**PRACTICE ENVIRONMENT PROFILE**

To comply with professional standards for preparation for practice, UWE Bristol holds an electronic record of core information about all placements. This record is used by students to prepare for learning and make initial contact with the placement. If your organisation has access to the ARC PEP (placement environment profile) you can review and update this information on line and within this document confirm it is accurate.

Alternatively, if your organisation does not yet have access you will need to complete this information in the section below. UWE will load it onto the ARC PEP application. Additionally, we can attach any Word document or rtf. file such as a letter of welcome, a learning pack or other resource that you’d like the student to receive before joining the placement.

Please ensure that once completed you forward this document to ARCPEP@uwe.ac.uk

**Placement overview**

|  |  |  |
| --- | --- | --- |
| Name of Placement Area |  | *Please state the same name as per audit document.* |
| Placement Address |  | *Please give full address including Post Code* |
| NHS Trust/Parent Organisation |  | *Who is the responsible NHS or other Organisation for your placement area e.g. North Bristol NHS Trust, Brandon Trust.*  |

**Contact Details** (This is the contact the student will use for the placement on allocation)

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Role |  | *Job Title; e.g. Matron, Sister, Key Mentor, Manager, Education Lead* |
| Telephone Number |  | *Telephone number including STD code e.g. 01324 456987 ext 234* |
| Email  |  |  |

**Contact Details** (This is the contact the University will use for the placement on allocation, if different from above)

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Role |  | *Job Title; e.g. Matron, Sister, Key Mentor, Manager, Education Lead* |
| Telephone Number |  | *Telephone number including STD code e.g. 01324 456987 ext 234* |
| Email  |  |  |

**Placement Environment Profile (PEP)**

If you or a colleague have access to the ARC PEP application <http://arcpractice.uwe.ac.uk/pep/Account/Login>

Simply update the profile information online and sign the following statement.

I confirm that the placement profile information held on ARC PEP is accurate and complete

Signed ……………………………….. Date ………………

Alternatively, if your organisation does not yet have access to the ARC PEP application, please complete the following information:

**Trust Info**

|  |  |  |
| --- | --- | --- |
| Organisation/Trust Welcome |  | *A general student welcome, this will be the first page a student sees when viewing placement details in UWE’s ARCPOW computer application* |
| Further information including Trust policies and procedures place a link here. |  | *You can enter a link here to Trust/Organisation website;*  |

**Organisation/Trust Facilities**

|  |  |  |
| --- | --- | --- |
| Library Location |  | *e.g. Level 6 Learning Centre* |
| Library Hours |  | *When is the library available to students?* |
| Library Contact Information |  | *Insert name and a telephone number*  |
| Library Facilities |  | *What is available in the library i.e. learning materials, journals, general study area, computer access, etc.* |
| Other Facilities |  | *e.g. bicycle lock up, changing/shower facilities, fitness facilities, pool* |

**Placement Information**

|  |  |  |
| --- | --- | --- |
| Placement Speciality |  | *e.g. respiratory diseases, secure mental health unit, G.P. practice, drug dependency clinic* |
| Description of client group/Caseload |  | *Describe type of ailments and any age parameters e.g. respiratory diseases in young adults, local residents of all ages presenting wide range of non-urgent symptoms.* |
| Mission Statement/Philosophy of Care |  | *Optional e.g. To provide High Quality evidence based care in partnership with service users* |
| Placement Expectation of Student |  | *e.g. Students are expected to actively participate in care delivery to the best of their ability but within the level of knowledge and experience relevant to their stage on the programme.* |
| Student Expectations of Placement |  | *e.g. Students will be allocated at least two qualified mentors for the duration of the placement.* |
| Service Hours |  | *e.g. 24/7 365 day service;* *8:30 – 19:30 Mon – Thursday,* *8:30 – 17:00 Friday,* *9:00- 13:00 Saturday* |
| Shift Patterns |  | *e.g.* *06:45 – 1415;**1400 – 21:00;**20:45 - 07:00* *Student Shift Patterns closely follow that of their mentor. They are expected to undertake 6 nights in 12 week placements and work weekends* |
| Dress Code |  | *e.g. Students must wear UWE issued Uniform and must not contravene Trust policy regarding professional appearance. UWE ID Badges must be visible at all times.* |
| Computer & Wi-Fi Access: Study Area |  | *Detail access to IT and study facilities and Wi-Fi access available to students. Also state any restrictions on use of personal mobile phones, tablets etc.* |
| Catering Facilities |  | *Detail local canteen, shop or vending services* |
| Changing Facilities |  | *Detail location and how to access if they are usually kept locked* |
| Other facilities |  | *Detail facilities not previously covered*  |
| Disability Access |  | *Detail special needs access or invite the student to phone or email to discuss their particular requirements.* |
| Is a Car Essential for this Placement? |  | *Enter car parking options or need for own car e.g. Nearest NCP is Trenchard Street; First year students will travel with mentor to visit clinics/patients; 2nd & 3rd year students will need a car visit patients at home.* |
| Travel Information |  | *Add a link to local transport services or Trust public website or the name of local bus operator e.g. Wessex Red or First Bus* |
| Top Tips |  | *e.g. Ensure your timesheet is signed every day by your assigned mentor. Travel to the placement in casual clothes and change into uniform in good time to arrive on the ward a minimum of 10 minutes prior to your shift commencing. Bring a pocket sized notebook and pen with you to record learning points. Make sure the food you store in the staff fridge is labelled with your name and the date otherwise it will be disposed of by the frequent ‘deep clean team’.* |
| Pre-Placement Reading and Learning Activity |  | *e.g. Read British Journal of Medicine ‘Emergency Care of Elderly’. Telephone the key mentor at least 4 weeks prior to placement commencement to arrange a visit to meet the team, tour the facilities and collect your student pack.* |
| Please Provide a link to your Student Pack |  | *If you have a ‘Word’ document or .pdf and would like it available for students to download email it to ARCPEP@uwe.ac.uk* |
| Learning Opportunities |  | *State for each year of study the likely learning opportunities. See appendix A fi= for standard template. You can also provide a ‘Word’ or pdf files for students to download giving more detail.* |

**Details of Person Completing PEP (placement environment profile)**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Role |  | *Please describe your role if different from above; e.g. Sister, Staff Nurse* |
| Email |  | *Please give your work email address if different from above;* |
| Telephone Number |  | *Please give your contact number in case of queries about these details if different from above;* |
| Date Completed |  | *Please enter date in format dd/mm/yy: 05/05/14 relates to**5th May 2014* |

**Appendix A. Learning Opportunities Template**

Please complete one for each year of study. Note this is for guidance only; you can refer student to any pre-existing documentation you have already developed relevant to their year of study.

|  |
| --- |
| During your nursing practice you will have the opportunity to:1. Develop your knowledge in relation to: *EXAMPLES, PLEASE EDIT APPROPRIATELY***Anatomy and PhysiologyProfessional bahaviour and responsibilities in accordance with the NMC codeCommunication skillsFrequently used medicationsInfection prevention and controlTrust policies, procedures, guidance and protocolsPatient safetyRecords and documentationHolistic and individualised careInvolvement of service users and carers within the service.**2. Observe: *EXAMPLES, PLEASE EDIT APPROPRIATELY***Care and compassionEffective communicationAdmission and discharge process with the patientThe patient journeyNursing assessment, planning, delivery and evaluation of careEvidence based practiceProfessional behaviourMultidisciplinary Team workingProcedures and investigations**3. Carry out under direct observation: *EXAMPLES, PLEASE EDIT APPROPRIATELY***Personal Hygiene needsAssessing and meeting patient needs using the appropriate tools e.g. MUST, Early Warning Scores,Vital observations Communicate with service users and carersRecord keeping and documentation Practicing in line with infection prevention and control policies (e.g. hand washing, aseptic technique)** 4. Demonstrate knowledge, skills and values in relation to: *EXAMPLES, PLEASE EDIT APPROPRIATELY***Professional values and behaviours e.g. maintaining confidentiality, non-discriminatory practice, care and compassion** **Safe patient care****Team working** **Development towards the progression criteria****Fundamental nursing skills****Skills in gathering evidence**  |