Physiotherapy Practice Placement Information Document

University of Brighton

School of Health Sciences
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Practice Placements

Practice placements are the essential part of the course which allows you to apply your knowledge and skills in a practice setting. During the Practice component you have the opportunity to integrate academic, practical and interpersonal aspects of the profession and to develop skills especially problem solving. Physiotherapists in their role as Practice educators provide both formative and summative assessment of your performance during your Practice education learning experience.

1. Support for learning on Practice Placements

The preparation over the courses includes requirements for record keeping as a legal document, SOAP notes, mandatory training, introduction to placement learning outcomes, developing your learning contracts and assessment of placement learning. You will have the opportunity to chat with the year above prior to your first placements. We will focus on using reflection to enhance your placement learning, and the practical aspects of placements, e.g. travel and expenses. In accordance with health and safety requirements you must have completed all mandatory training sessions before you go on placement. You must ensure that you are up to date with your immunisations before going on placement.

1.1 The Practice Education Team

The Practice education programme is organised and co-ordinated by the Practice education tutors in association with the senior placement administrator who are responsible for:

- day to day operational management
- quality monitoring of the Practice education programme
- long term planning and development of the Practice education programme in response to evaluation of feedback
- continuous liaison and negotiation with practice placement sites

A named visiting tutor is appointed for each trust and normally visits the practice education site once per placement. Additional visits can be arranged at your request or that of the practice educator or visiting tutor if necessary. For each practice education placement, a named physiotherapist is the designated practice educator. They are responsible for the day to day organisation of the learning experience for each student. The practice educator is required to
provide academic and practical support in their speciality and to assess your progress. http://www.csp.org.uk/professional-union/careers-development/practice-educators

1.2 Practice Educators and Practice Education Placements.

All members of the physiotherapy and multidisciplinary team may contribute to student practice education. Practice educators must meet the following specifications:

- Have normally practised physiotherapy for at least 18 months to two years.
- Have undertaken regular continuing professional development and updating of knowledge and skills.
- Demonstrates a positive commitment to physiotherapy student education.
- Conforms to CSP and HCPC standards of physiotherapy practice.
- Is registered with the Health and Care Profession’s Council (HCPC).
- Has undertaken appropriate training prior to educating students.

During the course you will complete 5 placements each of six weeks duration that will enable them to gain experience in a variety of settings e.g. acute hospital trust, community rehab beds etc. with a focus on, but not limited to, the following areas of practice, neuromusculoskeletal, neurology and cardio-respiratory. Your placements will reflect the changing nature of specialisation in contemporary physiotherapy practice. Due to changes in working environments and practices, you may gain experience of different areas of practice within one placement. It is acknowledged that there may be some overlap in the kinds of experience between placements due to both the variations in classification of specialties across the region and the prevalence of some kinds of work. Our placement allocation area covers a wide geographical area that includes Kent, Surrey and Sussex. This offers you a diverse social and economic demographic with which to engage and we will give you the opportunity to experience this diversity in your practice placements.

1.3 Assessment of Practice Education

Your progress in each placement is assessed formatively and summatively by the practice educator responsible for you on that particular placement. You should be aware of the assessment criteria for practice education on which you are assessed and are encouraged to assess and reflect on your own performance during the course of the placement.
The assessment form is in 2 parts, Part 1 is a pass/fail and focusses on professionalism, anti-discriminatory practice and health and safety issues. Part 2 has 4 sections, Interpersonal skills, professionalism, clinical reasoning and treatment/management. You have to gain a minimum pass mark of 40% in each of these 4 sections.

In the early placements you will be supervised closely and require more feedback from your practice educators. Both first placements for the 2 courses are assessed slightly differently. On the MSc Rehabilitation Science programme PT645 is assessed at level 6, but marked as satisfactory/unsatisfactory and is supported by written reflection. On the BSc (Hons) Physiotherapy programme in year 2 is assessed at level five and the mark does not go towards the final classification of the degree.

The weightings for level 5: (blue form)

- Interpersonal skills 20%
- Professionalism 10%
- Clinical reasoning 35%
- Treatment / management 35%

Both these placements are to support your transition into the practice environment.

Final year students on both courses are expected to work towards qualified practitioner status and so placements are at level 6. The weighting level 6: (pink form)

- Interpersonal skills 20%
- Professionalism 10%
- Clinical reasoning 40%
- Treatment /management 30%

You have to achieve a pass in all 5 practice placements. Placements 2-5 go towards the BSc classification. Placements 1-5 have to be passed for the MSc rehabilitation science course but the grade does not contribute towards your classification. If you are referred in a practice placement you will normally have the opportunity to retake that placement. However if you are referred in two
or more placements you would be deemed to have failed the course. Please see relevant section in this handbook.

1.4 Practice Placement Evaluation

You will complete an evaluation form for each placement that is emailed to physiotherapy-placements@brighton.ac.uk at the same time as the submission of your assessment form. It forms a key part of the quality feedback loop for placement experience and is therefore an essential part of the provision, marks may not be ratified at exam board without your completion of this form. Your evaluation is returned to the practice placement site, and therefore needs to be completed bearing in mind your educators receipt of your feedback. This is done up to 3 times a year. Visiting tutors complete a report form following each visit to that remains in your student records. The practice education team will address any issues of quality with individual placement areas. An annual quality review meeting is held between the Health Education Kent, Surrey and Sussex, School of Health Sciences and representatives from placement providers to monitor the quality of placement learning and ensure feedback is exchanged and appropriate action taken if necessary.

2. General information related to practice/practice education

2.1 Identity badges

You are required to wear their University of Brighton identity badges at all times during your practice placements. If you misplace your badge, please contact Claire Carvey C.Carvey@brighton.ac.uk ASAP to replace it. There may be a cost incurred.

2.2 Professional insurance

University of Brighton registers all students as members of the CSP and have the benefit of professional liability insurance for all practice placements in the UK. Please see here for more details: http://www.csp.org.uk/professional-union/practice/insurance/student-practice-placements

2.3 Accommodation and travel costs

You will need to bear accommodation and travel costs personally, and we ask that you remember that your final year is likely to be your most expensive year. You will need to book accommodation directly with the placement site where available. Over the years we have acquired a number of private sources of accommodation and information on this is accessible to you, this will be shared on the placement information where possible. In return we ask that you share with physiotherapy-placements@brighton.ac.uk suitable accommodation that you find to help other students. Some of you may be able to reclaim costs in accordance with the guidelines of the NHS Bursary Scheme. Please refer to Clinical/Practice Placement information section on student central if this applies to
you. Those of you lucky enough to be in receipt of an NHS bursary, need to remember that this is public money and as such should not be abused. The expectation is that you are seek out the most cost effective accommodation and travel options. The University has a responsibility to ensure appropriate use of public resources and will not sign off excessive/inappropriate claims. It is essential that you keep a copy of all invoices etc. as the school office cannot take responsibility for this. All claims must be processed by the School office.

2.4 DBS checks

All students that are accepted on either the BSc (Hons) Physiotherapy Course or the MSc in Rehabilitation Science courses have undergone an enhanced DBS check. This includes working with vulnerable adults and children. You sign a declaration for each subsequent year of the course that there has been no change. It is your responsibility to inform us of any changes to this as this will affect your ability to go on placement. We recommend that you keep the original DBS number and date for including on your placement passport.

2.5 Absence on Practice /Practice Placements

You must notify both their placement educator and the physiotherapy-placements@brighton.ac.uk if you are absent from your placement due to ill health.

You can self-certify for a period of up to five days. If the period of sickness extends beyond this time you must obtain a medical certificate from a doctor. All days absent will be recorded on the practice assessment form to ensure that no problem arises with you having insufficient hours to be assessed fairly on placement and/or graduate. The total placement hours are monitored, please ensure that you are personally aware of your hours and look for opportunities as they arise if you are likely to be short on a placement.

2.6 Immunisation

It is your responsibility to keep a copy of your vaccinations to show if required to a practice site. Please refer to your definitive course document for full details of immunisations required. Please ensure that you read the CSP guidelines on infections in the workplace carefully.

2.7 Health & Safety

Your placement providers will under the Health & Safety (Training for Employment) Regulations 1990, regard you as the placement providers’ employee for the purpose of health and safety. Providers will therefore ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all their employees. You, as a student physiotherapist are expected to familiarise yourselves with the departmental health and safety policy whilst on placement and recognise the
importance of your own safe practice and risk assessment when undertaking their practice work. It forms a key component of Part 1 of the assessment form.

2.8 Mandatory training

Prior to placement you will complete necessary mandatory training, this includes manual handling, infection control, basic life support, safeguarding vulnerable adults and children, risk assessment, information governance, equality and diversity and fire safety. Please refer to the mandatory training section on student central. Please note you must have completed this in full prior to placement, you need to note date of completion for your placement passports. You will be provided with certificates from some sessions, please ensure you keep these safe.

2.9 Placement hours

In accordance with the Chartered Society of Physiotherapy students are required to complete a minimum of 1000 hours of practice placement. Students on both the BSc (Hons) Physiotherapy and the MSc in Rehabilitation Science are normally expected to complete up to 35 hours supervised practice per week equating to 210 hours for a six week placement. These extra hours allow for bank holidays and sickness. Within these hours, protected time for reflection and presentation preparation can also be counted. This will need to be negotiated with your practice educator. It may be possible to have a half day in the working week however please do not expect one, the aim is for you to get a realistic experience of practice.

You must have completed sufficient hours across the 6 weeks for your practice educator to be confident that they can fairly assess the outcomes of the placement and any concerns regarding this will be discussed with the practice education team.

2.10 Assessment forms

As an important and integral part of their role as a practice/practice educator they are required to make a professional judgement about your performance and ability to achieve the learning outcomes during the placement. In forming their judgement they should use the learning outcomes and assessment criteria. Adequate feedback should be provided at the half way stage so that you understands clearly their expectation for the remainder of the placement. A mark at half way is not compulsory, instead we suggest an indication of the performance banding.

A numerical mark should be given for each of the 4 sections of the final assessment. Please ensure that the assessment form is signed throughout and that your hours are totalled. All assessment forms must be submitted into the relevant blue box at the School of Health Sciences (Eastbourne) You must return your assessment form and placement evaluation form by the allocated date or you
will be marked as a refer. If you are posting your form, please ensure you send it RECORDED delivery to Sara Hadland, School of Health Sciences, Robert Dodd Building, 49, Darley Road, Eastbourne, BN20 7UR. Please keep a copy of your forms/travel claims etc. especially if posting.

2.11 Tutor visits

You will normally be visited once on each placement by a member of the academic team. Additional visits can be arranged if at any time either you or educator feel that one is necessary. Please do not hesitate to contact either your visiting tutor or the practice education team. Their role is to monitor your progress and your learning experience. They provide an opportunity for both educators and you to discuss any particular difficulties related to the placement and also the positive aspects of the learning experience. You may also find them helpful to discuss your academic work. Visits to practice sites should normally be arranged within the first seven working days of the placement. Please contact physiotherapy-placements@brighton.ac.uk if there are any issues with this.

2.12 Declaring an additional learning need, health issue or disability.

The CSP has produced a document in support of students with disabilities. The purpose of the new document is to promote the creation of a positive learning experience for people with disabilities. It provides guidance to educators on developing inclusive policies and procedures throughout the learning journey – from application to preparation for employment – in line with statutory requirements and by building on existing good practice. http://www.csp.org.uk/uploads/documents/IntoPhysiotherapy.pdf

Practice education team will make an appointment with you if this applies to discuss your learning support plan prior to placement. Some disclosures may involve occupational health advice. Open discussions are encouraged to ensure success and safety for all.

2.13 Complaints/Problems on placements

If you are experiencing difficulties while on your practice placement or need to discuss any aspect of the placement with a member of the academic staff you are advised to contact either your visiting tutor or the practice education team initially. You may choose to discuss problems of a personal nature with your practice educator or to contact your personal tutor.

In the rare occurrence that we receive a complaint from a practice educator this would be dealt with promptly. Please note the university has a fitness for practice policy. Please see student central for more details.
3. Placement Expectations

3.1 Prior to Placement:

You should:

- Update using your personal tutor for guidance and send your passport minimum of 2 weeks before your first day.
- Email/phone your educator minimum of 2 weeks before your first day.
- Ensure you ask relevant questions relating to preparing for the placement case load and the expectations of the working environment. This could include, hours, location, start and end times, weekend working.
- Each practice site will have a uniform policy, it is important that you ask what this is prior to your placement starting, this may include but not limited to: not allowed to wear the tunic with the stripes, only plain polo shirts; only allowed certain colour shoes, no trainers; covering exposed tattoos etc. Please note nail varnish represents an infection control risk and should never be worn whilst practising. The expectations of your practical class attire and behaviour during years 1 and 2 prepare you for this.

Your practice educator should:

- Review the learning outcomes of the placement and plan yours and their caseloads taking into your entry level and local learning opportunities.
- Review and read your placement passport taking into account your prior learning and hopes for the placement.
- Plan the induction period for you including an appropriate caseload and time-table.
- Identify and contact any other team members who may be involved in the learning experience.
- Forward any updated induction information to you in advance of the placement.

3.2 At the beginning of the placement you both should:

- Review the passport, identifying learning needs and set learning objectives within the first week.
• Introduce and induct you to the placement.

• Discuss working hours

3.3 During the placement you should:

• Contact your educator and physiotherapy-placements@brighton.ac.uk if you are sick. All absence must be recorded on the placement form.

• Be aware of all departmental policies and procedures including accident, moving and handling, health and safety policies. Ensure that their practice educator informs you of all local policies /procedures during your induction.

• Maintain professional behaviour and confidentiality at all times adhering to the CSP’s Rules of Professional conduct.

• Take responsibility for your own learning, asking appropriate questions, seeking additional information to inform their practice, reflecting on and evaluate your own progress.

• Keep a reflective log of your formal and informal discussions that are developing your learning. Think about doing a joint journal critique, these could be facilitated by your educator or be led by you. Also consider aspects that you might record in the CSP eportfolio http://www.csp.org.uk/professional-union/careers-development/cpd/csp-eportfolio-learning-hub

• Be prepared to self-evaluate, this is a key requirement of the HCPC standards in preparation for qualification.

• You may be asked to present a case study/presentation. This is an opportunity to develop and demonstrate your clinical reasoning, your learning and your development on your placement.

• Where possible, opportunities to spend time with other interprofessional team members and to learn with students from other professions. This may include attendance at joint case conferences, multidisciplinary team/discharge planning meetings, home visits with other team members, interprofessional case presentations. You will have the opportunity to attend an interprofessional conference at the University during your placement year.

• Contact a member of the placement team as early as possible if a difficulty arises during the placement, which cannot be resolved by your educator.
3.4 After the placement you should:

- Allow time for reflection and identification of future learning needs and update your passport.
- Enter any relevant information into your CPD portfolio for example critical incidents related to placement learning, record of in-service training
- Keep a copy of your completed assessment form. This should become part of their CPD portfolio of evidence and can help to determine future learning needs and goals.
- Complete a placement evaluation form for each placement, which should be submitted to the School Office.

4. Rules and regulations pertaining to practice /practice based education

Students on both the BSc (Hons) course in Physiotherapy and MSc in Rehabilitation Science must comply with the following rules and regulations:

- General regulations of the University of Brighton including the Fitness for Practice Policy
- CSP and HCPC Standards of Conduct
- Regulations at the practice education/practice based education site.
- Confidentiality must be maintained at all times in accordance with the trust policy and CSP and HCPC standards of conduct.

5. Raising and escalating concerns about practice settings (whistle blowing)

The University seeks to encourage a just culture which is open and transparent, one in which practitioner are empowered to report patient safety issues. Students with concerns about patient safety whilst on placement are strongly advised to discuss issues with visiting tutors or the physiotherapy placement team. Concerns may relate to issues / concerns relating to (for example) poor manual handling / patient safety, a delay in the delivery of care, non-adherence to employer’s policies, hygiene needs not being met etc.
Guidance can be found in the Health and Care Profession Council: Standards of Performance, Conduct and Ethics (HCPC 2012), [http://www.hpc-uk.org/registrants/raisingconcerns/whistleblowing/](http://www.hpc-uk.org/registrants/raisingconcerns/whistleblowing/)

AND Local / Trust Policy

### 5.1 Student Reporting of Concerns

You should report immediately or within one working week if you witness practice that causes them concern to one of the below.

In practice settings:

- Clinical placement educator
- The visiting academic lecturer
- The Clinical Matron or Departmental Manager
- A member of the physiotherapy placement team

The person receiving the information about practice related concerns witnessed by a student will:

- Follow Trust / Employer policy.
- Support the student to inform the SHS Practice Lead, their Personal Tutor, Course Leader/Placement Tutor / Halfway Visiting Tutor or another SHS Lecturer.

In the School of Health Sciences:

- SHS Practice Lead (Assistant Head leading the Practice Learning and Liaison SSU)
- Their Personal Tutor
- The Course Leader
- A member of the physiotherapy placement team
- The visiting academic lecturer
- Any SHS Lecturer.
The person receiving the information\(^1\) about practice related concerns witnessed by a student will:

- Inform the SHS Practice Lead and or Placement Tutor without delay.

(If there is suspicion or witnessing of abuse then follow the procedure for reporting suspicion and or witnessing of abuse).

- The SHS Practice Lead and or Placement Tutor must inform the Deputy Head of School responsible for Practice Learning to agree how to proceed.

- The Deputy Head will liaise with the Head of School where relevant to agree and communicate any action that needs to be taken.

### 5.2 Reporting suspicion and or witnessing of abuse

For information and guidance go to:

http://www.hpc-uk.org/registrants/raisingconcerns/whistleblowing/ or The CSP guidance for practitioners to help them raise concerns (see the [CSP website](http://www.hpc-uk.org/registrants/raisingconcerns/whistleblowing/) for further information).

AND

Local / Trust Policy re Safeguarding Adults at Risk and Safeguarding Children

**When reporting suspicion and or witnessing of abuse the following detailed below must be followed.**

In practice settings:

A student witnessing, having knowledge of or suspecting an act of abuse by anyone whilst on a practice placement / practice learning opportunity must report this without delay to:-

- Clinical placement educator

- The visiting academic lecturer

- The Clinical Matron or Departmental Manager

- A member of the physiotherapy placement team

\(^1\) When concerns are reported in writing in, for example, a Practice Placement Evaluation, academic written work OR verbally in a Lecturer facilitated session the same reporting process must be followed.
AND

- Course Leader and or Placement Tutor (or their deputy)

OR

- Their Personal Tutor
- Any SHS Lecturer.

NB If the student is not able to report the incident and or their suspicions in the practice setting the Course Leader and or Placement Tutor must be informed.

The first recipient of the report / evaluation must inform the Head of School (or Deputy) without delay. They should ensure that the other recipients are informed that this has been done.

**ONLY Head of School; will decide and communicate any action that needs to be taken.**

In the School of Health Sciences:

**Any Personal Tutor / Practice Education Team member / SHS Lecturer / or Clinical visiting tutor**

receiving a verbal / written report or practice placement evaluation in which the student appears to have knowledge of or suspects an act of abuse must inform the Head of School (or Deputy) without delay. They should ensure that the Course Leader and or Placement Tutor are informed that this has been done.

**ONLY Head of School; will decide and communicate any action that needs to be taken.**

Examples of abuse.

**Physical abuse.**

Physical abuse is any physical contact which harms clients or is likely to cause them unnecessary and avoidable pain and distress. Examples include handling the client in a rough manner, giving medication inappropriately, and poor application of manual handling techniques or unreasonable physical restraint. Physical abuse may cause psychological harm.

**Psychological abuse.**

Psychological abuse is any verbal or non-verbal behaviour which demonstrates disrespect for the client and which could be emotionally or psychologically damaging. Examples include mocking, ignoring, coercing, threatening to cause harm or denying privacy.
Verbal abuse.

Verbal abuse is any remark made to or about a client which may be reasonably perceived to be demeaning, disrespectful, humiliating, racist, sexist, homophobic, ageist or blasphemous. Examples include making sarcastic remarks, using a condescending tone of voice or using excessive and unwanted familiarity.

Sexual abuse.

Sexual abuse is forcing, inducing or attempting to induce the client to engage in any form of sexual activity. This encompasses both physical behaviour and remarks of a sexual nature made towards the client. Examples include touching a client inappropriately or engaging in sexual discussions which have no relevance to the client’s care.

Financial / material abuse.

Financial / material abuse involves not only illegal acts such as stealing a client’s money or property but also the inappropriate use of a client’s funds, property or resources. Examples include borrowing property or money from a client or a client’s family member, inappropriate withholding of clients money or processions and the inappropriate handling of, or accounting for, a client’s money or processions.

Neglect

Neglect is the refusal or failure on the part of the registered nurse, midwife or health visitor to meet the essential care needs of a client. Examples include failure to attend to the personal hygiene needs of a client, failure to communicate adequately with the client and the inappropriate withholding of food, fluids, clothing, medication, medical aids, assistance or equipment.

6. Out of Area Placements

Current School of Health Sciences policy is that all placements are within area. In exceptional circumstances placements out of area may be considered. Please note it would only be a later placement that would be considered and your academic and clinical profile would need to be robust. Additionally any placement needs to conform to the range of clinical experiences we expect from the course. A placement agreement needs to be signed prior to you going out of area. This can take up to 6 months to process and good timing is important since it creates additional administrative work for the placement team. Note that extra costs generated as a consequence of undertaking an out of area placement cannot be passed onto the NHS Bursary provision. Please
contact the practice placement team to discuss prior to making contact. It will then be discussed with the course leader for final agreement.

This can be summarised in the following diagram:

Student undertakes the placement, completes an evaluation form and expresses their thanks for the placement opportunity.