**Mentor / Sign-off MENTOR (PORTFOLIO) UPDATE SESSIONS - Academic Year 2011-2012**

The following identifies the agreed content for **ALL** Mentor / Sign-off Mentor Portfolio Update Sessions across the School of Nursing and Midwifery.

<table>
<thead>
<tr>
<th>Target Group</th>
<th>ONLY Mentors/Sign-off mentors to Pre / Post Registration Learners on SNM courses</th>
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<tbody>
<tr>
<td>Aim of update session</td>
<td>To provide a discussion forum in which mentors / Sign-off mentors can discuss / update their knowledge re the requirements / expectations of their role. The Mentor / Sign-off Mentor update session will be supplemented with a mentor/sign-off mentor portfolio</td>
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| Learning outcomes | By the end of the update those attending will have had the opportunity to:  
- Reflect on their mentor / sign-off mentor competency / accountability / support mechanisms  
- Discuss and reflect on assessment of practice issues using a discussion forum  
- Gain an overview of SNM curriculum including assessment strategies / documentation for pre / post registration courses  
- Review Current issues in practice education  
- Develop evidence of mentor competency / Sign-off mentor activity (application for RAWL) / Annual/Triennial review / PREP (2008) |
<p>| Duration of planned content | 2 hour session OR two 1 hour sessions |
| Facilitator | SNM Lecturer(s) OR recognized agreed Facilitators. |
| Attendance | Mandatory |
| Record of attendance | A copy of the record of attendance must be sent to Simon Whiffin by the named Facilitator for recording on the mentor/SOM register hosted by SNM. |
| Alterations to content | <strong>IMPORTANT</strong> To ensure continuity across SNM any changes to the content must be agreed with the Mentorship Coordinator |</p>
<table>
<thead>
<tr>
<th>THEMES:</th>
<th>CONTENT / DISCUSSION TO INCLUDE:--</th>
<th>SUPPORTING DOCUMENTS / STANDARDS:--</th>
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</thead>
</table>
| **Introduction** | Register of attendees  
Learning outcomes/Review of SWOT / Learning needs | See section 1 mentor /sign-off mentor portfolio |
| **Mentor /sign off mentor Competency** | NMC Mandatory requirements for mentors/sign-off mentors  
NEW NMC circular 05/2010 Sign-off mentor criteria | NMC 2008 Standards to support learning and Assessment in practice. 2nd edition  
Simulation guidance – Theresa Corkill |
| **Assessment** | Invite assessment issues from practice  
Discussion forum: critical incidents/scenarios/challenging situations and emphasis on enabling learners. Include discussion on user involvement in assessing practice  
Proficiency Standards  
Update of any changes to current programmes assessment strategies  
Applying Due regard to learning and assessment in practice  
NEW DDA guidance  
Ongoing achievement – written / verbal feedback  
What to do when a student fails to meet assessment criteria  
Grading practice - making judgments / Fitness to Practice.  
Contacting students Personal Tutors / Placement Education Facilitators if appropriate / Link Lecturer | Pre-registration assessment of practice  
Exemplar – Skills clusters  
Annexe 3 NMC Circular 26/2007 in NMC 2008 Standards to support learning and Assessment in practice. 2nd edition p60-64 (Nurses/ SCPHN) and NMC Circular 2/2008 p65-69 (Midwifery)  
See DDA guidance for mentors (K.Martyn Disability liason tutor-handout)  
Skills for Health- Assuring and Enhancing the Quality of Health Care Education-Interim Standards 2006-2007. *Following EQUIP new standards are awaited  
NMC Quality Assurance Arrangements 2008-09  
RCN 2007 Guidance for mentors of nursing students and midwives-an RCN tool kit  
NMC 2007 Good Health and Good Character. Guidance for educational institutions  
SNM Framework for Sign off mentors (Nursing and Midwifery)/Practice Teachers |
| **Curriculum** | Overview of pre-registration curriculum changes / Newsletter | NMC 2004 Standards of proficiency for pre-registration education. London:NMC – Current Degree / DiN programme  
NMC 2009 Standards of proficiency for pre-registration |
| Appendices | Sign off mentor activity- RAWL | |
Mentors / Sign-off mentor Update

Lecturers / recognised agreed facilitators delivering update sessions should be familiar with the following NMC / Skills for Health / DH documents:

- Assuring and Enhancing the Quality of Health care Education – Interim Standards 2006-2007
  [www.Skillsforhealth.org.uk](http://www.Skillsforhealth.org.uk)


- Any other relevant / current documents / pre and post registration newsletters

Copies of the following should be available at the update session:
- Mentor/Sign-off Mentor Update Portfolio
- SNM Practice Placement documents
- SNM Pre Assessment of practice exemplar and Post Registration handbooks (specific to specialities attending the mentor/ sign off mentor update (grading practice)
- SNM Courses and Modules Prospectus and SNM Diary of Events link
- New /changes to curriculum – All graduate pre-registration nursing education periodic review
- Any other relevant local and/or national documents / articles / promotional material etc.

**Useful web sites: -**
SNM School of Nursing and Midwifery Home Page
https://www.inam.brighton.ac.uk

Nursing and Midwifery Council
www.nmc-uk.org

Department of Health
www.dh.gov.uk/

Making Practice based learning work
http://www.practicebasedlearning.org/