

Interim Assessment

- Ensure the midterm assessment is carried out within agreed timescale
- Review learning needs and opportunities for remainder of placement
- Highlight progression achieved in all domains
- Review & ensure that documentation is up to date
- Document any concerns you have discussed with the student in regards to their performance
- Agree and document an action plan if required
- Contact LL/ PEF/CHEF in regard to the action plan if appropriate
- Set additional date to review action plan prior to final assessment.

Final Assessment

- Overall Pass / Fail result should not be a surprise
- Ensure final assessment carried out timely
- Review hours card
- Review performance in each of the domains
- Ensure any ongoing concerns are documented
- Ensure all documentation completed include achievement of any AFP, SM and cleanliness champion units
- Review students learning plan for next practice learning experience
- Consider photocopying your assessment for your own triennial review evidence (ensure confidentiality maintained)
- Ask student to complete student evaluation.

After Your Mentorship Role

- Reflect on the practice learning experience for your triennial review and consider how has this experienced helped you meet the 8 NMC mentor domains
- Complete your own mentor evaluation for contribution to the educational audit.

Mentor Definitions

Mentor:

A registered nurse or midwife who has successfully completed the NMC recognised mentorship preparation programme and can support and assess the competencies of pre-registration students in practice and is recorded on the mentor database.

Co-Mentor:

A Co-Mentor is a registered nurse and may assist the named mentor in supporting students, assessing competencies. This individual is recorded on the local on the Mentor Database and may be the named mentor for another student.

Associate Mentor:

An Associate Mentor is a registered Nurse capable of supporting mentors in assessing individual student competencies, but they are not responsible for the overall assessment of a student and are not registered on the Mentor Database.

Sign-Off Mentor:

A Sign-Off Mentor is a registered nurse or midwife who has successfully completed a Sign off Mentor preparation programme and is recorded as a Sign-Off Mentor on the database. This individual is responsible for assessing a student nurse on their consolidation placement, signing the achievement of the student practice competencies at the completion of their pre-registration programme.

A sign -Off Mentor in midwifery is responsible for assessing midwifery students achievement of practice competencies throughout their pre-registration programme and signing their practice documentation to record achievement of these competencies.

Additional Information

Further information is available on the SNM&SC Mentorcentre:
staff.napier.ac.uk/mentorcentre

and Practice Learning & Education Centre
www.napier.ac.uk/ppec



Mentor Checklist

BEFORE MENTORING A STUDENT

On a Monthly Basis

- Check with your manager if you have been allocated a student.
- Ensure that you are current on the mentor database.
- Ensure you are up to date for your annual face to face update and triennial review.

4 weeks prior to student starting

- Review your and any co-mentors shift patterns including nights and holidays to ensure a full range of experience for the student over the 24 hour patient care range
- Check off duty to ensure a minimum of 40% contact with mentor(s) & opportunities for learning and development that reflect 24 hour care as appropriate.

1 week prior to student starting

- Check the name of your student and start date (if possible should be working together on first shift)
- Identify the student's length of practice learning experience and year of study.

DURING YOUR MENTORSHIP ROLE

Within first 24-48 hours

- Welcome your student
- Provide induction booklet
- Orientate to work area (using Ongoing Record of Achievement (OAR) checklist)
- Introduce to main staff members
- Highlight communication systems
Buzzers, telephone and bleep system, emergency contacts
- Complete Health and safety orientation
Fire, resuscitation
- Explain general housekeeping
Hours of work, breaks, changing facilities,
- Check student understands the term supernumerary status as referred to within the student assessment documentation.
- Identify specific risk factors associated with the practice learning area
- Show where information sources can be located e.g. policies, procedure manuals.

Initial meeting with student

- Establish previous experience
- Review students learning plan from previous practice learning experience within the OAR
- Discuss learning opportunities available
- Review module learning outcomes with student
- Review student's pre-placement activities
- Set provisional dates for interim and final assessments.

Throughout practice learning experience

- Encourage student to ask questions
- Provide daily feedback (even 5 mins)
- Identify any areas of concern in a timely manner with the student
- Record hours worked and absences on a daily basis
- Discuss any concerns with Practice Education Facilitator (PEF) Care Home Education Facilitator (CHEF) / Link Lecturer (LL) / Line Manager as appropriate
- Review progress of student in relation to their Alternative Fields of Practice (AFP) / Safe Medicate (SM) and Cleanliness Champion Units.



In midwifery the term mentor in this document refers to the sign-off mentor.

The term Link lecturer may vary within different HEIs where the terms Liaison Lecture / Clinical supervisor may be used to describe this role.