

Guidelines for Identification of Sign off Mentors

The sign off mentor is responsible and accountable for making the final sign off in practice, confirming that a student has successfully achieved all practice requirements. This confirmation will contribute to the portfolio of evidence considered by the Examinations Assessment Board before recommending registration of the student to the NMC. Sign off mentors also have a responsibility for supporting other mentors especially if they are experiencing difficulties with a failing student.

The NMC stipulate that sign off mentors must be clearly identifiable on the register, but it is the responsibility of placement providers to determine that an individual has met the additional criteria as laid down in the standards in order to be recorded as such on the register. It is important to note that attending a course does not validate an individual to become a 'sign off mentor'. It may support an individual's level of competence; however the process to become a sign off mentor is as identified below.

These guidelines and record sheets have been produced to support and guide you through the process and will form an audit trail for evidence of quality assurance to the NMC as required.

The process is divided into 2 stages.

Part 1: Gathering and verification of evidence to support achievement of the additional criteria.

Part 2: Observation of signing off student proficiency by an existing sign off mentor on a minimum of 3 occasions.

Completion of the second stage is dependant on the availability of students undertaking their final placement in your area, therefore beginning the process as soon as possible will facilitate succession planning of sign off mentors.

The standards to support learning and assessment in practice can be found on the NMC website at the following link with information specific to sign off mentors contained on pages 21 and 33

<http://www.nmc-uk.org/aDisplayDocument.aspx?documentID=4368>

Part 1

Having provided and discussed evidence against the areas listed below: complete the information in points 1 and 4 (type of mentor training and field of practice) and sign all statements to confirm agreement of competence.

Statement	Mentor signature	Line manager signature
1. Has received preparation as a mentor Type_____		
2. Has evidence of completing annual mentor updates		
3. Can demonstrate achievement of the 2008 domains and outcomes for mentors		
4. Will assess students in the _____ field of a nursing course, and has clinical currency and capability in this area.		
5. Has knowledge and understanding of the specific programme the student nurse is following.		
6. Has an in depth understanding of their own accountability to the NMC for the decision they must make to pass or fail a student.		
7. Has an understanding of the NMC registration requirements and the contribution they make to meeting these requirements		
8. Understands they will participate in a triennial review process as a mentor within their organisation.		

Part 2

The mentor must be observed on at least 3 occasions signing off proficiency under the supervision of an existing sign off mentor who must also countersign the student's documentation.

It does not have to be the same sign off mentor supervising on each occasion.

Observation of sign off	Date	Mentor signature	Existing sign off mentor signature	Existing sign off mentor print name
Sign off 1				
Sign off 2				
Sign off 3				

Mentor signature _____ Name _____

(Required if submitting hard copy)

Line manager signature _____ Name _____

(Required if submitting hard copy)

Date _____

Organisation _____ ward /department /base _____

Once this form is fully completed **part 1** can be kept by mentor as evidence for their portfolio and the line manager should submit **part 2**

Electronically to: sharon.allen@nottshc.nhs.uk

Alternatively a hard copy can be sent to:

Sharon Allen
The Mike Harris Learning and Development Centre
Rampton Hospital
Woodbeck
Nottinghamshire
DN22 0PD

Please note all hard copies must be signed by both the line manager and the mentor

Your details will be amended on the register and the form will be kept by the Learning and Development Team 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.