



Quality Management of the Practice Learning Environment (QMPLE) Student Practice Learning Environment Feedback (SPLEF) Review Protocol

Please read this protocol in conjunction with the SPLEF Alert Process (Attached as Appendix 3)

SPLEF Review Principles:

- QMPLE SPLEF will only be available to complete from seven days prior to a practice learning experience (PLE) end date until three weeks after PLE end date.
- Within ten working days of the close of the SPLEF window (Appendix 1), Approved Education Institution (AEI) nominated academic and nominated PEF/CHEF will independently review student feedback and discuss any areas of good practice and any identified concerns with each other, taking into account:
 - a. Quantitative summaries and
 - b. Verbatim comments identified by the student

It is acceptable to wait for three SPLEFs, or twelve weeks, when a student grievance is identified within an individual SPLEF. *Where there is no nominated PEF CHEF for a clinical area the AEI nominated academic will liaise with the area's Team Lead to review the content of student feedback prior to release to Practice Education Role (PER). Where the nominated PEF CHEF or academic is unavailable within the ten working day timescale, SPLEF alerts can be raised to PEL or PLL.*





- Following discussion and agreement, an alert can be raised with both the Board and AEI Practice Learning Lead. Any alerts raised will be discussed by the Board and AEI Practice Learning Lead within 10 working days of the alert being raised (see Appendix 3).
- The Board and AEI Practice Learning Lead will undertake a professional discussion to provide actions/solution/further escalation within the appropriate organisation¹
- Where appropriate an action plan, (Appendix 2), will be agreed, written and reviewed by PER, nominated PEF/CHEF and nominated academic in order to address identified SPLEF concerns.
- SPLEF action plans will be kept live and retained by clinical areas. PEF CHEF Team will collate action plan themes quarterly.
- Improvements will be recorded by practice education staff via “You Said We Did” functionality within QMPLE every 6 months or **within 20 working days** if in response to a SPLEF action plan.
- SPLEF action plan themes will be discussed and actions agreed at Quarterly South East Scotland Practice Learning and Education Committee (SESPLEC).

¹Where non-NHS, Escalation will occur in line within organisational reporting structures.





Appendix 1 - Timelines for the review of student feedback via QMPLE

Edinburgh Napier University Academic Year 2021/22

Module	Placement Dates	PLE end date	SPLEF window closes (3 weeks following PLE end date)	PEF/CHEF and academic review by (10 working days following closure of SPLEF window):
PLE 1 BN	17.01.22-27.02.22	27.02.22	20.03.22	01.04.22
PLE 2 BN	16.05.22-19.06.22 OR 20.06.22-24.07.22	19.06.22 OR 24.07.22	10.07.22 OR 14.08.22	22.07.22 OR 26.08.22
PLE 3 BN	04.10.21-05.12.21	05.12.22	26.12.21	14.01.22
PLE 4 BN	28.02.22-17.04.22	17.04.22	08.05.22	20.02.22
NP5 BN/MN	25.10.21-28.11.21 AND 21.02.22-27.03.22	28.11.21 ** AND/OR 27.03.22	19.12.21 AND/OR 17.04.22	31.12.21 OR 22.04.22
NP6 BN/MN	09.05.22-14.08.22	14.08.22	04.09.22	19.09.22
PLE1 MN	21.02.22-17.04.22	17.04.22	08.05.22	20.05.22
PLE2 MN	06.06.22-31.07.22	31.07.22	21.08.22	02.09.22
PLE3 MN	19.09.22-30.10.22	30.10.22	20.11.22	02.12.22
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MID PRAC 1 BM	07.02.22-06.03.22 AND 07.03.22-10.04.22	06.03.22 AND 10.04.22	27.03.22 01.05.22	08.04.22 13.05.22
MID PRAC 1 BM	20.06.22-17.07.22 AND 08.08.22-04.09.22 OR 11.07.22-07.08.22 AND 08.08.22-04.09.22	17.07.22 04.09.22 07.08.22 04.09.22	07.08.22 25.09.22 28.08.22 25.09.22	19.08.22 07.10.22 09.09.22 07.10.22
MID PRAC 1 PG	28.02.22-27.03.22	27.03.22	17.04.22	29.04.22
MID PRAC 2 PG	20.06.22-07.08.22	07.08.22	28.08.22	09.09.22
MID PRAC 1 MM	20.06.22-17.07.22 AND 08.08.22-04.09.22	17.07.22 04.09.22	07.08.22 25.09.22	19.08.22 07.10.22
MID PRAC 2 –SEP20	11.10.21-19.12.21	19.12.21	09.01.22	21.01.22
MID PRAC 3	07.02.22-10.04.22	10.04.22	01.05.22	13.05.22
MID PRAC 4	06.06.22-03.07.22 AND 04.07.22-31.07.22 OR 25.07.22-21.08.22	03.07.22 31.07.22 21.08.22	24.07.22 21.08.22 11.09.22	05.08.22 02.09.22 23.09.22
MID PRAC 5	11.10.21-07.11.21 AND 15.11.21-19.12.21	07.11.21 AND 19.12.21	28.11.21 09.01.22	10.12.21 21.01.22
MID PRAC 6	07.02.22-06.03.22 AND 07.03.22-03.04.22	06.03.22 AND 03.04.22	27.03.22 24.04.22	08.04.22 13.04.22
MID PRAC 7	30.05.22-26.06.22 AND 27.06.22-31.07.22	26.06.22 AND 31.07.22	17.07.22 21.08.22	29.07.22 02.09.22

University of Edinburgh





Module	PLE end date	SPLEF window closes (3 weeks following PLE end date)	PEF/CHEF and academic review by (10 working days following closure of SPLEF window):
Part 1, Placement 1	5th December 2021	26th December 2021	13th January 2022 (with Xmas BH)
Part 1, Placement 2	3rd April 2022	24th April 2022	9th May 2022 (2nd May BH)
Part 1, Placement 3	26th June 2022	17th July 2022	29th July 2022
Part 1, Placement 4	7th August 2022	28th August 2022	9th September 2022
Part 2, Placement 1	28th November 2021	19th December 2021	6th January 2022 (with Xmas BH)
Part 2, Placement 2	3rd April 2022	24th April 2022	9th May 2022 (2nd May BH)
Part 2, Placement 3	26th June 2022	17th July 2022	29th July 2022
Part 2, Placement 4	7th August 2022	28th August 2022	9th September 2022
Part 3, Placement 1	28th November 2021	19th December 2021	6th January 2022 (with Xmas BH)
Part 3, Placement 2	3rd April 2022	24th April 2022	9th May 2022 (2nd May BH)
Part 3, Placement 3	26th June 2022	17th July 2022	29th July 2022
Part 3, Placement 4	24th July 2022	14th August 2022	26th August 2022





Part 3, Placement 5	28th November 2021	19th December 2021	6th January 2022 (with Xmas BH)
Part 3, Placement 6	10th April 2022	1st May 2022	16th May 2022 (with 2nd May BH)
Part 3, Placement 7	19th June 2022	10th July 2022	22nd July 2022
MN-Part 1, Placement 1	5th December 2021	26th December 2021	13th January 2022 (with Xmas BH)
MN-Part 2, Placement 2	17th April 2022	8th May 2022	20th May 2022
MN-Part 2, Placement 3	24th July 2022	14th August 2022	26th August 2022
MN-Part 2, Placement 4	18th September 2022	9th October 2022	21st October 2022
MN-Part 3, Placement 1	5th December 2021	26th December 2021	13th January 2022 (with Xmas BH)
MN-Part 3, Placement 2	1st May 2022	22nd May 2022	3rd June 2022
MN-Part 3, Placement 3	10th July 2022	31st July 2022	12th August 2022
MN-Part 3, Placement 4	18th September 2022	9th October 2022	21st October 2022





Queen Margaret University

Module	PLE end date	SPLEF window closes (3 weeks following PLE end date)	PEF/CHEF and academic review by (10 working days following closure of SPLEF window):
Person-centred Processes 1	Last possible working day 16 th May 2021	6 th June 2021	18 th June 2021
Person-centred Processes 2	Last possible working day 9 th May 2021	30 th May 2021	11 th June 2021
Person-centred Processes 3	Last possible working day 4 th April 2021		
Skills and Practice 4	Last possible working day 23 rd May 2021	13 th June 2021	25 th June 2021

Open University





Module	PLE end date	SPLEF Window Closes (3 weeks following PLE end date)	PEF/CHEF and academic review by (10 working days following closure of SPLEF window):

University of Stirling

Module	PLE end date	SPLEF Window Closes (3 weeks following PLE end date)	PEF/CHEF and academic review by (10 working days following closure of SPLEF window):

Appendix 2: SPLEF Action Plan Template

Quality Management of the Practice Learning Environment (QMPLE)
Student Practice Learning Environment Feedback (SPLEF) Action Plan





This action plan is a tripartite agreement between the AEI, Clinical Practice and PEF /CHEF. This will be held in clinical practice.

Learning Environment:		Learning Centre:	
Date of professional discussion between nominated academic and PEF/CHEF:			
Date of professional discussion between PER/PEF/nominated academic:			

Date action plan commenced	Specific SPLEF concern	Related area of SPLEF	Action to be Taken	Support/Resources Required	Person Responsible for Completing Action	Review Date	Signature (when action completed)
29/4/2021	No planned orientation or induction as documented in PAD	Start of Placement	<ul style="list-style-type: none"> Ensure PA/PS are aware of student induction process by undertaking Microsoft teams facilitated learning session PS/PA education on ePAD 	PAD Microsoft teams	PEF	21/5/2021	



QMPLE Student Practice Learning Environment Feedback (SPLEF) Alert Process

SPLEF completed by student within final week of PLE or within three weeks of completion of PLE

SPLEF reviewed by relevant PEF/CHEF and relevant academic **within 10 working days** of SPLEF closure date.

Alert Raised

- QMPLE SPLEF alert raised by PEF/CHEF and relevant academic to both AEI Practice Learning Lead and Board Practice Learning Lead
- PEF/CHEF discusses alert and rationale with PLE PER
- NB: SPLEF alert will only be visible on QMPLE

Alert Reviewed

- If an action plan is required this is agreed between PEF/CHEF, PLE PER and relevant academic **within 10 working days of alert being raised** to include responsibilities and timelines for resolution

Alert Resolved

- "You Said We Did" QMPLE section completed/updated by PER every 6 months or **within 20 working days** if in response to a SPLEF action plan

Alert Governance

- Quarterly SPLEF Alerts Report discussed at South East Scotland Practice Learning and Education Committee
- SPLEF will contribute to EiC measures (released feedback)