PROCESS FOR NEW PVI and NHS HEALTH CARE PLACEMENT SELECTION AND DEVELOPMENT

Potential new placement area identified by one of the following:
  Practice Placement Development Lead (PPDL)
  Potential Placement Provider
  Member of Faculty Staff

PPDL/member of staff checks CQC Report/External Quality Reviews

Initial Visit by PPDL/member of staff (Informal)
  Introduction Pack and Leaflet
  Mentor/Practice Assessor Status
  Practice Placement Agreement PPA (and obtain contact details of Trust signatory)
  Expectations
  PEU Website
  Documents: PAD + programme specific guides, e.g. Practice Nurse Guide
  Information about students and placements
  Placement Patterns (from PCMG)
  Start Placement Profile (not before PEMS set-up)

5 working days before required, PPDL/member of staff requests PEU Manager to set up placement on PEMS and provides placement:
  • Organizational Structure (PPDL checks whether placement is managed via a “parent” organization)
  • Names of placement coordinator and practice assessor(s)/mentor(s), job titles, email addresses & phone number(s)
    • Whom to set-up as the Placement Audit Link (PAL)

(N.B. Placement coordinator can see student evaluations; Mentor/practice assessor cannot see student evaluations)

Second Visit by PPDL/member of staff to Placement (Formal)
  Placement Profile and Audit completed in partnership with placement provider

**Process for new PVI Placement Selection and Development**

**1. Confirm Placement:**
- **PPDL/member of staff** confirms to **PEU Manager (HoPE cc)** to send Practice Placement Agreement (PPA) to main contact at placement (noting the appropriate level within the organization i.e. if placement is part of a larger organization, the PPDL is to check at what level within the organization the PPA is to be agreed).

**2. Prepare PPA:**
- **PEU Manager** prepares PPA and emails to placement contact (see bullet point above).
  - Placement contact is asked to return signed PPA to PEU Manager by email (deadline given).

**3. Scan and Update:**
- **PEU Manager** scans signed PPA to FLHS (N drive), files paper copy & updates the summary spreadsheet, listing all PPAs within the LETB area. PPDL informed that this has been done.
  - PPDL/member of staff asked by PEU to chase if PPA has not been returned by deadline.

**4. Administration Approval:**
- **PEU Administration** approves if no amber or red flagged items and links profile to PLEAT and attaches the signed PPA. PPDL submits Audit and Profile for approval to PEMS and informs Head of Practice Education and PEU Manager by email.
  - If amber or red items Head of Practice Education is alerted to check before PLEAT approval.

**5. Inform Placement:**
- **PPDL/member of staff** informs Placement Lead & PEU Administrator that Placement is ready to take students.
  - Placement Lead allocates a Link Lecturer and informs PEU so that PEMS can be updated.
  - PPDL/member of staff hands over placement to Link Lecturer.

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**Programme and Placement Leads Oxford**

**Adult**
Paula Johnson, Juliet Bostwick

**Mental Health**
Vicky MacArthur & Pras Ramluggun

**Paramedics**
Matt Catterall & Matt Perry

**Physiotherapy**
Katy Baines/Jo Pierce & Sally Feaver

**Programme and Placement Leads Swindon**

**Adult**
Rachel Skittrall, Lesley Crabtree

**ODP**
Nigel Conway (Peninsula HEE - SW) & Becky Adams (North HEE - SW)