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**The Programme**

The Higher National Certificate in Care and Administrative Practice is offered to employees of NHS Lothian either as a full or part-time course. The course is facilitated and delivered via a 3-way partnership between Edinburgh College, Edinburgh Napier University and NHS Lothian.

The course has been endorsed by National Health Service Education for Scotland (NES) and as such equates to the first year of pre-registered nurse training at Edinburgh Napier University. On successful completion of the programme, students are offered entry into the second year of the pre-registration nursing programme at Edinburgh Napier University. The course enables progression into most fields of nursing – adult, mental health, learning disability and child health. However, the student must choose which field of nursing they would like to enter before they commence on the HNC programme and this is determined by their area of work and previous experience.

Funding is available to cover course fees and to provide some backfill money for 80% of the time that the member of staff is attending college or utilising study time.

There is no cost to NHS Lothian in allowing staff to attend this course however there is an expected commitment from the clinical area that they will provide support and mentorship to ensure that the students achieve their clinical competencies and undertake in a positive learning experience. Mentors must be active on the mentor database and up to date with their annual update and triennial review, as per the NMC Standards for Mentorship (2009).

766 clinical placement hours are required to be completed in total over the length of the HNC course which matches with Year 1 of the Bachelor of Nursing Programme and meets the requirements of the Nursing and Midwifery Council for any pre-registration nursing programme.

**NB** Study time is arranged at local level and may be used either to achieve clinical leaning outcomes or for college assignments.
**HNC Course Content**

The HNC Care and Administrative Practice consists of Higher National Credits and the following offers a breakdown of the course content:

- Safe Working Practice for Care
- Therapeutic Relationships: Understanding Behaviour
- Understanding Personal and Professional Development
- Learning Through Practice
- Sociology for Care: An introduction
- Graded Unit
- Physiology for Care Professionals
- Essential Skills for Care practice
- Principles of Professional Practice

As part of the learning outcomes students are required to participate in certain aspects drug administration. However, prior to students being involved in aspects of drug administration, they are required to attend a Drug Administration Workshop - details of this will be distributed by the college. Students should utilise their study time to attend this workshop.

HNC students will also have to complete the appropriate part of the NES Cleanliness Champions programme prior to them moving onto Edinburgh Napier University.

**Full time course commitments (September intake)**
Students need to work a minimum of 35 hours per week
2 full days in college (9-5.30pm)
1 study day (7.5 hours)
13.5-15 hours clinical hours per week

**Part time course commitments (September intake)**
Students need to work a minimum of 19 hours per week
1 day in college (9-5.30pm)
0.5 study day (3.45 hours)
Remaining hours in clinical area

**NB** Study days are arranged at local level and may be used either to achieve clinical leaning outcomes or for college assignments.

**766 clinical placement hours** are required to be completed in total over the length of the HNC course and to meet the requirements of the NMC for any pre-registration nursing programme.
Practice Placements

An Edinburgh Napier student nurse will attend 3 clinical placements throughout their first year. A HNC Healthcare student remains in their clinical area for their practice element of this course, although at times they may need to have some experience in other clinical areas if their current employment does not allow opportunities for them to have experience of the required clinical skills.

Throughout this year/s the mentor will be asked to assess the student as being competent in performing a number of clinical skills as well as signing them off as having achieved the same competencies as a first year Napier student. It is therefore essential that the HNC Healthcare student is given the same learning opportunities that a first year student has in your area.

Backfill money is available to your area for some of the time that the student is attending college and for their study time. For their remaining hours they are included in the staffing establishment and will have CSW/N/A duties to do. This presents a specific challenge in that this is also the time they need to use to meet clinical competencies. It is anticipated that they will learn and demonstrate skills as they are working and it is important to remember that they are students at this time although CSW/NA work needs to be completed.

If necessary you can ask the student to use their backfilled study time for clinical experience.

Students will be issued with a HNC uniform.

The Role of the Mentor

As the student's mentor, your role will include:

♦ Supporting the student to understand the outcomes/competencies, and how they relate to the practice placement area

♦ Supporting the student to identify learning activities relating to the outcomes/competencies

♦ Supporting the student to identify evidence which would demonstrate achievement of the outcomes/competencies

♦ Assessing whether the student has achieved each of the outcomes/competencies

♦ Recommending either that the student has passed, and should progress or that s/he has not yet achieved the required outcomes/competencies and should be reassessed
The Process of Practice Assessment

The Competency Booklets for this programme have been designed with three principles in mind:

1. To enable the student to take an active role in her/his own assessment
2. To ensure that the assessment is relevant to the practice placement
3. To enable the mentor to make assessment decisions based on evidence

For these reasons, the student will be required to identify, collect and present to you evidence that s/he has achieved the necessary outcomes/competencies.

Working directly or indirectly with the student, it is anticipated that you will support and help to facilitate learning opportunities.

Through direct observation, discussion with the student and feedback from clients, colleagues and others, you will assess the evidence that s/he has presented, and decide when s/he has achieved the necessary outcomes/competencies, and when there is a need for further development.

In addition to informal contact and ongoing discussions, you should meet with the student formally on at least three occasions:

1. The Preliminary Interview

This interview will be at the beginning of the course. It will give you the opportunity to discuss the course and to address a number of questions:

◆ What are the student's main strengths and learning needs?
◆ What kinds of learning activities are available in your area that will contribute to achievement of the specified outcomes/competencies?
◆ What kind of evidence will demonstrate achievement of the outcomes/competencies?

2. Interim Review of Progress

This should take place about half-way through the course. It will give you the opportunity to review the learning so far, and to offer the student feedback on the evidence s/he has already collected. This will enable you both to identify areas that still need to be addressed during the remainder of the course.

3. Final Interview and Summative Assessment of Performance

At the end of the course, you should have the opportunity to consider all the evidence collected by the student and make a final decision as to whether s/he has achieved the required outcomes/competencies.
These are the minimum requirements for discussions and meetings; it is recommended that you meet more frequently particularly if you are mentoring a student undertaking the part time course. An action plan should be formulated to progress with the student into Year 2 of the pre registration programme.

Support for Mentors

The role of the College Lecturers

In addition to their teaching responsibilities on the programme, the Lecturers from Edinburgh College will offer regular reflective sessions to students, as well as support to both students and mentors. If you have any concerns or questions relating to placements, or would like to discuss a student’s progress, please get in touch contact details are provided at the back of this leaflet.

The role of NHS Lothian

Support for Mentors within NHS Lothian is provided by the Practice Education Facilitators (PEF). The contact details for your PEF should be available in your clinical area. Within the wider PEF team there is also an identified lead PEF/S for HNC Healthcare, contact details are provided at the back of this leaflet.

Once a member of staff from your area has been accepted on the course your PEF will be informed and may visit you prior to the start of the course.

Further information regarding the course is available in the leaflet titled *HNC Care and Administrative Practice information for Clinical Support Workers/Nursing Auxiliaries*. This is available on HR online.

All staff involved in the delivery of the HNC work in a close partnership and liaise with each other on a regular basis.
Key HNC Contacts:

Elaine McGuire  
Lecturer/HNC Course Leader  
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Christine Strange  
Practice Education Facilitator  
NHS Lothian  
01506 523592

Jennie King  
Practice Education Facilitator  
NHS Lothian  
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Please send email requests to the below email as a member of the HNC Team will then be able to answer your enquiry:

HNC.Team@nhslothian.scot.nhs.uk