



Record of  
Achievement  
of  
**Sign-off Mentor Criteria**

2009

### **Guidelines for the achievement of the Sign-off Mentor Criteria**

The NMC *Standards to support learning and assessment in practice* (NMC 2008) require placement providers to ensure that a nurse or midwife who makes judgements about whether a student has achieved the required standards of proficiency for safe and effective practice must be on the same part or sub-part of the register as that which the student is intending to enter. Additionally they must have undertaken an NMC approved programme of mentorship training and met the additional criteria to become a sign-off mentor.

It is the responsibility of placement providers to ensure that designated sign-off mentors have met these criteria. Within these criteria there is a requirement that the nominated new sign-off mentor must be supervised on 3 occasions for signing off proficiency (at the end of a final placement) for 3 different students, by an existing sign-off mentor. Evidence that the new sign-off mentor has met these criteria must be presented to the supervising sign-off mentor.

This pack provides the documentation to be completed in order to assess sign-off mentor status. An existing sign-off mentor must complete the forms fully with the nominated sign-off mentor. A copy should be kept by the new sign-off mentor following successful achievement of the criteria and a copy sent to the Lincolnshire Interprofessional Practice Learning Unit in order to enter the new sign-off mentor's details on the mentor database.

If the sign-off criteria have not been achieved during the three occasions of supervision additional supervision will be necessary to ensure achievement. Further copies of this documentation can be printed to record extended supervision.

It is preferred that the same supervising sign-off mentor undertakes all three periods of supervision however it is recognised that this may not be possible in some circumstances. As a result more than one sign-off supervisor will be identified on the record of achievement.

### **Reference**

NMC (2008). Standards to support learning and assessment in practice, Nursing and Midwifery Council, London

## Record of Achievement

Name ..... Professional Qualification.....  
Mentor Qualification ..... Mentor Status.....  
Part of NMC Register ..... Area of Practice (LD/MH) .....  
  
Supervising Sign-off Mentor ..... Date .....

### Sign-off Mentor Criteria

1. On the same part of the NMC register and in the same field of practice as the student.
2. Is a qualified mentor identified on the local mentor register held by the Lincolnshire Inter-professional Practice Learning Unit.
3. Has clinical currency and capability in the field in which the student is being assessed.
4. Has a working knowledge of current programme requirements, practice assessment strategies and relevant changes in education and practice for the student they are assessing.
5. Has an understanding of the NMC registration requirements and the contribution they make to the achievement of these requirements.
6. Has an in depth understanding of their accountability to the NMC for the decision they must make to pass or fail a student when assessing proficiency requirements at the end of a programme.
7. Has demonstrated that they have supervised three different students on three separate occasions by signing off their proficiency at the end of their final placement.

## Supervision Record 1

Name of Student ..... Placement .....

Criteria	Achieved		Evidence	Signed	Date
	Yes	No			
1					
2					
3					
4					
5					
6					
<p>7</p> <p><u>Preparation and Planning</u></p> <p>Has had 1 hr a week protected time with student? Yes No</p> <p>Has reviewed students 'Ongoing Achievement Record'? Yes No</p> <p>Appropriate environment to conduct assessment? Yes No</p> <p>Agreed plan and reviewed learning strategy with student? (i.e. interviews) Yes No</p> <p><u>Assessment</u></p> <p>Demonstrated a range of appropriate interpersonal skills? Yes No</p> <p>Assessment criteria relevant? Yes No</p> <p>Use of a range of assessment methods? Yes No</p> <p>Relevant subject areas covered? Yes No</p> <p>Use of structured/unstructured questioning approach? Yes No</p> <p>Appropriate feedback provided to student? Yes No</p> <p>Student informed of outcome of assessment? Yes No</p>					

I confirm I have supervised ..... complete signing off proficiency for this student and that they have **met/not met** the NMC criteria for a sign-off mentor on this occasion.

Signed ..... Date .....

## Supervision Record 2

Name of Student ..... Placement .....

Criteria	Achieved		Evidence	Signed	Date
	Yes	No			
1					
2					
3					
4					
5					
6					
<p>7</p> <p><u>Preparation and Planning</u></p> <p>Has had 1 hr a week protected time with student? Yes No</p> <p>Has reviewed students 'Ongoing Achievement Record'? Yes No</p> <p>Appropriate environment to conduct assessment? Yes No</p> <p>Agreed plan and reviewed learning strategy with student? (i.e. interviews) Yes No</p> <p><u>Assessment</u></p> <p>Demonstrated a range of appropriate interpersonal skills? Yes No</p> <p>Assessment criteria relevant? Yes No</p> <p>Use of a range of assessment methods? Yes No</p> <p>Relevant subject areas covered? Yes No</p> <p>Use of structured/unstructured questioning approach? Yes No</p> <p>Appropriate feedback provided to student? Yes No</p> <p>Student informed of outcome of assessment? Yes No</p>					

I confirm I have supervised ..... complete signing off proficiency for this student and that they have **met/not met** the NMC criteria for a sign-off mentor on this occasion.

Signed ..... Date .....

## Supervision Record 3

Name of Student ..... Placement .....

Criteria	Achieved		Evidence	Signed	Date
	Yes	No			
1					
2					
3					
4					
5					
6					
<p>7</p> <p><u>Preparation and Planning</u></p> <p>Has had 1 hr a week protected time with student? Yes No</p> <p>Has reviewed students 'Ongoing Achievement Record'? Yes No</p> <p>Appropriate environment to conduct assessment? Yes No</p> <p>Agreed plan and reviewed learning strategy with student? (i.e. interviews) Yes No</p> <p><u>Assessment</u></p> <p>Demonstrated a range of appropriate interpersonal skills? Yes No</p> <p>Assessment criteria relevant? Yes No</p> <p>Use of a range of assessment methods? Yes No</p> <p>Relevant subject areas covered? Yes No</p> <p>Use of structured/unstructured questioning approach? Yes No</p> <p>Appropriate feedback provided to student? Yes No</p> <p>Student informed of outcome of assessment? Yes No</p>					

I confirm I have supervised ..... complete signing off proficiency for this student and that they have **met/not met** the NMC criteria for a sign-off mentor on this occasion.

Signed ..... Date .....

## Supervising Sign-off Mentor Feedback Report and Action Plan

<b>Student 1 Feedback report and recommended action</b>
Signature..... Date .....
<b>Student 2 Feedback report and recommended action</b>
Signature..... Date .....
<b>Student 3 Feedback report and recommended action</b>
Signature..... Date.....

### **Statement by new Sign-off Mentor**

I confirm that I have achieved all the NMC criteria for a sign-off mentor and that I have been supervised on at least three occasions for signing off proficiency (at the end of a final placement) by an existing sign-off mentor.

Signature..... Print Name .....

Date .....

### **Statement by supervising Sign-off Mentor**

I confirm that this mentor has been supervised on 3 occasions for signing off proficiency (at the end of a final placement) and that he/she has met the NMC criteria for a sign-off mentor and is therefore eligible to be entered on the local mentor register as a sign-off mentor.

Signature..... Print Name .....

Date .....

**Please retain a copy of this document for your own reference, give one copy to your manager to retain in your personal records and send a copy to:**

**Lincolnshire Interprofessional Practice Learning Unit  
Greetwell Place  
Limekiln Way  
Lincoln  
LN2 4US**

**Once this has been received by the Lincs IPLU you will be entered on the mentor register as a sign-off mentor.**

If you have any queries in relation to becoming a sign-off mentor please contact the Lincolnshire IPLU on 01522 573330.