



University of Essex

# **Placement Guidelines**

**For Students and Supervisors on  
Nursing Programmes**

University of Essex,  
School of Health and Social Care

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# Welcome to the Placement Guidelines

These guidelines provide information to be used in conjunction with the Practice Assessment Document (PAD) which supports the learning experience in placement throughout the course of the programme. Together the PAD and other placement information for nursing and nursing programmes can be found at the [School of Health and Social Care Nursing Placements](#) website.

## Programmes on offer

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The School of Health and Social Care offers six routes to registration as a nurse with the Nursing & Midwifery Council (NMC). All programmes are offered across the Colchester and Southend campuses:

- MSc Nursing (Adult) (2 years)
- MSc Nursing (Mental Health) (2 years)
- BSc Nursing (Adult) (3 years)
- BSc Nursing (Mental Health) (3 years)
- BSc Nurse Degree Apprenticeships (NDA) Nursing (Adult) (2 years)
- BSc Nurse Degree Apprenticeships (NDA) Nursing (Mental Health) (2 years)

Across all the awards our nursing programmes develop safe and effective practise through clinical skills development and the active involvement of patients/service users within the programme. There are seven themes which are explored within the programme.

## Programme Outline

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There are a number of nursing programmes offered and the School of Health and Social Care. Information about these programmes with the module and curricula details can be found at the [Nursing Placements](#) website.

## Professional Guidance Documents

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All of the nursing programmes are developed in accordance with the Nursing and Midwifery Council (NMC) and the standards for nursing and midwifery education and practice. The Code presents the professional standards that nurses, midwives and nursing associates must uphold in order to be registered to practice in the UK.

The following guidance and directives should be read in conjunction with professional standards issued by the NMC:

- [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates \(NMC 2018\)](#)
- *Realising professionalism: Standards for Education and Training (NMC 2018)*
- Part 1: [Standards framework for nursing and midwifery education](#)
- Part 2: [Standards for student supervision and assessment](#) (SSSA)
- Part 3: [Standards of proficiency for registered nurses](#) and [Standards for pre-registration nursing programmes](#).
- [Standards of proficiency for nursing associates](#)
- [Good nursing and Midwifery care: what our professional Code means to you \(2018\).](#)
- [Raising concerns: Guidance for nurses, midwives & nursing associates \(NMC 2018\).](#)
- [Professional Duty of Candour \(GMC/NMC2015\)](#)
- [A shift in the right direction \(RCN 2012\)](#)



## People who support students in placement

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### **Practice Supervisor**

Any NMC registrant or other health/social care professional, who supports and supervises students' learning and participation in practice, identifies learning opportunities, provides feedback on progress, and serves as a role model for safe and effective practice. In most placements, students will be supervised by a number of Practice Supervisors. Practice Supervisors may undertake formative assessment.

### **Practice Assessor**

An NMC registrant, who conducts objective, evidence-based assessments through the placement, provides constructive feedback and confirms a student's achievement of proficiencies and outcomes. The Practice Assessor may not be the Practice Supervisor for the same student. The Practice Assessor summatively assesses the student against the documented assessment criteria using various sources of evidence including direct observation of the student in practice and verbal and written feedback from practice supervisors, service users and students. Practice Assessors will have been prepared to undertake this role (see below).

### **Academic Assessor**

The Academic Assessor is a member of the university team who collates and confirms student achievement of proficiencies. The academic assessor liaises, communicates and collaborates with the Practice Assessor to confirm with student progress. At the University of Essex, the Academic Assessor will be one of two personal tutors who will be assigned to you at the beginning of the programme.

### **Link Lecturer and Practice Educator**

A member of the university team, who has specific responsibility for liaison between the student, the university and staff in the practice area. They are available to support students and supervisors in the practice learning environment. A list of their allocated areas can be found on at the end of this guide.

### **Education Liaison Manager (ELM)**

An ELM provides support to placement providers and has overall responsibility for liaising with the Universities to facilitate pre and post registration education. They have a team of nurses who work together to co-ordinate and support education in practice.

### **Patient/service users' consent**

All patients/ service users should be made aware that nursing care is being delivered by a student nurse and their consent is given. Where appropriate a record of this consent should be made in the patient/service user's notes. Processes for seeking consent will vary from placement to placement.

### **Nominated person**

This person is a named person in the organisation who will support student nurses and address any concerns. The education lead in your organisation will advise you as to how this person will be identified. (1.5 *there is a nominated person for each practice setting to actively support students and address student concerns (NMC Part 2 1.5)*)

### **Practice Learning Co-ordinator**

The Practice Learning Co-ordinator or other named person in each placement oversees the student's overall learning and ensures the student nurses have been allocated Practice Assessor and Practice Supervisors appropriately.



## **The role of the Practice Supervisor, Practice Assessor and Academic Assessor**

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The [Standards for Student Supervision and Assessment \(SSSA\) \(NMC 2018\)](#) are designed to ensure that student assessments are evidence based, robust and objective. They address confirmation of proficiency across both theory and practice to assure student achievement and competency.

There are three roles that the university and practice partners must provide to each student:

- A practice supervisor
- A practice assessor
- An academic assessor

As a **Practice Supervisor, Practice Assessor or Academic Assessor** to a student nurse, your role is critical to ensuring that they will become a safe and effective practitioner of the future. There are four elements to your role:

- Protecting the public

As a Practice Supervisor, Practice Assessor or Academic Assessor you need to be willing and able to make a critical assessment of a student's performance to ensure that all students who enter the workforce as qualified nurses are fit for practice.

- Maintaining professional standards

As a Practice Supervisor, Practice Assessor or Academic Assessor you need to act as a role model to demonstrate professional practice to students – what a student observes in you they will emulate.

- Strengthening clinical knowledge and skills

As a Practice Supervisor, Practice Assessor or Academic Assessor you have a role in teaching, assessing and supervising within the clinical environment

- Helping your future colleagues to develop as nurses

As a Practice Supervisor, Practice Assessor or Academic Assessor you need to keep in mind that the student you are supporting today may one day be your colleague in the future.



## Preparation for Practice Supervisors, Practice Assessors & Academic Assessors

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All registered health and social care staff will undergo agreed training and will be delivered locally in their organisation and monitored through their local Practice Education Committee (PEC). Please visit our School Website for more details on [Placements](#) and how to prepare for your role.

### Who are [Practice Supervisors and how are they prepared?](#)

The practice supervisor can be any registered health and social care professional in the practice environment. They have been [prepared and supported](#) to take up their role and have up-to-date knowledge and experience relevant to the student they are supervising.

All nurses, midwives and nursing associates should be capable of acting as practice supervisors, as is set out in the [NMC Code](#).

### Who are [Practice Assessors and how are they prepared?](#)

Practice assessors are registered nurses, midwives, and nursing associates, or in the case of prescribing programmes any qualified prescriber, who assess a student's practice learning for a placement or a series of placements. A nominated practice assessor also liaises with the academic assessor to make recommendations for progression for the student they are assigned to. They have been prepared and supported to take up their role and have current knowledge and experience relevant for the proficiencies and programme outcomes they are assessing.

### Who are [Academic Assessors and how are they prepared?](#)

Academic assessors are registered nurses, midwives, and nursing associates. Academic assessors collate and confirm student achievement in the academic environment for each part of the programme. They liaise with a nominated practice assessor to make recommendations for progression for the student they are assigned to.

## [Practice Assessment Document \(PAD\)](#)

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The **Practice Assessment Document (PAD)** (previously known as Nursing Skills Book) records how each student is developing as a safe and effective practitioner. Each student carries with them their individual copy of the PAD. The *Practice Supervisor, Practice Assessor or Academic Assessor* can read with students what learning needs to be planned and achieved within a placement, and review what has already been recorded to continue learning in a placement. We are currently in a transition period where we are moving to a new national PAD. Students in the 2<sup>nd</sup> and 3<sup>rd</sup> year BSc Nursing and 2<sup>nd</sup> year MSc Nursing students will continue to use the existing PADs with the current curriculum. Information and guidance are in the individual PADs or available on our [Placements Website](#).

From September 2020 the PAD accompanied with an Ongoing Achievement Record (OAR) will be in a new format to support nursing students to achieve the criteria set out in the Future Nurse: Standards of proficiency for registered nurses, (NMC 2018). It has been developed in collaboration with practice partners, mentors, academic staff, students and services users across London, the Midlands, Yorkshire and the East of England regions.



If you are a **Practice Supervisor, or Practice Assessor or Academic Assessor** and signing off any part of the PAD please record your sample signature on the page headed **List of Practice Supervisors** to authenticate your involvement in student assessment.

In many placement settings, there will be an opportunity to engage in the Enhanced Practice Support Framework (EPSF). This is model of practice learning where students are allocated to learn with a member of the clinical team, a **practice supervisor** (a coach) to achieve a specific learning goal for the shift. During the shift, reflections on learning can be documented in the PAD to show progress of learning in the **Record of Working with and learning from Others/Interprofessional Working**. These provide evidence that help the **Practice Assessor and Academic Assessor** to make a judgement when assessing learning.

There are a number of **Components of Assessment and Feedback** in the new PAD which are practised and assessed in placement areas. Each is formally assessed in each Part throughout the programme of study. **Professional Values** reflect a number of proficiency statements and are captured under the 4 sections of The Code (NMC 2018). All must be achieved *by the end of each placement; this applies to ALL students on all nursing programmes learning in each placement*.

There are different levels of skills which must be demonstrated to progress from Part 1, Part 2 through to Part 3. The individual PAD allocated to the student nurse includes details about how to assess and this is also available on the [Placement website together with details of how to be a supervisor](#). If you wish to discuss the assessment process the Academic Assessor, Practice Educator or Link Lecturer will be able to support the process.

## Progression Points – Part 1, Part 2 and Part 3

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During the programme there are a number of progression points which must be met. These also have assessments (e.g. portfolio or workbook in continuing programmes or components of assessment in the new curriculum) linked to them which provides opportunities to reflect on practice.

During the programme at Part 1 and Part 2, students will demonstrate satisfactory development in order to continue within the programme. It is the role of the Practice Assessor, for that placement, to make a decision about the student's progression into the next part of the programme.

For Part 3 the student must have demonstrated competence in all of the Components of Assessment required for entry onto the register. It is the Practice Assessor to make a final judgement about the student's competence and be satisfied that the student is safe and effective in practice.

If at any point, there is a cause for concern in relation to the student's performance e.g. failure to achieve Professional Values an Action Plan should be completed. The Practice Assessor should liaise with the Academic Assessor, who is responsible for reviewing progress and ensuring support and learning is available. If the student does not achieve the objectives set out in the Action Plan within the stated timeframe, the Practice Assessor will need to document the cause for concern and communicate with the Academic Assessor. In this case the student will have an opportunity to





complete a retrieval placement (using separate documentation) to allow them to progress on the programme. Failure to pass this placement will result in the student failing this Part, and therefore they cannot progress and may result in removal from the programme.

In conjunction with the Practice Assessor, an assigned Academic Assessor (Personal Tutor 1) at the end of each year looks at both marks achieved in module assessments and feedback from practice placement and confirms student progress. The Academic Assessor will be the same for Part 1 and Part 3 (Personal Tutor 1), but different for Part 2 (Personal Tutor 2). This is an NMC requirement that is designed to increase the objectivity in assessments and progression.

<b>Progression within the Nursing programme</b>			
<b>Programme</b>	<b>Part 1</b>	<b>Part 2</b>	<b>Part 3</b>
<b>2 year MSc Nursing</b> (Adult & Mental Health)	Progression approved by <b>Practice Assessor</b> and <b>Academic Assessor</b> in <b>March</b> of academic year* 1	Progression approved by <b>Practice Assessor</b> and <b>Academic Assessor</b> in <b>December</b> of academic year* 2	Progression approved by <b>Practice Assessor</b> and <b>Academic Assessor</b> in <b>September</b> of academic year* 2
<b>3 year BSc Nursing</b> (Adult & Mental Health)	Progression approved by <b>Practice Assessor</b> and <b>Academic Assessor</b> in <b>September</b> of academic year* 1	Progression approved by <b>Practice Assessor</b> and <b>Academic Assessor</b> in <b>September</b> of academic year* 2	Progression approved by <b>Practice Assessor</b> and <b>Academic Assessor</b> in <b>September</b> of academic year* 3
<b>Nursing Degree Apprenticeship</b> (Adult & Mental Health)	See programme specification for approval process to admitted to programme	See programme specification for timing of approval <b>Practice Assessor</b> and <b>Academic Assessor</b>	See programme specification for timing of approval <b>Practice Assessor</b> and <b>Academic Assessor</b>
* Academic year normally runs September to August **Further detail of progression can be found in the PAD.			

## Link Lecturers and Practice Educators at the University of Essex

The university has Link Lecturers and Practice Educators who support students in practice areas. A map and information about names, link areas and contact details are available.

Where a Link Lecturer or Practice Educator does not respond to a request, Practice Supervisors, Practice Assessors and students can contact the Practice Placement Team on 01206 874974 or [practiceplacements@essex.ac.uk](mailto:practiceplacements@essex.ac.uk)





Where a Link Lecturer or Practice Educator is on annual leave or likely to be away from their office, they will provide cover for the defined period.

In relation to issues and problems relating to teaching, learning and assessing, guidance is provided below for practice supervisors/practice assessors and students concerning **“What to do if ...” as well as problem solving FAQs**. Problems in this area do not constitute ‘crises’ and do not require immediate intervention by a member of the university team.

Should a student need to be removed from a ward due to a professional issue at any time (including a weekend or bank holiday); this is, rightly, the decision of the Ward/Service Manager. As the School operates in partnership with clinical providers, further discussion with the student, the ELM and the Link Lecturer/Practice Educator /Programme Lead would occur at the earliest opportunity when all were available.

In relation to critical physical or psychological issues, the university is pleased to operate in partnership with clinical providers. Students function within a team; and therefore such issues must be managed according to local Trust policy; the student, and in a wider sense, with the university abides by such policies.

The critical ‘issue’ should be managed in the same way as any incident occurring with any member of a clinical team. There are no apparent benefits in the Link Lecturer/Practice Educator /Programme Lead intervening immediately; the university respects the clinical judgment of the team with whom the student is based.

Further discussion with the student, the ELM and the Link Lecturer/ Practice Educator / Programme Lead/ would occur at the earliest opportunity when all were available.

## Commencing a Placement

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- Before students arrive in a placement area a Practice Assessor and/or “nominated person” will have been identified.
- Each student should contact their placement at least four weeks prior to the commencement of the placement to find out who is the allocated Practice Assessor. A Practice Supervisor may be allocated on a daily basis.
- The student and Practice Supervisor/Practice Assessor will agree a pattern of shifts as soon as possible.
- Each student will receive an initial induction at the start of the placement.
- The allocated Practice Supervisor or “nominated person” will outline the learning opportunities within the placement area and the professional behaviour expected of the student at all times in that area.
- Student timesheets must be completed and signed daily by the Practice Supervisor, Practice Assessor, nurse-in-charge or manager.



## Completing the PAD

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- On commencing the programme all students consent to make the content and outcome of previous assessments within the PAD available to the Practice Assessors.
- Students are responsible for maintaining and making available their PAD and for the new 2020 programme the Ongoing Achievement Record (OAR) while on placement.
- The PAD is a cumulative document that is maintained throughout the duration of the programme.
- The Ongoing Achievement Record (OAR) is to be used in conjunction with the Practice Assessment Document (PAD).
- During placement several Practice Supervisors, Practice Assessor, Link Lecturer or Practice Educator may contribute by including notes in the PAD – these must be initialled and dated.
- Each Practice Assessor regularly checks the student's PAD throughout the placement to monitor progress.
- In the last week of the placement, the Practice Assessor reports on and indicates completed competencies in each area.
- The Practice Assessor will require access to the PAD to record assessment of the student's progress. Failure to do so will result in a placement fail.
- The student is responsible for submitting the PAD on the first day back in University after the placement. Failure to do so will result in a placement fail.
- The Academic Assessor will review their allocated students.

## Student Placement Hours

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It is best educational practice for you to follow the shift pattern of a full-time member of staff for your allocated placement. The recommendations and guidance below align to the [European Working Time Directive \(2003/88/EC\)](#)

- Students should aim to complete, on average, 40 hours of placement time in each week of placement.
- Students should not normally record more than 160 hours of placement time in any four-week period.
- Students should not normally record more than 50 hours of placement time in any given week. The only time a student would record 50 hours of placement time in one week is on occasions where they have undertaken four 12.5 hour shifts in one week.
- Students who are undertaking 'long days' of 12.5 hours on placement will usually undertake three 'long days' per week, equating to 37.5 hours of placement time per week. These students will need to undertake an additional 'long day' every fourth week of a placement period to ensure they are able to meet the minimum expected placement hours.
- Students must have at least 11 hours of continuous rest in any 24-hour period. This means that student must not undertake an early or late shift on the same day as they completed a night shift.
- Students are expected to undertake shifts which reflect the normal shift pattern of Registered Nurses in the placement area. This will include morning, afternoon and night



shifts, weekends and bank holidays if these are normal practice for the placement area and sufficient learning opportunities are available.

- Useful tips for surviving night duty from student nurse Chloe Taylor [A hard day's night](#) (RCN 2018).
- Students are expected to take regular breaks during a placement shift. Time spent on breaks is NOT deducted when calculating placement hours though you should have opportunities to take appropriate breaks during the day. (The European Working Time Directive states a minimum 20-minute break in periods of over 6 hours).
- If long days (12 hours) are a normal shift pattern for the placement area, students in collaboration with the placement can opt for shorter shifts and will instead do 8 hours per day for 5 days.
- Students are expected to participate in learning under the direct or indirect supervision of their practice supervisor/practice assessor.
- **Students are always supernumerary.** This means that students are additional to the workforce requirement and staffing figures for a practice area. However, students are part of the team and are expected to actively participate in and contribute to nursing care under supervision.
- If you have concerns about your supernumerary status whilst in any placement you should contact your link lecturer or academic assessor.

### “Long Days” on Placement

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- Shifts should be no longer than 12 hours.
- No more than two successive shifts (days or nights) are completed.
- Two nights full sleep between rotating shifts is rostered.
- Ensure adequate breaks are taken during shifts.
- Consider flexible shift options i.e. combinations of 8 and 12 hour shifts (short and long) if students prefer.

It is important to take “**rest**” periods when commencing shifts patterns, this cannot be stressed enough. For example, if you are on placement and complete 40 hours, this leaves 8 hours for bank/agency shift in that week. Completing in excess of these hours is not recommended and can be detrimental to patients, co-workers and yourself.

### Student attendance at placement

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- Students are expected to have their record of hours signed on a daily basis while in the practice area. The record can be signed by the Practice Supervisor supervising the student for that day.
- It is the student's responsibility to send the completed timesheet to the Placement Administrator at the University within two weeks of completion of placement. Students must retain a copy of this timesheet.
- Any time missed from placement must be made up and recorded in a similar way. If there is a delay between the end of a placement and the making up of practice hours, a new record of hours form should be used to enable the original to be returned to the University



## Making up hours

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- Students should be aware of any hours not completed during the programme; however, the Programme Lead may be able to provide this information.
- If, when commencing the final placement, a student has 40 hours or less to make up from previous placements, they may be asked to make these hours up during the final placement in consultation with the Practice Assessor and Education Leads from the organisation they are placed.
- If a student has more than 40 hours to make up, they will need to talk to the Programme Lead prior to placement to discuss how the missed hours will be accrued; this will usually need an additional period of placement. The decision will be documented by the Programme Lead and the Placement Administrator informed who will confirm with the education lead. Students with more than 80 hours to make up will be required to complete an additional period of placement at the end of the programme. These hours cannot be made up by completing additional shifts during standard placements, nor reimbursed financially.

## Using annual leave and reading weeks to compensate for hours

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- The NMC specify the number of theory and practice hours you must complete before you can register as a nurse. Health or personal reasons may lead to students falling into deficit in either theory or practice hours.
- The programme on which you are studying has been designed to include the required number of theory and practice hours alongside periods of annual leave. Annual leave is included in your programme because it is essential to rest and maintain a healthy balance between learning in practice and study. You may not use periods of annual leave to compensate for periods of sickness which you may have accumulated during timetabled theory or practice hours.
- Reading weeks are counted within the programme as theory hours; consequently, you will not be permitted to accumulate practice hours during reading weeks.
- If you fall into deficit with theory or practice hours you must discuss with your Programme Lead and agree how this deficit will be made up. It will not be possible to remove some hours deficits during the programme and you will be required to extend your completion date; however, some compensation may be permitted within the programme by the Programme Lead. Where compensation is possible, on each occasion an 'action plan' signed by the Programme Lead and you will be required; this action plan will be retained on your student file.

## Bank Holidays

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- On a Bank Holiday where a placement is not functioning, students may either:
  - a. Ask the Practice Supervisor/Practice Assessor to negotiate a shift in a unit associated with the placement
  - b. Ask the Practice Supervisor/Practice Assessor to set a clinical based task (for example, reviewing policies and procedures, writing care plans). The Practice



Supervisor/Practice Assessor must check this learning has been undertaken before signing off the student's timesheet.

## Sickness

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If a student is unable to attend placement, they must advise the relevant placement immediately. The student must:

- Speak to the Practice Supervisor/Practice Assessor or the Manager of the placement area if possible, or with a senior member of staff on duty clearly stating that sick leave is being taken and if possible, give an estimate of how long they will be off sick. It is good practice to take the name of the person whom this has been reported to.
- Inform the Practice Placement Team at the University **when they go off sick and when they return** to placement on [practiceplacements@essex.ac.uk](mailto:practiceplacements@essex.ac.uk) or 01206 874974
- Complete form on [MyEssex student portal](#)
- Complete self-certificate forms for sickness up to 7 days, a doctor's certificate will be required for any additional time off sick
- Inform the Placement Administrator of the name of the Personal Tutor
- Sickness beyond two weeks may impact on the student's ability to continue on the programme. Following a period of sickness students may be required to attend a confidential appointment with the Occupational Health Service for a health assessment.
- [COVID-19: If you think you are symptomatic of coronavirus](#) or have been asked to isolate you must self-isolate at home for a minimum of 7 days from when your symptoms started. You must report this using the guidance above and also contact your Academic Assessor.

## Other absences

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- Students are entitled to compassionate leave or special leave at the discretion of their Programme Lead. However, any absences will be made up to meet the required placement hours.
- Absence from the placement that is not sick leave and has not previously been negotiated is unacceptable. This should be reported by the nurse in charge to the Practice Placement Team at the University of Essex on **01206 874974** or at [practiceplacements@essex.ac.uk](mailto:practiceplacements@essex.ac.uk).
- Dentist, doctor or other personal appointments should be arranged during off duty times except for urgent treatment.
- Unauthorised absence, lateness and poor timekeeping are considered to be unprofessional behaviour. If a Practice Supervisor/Practice Assessor considers a student's behaviour to be unprofessional after raising the matter with the student, the relevant Link Lecturer/Practice Educator will be informed, and further action taken. You may be required to meet with the Programme Lead and an action plan initiated; this will be retained on your student file.
- **Professional Values** reflect a number of proficiency statements and are captured under the 4 sections of The Code (NMC 2018). All must be achieved *by the end of each placement; this applies to ALL students on nursing programmes learning in each placement*.
- There are no study days within placement time. Occasionally such days may be identified, and students and Practice Supervisor/Practice Assessor will be advised accordingly.



## Out of Hours Contact with the University

If a problem arises whilst you are in practice and you want to contact a member of staff “out of hours” you should do the following depending upon whether you are living in University accommodation on campus or are living off campus.

If you are living in University accommodation in addition to Nightline the usual out of hours support services are provided by the Residents’ Support Network (numbers posted in the kitchen of your accommodation) and the Patrol Staff who are on duty at all times.

If you are living off campus you should contact the Patrol Staff at the Information Centre in the first instance. The Patrol Staff can, if necessary, contact the on-call Area

Co-ordinator for the Residents’ Support Network who will assist you or contact Student Support management if required.

### **FOR ALL STUDENTS**

Nightline: 01206 872020/2022

Freephone night line number: 0800 3265454

### **FOR COLCHESTER BASED STUDENTS**

Information centre (Patrol Staff): 01206 872125

### **FOR SOUTHEND BASED STUDENTS**

Security Staff: Between 5.30pm – 10pm (6pm on Sundays) 01702 328208

After 10pm (6pm on Sundays) 01702 878408 (or mobile 07827 988085)

## Student Appearance in Placement

- Specific guidelines regarding dress and use of mobile phones in the clinical area are usually provided by placement provider areas. These guidelines must be followed.
- Students must dress in a way that supports a perception of personal and professional integrity, reduces the risk of cross-infection and maintains safety.
- Students clothing must be clean and tidy. Uniforms must be changed daily and washed at a temperature of 60° C. Clothes should be clean and not look crumpled.
- Uniform must not be worn outside the hospital except when travelling to placement. If wearing a uniform outside the hospital, a full-length coat should be worn to cover it.
- Clothing must not interfere with safety or the safety of the patient/service user. Clothing must not be tight or restrictive.
- Students should avoid dressing in such a way that could be seen as culturally, ethnically, sexually or politically inappropriate.
- The values and religious/cultural views of the patients/service user should be respected, particularly when visiting a patient/service user’s at home.
- Any request made by a student regarding dressing to meet religious requirements will be treated sensitively and agreed individually with the Programme Lead.





## University of Essex

- All dress must conform to Health and Safety regulations, especially infection control and patient handling guidelines.
- In some placement areas, it is inappropriate to wear uniform. Students will be guided by their Practice Supervisor/Practice Assessor in relation to appropriate dress.
- Official uniform must be worn unless the placement area instructs otherwise.
- The [University of Essex uniform](#) must not be worn except when undertaking programme placement activity or when otherwise requested by academic staff.
- Plain, black, clean, low heeled shoes with noiseless non-slip soles and in a good state of repair should be worn in clinical areas.
- Plain black cardigans may be worn with uniform but should be removed when carrying out physical care procedures.
- Identity badges must be worn at all times.
- Hair should be clean and well groomed, within the biological colour range and kept away from the face. Hair below the collar should be tied back. Beards or moustaches should be well groomed and of moderate length.
- Wrist watches must not be worn while carrying out physical care procedures. Fob watches must be pinned to fall inside the pocket.
- Jewellery may not be worn except for a single plain ring and one gold or silver stud earring per ear. No other visible body jewellery or studs may be worn.
- Tattoos that may reasonably be considered offensive on the grounds of race, politics or gender should be covered.
- A high standard of personal hygiene must be maintained. Hands should be kept clean and nails kept short. Acrylic nails must not be worn. No nail varnish.
- Other accessories including false eyelashes are NOT part of the student uniform.
- Plastic aprons should be worn when delivering physical care. The apron should be changed between patients/service users.
- Disposable gloves should be worn during contact with each patient/service user's secretions. Latex free gloves are available as required.
- If a Practice Supervisor/Practice Assessor considers a student to be inappropriately dressed the student will be sent off duty and will need to make up any time missed. If this persists the Practice Supervisor/Practice Assessor will raise the matter with the relevant Practice Educator/Link Lecturer/ Academic Assessor for further action.

## Disclosure and Barring Service Requirements

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- All students must have received Disclosure and Barring Service (DBS) clearance prior to commencement of their clinical placement and clearance thereafter on an annual basis.
- Students are required to make an annual DBS declaration.
- Students are required to immediately notify the University's Student Conduct Office if they are convicted of a criminal offence in a court of law or formally cautioned/reprimanded for a criminal offence by a police officer. In addition, these must be reported on the 'declaration of good character' form at the start of each year and at the completion of the programme.





## Occupational Health Requirements

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- Students must have received Occupational Health clearance and undergo a Risk Assessment prior to commencement of their first clinical placement.
- Students are required to make an annual occupational health declaration.
- Sharps, needle-stick, puncture or splash injuries which occur while on duty must be reported to the manager of the placement area and the placement provider's Occupational Health Department or Accident and Emergency Department should be contacted as per provider policy. The student is responsible for awareness of their own Hepatitis B status.
- Students involved in any incident or injury must complete the placement provider's incident form and follow local policy. A copy of the incident report should be kept by the student and the student must forward a copy of this to the Placement Administrator at the University of Essex.
- Students should not attend placement if they are unwell. The local placement absence guidelines and university absence procedure (p11) must be followed.
- Students who are suffering back strain, musculoskeletal injury, infectious skin conditions, infectious diseases or diarrhoea and vomiting must seek advice from the University of Essex Occupational Health Department or their GP before returning to placement.
- If a student suspects they have developed an allergic reaction during their placement they should report this immediately to their practice supervisor and seek advice from the Occupational Health Department.
- While on duty [COVID-19](#) all precautions and local policies on infection prevention and control must be followed in each placement area.
- [COVID-19: If you think you are symptomatic of coronavirus](#) or have been asked to isolate you must self-isolate at home for a minimum of 7 days from when your symptoms started. You must report this using the guidance above and also contact your Academic Assessor.

## Annual Declarations

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- All students are required annually, and at the end of their programme, to declare themselves to be 'fit for practice'. This will involve self-declaring in terms of health and good character. Students may not progress on the programme until this declaration has been received.

## Pregnancy

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- If a student becomes pregnant, they must notify the Programme Lead as early as possible and university guidelines followed:  
<https://www.essex.ac.uk/students/health-and-wellbeing/pregnancy.aspx>
- A risk assessment also needs to be carried out in each placement area by the placement provider.



## Managing student disability

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- The University of Essex supports the social model of disability and is committed to equal opportunities. It recognises its responsibilities under legislation and is committed to working in the best interests of people with a disability and therefore aims to generate a more 'enabling' environment and to create a non-discriminatory culture, for the benefit of all University students, staff and visitors.
- The Equality Act was extended to Universities in 2010. This has resulted in many changes, in line with Equality Act legislation, including the amendment of the learning contract section of the clinical placement assessment forms, to ensure that students have an opportunity to disclose specific needs which may impact on the learning experience and discuss these with their practice assessor. The legislation identifies that practice supervisors/practice assessors can act as temporary facilitator for the University of Essex students and hence students should be encouraged to discuss any disabilities and strategies with them.

## Reasonable adjustments in placement

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Disclosure of a disability and/or health condition is not mandatory but is highly recommended. Disclosure enables the university and practice placement providers to make reasonable adjustments, in line with the Equality Act (2010), to ensure that students are not disadvantaged in accessing learning and assessment.

If a reasonable adjustment has been disclosed the link lecturer, or academic assessor liaises with practice-based educator/learning co-ordinator prior to each placement to plan how the student's specific needs, as per Student Wellbeing Service and/or Occupational Health recommendations, will be reasonably met to facilitate learning whilst ensuring required professional standards of proficiency and values are not jeopardised. The School's reasonable adjustments procedure is available in the "[Information for Current students](#)" section on Moodle.

All Staff have a responsibility to ensure that they do not:

- Treat a disabled person less favourably than someone else for a reason relating to the person's disability
- Indirectly discriminate against a student with a disability by failing to make a 'reasonable adjustment' when a disabled student is placed, or is likely to be placed, at a 'substantial disadvantage' in comparison with a person who is not disabled
- If you disclose a disability, your Practice Supervisor/Practice Assessor must request your permission to forward this information to relevant colleagues. Students should be encouraged to disclose to the [Student Wellbeing and Inclusivity Service \(SWIS\)](#) who have responsibility for assessing medical evidence and notifying the relevant people once they have your permission to do so.



## University of Essex

- Students should be encouraged to disclose to the SWIS who have responsibility for assessing evidence and notifying those people who need to know once the confidentiality contract has been signed.  
All Students have a responsibility to:
  - Disclose their disability to a member of the SWIS at the University so appropriate adjustments may be discussed
  - Check with their funding body if they are eligible for [Disabled Students Allowances for assistance with costs](#) related to their disability
  - Whilst SWIS provide initial advice to all students it is the student's responsibility to contact them if they require individual advice at other times and to notify SWIS of changes in their circumstances and/or requirements

## Students' Rights whilst on placement

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As a student of the University of Essex, you have the right:

- to be placed in a safe learning environment in accordance with current legislation. If you have concerns regarding your safety, you should immediately discuss these with your Practice Supervisor/Practice Assessor and inform your Practice Educator /Link Lecturer to attend a placement that has been audited for the purposes of pre-registration nurse education
- to receive the support of a Practice Supervisor/Practice Assessor/Academic Assessor during your time on placement
- to receive the support of another member of staff assigned to supervise your learning when your Practice Supervisor/Practice Assessor is not available
- to receive early feedback regarding your performance
- to be aware of the possibility of failure and be given opportunity to address problems with your practice supervisor/practice assessor and link lecturer
- to receive a fair assessment of your performance which includes the views of those who have participated and supervised your learning in practice
- must not to be left alone with patients/service users in a placement area. A responsible member of staff must always be present within the locality.to receive and have access to the Practice Educator/ Link Lecturer whilst on placement.
- to be treated and to treat each other with dignity and respect regardless of age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction. The University celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community.

## Students' Responsibilities whilst on placement

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All students will have completed an "Agreement of Student responsibilities to Practice Placement" on registration. All placements are decided in partnership with placement providers and depend on



capacity, suitability and professional body requirements. Throughout this programme you will have scheduled placements, all of which are assessed to contribute to your final award.

There is an expectation placed upon you that, by entering placement, you are declaring that you are Fit to Practise. The university's [Fitness to Practise procedures](#) indicate that you may be removed from practice placements if there are: *concerns about health\*, disability, or wellbeing, including a failure to seek appropriate medical treatment or other support; unreasonable failure to follow medical advice or care plans and treatment resistant conditions which might impair fitness to practise*

**If you have reasons why you feel that you are not able to perform to the best of your abilities, you must talk to your link lecturer before you enter placement and consider using the Extenuating Circumstances process.**

You should also consider using the various forms of support available to students at the University of Essex through the [Student Services Hub](#).

You must be aware that, if you commence the placement you will be considered to have declared yourself 'fit'. Consequently, a claim for extenuation made during or after the placement based on circumstances that existed before the placement will generally not be supported by the Extenuating Circumstances & Lateness Committee.

- Any incident or injury sustained while on placement must be reported to your Practice Supervisor/Practice Assessor, Practice Educator/Link Lecturer and Trust policy followed. A copy of the incident report should be kept by you and you must forward a copy of this to the Placement Administrator at the University of Essex.
- You must at all times follow [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates \(NMC 2018\)](#).
- Confidentiality must be maintained at all times. You need to be clear as to what information should be given to whom (e.g. what information can be shared with other professionals, relatives, patients/service users)
- You must not discuss patients/service users outside the practice area.
- Assignments related to placements must adhere to the School policy on maintaining confidentiality and anonymity which includes names and places.
- You should not disclose personal information about yourself to patients/service users
- Permission must be sought from the placement area if documents are to be used for your assignments. You must never remove documents from the clinical area or photocopy documents without permission.
- Use of patient/service user care plans requires written permission from the patient/service user and the placement. This permission should be included in the assignment if such documentation is used.
- Your Practice Supervisor/Practice Assessor must be informed prior to you escorting any patient/service user. You should not normally accompany or escort a patient/service user away from the placement area. Exceptions can be made where you have a good knowledge of the nursing needs of the patient/ service user and have the confidence to



accompany them, or when a qualified member of staff is also present. Your Practice Supervisor/Practice Assessor remains accountable when you escort patients/service users. For hospital wards, you must not accompany the patient/service user outside the hospital grounds.

- You must not be directly involved in activities where staff need to implement “prevention of violence, management and aggression” strategies.
- You must not accept personal gifts from patients/service users or their relatives or friends.
- The [NMC now follows guidance from the Royal Pharmaceutical Society \(RPS\)](#) for *guidance on the safe and secure handling of medicines*, and *administration of medicines in healthcare settings*. Alongside this guidance, there will be a local placement policy. You must never check or administer medicines (including IV fluids /blood products) on your own or without the supervision of Practice Supervisor/Practice Assessor.
- You must behave in a professional manner at all times and act as an ambassador for nursing and for the University of Essex. If you are unsure of how to behave in a particular circumstance, you should seek guidance from your Practice Supervisor/Practice Assessor.
- If your behaviour is considered to be unprofessional, the Practice Supervisor/Practice Assessor will bring this to your attention. If you do not respond appropriately, your Practice Educator/Link Lecturer and the Education Liaison Manager for the placement provider will be informed and further action taken.
- You are expected to maintain collaborative and professional relationships with practice providers and their employees.
- You must not arrange to meet patients/service users socially. Relationships, although friendly, must remain professional. Guidelines on the protection of vulnerable people (for example, those with a learning disability or a mental health problem) must be adhered to.
- If patients/service users or visitors display inappropriate behaviour (e.g. verbal comments, sexual harassment, lack of inhibitions, physical aggression) you should discuss the behaviour with your Practice Supervisor/Practice Assessor and where possible use the situation as a learning experience. Further discussion with your Practice Educator/Link Lecturer may be advised. On rare occasions, where continuation on a placement could be detrimental to you, discussion with the Programme Lead may lead to finding an alternative placement.
- You must not agree to provide care for relatives or friends who happen to be patients/service users in your practice placement. Any request for this should be brought to the attention of the Practice Supervisor or senior nurse on duty.

## Whistle-blowing and escalating concerns for students

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- In situations where you are concerned about any aspects of care delivery you must adhere to guidance from [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates \(NMC 2018\)](#); [Raising concerns: Guidance for nurses, midwives & nursing associates \(NMC 2018\)](#) and [Professional Duty of Candour \(GMC/NMC2015\)](#).
- If at any time have concerns regarding the standard of nursing care in placement, or observe poor clinical practice, please discuss this with the Practice Supervisor, Practice Assessor or the service manager in the first instance.



- Please also inform the University of these concerns; the most effective way of doing this is to contact the Practice Educator/Link Lecturer, who will listen to your concerns and may involve other members of the team to establish further information.
- If appropriate the decision may be taken to remove you from the placement. The Programme Lead will take the concerns forward with the relevant authorities.

## Support for students who raise concerns and complaints

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The University recognises that raising a concern and complaint in practice requires courage but is in line with professional requirements. Therefore, there are a number of ways in which we would encourage you to seek support once a concern has been raised

- Your Academic Assessor/Personal Tutor will meet with you to support you with writing statements or other evidence that might be required
- The Academic Assessor will ensure that the processes and timelines that are required are communicated to you. The AA will be an advocate for you and will ensure the processes and timelines of the partner learning organisation that are required are communicated.
- They will also be able to signpost you to the [Student Well-being and Inclusivity Service \(SWIS\)](#) who can offer a range of face to face, telephone and online services
- The [Student Union](#) also has support services available for students
- An opportunity to 'debrief' once the process is over will be offered by the Academic Assessor/Personal Tutor.

## Placement Evaluation

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- In order to evaluate the learning environment, it is expected that students and registered Practice Supervisor/Practice Assessor will complete an evaluation of placement.
- This information will be utilised by the University and placement providers to monitor and evaluate the clinical learning environment.
- Anonymous information from all Placement Evaluation is used by the Practice Education Committees and is part of the education audit process used by Universities within Essex to maintain and enhance the standard of educational experience in clinical areas.
- **Students:** You will be sent the appropriate survey link via email at the end of your placement by the Practice Placement Team.
- **Practice Supervisor/Practice Assessor:** Evaluations will be carried out as per your local organisation.





## Information for Practice Supervisors and Practice Assessors

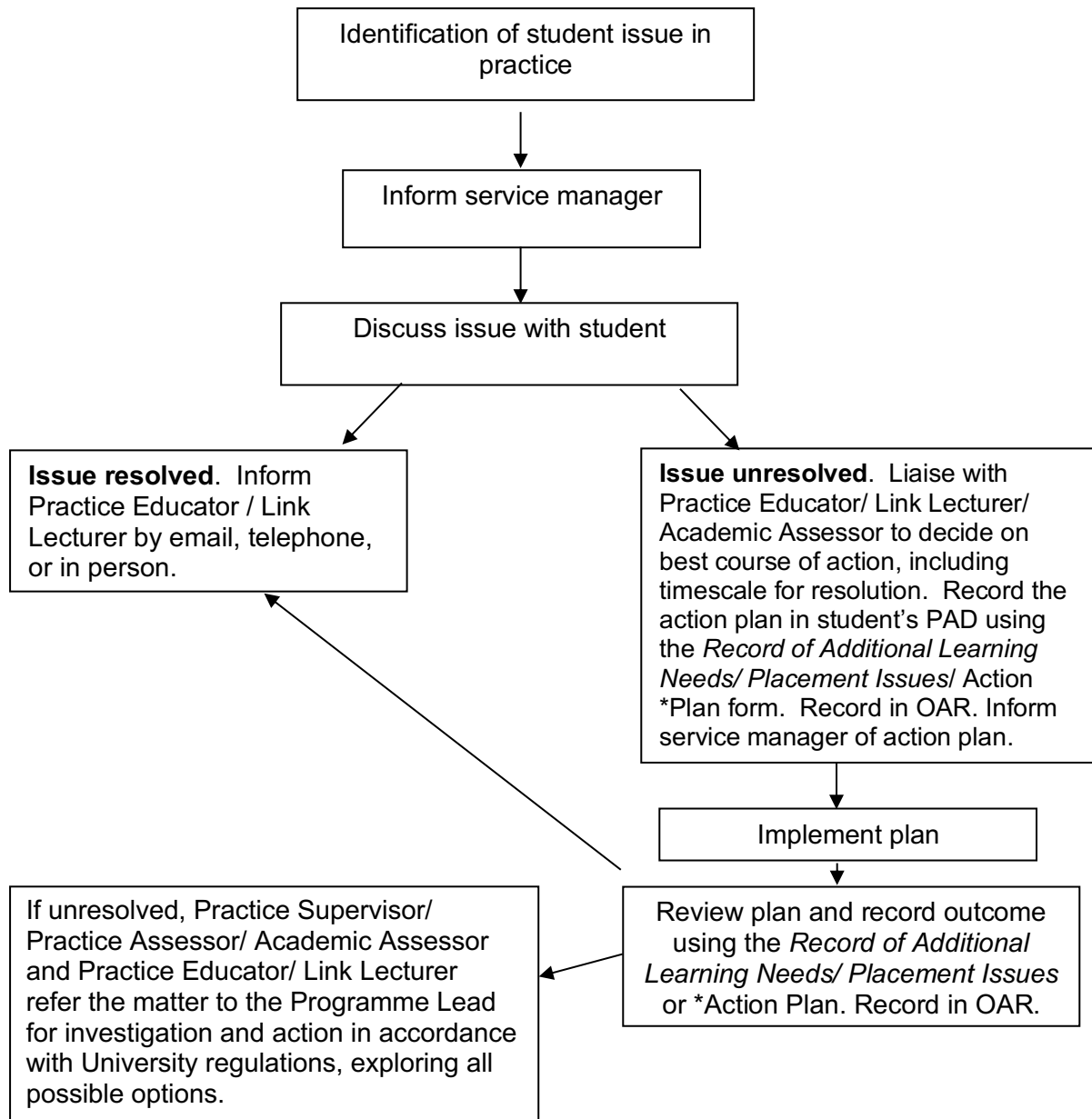
### What to do if ...?

Issue	Action to be taken
<b>Student absence or lateness</b>  e.g. unauthorised absence, excessive absence, lack of punctuality, request for compassionate leave	<ol style="list-style-type: none"> <li>1. Inform the Practice Placement Team on 01206 874974 or email <a href="mailto:practiceplacements@essex.ac.uk">practiceplacements@essex.ac.uk</a></li> <li>2. Document absences in the student's PAD.</li> <li>3. The Placement Administrator will inform the Link Lecturer/ Academic Assessor</li> <li>4. The Link Lecturer communicates with clinical staff and student</li> <li>5. An action plan in the PAD is agreed, to include:               <ol style="list-style-type: none"> <li>a. changes required</li> <li>b. timescale for changes</li> <li>c. review date</li> <li>d. copy retained by the student and the Practice Supervisor/Practice Assessor/ Academic Assessor and provides a copy to the Link Lecturer and record in the OAR.</li> </ol> </li> </ol>
<b>Poor student performance or concerns about professional behaviour</b>	<ol style="list-style-type: none"> <li>1. The Practice Supervisor/Practice Assessor discusses the issue with the student and informs the Link Lecturer. A note is made in the student's PAD indicating how and by when the issue is to be resolved.</li> <li>2. If the problem is unresolved, the Practice Educator/Link lecturer, Practice Supervisor/Practice Assessor/ Academic Assessor and student agree an action plan in the PAD to include:               <ol style="list-style-type: none"> <li>1. changes required</li> <li>2. timescale for changes</li> <li>3. review date.</li> <li>4. copy retained by the student and the Practice Supervisor/Practice Assessor provides a copy to the link lecturer and record in the OAR</li> </ol> </li> <li>3. The placement provider's ELM is informed by the Practice Supervisor/Practice Assessor/ Academic Assessor of major concerns about student performance.</li> <li>4. If the student fails a placement, they will be an opportunity to complete a retrieval placement.</li> </ol>
<b>Clinical incident or accident involving the student</b>	<ol style="list-style-type: none"> <li>1. Follow the placement provider's policy on reporting a clinical incident/accident</li> <li>2. Inform the placement provider's Education Liaison Manager and the Practice Educator/Link Lecturer, they inform the Programme Leader.</li> <li>3. Provide a copy of the incident/accident form to the Programme Lead</li> <li>4. Programme Lead decides if further action is required.</li> </ol>
<b>Student has difficulty with their academic studies</b>	Direct the student to seek help from the module lead/personal tutor.





## Quick Guidelines for Practice Supervisors and Practice Assessors



\*New PAD documents



## For Students – what to do if ...?

Issue	Action to be taken
<p>Student absence or lateness</p> <p>e.g. you are not well enough to attend placement, you have been delayed and are not going to be on time for placement, you need to request compassionate leave</p>	<ol style="list-style-type: none"> <li>1. Inform the clinical area as soon as possible and take the name of the person whom this has been reported to.</li> <li>2. Inform the Practice Placement Team on 01206 874974 or email <a href="mailto:practiceplacements@essex.ac.uk">practiceplacements@essex.ac.uk</a></li> <li>3. Complete form on <a href="#">MyEssex student portal</a></li> <li>4. The Placement Administrator informs the Link Lecturer/Academic Assessor</li> <li>5. Requests for compassionate leave should be sent to the Programme Lead for a decision.</li> <li>6. The Link Lecturer communicates with clinical staff and student as required.</li> <li>7. If lateness or absence is a problem, an action plan (see PAD) is agreed between the Link Lecturer and student, to include:               <ol style="list-style-type: none"> <li>a. changes required</li> <li>b. timescale for changes</li> <li>c. review date.</li> <li>d. copy retained by the student and the Practice Supervisor/Practice Assessor provides a copy to the Link Lecturer and record in the OAR</li> </ol> </li> </ol>
<p>You are concerned that you are not learning enough or not having enough time with a Practice Supervisor.</p>	<ol style="list-style-type: none"> <li>1. Discuss the issue with the Practice Supervisor/Practice Assessor or the Service Manager if they are is not available.</li> <li>2. Inform the Practice Educator/Link lecturer/ Academic Assessor. A note is made in your PAD indicating how and by when the issue is to be resolved.</li> <li>3. If the problem is unresolved, the Practice Educator/Link lecturer, Practice Supervisor/Practice Assessor/ Academic Assessor and student agree an action plan in the PAD to include:               <ol style="list-style-type: none"> <li>a. changes required</li> <li>b. timescale for changes</li> <li>c. review date</li> <li>d. copy retained by the student and the Practice Supervisor/Practice Assessor) provides a copy to the Link Lecturer and record in the OAR</li> </ol> </li> </ol>
<p>There is a Clinical incident or accident involving you, the student.</p>	<ol style="list-style-type: none"> <li>1. Follow placement provider's policy on reporting a clinical incident/accident and inform your Practice Supervisor or Practice Assessor and Academic Assessor.</li> <li>2. Inform the Link Lecturer, who will inform the Programme Lead.</li> <li>3. Provide a copy of the incident/accident form to the Link Lecturer/Programme Lead</li> <li>4. Programme Lead decides if further action is required.</li> </ol>
<p>You are having difficulty with your academic studies.</p>	<p>Seek help from the module lead or personal tutor at the University.</p>
<p>Your PAD is lost or becomes irreparably damaged.</p>	<ol style="list-style-type: none"> <li>1. Contact your personal tutor /Academic Assessor at your earliest opportunity.</li> <li>2. Following discussion, you will need to contact previous Practice Supervisors/Practice Assessors and request that they re-sign your skills that have been completed.</li> </ol>



## Link Lecturers and Practice Educators Area & Contact Details

Area	Organisation	Nursing Team	Contact Details
Ipswich & Colchester		Tess Wagstaffe	<a href="mailto:tiwags@essex.ac.uk">tiwags@essex.ac.uk</a> 07796 278384
Tendering & Colchester	Essex Partnership University NHS Trust (EPUT) & PVI	Martin Harrison	<a href="mailto:marharri@essex.ac.uk">marharri@essex.ac.uk</a> 07795 666257
Mid Essex		Steve Wood	<a href="mailto:scwood@essex.ac.uk">scwood@essex.ac.uk</a> 07795 666256
Mid Essex & West Essex		Vickie Glass	<a href="mailto:vglass@essex.ac.uk">vglass@essex.ac.uk</a> 07990 907296
South West Essex		Kelvin Ncube	<a href="mailto:k.ncube@essex.ac.uk">k.ncube@essex.ac.uk</a> 01702 328266
		Thomas Currid	<a href="mailto:tcurrid@essex.ac.uk">tcurrid@essex.ac.uk</a> 07920 535214
South East Essex		Tina Lewis-McGlynn	<a href="mailto:tvlewis@essex.ac.uk">tvlewis@essex.ac.uk</a> 07827880413
		Ed Holt	<a href="mailto:elmhol@essex.ac.uk">elmhol@essex.ac.uk</a> 07827 880404
Suffolk	East Suffolk & North Essex NHS Foundation Trust (Ipswich Hospital) and Suffolk Community Services	Abril Tejedor-Benitez	<a href="mailto:a.tejedorbenitez@essex.ac.uk">a.tejedorbenitez@essex.ac.uk</a> 01206 874972
		Tim Goodchild	<a href="mailto:tggood@essex.ac.uk">tggood@essex.ac.uk</a> 01206 874139
North	East Suffolk and North Essex NHS Foundation Trust (Colchester Hospital)	Louise Timms	<a href="mailto:vmseng@essex.ac.uk">vmseng@essex.ac.uk</a> 01702 328360
		Kathy Burke	<a href="mailto:kburke@essex.ac.uk">kburke@essex.ac.uk</a> 07760551284
	Anglian Community Enterprise/Independent sector	Sherrie Green	<a href="mailto:sherrieg@essex.ac.uk">sherrieg@essex.ac.uk</a> 07738 561812
Mid	Broomfield Hospital - Mid & South Essex NHS Foundation Trust	Christine Daley-Fennell	<a href="mailto:cndale@essex.ac.uk">cndale@essex.ac.uk</a> 07825 456415
	Provide Community Services & PVI	Ness Woodcock-Dennis	<a href="mailto:vjwoodb@essex.ac.uk">vjwoodb@essex.ac.uk</a> 07776 244982
South West	Basildon & Thurrock University Hospital Mid & South Essex NHS Foundation Trust	Natasha Morrison	<a href="mailto:natasham@essex.ac.uk">natasham@essex.ac.uk</a> 07881 813573
		Petra Rosier	<a href="mailto:petra.rosier@essex.ac.uk">petra.rosier@essex.ac.uk</a> TBC
	North East London Foundation Trust (NELFT) & PVI	Alison Taylor-Lamb	<a href="mailto:ajtaylor@essex.ac.uk">ajtaylor@essex.ac.uk</a> 01702 328410
South East	Southend University Hospital Mid & South Essex NHS Foundation Trust	Jim Sumpter	<a href="mailto:jsumpter@essex.ac.uk">jsumpter@essex.ac.uk</a> 07990 902733
		Paul Buka	<a href="mailto:pbuka@essex.ac.uk">pbuka@essex.ac.uk</a> 07765 694870
	EPUT (Adult Community)	Annemarie Brown	<a href="mailto:akbrown@essex.ac.uk">akbrown@essex.ac.uk</a> 07990 903075
West	The Princess Alexandra Hospital NHS Trust and EPUT (Adult Services)	David Atkinson	<a href="mailto:datkinc@essex.ac.uk">datkinc@essex.ac.uk</a> 07990 915024
		Iain Keenan	<a href="mailto:ijkeen@essex.ac.uk">ijkeen@essex.ac.uk</a> 01702 328361 /07827 880416
<b>Practice Educators supporting the Nursing Team</b>			
South Essex		Michelle Harrison	<a href="mailto:mharri@essex.ac.uk">mharri@essex.ac.uk</a> 01702 328949
Private/Voluntary & Independent (PVI) Co-ordinator		Raihana Mohammed	<a href="mailto:rmohama@essex.ac.uk">rmohama@essex.ac.uk</a> 07983 394805
Mental Health Nursing		Sally Barbrook	<a href="mailto:sally.barbrook@essex.ac.uk">sally.barbrook@essex.ac.uk</a> 07392 131006
Mid Essex (Broomfield and Provide)		Gemma Bidwell	<a href="mailto:gjbidw@essex.ac.uk">gjbidw@essex.ac.uk</a> 01206 874149 /07880 378084



## Making contact with the School

[The School of Health & Social Care](#) at the University of Essex in both Colchester and Southend welcomes inquiries about teaching opportunities for nurses in practice.

The School maintains partnerships with healthcare providers across Essex from a range of clinical areas:

- Providing sessional teaching to students on specialist subjects
- Service Level Agreement with the School through
- Who are employed on a joint appointment between the School and NHS Trusts

If you would like to discuss ways in which you can contribute to the School of Health and Social Care, please [email Sarah Lee](#) Head of Group (Nursing & Health).

## Other Useful Contacts

Practice Placement Team	Jade Shortland Wendy Singleton Natasha Lloyd Carly Mitchell Rachel Rosevear	<a href="mailto:practiceplacements@essex.ac.uk">practiceplacements@essex.ac.uk</a> 01206 874974
Dean of School	Vicky Joffe	<a href="mailto:v.joffe@essex.ac.uk">v.joffe@essex.ac.uk</a> 01206 874487
Head of Group – Nursing Professional Lead Adult Nursing	Sarah Lee	<a href="mailto:sjlee@essex.ac.uk">sjlee@essex.ac.uk</a> 01702 328360 07827 880410
Placements and Employability Development Director	Chris Green	<a href="mailto:cmgreeb@essex.ac.uk">cmgreeb@essex.ac.uk</a> 01206 874980
Placement Lead - Nursing	Camille Cronin	<a href="mailto:camille.cronin@essex.ac.uk">camille.cronin@essex.ac.uk</a> 01702 328277 07990 922361
Programme Lead Mental Health Nursing Southend Campus	Thomas Currid	<a href="mailto:tcurrid@essex.ac.uk">tcurrid@essex.ac.uk</a> 07920535214
Programme Lead Adult Nursing Southend campus	Iain Keenan	<a href="mailto:ijkeen@essex.ac.uk">ijkeen@essex.ac.uk</a> 01702 328361 07827 880416
Programme Lead & Professional Lead Mental Health Nursing Colchester campus	Cathy Constable	<a href="mailto:cathyc@essex.ac.uk">cathyc@essex.ac.uk</a> 07827 880401
Programme Lead & Professional Lead Adult Nursing Colchester campus	Tim Goodchild	<a href="mailto:tggood@essex.ac.uk">tggood@essex.ac.uk</a> 01206 874139
Apprenticeship Lead for Southend and Colchester Campuses	Wendy Rajah	<a href="mailto:wrajah@essex.ac.uk">wrajah@essex.ac.uk</a> 01702 328370 07971 879758



## Map of Placement Area

This map shows the geographical area for placements

