

Responsibilities for those completing the SCPHN Practice Assessment Documents

Apprentice responsibilities

As an adult learner and existing NMC Registrant (Nurse or Midwife) you are expected to take a proactive approach to all learning opportunities and to demonstrating your progress. Continuous assessment is an integral aspect of assessment in practice and you are expected to show evidence of consistent achievement

Ways you could do this includes:

- Engaging positively with all learning opportunities and taking responsibility for your own learning
- Knowing how to access support, both within practice and from the university
- Recording your placement days on Smart Assessor each week
- Completing the initial SWOT analysis in the Orientation document within the first 2 weeks of starting the Programme and uploading to Smart Assessor by the deadline
- Adding examples of experiences you've undertaken in each Practice Assessment Document (1, 2, 3, then 4) each week. Link these with specific NMC Outcomes and Apprenticeship Skills and Behaviours
- Ensuring your PS and PA know your whereabouts each week
- Working in line with all Trust policies and procedures
- Taking a proactive and professional approach to receiving informal feedback and formal feedback in Formative Assessments
- Ensuring the three Formative and final Summative Assessments are booked in with your PS and PA in a timely manner
- Being fully prepared for the Formative and Summative Assessments – this means ensuring all placement days are recorded accurately in Smart Assessor, examples of progress are recorded in the relevant PAD and linked to NMC Outcomes and Apprenticeship Skills and Behaviours, all public health experiences are written up in the required document and linked to Apprenticeship Duties (you are not required to complete the Formative Assessment paperwork prior to your Formative Assessments, this is led by the Practice Assessor)
- Ensuring you regularly work with your PA throughout the year – ensure these dates are booked in advance
- Ensuring all PADs are uploaded to Smart Assessor by the deadlines set out on the timetable
- Ensuring you, your PA and PS have completed all sections, recorded names and dates where indicated throughout the document
- Ensuring no patient identifiable information is recorded within your Practice Assessment Documents
- Demonstrating high standards of professional attitudes, behaviours and conduct at all times in line with The Code (NMC, 2018)
- Taking a reflective approach to all learning, experiences and development throughout the year

Practice Supervisor responsibilities

Practice Supervisors must be Registered SCPHN with current knowledge and experience in the relevant field of practice i.e. HVs supervise apprentice HVs

As a Practice Supervisor you have an important day to day role in supporting and guiding the student through their learning experience towards becoming safe and effective SCPHN HV practitioners.

This includes:

- Facilitating learning opportunities (including any reasonable adjustments the apprentice may need to get maximum benefit)
- Providing support and supervision of apprentices day to day, providing feedback on their progress towards meeting all NMC Outcomes and Apprenticeship Skills and Behaviours
- Keeping a record of the apprentice's days worked in placement
- Discussing and guiding the apprentice as they seek out and arrange public health learning experiences
- Ensuring there are regular opportunities planned for the apprentice to work with their Practice Assessor
- Obtaining feedback from other team members, other professionals the apprentice works with and from people who use services and their carers (PUSCs)
- Keeping a record of the apprentice's progress, including specific examples to support the overarching record
- Sharing a summary of progress, feedback and personal and professional behaviours with the Practice Assessor at the three Formative Assessments and the final Summative Assessment
- Completing the PA/PS Annual Update and signing the Declaration in the Orientation Document
- Complete all required sections of the Practice Assessment Documents, signing and dating in all specified places
- Attending progress review meetings with the apprentice and their Academic Assessor and Skills Coach

Practice Assessor responsibilities

Practice Assessors must be Registered SCPHN with appropriate experience in the relevant field of practice i.e. HVs must assess apprentice HVs

As a Practice Assessor you have a vital role in assessing, supporting and guiding the apprentice through their learning experience towards becoming safe and effective SCPHN HV practitioners.

This includes:

- Overseeing the apprentices overall learning journey
- Arranging to work with the apprentice at regular points throughout the year to enable progress to be assessed regularly
- Providing feedback on the apprentices progress towards meeting all NMC Outcomes and Apprenticeship Skills and Behaviours

- Reviewing the record of the apprentice's days worked in placement to ensure Programme requirements are met
- Reviewing the public health learning experiences
- Assessing the apprentices learning, insights and application of learning from all learning experiences
- Leading the three Formative Assessments and final Summative Assessment.
- Completing the Formative Assessment documentation, making specific summary comments against each NMC Sphere
- Discussing and guiding the apprentice about ways to develop further and suggesting ways forwards from one assessment to the next
- Completing the Behaviours Assessment of the apprentice at all three Formative and final Summative Assessments
- Ensuring feedback from other team members, other professionals the apprentice works with and from people who use services and their carers (PUSCs) is being obtained
- Completing the PA/PS Annual Update and signing the Declaration in the Orientation Document
- Complete all required sections of the Practice Assessment Documents, signing and dating in all specified places
- Attending progress review meetings with the apprentice and their Academic Assessor and Skills Coach

Concerns about apprentice's progress

If an apprentice is not progressing as required at any point in the year, the PS and PA must meet with the apprentice to share feedback, enquire how the apprentice feels about their progress, explore any mitigating factors that could be impacting on the apprentices development, set out what is required from the apprentice and agree a time frame to review progress. Feedback about concerns and guidance about what needs to improve needs to be clear and specific. Time frames need to be relatively short to ensure apprentices are either given positive feedback and reassurance or given clear feedback that further meetings and action planning is needed.

If sufficient progress isn't made within the agreed time frame, action plans need to be discussed and agreed between the apprentice, PS and PA. The Skills Coach and Academic Assessor need to be informed about any meetings of this nature and any action plans that are agreed. Actions need to be specific and time frames need to be short.

If sufficient progress is still not made, then the Skills Coach and Academic Assessor need to be informed and joint meeting arranged to explore the situation and agree next steps.

Academic Assessor responsibilities

The AA must be part of the PGDip SCPHN Team in the University and must be a Registered SCPHN in the field of practice

The Academic Assessor will:

- Work in partnership with the apprentice, PS, PA and Skills Coach to understand the apprentice's learning and progress in practice
- Plan and share invitations to Tripartite meetings with Apprntice, PA and PS to review

- progress and discuss plans going forwards
- Evaluate and recommend the student to the NMC for SCPHN registration at the end of the programme
- Be a point of contact for the apprentice or Practice Assessor if an issue arises in practice

Criteria for Assessment in Practice

Assessment of NMC Outcomes and Apprenticeship Skills and Behaviours

The NMC has defined outcomes within 6 spheres of influence that the SCPHN apprentice must demonstrate to be assessed as Fit for Purpose and Fit for Practice as an NMC SPCHN HV.

The six spheres of influence	Specialist Community Public Health Nursing core standards of proficiencies for HV, SN, OHN and PHN	Core and Field Specific Proficiencies
	Core = HV SN OHN PHN	
Sphere A	Autonomous specialist community public health nursing practice	Core only
Sphere B	Transforming specialist community public health nursing practice: evidence, research, evaluation and translation	Core only
Sphere C	Promoting human rights and addressing inequalities: assessment, surveillance and intervention	Core + HV or SN or OHN
Sphere D	Population health: enabling, supporting and improving health outcomes of people across the life course	Core + HV or SN or OHN
Sphere E	Advancing public health services and promoting healthy places, environments and cultures	Core + HV or SN or OHN
Sphere F	Leading and collaborating: from investment to action and dissemination	Core + HV or SN or OHN

Taken from 'Standards of proficiency for specialist community public health nurses', NMC (2022).

It is recommended that the Ongoing Record of Progress document is used throughout the year to record progress, highlight positive achievements and identify areas for further focus.

Below is some guidance to help PS and PA with the ongoing assessments of apprentices progress under the four 'levels' against each Outcome, Skill and Behaviour.

Observation	Apprentice is exposed to learning experiences Shows an awareness but lacks knowledge and skills Listens, observes, asks appropriate questions (at appropriate times) Reacts to the experience and recognises own responsibilities and limitations
Participation	Learner can contribute to or reproduce activity/intervention that has already been observed or transferred from previous professional knowledge and experience The apprentice begins to articulate the underlying rationale for skills being utilised for specific aspects of the role Demonstrates recall of ideas and concepts gained at the observation level Introduces and discusses researched background information

	<p>Practices under supervision in a standardised way</p> <p>Responds positively to constructive feedback</p>
Identification	<p>Apprentice is able to carry out the activity/intervention in a competent manner but might need guidance, support, encouragement. Might need to take time to think or talk things through first</p> <p>Recognises and explains situations where appropriate The apprentice is able to assess their own strengths and limitations</p> <p>Utilises theory and research in relation to carrying out aspects of work</p> <p>Can apply and evaluate data relevant to the learning experience/intervention</p> <p>Begins to show initiative, recognises standards, values and qualities required for specific aspects of work and the role overall</p>
Internalisation	<p>Works in partnership with their Practice Supervisor / Practice Assessor / other professionals</p> <p>Shows the application of knowledge, provided care or leads interventions with minimal supervision, demonstrating safe and effective practice.</p> <p>Shows confidence in own activity</p> <p>Adapts to unforeseen and complex situations</p> <p>Able to reflect on experiences in an objective manner Able to apply knowledge to new situations</p> <p>Shows creativity, problem solving skills, solution focused approaches</p>