Welcome to the Spring Edition of PEN

It feels like only a short time ago that we published the Winter Newsletter, but with the days getting longer, the Professional Development and Education Team would like to share with you some of the developments in education we have been involved in over the last few months.

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Multi-professional Support of Learning and Assessment in Practice

The Multi-professional Support of Learning and Assessment in Practice programme continues to be very popular with approximately 300 CMFT staff accessing the programme during the last financial year (2013-14).

Courses for the new financial year April 2014 – March 2015
Places are available for the following courses:-

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<thead>
<tr>
<th>Credit bearing MSLAP</th>
<th>University</th>
<th>Start</th>
<th>End</th>
<th>Site</th>
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<tr>
<td></td>
<td>Salford</td>
<td>9th May</td>
<td>18th July</td>
<td>CMFT</td>
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<td></td>
<td>Manchester</td>
<td>4th September</td>
<td>16th October</td>
<td>CMFT</td>
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<td></td>
<td>MMU</td>
<td>16th January</td>
<td>20th February</td>
<td>CMFT</td>
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<td>Bolton</td>
<td>6th March</td>
<td>24th April</td>
<td>TGH</td>
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<table>
<thead>
<tr>
<th>Non Credit bearing MSLAP</th>
<th>Start</th>
<th>End</th>
<th>Site</th>
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<tr>
<td>PEF Team</td>
<td>2nd September</td>
<td>30th September</td>
<td>TGH</td>
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<tr>
<td>PEF Team</td>
<td>4th November</td>
<td>2nd December</td>
<td>CMFT</td>
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<tr>
<td>PEF Team</td>
<td>5th February</td>
<td>5th March</td>
<td>CMFT</td>
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Please see the ‘Student Support in Practice’ website for the appropriate application forms. For more information on any of the above courses please contact the Professional Development and Education Team. When applying for a place on the above courses please ensure you are totally committed to starting and completing the course as it uses a valuable CPD SLA place. In addition please ensure you are compliant with your CMFT mandatory training and that it has been identified as a professional and personal development need on your appraisal.

Mentorship Policy
This was reviewed in January 2014 to include the changing requirement of the proportion of qualified practitioners with a recognised mentor qualification.
To summarize:

- 70% of registered nurses and midwives are to hold a recognised mentorship qualification.
- All registered mentors to complete mandatory annual updates with 100% compliance across all placement areas.
- All registered mentors to complete an annual self-declaration form as part of the appraisal process with 100% compliance.

In order to be “ACTIVE” on the Mentor Register you need to complete a mentor update and annual declaration on an annual basis. If non-compliant you should not be mentoring students. Mentor Update dates and Annual Declaration forms can be found on the Student Support in Practice Website or contact your Practice Education Facilitator (PEF).
A Mentor’s Guide to Completing the Annual Declaration Form

This will be a regular feature guiding mentors through each NMC Educational Standard. Explaining what this means in reality for mentors and what evidence you can use to show you are achieving this standard. Hopefully it will also answer some questions and clear up any misunderstandings you may have about the process.

Why do we need an Annual Declaration Form?
The NMC require that each mentor and practice teacher undergo a Triennial (three yearly) review of their knowledge, skills and competence to ensure that only those meeting the NMC Standards remain on the Live Mentor register. This is called the Triennial Review.
The Annual Self Declaration is the means by which CMFT mentors verify they have met the NMC Standards for Triennial review. The accumulation of three years of forms will meet the needs of the Triennial review.

As always inform your PEF as soon as you have completed your Annual Declaration and attended a Mentor Update so we can update the live mentor register and ensure you remain “Active”.

Remember if you are mentoring students you should be “Active” on the mentor register.

<table>
<thead>
<tr>
<th>Standard 1: Establishing effective working relationships</th>
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<td>Develop effective working relationships based on mutual trust and respect</td>
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<tr>
<td>Demonstrate an understanding of factors that influence how students integrate into practice setting</td>
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<tr>
<td>Provide on-going and constructive support to facilitate transition from one learning environment to another</td>
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What this means?
How you as a mentor and others in your team welcome a student into your workplace. Was the student expected, did they meet their mentor, were they given a welcome pack. Until their basic needs are met the student will not be in a position to learn. The foundation for being a good mentor is in building a good working relationship with the student by managing the first day and week in a welcoming way and by the mentor’s use of good communication and active listening skills.

Evidence Suggestions:
- Think and reflect on how you as a mentor welcome students into your area.
- Documentation used to welcome students and evidence of mentors input in its development / review.
- Copy of a student’s induction checklist (placement assessment document).
- Description of how a learning environment is created.
**Student Nursing Times Awards**

As always the Professional Development & Education Team think it is essential that good practice is disseminated and that we celebrate the achievements of our staff.

We are delighted to announce that the *Emergency Surgical Trauma Unit (ESTU)* has been shortlisted for the “Student Placement of the Year: Hospital category in the 2014 Student Nursing Times awards.”

This is a great achievement to be shortlisted especially in light of this year’s entries being greater and the quality being better than ever.

On the 26th March Joe Box, ESTU Charge Nurse, and Sharon Green, Practice Education Facilitator, attended London and did a short presentation to the Nursing Times judging panel as to why ESTU should win. The winner will be announced on 1st May at the London Hilton on Park Lane.

We all wish ESTU the best and to be proud of what they have achieved and to keep up the good work.

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**Chief Scientific Officer Awards National Conference**

We are delighted to inform you that two Healthcare scientists within CMFT have been shortlisted for the awards at the “Chief Scientific Officer (CSO) National Conference.”

The winners will be announced at the awards ceremony on the evening of the conference on Monday 31st March 2014.

In the **Rising Star** category is: *Tiffany Daniels*, Specialist Training Programme, Transplantation Laboratory.

In the **Patient Involvement** category is: *Stuart Allen*, Principal Cardiac Physiologist, Manchester Heart Centre.

We wish them both every success.

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If you are aware of any achievements with regards to supporting our students within your teams which we can celebrate in the next edition of PEN Newsletter. Please inform the Professional Development & Education Team Office

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**Mentor Updates- please see Student Support in Practice website**

Next dates are:

- 23rd April, 10-12pm, Seminar Room 3 Undergraduate Centre, Education North.
- 1st May, 2-4pm, Brownlee Green Health Centre
- 13th May, 2-4pm G33 Cornerstones
- 20th May, 2-4pm, Seminar Room 5&6 Undergraduate Centre, Education North
Tales from Tanzania
Clare Clarke, a PEF within the Professional Development & Education team has returned from a twelve month career break to Tanzania with Voluntary Services Overseas (VSO) and will be sharing some of her experiences over the next few issues.

Chai Time
In 2013 I said ‘take care and I'll see you in a year’ to my colleagues in the Professional Development & Education Team. I was very lucky that CMFT sees the benefits in volunteering abroad and granted me a career break to be a nurse tutor in rural Tanzania.

People and relationships are valued in Tanzania. The clock turning 11:00 signals chai time. And it's sacred. Everybody downs tools to take tea and eat snacks. Like bees headed back to the hive, a steady stream of students wind their way back from clinical areas, teachers leave the classroom, you can be weeks behind with the curriculum, but you still don't miss tea.

In a country where there is at least a 65% qualified health worker deficit, there will always be more to do than can be done. So you could do half an hour more work. Or you can eat and drink and look after yourself so that you can perform well for longer and hopefully, importantly, keep your motivation to care. Chai time gives the opportunity to exchange greetings and creates a team atmosphere, but it also is a time for ideas to be bounced around and work issues to be discussed and reflected upon. No one from the cleaner to the Principal says ‘I don't have enough time’ and that's because it's inherent in Tanzanian culture to value people and eating together is part of that. It's just one of the things that bring the school together creating the amazing sense of community spirit. It's also an excellent time to make fun of the VSO volunteers' attempts to speak Kiswahili!
Clinical Skills Update

Julie Chapman, Professional Development and Education Lead, manages the Corporate Clinical Skills Programme. Here are some developments on the horizon.

IV Therapy Update

The 2 yearly update is nearly ready to go! You will be contacted via email when it is your time to complete this e-learning pack.

Keeping up to date helps you and CMFT to ensure excellent patient care is delivered.

Venepuncture and Cannulation - an e-learning programme is being developed to provide the theory element to the training. Watch this space for further developments.

Please can all staff be reminded to wear uniform when they attend the clinical skills sessions.

Mentor / Placement Educator Evaluation Tool

The CMFT Mentor/Placement Educator Evaluation Tool was developed and piloted by the Professional Development and Education Team in November 2013. The purpose of this evaluation is to gain an insight into the experiences of Mentors/Placement Educators across professions, with regards to the quality of support and resources available to aid them in their assessment of students. In addition, this will enable us to achieve our proposed outcomes of ensuring a quality learning environment.

We aim to monitor their experiences as a Mentor/Placement Educator, in order to measure and improve the quality of support and resources available to assess students in practice, and how this will impact on the student experience.

Following the pilot, and having received 159 responses across the divisions, the questions on the evaluation tool are being re-visited to see if each question is applicable to all professions and add/remove accordingly, with the aim of formally launching the tool in early April 2014.

Link: to the evaluation tool will soon be available on the Student Support in Practice Website via

<http://www.cmft.nhs.uk/education-and-training/ssp>

Follow the link for information on MSLAiP Courses, Mentor Updates and other information concerning supporting learners.
Preceptorship - ‘The key to your success’

Preceptorship is in the midst of some exciting changes! Ensuring all our newly qualified staff have the best start to their new career.

The programme is very high on the Trust agenda as it is important that we retain staff within our teams. So if you have new starters, who are newly qualified, in your areas please check they are on the programme and together we can continue to offer them the support they need during their first months in the Trust.

If you have any issues or concerns either as Preceptees or Preceptors please contact caroline.williams@cmft.nhs.uk to discuss them.

Hello, Goodbye & Thank You

- Welcome back to Clare Clarke after her year long career break.
- Goodbye and Thank you to Nisha Kedia for all her hard work, her secondment as a PEF has ended and she has returned to her post in Theatres.

Finally:

A Big Thank You to everyone out there who contributes to the quality learning environment we offer to our learners in addition to your busy roles delivering compassionate care to our patients.

The next issue of PEN will be our Summer Edition.
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