

# INDUCTION PACKS (PVI/GP Sector) for nursing placements: Suggested Content

## Hospitals/Hospices

### 1. Title page:

Name of hospital/Hospice. Date of pack

### 2. Contents page

### 3. Welcome page:

Number of beds/wards.

Pathways supported (e.g. general medical, rehab...).

Staffing. Other professionals and staff...in the team and who may encounter.

Other services/agencies linked in with.

Overview of ward rounds and meetings.

### 4. Placement responsibilities:

Induction period – introduction to policies and procedures, discussion of learning needs, establishment of learning plan with Practice Assessor, set up of ePAD.

Allocation of Practice Assessor and Supervisors.

Practice Assessor role outline (assessment of performance against ePAD, provision of feedback, briefing of Supervisors)

Listen to student feedback and respond to any issues sensitively and promptly.

### 5. Student responsibilities:

Arrive on time for planned shifts and any other activity identified by Practice Assessor or Supervisors.

Ensure Practice Assessor is aware of learning outcomes for the placement, any specific learning needs, contact details of Academic Assessor.

Act in a professional manner, incl. follow university and placement uniform policy.

Inform Practice Assessor or delegated person (and University) if unwell and unable to attend placement.

Maintain and respect confidentiality at all times, as per confidentiality policy.

Raise concerns with Practice Assessor and Academic Assessor.

### 6. Information about the hospital:

Geographical area covered and services provided.

Facilities for staff meals and drinks.

Transport and parking.

Ward routine (shift times, handovers, activities during shifts, etc).

### 7. Learning:

Pathways and patient journeys.

Proficiencies and Episodes of Care available in this setting (see

<https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/poppi-health/epad>).

Relevant resources – online/library/student resources.

Study areas and access to computers and internet.

### 8. Key contacts:

Eg. Ward telephone number and Practice Assessor contact details.

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## GP Practices

### 1. Title page:

Name of practice / date of pack

### 2. Contents page

### 3. Welcome page:

Number of and detail of practices (if a group). Name of PCN.  
Staffing.

Other professionals and staff...in the team and who may encounter.

Other services/agencies linked in with.

Overview of key meetings.

### 4. Placement responsibilities:

Induction period – introduction to policies and procedures, discussion of learning needs, establishment of learning plan with Practice Assessor, set up of ePAD.

Allocation of Practice Assessor and Supervisors.

Practice Assessor role outline (assessment of performance against ePAD, provision of feedback, briefing of Supervisors)

Listen to student feedback and respond to any issues sensitively and promptly.

### 5. Student responsibilities:

Arrive on time for planned shifts and any other activity identified by Practice Assessor or Supervisors.

Ensure Practice Assessor is aware of learning outcomes for the placement, any specific learning needs, contact details of Academic Assessor.

Act in a professional manner, incl. follow university and placement uniform policy.

Inform Practice Assessor or delegated person (and University) if unwell and unable to attend placement.

Maintain and respect confidentiality at all times, as per confidentiality policy.

Raise concerns with Practice Assessor and Academic Assessor.

### 6. Information about the practice:

Geographical area covered and number of patients.

Facilities for staff meals and drinks.

Transport and parking.

Practice routine (shift times, clinics, etc).

### 7. Learning:

Pathways and patient journeys.

Proficiencies and Episodes of Care available in this setting (see

<https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/poppi-health/epad>).

Relevant resources – online/library/student resources.

Study areas and access to computers and internet.

### 8. Key contacts:

Eg. Practice telephone number and Practice Assessor contact details.

# INDUCTION PACKS (PVI/GP Sector) for nursing placements: Suggested Content

## Nursing Homes

### 1. Title page:

Name of home / date of pack

### 2. Contents page

### 3. Welcome page:

Number of residents.

Pathways supported (eg. dementia...). Regulated activities.

Staffing. Other professionals and staff...in the team and who may encounter.

Other services/agencies linked in with.

Overview of ward rounds and meetings.

### 4. Placement responsibilities:

Induction period – introduction to policies and procedures, discussion of learning needs, establishment of learning plan with Practice Assessor, set up of ePAD.

Allocation of Practice Assessor and Supervisors.

Practice Assessor role outline (assessment of performance against ePAD, provision of feedback, briefing of Supervisors)

Listen to student feedback and respond to any issues sensitively and promptly.

### 5. Student responsibilities:

Arrive on time for planned shifts and any other activity identified by Practice Assessor or Supervisors.

Ensure Practice Assessor is aware of learning outcomes for the placement, any specific learning needs, contact details of Academic Assessor.

Act in a professional manner, incl. follow university and placement uniform policy.

Inform Practice Assessor or delegated person (and University) if unwell and unable to attend placement.

Maintain and respect confidentiality at all times, as per confidentiality policy.

Raise concerns with Practice Assessor and Academic Assessor.

### 6. Information about the home:

Location. Home environment. Organisational structure.

Facilities for staff meals and drinks.

Transport and parking.

Home routine (shift times, handovers, activities during shifts, etc).

### 7. Learning:

Pathways and resident journeys.

Proficiencies and Episodes of Care available in this setting (see

<https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/poppi-health/epad>).

Relevant resources – online/library/student resources.

Study areas and access to computers and internet.

### 8. Key contacts:

Eg. Ward telephone number and Practice Assessor contact details.

# INDUCTION PACKS (PVI/GP Sector) for nursing placements: Suggested Content

## Colleges (Long Arm Supervision Placements)

1. **Title page:** Name of college / date of pack

2. **Contents page**

3. **Welcome section:**

Number of and detail of schools/colleges (if a group/academy).

Name of Academy. Staffing.

Other professionals and staff...in the team and others who students may encounter.

Other services/agencies linked in with.

Overview of key meetings.

4. **Placement responsibilities:**

Induction period – introduction to policies and procedures, discussion of learning needs, establishment of learning plan with Onsite Supervisor and University Long Arm Practice Assessor and Supervisor.

Allocation of Onsite Supervisor(s).

Listen to student feedback and respond to any issues sensitively and promptly.

5. **On-Site Supervisor responsibilities:**

On-site supervision of students, guiding and supporting them on a daily basis  
Attending regular review meetings with (and initiated by) students and Long Arm Practice Supervisor

Attending student's Initial Interview (led by student and Long Arm Practice Assessor) and possibly midpoint and final review meetings with Long Arm Practice Assessor

Highlights any concerns regarding student performance or progress with the Long Arm Practice Supervisor as soon as practicably possible.

6. **Student responsibilities:**

Arrive on time for planned shifts and any other activity identified by Onsite Supervisor and University Long Arm Practice Assessor and Supervisor.

Ensure Onsite Supervisor and University Long Arm Practice Assessor and Supervisor are aware of - learning outcomes for the placement, any specific learning needs, contact details of Academic Assessor.

Initiate regular review meetings with On-site Supervisor and Long Arm Practice Supervisor.

Act in a professional manner, incl. following university and placement uniform policy.

Inform placement Onsite Supervisor and University Long Arm Practice Assessor and Supervisor if unwell and unable to attend placement.

Maintain and respect confidentiality at all times, as per confidentiality policy.

Raise concerns with Onsite Supervisor and University Long Arm Practice Assessor and Supervisor and Academic Assessor.

7. **Information about the college/service:**

Geographical area covered and number of service users.

Facilities for staff meals and drinks.

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Transport and parking.  
Workplace routine (shift times, etc).

## 8. Learning:

Pathways and service user journeys.  
Proficiencies and Episodes of Care available in this setting (see <https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/poppi-health/epad>).  
Relevant resources – online/library/student resources.  
Study areas and access to computers and internet.

## 9. Key contacts:

E.g. College/service telephone number and Onsite Supervisor contact details.