

Guidelines & Documentation for **Triennial Review** 2010

Triennial Review Documentation Guidelines for Managers

As part of the Standards to Support Learning and Assessment in Practice (NMC 2008), the Nursing and Midwifery Council requires that all Mentors, Practice Teachers, Teachers (Practice Educators) continue to meet their requirements to remain on the local register of mentors. To facilitate this, a review of mentor status will be completed on a 3 yearly basis.

The nature of the Triennial Review has been devolved to placement providers and will be performed locally as part of the appraisal process.

The local register is held, on behalf of the Health Community, by the Lincolnshire Interprofessional Practice Learning Unit. In order to remain on this register Mentors/ Practice Teachers/ Teachers (Practice Educators) will have to show that they have maintained the requirements of mentoring/ practice teaching/ teaching.

Therefore Mentors/ Practice Teachers/ Teachers (Practice Educators) will need:

- To have recorded the dates and detail of the method of annual update over the 3 year period.
- To show that they have been involved in mentoring at least 2 own branch students in practice/ Practice Teachers at least 1 SCPHN student over the 3 year period.
NB. Student records should not be used as evidence.
- To have explored as a group activity the validity and reliability of judgements made when assessing practice in challenging circumstances.
- To provide evidence of Continuing Professional Development against the 8 domains of the Mentor/ Practice Teacher/ Teacher (Practice Educator) standards (NMC 2008). Please see mapping document (Appendix 1) and the NMC Standards to support learning and assessment in practice document (P50-58)
<http://www.nmc-uk.org/Documents/Standards/nmcStandardsToSupportLearningAndAssessmentInPractice.pdf>

Managers will be required to agree that Mentors have met these standards.

If the Mentor has not achieved this standard please see Process for Deactivation and Reactivation of Mentors or Practice Teachers from or to the Active Mentor Database (Appendix 2) and Process for the Removal of Mentors and Practice Teachers from the Mentor Database (Appendix 3)

Please note: Evidence of Triennial Review may be requested as part of an NMC Quality Monitoring visit.

Further information on the Standards to support learning and assessment in practice can be obtained from www.nmc-uk.org

A copy of the Confirmation of Requirements to Remain on the Local Mentor Register to be kept by the Manager, the Mentor and a copy sent to:

E. Jenvey, Lincolnshire IPLU, Greetwell Place, Limekiln Way, Lincoln. LN2 4US

The information provided will be held by the Lincolnshire Interprofessional Practice Learning Unit in accordance with the Data Protection Act 1998 and will not be used for any other purpose than the management and quality assurance of educational placements.

Triennial Review Mentor/ Practice Teacher Domains mapped to KSF Dimensions

Appendix 1

NMC Mentor Standard	KSF Dimension	Evidence could include	Evidence provided
Establishing effective working relationships	<ul style="list-style-type: none"> Communication Personal and People Development Service Improvement Equality and Diversity 	<ul style="list-style-type: none"> Orientating to placement Monitoring 'buddy system Engaging in team work Undertaking student progress interviews Promoting interprofessional learning opportunities 	
Facilitation of learning	<ul style="list-style-type: none"> Communication Personal and People Development Equality and Diversity 	<ul style="list-style-type: none"> Assessing current knowledge and identifying learning needs Facilitating learning opportunities, utilising pathways, insight visits etc Developing learning resources Feedback to relevant practitioners Encouraging student to reflect on own practice 	
Assessment and accountability	<ul style="list-style-type: none"> Communication Personal and People Development Health, Safety and Security Quality Equality and Diversity 	<ul style="list-style-type: none"> Knowledge of NMC SLAiP; NMC Code of Conduct Use of student Ongoing Achievement Record (OAR) Managing failing/underachieving students Awareness of Disability guidance from education provider Understanding Sign Off Mentor status 	
Evaluation of learning	<ul style="list-style-type: none"> Communication Personal and People Development Equality and Diversity 	<ul style="list-style-type: none"> Action planning/problem solving Consideration of Student Evaluation of Practice (SEP) Participating in educational audit Self reflection, identifying personal development requirements 	

NMC Mentor Standard	KSF Dimension	Evidence could include	Evidence provided
Creating an environment for learning	<ul style="list-style-type: none"> • Communication • Personal and People Development • Service Improvement • Equality and Diversity 	<ul style="list-style-type: none"> • Defining specific learning needs • Facilitating teaching sessions • Participating in peer supervision • Attendance at Practice Learning Team (PLT) • Evaluating learning experience and negotiating change 	
Context of practice	<ul style="list-style-type: none"> • Personal and People Development • Health, Safety and Security • Service Improvement • Equality and Diversity 	<ul style="list-style-type: none"> • Evaluating care provided • Examples of post reg. studies • Reading Nursing Journals, PLT and Mentor Newsletters • Examples of interprofessional learning 	
Evidence Based Practice	<ul style="list-style-type: none"> • Communication • Personal and People Development • Health, Safety and Security • Quality 	<ul style="list-style-type: none"> • Examples of national/ local drivers for service change • Participation in quality monitoring • Involvement in local pilots/ research • Practice development initiatives • Learning beyond registration modules 	
Leadership	<ul style="list-style-type: none"> • Communication • Personal and People Development • Health, Safety and Security • Quality • Equality and Diversity 	<ul style="list-style-type: none"> • Monitoring student's learning journey • Liaising with other practitioners • Complying with NMC Mentor standards • Participating in monitoring of student documentation via education provider • Involvement in curriculum planning, advisory groups via PLT 	

Triennial Review Documentation - Confirmation of Requirements to Remain on Local Mentor Register

NMC Standards to support learning and assessment in practice (2008)

The purpose of annual updating is to ensure that Mentors:

- Have current knowledge of NMC approved programmes.
- Are able to discuss the implications of changes to NMC requirements.
- Have an opportunity to discuss issues related to mentoring, assessment of competence and fitness for safe and effective practice.

Practice Teachers/ Teachers (Practice Educators):

- Additionally need to maintain and develop their extended knowledge and skills gained for practice in a specialist area.

Requirements of Standards

Annual Mentor update completed (please specify date/ year) Year 1: Year 2: Year 3:

	Over 3 year period
Mentor/ Sign Off Mentor: Mentored min. 2 students with due regard	<input type="checkbox"/>
Practice Teacher/ Teacher (Practice Educator): Supervised min 1 SCPHN student with due regard	<input type="checkbox"/>
Explored as a group activity the validity and reliability of judgements made when assessing practice in challenging circumstances	<input type="checkbox"/>
Mapped ongoing development in role of Mentor/ Practice Teacher against current NMC standards (see appendix 1)	<input type="checkbox"/>

Mentor Signature Date

Mentor Name (in full).....
(in block capitals) Team/ Base

I can verify, to the best of my knowledge, that the above information is correct and the mentor has met all the requirements needed to be maintained on the local register as a mentor; sign off mentor or practice teacher.

If mentor does not meet requirement please see Process for deactivation and reactivation of mentors or practice teachers from or to the active mentor database (appendix 2)

Assessor Signature Date

Assessor Name (in full)..... Next Triennial
Review Required

Title/ Role

Process for the Deactivation and Reactivation of Mentors or Practice Teachers from or to the Active Mentor Database

Introduction

This process has been developed to clearly establish the roles and responsibilities of the Lincolnshire Interprofessional Practice Learning Unit (IPLU) and education and placement providers for managing and co-ordinating the deactivation and reactivation of a mentor or a practice teacher from or to the active mentor database.

Aim of the process

To ensure compliance with the 'Standards to Support Learning and Assessment in Practice' (Nursing and Midwifery Council 2006) and to maintain the quality and capacity of practice learning within the Lincolnshire Health & Social Care Community.

Criteria for deactivating a mentor or practice teacher

Deactivation of a mentor or practice teacher will occur where a mentor is temporarily unable to meet mentor or practice teacher standards. This may be due to a job role that is inconsistent with providing mentorship and or where they have not been an active mentor for over 6 months.

Sanctioning deactivation

Only the line manager or their nominated deputy may deactivate a mentor or practice teacher from the active mentor database.

Deactivation

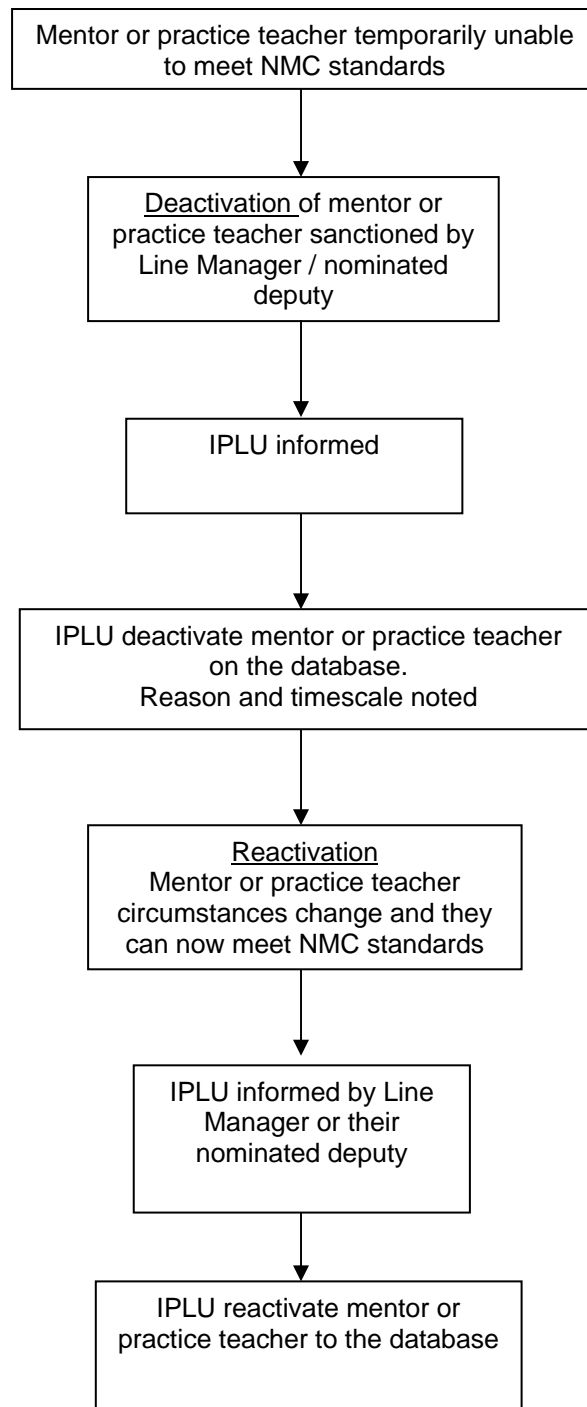
The IPLU will designate a mentor or practice teacher as deactive on the mentor database at the request of the line manager or their nominated deputy. The reasons and potential time period will be noted.

Reactivation to the database

When a mentor or practice teacher's circumstances change and they can meet the NMC Standards to Support Learning and Assessment in Practice the line manager or nominated deputy may ask the IPLU to reactivate them to the active mentor database. The date of reactivation will be noted.

Process for the **Deactivation and Reactivation** of Mentors and Practice Teachers from the Active Mentor Database

The IPLU may be contacted for advice at any point in the process



For Mentor Database:

Eleanor.Jenvey@ulh.nhs.uk

Lincolnshire IPLU
Greetwell Place
Limekiln Way
Lincoln
LN2 4US

Appendix 3

Process for **Removal** of Mentors or Practice Teachers from the Active Mentor Database

Introduction

This process has been developed to clearly establish the roles and responsibilities of the Lincolnshire Interprofessional Practice Learning Unit (IPLU) and education and placement providers in managing and co-ordinating the removal of a mentor or practice teacher from the Active Mentor Database.

Aim of the process

To ensure compliance with the 'Standards to Support Learning and Assessment in Practice' (Nursing and Midwifery Council 2008) and to maintain the quality of practice learning within the Lincolnshire Health & Social Care Community.

Criteria for removing a mentor or practice teacher

Removal of a mentor or practice teacher will occur where they have failed to meet the NMC Standards to Support Learning and Assessment in Practice or they move out of Lincolnshire Health or Social Care Community

Initiating the process

Concerns about a mentor or practice teacher must be identified to the line manager who will initiate the following steps. (Identifiers may include service users/ patients, students, education provider staff or a colleague).

Review of a mentor or practice teacher potentially to be removed from the mentor register

The line manager convenes a meeting to discuss action required involving the mentor or practice teacher and where appropriate the identifier of the issue. Where a concern is substantiated either a remedial action plan or immediate removal from the mentor database will be agreed. The meeting and action must comply with placement provider and education provider policy/ guidance.

Sanctioning removal

Only the line manager may ask the IPLU to remove a mentor or practice teacher from the mentor database, giving a reason and review date if appropriate.

Removal from the mentor database

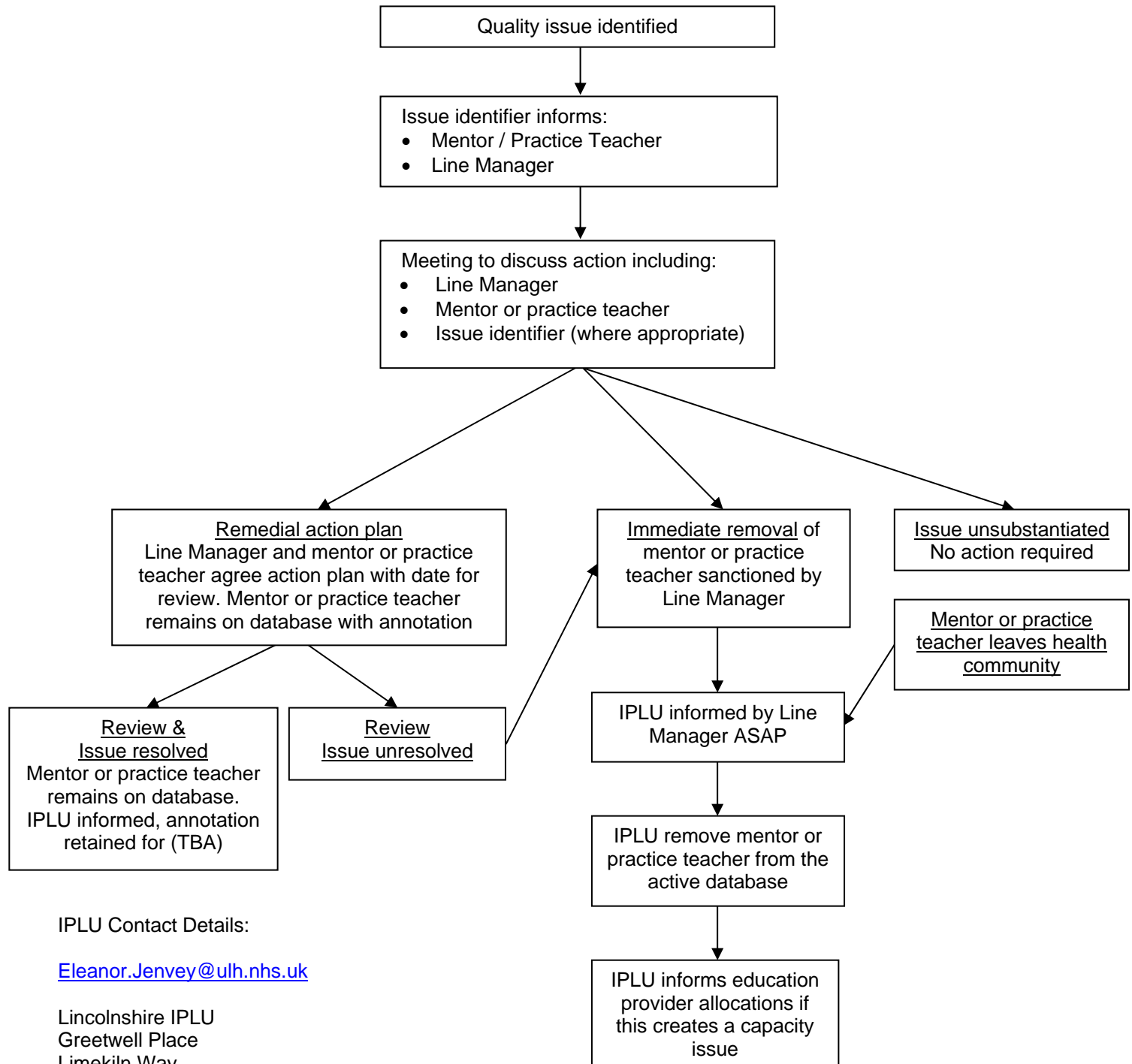
The IPLU will remove the mentor or practice teacher from the main database. The individual's details, including reason for removal and date, will be retained on the removed mentors database to ensure an audit trail.

Readmission to the database

See process for admission to the mentor database. The details of former removal will be retained on the new entry to the database for quality assurance.

Process for the **Removal** of Mentors and Practice Teachers from the Mentor Database

The IPLU may be contacted for advice at any stage of the process



IPLU Contact Details:

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