



School of Nursing, Midwifery and Paramedic Practice

Quality Management of the Practice Learning Environment (QMPLE)

QUALITY ASSURANCE PROCESS

| Revision | Date | Owner/Approver | Review Date |
|-----------------|-------------|-----------------------------|--------------------|
| 2.0 | Nov 2021 | Practice Learning Committee | Nov 2023 |

Glossary of Terms

| Shortened Term | Term in Full |
|---------------------------|---|
| ATL for Practice Learning | Academic Team Lead for Practice Learning |
| LL | The RGU link lecturer (LL) role will be undertaken by the current RGU practice education lecturer (PEL) team. |
| PEF | <p>Within QMPLE "PEF" stands for Practice Education Facilitator.</p> <p>In practice, this could be a Practice Education Facilitator or Practice Educator.</p> |
| PER | <p>Within QMPLE "PER" stands for Practice Education Role.</p> <p>In practice, this will be the senior change nurse/midwife/team lead or another nominated individual(s) with a role in supporting education within the PLE.</p> |
| PEL | <p>Within QMPLE "PEL" stands for Practice Education Lead.</p> <p>In practice, this will be the Lead Practice Educator or equivalent.</p> <p>Please note, within RGU "PEL" stands for Practice Education Lecturer.</p> |
| PLE | Practice Learning Environment – the placement. |
| PLET | Practice Learning Education Team meetings – a meeting held with representatives from the PLEs and RGU, held once per semester. |
| RGU PLC | RGU Practice Learning Committee |

| Shortened Term | Term in Full |
|----------------------------|---|
| RGU Practice Learning Team | The RGU Practice Learning Team is a number of Practice Education Lecturers (PELs) who support learning in practice and ensure adherence with all quality assurance processes. |
| SLA | Service Level Agreement – this is the agreement between the PLE and University in relation to the number of students the area can place at any given time. |
| SPLEF | Student Practice Learning Environment Feedback is the feedback questionnaire within QMPLE which every student will be asked to complete at the end of each PLE. |
| QSPL | The Quality Standards for Practice Learning set out the responsibilities and expectations of students and those individuals and organisations that support them in relation to practice learning. |

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1. Introduction

- 1.1 Practice learning is fundamental to the education of all students undertaking nursing and midwifery programmes.
- 1.2 Practice learning partners and approved higher education institutes will work in partnership to ensure the provision of quality practice learning opportunities that allow students to develop and meet the proficiencies and outcomes relevant to the programme (NMC 2018a).
- 1.3 Practice learning partners and approved higher education institutes will adopt a partnership approach with shared responsibility for quality assurance.
- 1.4 Approved higher education institutes, together with practice partners, must ensure the capacity, facilities and resources are in place to facilitate safe and effective learning opportunities for students as required by their programme learning outcomes (NMC 2018b).

2. Audit

- 2.1 There is a requirement that an educational audit is undertaken every 2 years, or earlier if required.
- 2.2 Audit in this context is a measure of the capability of a location to support practice-based learning measured against the Quality Standards for Practice Learning (QSPL) standards (NES 2021).
- 2.3 Prior to the audit being undertaken all persons involved should be familiar with the requirements contained within QSPL (NES 2021) and familiar with the use of Quality Management of Practice Learning Environment (QMPLE) web resource.
- 2.4 A date for completion of the audit should be finalised prior to the audit expiring. QMPLE will generate an amber alert three months prior to the audit expiry date and a red alert one month prior to the audit expiry date.

- 2.5 The educational audit will be undertaken as a tripartite process including representation from the Practice Learning Environment (PLE), the NHS Board Practice Education Team and from the RGU Practice Learning Team. Each PLE has a designated Link Teacher who ensures relevant professional regulatory standards are maintained. Details can be found on the School's Practice Learning webpage: www.rgu.ac.uk/practice-learning
- 2.6 During the PLE audit review meeting student feedback, QSPL and other relevant information should be reviewed prior to approval. During the audit meeting QSPL sections 1 and 2 should be reviewed and evidenced. Sections 3, 4 and 5 will be pre-populated, queries in relation to these sections should be tabled for discussion at Practice Learning Education Team meetings (PLET) and the RGU Practice Learning Committee (PLC).
- 2.7 Once audit has been signed off by all three parties, the RGU Link Lecturer (LL) will inform the Placement learning team - SNMPPlacements@rgu.ac.uk
- 2.8 Within the audit period, if changes occur within the PLE location, e.g. ward name or contact telephone number, the PLE profile will be reviewed and amended. Clinical partners should bring these changes to the attention of the RGU Placement learning team - SNMPPlacements@rgu.ac.uk
- 2.9 Should a PLE wish to request a change to the Service Level Agreement (SLA), whether it be to increase or decrease student allocation capacity, a tripartite professional discussion between PLE, organisation Practice Education Team and University Practice Learning Team should take place. The PLE Capacity Change Request form should be completed and emailed to SNMPPlacements@rgu.ac.uk for review.

- 2.9.1 Once the change to SLA has been agreed, the PER or PEF should confirm this within the environment profile in QMPLE ensuring that the SLA number is updated, the action plan completed and review date set. In extenuating circumstances this may require further discussion with the Practice Education Lead (PEL) and RGU Senior Lecturer for Practice Learning.
- 2.9.2 It is the responsibility of the RGU LL to inform the RGU Practice Learning Team of any changes to SLA - snmpplacements@rgu.ac.uk
- 2.10 For further guidance on audit process, see Appendix 1.
- 2.11 Sections 3 and 4 QSPL will be reviewed and updated once every 2 years and tabled for approval at RGU PLC.
- 2.12 Section 5 QSPL will be reviewed and updated once every 2 years and tabled for approval at RGU PLC.
- 2.13 Non-NHS PLEs - the RGU Link Lecturer (LL) will be required to complete sections 1-5 QSPL, the PLE profile, the environment audit and names of Practice Assessors within the organisation, on QMPLE in partnership with the PLE provider.

3. Student Feedback

- 3.1 Undergraduate nursing and midwifery students will be expected to complete the Student Practice Learning Environment Feedback in QMPLE following each PLE.
- 3.2 During the final week of the PLE, Practice Supervisors and/or Practice Assessors should provide time and space for the student to complete the Student Practice Learning Environment Feedback in QMPLE.
- 3.3 It is the responsibility of the NHS Board Practice Education Team and RGU Link Lecturer (LL) to review and release student feedback as per the timescale indicated in Appendix 2.

- 3.4 If an action plan is required, this is completed in partnership with the PLE by the PEF and University link lecturer.
- 3.5 A copy of the action plan should be sent to the RGU Practice Learning Team (PLT) – SNMPPlacements@rgu.ac.uk and RGU Academic Team Lead (ATL) for Practice Learning and will be tabled for discussion in the Practice Learning Committee (PLC).
- 3.6 Each PLE will update the 'you said, we did' section within the PLE environment profile in QMPLE when improvements are made.
- 3.7 Feedback will be released to the PLE once three Student Practice Learning Environment Feedback forms have been received or automatically by QMPLE after a 12 week period.
- 3.8 Feedback will contribute to NHS Excellence in Care measures with only released feedback impacting on this score.
- 3.9 The process for releasing student feedback is contained within a flowchart in Appendix 2.

References

NHS EDUCATION FOR SCOTLAND (NES), 2021. *Quality standards for practice Learning*. [online]. Edinburgh: NES. Available from: https://www.nes.scot.nhs.uk/media/s1mflta2/quality_standards_for_practice_learning_qspl.pdf [Accessed 13 July 2021].

NURSING AND MIDWIFERY COUNCIL (NMC), 2018a. *Part 2: Standards for student supervision and assessment*. NMC: London.

NURSING AND MIDWIFERY COUNCIL (NMC), 2018b. *Part 1: Standards framework for nursing and midwifery education*. NMC: London.

Appendix 1: QMPLE Auditing Processes

Preparation for audit

- Amber alert generated by QMPLE 3 months prior to audit expiry.
- Tripartite meeting date set.
- PER and PEF review relevant profile pages within the environment section in QMPLE.
- **QSPL Sections 3, 4 and 5 will be pre-populated.**

Audit meeting – 3 steps

Step 1. The QSPL standards 1 and 2 are reviewed and evidenced by three people:

- A PER (SCN/SCM/Team Lead or deputy)
- A PEF
- An RGU Link Lecturer

Step 2. The Educational audit information is reviewed and agreed by all 3 parties:

- The PER users complete page 1 of the Educational audit.
- The PEF completes page 2 of the Educational audit.
- The RGU Link Lecturer completes page 3 of the Educational audit.

For further guidance please refer to the:

[QMPLE User Guide: How to complete an educational audit](#) [Accessed 13 July 2021].

Step 3. Once the above steps have been completed, the Educational audit becomes available to sign off. This is a 3-step process:

1. The **PER user** signs of the Audit:

| Senior Charge Nurse |
|---------------------|
| Name: |
| Email: |
| Telephone: |
| Sign Off Date: |

11/07/21 – Signed off by:

2. The **PEF** signs of the Audit:

| Practice Education Facilitator |
|--------------------------------|
| Name: |
| Email: |
| Telephone: |
| Sign Off Date: |

11/07/21 – Signed off by:

3. The **Link Lecturer** signs of the Audit:

| Lead Link Lecturer |
|--------------------|
| Name: |
| Email: |
| Telephone: |
| Sign Off Date: |

11/07/21 – Signed off by:

Appendix 2: Student Feedback Flowchart

| Timeline | Action |
|---|---|
| Beginning of last week of PLE | Students are prompted via email from QMPLE to complete student PLE feedback. Students are sent email from RGU to encourage complete of student PLE feedback. |
| 1 week after PLE end date | Students are sent reminder email by QMPLE to complete student PLE feedback. |
| 3 weeks after PLE end date | Student PLE feedback link is closed by QMPLE. RGU Link Lecturers and Organisation PEFs will prioritise time to review student evaluations and "release" or raise alert as appropriate. |
| Within 2 weeks following closure of evaluation link | RGU Link Lecturer and PEFs to review evaluation and must either RELEASE EVALUATION OR RAISE ALERT . |

ALERT RAISED

| Timeline | Action |
|--|--|
| Within 2 weeks following an alert being raised | If a QMPLE alert is raised, the PEF and RGU Link Lecturer must discuss and agree the action(s) required and inform RGU Academic Team Lead for Practice Learning and relevant lead educator or equivalent. |
| Within 4 weeks of an alert being raised | If an action plan is required, this is completed in partnership with the PLE by the PEF and University link lecturer. The action plan is to be held with organisation Practice Education team. A copy of the action plan should be sent to RGU – SNMPPlacements@rgu.ac.uk and relevant stage PEL generic email and will be tabled for discussion in the Practice Learning Committee (PLC). |
| 12 weeks after evaluation being submitted (or once 3 evaluations have been marked for release by the PEF and Academic Link Lecturer) | Release of student evaluations to PLEs. |