OXFORD BROOKES UNIVERSITY

FACULTY OF HEALTH AND LIFE SCIENCES
PRACTICE EDUCATION

PROCESS FOR NEW PVI HEALTH CARE PLACEMENT SELECTION AND DEVELOPMENT

1) Potential new placement area identified

Please inform the Head of Practice Education, who will liaise with the Programme Lead and PEU so that the appropriate Placement Lead and PEU Administrator can be identified andinformed.

Head of Practice Education: email:skhan@brookes.ac.uk.

2) Placement Lead/Link Lecturer checks CQC Report/External Quality Reviews and location:

- If satisfactory, makes the initial contact with the new placement area (see box 3)(for CQC criteria to be satisfactory – the overall rating must be a minimum of good where there are individual criteria that requires improvement a professional judgement can be made regarding whether to make an approach to assessthe appropriateness and timeframe of the action for this specific improvement/criteria)
- If unsatisfactory contact is made asking the organisation to get back in touch once CQC/external audit criteria have been met.
- Placement location needs to be accessible bypublic transport and mapped to student term time posts codes on PVI/GPN shared drive (or check withskhan@brookes.ac.uk)

3) Initial Visit/Contact by identified person (e.g. Link Lecturer or Placement Lead(Informal)

To include:

- Introductory letter (e.g. why they have been selected to be approached, or thanking them for approaching us)
- Follow Introduction Pack structure and guidance (on PVI/GPN shared drive) and provide Promotional Leaflet (on PE web pages on xxxx Link)
- Practice Assessor /Practice Supervisor Status & professional body requirements
- Documents: PEH & PAD + programme specific placement learning guides e.g. Practice Nurse Guide/ Care HomeGuide (available on PE web pages)
- Information about students and placements and Practice Education Website
- Placement Patterns (simplified from PCMG) and specific placement targetdates (on PVI/GPN shared drive)
- Collect relevant information so that the PEMS Organisation, Placement Profile & Audit (PLEAT) can be set-up:

1. is the placement managed via a “parent” organisation? OrganisationalStructureimportant for PEMS set up
2. Names, job titles, email addresses & phone number(s) of placement coordinator and practice assessor(s)/supervisor(s), key contacts,

4) Placement Area confirmation to proceed

- Placement provider confirms wish to continue.
- If LL not yet indetified, Programme/Placement Lead identifies a Link Lecturer and informs PEU so that PEMS can beupdated.
- PEU administrator sets up Audit and Profile and initiates the Practice Placement Agreement process

5) Second Visit/virtual meeting to Placement (Formal)
Meeting between Placement Lead/Link Lecturer and PVI Manager/placement co-ordinator

Practice Placement Agreement (PPA)

- ·Aspreparationforthemeeting,theplacement Lead/Link Lecturer to follow-up with the organisation. Placement Lead/Link Lecturer requests PEU Manager (TBC) to send Practice Placement Agreement (PPA) to main contact at placement (noting the appropriate level within the organisation i.e. if placement is part of a larger organisation this might not be the immediatemanager).
- The Placement Lead/Link Lecturer is copied into the email sent by the PEU Managerto the organisation contact, with the PPA attached. The organisation is requested to return the signed PPA to PEU Manager by email (deadline given), or asked to advise the PEU Manager about the correct contact within the organisation with authority to conclude the agreement.
- At the meeting, the Placement Lead/Link Lecturer should clarify any questions the organisation may have about the PPA.
- If the PPA is not returned by the response date, the PEU Manager will re-send the PPA request email to the organisation, copying the Placement Lead/Link Lecturer, asking if any further support isrequired.
- If there is no response to the reminder, the PEU Manager will ask the LL to make contact with the provider to determine if there are any issues
- Returned PPAs are:
  - Stored on the Faculty N drive/PEU and attached to PLEAT in PEMS
  - Recorded on the PPA summary spreadsheet in PEU
  - Attached to the Audit in the PEMS database once the Audit has been submitted for approval in PEMS
- Head of Practice Education is informed that this has been done

PLEAT Audit and Profile

- Placement Profile and Audit completed in partnership with placement provider this can be undertaken by the Placement Lead or the assigned LinkLecturer.
- Audit and Profile -submitted for approval to PEMS and informs Head of Practice Education and PEU Manager by email.
- If there are no Red or Amber flags or Action Plan items, the PEU administrator marks the PLEAT as “Approved, Current” in the PEMS database and attaches the signed PPA (if not already attached) and Profile.
- If Amber or Red items are flagged, the Head of Practice Education approves and checks deadlines are appropriate, once satisfactory the PLEAT will be set in PEMS ‘Approved,current’
- Placement Lead /Link Lecturer inform the PEU Administrator that Placement is ready to take students.

Nursing & Midwifery only: Register

- Brookes representative explains to the placement provider that it isconsidered best practice that the HEI holds and maintains a register of Practice Assessors and Practice Supervisors who support students on placement.
- Please complete a proforma in the PVI Link Lecturer Guide for each placement area (https://www.brookes.ac.uk/documents/practice-education/placement-quality-assurance-and-new-placement-providers/guidance-for-lls-for-pvi-placements/)