

Trust/placement area

- The Trust will allocate/reallocate the student to an appropriate placement as necessary prior to the placement start date
- The Trust will enable staff to attend the Mentorship Course as funding allows
- The Trust will ensure all students on placement will attend either a Student or Trust Induction as well as a Moving and Handling session as early as possible after the placement start date
- The Trust will ensure that all students are allocated on the e-roster allocation system to ensure staff are allocated to work with their student, monitor placement hours, monitor sickness and for welfare reasons
- The Trust will ensure that students supernumerary status is upheld whilst they are on placement
- Should there be any student concerns raised, the Trust will ensure they are dealt with in a timely and professional manner
- The Trust will ensure dates are planned regularly throughout the year to facilitate Student Nurse forums

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Information for students



Student

- Students need to make contact with their placement area at least 2 weeks in advance of placement dates
- Students should arrive promptly on duty before their shift is due to start
- Students will be expected to work the full range of shifts in the clinical area allocated.
- Students should make use of all the learning opportunities available in their clinical area and be responsible for directing their own learning in conjunction with their mentor.
- Students should commence their Development Plan prior to starting on placement where possible
- Students should be prepared to be actively involved in direct patient care and work as part of the clinical team whilst on placement
- Students should actively escalate any concerns to their mentor, ward manager, PDT Lead or personal tutor at the earliest opportunity e.g. concerns around patient care delivery, time with their mentor, learning opportunities, supernumerary status
- Act in a professional manner at all times, upholding the Trusts values and behaviours.
- Students should ensure their uniform conforms to the Trust Uniform Policy



Mentor/manager

- Mentor/Practice Assessor/Practice Supervisor needs to be appropriately trained and have Mentorship/Clinical Educator training.
- Mentor should have a current Mentor Update
- The Mentor needs to understand the student documentation and request assistance from the PDT Lead or University Programme Lead if they are unfamiliar with the requirements
- The mentor for students (nursing and midwifery only) needs to work a minimum of 40% of the time with the student over the course of the placement.
- The mentor/manager needs to ensure the student has a placement orientation, has completed the Trust Induction Checklist and ensures the student is supernumerary at all times
- The mentor needs to ensure the student has activities planned such as working with other staff or visits to alternative areas if they are unable to work together due to shift variances, Annual Leave or sickness.
- The mentor should act in a professional manner and as a role model at all times