

## Document Control

<b>Title</b> <b>Student Nurse and Student Midwife 3<sup>rd</sup> Year Final Placement Clinical Skills Policy</b>			
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<b>Directorate</b> Workforce Development		<b>Department</b> Workforce Development	
<b>Version</b>	<b>Date Issued</b>	<b>Status</b>	<b>Comment / Changes / Approval</b>
0.1	Jan 2017	Draft	Initial version for consultation
1.0	July 2017	Final	Amendments: 3 <sup>rd</sup> year nursing and midwifery students are not able to administer IV medications, including Posi Flush even under supervision of a registrant. 3 <sup>rd</sup> Year nursing and midwifery students to complete Oral Medications Workbook but not Competency until PIN is Active.
2.0	Dec 2017	Final	Students to be able to complete Clinical Skills training during last 6 weeks of placement to enable more practice opportunities.
3.0	May 2019	Final	Amendment: All 3 <sup>rd</sup> year students to be able to access this training, a post in Trust not a requirement. Approved by Deputy Chief Nurse.
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<b>Lead Director</b> Director of Nursing, Quality and Workforce			
<b>Superseded Documents</b> None			
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<b>Consulted with the following stakeholders: (list all)</b> <ul style="list-style-type: none"> <li>• Royal Devon and Exeter Hospital Workforce Development Team</li> <li>• Current NDHT Policies</li> <li>• Plymouth University</li> <li>• Assistant Director of Workforce Development</li> <li>• Equality &amp; Diversity Lead</li> <li>• Health &amp; Safety Advisor</li> <li>• Quality Improvement Lead</li> <li>• Head of Intravascular Devices</li> <li>• Infection Prevention and Control Lead</li> <li>• Director of Nursing, Quality and Workforce</li> <li>• Deputy Director of Nursing</li> </ul>			

- Pharmacy

**Approval and Review Process**

- Senior Nurse and Midwifery Forum (SNMF), Medicines Government Group (MGG), Ward Managers Forum (WMF)

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## 1. Purpose

- 1.1. The purpose of this document is to detail the process for Student Nurses and Midwives on their 3<sup>rd</sup> Year Final placement to be able to develop and practice the skills of Intravenous drug administration, venepuncture and cannulation prior to obtaining their NMC PIN Number. These skills with the underpinning knowledge will be invaluable to learn in their prospective work area. These students should also complete the Trust Oral Medication Workbook. The students may be on the Adult, Child or Midwifery Programmes.
- 1.2. This Policy is suitable for all students during their last 6 weeks in their Final Placement. They should have no outstanding work to be submitted to their University. They will under-take these skills in a supernumerary capacity following appropriate training and supervised by their mentor, or registrant whose competency is current in this skill. This will provide them with the knowledge, experience and confidence to be summatively signed off as competent when they have an active NMC PIN Number. The students will be covered by the Trust for Vicarious Liability as long as they have undertaken appropriate training and are fully supervised whilst practicing.
- 1.3. This policy applies to Final Placement 3<sup>rd</sup> Year Student Nurses and Midwives, their Mentors and the Managers of the clinical placement areas.
- 1.4. These students must be nominated and have the support of their Clinical Placement Manager (Appendix 1).
- 1.5. Students will also be identified as being suitable for this training in liaison with the relevant Universities. They should not have any work outstanding or have any concerns about their practice.
- 1.6. Implementation of this policy will ensure that these Final Placement 3<sup>rd</sup> year students will:
  - Be able to undertake the 1 Day Intravenous Drug and Cannulation Course including the practical assessments
  - Be able to undertake the e-learning and Online assessment, and the practical assessment for Venepuncture and Cannulation
  - Be required to have completed the appropriate e-learning, Workbook, attended the appropriate training and be supervised in clinical practice whilst supernumerary.
  - The students will be able to practice Venepuncture under supervision whilst supernumerary.
  - The students will be able to practice Cannulation under supervision but will **not** be able to use a 'Posi Flush' to complete this skill.
  - The students will be able to check and practice drawing up Intravenous drugs, but will **not** be able to administer these drugs to patients until their PIN is Active.

- The students should complete the Trust Oral Medication Work Book and continue to practice this skill under supervision whilst a student, they will then be able to complete their competency when their PIN is active.

## 2. Definitions:

- 2.1. Student Nurse: undertaking a university pre-registration programme leading to professional registration includes both Adult and Child Programmes.
- 2.2. Student Midwife: undertaking a university pre-registration programme leading to professional registration.
- 2.3. Clinical Placement Manager: Manager of the clinical environment where the student is undertaking their Final 3<sup>rd</sup> year placement
- 2.4. Mentor: Mentor and/or Sign-Off Mentor who has a Mentorship qualification
- 2.5. PDT Lead: Placement Development Team Lead who supports mentors/student/placement areas

## 3. Responsibilities

### 3.1. Role of Director of Nursing, Quality and Workforce.

- To support this training. The final responsibility for this training lies with the Director of Nursing, Quality and Workforce.

### 3.2. Role of Clinical Placement Manager.

- Discuss with student whether they would like to undertake any of the training.
- Request a place on the appropriate training course with PDT Lead and Workforce Development.
- Support student in placement to practice this skill by providing an appropriately qualified mentor once relevant training has been completed.
- In liaison with the PDT Lead, ensuring that the student has met the following criteria:
  - are fully compliant with their university training
  - have no outstanding work to submit
  - working toward Final Submission of their On-going Assessment Record (OAR) document
  - have had no outstanding concerns expressed about their practice.

### **3.3. Role of Mentor.**

- Working along-side the student when practicing the appropriate skill to ensure it is being undertaken correctly and training has been attended.
- Supervising and observing the student to ensure the skills are being performed correctly.
- Giving the student support and feed-back to enhance their confidence and enhance their skills.
- Supervising and assessing the skills to complete the competency once the NMC PIN Number is active.

### **3.4. Role of the partnership University.**

To inform the Trust on request of those students who have met the criteria:

- Fully compliant with their university training
- have no outstanding work to submit
- working toward Final Submission of their On-going Assessment Record (OAR) document
- have no concerns expressed about them

### **3.5. Role of Student.**

- To have applied for an optional Placement during their last 4 weeks within the Trust or are willing to stay in their Final Placement .
- To have expressed an interest in completing this training to their Clinical Placement Manager
- To complete the e-learning, Workbooks, attendance at relevant training and undertake supervised practice as required by the Trust.

### **3.6. Role of Placement Development Team Clinical Lead**

- The PDT Lead will identify the students with their managers who are suitable to attend and complete this training in full.
- The PDT Clinical Lead to give Workforce Development the email addresses of the students to enable them to give the students access to the e-learning and Workbook and book them on the appropriate dates for the courses

### **3.7. Role of Workforce Development Administration Team.**

- The Workforce Development Administration Team to keep the students informed of the date/times and location of the training sessions once booked or requested.
- Workforce Administration to record on STAR when the competencies have been achieved. These can only be summatively signed off once their PIN number is Active .

## **4. Monitoring Compliance with and the Effectiveness of the Policy**

### **Standards/ Key Performance Indicators**

#### **4.1. Key performance indicators comprise:**

- Numbers of students who are interested in this training
- Numbers of student who pass e-learning assessment
- Numbers of students who attend these training sessions
- Numbers of students who successfully pass competencies when PIN active

#### **4.2. Process for Implementation**

- Refer to Appendix 1.

#### **4.3. Monitoring Compliance and Effectiveness**

- Compliance will be monitored by the PDT Clinical Lead liaising with Workforce Development
- Non-compliance by non-attendance or referral in any part of this course whilst as a student or as a RN when they have an Active NMC PIN should be reported by the Clinical Placement Manager to the PDT Clinical Lead.
- Processes need to be reviewed annually by the PDT Clinical Team Lead, Workforce Development Admin Team and the Clinical Training Manager.
- Action for those not following policy:
  - Discuss with PDT Lead, Clinical Training Manager, Clinical Tutors and Clinical Placement Area Managers about how the student can be supported during this training.

## 5. Equality Impact Assessment

- 5.1. The author must include the Equality Impact Assessment Table and identify whether the policy has a positive or negative impact on any of the groups listed. The Author must make comment on how the policy makes this impact.

Table 1: Equality impact Assessment

Group	Positive Impact	Negative Impact	No Impact	Comment
Age			x	
Disability			x	
Gender			x	
Gender Reassignment			x	
Human Rights (rights to privacy, dignity, liberty and non-degrading treatment)			x	
Marriage and civil partnership			x	
Pregnancy			x	IV Drug therapy: To discuss with individuals about undertaking these skills
Maternity and Breastfeeding			x	IV Drug therapy: To discuss with individuals about undertaking these skills
Race (ethnic origin)			x	
Religion (or belief)			x	
Sexual Orientation			x	

## 6. Related Policies

- NDHT (2016) Injectable Medicines Policy
- NDHT (2016) Use and Care of Invasive Devices Policy
- NDHT (2014) Intravascular Devices Policy
- NDHT (2014) Infection Prevention and Control Operational Policy
- NDHT (2016) Injectable Medicines Policy
- NDHT (2017) Administration of Medicines SOP
- NDHT (2016) Preparing Injectable Medicines SOP
- NDHT (2016) Administering Injectable Medicines SOP
- NDHT (2016) Performance of Peripheral Cannulation SOP
- NDHT (2017) Performance of Venepuncture SOP



## 7. Appendix 1

### 3<sup>rd</sup> Year Students Clinical Skills Flowchart

