

Sign off mentor booklet for the *FLAP* *practitioner*

Year 2016

CONTENTS

	Page
Introduction	4
Practice and Professional Standards Standards Achievement Record (NMC STAGE 2 Sign-off Mentor)	8
Feedback form for Observed Assessment	13
Sign off Mentor Confirmation Sheet	15

INTRODUCTION:

PRACTICE AND PROFESSIONAL STANDARDS FOR SIGN-OFF MENTORS.

The purpose of *supervised* “sign-off” is to enable you as the *prospective* “sign-off” mentor to experience and demonstrate the skills required to safely “sign-off” a student on an approved NMC programme *with the support of an existing “sign-off” mentor*.

This booklet has been designed for Nurses and Midwives to gain “sign-off” status. It builds on learning achieved through undertaking modules e.g., Facilitating Learning and Assessment in Practice (FLAP) or other previous teaching and assessing qualifications.

The booklet is based upon independent study and record keeping. It plays a central role in assisting mentors to synthesise learning and professional development and to relate their practice to professional standards.

- You will need to discuss and collect evidence within your portfolio to demonstrate that you have met the Nursing and Midwifery Council Standards for Sign-off Mentors (NMC 2008)
- You will need an existing “sign off” mentor who will discuss and “sign-off” the evidence of one final student assessment in practice.

PROFESSIONAL STANDARDS

These are the Standards set by the NMC that have to be achieved in order to gain registration as a Sign-off Mentor (see: NMC (2008) *Standards to support learning and assessment in practice*).

For nurses a Sign-off Mentor is required for Year Three final placement pre registration students at Degree level. Practice and Specialist Nurses also need to be signed-off at the end of their courses. In the future there may be more opportunities within the pre-registration programme to achieve the sign off status, it is currently under discussion.

It is mandatory for Midwives to undertake this sign-off booklet as all student midwifery placements are sign-off placements. Sign-off forms need to be completed at the end of years one, two and three.

For Nurses and Midwives if you have undertaken the UWE FLAP module and been successful in achieving ‘Mentor Standard’ (level 3 / M) you will have the evidence required. However you need to maintain this evidence and develop this when you undertake the final student assessment.

PRACTICE AND PROFESSIONAL STANDARDS

Evidence that you have achieved the NMC standards must be produced and 'signed-off' by your Sign off Mentor. You will be able to collect evidence from a range of sources e.g. mentoring students, supporting mentors in practice, assessments that you will be undertaking and learning strategies you may help to design and implement. The same evidence may be used to support more than one standard.

- You will be expected to maintain a portfolio that is organised into sections relating to the Stage 2 standards to allow for cross referencing.
- If you are collecting evidence from the workplace it must be supported with a signature certified in writing that the documentation is authentic.
- Your allocated Sign-off mentor must sign-off the final student assessment undertaken by you in practice (Feedback from Observed Assessing in Practice Form (page 13).
- You must make available to your Sign off Mentor the Certificate of Attendance from the FLAP module workshop Day 2, either the provisional feedback and result given from the online submission area or the *Notification of Credit* printed from your "MyUWE" demonstrating that you have passed the FLAP module.
- Your allocated Sign off Mentor must also sign the *Nurse/ Midwife Mentor registration form* under *Additional information regarding Sign off* (page 15).

Sign off mentor by accepting this role you are agreeing to:

Support your colleague who is hoping to become a sign-off mentor to achieve the above.

As an Existing "Sign-off" Mentor you are therefore required to:-

- Give support and feedback on this process and to sign their booklet to show standards achieved on the mentor course have been maintained.
- Confirm you have seen the Attendance Certificate Workshop Day 2 (this counts as the *first sign off* assessment occasion).
- Confirm you have seen either the provisional feedback and pass mark awarded (Level 3 = 40% and Level M = 50%) or the *Notification of credit* to the FLAP module, (your colleague is able to print off the result from either the e feedback site or their "MyUWE" portal (this counts as the *second sign off* assessment occasion).
- Support and directly supervise the Mentor on one assessment as (s)he performs the Sign-off role with student(s) in their final area of practice or progression point (this counts as the *final and third sign off* assessment occasion).

Please note we are using "occasions" to represent the three sign off assessments of a student to meet the NMC requirements as approved by the NMC 2008.

To start the Sign off mentor process you need to complete a learning contract (page 7) with your colleague to show what is expected and the requirements in the process of the *prospective* sign off mentor achieving sign-off status.

Your colleague has the *Practice and Professional Standards for the Prospective Sign-off Mentor* pack to complete to demonstrate their knowledge and skills.

There is a form in this handbook (page 13) for you to give (your colleague) the *prospective* sign off mentor feedback on their performance and achievements. Please use this form as you feel necessary to support that person.

Remember

As a Sign off mentor you are responsible for the quality of the *final* assessment:

For this assessment to be valid you need to confirm the mentor can assess the NMC competencies of the student required for admission to the register.

When giving feedback to the *prospective* sign off mentor, be aware of the following:

Constructive Feedback should be:

Current; as soon as practical and what is being done at present.

Limited; using predetermined criteria on page 13.

Expressed; phrased to express your belief, opinion, feeling or perception.

Acknowledged; how would you feel if these things were said to you.

Relevant to the student's course documentation; meeting the desired outcomes of the NMC.

(Adapted from Kenworthy and Nicklin (2003).

As a Health care professional registered with the Nursing and Midwifery Council you are advised to retain the following information in your Portfolio. Supporting a *prospective* sign off mentor in this process will also help you provide evidence for the KSF and meeting your own standards as in the triennial review.

Remember

The evidence is a record of performance of learning activities (see page 8-12), which cannot be represented by other documentation. Entries should be dated.

Finally

ALL standards must be "signed-off" as achieved for Sign-off Status (pages 8-12) and the Confirmation Sheet (page 15) must be submitted to an Educational Lead for registration within your Trust together with the evidence of your FLAP mentor status.

This pack complies with the Module Specification for University of the West of England :-

Facilitating learning and assessment in practice
UZUSKK-15-3 / UZUSKL-15- M

LEARNING CONTRACT BETWEEN THE EXISTING SIGN-OFF MENTOR AND PROSPECTIVE SIGN-OFF MENTOR

The contract should demonstrate a commitment between both parties to provide support and evidence that leads to the assessment of one sign off mentor assessment activity. It is recommended that this is undertaken usually within six months of completion of the FLAP module.

Please refer to the Standards to support learning and assessment in practice (NMC, 2008) for further detailed support, <http://www.nmc-uk.org/>

Existing Sign off Mentor signature:

Name (please print): Date:

Prospective Sign off Mentor signature:

Name (please print): Date:

STANDARDS ACHIEVEMENT RECORD (NMC STAGE 2 Sign-off Mentor)

Name:	Date commenced:
<p>Use the appropriate columns below to provide evidence. You will need to present and discuss this evidence with your Sign off mentor. You may present `oral' evidence to demonstrate achievement of up to one third of the standards (Therefore 9 of the 26 outcomes).</p> <p>Your sign off mentor will sign-off each of the standards when you have demonstrated that you have <i>maintained</i> these satisfactorily.</p>	

1. Establish effective working relationships:	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
1.1 Demonstrate an understanding of factors that influence how students integrate into practice settings.		
1.2 Provide on going and constructive support to facilitate transition from one learning environment to another.		
1.3 Have effective professional and Interprofessional working relationships to support learning for entry to the register.		

2. Facilitation of learning:	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
2.1 Use knowledge of the student's stage of learning to select appropriate learning opportunities to meet individual needs.		
2.2 Facilitate the selection of appropriate learning strategies to integrate learning from practice and academic experience.		
2.3 Support students in critically reflecting upon their learning experiences in order to enhance future learning.		

3. Assessment and accountability:	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
3.1 Foster professional growth, personal development and accountability through support of students in practice.		
3.2 Demonstrate a breadth of understanding of assessment strategies and ability to contribute to the total assessment process as a part of the teaching team.		
3.3 Provide constructive feedback to students and assist them in identifying future learning needs and actions. Managing failing students so that they may enhance their performance and capabilities for safe and effective practice or be able to understand their failure and the implications of this for their future.		

3. Assessment and accountability (cont'd)...	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
3.4 Be accountable for confirming that students have met or not met the NMC competencies in practice and as a sign-off mentor confirm that student have met or not met the NMC Standards of proficiency and are capable of safe and effective practice.		
4. Evaluation of learning:	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
4.1 Contribute to evaluation of student learning and assessment experiences, proposing aspects for change resulting from such evaluation.		
4.2 Participate in self and peer evaluation to facilitate personal development and contribute to the development of others.		

5. Create an environment for learning:	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
5.1 Support students to identify both learning needs and experiences that are appropriate to their level of learning.		
5.2 Use a range of learning experiences, involving patients, clients, carers and the professional team, to meet defined learning needs.		
5.3 Identify aspects of the learning environment which could be enhanced negotiating with others to make appropriate changes.		
5.4 Act as a resource to facilitate personal and professional development of others.		

Context of practice:	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
6.1 Contribute to the development of an environment in which effective practice is fostered, implemented, evaluated and disseminated.		
6.2 Set and maintain professional boundaries that are sufficiently flexible for providing Interprofessional care.		
6.3 Initiate and respond to practice developments to ensure safe and effective care is achieved and an effective learning environment is maintained.		

7.0 Evidence-based practice:	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
7.1 Identify and apply research and evidence based practice to their area of practice.		
7.2 Contribute to strategies to increase or review the evidence base used to support practice.		
7.3 Support students in applying an evidence base to their own practice.		

8.0 Leadership	Comments	Sign off mentor signature for verification of standard being maintained by prospective sign off mentor
8.1 Plan a series of learning experiences that will meet student's defined learning needs.		
8.2 Be an advocate for students to support them in accessing learning opportunities that meet their individual needs, involving a range of other professionals, patients, clients and carers.		
8.3 Prioritise work to accommodate support of students within their practice roles.		
8.4 Provide feedback about the effectiveness of learning and assessment in practice.		

FOR LEARNING PURPOSE ONLY: TEMPLATE TO USE WITH YOUR SIGN OFF MENTOR FOR FEEDBACK REGARDING THE OBSERVED SIGN OFF ASSESSMENT

Date.....

Pre registrant Student Year: 1 / 2 / 3 (Circle)

Subject Area	Comments
Preparation and planning of the assessment opportunity. Environment appropriate. Interpersonal communication skills.	
Assessment criteria: To be identified by the sign off mentor covering all aspects of the NMC Standards for pre-registration training (2008) and the NMC Standards to support learning in practice (2008). Confirms that the student being assessed has achieved / not achieved all practice requirements.	
Assessment methods used: Appropriate to subject and learner. Timing and progression.	
Process: Appropriateness of questioning skills. Evidence based. Feedback given. Demonstrates leadership.	
Any other comments:	

Prospective Sign off Mentor
Existing Sign off Mentor

Name (please print):
Name (please print):

UNIVERSITY OF THE WEST OF ENGLAND
Nurse / Midwife Mentor Registration

Name.....

Job Title.....

Employing Trust / Organisation and
address.....

Module studied:	Successfully completed in (year) :	Attach a printed copy of your result from either e feedback or the "My UWE" portal
Facilitating Learning and Assessment in Practice UZUSKK-15-3		
Facilitating Learning and Assessment in Practice UZUSKL-15-M		

Your Signature

Date.....

Signature of Manager.....

Date.....

Additional information regarding *Sign off* status:

Identified Sign off Mentor (please print the name)	Successfully completed in (year)
Sign off mentors' signature:	

Signature of <i>Educational Lead /Administrator</i> to the Live Mentor Register
Acknowledged receipt of record on : <i>Date</i> :

Return this form to: **The nominated Educational Lead within your Trust or Independent Sector**
(please keep a copy for your own records)