

## **GUIDELINES FOR NURSING AND MIDWIFERY STUDENTS OPTIONAL PLACEMENTS**

An Optional Placement can be arranged to enable Nursing and Midwifery students studying with Plymouth University to gain practice experience in other healthcare provider settings at the end of their final year. An Optional Placement is an exciting opportunity for final year Nursing and Midwifery students to plan and organise a short period of learning in an area they have not been able to access during their course, or in an area where employment has been sought.

The aim is to:

1. Broaden student's knowledge and experience of health care delivery in the context of their current status as a student.
2. Enhance student's knowledge and understanding of a particular service or organisation in the context of pre-registration learning.

Nursing and Midwifery students (from any programme or field) can apply to undertake an Optional Placement during the last three weeks of their third year if the following criteria have been fulfilled:

- Students have successfully completed all year 1 and year 2 theory and practice and have provisionally passed all practice learning outcomes for year 3.
- Students who have passed all theory components OR have been referred in the theory component of ONE module ONLY will be able to undertake their Optional Placement choice.
- Nursing students can demonstrate they have not had in excess of 10 days sickness absence in total from practice at the time of their application.
- Midwifery students will not be able to attend an Optional Placement if significant practice hours are outstanding at the time of their application. This will be further reviewed prior to placement. This will normally be the equivalent of 10 days, which need to be made up prior to completion of the programme.
- Midwifery students must achieve their EU requirements prior to undertaking an Optional Placement.
- Students have discussed their Optional Placement choice with, and received the support of, their Personal Tutor with written supporting evidence.

An Optional Placement will be **organised and wholly funded** by the student and must be arranged in close liaison with their Personal Tutor and the Programme Lead. When calculating costs the student must consider accommodation, travel and all daily living costs. The student is responsible for monitoring that arrangements for their Optional Placement are progressing.

Prior to accepting and undertaking an Optional Placement students must ensure that:

- **A Workplace Agreement has been put in place with the provider. This will be confirmed by [nursingandmidwiferyplacements@plymouth.ac.uk](mailto:nursingandmidwiferyplacements@plymouth.ac.uk)**

OR

- **Midwifery only - An honorary contract entitling the student to undertake practice has been put in place by the provider and received by Programme Administration.**

**Application Deadline:**

Students should make the initial contact with the placement area with whom they wish to undertake an Optional Placement. The request will need to be made **during your final year** prior to commencement of the placement as shown below.

**By the end of:-**

<b>September Cohorts</b>	<b>April</b>
<b>February cohorts</b>	<b>August</b>

**How to Apply**

Students will need to evidence that the proposal has been discussed and agreed by their Personal Tutor and should include detailed information relating to their proposed learning outcomes. Supporting information should also demonstrate learning aims and a rationale for the Optional Placement choice. Once completed the application should be sent to [nursingandmidwiferyplacements@plymouth.ac.uk](mailto:nursingandmidwiferyplacements@plymouth.ac.uk) (see flowchart).

Students will receive provisional notification via [Nursingandmidwiferyplacements@plymouth.ac.uk](mailto:Nursingandmidwiferyplacements@plymouth.ac.uk) within four weeks of receipt of their application, that they may proceed with their Optional Placement, subject to final confirmation from the respective Award Assessment Board.

<b>Prior to the Optional Placement</b>	
<b>All students</b>	
Complete the application process as shown in Flowchart of Optional Placement Process (UK). Please ensure you attach the required documents.	

<b>Four weeks prior to the Optional Placement</b>	
<p><b>Nursing students only</b></p> <p>The sign off mentor needs to be satisfied that the student is fit for registration and complete the relevant section of the Ongoing Achievement Record (OAR). Completion of competencies and final sign off must be completed at the scheduled final submission of the OAR.</p>	<p><b>Midwifery students only</b></p> <p>All MAP statements in their OAR must have been achieved at the summative assessment point and the sign off mentor signed the statement of proficiency for entry to the register. European Union (EU) numbers will need to have been achieved by the time of the Award Assessment Board.</p>

<b>Three weeks prior to the start of the Optional Placement</b>	
<b>All students</b>	
<p>Students are required to confirm up to date optional placement contact details, i.e. practice area address and telephone number to their Personal Tutor and <a href="mailto:nursingandmidwiferyplacements@plymouth.ac.uk">nursingandmidwiferyplacements@plymouth.ac.uk</a>.</p>	<p>Final confirmation by Plymouth University that a student may attend their Optional Placement will be provided, in writing, once students overall results have been considered and published by the relevant Award Assessment Board</p>

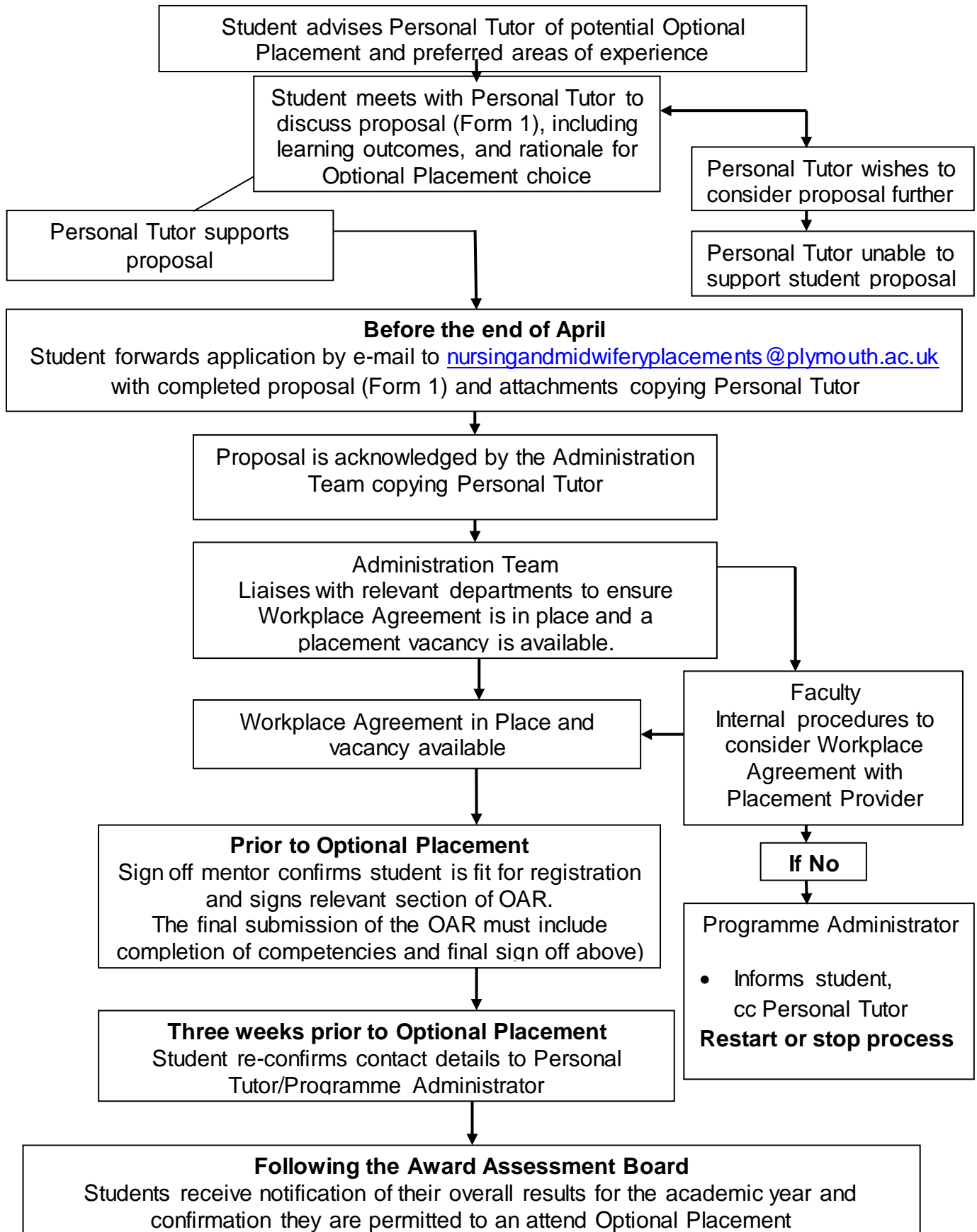
<b>During the Optional Placement</b>	
<b>Nursing students only</b>	<b>Midwifery students only</b>
<p>The mentor/supervisor will be required to complete the Optional Placement section in the OAR providing a commentary with regards to the student's ability during the placement</p>	<p>Midwifery students are required to ensure that the Midwifery Optional Placement Record form (downloadable from POPPI) is completed during their placement. At the end of the placement the mentor/supervisor overseeing their Optional Placement must write a report on this document.</p> <p>The Midwifery Optional Placement Record and experience will be discussed with the student's Personal Tutor at the end of the placement. The Midwifery Optional Placement Record <b>must</b> be returned to the programme administration team for filing. The signature and initials of the placement mentor/supervisor must appear on this form together with those of others with whom the student midwife has worked.</p>

<b>During the Optional Placement</b>	
<b>Nursing Students only</b>	<b>Midwifery students only</b>
<p>Students must complete a Development Plan for the Optional Placement. In addition students should keep a reflective log of their learning experiences to be uploaded to their e-portfolio.</p> <p>The reflective log should include evidence to demonstrate how the Optional Placement has contributed to their personal and professional development.</p> <p>Alternatively the log needs to identify how the learner intends to commence the transition from student to nurse.</p>	<p>Midwifery students must complete a Capability Plan for their Optional Placement, identifying and evaluating clear learning objectives. These may include experiences to be gained in the Trust/Optional Placement area which could not be achieved during the student's programme or enabling the transition from student to midwife.</p> <p>The Capability Plan must be uploaded to the e-portfolio in the normal way.</p>
<p>The supervisor/mentor from the Optional Placement must write a commentary to confirm that the student has maintained their level of professional behaviour whilst on the placement. This should be signed by the supervisor/mentor.</p>	<p>Midwifery students are requested to undertake a reflection within the e-portfolio and discuss this at their meeting with their Personal Tutor on their return from their Optional Placement.</p>
<p>The Optional Placement pages within the OAR together with the final timesheet must be submitted to their taught site at the end of placement</p>	
<p>The Personal Tutor reviews all documentary evidence. This must include the narrative supplied by the mentor/supervisor from the Optional Placement area.</p>	
<b>All Students</b>	
<p>Must <b>complete their Optional Placement hours on a normal Student Experience Record Sheet (timesheet)</b> to be submitted with other placement timesheets. Optional Placement hours are included in NMC required hours.</p>	

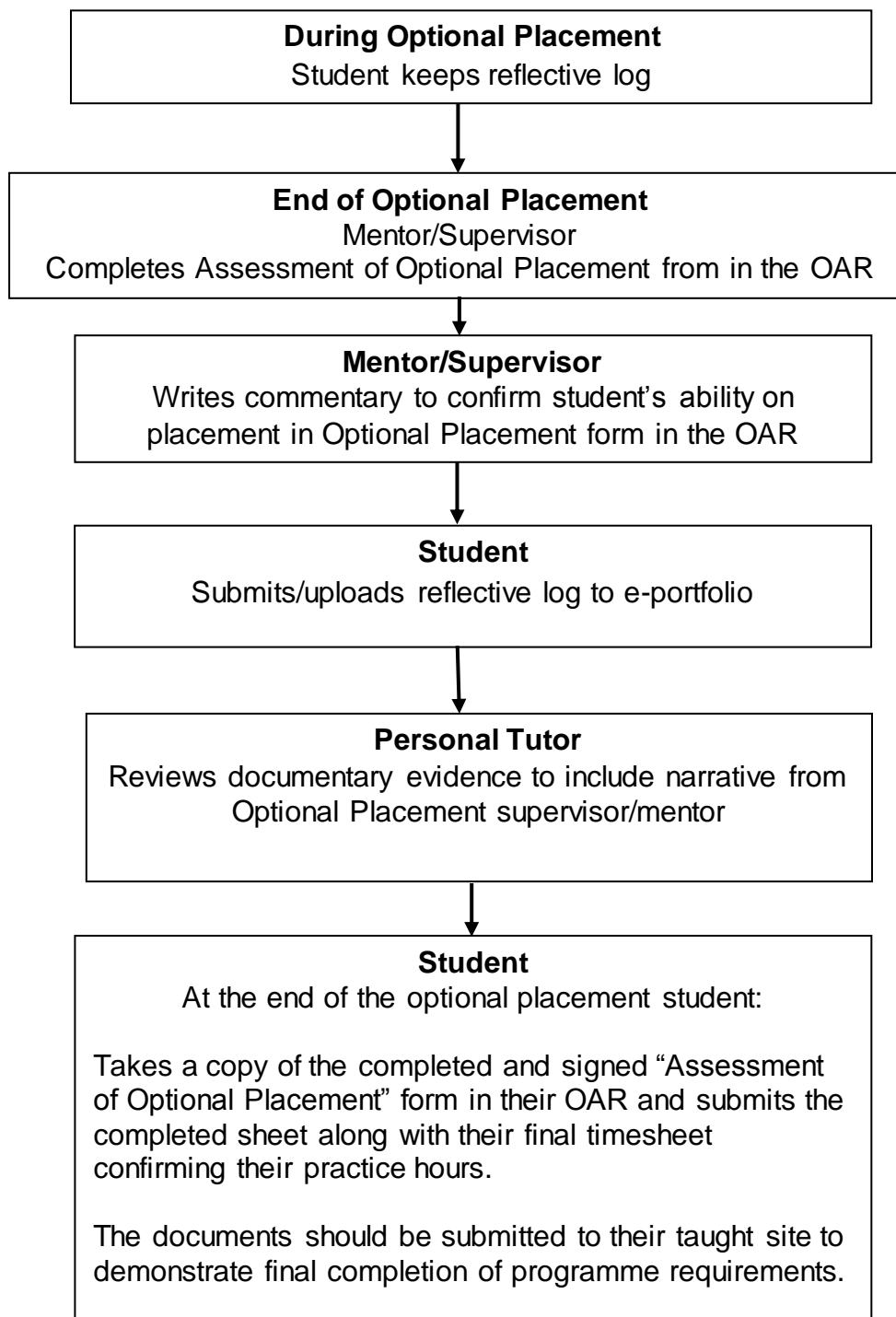
**NB:**

If a student is unable, for any reason, to undertake their pre-arranged Optional Placement they must, at the earliest opportunity, contact their Personal Tutor/  
 Nursingandmidwiferyplacements@plymouth.ac.uk

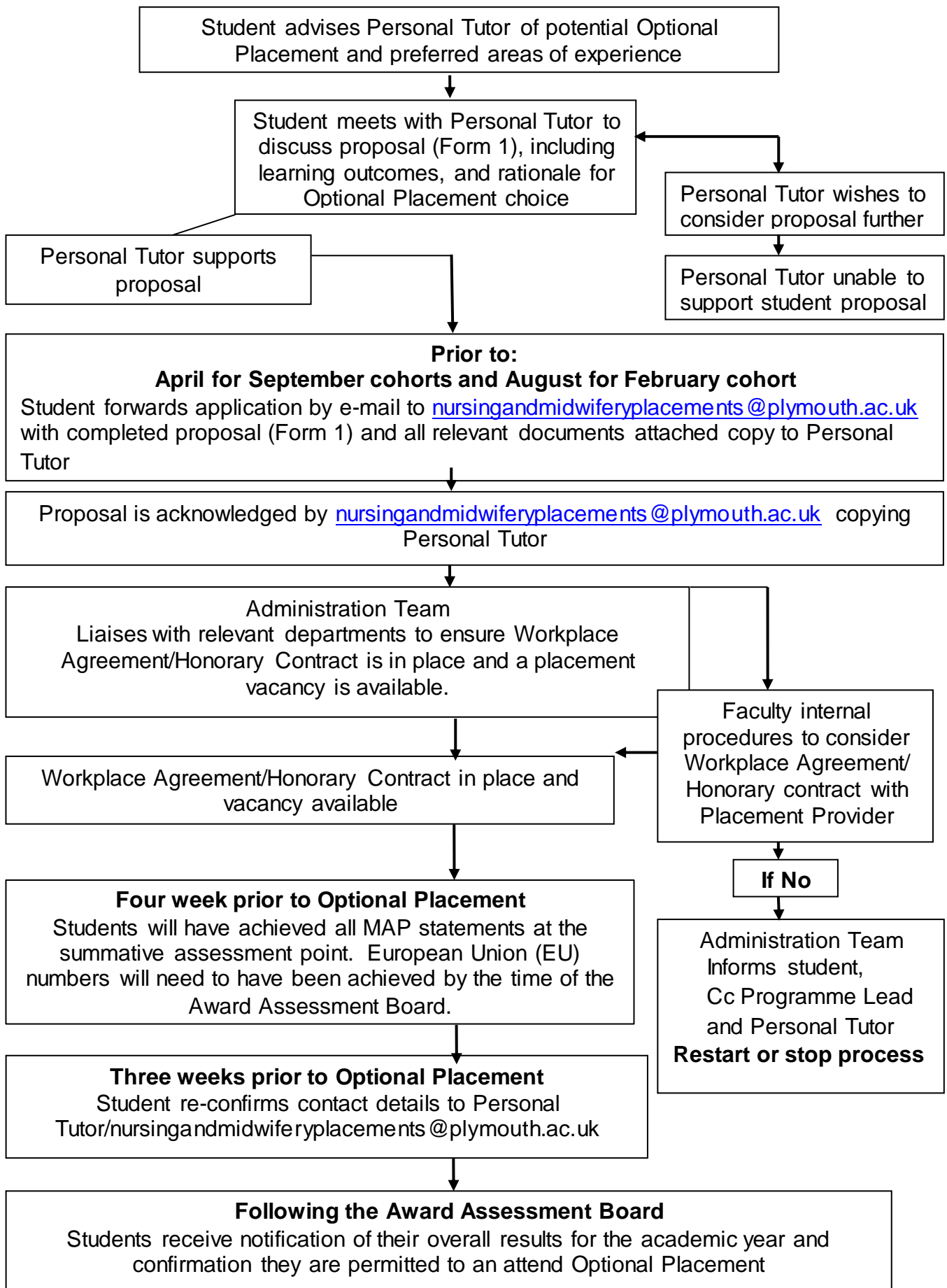
## FLOW CHART PROCESS FOR NURSING STUDENTS



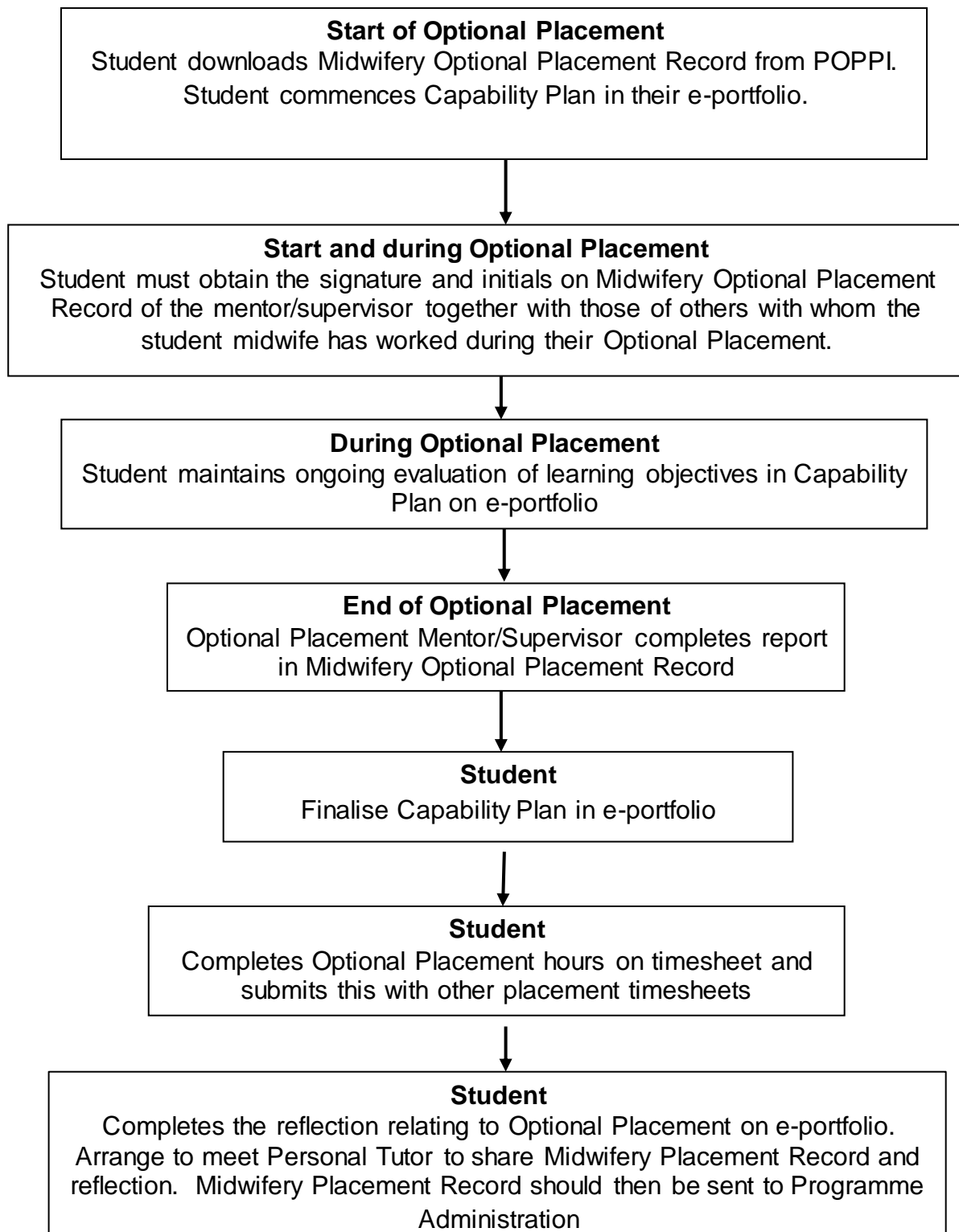
## DURING AND AFTER OPTIONAL PLACEMENT EXPERIENCE (UK) FOR NURSING STUDENTS



## FLOW CHART OF PROCESS FOR MIDWIFERY STUDENTS (UK)



## DURING AND AFTER OPTIONAL PLACEMENT EXPERIENCE (UK) FOR MIDWIFERY STUDENTS





**PROVISIONAL OPTIONAL PLACEMENT PROPOSAL**

**FORM 1 (UK)**

Name:	Uni Number:
Programme	Personal Tutor

Base: Truro/Plymouth	Please indicate
Cohort/Year commenced	Email address:
Name of Optional Placement Mentor/Supervisor	<b>Contact e-mail of mentor/supervisor</b>

Proposed Optional Placement (please give details of Trust and clinical area)

Proposed dates of Optional Placement	From (date):	To (date):
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Proposed Optional Placement address	
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Year 3 Successful completion of all practice assessments	
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Year 3 Theory: Passed all theory or referred in the theory component of <b>one module only</b> .	
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Confirmation that sickness hours do not exceed 10 days <b>(Nursing students only)</b>	
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Achievement of all EU numbers <b>(Midwifery students only)</b>	
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Attach module/programme learning outcomes	(date discussed with Personal Tutor)
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Attach Learning Contract (500 words) (form overleaf)	(date discussed with Personal Tutor)
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Personal tutor support (to be completed by the personal tutor)	
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**Please state, briefly, why you wish to undertake this Optional Placement, and complete a 500 word learning contract with your Personal Tutor:**