GUIDELINES FOR NURSING AND MIDWIFERY STUDENTS
ELECTIVE PLACEMENTS

An elective placement can be arranged to enable Nursing and Midwifery students studying with Plymouth University to gain practice experience in other healthcare provider settings either inside or outside of the South West region. An elective placement is an exciting opportunity for Plymouth University students to plan and organise a short period of learning in an area either not available locally, they have not been able to access during their training, 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 branch/field) can apply to undertake an elective placement of no more than four weeks duration during the last four 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 elective choice.

- Nursing students can demonstrate they have not had in excess of 20 days sickness absence in total from practice at the time of their application.

- Midwifery students will not be able to attend an elective placement if there are significant practice hours outstanding at the time of their application. This will be further reviewed prior to placement. This will normally be the equivalent of 20 days which need to be made up prior to completion of the programme.

- Students have discussed their elective choice with, and received the support of, their Personal Tutor with written supporting evidence.

- Midwifery students must achieve their EU requirements prior to undertaking an elective placement.
An elective 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 elective are progressing.

Prior to accepting and undertaking an elective placement students must ensure that:

- A Workplace Agreement has been put in place with the provider. This will be confirmed by the Deans Office via the Programme Administrator.

  OR

- (Midwifery only) An honorary contract entitling the student to undertake practice has been put in place by the provider and received by the Deans Office.

**Elective Dates:**
Elective placements can be arranged during the final four weeks of their programme only.

**Application Deadline:**
Students should make the initial contact with the placement area with whom they wish to undertake an elective placement. For electives in the UK but outside the region any request will need to be made sixteen weeks prior to the commencement of the placement. For an elective placement within the region a request will need to be made twelve weeks prior to commencement of the placement.

**How to Apply**
The guidelines and application form can be downloaded from POPPI
[http://www1.plymouth.ac.uk/placements/poppi/Pages/default.aspx](http://www1.plymouth.ac.uk/placements/poppi/Pages/default.aspx)

Students who wish to undertake an elective are required to apply in writing (complete Form 1 UK). 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 elective placement choice. Once completed the application should be sent to the Programme Administrator for their programme (see flowchart).

Students will receive provisional notification via the Programme Administrator, within four weeks of receipt of their application, that they may proceed with their elective placement, subject to final confirmation from the respective Award Assessment Board.

**NB:** Late applications will not be considered unless there are extenuating circumstances.
# Prior to the elective placement

<table>
<thead>
<tr>
<th>All Students</th>
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<tbody>
<tr>
<td><strong>Sixteen/Twelve weeks prior to the elective placement.</strong></td>
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<tr>
<td>Complete the application process as shown in Flowchart of Elective Process (UK). Please ensure you attach the required documents.</td>
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</table>

## Four weeks prior to the elective placement

<table>
<thead>
<tr>
<th>Nursing students only</th>
<th>Midwifery students only</th>
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<tbody>
<tr>
<td>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). A copy of the sign-off form duly completed should be forwarded to programme administration.</td>
<td>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.</td>
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## Three weeks prior to the start of the elective placement

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<thead>
<tr>
<th>All students</th>
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<tbody>
<tr>
<td>Students are required to confirm, to the personal tutor/programme administrator, up-to-date elective contact detail, i.e. elective practice area, address and telephone number.</td>
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## During the elective placement

<table>
<thead>
<tr>
<th>Nursing Students only</th>
<th>Midwifery students only</th>
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<tbody>
<tr>
<td>Students should ensure they obtain a specimen signature for their elective mentor/supervisor in their OAR in line with normal practice.</td>
<td>Midwifery students are required to ensure that the Midwifery Elective Record form (downloadable from POPPI) is completed during their placement. At the end of the placement the mentor/supervisor overseeing their elective must write a report on this document.</td>
</tr>
<tr>
<td>The mentor/supervisor will be required to complete Section 6 of the OAR, providing a commentary with regards to the student’s ability during the placement.</td>
<td>The Midwifery Elective Record and experience will be discussed with the student’s Personal Tutor at the end of the elective. The Midwifery Elective Record <strong>must</strong> 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.</td>
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</table>
**During the elective**

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<tr>
<th>Nursing Students only</th>
<th>Midwifery students only</th>
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<tbody>
<tr>
<td>Students must complete a Development Plan for the elective placement. In addition students should keep a reflective log of their learning experiences to be uploaded to their e-portfolio. The reflective log should include evidence to demonstrate how the elective placement has contributed to their personal and professional development. The log should identify learning outcomes which could not be obtained in “home trust” e.g. how the new placement paperwork differs or how Trust policies in the NHS differ from those elsewhere. Alternatively the log needs to identify how the learner intends to commence the transition from student to nurse.</td>
<td>Midwifery students must complete a SWOT analysis for their elective placement, identifying and evaluating clear learning objectives. These may include experiences to be gained in the Trust/elective area which could not be achieved during the students programme or enabling the transition from student to midwife. The SWOT must be uploaded to the e-portfolio in the normal way.</td>
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<tr>
<td>The supervisor/mentor from the elective must write a commentary to confirm that the student has maintained their level of professional behaviour whilst on the elective. This should be signed by the supervisor/mentor.</td>
<td>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 elective placement.</td>
</tr>
<tr>
<td>The completed OAR is submitted in line with normal processes</td>
<td>The Personal Tutor reviews all documentary evidence prior to the September Award Assessment Board. This must include the narrative supplied by the mentor/supervisor from the elective area.</td>
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<tr>
<td>All Students</td>
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<tr>
<td>Must complete their elective placement hours on a normal Student Experience Record Sheet (timesheet) to be submitted with other placement timesheets. Elective placement hours are included in NMC required hours.</td>
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**After the elective placement**

**ALL STUDENTS**

All students are required to provide a formal evaluation of their experience on the completion of the placement, using the relevant tool on POPPI. This information will be used to assist other students who may consider an elective placement in the same area.
NB:
If the student is unable, for any reason, to undertake their pre-arranged elective they must, at the earliest opportunity, contact their Personal Tutor/Programme Administrator.

For further information and advice please e-mail your Personal Tutor/Programme Administrator.

Flow charts summarising the above points, along with Form 1 are included within these guidelines and can be found on the following pages.
Student advises personal tutor of potential elective and preferred areas of experience

Student meets with personal tutor to discuss proposal (Form 1), including learning outcomes, and rationale for elective choice

Personal tutor supports proposal

Personal tutor wishes to consider proposal further

Personal tutor unable to support student proposal

Sixteen/Twelve weeks prior to placement

Student forwards application by e-mail to Programme Administrator with completed proposal (Form 1) and attachments copying personal tutor

Proposal is acknowledged by the Programme Administrator copying personal tutor

Programme Administrator Liaises with relevant departments to ensure Work Place Agreement is in place and a placement vacancy is available.

Workplace Agreement in Place and vacancy available

Four weeks prior to elective

Sign off mentor confirms student is fit for registration and signs relevant section of OAR.
A copy of the signed form **must** be forwarded to Programme Administration

Three weeks prior to elective

Student re-confirms contact details to Personal Tutor/Programme Administrator

July Award Assessment Board

Student receives confirmation they may attend elective placement alongside notification of their overall results for the academic year

Faculty Internal procedures to set up Work Place Agreement with Placement Provider

If No

Programme Administrator

- Informs student, cc Personal tutor

**Restart or stop process**
DURING AND AFTER ELECTIVE EXPERIENCE (UK) FOR NURSING STUDENTS

Start of elective placement
Student obtains elective mentor/supervisor specimen signature downloaded from POPPI

During elective placement
Student keeps reflective log

End of elective placement
Mentor/Supervisor Completes Section 6 in the OAR

Mentor/Supervisor
Writes commentary to confirm student’s ability on placement in Section of the OAR

Student
Completes elective placement hours on timesheet and submits this with other placement timesheets

Student
Submits completed OAR in line with normal process and uploads reflective log to e-portfolio

Personal Tutor
Reviews documentary evidence before September Award Assessment Board, to include narrative from elective supervisor/mentor

POST ELECTIVE
Student completes formal evaluation of their experience on completion using relevant tool on POPPI
FLOW CHART OF ELECTIVE PROCESS FOR MIDWIFERY STUDENTS (UK)

Student advises personal tutor of potential elective and preferred areas of experience

Student meets with personal tutor to discuss proposal (Form 1), including learning outcomes, and rationale for elective choice

Personal tutor supports proposal

Personal tutor wishes to consider proposal further

Personal tutor unable to support student proposal

Sixteen/Twelve weeks prior to placement

Student forwards application by e-mail to Programme Administrator with completed proposal (Form 1) and attachments copying personal tutor

Proposal is acknowledged by the Programme Administrator copying personal tutor

Programme Administrator

Liaises with relevant departments to ensure Work Place Agreement/Honorary Contract is in place and a placement vacancy is available.

Workplace Agreement/Honorary Contract in place and vacancy available

Faculty Internal procedures to set up Workplace Agreement/Honorary contract with Placement Provider

If No

Four week prior to elective

Students will have achieved all MAP statements at the summative assessment point. European Union (EU) numbers will need to have been achieved by the time of the Award Assessment Board.

Three weeks prior to elective

Student re-confirms contact details to Personal Tutor/Programme Administrator

Three weeks prior to elective

Student re-confirms contact details to Personal Tutor/Programme Administrator

If No

Programme Administrator

- Informs student, cc Personal tutor

Repeat process

July Award Assessment Board

Student receives confirmation they may attend elective placement alongside notification of their overall results for the academic year
DURING AND AFTER ELECTIVE EXPERIENCE (UK)
FOR MIDWIFERY STUDENTS

Start of elective placement
Student downloads Midwifery Elective Record from POPPI. Student commences SWOT analysis and learning objectives section in their e-portfolio.

Start and during elective placement
Student must obtain the signature and initials on Midwifery Elective Record of the elective placement mentor/supervisor together with those of others with whom the student midwife has worked during their elective

During elective placement
Student maintains ongoing evaluation of SWOT analysis learning objectives in e-portfolio

End of elective placement
Elective Mentor/Supervisor completes report in Midwifery Elective Record

Student
Final SWOT analysis and Learning objectives section in e-portfolio

Student
Completes elective placement hours on timesheet and submits this with other placement timesheets

Student
Completes reflection relating to elective placement on e-portfolio. Arrange to meet personal tutor to share Midwifery Placement Record and reflection. Midwifery Placement Record should then be sent to Programme Administration

POST ELECTIVE
Student completes formal evaluation of their experience on completion using relevant tool on POPPI (if within Plymouth University placement area)
### PROVISIONAL ELECTIVE PROPOSAL

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<tr>
<th>Programme</th>
<th>Personal Tutor</th>
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<th>Base: Truro/Plymouth/Taunton</th>
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<tr>
<th>Cohort/Year commenced</th>
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<table>
<thead>
<tr>
<th>Name of Elective Mentor/Supervisor</th>
<th>Contact number of mentor/supervisor</th>
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**Proposed Elective Placement (please give details of Trust and clinical area)**

**Proposed dates of elective**

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<th>To (date):</th>
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**Proposed Elective Placement address**

**Successful completion of Year 1 and Year 2 theory and practice hours confirmed**

**Year 3 Successful completion of all practice assessments**

**Year 3 Theory: Passed all theory or referred in the theory component of one module only.**

**Confirmation that sickness hours do not exceed 20 days**

**Confirmation of EU numbers (Midwifery students only)**

**Attach module/programme learning outcomes**

**Attach Learning Contract (500 words) (form overleaf)**
Please state, briefly, why you wish to undertake this elective, and complete a 500 word learning contract with your personal tutor:

Please forward your application for an elective placement via e-mail to the Programme administration team in Plymouth or Cornwall attaching all relevant documents.
<table>
<thead>
<tr>
<th>Programme/Branch</th>
<th>Name of administrator e-mail address and telephone</th>
<th>Address</th>
</tr>
</thead>
</table>
| DIPHE Adult (Cornwall)                  | Ann Gilbert  
Senior Site Administrator  
an.gilbert@plymouth.ac.uk  
01872 256416 | Faculty of Health and Human Sciences  
School of Nursing and Midwifery  
Plymouth University  
Knowledge Spa,  
Treliske,  
Truro,  
Cornwall  
TR1 3HD |
| BSc (Hons) Nursing Adult Field (Plymouth) | Nicky Harrop  
Programme Administrator  
nicola.harrop@plymouth.ac.uk  
01752 586954 | Faculty of Health and Human Sciences  
School of Nursing and Midwifery  
Plymouth University  
Floor 4 Rolle Building  
Drake Circus  
Plymouth  
PL4 8AA |
| BSc (Hons) Nursing Child Health Field (Plymouth) | Jenna Hartley  
Programme Administrator  
jenna.hartley@plymouth.ac.uk  
01752 586963 | Faculty of Health and Human Sciences  
School of Nursing and Midwifery  
Plymouth University  
Floor 4 Rolle Building  
Drake Circus  
Plymouth  
PL4 8AA |

Elective information can be found on POPPI under Policies and Procedures and Guidelines:

http://www1.plymouth.ac.uk/placements/poppi/Pages/default.aspx