Preparation for Practice Assessor and Practice Supervisor roles

Annual Update

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Update outline

- This annual PA/PS preparation for your SCPHN learner is a practical exercise that helps you provide an effective learning experience for your SCPHN Apprentice

- It is a good opportunity for you and your colleagues to spend some time preparing for your learners and supporting each other in the process

- This annual update is a requirement for the PA/PS role

- The information in this presentation should be read in conjunction with the NMC (2023) Standards for Student Support and Assessment

The PA and PS role

Practice Supervisor- oversees learning experiences and ensures learning opportunities enable the apprentice to meet the NMC and IfA Standards. Learners spend most of their time with their PS. Monitors learner's progress in conjunction with the PA

Practice Assessor- oversees the monitoring and assessment of the learner's practice. Does spend time working with the apprentice. Responsible for completing the formative and summative assessments in the learner's e-portfolio

Apprentices have a separate PA and PS, both in the same field of practice as the learner. The Academic Assessor must be notified of any change of PA/PS (accompanied by the completion of the 'change of PA/PS' proforma in the e-portfolio)

Links to: NMC (2022) Standards of Proficiency for SCPHN; NMC (2022) Standards of proficiency for Community Nursing SPQ; QNI DN Standards (2022); IfA (2023) SCPHN; IfA (2023) DN

Preparing for your learner

- **Creating an effective learning environment**
  - **Physical learning space- desk, chair, PC/laptop, phone/e-mail/e-calendar, ID card**
  - **What are your expectations of the learner? How will you communicate this to the learner?**
  - **What might be the learner's expectations of you? Ask them!**
  - **Enabling quality learning experiences- mainly PS but other team members and public health days**
  - **Managing your own workload to enable learning opportunities when apprentice is on placement days**
  - **Complete the 'Orientation to placement' within the e-portfolio**
  - **Learners complete a 'skills scan' prior to the course that highlights gaps and knowledge- how will you use this?**
  - **How 'welcoming' is your environment?**

Identifying your apprentice's learning needs

- **Individuals learn in different ways. Identifying your apprentice's learning style helps them to get the best from the available learning opportunities. There are free online quizzes that identify people's learning styles (e.g. learning style quiz; education planner quiz) How will you adapt your approach to meet your apprentice's learning style?**

- **Your apprentice may have a Personal Learning Plan (PLP) at university. Learners with additional needs (including educational) will have reasonable adjustments during assessments. Apprentices may have specific needs/requirements in the placement area-discuss this with them when completing the 'orientation' documentation as part of the e-portfolio**

- **Remember neurodiversity when planning your apprentice's learning. Click here for guidance on managing neurodiversity within placement settings.**

Giving learner feedback

- **Learners require ongoing feedback- this includes 'good' feedback. Learners can be unsure how they are doing and worry about this**

- **Timing is crucial- After every learning opportunity/placement day is ideal**

- **Where? Open office? Privacy?**

- **Following up on feedback- don't leave things 'hanging'**

- **Feedback needs to be meaningful identifying progress and highlights what the learner needs to do to improve or what the next steps are**

- **The Feedback sandwich: What's going well, what could be improved, final positive message**

- **What do you do if your apprentice disagrees with your feedback? Discuss in more detail. Involve Academic Assessor and Enhanced Skills Coach if needed**

- **[Link to 'How to give and receive feedback effectively' (Hardavella et al, 2017)](#)**

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Monitoring and Assessing your learner's progress

To what extent is the learner meeting the NMC (2022) Standards of Proficiency for SCPHN and IfA (2023) Apprenticeship Standards?

Is the learner progressing at the expected rate? Depends on previous experience and expertise; transferable skills

Don't forget to monitor and assess your apprentice's professional behaviours

Include 'stretch and challenge' opportunities for learners who are experienced practitioners or easily meeting outcomes

Complete 3 formative and final summative assessments in the e-portfolio by the specified dates- clearly outlining progress and achievement

How do you identify and manage a 'failing learner'?

Discuss with the learner- importance of continual feedback. Document concerns with specific evidence.

Inform manager, Academic Assessor (AA) and Enhanced Skills Coach (ESC) as soon as possible

Put action plans in place to provide opportunities for learner to improve/ meet the NMC (2022) Standards of Proficiency for SCPHN (& IfA (2023) Apprenticeship Standards & complete 'additional learning contract' (ALC) in the portfolio). ALCs should be specific actions with short term timeframes

Keep manager, Academic Assessor and Enhanced Skills Coach updated

Regular meetings as appropriate: apprentice, PA, PS, manager, AA, ESC

Support for YOU

THE UNIVERSITY 4X PA/PS FORUMS (SEE PA/PS HANDBOOK FOR DATES)

ACADEMIC CREDIT BEARING PA/PS PREPARATION COURSES

YOUR TRUST UPDATE AND SUPPORT SESSIONS

Updates for the next academic year

- **See your PA/PS handbook for the dates of the PA/PS forums**

- **Academic Advisor will send calendar invites to PA/PS and student for the tripartite meetings (apprentice, AA, PA/PS)**

- **Your Enhanced Skills Coach will be in touch with invites for the practice reviews with yourselves and the learner.**

Next Steps

- **We hope you found this annual update helpful for preparing for the PA/PS role this year**

- **Please answer the following questions and email your answers to Ruth (r.thomas@mmu.ac.uk)**

1. What was helpful in this update?

2. What other information would have been helpful?

3. What other ways can we help you prepare for the PA/PS role?

- **Thank you for your help and time ☺**

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