<table>
<thead>
<tr>
<th>Mentor/Placement responsibility</th>
<th>Student/HEI responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal safety</strong></td>
<td></td>
</tr>
<tr>
<td>Mentors should ensure the student:</td>
<td>The student should:</td>
</tr>
<tr>
<td>- Has access to NHS Lothian Health and Safety guidelines (e.g. lone working)</td>
<td>- Read and adhere to local health and safety guidelines</td>
</tr>
<tr>
<td>- Has knowledge of relevant emergency procedures and contact phone numbers</td>
<td>- Demonstrate a knowledge of local emergency procedures</td>
</tr>
<tr>
<td>- Has use of a mobile phone (supplied by base or use of own mobile phone as agreed with student)</td>
<td>- Have during visits up to date contact details of relevant community and practice staff.</td>
</tr>
<tr>
<td>- Mentor should consider any known risk relevant to practice area or client/household.</td>
<td>- Ensure they are contactable via mobile phone.</td>
</tr>
<tr>
<td>- Minimise the amount of equipment/dressings carried with prior planning</td>
<td>- Be able to discuss appropriate action that might be required in unforeseen or emergency circumstances</td>
</tr>
<tr>
<td><strong>Competence and patient safety</strong></td>
<td></td>
</tr>
<tr>
<td>Mentors should ensure the student:</td>
<td>The student should:</td>
</tr>
<tr>
<td>- Is undertaking a placement of at least 5 weeks duration and should not begin indirectly supervised visits till after the 2nd week of the placement experience</td>
<td>- Take full responsibility to inform the mentor/SOM of any limitations in their knowledge, skills or competence to undertake indirectly supervised visit/s (NMC Code of Professional Conduct 2008)</td>
</tr>
<tr>
<td>- Is safe and capable of providing the necessary planned care (the student should be observed delivering the care under the direct supervision of the mentor/SOM on 2/3 prior visits. This observation should be documented in the student’s assessment documentation</td>
<td>- Only perform care as documented in the care plan and that which has been agreed in advance with the mentor/SOM, excepting any emergency situations</td>
</tr>
<tr>
<td>- Provides appropriate and timely feedback during or following the visits regarding the care delivered including the client’s progress and any changes?</td>
<td>- Discuss any perceived need to change previously planned care with the mentor who will then make their own assessment regarding changes required.</td>
</tr>
<tr>
<td>- Identify suitable patients/clients and ensure that patient/carer consent is obtained.</td>
<td>- Record their care interventions in the patient records as appropriate</td>
</tr>
<tr>
<td>- Ensure that the client is visited by registered nurse at regular intervals in care period to</td>
<td></td>
</tr>
<tr>
<td>Mentor safety</td>
<td>Mentors should:</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
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<tr>
<td></td>
<td>Adhere to local guidelines and criteria</td>
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<tr>
<td></td>
<td>Be aware of available support from HEI/PEF and should immediately address and report any concerns about the student's competence whilst undertaking this learning experience</td>
</tr>
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<thead>
<tr>
<th>Transport</th>
<th>Mentor may:</th>
<th>The student should:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allow students who choose to do so, to use their own car to make indirectly supervised visits.</td>
<td>If using their own car, should have current driving Licence, valid MOT and insurance covers business use. This should be confirmed with HEI</td>
</tr>
<tr>
<td></td>
<td>Drop off and collect students at an agreed time so that the opportunity to undertake indirectly supervised visits is achieved.</td>
<td>Obtain support from HEI to claim any travel expenses incurred whilst undertaking indirectly supervised community visits.</td>
</tr>
<tr>
<td></td>
<td>Organise workload to allow students to undertake appropriate visits within walking distance of base.</td>
<td>Never transport patients/clients/ carers in their own car</td>
</tr>
<tr>
<td></td>
<td>Organise workload to allow student to use public transport to patients if appropriate.</td>
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<thead>
<tr>
<th>IT access</th>
<th>Mentors should:</th>
<th>The student should:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Discuss and demonstrate local record keeping systems used for patient data collection</td>
<td>Not access NHS Lothian IT systems (under review 06/2010)</td>
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<table>
<thead>
<tr>
<th>Number of visits/clients</th>
<th>Mentors should:</th>
<th>The student should:</th>
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<tbody>
<tr>
<td></td>
<td>Facilitate a workload for indirectly supervised visits of approximately 4-6 patients, however</td>
<td>Manage workload efficiently and effectively and discuss their time management routinely</td>
</tr>
<tr>
<td>Care Interventions</td>
<td>Appropriate care interventions for indirect supervision is planned care where the patients condition is stable which includes:</td>
<td></td>
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<td>--------------------------------------------------------------------------------------------------</td>
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</table>
|                   | • Personal care  
|                   | • Catheter/continence care  
|                   | • Skin care  
|                   | • Simple wound management  
|                   | • Oral care/eye care  
|                   | • Supervisory visits |

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<tr>
<th></th>
<th>Inappropriate care interventions are unplanned visits or visits where the patients care is complex and changing constantly and include:</th>
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|                                      | • Medication-via IM/SC/Oral/Patch/PR  
|                                      | • Compression bandaging  
|                                      | • Insulin administration/glucose monitoring  
|                                      | • Procedures which are considered extended nursing role i.e. venepuncture, supra pubic catheterisation, PEG feeding and VAD's |

this number is dependant on the needs of the patients/clients, the student’s capability and confidence, the student’s mode of transport, and the geographical location of the patients with their mentor / SOM