

## How do I know if the practice supervisor and practice assessor programme is right for me?

The professional bodies periodically review their standards and guidance regarding the requirements for practice supervision and assessment. This guidance is based upon the current standards (HCPC 2017; NMC 2018).

We want you to be sure that you choose the programme that is right for you. Table 1 provides guidance to help you make your decision. Table 2 illustrates the range of different programmes that may have been completed previously.

Suggested preparation for role			
Current knowledge and experience	Annual update	Practice supervisor	Practice assessor
Practice Supervisor and Assessor	✓		
Previous preparation or experience* e.g., 998	✓		
Completed Practice Supervisor Programme			✓
Pre-registration Practice Supervisor preparation	✓		✓
International Registrants joining UK Health Service		✓	✓
Return to Practice		✓	✓

Table 1: Suggested continuing profession development for practice supervision and assessment

Course/Unit title
D32/D33 A1 TDLB awards
Cert Ed C&G FETC /7307/7407
Practice Teacher
Post graduate certificate - Health and Social Care Practice Education
PG certificate– Health and Social Care Education
Post graduate diploma – Health and Social Care Education
PG diploma – Health and Social Care Practice Education
MA Health and Social Care Practice Education
MA Health and Social Care Education
PG Certificate Professional Development
PG Dip Professional Development
MA Professional Development
PGCE
Learning and assessing in practice
Mentorship module

Table 2: \* Previous programmes offered to support supervision and assessment in practice

## Frequently asked questions

**I have just returned from a leave of absence; I have not supported students for several years. Should I complete the programme again?**

A documentation update relevant for the student(s) you will be working with is definitely the best place to start. If you have completed a programme previously, you may find coming along to a face-to-face update might be preferable as you will be able to talk to colleagues about what has changed. Teaming up with a colleague to act as a 'buddy supervisor' to help you update your knowledge and skills. Some colleagues like to complete the programme again if they have had a significant absence, e.g. been working abroad, returned to practice, taken parental or carers leave.

**I am an international nurse who has joined the NMC register. I am a clinical educator already, is this programme right for me?**

You may find it helpful to complete the programme to help you appreciate the way in which UK health education is provided. Talk to your international lead and discuss what would be the most appropriate programme for you to complete. You may prefer a documentation update and an opportunity to attend a practice supervisor and assessor update. Your organisation may have planned for you to attend the programme as part of your induction to the organisation.

**I completed a programme some time ago but cannot find my certificate. Do I need to complete the programme again?**

Talk to your line manager, explain the situation, and advise as to how you have kept your knowledge and skills up to date. Complete the declaration to help you evaluate the professional development that will help you.

**I will be supporting students from other education providers; do I have to do a course with them as well?**

No, this programme will provide you with the information and strategies to help you supervise and assess all learners. You may need to complete a programme specific update so that you know how to complete a learner's assessment.

**I completed a practice supervisor programme in my final year, do I have to do it again?**

If you completed this with Bournemouth University, provide your certificate. We maintain a database and your employer can email the administrator to confirm. You will find a refresher update helpful prior to completing the practice assessor day.

**I have moved from another trust out of area, do I need to repeat my practice supervisor and assessor programme?**

Complete the declaration and forward it to your line manager and practice education team so that they can update their records. Complete a documentation update that is relevant for the students you will be supporting. Do come along to an update and share your experiences with us.

## Still not sure?

Appendix 1 has a practice supervisor and assessor declaration that you can complete to help you decide as to whether this course is the right one for you. You can find out about ongoing practice supervisor and assessor cpd via this [link](#).

For any queries contact [upla@bournemouth.ac.uk](mailto:upla@bournemouth.ac.uk)

## References

Nursing and Midwifery Council, 2018. *Part 2: Standards for student supervision and assessment*. [www.nmc.org.uk](http://www.nmc.org.uk)  
Health and Care Professions Council, 2017. *Standards for Education and Training*. [www.hpc-uk.org](http://www.hpc-uk.org)

### Practice Supervisor / Assessor Declaration

This declaration is to help you demonstrate an ongoing ability to meet NMC (2018) Standards for Student Supervision and Assessment and /or the Standards for Education and Training (HCPC 2017). Guidance notes are provided on the reverse of this form. Should you have any queries please contact the University Practice Learning Adviser for your area, [upla@bournemouth.ac.uk](mailto:upla@bournemouth.ac.uk).

Name..... Placement area.....

Criteria:	Met:	Additional comments
1. I have completed a programme to support my role in supervising and assessing learners	Yes / No	Course: Date:
2. I have supported learners in my workplace during the last year	Yes / No	
3. I understand my responsibilities in supporting learners in relation to my code (NMC 2018; HCPC 2017)	Yes/No	
4. I have engaged in CPD in order to develop my professional practice	Yes / No	Next Revalidation date:
5. I know how to seek support when concerns arise and are aware of the Concerns Protocol (BU 2022)	Yes / No	
6. I am aware of the practice placement support team	Yes /No	
7. I have completed an update in the last year regarding learner supervision and assessment	Yes / No	
8. I have a working knowledge of current programme requirements, assessment strategies and changes to the programmes for the learners I support	Yes / No	
9. I have an in-depth understanding of my accountability to the NMC / HCPC for my decision to pass / fail a student	Yes / No	
10. I am aware of the roles and responsibilities of the: - <ul style="list-style-type: none"> <li>• Practice Supervisor</li> <li>• Practice Assessor</li> </ul>	Yes / No Yes / No	

I confirm that I continue to meet the practice supervisor/ assessor requirements.

Signed..... Date .....

Criteria	Guidance Notes
1. I have completed a programme to support my role in supervising and assessing learners.	This might be an accredited unit that you have completed or preparatory study days in relation to the Standards for student supervision and assessment (NMC 2018); If you are a AHP you may have completed PPE training.
2. I have supported learners in my workplace during the last year	Increasingly you will be supporting learners on different programmes and so this is not limited to pre-registration students.
3. I understand my responsibilities in supporting learners in relation to my code (NMC 2018; HCPC 2017)	The professional codes are explicit in the expectation that all registrants role model effective practice to help learners develop their practice. This includes supporting through relevant learning opportunities and feedback.
4. I have engaged in CPD in order to develop my professional practice.	Usually reflected through review / planning of development at annual PDR. As a registrant you need to be able to show you are developing your evidence-based practice continuously in accordance with revalidation requirements.
5. I know how to manage and am aware of the Concerns Protocol (BU 2022)	You need to be able to demonstrate that you know the process of managing concerns that may arise during a placement.
6. I am aware of the practice placement support team	Your organisation may have a practice education team that will support you in your practice assessor/ supervisor role. It is important to know who they are and how you can contact them for assistance. The University Practice Learning Adviser Team at Bournemouth University are here to support you as well <a href="mailto:upla@bournemouth.ac.uk">upla@bournemouth.ac.uk</a>
7. I have completed an update in the last year regarding student supervision and assessment	The easiest way to keep up to date on the student programme is to attend an update, either through self-managed learning or in person. There are different opportunities to develop your practice assessor / supervisor role during the year – You can find out about these on the events section of the practice assessor website <a href="http://www.bournemouth.ac.uk/practiceassessor">www.bournemouth.ac.uk/practiceassessor</a> .
8. I have a working knowledge of current programme requirements, assessment strategies and changes to the programmes for the learners I support	You could gain this knowledge through attendance at annual updates / accessing the practice assessor website: <a href="http://www.bournemouth.ac.uk/practiceassessor">www.bournemouth.ac.uk/practiceassessor</a> as well as the 'help' area of the online portfolio: <a href="http://www.opalbu.com">www.opalbu.com</a>
9. I have an in-depth understanding of my accountability to the NMC / HCPC for my decision to pass / fail a student.	Practice Supervisors: You need to be confident in providing feedback to learners and their assessors. You are supporting the 'gatekeeping' process. Practice Assessors: you will be 'confirming' the learner's proficiency. You will need to be confident in evaluating a range of evidence to make your decision.
10. I have been advised as to the roles and responsibilities of the: - <b>Practice Supervisor</b> 'NMC registered nurses, midwives, nursing associates and other registered health and social care professionals' <ul style="list-style-type: none"> <li>• Being a role model</li> <li>• Support learning within your scope of practice</li> <li>• Provide appropriate supervision and feedback</li> <li>• Have relevant knowledge and experience of your clinical area</li> <li>• Contribute to assessment by providing feedback</li> <li>• Confidently share observations and feedback with practice and academic assessors</li> <li>• Raise concerns appropriately using the relevant protocols</li> </ul> <b>Practice Assessor</b> 'a registered nurse, midwife, nursing associate, or specialist community public health nurse (SCPHN). For prescribing programmes, the practice assessor can be any qualified and experienced prescriber.' <ul style="list-style-type: none"> <li>• Conduct assessments to CONFIRM achievement of proficiency and programme outcome for practice learning</li> <li>• Seek relevant feedback and evidence to ensure that an objective, evidence-based assessment has been made</li> <li>• Maintain and develop current knowledge and expertise relevant for the proficiencies and programme outcomes being assessed</li> <li>• Are able to link with academic assessors to review student progression</li> <li>• Able to work with the student to inform decisions regarding assessment</li> <li>• Have knowledge of the student programme and assessment process</li> </ul>	