

TRIENNIAL REVIEW DOCUMENTATION



To be used in conjunction with the guidelines.

RECORD OF MENTOR UPDATES

Please Tick

NAME _____

Mentor	<input type="checkbox"/>
Sign-off Mentor	<input type="checkbox"/>
Practice Teacher	<input type="checkbox"/>

I completed a Mentor Update on _____ (date)									
The Mentor Update was:	<table><tr><td>On-line</td><td><input type="checkbox"/></td></tr><tr><td>Face to Face</td><td><input type="checkbox"/></td></tr><tr><td>Workbook</td><td><input type="checkbox"/></td></tr><tr><td>PLT Activities</td><td><input type="checkbox"/></td></tr></table>	On-line	<input type="checkbox"/>	Face to Face	<input type="checkbox"/>	Workbook	<input type="checkbox"/>	PLT Activities	<input type="checkbox"/>
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NB Within the last three years at least one Mentor Update must be Face to Face

MENTORING STUDENTS

I can confirm that during the last 3 years I have acted as a Mentor / Practice Teacher to <input type="text"/> (insert number) students	
_____	Mentor Signature
_____	Print Name

TRIENNIAL REVIEW MEETING

I can confirm that _____ (insert name) has:

Please Tick

- Attended annual Mentors Update ☐
- Mentored a minimum of two students in the last three years ☐
- **or** Practice Teachers; one SCPHN student in the last 3 years ☐
- Have evidence of CPD in relation to Mentoring/Practice Teaching ☐

(Signature of Reviewer) _____ Date _____

(Print Name of Reviewer) _____ Date _____

CURRENT WORKPLACE _____

GUIDELINES FOR USE.

The Nursing and Midwifery Council Standards to Support Learning and Assessment in Practice (NMC 2008) requires that all mentors and practice teachers on the local register should have a triennial review every 3 years.

This review is the responsibility of their employing organisation and as such it is anticipated that this will be integrated into current appraisal / development review mechanisms currently in place.

All mentors and practice teachers have their details held on the local register. These details include your name and workplace, initial mentor / practice teacher preparation and subsequent updates and your branch of nursing or your midwifery qualification. In order to remain on this register you have to show that you have updated and maintained the requirements of mentoring / practice teaching.

The requirements include an annual update and you should be able to demonstrate to your manager how you have updated your skills and knowledge on an annual basis – you may have attended a group update face to face with other mentors and practice teachers, led by an educator, or you may have completed an update via a workbook or the on line mentor update available from the school of nursing. For practice representatives on PLT's you can achieve your update by attending at least 50% of the PLT meetings. You will need to have recorded the dates and detail of the method of update. This should reflect the details on the mentor / practice teacher register, where your record is amended each time you update. These updates will also ensure you are aware of the student's programme and all the assessment documentation you complete when mentoring a student in practice.

Every three years you will also need to have mentored at least 2 students in practice. (Practice teachers should have mentored at least 1 student on a specialist community / public health nursing course or 2 pre registration nursing students). You do not need to keep details of the student's records or evidence of their mentoring but should be able to tell your manager who you have been mentoring and details of the experiences you had with them. You should have been involved in mentoring these students but may not always have signed off their assessment documents, for example if you have been the associate mentor.

Mentors and Practice Teachers should not keep copies of the student records for the purpose of this triennial review at all. There may however be other evidence you have within your professional portfolio and KSF evidence that supports this, for example any thank you cards received from students or your own reflection on mentoring a student in practice. These records can be shared with your manager if you wish.

Further Information on the Standards to Support Learning and Assessment in Practice can be obtained from www.nmc-ok.org

University of Nottingham Mentor web information at;
www.nottingham.ac.uk/nursing/practice/mentors