



Tripartite Discussion Guidelines

For nursing students, mentors and teaching staff

Second Edition 2016-2017

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The Tripartite Meeting

Aim:

For the student, hub mentor and university link lecturer (ULL) to review the student's progress during their placement. The discussion will include a review of the student's evidence to support their practice (from the hub, spoke and insight visits) their progress towards achievement of the NMC competencies at the required level, including the Essential Skills Clusters and to identify areas of strength and development in their clinical practice. Following the discussion, an action plan will be developed with agreement from all parties. During the meeting, the Credits for Practice grade and criteria must be discussed and documented. This should include an action plan of development towards achieving a higher grade if appropriate.

Objectives

- a) To facilitate the practice learning needs of student and identify the opportunities available to them
- b) To discuss the student's progress towards the NMC competencies including their evidence, identifying areas for development
- c) To discuss the Credits for Practice grade and assessment criteria
- d) To provide a supportive environment for practice-based learning in which all contributions are valued and respected

N.B

It is the student's responsibility to arrange the tripartite meeting. This should be undertaken proactively within the timeframe to ensure there is the opportunity for the student to develop and work towards achieving stated goals identified in the meeting. The tripartite meeting does not replace other support mechanisms and you should contact your ULL if you require further support in facilitating the students learning' at any stage during the placement.

Process for tripartite meeting

1. Students are allocated their Hub & Spoke placements and access these on ARC Pow
2. Students are made aware of their tripartite dates in their preparation for practice sessions and have access to these on their Moodle sites
3. ULL's check their Hub student allocations and are made aware of the tripartite dates by the Practice, Placement and Support Team (PPM) at the start of the new academic year
4. Students should be proactive and think ahead when organising their tripartite meeting, they should discuss possible dates with their mentors and ULL's during their initial Hub placement to allow for sufficient planning in terms of work loads
5. The tripartite dates are set to enable the student to maximise the opportunity to discuss their progress and allow for sufficient time to develop and work towards an action plan in achieving the goals set. If students are not proactive in organising the meeting within this timeframe it can be detrimental to their achievement
6. Students should contact the ULL following discussion with the mentor and arrange a suitable date, time and venue to meet
7. Following the meeting, the discussion and new/revised action plan is documented in the OAR
8. The ULL/mentor should provide follow up meetings/feedback as agreed at the tripartite meeting
9. If the ULL is unable to facilitate the meeting they must arrange suitable cover within their PLT to ensure the meeting takes place in a timely manner
10. If students fail to arrange their tripartite meeting at an appropriate time, they may fail to meet identified objectives. The ULL must document this in the student's Personal Academic Record (PAR) and inform the personal tutor
11. The personal tutor should complete the Student's Personal Academic Record at the end of the year to confirm or otherwise that the tripartite meeting took place. If not, the reasons why should be stated and documented in PAR

N.B Student's please be aware of the importance of planning ahead when arranging your meeting. Mentors' off duties are often completed 3 months in advance and your ULL's workload is also planned for the academic year. It may not always be possible to arrange a meeting at very short notice.

Guidelines for Good Tripartite Meetings

To facilitate an effective discussion and maximise the tripartite meeting requires involvement and preparation from all parties. The tripartite meeting should be approximately 30-45 minutes. However this will be dependent of the student's needs and identified areas for development.

Responsibilities of the Student

- a) It is the student's responsibility to arrange the tripartite meeting within the identified timeframe. The student should confirm the date, time and venue with the mentor and ULL
- b) In preparation for the meeting the student needs to prepare their practice documentation and ensure they have it with them on the day of the meeting. This should include:
 - I. OAR document,
 - II. Clinical Skills Booklet
 - III. Evidence to support achievement of competencies
- c) Prior to the meeting the student should ensure they have submitted evidence to their mentor in advance, so they have a reasonable opportunity to review and provide feedback during the tripartite
- d) Students should complete the self-evaluation section on the tripartite page prior to the meeting

Responsibilities of the Mentor

- a) It is the mentor's responsibility to negotiate with the student suitable dates and times for the tripartite meeting
- b) To review the student's practice documentation and evidence to support achievement of competencies
- c) To provide constructive feedback on clinical practice, including professional values and behaviours, identifying areas for development
- d) To document the discussion and new action plan including the Credits for Practice grade

Responsibilities of the University Link Lecturer (ULL)

- a) To facilitate the discussion and support the student/mentor in the learning and assessment process, including practice documentation and credits for practice criteria
- b) To ensure appropriate feedback is given, including the credits for practice grade
- c) To ensure that further learning opportunities are identified and an action plan developed to meet the needs of the student
- d) To signpost the mentor/student to further resources as appropriate
- e) To provide appropriate follow up identified in the meeting to ensure the student/mentor are supported in the learning and assessment process
- f) To document practice visits and subsequent action plans on the student's pebble pad

Helpful Contacts

Should you require any additional support or advice regarding practice learning you can contact your ULL or Trust Practice Learning Facilitator.

Other useful contacts/resources are listed below

Email: placement.support@nottingham.ac.uk

Web: <https://nottingham.ac.uk/healthsciences/practice/nursing/mentors/handbook.aspx>