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# Health Sciences@Nottingham

School of Health Sciences Newsletter

## Mentors' newsletter

February 2017



### Marvellous mentors

Congratulations to the winner of our first award of the year.

### New mentor handbook

A collection of new web pages and resources for mentors.

### Ongoing Achievement Record (OAR)

Updated procedures for mentors, students and incident reporting.

# New year, new look

## Welcome to our new mentors' newsletter

Issued quarterly, this newsletter covers all updates from our previous separate newsletters for mentors and Practical Learning Teams (PLTs) chairs, in a streamlined new look design.

Each issue will cover topics that both mentors and PLTs will find useful, as well as the latest news from the school. We hope you enjoy it.

**Charlotte Robson**  
Practice Support Teacher  
School of Health Sciences

For more information about practice visit: [www.nottingham.ac.uk/healthsciences/practice](http://www.nottingham.ac.uk/healthsciences/practice)



## Ongoing Achievement Record (OAR)

Changes have been made to the new 16/09 and 17/01 OAR document. You can view the new OAR document on the practice learning web pages under the mentor resource section.

Please familiarise yourself with the document and the key changes, which include:

- New mentor data bank allowing mentors to add their name, signature and details of their mentor status. A list of current mentor database holders is also included.
- Reasonable adjustments prompt is now included in the preliminary interview sections. Ensuring students have the opportunity to disclose any special learning needs or disability, enabling effective support by mentors.
- Incident reporting section has been revised to add further clarity to the process of identifying and following up any student involved in an incident in practice.
- **Adult field only** – the requirements for the mother and baby competence assessment for standard 3.7.2 have now changed. Students are no longer required to achieve this at Bondy level 2. Instead it is now incorporated into the mother and baby professional interview section on page 140 and the student and midwife should complete this page.
- **Mental health field only** – the wording of enteral feeding and intravenous fluids Essential Skills Clusters (ESCs) has been modified to reflect that these ESCs can be assessed during theory.

## Online mentor update

Completing your mentor update online is a time-efficient and flexible way of staying up to date.

The Nursing and Midwifery Council (NMC) stipulate mentors must complete an annual update. This is usually completed through face-to-face interaction. Examples of qualifying interaction include:

- classroom based facilitated sessions
- regular attendance at Practice Learning Team (PLT) meetings
- group discussions of mentorship issues
- discussion with your PLT educational representative about mentorship issues

In addition to face-to-face updates you also have the option of completing an online mentor update followed by a discussion of mentorship issues, once every three years.

You do not require a username or password to access the online mentor update. Once completed simply fill in the completion declaration form so that your details can be updated on the mentor database.

To access the online mentor update, please visit:  
[www.nottingham.ac.uk/nursing/practice/mentors/resources/update/](http://www.nottingham.ac.uk/nursing/practice/mentors/resources/update/)

# Mentor resources: practice learning web pages



We have listened to your feedback and as a result we have updated our practice learning web pages. There is now a new section called mentor resources, which includes useful documents to help you support students' learning as well as support you in your role as a mentor.

Resources available include:

- Ongoing Achievement Record (OAR) podcast
- Ongoing Achievement Record (OAR) podcast
- Ongoing Achievement Record (OAR) form for all fields
- Updated tripartite guidelines
- Royal College of Nursing (RCN) Toolkit for dyslexia, dyscalculia and dyspraxia
- Student/mentor support booklets
- Competency mapping documents for all fields

In future we hope to make available good examples of student evidence at the different Bondy levels to support your assessment.

We hope you find these resources useful. Should you have any comments, suggestions for other useful resources, please contact: [practicesupportteachers@nottingham.ac.uk](mailto:practicesupportteachers@nottingham.ac.uk)

## Marvellous Mentors

Our new Marvellous Mentors Award is designed for students and colleagues to nominate the mentors that they work with who really excel in their role. This issue's nominees were:

- **Rachel Baldwin and Marisel**, Ward 209
- **Andrew Dainty**, Nottingham City Hospital
- **Louise Drewett**, Stapleford Care Centre
- **Nichola Fowkes**, Newark Hospital
- **Helen Holmes**, Paediatric Critical Care
- **Amanda Kemp**, Nottingham City Hospital
- **Angela Lewis**, Linden Lodge
- **Jenny Lynas**, Queen's Medical Centre
- **Katherine Mabey**, Royal Derby Hospital
- **Dawn McGlashan**, West Bridgford Health Centre
- **Andy Price**, High Peak Crisis Team
- **Angelina Richardson**, Nottingham City Hospital
- **Bex Sneyde**, Nottingham City hospital
- **Diane Taylor**, King's Mill Hospital
- **Kate Thorpe**, Royal Derby Hospital
- **Lorraine Treble**, Chesterfield Royal Hospital
- **Samantha Waplington**, Chesterfield Royal Hospital
- **Lesley Harte**, Chesterfield Royal Hospital

**Congratulations to Diane Taylor from King's Mill Hospital – you are our February issue Marvellous Mentor!**



Here is what Olivia Lamb said about Diane:

"On the first day, Diane found the time to let me explain my goals and create an action plan to meet these. She recommended lots of things I could do, and was really encouraging and enthusiastic. By showing her confidence in me to do simple things like contacting doctors to completing nursing tasks, she really increased the confidence I had in myself."

Thank you to everyone who took the time to nominate, it's great to read about the difference mentors are making in practice.

### Send in your nominations

Please send in your nominations for next issue's Marvellous Mentors to [charlotte.robson@nottingham.ac.uk](mailto:charlotte.robson@nottingham.ac.uk)

We recognise that it is not just mentors who have an impact on student nurses in practice. We are therefore opening up nominations for **Amazing Associates** and **Brilliant Befrienders** to recognise the nurses and healthcare assistants who go the extra mile in supporting students.

# New Student Service Centres

Our School of Nursing receptions in Nottingham and Derby have closed and been replaced with eight new Student Service Centres across the University. The aim of these new centres is to provide an administrative hub in easy to access locations. Three of the Student Service Centres are hospital based and the opening times are:

**QMC, Medical School**

Term Time: Mon-Fri, 8am-6pm  
Non Term Time: Mon-Fri, 9am-5pm

**Royal Derby Hospital**

Term Time: Mon-Fri, 8.30am-5pm  
Non Term Time: Mon-Fri, 8.30am-5pm

**City Hospital, Clinical Sciences Building**

Term Time: Mon-Fri, 9am-4pm  
Non Term Time: Mon-Fri, 9am-4pm

**Contact student services on:**

t: 0115 951 4749  
e: [studentservices@nottingham.ac.uk](mailto:studentservices@nottingham.ac.uk)



## Incident reporting process for students

If a student is involved in an incident while on placement, which affects their health and well-being, no matter how minor, it must be reported on the University Incident Reporting System and to their Personal Tutor or Clinical Link Tutor.

Examples of reportable incidents include:

- needle-stick injuries
- other incidents requiring referral to Occupational Health
- trips and falls
- moving and handling injuries
- incidents of violence and aggression in which a student is personally affected

You do not need to report incidents involving patients such as falls or drugs administration issues on the University system.

Following an incident tutors will be able to offer support to ensure it has been dealt with appropriately. Students will receive a copy of the incident report form and will need to give this to their tutor so that a copy can be put on the University Incident Reporting System.

Local procedures for incident reporting must also be followed. The placement provider must treat the student as a member of staff for incident reporting purposes, ensuring that follow-up action is taken in exactly the same way as for any other member of staff. For instance, if students are affected by a 'sharps' injury they will need to attend the local Occupational Health or Accident and Emergency Department immediately.

## Student absence policy

Students are required to contact both their clinical practice and the University to inform us of their absence.

The school receptions at both Derby and Nottingham have now been closed and replaced by the new Student Service Centres. The contact numbers and e-mail addresses for absence reporting are:

**Nottingham**

t: 0115 748 6494  
e: [ss-reception-qmc@nottingham.ac.uk](mailto:ss-reception-qmc@nottingham.ac.uk)

**Derby**

t: 01332 724 900  
e: [hs-dcscderby@nottingham.ac.uk](mailto:hs-dcscderby@nottingham.ac.uk)

Students are not required to make up time following a period of absence unless they have been instructed to do so by the University. It is important that students remember to contact us when they return to placement so that we can end their period of absence on our records.

# Revised mentor handbook issued electronically

The mentor handbook is a resource for all mentors who support pre-registration nursing students.

It provides clear information on a range of mentoring issues, including:

- role of the mentor
- who can be a mentor
- role of the sign-off mentor
- support for mentors
- Practice Learning Teams (PLTs)
- buddy system
- Befriender Scheme

- preparing for students
- practical examinations (ESCs)
- learning pathways – the hub and spoke model
- educational audit
- assessing students – the Bondy skills escalator
- dealing with concerns regarding students

The revised version will be available on the practice learning web pages at the end of January 2017 and will be updated regularly. The electronic version will replace previous paper versions of the mentor handbook.

If you have any comments or suggestions regarding content, please contact [practicesupportteachers@nottingham.ac.uk](mailto:practicesupportteachers@nottingham.ac.uk)

## Practice Learning Team (PLT) Chairs' meeting

The Nottinghamshire PLT chairs held a meeting on 5 December 2016. Discussions covered the role of the University link lecturer and feedback on work done by practice support teachers over the summer to review the role. This will lead to a review of PLT areas for all link lecturers in early 2017.

The new audit process for nursing and midwifery was presented at the meeting. From January 2017 face-to-face audits will take place every 20 months for 20% of our placement areas, with other placements receiving a non-visit audit document completed by the PLT practice link. These will be checked by the University link lecturer to ensure quality and placement standards for learning are maintained. The placement team, who manage audits for the school, will email each placement area when your audits are due and let you know if it is an audit completed by a visit, or through a non-visit audit.

Our mentor database for private, voluntary and independent sector placements (PVI) will be asking for mentor revalidation



dates so that we can assure ourselves that mentors are up to date and revalidated on the register as per NMC requirements.

Feedback from PLT chairs indicated some placement areas are still not receiving prompt feedback and student evaluations of practice. If this is the case please contact your University Link Lecturer and ask for this evaluation data.

For any other queries about PLT chairs meetings please contact [jan.royal@nottingham.ac.uk](mailto:jan.royal@nottingham.ac.uk)

To request this publication in an alternative format, please contact us:  
t: +44 (0)115 951 5559  
e: [alternativeformats@nottingham.ac.uk](mailto:alternativeformats@nottingham.ac.uk)

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