

Guidance for mentors and students when carrying out unaccompanied home visits and for the use of students' own vehicle for placement activity

Purpose

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

It is imperative that all learners adhere to the relevant placement provider policies and specifically the sections relating to students. It also needs to be clear that activities undertaken by students are within their level of competence. There must always be an identified supervisor, but if not acting under direct supervision, the student and mentor will need to be clear what the scope and purpose of the 'lone' activity is and that the student 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, mentor and key workers.

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

The mentor:

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

- must ensure the student 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 student discusses and reflects on the experience with the mentor following the visit
- should give the student details of how their vehicle (*if the student has their own car*) is to be used in their earliest communication and ensure that the student is currently **insured** to use their car for this sort of business use
- must ensure that the base (and mentor) have a contact number of a working mobile phone carried by the student.

The student:

- 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 student without direct supervision
- must refer to their mentor and local departmental policies regarding the use of vehicles on placement
- must always notify their mentor 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 mentor of the contact number of a working mobile that will be carried by them at all times. (*The student should leave the mobile phone on at all times*).

Appendix 1

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

- Valid business insurance for vehicle use checked
- Risk Assessment completed
- Supervisor to ensure student has had access to organisational lone worker policy prior to first visit
- Student 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 student
- Student provided with contact details of base and responsible supervisor
- Responsible supervisor provided with student's contact details including mobile phone number

Date.....

Signature of practice educator/mentor/supervisor