

BSc (Hons) Midwifery

Placement Handbook

2026/2027

Midwifery Programme Team

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For brevity, the terms woman/women and the pronouns she/her/hers will be used throughout this programme guidance to represent anyone who is pregnant or giving birth, regardless of their gender identity. It is assumed that the care of a transgender or nonbinary person would involve a discussion about preferred pronouns and terminology and that this would be communicated to all of the healthcare team.

Introduction

Midwifery is a practice-based profession. The role of a midwife has been recognised in all societies and has evolved through centuries to the accountable practitioner of today.

The essential values and beliefs on which the BSc (Hons) Midwifery programme is founded, are inextricably linked to the philosophy of midwifery care. This is recognised as the provision of a safe environment in which the woman's individual physical, psychological, social, and spiritual needs can be explained and expressed and wherever possible met. The midwife should be committed to take a leading role in providing this care in a sensitive and comprehensive service, which should be easily accessible and acceptable to the population. The appropriate care and preparation prior to, throughout and following childbirth has positive effects on the health and well-being of women and their families. To this end the education and preparation of competent midwife practitioners is seen as essential to the provision of this philosophy of high-quality.

Allocation of Practice Placements

All undergraduate programmes are carefully structured to provide an integrated balance of theory and practice. Placements are arranged in variety of healthcare settings, enabling students to gain insight and confidence in the practical aspects of their chosen profession.

Throughout the three years, you will have the opportunity to deliver midwifery care in the community, home, birth units and hospital settings. This will enable you to achieve proficiency outlined in the Midwifery Ongoing Record of Achievement (MORA).

In order, to provide you with this variation, midwifery students at UWE, are expected to travel to placements areas across the region. We will try to keep you in your primary placement area (PPA) for the first and third year of the programme; but due to the nature of the programme and in order for you to achieve the practice experiences required for registration, it is not possible to guarantee all placements will be geographically close to where you live.

In order to meet the requirements of the latest National recommendations, a change in the primary placement area will be allocated for year 2 of the programme to ensure NMC standard 3.6 is met

'ensure students gain experience of leadership and team working with different maternity providers'

All placements have been audited to ensure that they meet your learning needs, and you can contribute by completing placement evaluations after each placement block.

Placement Areas

Placement Providers Include:

A) Gloucestershire Hospitals NHS Foundation Trust (GHNHSFT)

- Gloucester Royal Hospital
- Stroud Maternity Unit
- Community Hubs across the Gloucestershire zone including; Gloucester, Cheltenham, Stroud, the Forest of Dean, Tewksbury, Cotswolds and Cirencester

B) Bristol NHS Foundation Trust-Southmead

- Southmead Hospital including Mendip birth centre
- Community Hubs across the North Bristol zone and including Portishead & Clevedon

C) Bristol NHS Foundation Trust- City & Weston-Super-Mare

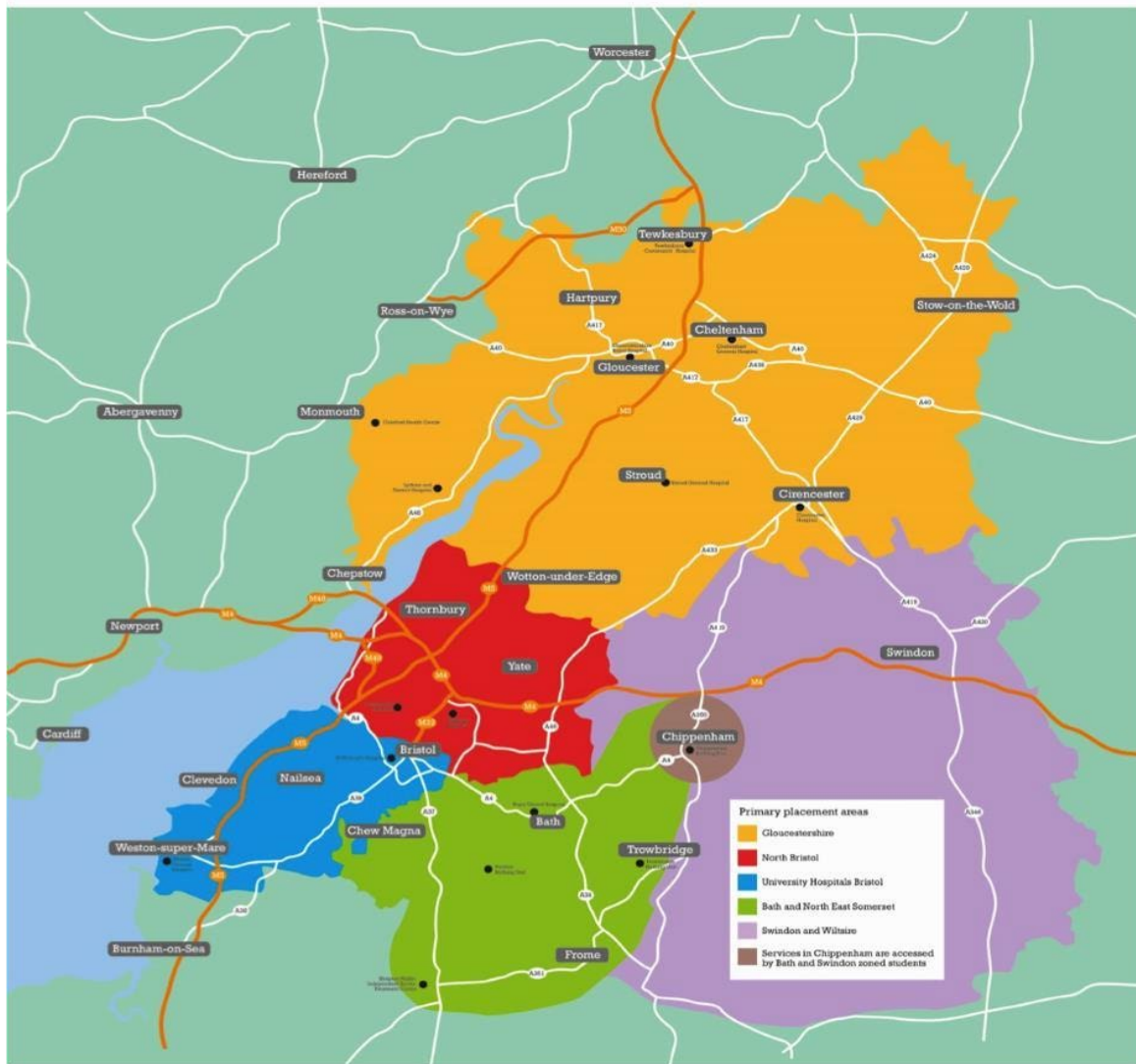
- St Michaels hospital
- South Bristol community hospital
- Ashcombe birth centre (Weston-Super-Mare)
- Community areas across the Bristol and North Somerset zone

D) Royal United Hospitals Bath NHS Foundation Trust

- Royal United Hospital Bath
- Birth & community hubs (Chippenham, Frome & Paulton)

E) Great Western Hospital Foundation Trust

- Great Western Hospital including Whitehorse Birth unit
- Community areas across the Swindon and Marlborough zone including some cross over into Bath and North East Somerset



Mandatory Training

Trust Induction

It is expected that all midwifery students will attend a Mandatory Trust or organisation led specific induction before going into clinical practice in Year 1. Failure to attend will result in you not being allowed to start placement.

Trust inductions include essential information relating to health and safety, personal safety, IT access, local Trust policies (for example, administering medication) and dress code. You may have to attend further Trust inductions throughout your placement if you are placed in another NHS Trust, for example.

Mandatory Skills and Requirements

Prior to commencing placements, the following mandatory requirements must have been completed. Your practice module leader will signpost you to the relevant learning resources and mandatory training session will be available through your timetable.

Year 1 students

- Manual Handling
- Basic Life Support /Paediatric Life support
- Neonatal life Support
- Healthcare students-statutory & Mandatory content-eLearning for health package
- Disclosure Barring Service (DBS) clearance
- Occupational Health (OH) clearance (including being up to date with all vaccinations.)

Failure to attend will result in the delayed commencement of placement and professional suitability proceedings.

Years 2 & 3 students – annual mandatory updates

- Manual Handling
- Numeracy
- Basic Life/ Paediatric Life support
- Neonatal life Support
- Medicines Management
- Safeguarding

Failure to attend will result in the delayed commencement of placement and professional suitability proceedings.

Returning students

Occupational health clearance may also be a requirement of returning to the programme from a period out, illness or a back injury. A full DBS may also be required, depending on length of time away from the programme.

Annual Mandatory updates (as above)

Failure to attend will result in the delayed commencement of placement.

Additionally:

- An online annual Good Health and Good Character Declaration at the start of years 2 and 3.
- Any changes to health that may impact on your ability to complete the outcomes in practice must be declared.
- An Occupational Health assessment may be required to assess fitness for practice and Trust induction (if moving to a new organisation).

ARCPow

ARC is a web-based system that provides access for students to their placement and absence details with the ability to update their contact information online. This is where you will be notified of your next placement.

You can use ARC to; complete the self-declaration of good health and good character, evaluate your previous placement and it records the number of practice hours you have completed.

Disclosure Barring Service (DBS)

All midwifery programmes require an enhanced Disclosure and Barring Service check prior to starting the programme and you will not be allowed into practice until you have DBS clearance. You must send your certificate to Admissions as per the joining instructions. All students with a police conviction or caution on their DBS certificate will be seen by the programme leader in order to decide whether they are eligible to remain on the programme. If you have a concern about your DBS certificate, please contact the programme leader.

Good health and good character

Good health is necessary to undertake practice as a student & qualified midwife. Good health means that you must be capable of safe and effective practice.

It does not mean the absence of any disability or a health condition. Many disabled people and those with health conditions can practise with or without adjustments to support their practice. If you are a midwife in poor health, it means that you are affected by a physical or mental health condition that impairs your ability to practise.

Good character is important and is central to the NMC Code in that midwives must be honest and trustworthy. Your good character is based on your conduct, behaviour, and attitude. It also takes account of any convictions, cautions and pending charges that are likely to be incompatible with professional registration.

Your character must be sufficiently good for you to be capable of safe and effective practice without supervision.

All students must complete the good health and good character declaration on ARCPow on an annual basis.

If you declare a health condition or disability, you should be assessed, where appropriate, with support from the occupational health department, or a disability services team or adviser or other medical practitioner where appropriate. Any assessment relating to disability should focus on what reasonable adjustments can be made to support you to achieve entry to or maintenance on our register.

Attendance on shifts

You must report any periods of sickness or absence to your allocated practice placement area and UWE Practice Placement Office (PPO) Telephone: (0117 328 3283) E-mail: practiceabsence@uwe.ac.uk

Leave a message with your name, contact number, current placement details and reason for your absence. Calls are not routinely returned from this number. If you wish to speak to someone, you should call the Practice Support Line on 0117 32 81152.

A sticker for student lanyards will be provided which includes absence reporting and wellbeing information.

Any absence from practice will need to be made up before the end of the course to comply with NMC requirements. You may make up missed shifts in any placement block, annotating your time sheets as extra hours. At the end of each year missing hours can be made up during the retrieval period if the placement area is available. This will be facilitated by the Co-programme lead (see retrieval guidance doc).

Supernumerary status in clinical placement

Students have supernumerary status and as such, you are not counted as part of the clinical staffing numbers.

Shift patterns/ duty rosters

Shifts are rostered by your clinical area student lead for the clinical placement area.

Under the working time directives, you are entitled to 2 days off a week, but these may not be consecutive. You must also have an 11-hour rest period within a 24-hour period.

Working time directives mean that you should not work more than 48 hours a week, normally averaged over 17 weeks (GOV UK). You will be expected to work weekends (Saturday and Sunday) and night shifts. You should not do more than 3 consecutive night shifts. You should not be expected to work a night shift which ends on the morning of a scheduled university day or starts in the evening of a university day.

- Long day Shift (12.5 hours) – for example 07.30-20.00 or 19.30 – 08.00 (30-minute break)
- Night shifts – for example 19.30-08.00 (30-minute break)
- Community shifts range from 7.5 hours, 10.5 hours and 12.5 hours.

The working week is 37.5 hours, and you should not work more than 150 hours in a 4-week period. Working Time Directives mean that you should not work more than 48 hours in one week.

As is the expectation for registered staff and to meet the NMC requirements, you will be expected to manage personal responsibilities / competing demands to ensure you can attend rostered shifts.

You are expected to follow the shift pattern of your assigned practice supervisor but may in exceptional circumstances, request to alter a shift. Permission to change your shift is granted at the discretion of the midwife responsible for co-ordinating student off duty. Your practice supervisor is not obliged to grant your request. It is important that you make the most of placement opportunities in order to make the necessary links between theory and practice to enable you to meet NMC pre-registration midwifery standards against which you will be assessed.

Breaks

Breaks in practice often occur on an ad hoc basis, however, students should be given at least an uninterrupted 30-minute meal break during the shift. Shorter, regular breaks will also be offered throughout the day/night. Please note, we only require students to record 30 minutes on their timesheets.

Can I go early

Placement staff may choose to let you go home early. If they do, please be appreciative and do not assume you will do this every shift. Beware asking to leave early as it may appear to the staff that you are not interested in learning and are not committed to your course. This may also affect the hours required to meet the NMC standards ensure you record all hours accurately.

Time keeping

Good time keeping links with professional conduct, demonstrating motivation, reliability, and commitment. To be and feel part of a placement team, it is essential to experience the setting fully and this includes being on time to attend shift handover, team meetings, clinical supervision and team debriefs. It also ensures you are up to date with the day to day running of the placement, any changes which may have occurred since you were last on shift and any safeguarding issues. If for any reason you are going to be late, it is courteous and professional to let someone know; in placement this should be your practice supervisor/coordinating midwife or a representative. When you arrive, ensure a member of the team knows you have arrived for health and safety reasons and sign in where appropriate.

Monitoring of absence

Where non-attendance is giving concern students will, in the first instance, discuss the nature of such absence with their Academic Personal Tutor (APT) and, thereafter, with the Programme Leader and / or the Lead Midwife for education (LME).

Students who do not advise the faculty of the reason for their absence and / or fail to submit medical certificates, when appropriate, may be discontinued from the programme.

Failure to meet the attendance criteria for clinical practice elements of the course may result in registration delay or being unable to register as a qualified midwife.

Sickness guidance

You must comply with local Occupational Health policies, for example, on return to placement following diarrhoea and vomiting. If you are experiencing an episode of sickness and vomiting, Trust policy excludes you from returning to placement until 48 hours after your last bout of vomiting. This reduces cross infection to patients and colleagues.

(See appendix 1 for guidance).

Retrieval

If you fail the clinical practice module in any academic year, a retrieval placement will be considered at the award board. If this is not possible, you will be required to step off the programme and return later, if appropriate.

For more information, access the retrieval guidance document on Blackboard.

Timesheets

Your timesheets must be completed accurately to reflect your time in practice. You should get your timesheets signed at least weekly by a registered midwife who is a permanent member of staff. Bank staff and non-registered staff cannot sign your timesheets. Follow the guidance provided by PPO to ensure you submit your timesheets promptly.

[Online timesheets - Practice Support Net | UWE Bristol](#)

Failure to do so will result in you being recorded as absent. The practice team checks and verifies your documentation and timesheets and then your practice hours are recorded on ARC. If you have a query about your practice hours once recorded on ARC please contact PPO.

You will need to attach a copy of your timesheets and declaration to any travel claims (see below) you may make; therefore, it is also a good idea to keep a copy of the timesheets for your own personal record.

Failure to submit time sheets will be classed as a non-submission against the relevant practice module. Falsification of timesheets will be considered a breach of your NMC Code (NMC 2018) and will be referred to Professional Suitability proceedings within the University and may result in a discontinuation of your studies. You may also be referred for investigation under NHS Counter Fraud procedures.

Annual leave policy

All annual leave is fixed during the 3 years of the programme and students are unable to take annual leave outside of these times.

If annual leave is taken outside of the allocated periods, this could be construed as unprofessional behaviour and may result in investigation under the Professional Suitability and Professional Conduct Policy.

Bank holidays are pre-set according to your programme of study. This is non-negotiable and as a student you cannot request additional annual leave to manage child/ carer responsibilities. If your practice placement falls during Bank Holiday periods such as Good Friday, Easter Monday, May and August Bank Holidays, you may be scheduled to work on these days as normal, however this is not mandated by the University. If you wish to not work on a scheduled Bank Holiday, you will need to make up the hours at another time. Hours worked on these days are counted as normal placement hours and not as enhanced or extra hours.

The only exception to the bank holidays rule on the midwifery course are Christmas Day, Boxing day and New Year. You will not be scheduled to work these days.

Access to placement plans

An Access Plan involves an informal meeting, designed to give the student an opportunity to discuss their needs around placements and any support or reasonable adjustments that could be put in place including access to the placement, parking and travel, the working day including shifts and nights/weekend work. It may also cover equipment and documentation and anything else that is relevant to their learning experience on placement. Following the meeting, a short report will be written by the Disability Advisor, which will be circulated to everyone present at the meeting. It is then the responsibility of the student to show this report to the appropriate staff members whilst on placement in order for any support and adjustments to be put in place. If you feel that you may benefit from having an access plan, please contact your APT in the first instance.

Car parking

Car parking whilst on placement is limited at most Trusts. It is therefore advisable for students to find out before starting their placement if there are any facilities for student car parking.

Travel claims

All placement expense claims should be submitted via the NHS learning support fund. See the programme Blackboard site for more information.

Accommodation for placements

Some students can arrange accommodation for placements if they are unable to travel to placement daily. Please contact the Student Advisors via the Information Points to find out if this is applicable to you.

Raising and escalating concerns

Students are advised to raise concerns during placement as soon as they arise. Concerns can be reported/discussed with:

- The students' Academic personal tutor/ Academic assessor or the Academic in Practice
- Practice support line: 0117 3281152 or hscpsl@uwe.ac.uk
- [UWE Report and support tool](#)

The NMC has published guidance on [Raising Concerns: Guidance for nurses and midwives](#) (2019) setting out broad principles that will help practitioners think through issues and take appropriate action in the public interest.

If you have a concern that someone who is registered as a nurse or midwife is not fit to practise because of a health or character issue, you have a duty outlined in the code to make your concerns known. In the first instance, you should discuss this with your APT or AiP.

Practice Support Line

The Practice Support Line is a confidential helpline for nursing and midwifery clinical supervisors, practice assessors and students. Students are encouraged to use this line to report concerns whilst on placement and seek support from AiPs if required. Contact details are: hscpsl@uwe.ac.uk and 0117 32 81152.

Practice Support Net (PSNet)

[Practice Support Net](#) provides advice, guidance and tools to support practice supervisors and practice assessors in their role. It gives guidance by programme and information about assessment in practice which you may also find useful.

Pregnancy, maternity, adoption and partner leave

See [UWE Student Pregnancy, Maternity, Adoption and Partner Leave](#).

Pregnant students are entitled to maternity leave. Once a student reaches 20-24 weeks pregnant, they will be given a MAT B1 form by their midwife which confirms the pregnancy. Students should be advised to contact the programme lead once they have their MAT B1 form even if they do not wish to take any maternity leave so that they can plan for progression, discuss maternity leave and entitlements.

All students should have an access plan which your APT can arrange for you. You should inform your placement that you are pregnant so that a local risk assessment can be undertaken. You can obtain a replacement uniform free of charge to accommodate your pregnancy.

Students whose partners are expecting a baby are entitled to up to 4 weeks maternity support leave which cannot commence until the baby is born. These 4 weeks can be taken at any point within the first year of the baby's life and can be taken separately. Students are also permitted reasonable time off study in order to enable him/her/them to attend antenatal appointments prescribed by a doctor, midwife or health visitor with his/her/their partner.

Students who are adopting a child are entitled to Adoption Support Leave.

In all cases, you should contact your programme lead who will sign post you appropriately.

Occupational health service

The University has a contract with the Avon Partnership NHS Occupational Health Service for assessment, advice and guidance in relation to fitness for practice placements and other health related matters. When commencing your programme of study Occupational Health sessions will be timetabled to assess your immunisation records and initiate any required immunisation programmes.

Any contamination with bodily fluids or needlestick injuries must be reported immediately via the Trust reporting systems and UWE incident report form [UWE online accident report form](#).

You may be asked to contact the service directly for telephone advice before a referral is made for you. All students should declare all health conditions before you start on the programme, an assessment will be undertaken to plan how you will achieve the requirements of the programme and clinical practice. If you do not declare a known health condition which compromises your ability to be in placement, this may be considered under the UWE Professional Suitability Policy and Procedure.

Please note that all back injuries must be assessed by OH prior to returning to placement. If you sustain a back injury, please inform the co-programme leader as soon as possible so that they can refer to you to Occupational Health and plan to support you.

Vaccinations

All students should be up to date with their routine immunisations, e.g. tetanus, diphtheria, polio and MMR. On starting a nursing or midwifery programme, all students are asked to provide details and documented evidence, where available, to show their status in respect of a number of infectious diseases and immunisations (tuberculosis, measles, mumps, rubella, chicken pox, varicella, hepatitis B, hepatitis C, HIV antibodies). You may need to ask your current/previous Occupational Health Department, General Practitioner or Practice Nurse for information. Please ensure you attend scheduled occupational health assessments and vaccination clinics to meet the requirements to attend clinical practice. Failure to attend might result in charges for missed appointments.

You may be eligible to have a flu vaccination whilst on placement. Staff involved in direct patient care including students should be advised to enquire about vaccination when in a placement where the seasonal flu / Covid vaccines are offered to staff.

Latex allergy

Healthcare workers who frequently use latex gloves are at risk for developing latex allergy. It can also cause irritant contact dermatitis. This causes dry, itchy, irritated areas on the skin, most often on the hands. It can be caused by the irritation of using gloves, or it can also be caused by exposure to other workplace products. Frequent hand washing, incomplete drying, exposure to hand sanitizers, and the talc-like powder coatings (zinc oxide, etc.) used with gloves can aggravate symptoms. If you have or suspect that you have a latex allergy, you should be contact your APT or programme leaders for an Occupational Health referral and/or an access planning meeting. It may also be advisable for you to seek advice from our GP.

Needlestick injuries

If you sustain a needlestick injury, you must follow the Trust's local Needlestick Injury policy which will include attending Occupational Health as soon as possible. You should also ensure that the incident is reported to the University by contacting the practice support line (0117 3281152).

Exposure Prone Procedures – advice for midwifery students

See appendix 2 for the adapted Public health England, 2017: 'Emergency healthcare workers, exposure prone procedures (EPPs) and the exposure prone environment advice.'

Investigations in practice

On occasion students will be involved in the care that has resulted in an adverse incident. There is a culture of no blame, openness, and honesty in keeping with the Duty of Candour. In order for the Trust to learn from incidents an investigation will be carried out. Students who were present during incidents may be asked to provide information in addition to clinical documentation.

Support will be provided via a patient safety midwife and the university. Students should inform their academic personal tutor if they have been involved in an incident.

Clinical practice placement expectations

Top tips for professional practice (**see appendix 3**)

Uniforms and Dress Code

UWE has a strict uniform and dress code policy. All these requirements are to prevent cross infection and protect the public and yourself from injury.

- Your uniform should be clean
- Student ID badge must be clearly visible
- Black shoes, preferably lace up (No crocs or pumps)
- Long hair must be tied back and off the face and shoulders
- Nails must be short and free from varnish
- No false nails or eyelashes
- Keep make up minimal
- Jewellery – ear studs, or one plain ring only
- Ear spacers and plugs, necklaces and hoop type earrings must not be worn
- Piercings kept to a minimum and discreet

When travelling to and from placement, it is preferable to travel in your own clothing, changing into uniform on arrival. It is a good idea to purchase a dark (e.g. blue/black) coloured full-length coat or raincoat which will completely cover your uniform whilst travelling. This is particularly useful when undertaking community-based placements. It is inadvisable to be seen in public in uniform as members of the public may mistake you for registered staff and seek assistance inappropriate to your status. Wearing your uniform in places such as shops, restaurants and bars whilst off duty, is not only an infection control risk, it may also undermine the idea that you are safeguarding the health and wellbeing of the public. Please avoid wearing your uniform in public.

- Where there are religious or cultural issues that affect adherence to the uniform policy; please seek advice from the Co-Programme Leader prior to commencing placement.
- Pregnant students can obtain a replacement uniform free of charge to accommodate their pregnancy.
- All students should wear their uniform when attending mandatory training and skills days sessions at UWE.
- Students can purchase replacement uniforms from reception at Glenside campus or online via the Students' Union.

Professional communication

During your training, you will engage in a range of communication across the midwifery spectrum, as well as other health and social care practitioners, services users, family members, carers and academic staff. This will include written and verbal communication across a range of environments. You are expected to conduct yourself appropriately and professionally at all times; ensuring and respecting confidentiality, equality, diversity and good ethical practice as outlined in the NMC Code (2018)

Advancements and the increased use of IT with digital technology increases the risk of confidential patient/service user information being made available to many people and care should be taken to ensure the use of these should not compromise service user safety, confidentiality and treatment. Particular emphasis is placed on the appropriate use of emails for correspondence purposes. Service users and their families/carers should never be discussed via social networking sites. Any breach of confidentiality will result in referral to the Professional Suitability Policy and Procedure.

Professional suitability/fitness to practice

The University provides several programmes of study where students' professional suitability to register for and undertake the programmes will be relevant and will require assessment and monitoring by the University. These programmes of study are ones which lead to professional registration and/or a license to practise in a professional context and are characterised as being practice-centred and directed towards the achievement of professional competence and/ or professional registration. In addition, all these programmes are accredited and/or regulated by professional, statutory or regulatory bodies which are involved in the design, delivery and regulation of programmes.

Programmes within the Department of Nursing and Midwifery are monitored and validated by the Nursing and Midwifery Council (NMC). In particular, the NMC is concerned with seeking to ensure that students comply with professional codes of conduct and demonstrate developing standards of professionalism. All nursing and midwifery students are bound by the NMC Code (2018).

Considering the above, the University needs to be satisfied that students registering for and undertaking such programmes are professionally suitable to do so in the context of the professional area concerned, and with reference to the standards of the particular profession and the requirements of the NMC. Students registering for and undertaking such programmes are bound by the UWE Professional Suitability and Professional Conduct Policy and are required at all times to demonstrate acceptable standards of conduct, demonstrate relevant values and attitudes, satisfy relevant criminal record requirements, and satisfy relevant health requirements for the programme concerned, as set out in the programme handbook. [The Professional Suitability Policy and Procedure](#) sets out how the

University may respond to instances where a concern is raised regarding a student's professional suitability/fitness to practice and the type of action that the University may take to deal with the concern, and to support the student. In appropriately serious cases, the University has the right to suspend and/or terminate a student's registration on the programme.

The University recognises that concerns regarding students' professional suitability may arise in a variety of ways (e.g., as a result of a student's practice, academic performance or his/her/their conduct, or issues raised by University staff, other students, health professionals or placement providers).

In implementing this Policy and Procedure, the University will remain mindful of its duty of care and of its obligations to students under the Equality Act 2010 including in appropriate cases to make reasonable adjustments. It will also remain mindful of the confidential and sensitive nature of professional suitability matters and of its obligations under the Data Protection Act 1998.

Paid employment outside of the midwifery programme

All pre-registration midwifery courses are regarded as full-time courses. You have a professional responsibility to ensure that you are fit to attend your practice learning opportunity and/or University and to ensure the safety of those under your care as well as for your own health and well-being. You should adhere to the Working Time Directive. Paid shifts must not be substituted for placement learning.

Support in practice

- APT/AA/PA/AiP support is available throughout practice placements
- Practice support line (0117 3281152 or hscpsl@uwe.ac.uk)
- Professional midwifery advocate service- offers clinical restorative supervision sessions. Students can self-refer to by visiting the Blackboard programme site/spotlight on your programme file/PMA referral form.
- UWE Wellbeing services: [Contact the Wellbeing Service - Wellbeing support | UWE Bristol](#)

Safe learning environment charter



Following a review (including the voices of 2064 learners) of midwifery education and training in 2022, the safe learning environment charter supports the development of positive safety cultures and continuous learning across all learning environments in the NHS. It is underpinned by principles of equality, diversity, and inclusion.

Read more about the charter's 10 recommendations below:

Respect and feeling valued

Learners are respected and feel valued in the learning environment, demonstrated by effective communication and engagement.

Positive identity

Learners are easily identified and viewed positively within the clinical environment.

Wellbeing

Learners understand the importance of physical, emotional, and psychological safety and are aware of services and resources that can support their health and wellbeing.

Raising concerns and speaking up

Learners know how to raise a concern and feel empowered to speak up, knowing that they will be appropriately supported.

Placement induction

Learners receive a placement induction that supports their learning and adequately prepares them for their roles. Placement induction processes are well-established and evidenced to support learners.

Communication

Learners have a clear pathway for support from both the education provider and the placement provider. They know by whom, when and how that support is delivered.

Flexibility

Learner wellbeing and professional development is supported by flexible working and learning practices, both in terms of accessibility to facilities and to forms of educational opportunities.

Supervision

Learners are supported by positive role models and appropriate levels of supervision. Continuity of supervision builds on individual learning needs, develops confidence and proficiency.

Teaching and learning needs

Learners are supported by supervisors who are adequately prepared for the role and understand the underpinning principles regarding how individuals learn in a practice setting. They are recognised as learners rather than workers and enabled to develop towards independent practice.

Time and space for learning

Learners are given time to reflect on and process learning experiences. They receive regular verbal and written feedback, providing opportunities for development and assessment to occur.

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Appendix 1

Sickness guidance

You must comply with local Occupational Health policies, for example, on return to placement following diarrhoea and vomiting. If you are experiencing an episode of sickness and vomiting, Trust policy excludes you from returning to placement until 48 hours after your last bout of vomiting. This reduces cross infection to patients and colleagues.

Sickness of less than 6 days

If you are sick for up to 6 consecutive days, you must submit a self-certification form to the Professional Practice Office (PPO). These are available from the Information Point. If you have less than 6 days sickness or absence during a placement, then you can choose to make up some or all the hours missed within the placement, if agreed by the placement. You may negotiate with the placement to make up hours equivalent to the shift that you have missed. These hours should be recorded on your timesheets in the makeup hours box and signed by your practice supervisor. These makeup hours will then be added to your ARC record by the PPO team. Please note that you must not exceed the Working Time Directive of working more than 48 hours.

Sickness of 6 days or more

If you are sick for 7 consecutive days or more, a medical certificate is required from your GP. This should be submitted directly to the Professional Practice Office to accurately record practice hours. If you are absent or sick for more than 6 days during a placement, then you must discuss how and when you make up hours with the Co-Programme Leader. It is not always possible to make up time in the same practice learning opportunity. Students, who have long periods of sickness, or frequent short-term sickness/absence, will be required to attend Occupational Health for a health assessment, which the Programme Leader will request. You may be required to intermit from the programme if the absence is lengthy as you are not likely to be able to meet the learning outcomes to pass placement.

Appendix 2

Exposure Prone Procedures – advice for midwifery students

The below is adapted from Public health England, 2017: 'Emergency healthcare workers, exposure prone procedures (EPPs) and the exposure prone environment advice.'

The majority of clinical procedures (including many which are invasive) in the healthcare setting pose no risk of transmission of blood borne viruses (BBVs) from an infected Health Care Worker (HCW) to a patient (or vice versa) and can be safely performed, **provided that appropriate infection prevention and control precautions are adhered to scrupulously at all times.**

Those procedures where an opportunity for transmission of BBV does exist are described as exposure prone, where injury to the HCW could result in the worker's blood contaminating the patient's open tissues (or vice versa). This is described as "bleed-back".

Exposure Prone Procedures (EPPs) include procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues inside a patient's open body cavity, wound or confined anatomical space, where the hands or fingertips may not be completely visible at all times. The definition of EPPs given above embraces a wide range of procedures, in which there may be very different levels of risk of bleed-back. A risk-based categorisation of clinical procedures has been developed, including procedures where there is negligible risk of bleed-back (Category 0) and three categories of EPPs with increasing risk of bleed-back (see below).

Category 0 (negligible risk of bleed back)

Those procedures where the hands and fingertips of the worker are visible and outside the patient's body at all times, and internal examinations or procedures that do not involve possible injury to the worker's gloved hands from sharp instruments and/or tissues. These procedures are considered not to be exposure prone **provided routine infection prevention and control procedures are adhered to at all times.**

Category 1

Procedures where the hands and fingertips of the worker are usually visible and outside the body most of the time and the possibility of injury to the worker's gloved hands from sharp instruments and/or tissues is slight. This means that the risk of the HCW bleeding into a patient's open tissues should be remote.

Category 2

Procedures where the fingertips may not be visible at all times but injury to the worker's gloved hands from sharp instruments and/or tissues are unlikely. If injury occurs it is likely to be noticed and acted upon quickly to avoid the HCW's blood contaminating a patient's

open tissues. Emergency Healthcare Workers, Exposure Prone Procedures (EPPs) and the Exposure Prone Environment 7

Category 3

Procedures where the fingertips are out of sight for a significant part of the procedure, or during certain critical stages, and in which there is a distinct risk of injury to the worker's gloved hands from sharp instruments and/or tissues. In such circumstances it is possible that exposure of the patient's open tissues to the HCW's blood may go unnoticed or would not be noticed immediately.

Pre-requisites that must be fulfilled prior to procedures being carried out are:

- Occupational Health (OH) immunisation programme complete, and OH status known
- Theoretical training in UWE complete
- Informed consent of client
- Support of practice supervisor /practice assessor
- Obligatory e-learning complete (Trust specific)

Practice must include the use of appropriate personal protective equipment (PPE) to minimize the risk of injury. Examples of PPE to mitigate risk include:

- visor or goggles
- mask
- protective clothing such as surgical gown, disposable apron
- clinical gloves
- appropriate protective footwear

PROCEDURE	RISK	TIME-FRAME
Venepuncture	Category 1	Year 1
Cannulation	Category 1	Year 2
Giving injections	Category 1	Year 1
Vaginal examination	Category 0	Year 1
Artificial rupture of membranes (ARM)	Category 2	Year 2
Application of fetal scalp electrode (FSE)	Category 2	Year 2
Birth*	Category 0	Year 1

Observational role in theatre*	Category 0	Year 1
Active role in theatre	Category 2	Year 1
Perineal Inspection**	Category 0	Year 1
Suturing**	Category 3	Year 2
Insertion and removal of catheter	Category 0	Year 1
Rectal examination / administration of drugs per rectum (PR)	Category 0	Year 1
Newborn blood sampling (SBR / BM newborn blood spot)	Category 1	Year 1
Maternal and neonatal swabs	Category 0	Year 1
Exposure to body fluids, either maternal or neonatal i.e. changing nappies, changing maternity pads	Category 0	Year 1
Urinalysis*	Category 0	Year 1

*Splash risk

**Suturing only undertaken under direct (visual) supervision, following theoretical training

Appendix 3

Working with your practice supervisor in practice

"All students on an NMC approved programme must be supervised while learning in practice" (NMC 2018). All NMC registered nurses, midwives and nursing associates are capable of supervising students, serving as role models for safe and effective practice. Students may be supervised by other registered health and social care professionals. Your allocated practice supervisor/practice assessor will complete your MORA document.

Tips for a successful placement

It is your responsibility to learn as much as possible whilst on placement, and although some of the following tips seem obvious, they increase your chance of success.

Summary of student responsibilities for practice learning

Before practice learning starts

- When you have obtained details of your practice learning setting on ARC, contact the allocated clinical supervisor and Practice assessor, at least two weeks before the starting date.
- When you make the initial contact introduce yourself, confirm starting date and time and clarify your allocated working hours, dress code, car parking and access plans.
- Consider your travelling arrangements.
- Ensure you understand the specific expectations of your allocated practice placement/practice learning setting by accessing and reading appropriate documents.
- Make sure you are familiar with your assessment documentation, the proficiencies you need to achieve and what the university expects of you for each placement. Use the Midwifery Ongoing Record of Achievement (MORA) to identify the proficiencies you need and record your plans to achieve whilst on placement. (This will enable the first discussion with your practice assessor)

During practice learning

- Uphold the Nursing and Midwifery Council Code (NMC 2018)
- Be friendly, enthusiastic, and professional in your manner
- Meet with your practice assessor as soon as possible to discuss your learning needs and the clinical staff's expectations
- Be willing to participate in care and help your colleagues
- Ask for help when you need it. Always admit when you do not know something
- Be punctual and adhere to the area's dress code, policies & procedures
- Get to know the clients, staff and personnel allied to the placement area
- Take advantage of any learning opportunities internal and external to the placement area
- Find out what learning opportunities are available to you outside the placement area and take advantage of them

- Reflection is a valuable learning tool, so take the opportunity to reflect on your experiences e.g. with peers; with your practice assessor; keeping a reflective diary
- Ask appropriate questions
- Read the area's student literature
- Discuss any concerns with the staff as and when they arise
- When it is quiet, or if you are unsure whether there is anything you can do to help, ask the staff what you can do
- Contact the Practice Support Line and/or your APT as soon as possible if you are having problems
- Adopt a questioning and reflective approach to your learning to increase self-awareness, confidence, and competence
- Where appropriate give and receive constructive feedback

Other information

- Seek help from UWE student advisers, if issues such as finance, accommodation or personal issues are impinging on your practice learning (Student Information Point)
- Comply with the UWE sickness and absence policy, and the Trust/Organisations reporting arrangements.
- Constructively evaluate the placement itself, using the UWE approved online evaluation at the end of each placement.
- Act always, in accordance with Health and Safety regulations
- Maintain confidentiality about service users and documentation.
- Work within the NMC Code (2018)