



Welcome from Dr Mary Raleigh

Dear Student,

I am delighted to welcome you to the Florence Nightingale Faculty of Nursing, Midwifery and Palliative Care. As Associate Dean (Practice Learning), I work with colleagues across the faculty, university and practice learning partners with a focus on providing high quality practice learning opportunities that reflect the changing face of healthcare delivery. This is vital as all pre-registration nursing and midwifery programmes comprise 50% theoretical and 50% practice learning. Both provide essential knowledge, experience and learning which are interwoven throughout the programmes.



This practice learning handbook provides you with important information and guidance to enable you to maximise and enjoy learning opportunities in practice. This handbook is also available on the external practice learning zone [webpage](#). Additional information can be found on the internal [Practice Learning KEATs site](#).

Have fun and learn lots!

With best wishes,



Dr Mary Raleigh RMN RN RNT MSc BSc

Associate Dean (Practice Learning)

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1. Learning In Practice

Introduction to Practice Learning

Practice learning is integral to the development of resilient, caring healthcare professionals who can provide evidence-based care as part of an interprofessional team. The NMC Standards for Pre-registration Nursing Programmes (NMC 2018a) and the Standards for Pre-Registration Midwifery Programmes (NMC 2019a) specify that programmes leading to registration are 50% theory and 50% practice. This provides you with opportunities to integrate theory and practice and is important to ensure you can practice effectively using the best available evidence as set out in the NMC Code (NMC 2018b).

Enhancing Practice Learning Strategy

The Enhancing Practice Learning Strategy is for all programmes leading to an NMC award. This includes pre-registration nursing and midwifery, specialist community public health nursing and modules leading to a NMC prescribing qualification. The strategy provides an overview of the structures and processes to support a quality practice learning experience which enables you to integrate theory and practice. Included within the strategy are a number of key performance indicators (KPIs) for the Faculty, practice learning partners (PLPs) and students. The Enhancing Practice Learning Strategy can be found on the practice learning zone [here](#). Termly feedback focusing on the KPIs and student placement evaluations will be shared with our host Practice Learning Partners. The overall performance against the KPIs is a standing item at the termly Practice Learning Partnership Committee.

Practice Learning Partners

We work in partnership with a range of practice learning partners (PLPs), 17 of these PLPs are host practice learning organisations for nursing and midwifery students. These PLPs are:

- Central London Community Healthcare NHS Trust (CLCH)
- Central and North West London NHS Foundation Trust (CNWL)
- Chelsea and Westminster Hospital NHS Foundation Trust (CWH)
- Croydon Health Services NHS Trust (CHST)
- Great Ormond Street Hospital for Children NHS Foundation Trust (GOSH)
- Guy's and St Thomas' NHS Foundation Trust (GSTT)
- Imperial College Healthcare NHS Foundation Trust (ICH)
- King's College Hospital NHS Foundation Trust (KCH)
- Lewisham and Greenwich NHS Trust (L&G)
- North Middlesex University Hospital NHS Trust (NMU)
- Nightingale Hospital London (Nightingale)
- Royal Marsden NHS Foundation Trust (RMH)
- South London and Maudsley NHS Foundation Trust (SLaM)
- South West London and St George's Mental Health NHS Trust (SWLSTG)
- St George's University Hospitals NHS Foundation Trust (SGH)
- University College London Hospitals NHS Foundation Trust (UCLH)

- West London NHS Trust (WL)

The Faculty is part of King's Health Partners (KHP). KHP is an Academic Health Sciences Centre where world-class research, education and clinical practice are brought together for the benefit of patients. The three other members of KHP are: Guy's and St Thomas' NHS Foundation Trust, King's College Hospital NHS Foundation Trust and South London and Maudsley NHS Foundation Trust

Most of your placements will take place within your host practice learning organisation, which is allocated to you at the start of the programme. You could be allocated to any of our practice partners as your host practice learning organisation. Allocation to host PL organisations is arranged, where possible, based on the term-time postcode given by students. Typical travel to placement can be expected up to a maximum of 1 hour and 40 minutes one-way for all London-based students, as calculated by an online route planner. To ensure this is the case for all students in the city, your host organisation will not necessarily be the one nearest to you geographically, while still meeting this criterion. In exceptional circumstances, it is possible to request a change of host practice learning organisation. Please view the [policy here](#).

During your programme you may also have an opportunity to have a placement outside the NHS, for example with an independent or third sector provider. In exceptional circumstances, it is possible to request a change of host practice learning organisation. Please view the [policy here](#)

The Placements Team works with our PLPs to map practice learning placements. They are based in the Nightingale Student Hub and provide administrative support. You can contact the Placements Team [via Student Services Online](#). You'll hear from them via email each time you're allocated a placement.

Rounded Experience

The NMC programme standards require you to undertake placements in a range of areas to obtain a rounded placement experience, meet all the proficiencies required to achieve your NMC award, and ensure you are well equipped for work beyond the programme.

For nursing students, the placement pattern that each nursing student undertakes is designed to ensure that you achieve a Rounded Experience which reflects the current pattern of healthcare delivery. As such, this includes a range of inpatient and community settings.

For midwifery students, the placement pattern that each midwifery student undertakes is designed to ensure that you achieve a Rounded Experience which encompasses the range of healthcare delivery in maternity, including antenatal, postnatal, labour, and community.

In the **appendix**, we explain in detail how the Rounded Experience works for each programme.

In order to ensure all students obtain a Rounded Experience, students are not permitted to arrange their own placements with clinical services. Placements also cannot be arranged around future career plans or interests. Students may request a particular placement or specialty for their final placement only, subject to availability.

Key Roles for Supporting Learning

The NMC (2018c) Standards for Student Supervision and Assessment (SSSA) set out the requirements for supporting practice learning. The three roles that will support your practice learning are set out in figure 1.

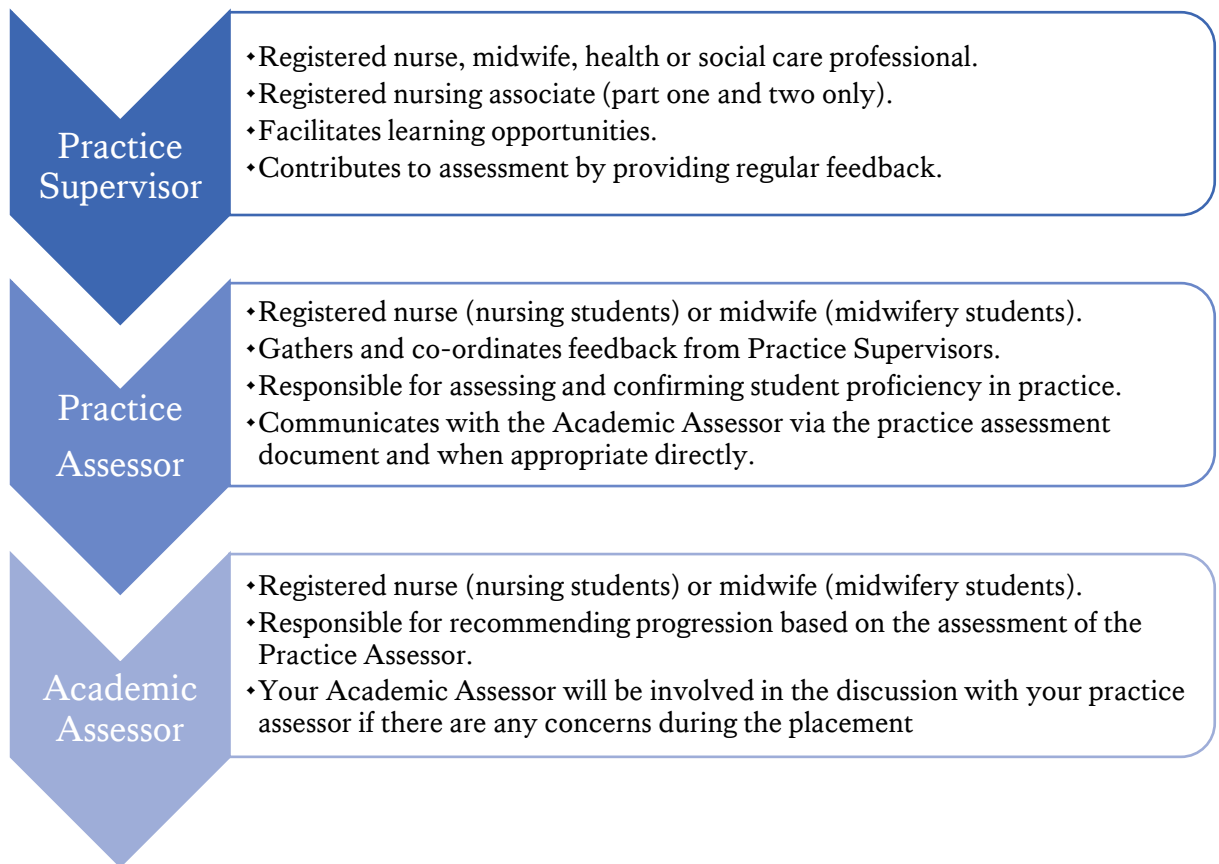


Figure 1: Standards for Student Supervision and Assessment (NMC 2018c)

In addition to the requirements of the SSSA the Faculty also provides support for practice learning with several other roles. These are set out in figure 2. Further details of the Faculty Partnership Lead, link lecturer team and clinical teachers for your host practice learning organisation can be found on that host organisation's KEATS page. Any concerns you have while on placement should be raised with the relevant link lecturer or Faculty Partnership Lead as soon as possible, and not left until after the placement has ended. Details of the link lecturer for each clinical area can be found on the PLP KEATS pages, which you will be enrolled in after your host organisation is allocated, and which are accessible from the Practice Learning KEATS page. More details are provided in section 4.

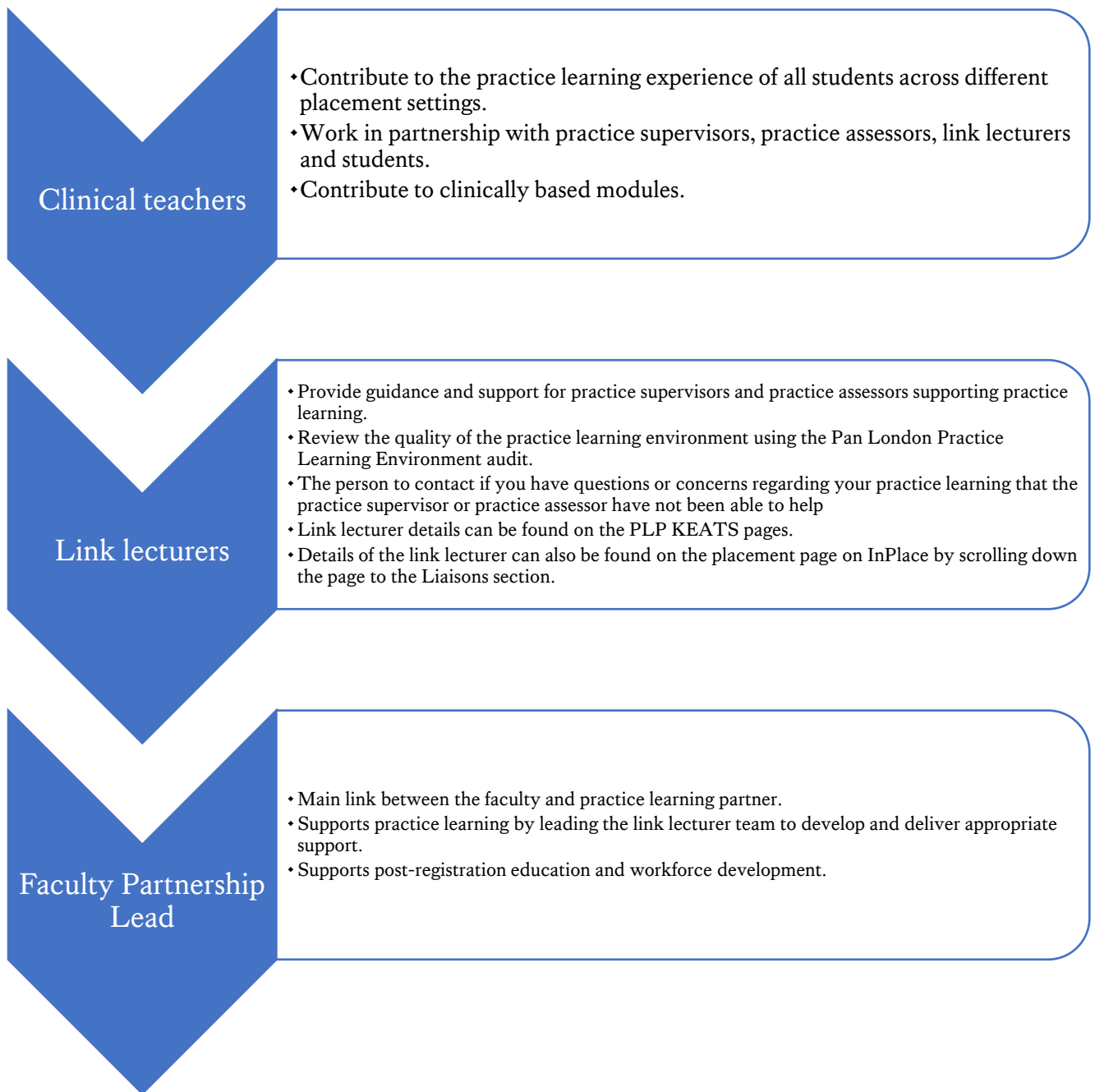


Figure 2: Support for Practice Learning

Student Self-Care

Our pre-registration nursing and midwifery programmes are full time with university lectures, assignments and placements; it can be difficult to find time for yourself amongst these demands. Understanding the importance of self-care amidst your busy study schedule, family and social life is a good way to ensure you are successful in your studies. Knowing where to access help – either through your university [health and wellbeing department](#), your personal tutor, family and friends, the student lead at your placement or online support groups – is part of self-care.

Have a look at the Student Nurse Self-Care Handbook below for more information and insight into self-care for nursing and midwifery students.

[Student Nurse Self-care handbook](#)

The [going home checklist](#) also provides some helpful tips for the end of your shift so that you can go home and rest.

Occupational Health

The Occupational Health (OH) service is in place to support students with any physical or mental health concern, for which you might require support or advice when going into clinical placement. The service exists to help ensure placements are safe and, where necessary, appropriately adjusted to allow you to complete them successfully. A consultation with the OH team does not necessarily mean your placements will be stopped or your course will be negatively impacted. If appropriate, the Faculty will discuss recommendations from Occupational Health with the education team at your host practice learning organisation. Uptake of recommendations depends on whether they align with what is feasible according to our [Reasonable Adjustments Policy](#).

The Nightingale Hub will also check in with you about your health:

- **At the start of each academic year** – to confirm that your health status hasn't changed and you're still able to engage with the programme.
- **When returning after interruption or sickness** – we will seek clearance for you from Occupational Health.
- **If you have a health problem** – we may seek advice from Occupational Health if it might affect your ability to work in practice. A referral to OH can be made by your Cohort Lead.

Disability

Any information you provide to us about a disability will be processed sensitively and confidentially. If you have a problem or health condition which compromises your fitness to practise, it is your responsibility to protect yourself and patients/clients.

Before each clinical placement it may be useful for you to let your Practice Assessor/Supervisor how they can help you regarding your disability or health condition. You will find guidance on information sharing and some templates for emails and statements on the Practice Learning KEATS page. We can also arrange a meeting with you to see what adjustments can be put in place – this might cover issues such as shift patterns or access to specific equipment. For further advice, please speak to your Cohort Lead or the Faculty's Disability Liaison, Dr. Laurence Georgin (laurence.georgin@kcl.ac.uk).

2. Professional Values

NMC Code

You are expected to prioritise people, practise effectively, always preserve safety, and promote professionalism and trust. Practising effectively includes maintaining the knowledge, skills and attitudes needed for safe and effective practice, which you will develop during your studies, including through mandatory training. The NMC (2018b) Code is reflected in your practice assessment. Throughout your programme and career in nursing or midwifery you will be working in clinical practice where professional values and adherence to a code of behaviour is required. Practice Learning Partners also have their own statement of values and expected behaviours by which you must abide.

[View the full code](#)

Professional and responsible behaviour is expected not only within your placement but also outside of work, including on social media and networking sites. The social media guidance booklet by the NMC sets out the main principles you must follow at work and in your personal life in order to ensure public protection is maintained. This includes the use of mobile phones in clinical practice. Mobile phones are not permitted in some settings. Please take time to review the NMC guidance. Unprofessional use of social media is a common reason that students are referred to the Fitness to Practice Panel.

[View the guidance](#)

Student/client/staff relationships

You must ensure that your working relationships with patients or service users and their family and friends as well as practice staff remain professional and end when you finish the placement.

- ✘ Never arrange to meet or contact patients, clients and staff socially, either while on placement, or after you have finished your placement.
- ✔ Always think carefully about how you conduct yourself in the workplace and in your life outside work. For example, be clear that friendships with patients and clients are not possible and it is not possible to accept gifts from patients and clients.

Supernumerary status

While you will be working in practice with client, patients or service users it is important to remember that you are part of the team but will not be included in the workforce numbers. You will apply your learning in clinical practice with supervision from Practice Supervisors and Practice Assessors. As you progress through your programme you will move from guided participation to active participation, progressing to practising independently with minimal supervision.

NMC Raising Concerns

You may see something in practice that concerns you. The [NMC \(2019b\)](#) provides guidance for raising concerns, which is core to the NMC Code, Preserving Safety. Should you have any concerns

during your placement, discuss your worries with your Practice Supervisor first. If your concern remains unresolved get in touch with the PLP education team (following the local policy) and your link lecturer to discuss your concerns. The PLP where you are undertaking your placement will also have a Freedom to Speak Up guardian you can contact. Do not wait to raise your urgent concerns in the placement evaluation survey as they will not be dealt with in time.

Special Circumstances & Authorised Absence

The practice learning hours for the programme are set by the NMC and must be achieved by the end of your programme. In some exceptional circumstances, you may need to request some flexibility around your placement hours, as detailed below.

Special Circumstances

If you have special circumstances or an unexpected change in your personal circumstances, you should discuss these with your Practice Supervisor or the clinical manager in your placement in the first instance and may obtain a letter from your Personal Tutor or Cohort Lead in support of your case. Some flexibility with shift patterns may be accommodated in the short term at the discretion of the clinical manager and once an agreement is reached, you must adhere to this and inform your Link Lecturer of your shift patterns.

Parents & Carers

If you have children and/or dependents, you must ensure that safe care and provision is in place whilst you are on placement and attending university. You must ensure you can be contacted as soon as possible in case of an emergency.

King's provides comprehensive advice and support for student with caring responsibilities:

<https://www.kcl.ac.uk/campuslife/services/student-advice-support/how/parents/student-parents-carers>.

Authorised Leave

Applications for authorised leave, especially in the case of family bereavement, will be sympathetically dealt with. You should approach your Personal Tutor or Cohort Lead to complete the necessary documentation, negotiate time away from your placement and discuss how learning will be covered/made up. You should also inform your placement area confirming your return date.

Fitness to Practise

The NMC has 'Fitness to Practise' criteria to make sure nurses and midwives work without risk to themselves or patients. We've created a set of guidelines to explain [Fitness to Practise](#). You must also ensure that you are working within your scope of practice, see section 5.

You must be able to achieve all elements of your programme and remain fit to practise throughout. We have a duty to make sure only students who are fit to practise are added to the NMC register.

Students referred to the Fitness to Practise Committee will be considered under the NMC Code and actions will be carried out depending on the severity of the situation. The Committee will decide if the hours completed during the placement can contribute to your overall practice learning. In extreme cases you may be removed from the programme.

A referral to this Committee may be due to professional conduct:

- At University
- On placement
- Outside University (social and recreational activities)

Some examples of Fitness to Practise cases would be:

- Falsification of signatures, hours or any assessment recording in practice assessment documentation
- Administering medication without supervision
- Disconnecting or tampering with intravenous lines
- Management of naso-gastric tubes without supervision
- Inappropriate use of social media

[You can read real life cases and results on the NMC website](#)

Placement Evaluations

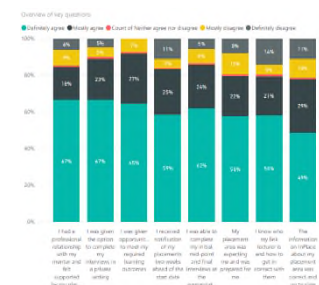
Feedback from students regarding the practice learning experience is a valuable source of information to ensure the ongoing delivery and development of high-quality practice learning. To achieve this, we want to hear about your experiences on placement so that we can identify what is going well and what we can do to improve your experience. The evaluations include a question about when you received your placement allocation and rota. This is important as it enables us to monitor the Key Performance Indicators in the [Enhanced Practice Learning Strategy](#). Providing feedback is part of your professional practice, and you are expected to engage with our placement evaluation survey throughout your programme. Your feedback is highly valued by our PLPs.

For nursing students, you will be invited to complete an evaluation for your specific placement area at the end of each placement.

For midwifery students, you will be invited to complete evaluations for each specific placement block once a term, using a new form to cover each placement area you have undertaken during that period.

Sharing our findings

On a termly basis, we publish a report on KEATS so that you can see how students across the Faculty have responded. We also share versions specific to our practice learning partners with each of them, to make them aware of areas where they can improve our students' experiences and celebrate best practice.



Dress & Appearance

Your dress and appearance are considered an aspect of professional conduct. In all cases, you must adhere to the practice area's uniform policy and dress code.

Here are some general expectations.

Personal hygiene

As a nurse or midwife, it is essential that you pay attention to your personal hygiene.

While wearing your uniform, you must not:

- ✗ Chew gum
- ✗ Smoke

If you wear perfume and aftershave it must be discreet as patients can find strong smells nauseating.

Hair & Make-up

There is a possibility of hair carrying staphylococcus aureus. By keeping your hair clean and tidy, and styled so it doesn't touch the patient, you'll minimise any risk. If the PLP uniform policy permits you to wear ribbons, scarves or hats they must be cleaned regularly as they are a potential source of infection.

You must:

- ✓ Keep hair clean and well groomed
- ✓ Tie it up if it falls below the collar line
- ✓ Treat scalp lesions
- ✓ Ideally be clean shaven
- ✓ Keep beard or moustaches groomed and of moderate length
- ✓ Wear discreet fastenings
- ✓ Not wear false eyelashes

Nails

You must:

- ✓ Keep fingernails clean and short to avoid the growth of micro-organisms and the risk of scratching patients.
- ✗ Not wear nail varnish. Nail varnish chips can enter wounds and cause infections.
- ✗ Not wear artificial nails.

Clothing

There are some exceptions where you may not need to wear uniform, for example in community placements, mental health centres, and nurseries but you should check with your placement area beforehand. While on placement, you shouldn't wear tight, restrictive or revealing clothes. What you wear must not interfere with the safety of you or the patient/client. Religious and cultural values of patients should be respected, especially when visiting their homes.

It's also important that while carrying out your duties in clinical practice you:

- ✓ Wear sleeves above the elbow so you can carry out correct handwashing.

- ✓ Only wear a cardigan over a uniform at break times.
- ✓ Make sure vests or t-shirts under your uniform are not visible.
- ✓ Remove facial coverings worn for religious reasons.
- ✓ Move head coverings away from your face – they shouldn't be longer than shoulder length.

To prevent cross-infection you must never wear your uniform:

- ✗ When you travel to placement.
- ✗ In shops, pubs, clubs or bars or any other non-placement setting.
- ✗ Outside hospital (unless you're following a practice learning partner uniform policy).

Care of uniforms and workwear

- ✓ Change your uniform or work clothes daily.
- ✓ Uniforms and workwear should be laundered separately from other household items, in a load not more than half the machine's capacity.
- ✓ Make sure your uniform isn't crumpled.
- ✓ Uniforms and workwear should be transported home in a disposable plastic bag (not alginate as this may damage domestic machines).
- ✓ They should be emptied out of the bag directly into the drum: no other household items should be included in the wash.
- ✓ The plastic bag must be thrown away in the normal household waste and not reused.
- ✓ Personal laundry bags, which can be directly placed in the home washing machine without removing the scrubs, may also be used for this purpose.
- ✓ The seal and door of the machine are to be wiped before closing.
- ✓ All elements of the washing process contribute to the removal of micro-organisms on fabric. Detergents (washing powder or liquid) and agitation release any soiling from the clothes, which is then removed by sheer volume of water during rinsing.
- ✓ Wash clothes at 60 degrees to reduce the risk of cross-infection.
- ✓ A weekly mild solution of bleach on a high temperature can be used in the machine to decontaminate it.

Jewellery

Jewellery, even wedding rings, has been found to attract micro-organisms. For this reason, jewellery and watches are not permitted to be worn in practice, with the exception of wedding ring without a stone, and one pair of plain gold or silver coloured studs.

Tattoos and piercings

- ✓ Tattoos must be discreet and acceptable to others. Visible tattoos that are deemed to be potentially offensive to patients, visitors or other members of staff should be appropriately covered.
- ✓ Conceal visible piercings (other than one pair of stud earrings).

Wearing your ID

While on placement, you are expected to wear visible ID with your name and student status, so patients/clients know who is taking care of them. This may be your university ID, or ID for your host practice learning organisation.

Religious dress

Headwear, for example, turbans and kippot, veils (Christian or niqab) and headscarves are permitted on religious grounds, provided that patient care, health and safety, infection control, and security and safety of patients or staff is not compromised (NHSE 2020). Please check your host practice learning organisation uniform and dress code for further details regarding religious dress.

Footwear

Your shoes must be:

- ✓ Plain and black
- ✓ Clean and in good condition
- ✓ Low heeled (no more than 2 cm) with a noiseless sole
- ✓ Supportive
- ✓ Provide protection with a closed toe with a covered upper arch and heel
- ✓ Wipeable clean

Don't wear:

- ✗ Trainers unless this is approved in the PLP uniform and dress code policy. **They must also not be worn for mandatory training.**
- ✗ Open sandals.
- ✗ Backless slipper type shoes (these do not offer support).
- ✗ Mary Jane shoes (these do not offer support).
- ✗ Ballet pumps (these do not offer support).

Ordering Extra or Replacement Uniforms

You will have been provided with a starter kit of uniforms at the start of your programme. If you need to order any further uniforms, for example due to wear and tear, accidental damage or due to your clothing size going up or down, details can be found on the Practice Learning KEATS site.

For any information about uniforms, please contact the Programmes Team via [Student Services Online](#).

3. Preparation for Practice Learning

Practice learning comprises a range of activities including learning which occurs while on practice placement, mandatory training and simulated practice learning as permitted by the relevant NMC programme standards ([NMC Nursing Standards](#) and [NMC Midwifery Standards](#)).

Disbarring Service

The Disclosure and Barring Service (DBS) carries out enhanced DBS checks to ensure that people working with adults and children in healthcare and personal care are suitable to be in this position of trust. You will not be able to undertake practice learning in clinical practice until your enhanced DBS clearance has been received.

You are required to inform the Faculty immediately should you receive a police warning, caution or conviction while you are enrolled on the programme. In the first instance please email bridget.tindall@kcl.ac.uk. This information will then be reviewed by the Faculty. Failure to disclose any caution or conviction may result in discontinuation from the programme.

The things you should tell us about include:

- 1) any criminal caution or charge against you, or if you have received a conditional discharge in relation to, or have been found guilty of, a criminal offence (other than a protected caution or conviction).
- 2) where you have had your practice restricted in any workplace setting where you are undertaking regulated activities.
- 3) any disciplinary action by any regulatory or licensing organisation including those who operate outside of the professional health and care environment.

There may be other factors that could affect your fitness to practise. If you are unsure, please contact our Placements Team for further advice.

Mandatory Training

In order to be permitted to attend placements during each year of your course, you must have completed the relevant mandatory training and e-learning sessions. Failure to do so will mean you cannot attend placement. This is in line with the NMC (2018) Code that states *6.2 maintain the knowledge and skills you need for safe and effective practice*. The compulsory requirements will be specific to your course, so it is essential you read through the guidance on the [Mandatory Training KEATS space](#).

Simulated Practice Learning

The NMC defines simulation as “*an artificial representation of a real world practice scenario that supports student development and assessment through experiential learning with the opportunity for repetition, feedback, evaluation and reflection. Effective simulation facilitates safety by enhancing knowledge, behaviours and skills*” NMC 2018d p14.

Simulated learning is used across all programmes. The use of simulated practice learning for Pre-Registration Nursing programmes will vary across programmes. Details for each programme can be found on the Practice Learning Zone. Simulated practice learning is not currently permitted under the Standards for Pre-Registration Midwifery Programmes (NMC 2019b). Simulated practice learning is an important component of the programme and contributes to your practice learning. Simulated practice learning hours must be signed for within your practice assessment documentation.

Chantler & Weston Simulation & Interactive Learning (SaIL) Centres

The Chantler SaIL Centre (CSC) and the Weston Education Center (WEC) SaIL provide opportunities for clinical skills teaching and learning. [The CSC KEATS](#) page provides an overview of the resources and opportunities available for students. Before attending either of the skills centres you must complete the COVID-19 induction which can be found on the Keats site [here](#). In addition to attending teaching at the CSC there is also the opportunity for you to use the Independent Learning Room (ILR) which is designated space for students to practice clinical skills. To access the ILR you need to have completed the CSC induction quiz and the ILR induction. Once these have been completed you will be able to sign up for a slot in the ILR.

If you are required to wear uniform when in clinical practice, you must also wear uniform when at the SaIL centres. If you are a new starter in 2022 and do not yet have a uniform, you must instead adhere to the following principles of professional appearance and conduct for clinical environments:

- Use of the correct personal protective equipment for the activity.
- Arms bare below the elbow.
- Shoes: plain, black, clean, in good condition, low-heeled (no more than 2 cm), noiseless sole, supportive, provide protection with a closed toe with a covered upper arch and heel, wipeable clean.
- Hair off collar – tie it up if it falls below the collar line.
- Minimal jewellery.
- Nails: clean, short & natural. Strictly no nail varnish allowed.
- No artificial nails or false eyelashes.

1. Host Practice Learning Organisation Induction

All first years are allocated a host practice learning organisation, for which there will be an induction in Term 1. Attendance of this induction is mandatory. Please check your timetable and induction documents carefully so that you know when and where your host practice learning organisation induction is being held. There may also be a requirement to undertake an induction for your host practice learning organisation at the start of subsequent academic years.

Please note that failure to attend your Practice Learning Organisation induction will result in your placement being delayed.

InPlace

[InPlace](#) is web-based software that you will use to view your upcoming placements. InPlace is specific and personalised to you, similar to Student Records. You will be sent login details at the start of your programme. How-to guides are also available on KEATS¹. You can expect to receive your placement allocations via InPlace (our placement management system) four working weeks prior to your placement commencing (except your very first placement, for which you may receive your allocation up to one week beforehand). Following this, it is your responsibility to contact your placement area at least two weeks before your start date. This is out of courtesy to the clinical area and will also enable you to get your rota and any other details that you need.

Change of Placement Policy

It is also possible to request a change of placement after you receive your allocation and before you begin the placement. Placements are agreed with the practice learning organisations in advance, so a change of placement request can only be considered if you can provide evidence of exceptional circumstances beyond the routine challenges of everyday life. Even if approved, a change is still subject to placement capacity at the practice learning organisation. Details of the change of placement policy can be found [here – you must ensure you submit such requests using the form in this policy. Change of placement requests cannot be accepted by email or via a member of staff.](#)

Rota, Shift Pattern

Placement experience will usually be 37.5 hours per week and you will be expected to work the shift pattern of the placement area to which you are allocated. Students are expected to experience the same care delivery that other nurses in the area provide. This may mean being part of a 24/7 service from the start of the programme. This is to ensure that you experience the range of hours expected of registered nurses as set out in the [NMC Standards](#) and may, therefore, include early, late, night shifts or long days, and possibly weekends and bank holidays. You will be given your rota by the placement area when you contact them before starting the placement. If your rota is not available four weeks prior to the placement starting practice learning partners have agreed there will be flexibility for the first two weeks of the placement to enable the students to plan for caring responsibilities and commitments. This is explained in the [Enhancing Practice Learning strategy](#). PLPs have been requested not to roster students during the final weekend of a placement, before the return to campus-based teaching. It is accepted that some students may prefer this because of caring responsibilities.

It is possible to ask for Wednesday afternoon for sport, but this cannot be guaranteed. Requests for altering rota patterns to reflect religious observance must be discussed with the placement area. The

¹ *Should you have further questions or require assistance with InPlace, the Placements Team can be contacted at nightingaleplacements@kcl.ac.uk

ability to accommodate requests will be influenced by the size and capacity of the practice learning placement. Requests will be considered on a case-by-case basis.

When allocated to community healthcare settings, you will be expected to work the same shift pattern as your Practice Supervisor, which may include weekends, twilight hours and occasionally some night shifts. If you are working in the community and finish after 23.00 you will be able to claim expenses for a taxi fare. From year 2 of the Midwifery programme there is an expectation that students will caseload a minimum of two women for the duration of their pregnancy and as such there will be an on-call commitment. If you are required to attend practice for your continuing project during the night you will be able to claim expenses for a taxi fare.

Four weeks of placement experience will be the equivalent of 150 hours. In line with best practice you should not normally work more than 48 hours in any seven day period. Fatigue will impact on your ability to practise safely and on your practice learning. Hours exceeding 48 in a one week period can be included in total practice learning hours only in exceptional circumstances when they must be approved by the Associate Dean of Practice Learning (using [this form](#)). You must not work four long days every week to finish your placement early.

Weekly working hours need to be signed and monitored using your practice assessment documentation. You are expected to arrive before the start time of the allocated shift in order to get ready and start working promptly; timekeeping is linked to professional values. You are expected to attend shift times as stipulated by the clinical manager of the practice area and not swap shifts once the rota has been completed. Students attending recruitment activity in part three of the course may record up to 7.5 confirmed hours of practice learning for this purpose.

Holidays and weekends

You are permitted to work bank holidays which occur during your placement. If you are placed in a clinic or placement area which only opens 5 days a week and it is not possible to work or make up bank holiday hours, please discuss the need to complete your practice learning hours with your Practice Supervisor. Students are not permitted to be in practice during the university closure period over Christmas/New Year. Students are not permitted to undertake practice hours when scheduled to be at university.

Sickness and Absence

If you are unwell and unable to attend your placement, or running late, it is important that you notify the placement area before the start of the shift. Check that you know the reporting process when you start the placement, for example do you need to email as well as phone before the shift starts? Remember to make a note of who you speak to when you call, to refer to later if needed. Reporting absence is important not only to track attendance but more importantly to know you are safe. In addition, you must also notify the university using the link on the [Practice Learning KEATS page](#).

When you are off sick you must not undertake bank work. If you are off sick for more than 7 consecutive days, you must produce a medical certificate to cover the full period of sickness and submit this to the Programmes Team by logging an enquiry on [King's Student Services Online](#).

If you are absent for a total of more than 10 days in any one academic year period, or more than 4 weeks in a single episode of absence, you will be required to obtain occupational health clearance or a fit for work medical certificate before you will be permitted to undertake any further practice placement.

Negotiated practice learning

Attendance at conferences and other external events may offer a legitimate source of practice learning across the programme. This must be agreed in line with the [Faculty policy](#). Students can attend conferences and claim up to 5 days (37.5 hours) of practice learning hours. However, they must write a reflection of their learning for each day and submit it to their Personal Tutor as proof of attendance for the to verify 7.5 hours for each day in the practice assessment documentation.

Hub and Spoke Placements

Some placements will offer opportunities to experience 'spoke' visits to clinics and specialist services or the opportunity to shadow staff with distinct roles. These may also include the range of services within the healthcare setting that impact on the client, patient or service user journey. These may be arranged by your Practice Supervisor or Practice Assessor. You should agree with your Practice Assessor or Supervisor how you will account for the time spent on 'spoke' days and who will be responsible for signing off attendance in your practice assessment documentation.

Part time job/Bank shifts

Please note that you are a full-time student, so you should not expect your duty rota to be arranged around paid work commitments. If you are working with an organisation as a Bank Healthcare Assistant (HCA) you must inform the Bank that you are a full-time nursing or midwifery student. Under no circumstances should you cancel an allocated placement shift as a student to work a bank shift. You are not permitted to work bank shifts on a current practice placement; this is to avoid confusion about your student status but you may work there once you have completed that placement as a student. The Bank and the practice learning organisation may wish to monitor the number of shifts you work in a given period.

Practice learning hours

You are required to meet the practice learning hours set out by the NMC by the end of your programme. The practice learning hours include clinical placements, mandatory training, interprofessional education and, for pre-registration nursing, simulated practice learning. Each clinical placement has a specific number of practice learning hours you are expected to achieve. If you miss a shift or two and can make up your hours in your current placement, please discuss this with your Practice Supervisor and/or Clinical Manager.

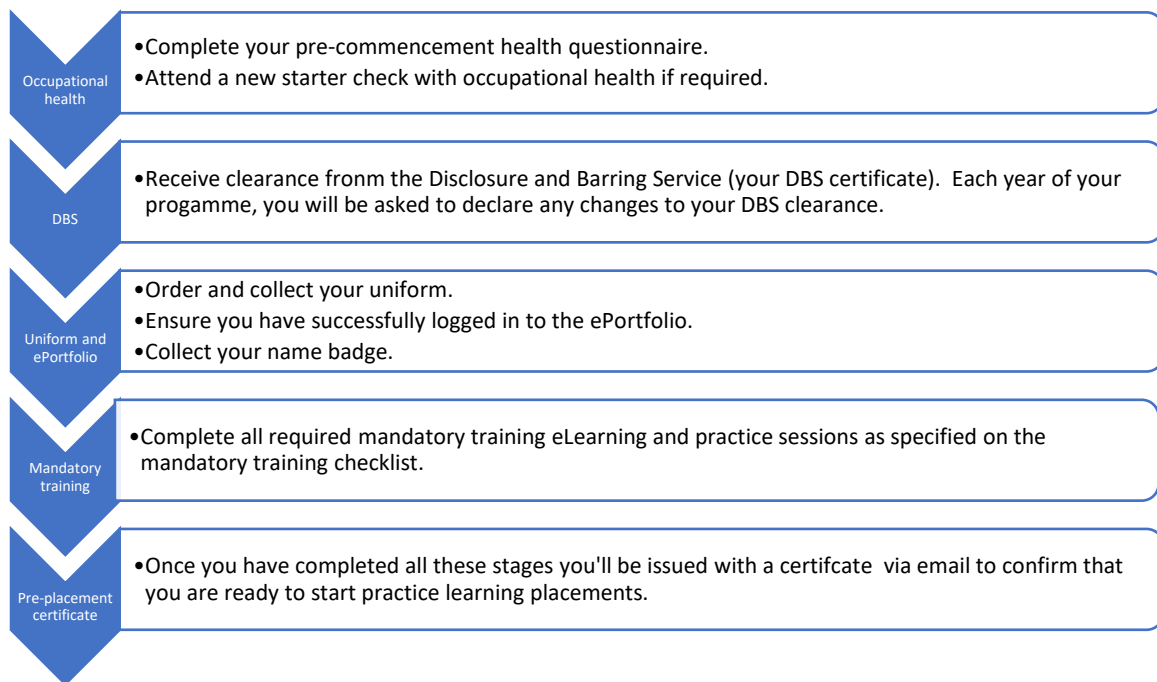
Midwifery students who have lost hours from a previous or current placement that exceeds a single shift's worth (i.e. 7.5 hours) and are unable to make up in their current placement should contact their Link Lecturer or Academic Assessor to discuss making up hours.

Nursing students who are unable to complete the hours during the placement must inform their Cohort Lead and fill out a Placement Extension request form, found on the Practice Learning KEATS page under [Placement Extension Requests](#). Your request will first be reviewed by your Cohort Lead. If approved by them, the Placements Team will then request the extension from the practice learning organisation. The extension will be subject to capacity and is not guaranteed. As an alternative for making up lost hours, you may instead be required to work additional shifts during a subsequent placement or undertake an additional placement. The maximum length of a placement will be 14 weeks. If at the end of part three more weeks are required this will be an additional placement. You will not be able to be in practice for the duration of the summer holiday as it is important that you have at least two weeks' break before the start of the new academic year.

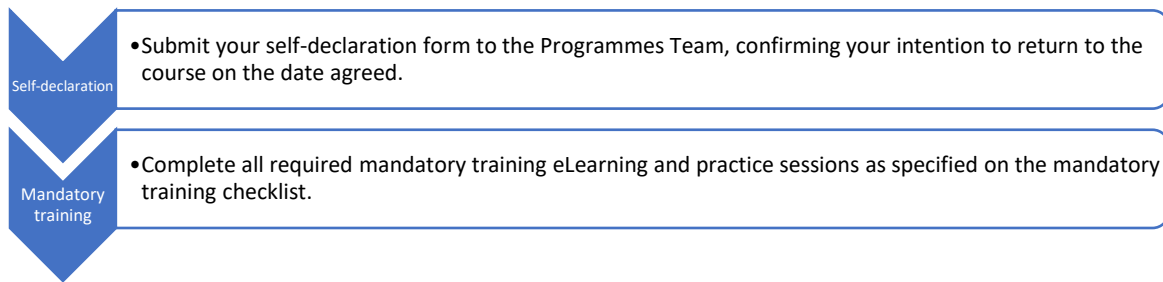
A Placement Extension request does not entitle you to submit your practice assessment documentation late. If you cannot submit your PAD on time, you need to submit documentation for [mitigating circumstances](#) to the Assessments Team.

Allocation Timeline

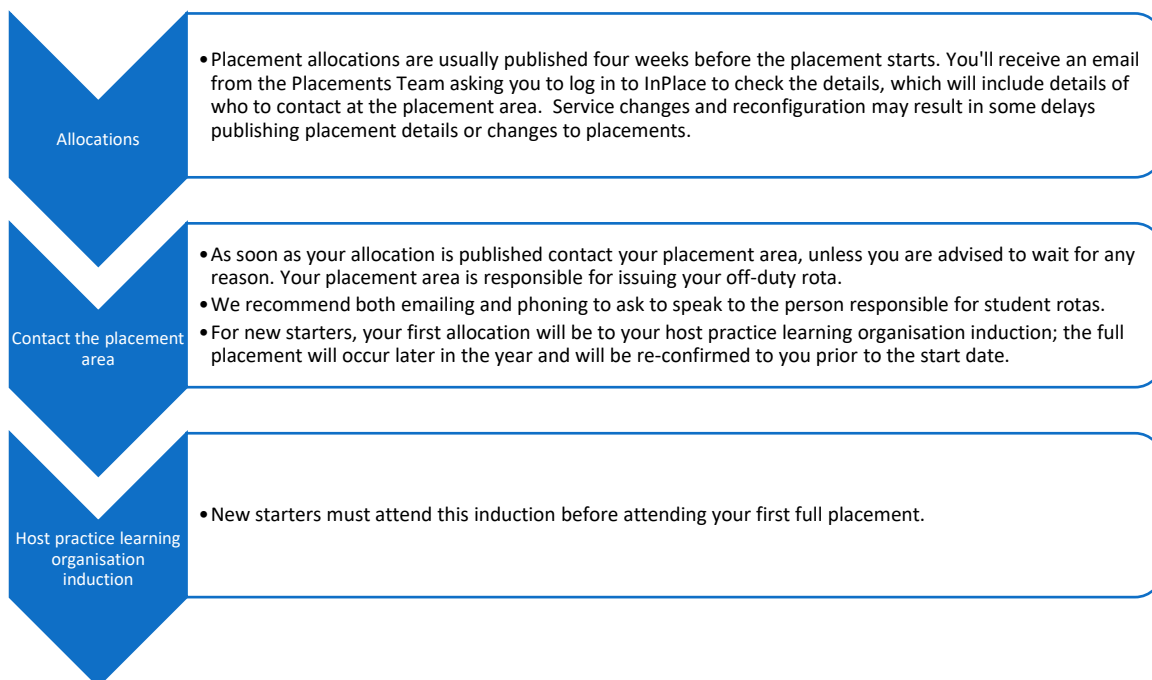
Below is a timeline of steps that you'll complete before you start your first placement on the programme. The Programmes Team will advise you throughout this process.



If you are a student returning to placements after interruption, your timeline will be:



From placement allocation to placement commencement



Travel

As a student on placement, you will be required to undertake a rounded experience in placements located across a wide geographical area. Your placement location will very likely vary across your trust location and may at times include a small number of placements with a different provider, so you must anticipate and prepare for a variable journey time over the course of your practice learning.

A placement change due to the implications of travel arrangements is treated as a highly exceptional occurrence and will only be permitted in cases where you have clearly evidenced exceptional circumstances. Please see “Change of Placement Policy” above.

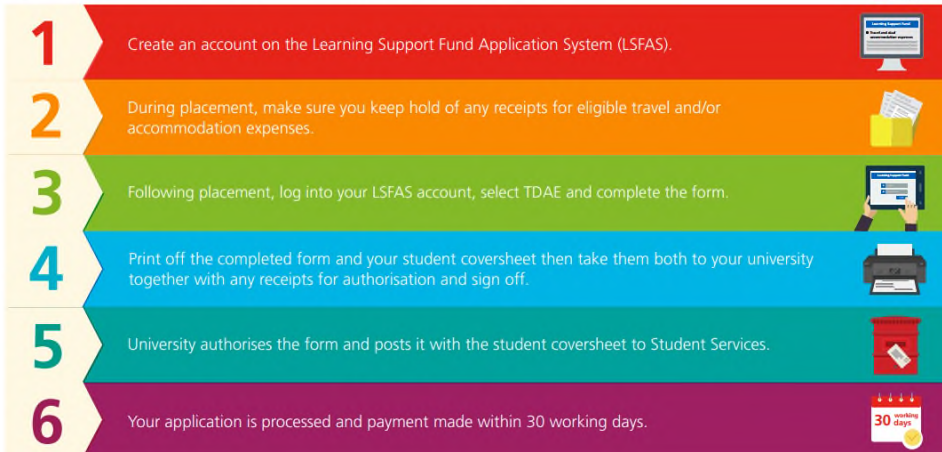
Travel Expenses

You can claim travel expenses if the return journey to your placement is more than your normal daily return travel costs would be to university. Please note: this is irrespective of any online learning taking place as part of your course. You can check if you are eligible [here](#). For all students submitting a travel claim, please remember to download your oyster card history or receive it via

email from TFL as otherwise you can only see a maximum of eight weeks into the past. Please note you may only use your own vehicle to travel to placement in exceptional circumstances and the form below, signed by your Cohort Lead, must be submitted to the Placements Team and approved prior to use of your own vehicle. No refund of mileage will be made to students who have not been approved in this way. Students who choose to use their own vehicle for travel during a community placement must confirm with the Placements Team that they have business cover through their insurance company before they begin the placement activity.

Travel and Dual Accommodation Expenses (TDAE): Student Journey

Reimbursement of excess travel and dual accommodation costs incurred during practice placements.



As shown above, to begin your application you should [create an account on the Learning Support Fund Application System](#). You will then be able to download an expenses form, which you should complete and submit along with any journey receipts and a scan of your PAD hours page to the Placements Team. Please submit this within six weeks of the end date of your placement to allow us time to process and send to the NHS Business Services Authority. Any claims submitted after this date will not be processed. Please refer to the guide on the [NHS Business Services Authority Resource Library](#) for more detail on the process and please note that the new portal for September 2022 onwards is [here](#).

4. Scope of Practice

It is important that you work within your scope of practice, that is: only undertaking activities and procedures as permitted according to the current stage of your course. This will vary depending on your programme of study and how far into the course you are. For example, expectations will be very different between your first and final placements. This will also be informed by the teaching and learning you have completed as well as practice learning partner policies, for example venepuncture and cannulation. Nevertheless, there are activities that are reserved to registered nurses and/or Placement Provider employees.

Sole Responsibility for Patients/Clients

Depending on your Practice Supervisor's shift pattern you may be allocated two Practice Supervisors. You are not to be left alone with patients/clients in a placement area unless: you have been deemed competent to do so by your Practice Supervisor; you are following the Faculty and placement organisation's [lone working policies](#); and a risk assessment has been completed (discussed further below). NHS Security management Service (2009a, p8) defines lone working as: "Any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague". Working alone in a bay of patients is not lone working, If your final placement is outside of hospital healthcare settings (community) you may need to visit clients/patients on your own but must not carry medication for patients/clients whilst on visits. A risk assessment should be completed with your Practice Supervisor prior to any visits, this can be found in your practice assessment documentation. You must follow Faculty and the placement organisation's lone worker policies. The Faculty's policy can be found on the [Practice Learning Zone](#).

You should never be asked to do "door duty" or special observations, i.e. to sit with a patient, or in a bay with a group of patients who may be at risk of falling, wandering, etc. This is not appropriate in terms of risk to both staff and patients, accountability and student learning.

You should not accompany or escort patients/clients to or from the placement, operating theatre nor pick up patients from recovery. You must also not sign patients out under a section 17 leave (Mental Health Act 1983 as amended). The exceptions to this are:

- Where there is a qualified member of staff present and you are accompanying the staff/client/patient as a learning experience.
- The place being visited by the patient/client would be of value to you as a learning experience but only when the patient would normally be travelling without an escort and you have no responsibility for the patient/client.
- Where you are on a final placement and have been assessed as competent through a risk assessment process to escort the patient to theatre.

Day trips and outings do occur in some areas. You may join these if you feel the experience would be helpful to your learning. However, you should be considered in addition to the qualified staff and should at no time be left in a position of responsibility for these patients/clients.

Medical Equipment & Organisational Policies

You must adhere to the practice learning organisation's policies and procedures in relation to any skills you are asked to perform. You must receive training and supervision to use clinical devices and equipment in the placement area. You may be required to attend training sessions (e.g. blood glucose monitoring) in your host practice learning organisation which will count towards practice learning hours.

You must never

- check or administer medications on your own and must have direct supervision from a qualified member of nursing or midwifery staff. To do so would result in a referral to the Fitness to Practise Committee.
- sign for the receipt or administration of controlled drugs. To do so would result in a referral to the Fitness to Practise Committee.

Students may undertake venepuncture and cannulation in part two or three of the programme if the following criteria have been met:

- Completion of the venepuncture and cannulation eLearning.
- Completion of a University based venepuncture and cannulation skills session.
- The practice organisation policy permits students to undertake venepuncture and cannulation and you are in the appropriate part of the programme in relation to the practice organisation policy.

Students may administer IV medications in part two or three of the programme if the following criteria have been met:

- Completion of the Capital Nurse IV E-Learning.
- Completion of a University based IV skills session.
- The practice organisation policy permits students to administer IV medication and you are in the appropriate part of the programme in relation to the practice organisation policy.

Specific Mental Health Scope of Practice

There are a number of specific interventions/activities mental health students cannot undertake while on placement, **even when under supervision**. These include:

- Participation in restraint.
- Giving medication under restraint.
- One to one, or two to one, enhanced observations.
- Accompanying detained patients anywhere outside of the ward.
- Signing patients out on leave from the ward.

Note that while students are working as a health care assistant/bank staff employee, the practice organisation liability insurance applies. Because of the confusion amongst practice staff and patients that may arise as a result of this position, the faculty strongly recommends students must not work as employees on the same ward as their current placement.

5. Health & Safety

Please take some time to familiarise yourself with our health and safety policies and advice. You'll also find a link to our [lone working policy](#). For expectant mothers and new mothers returning to work the risk assessment is also available on the Practice Learning Zone. This includes discussion of how you can be supported if you are continuing to breastfeed.

COVID-19 risk assessment

We acknowledge that COVID-19 may continue to affect the population as a whole in some capacity for the foreseeable future. However, it is also now considered amongst a range of other factors that need to be integrated into the wider scope of working life. If you are specifically concerned about being compromised on placement due to COVID-19 you should request an occupational health referral from your Cohort Lead in order to assess the risk and possible adjustments required.

Reporting incidents and accidents

Please take some time to familiarise yourself with our health and safety policies and advice. Information about what to do in the case of an incident, body fluid exposure or a needlestick injury are applicable to all Health Sciences courses at King's and can be found on the Practice Learning KEATS page.

All injuries are investigated by the Faculty with the help of the placement organisation and followed up by the Occupational Health Department.

Remember – your report should not include any information that could identify a patient.

As well as reporting any incidents to your placement area, you must complete the online KCL accident and incident reporting form:

[Complete the KCL accident and incident reporting form](#)

6. Practice assessment

The practice learning component of your programme will be assessed using a practice assessment document. The practice assessment documentation for the various programmes are as follows:

Programme	Cohort	Assessment Document
BSc Nursing (Adult/Child/MH)	2022	ePortfolio (e-P)
MSc Nursing (Adult/Child/MH)	2022	ePortfolio (e-P)
BSc Nursing (Adult/Child/MH)	All cohorts except 2022	Paper Practice Assessment Document (PAD)
MSc Nursing (Adult/Child/MH)	All cohorts except 2022	Paper Practice Assessment Document (PAD)
BSc Midwifery	2022	eMORA (e-P)
BSc Midwifery	All cohorts except 2022	Paper Midwifery Ongoing Achievement Record (MORA)

The practice assessment documentation, whether electronic or paper, is a pass/fail document and is managed in the same way as academic work. If you cannot submit the relevant sections of your PAD or MORA on time, you need to submit documentation for [mitigating circumstances](#) to the Assessments Team. Each part of your PAD or MORA provides clear guidance on what is required. Please ensure that you are familiar with which components must be passed for each placement and the components required at the end of the part (pre-registration nursing) and year (pre- registration midwifery).

If the placement is failed a retrieval placement will be arranged – this may or may not be in the same placement area but will be considered the same placement in the context of your course, e.g. “Part 2 Placement 1”. The practice learning hours completed during a failed placement still contribute to the overall practice learning hours for your programme of study. Two attempts are permitted at a placement, in the same way that two attempts are permitted in academic work. If both attempts are failed, then this is considered an academic fail for the programme.

References

NHS Security Management Services (2009a) Developing a policy for the protection of lone workers. Available at:
https://www.btbl.co.uk/conflict_management/conflict_management_resolution/ NHS-Security-Management-Service-SMS-Compliance

Nursing and Midwifery Council (2018a) *Standards for Pre-Registration Nursing Programmes* London, NMC

Nursing and Midwifery Council (2018b) *The Code* London, NMC

Nursing and Midwifery Council (2018c) *Standards for Student Supervision and Assessment* London, NMC

Nursing and Midwifery Council (2018d) *Standards Framework for Nursing and Midwifery Education* London, NMC

Nursing and Midwifery Council (2019a) *Standards for Pre-registration Midwifery Programmes* London, NMC

Nursing and Midwifery Council (2019b) *Raising Concerns* London, NMC

Appendix Rounded Experience Guidelines

Adult RE guidelines:

Students will repeat one experience, this repeat experience is not prescribed. They will not repeat the same placement unless in exceptional circumstances.

Medical	general or specialist
Surgical	General or specialist
Complex Care ² (to be undertaken in part 2 or 3)	e.g. A&E, high dependency units, coronary care units, ITU, theatres
Community	district nursing, intermediate care, community rehabilitation units and nursing homes, hospice care, some outpatients departments, specialist community teams e.g. tuberculosis, sexual health etc.
Ambulatory care & short stay	any same-day medical procedure performed in an outpatient setting, outpatients, dialysis units, e.g. endoscopy, radiology and catheter labs, day surgery, dental care

Adult Community RE guidelines:

Community Nursing	District nursing / Neighbourhood nursing General practice nursing
Community Specialist Services	E.g. @Home team, Diabetes, Heart failure, Rapid response team, Respiratory, Sexual health, Tissue viability
Community Bedded Unit	Intermediate care, rehabilitation, community hospital, nursing home
Complex Care (to be undertaken in part 2 or 3)	e.g. A&E, high dependency units, coronary care units, ITU, theatres
Medical	generalist or specialist
Surgical	generalist or specialist

Child RE guidelines:

Students will repeat one experience, this repeat experience is not prescribed. They will not repeat the same placement.

Medical	general or specialist
Surgical	general or specialist
Community	health visitor, school nurse, community nursing teams and special needs schools
Critical Care (to be undertaken in part 2 or 3) <i>Kings Fund 2020</i>	paediatric intensive care Neonatal intensive care, A&E, theatres
Ambulatory	For example: outpatient departments and ambulatory clinics
Specialist	Specialist services including clinical nurse specialists.

Kings Fund (2020) [Critical care services in the English NHS | The King's Fund \(kingsfund.org.uk\)](https://www.kingsfund.org.uk/critical-care-services-in-the-english-nhs)
accessed 18 May 2021

Mental Health Programmes:

Students would repeat two experiences, the experiences repeated are not prescribed. They will not repeat the same placement in the same part.

Acute	PICU, early intervention services, mother and baby units, section 136
Community	Group 1: Community Mental Health Team (CMHT) / Recovery Support Team (RST), community assessment teams / Single Point of Access (SPA), CAMHS Tier 2/3, Primary care services (Uplift), Prisons Group 2: other acute areas, e.g. home treatment, assertive outreach, psychiatric liaison (Adult / CAMHS)
Specialist	Addictions, behavioural, including learning disabilities, forensics, CAMHS, other specialist areas e.g. eating disorders, HIV, National deaf services
Community Specialist	Eating disorders, Forensic Outreach, Court Diversion, Homeless Outreach, CAMHS
Older adult	Older adult inpatient, community or memory assessment services

2. Rounded Experience for BSc Midwifery Practice with Registration as a Midwife

Your Rounded Experience will be made up of placements from the categories outlined below:

Antenatal	Ward-based or community clinics, day assessment unit, early pregnancy or ultrasound clinics
Intrapartum (labour and birth)	Obstetric units or births centres/midwifery-led units. Triage. Community placements may offer the opportunity to attend homebirths
Postnatal	Ward-based or community
Gynaecology	Ward-based placements in second year
Theatres	Obstetric or general theatres in second year
Neonatal	Neonatal unit placement in third year
Caseloading	In the second and third year, you will be able to book a minimum of two clients and offer continuity of care throughout the antenatal, intrapartum and postnatal periods
Community	With a team based in the community, offering antenatal and postnatal care; some teams may also offer intrapartum care
Optional elective	At the end of your third year you may participate in an international, national or research elective placement

- Over the course of the programme you will rotate through antenatal, intrapartum, postnatal and community placements every year.
- All students are expected to work some weekends, night duty and undertake some on-call commitment during the course of the programme.

Specialisms

Specialisms vary between placement provider organisations and not all have placements available in all specialisms. Specialisms may include the following:

- Caseloading community teams
- Perinatal mental health
- Gestational diabetes clinic
- HIV specialist midwives
- Infant feeding specialist midwives
- Fetal medicine unit
- Women's health physiotherapy
- Sexual health clinic
- Smoking cessation services
- Young parents' teams
- Sickle cell and haemoglobinopathy specialist midwives
- Safeguarding specialist midwives
- Health visitors
- Social workers
- Antenatal and newborn screening specialist midwives
- Audit specialist midwives
- Risk management specialist midwives
- A&E
- High-dependency care