



## Assessor/Supervisor Responsibilities for Student Nurses

	Practice Assessor (PA)	Practice Supervisor (PS)	Learner
Before Placement	Please ensure you are assigned as PA on the learner Practice Assessment Document (PAD) Look at the learner's previous placement documentation including previous action plans, proficiencies left to achieve.	Ensure the learner has a PS and PA assigned to them and this is documented in their Practice Assessment Document (PAD) Look at the learner's previous placement documentation including previous action plans, proficiencies left to achieve.	Ask the placement about any learning resources to prepare for placement. Is ID badge and carparking pass required? Decide what you would like to achieve on this placement. Think about any spokes you want to attend. Share any Reasonable Adjustments in Practice Plans (RAPP) or learning needs with the placement manager or PA.
First 24hrs	Document placement details in student's PAD Orientation to placement by any PA/PS and complete orientation checklist.	Document placement details in students PAD Orientation to placement by any PA/PS and complete orientation checklist.	Ensure you ask a PA/PS to complete your orientation to placement with you. Ensure the Orientation to Placement page is completed in your practice assessment document (PAD).
Week 1 Initial Meeting	Can be completed by PS or PA. If completed by PS, the PA needs to sign in PAD to show they agree with the PS and student plan. Negotiate initial learning and development needs. Review previous placement documentation, Reasonable Adjustments in Practice Plans (RAPP) and proficiencies to achieve. Formulate learning plan. Agree date for mid-point interview. (see initial meeting checklist for key items to be discussed.) Complete and sign PARE initial interview page.	Can be completed by PS or PA. Negotiate initial learning and development needs. Review previous placement documentation, Reasonable Adjustments in Practice Plans (RAPP) and proficiencies to achieve. Formulate learning plan. Agree date for mid-point interview. (see initial meeting checklist for key items to be discussed.) Complete & sign PARE initial interview page.	Share any RAPP or learning needs if not already done so. Share previous experience and previous action plans, discuss proficiencies to be achieved including Episodes of Care and Medicines Management.
Timesheet	<b>Complete timesheet weekly.</b>	Complete timesheet weekly.	<b>Please complete the timesheet with your shifts and ask your PS/PA to sign your timesheet at the end of each week.</b>
Action Plan	<b>To be completed as soon as the issue is identified, do not wait until the midpoint review. Please inform your learner first and contact the PEF at the earliest opportunity.</b>	<b>To be completed as soon as the issue is identified, do not wait until the midpoint review. Please inform your learner first, then the PA and PEF at the earliest opportunity.</b>	<b>Action plans are to help guide you to achieve the proficiencies. Please ask for clarification if you do not understand your action plan.</b>
Record of Communication	<b>Please document in this page any discussions taken place with students regarding competence or professional values</b>	<b>Please document in this page any discussions taken place with students regarding competence or professional values</b>	<b>Please ensure you read the Record of Communication page and follow any guidance written here.</b>



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Mid-Point	PA's responsibility to ensure Midpoint Interview completed at mid-point of placement. Review of overall progression and achievement. Share and discuss with your learner any feedback from supervisors. Review proficiencies and sign any achieved. (Proficiencies not attempted must not be signed as not achieved.) Complete PARE midpoint Professional Values in Practice and Mid-Point Interview/review pages. Discuss plan for next half of placement.	Review of overall progression and achievement. Share and discuss with your learner any feedback from supervisors. Review proficiencies and sign any achieved. (Proficiencies not attempted must not be signed as not achieved.) Complete PARE midpoint Professional Values in Practice and Mid-Point Interview/review pages. Discuss plan for next half of placement.	Please prepare for your mid-point meeting. Ensure all learner mid-point pages are completed prior to meeting. Gather evidence of proficiency achievement so far. Think about what you want/need to achieve in the second half of placement. Be receptive to feedback and provide feedback to your PS/PA about your placement experience so far. Please raise any issues with your PA, PS, Placement Manager or Practice Education Facilitator (PEF).
Final Week	Please complete all final interview pages in the PAD, including Professional Values, Episodes of Care, Medicines Management, Timesheet, Ongoing Achievement Record. Any Professional Values not met at this point will result in failure to pass the placement. Please be receptive to feedback from your learner regarding your performance as an assessor and their placement experience.	<b>Completed by Practice Assessor only.</b>	Please ensure you have your evidence of achievement of proficiencies, completed all your learner final pages and have constructive feedback for your PA regarding your placement experience.  <b>PLEASE REMEMBER TO COMPLETE YOUR PLACEMENT EVALUATION. ISSUES CANNOT BE ADDRESSED UNLESS STAFF ARE AWARE.</b>

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