



## **Guidance for Assessor/Supervisors and learners when carrying out unaccompanied home visits and for the use of learners' own vehicle for placement activity**

### **Purpose**

The following principles and checklist (Appendix 1) are set out as guidance to ensure that both Assessor/Supervisors and learners understand their roles and responsibilities relating to home visit activity and the use of learners' own transport whilst undertaking practice placements.

It is imperative that all learners adhere to the relevant placement provider policies, and any activities undertaken by learners are within their level of competence. There must always be an identified Supervisor, but if not acting under direct supervision the learner and Assessor/Supervisor will need to be clear what the scope and purpose of the 'lone' activity is and that the learner has explicit, clear understanding of:

- the current care plan for the patient
- the purpose of the activity
- planned action in the event of a crisis or untoward event
- how to contact the base, Assessor/Supervisor and key workers.

The check list as detailed in Appendix 1 will need to be completed by the Assessor/Supervisor in partnership with the learner prior to the learner undertaking unaccompanied home visits and/or escorting patients/clients.

### **The Assessor/Supervisor:**

- must undertake a risk assessment
- should use their own judgement and involve the learner in the selection of appropriate home/community visits before enabling the learner to carry them out alone. (*The Assessor/Supervisor and learner should take into account the ability and experience of the learner, the nature of the visit and the level of responsibility required*)
- must ensure the delegated activity/home visit is clearly integral to the learner's learning needs for the placement
- must ensure that before making unaccompanied visits, the learner has had the opportunity to experience home/community visits with the Assessor/Supervisor and/or other staff
- must (*prior to the visit*) discuss the visit with the learner and explore anticipated issues so that the learner is aware of the level of responsibility

he/she is required to take

- must ensure the learner clearly understands when and who to ask for assistance; to whom to report when working under indirect supervision, and that they have the means to do so
- must ensure the learner discusses and reflects on the experience with the Assessor/Supervisor following the visit
- should give the learner details of how their vehicle (*if the learner has their own car*) is to be used in their earliest communication and ensure that the learner is currently **insured** to use their car for this sort of business use
- must ensure that the base (and Assessor/Supervisor) have a contact number of a working mobile phone carried by the learner.

### **The learner:**

- must work only within their level of understanding and competence
- must not participate in any procedure for which they feel they have not been fully prepared or without having adequate supervision
- must not administer any prescribed medication or substance without direct supervision
- must be conversant with their placement's Health and Safety, Risk and Lone Worker policies
- must ensure the patient agrees to receive care from a learner without direct supervision
- must refer to their Assessor/Supervisor and local departmental policies regarding the use of vehicles on placement
- must always notify their Assessor/Supervisor when going out on a visit in their vehicle, stating where they are going, and when they expect to return
- must always carry the departmental telephone number with them in case of breakdown or emergencies
- must inform the base and the Assessor/Supervisor of the contact number of a working mobile that will be carried by them at all times. (*The learner should leave the mobile phone on at all times*).

**Appendix 1**

**Checklist for educators in practice Assessor/Supervisors and learners when carrying out unaccompanied home visits and for the use of learners' own cars for placement activity including escorting service users/clients.**

- Valid business insurance for vehicle use checked
- Risk Assessment completed
- Supervisor to ensure learner has had access to organisational lone worker policy prior to first visit
- Learner to ensure they have familiarised themselves with Trust Lone Worker Policy and any issues are raised and resolved with their supervisor prior to first visit
- Care plans of any patients involved and purpose of activity discussed with learner
- Learner provided with contact details of base and responsible supervisor
- Responsible supervisor provided with learner's contact details including mobile phone number

**Date.....**

**Signature of practice educator/Assessor/Supervisor/supervisor**

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