning-and-assessment-in-practice/)

- All Midwifery mentors are sign-off mentors or mentors that can evidence working towards sign-off status.

- For the process of becoming a sign-off mentor, please see appendix B and C.

- All mentors are required to complete an annual update facilitated by a member of the academic team or practice placement facilitator or equivalent (must be an NMC registrant)

7. MONITORING

a) Mentors, sign-off mentors and Practice Teachers are subject to triennial review. Evidence of this review should be identified on the register. Practitioners who either a) do not participate in triennial review or b) do not meet NMC requirements at triennial review should be removed from the live register until such time they have met the criteria for regaining their status (Appendix D / E).

b) The FDPL and/or SLPLs will monitor the status of mentors in their placement areas, contribute to their annual updating and identify actual / potential risks to the PPF / Placement Lead (NHS) or equivalent.

c) PPFs or equivalent will maintain and monitor their local register, report its status on a 3-monthly basis and action issues raised from an organisational basis.

d) The Faculty Director of Practice Learning will monitor currency of registers across Kent and Medway and provide 3 monthly reports to FQC.

e) Any risks identified will be reported to the Faculty Executive Team for action by Heads of School.
APPENDICES:

Appendix A: Triennial review form mentors/ sign-off mentors

Appendix A - Triennial review form.

Appendix B: Sign off mentor handbooks

Appendix B - 5a Sign Off Mentor Handbook
Appendix B - 5b Sign Off Mentor Handbook
Appendix B - Sign Off Mentor Handbook
Appendix B - Sign Off Mentor Handbook Mid

Appendix C: Sign off mentor form

Appendix C - Sign Off Mentor Form.pdf

Appendix D: CCCU APEL document

Appendix D - APL Form.docx

Appendix E: CCCU Practice teacher APEL document

Appendix E - APEL PT CCUC.doc

Appendix F: Triennial review Practice Teacher

Appendix F - Triennial review form SCPHN.p