



**Northumbria
University**
NEWCASTLE

Organising Practice Learning Experiences for Pre-
Registration Students of Nursing, Midwifery &
Operating Department Practice

September 2023

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1. Introduction

Welcome to Northumbria University and the Faculty of Health & Life Sciences, we do look forward to meeting you at Coach Lane Campus in September 2023.

Learning in practice is an integral part of your programme. This booklet provides you with an overview of how your practice learning experiences are organised. Before starting your programme of study we need you to understand how your placements will be organised and we also ask you to complete an online questionnaire – the link should have been provided to you in an e-mail from our practiceplacements@northumbria.ac.uk. We will use the information you provide to allocate you to a practice learning area appropriate to your programme and, where possible, your personal requirements.

If you have any questions, please do not hesitate to contact a member of the Student Placement Team by emailing practiceplacements@northumbria.ac.uk.

2. Overview of the Practice Placement Team

The Placements & Internships Team is responsible for organising all placements throughout the university; the Practice Placement Team is an integral part of that team and is responsible for organising all practice learning opportunities that are required for pre-registration nursing, midwifery and operating department practice students. The term “practice learning area or placement” refers to those clinical areas where, as a student, you will undertake patient/client care with support and guidance from practitioners and academic staff. This experience enables you to achieve the competencies required for registration with the relevant professional body.

The Practice Placement Team has a number of co-ordinators and administrators, each with responsibility for administering practice learning for a different programme, or field of nursing. The Director of Placements has responsibility for providing strategic leadership for practice learning development, for devising policies for risk identification and management and for assuring the quality of the practice learning experience.

2.1 Contact Information

The Practice Placement Team’s office hours are **0830-1700** (Mon – Thurs) and **0830-1630** (Friday) and we can be contacted by e- mail (practiceplacements@northumbria.ac.uk); we aim to respond to your message within three working days.

Further information regarding Practice Placements (including frequently asked questions) can be found within your student Portal from the following link - [Understanding Practice Placements article](#). The Practice Placements Team is currently working a mixture office based working and working from home. We are contactable by telephone on 01912156300. Also, the university’s Ask4Help service is always available and may be able to answer your query. They can be contacted by telephone (0191 227 4646) and through the student portal. If you are yet to receive access to your portal, they can be contacted via e-mail (hl.ask4help@northumbria.ac.uk)

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2.2 The Placements Website

We advise all students to regularly visit the Placements website at northumbria.ac.uk/practiceplacements.

We are continually looking to evolve and enhance our website service, so please do not hesitate to get in touch with suggestions of how you feel it could be improved.

3. Allocation of Practice Learning Experiences

We work in partnership with five NHS Foundation Trusts and many private, independent and voluntary sector providers to provide the required experience for our students. As such, the practice learning circuit is extensive and geographically spreads from the borders of Scotland to the borders of Durham and Cumbria.

Adult Nursing and ODP students only - Before commencing the programme you will be allocated to one of the Trusts appropriate to your field of study. This we refer to as your *Home Trust*. It is anticipated that you will obtain the majority of your practice learning within your Home Trust; however, there may be occasions when the Trust will not be able to provide the experience you require, for example community or primary care experience. In these circumstances you will be expected to travel to a placement in another area. **Please note that we are unable to accept requests to change your Home Trust once it has been allocated.**

Nursing students only - In year 2 of the programme you will be given the opportunity to undertake an elective placement, where possible and dependent on your progress on the programme. In year 3 we will give you the opportunity to have some control over the direction of your study, you will be contacted in year 3 by the practice placements team and you will be able to let us know whether you have a preference for the type of placement you would like to undertake in semester two or three. We will make every effort to match you with your preference in semester two or three where this also fits your profile and stream. We cannot guarantee that all students will be allocated to one of their preferences, as we must ensure that all students have a well-rounded profile.

Nursing Studies and ODP students only – Our nursing and ODP programmes employ a concurrent practice/theory model which means that you will spend part of your week in university and the remainder in practice; the split changes through the programme; please see the tables below:

Nursing – all fields

Year/placement	Theory	Practice
Year 1 and Year 2 – all placements AND Year 3 – placement 1	2 days a week	22.5hrs in practice (recorded as 24hrs with reflection)
Year 3 – placement 2	1 day a week	30hrs in practice (recorded as 32hrs with reflection)
Year 3 – placement 3 (LME)	0 days per week	37.5hrs in practice (recorded as 40hrs with reflection)

ODP

Year/placement	Theory	Practice
Year 1 and Year 2 – all placements	2 days a week	3 days a week
Year 3 – placements 1 and 2	1 day a week	4 days a week
Year 3 – placement 3 (LME)	0 days per week	5 days a week

All students are assigned to a personal tutor group and, for students on adult, child and mental health nursing programmes, this will determine which are your ‘theory’ (university) days (Mon/Tues, Tues/Weds, Weds/Thurs or Thurs/Fri). Theory days for students on the learning disabilities nursing and ODP programmes are dictated by the year of study.

Midwifery students will attend a mixture of full time placements (37.5 hours per week) part time placements (30 hours per week).

All students – Where applicable, you will be allocated to a stream against your placement plan which you will follow. **Please note that we are unable to take requests for particular theory days (relates to nursing studies and ODP students only) or a particular stream and that we cannot accept requests to change your tutor group or stream once it has been allocated.**

The organisation of all practice learning takes place during the first three months of the programme. The allocation is based on the information that you supply in your online questionnaire and in this way we ensure equity throughout the process. We will ensure that you are provided with suitable placement experiences, but we do need you to complete, and have suitable clearances from: Disclosure and Barring service (DBS), occupational health and mandatory training for practice before you undertake any placements. All our placement partners require these assurances for both your safety and patient safety.

The charts below outline the trusts and hospitals that form part of the Northumbria University placement partnership.

NURSING		
Field	Trust	Associated Hospitals
Adult	South Tyneside and Sunderland NHS Foundation Trust https://www.stsft.nhs.uk/	<ul style="list-style-type: none"> Sunderland Royal Hospital Sunderland Eye Infirmary South Tyneside General Hospital
Adult	Gateshead Health NHS Foundation Trust http://www.gegateshead.nhs.uk/	<ul style="list-style-type: none"> Bensham General Hospital Queen Elizabeth Hospital SPIRE Healthcare Ltd
Adult	Newcastle Upon Tyne Hospitals NHS Foundation Trust http://www.newcastle-hospitals.org.uk/	<ul style="list-style-type: none"> Freeman Hospital Nuffield Hospital Royal Victoria Infirmary The Centre for Age & Vitality Walkergate Park Hospital
Adult	Northumbria Healthcare NHS Foundation Trust http://www.northumbria.nhs.uk/	<ul style="list-style-type: none"> Alnwick General Hospital Berwick General Hospital Blyth Community Hospital Haltwhistle War Memorial Hospital Hexham General Hospital North Tyneside General Hospital Northumbria Specialist Emergency Care Hospital Rothbury Hospital Wansbeck General Hospital Cobalt Treatment Centre
Learning Disabilities	Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust https://www.cntw.nhs.uk/	<ul style="list-style-type: none"> Bensham Hospital Community Teams & Community Homes throughout the North East Ferndene Monkwearmouth Hospital Northgate Hospital St Nicholas Hospital Walkergate Park Hospital

Community Teams throughout the North East
GP Practices throughout the North East

Community Teams throughout the North East

NURSING (continued...)		
Child <i>Please note that all students will be rotated throughout the Trusts identified in order to gain the required programme experience</i>	South Tyneside and Sunderland NHS Foundation Trust https://www.stsft.nhs.uk/	<ul style="list-style-type: none"> • Sunderland Royal Hospital • South Tyneside General Hospital
	Gateshead Health NHS Foundation Trust http://www.qegateshead.nhs.uk/	<ul style="list-style-type: none"> • Queen Elizabeth Hospital
	Newcastle Upon Tyne Hospitals NHS Foundation Trust http://www.newcastle-hospitals.org.uk/	<ul style="list-style-type: none"> • Freeman Hospital • Royal Victoria Infirmary
	Northumbria Healthcare NHS Foundation Trust http://www.northumbria.nhs.uk/	<ul style="list-style-type: none"> • North Tyneside General Hospital • Northumbria Specialist Emergency Care Hospital • Wansbeck General Hospital
Mental Health	Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust https://www.cntw.nhs.uk/	<ul style="list-style-type: none"> • Bensham General Hospital • Dunston Hill Hospital • Hopewood Park Hospital • Monkwearmouth Hospital • Newcastle General Hospital • North Tyneside General Hospital • Queen Elizabeth Hospital • Royal Victoria Infirmary • South Tyneside District Hospital • St George's Park Hospital • St Nicholas Hospital • Walkergate Park Hospital

MIDWIFERY	
<i>Continuity models of midwifery care are being introduced across the north east region. As such, your community placement may not be in the same Trust as your hospital experience.</i>	
Trust	Associated Hospitals
South Tyneside and Sunderland NHS Foundation Trust https://www.stsft.nhs.uk/	<ul style="list-style-type: none"> Sunderland Royal Hospital South Tyneside General Hospital
Gateshead Health NHS Foundation Trust http://www.qegateshead.nhs.uk/	<ul style="list-style-type: none"> Queen Elizabeth Hospital
Newcastle Upon Tyne Hospitals NHS Foundation Trust http://www.newcastle-hospitals.org.uk/	<ul style="list-style-type: none"> Royal Victoria Infirmary
Northumbria Healthcare NHS Foundation Trust http://www.northumbria.nhs.uk/	<ul style="list-style-type: none"> Alnwick General Hospital Hexham General Hospital North Tyneside General Hospital Northumbria Specialist Emergency Care Hospital Wansbeck General Hospital
OPERATING DEPARTMENT PRACTICE	
<i>All ODP students have one second year placement in an alternative Trust to their Home Trust</i>	
Trust	Associated Hospitals
South Tyneside and Sunderland NHS Foundation Trust https://www.stsft.nhs.uk/	<ul style="list-style-type: none"> Sunderland Royal Hospital Sunderland Eye Infirmary South Tyneside General Hospital
Gateshead Health NHS Foundation Trust http://www.qegateshead.nhs.uk/	<ul style="list-style-type: none"> Queen Elizabeth Hospital SPIRE Healthcare Ltd
Newcastle Upon Tyne Hospitals NHS Foundation Trust http://www.newcastle-hospitals.org.uk/	<ul style="list-style-type: none"> Freeman Hospital Royal Victoria Infirmary Nuffield Hospital
Northumbria Health Care NHS Foundation Trust http://www.northumbria.nhs.uk/ <i>Please note that students allocated to Northumbria as their Home Trust will rotate between the areas identified</i>	<ul style="list-style-type: none"> Hexham General Hospital North Tyneside General Hospital Northumbria Specialist Emergency Care Hospital Wansbeck General Hospital Cobalt Treatment Centre



Community Teams throughout the North East

3.1 Travel and Car Parking

The Practice Placement Team and their practice partners are aware that travelling can be challenging and are sensitive to this. They have a robust system in place to determine whether you are able to attend a practice learning area either via personal or public transport. Please ensure that your central university record (held on a system called SITS) is kept fully up to date with term time addresses or changes to personal circumstances to facilitate equitable allocation of practice learning experiences. If it is not practical to travel on a daily basis from your normal accommodation to placement, you may claim the cost of temporary accommodation through the NHS Business Services Authority Learning Support Fund; however, you must not expect to have all your placements in or close to your term time address – the need to travel to placement will form part of your experience at Northumbria University. No student will be asked to travel more than 90 minutes each way to a placement and most journeys will be significantly shorter than this.

For additional information about travel, claiming travel and temporary accommodation costs, please access the information through your student portal once you have been provided with access upon enrolment. You may also want to have a look at the [NHSBSA's website](#) – they are the body who manage and process placement expenses for eligible students.

Car parking may be available at some practice learning areas with permits available to students during their time in practice. Unfortunately, parking permits are not available at The Newcastle upon Tyne NHS Foundation Trust sites.

3.2 Sharing Personal Data with the Practice Learning Area

Both the University and the placement providers we work with have a legal obligation to ensure that the people involved in clinical practice, or those working with vulnerable people, are suitable and do not pose a risk to those they will come into contact with. We therefore have a duty to ensure that appropriate steps are taken to verify that the people we place into this environment are both appropriate and capable of working in it.

This requires that the University share information with placement providers so that they can make appropriate assessments of capability and, where required, reasonable adjustments to accommodate your individual needs. If we do not share relevant information, the placement provider would not be able to support your placement, for this reason processing does not require the consent of the individual. Information is shared under the lawful basis provided under:

GDPR Articles 6 (1)

(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

GDPR Article 9 (2)

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

UK Data Protection Act 2018

Schedule 1 Part 1 Para 1 – Employment, social security and social protection:

(1) (a) the processing is necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection

Schedule 1 Part 1 Para 2 (1 & 2) – health or social care purposes:

(1) This condition is met if the processing is necessary for health or social care purposes.

(2) In this paragraph “health or social care purposes” means the purposes of—

- (a) preventive or occupational medicine,
- (b) the assessment of the working capacity of an employee,

The data required to facilitate your placement includes:

- Your name, student number and cohort.
- Your University email address.
- Your birth day and month (not the year).
- Your DBS reference number and clearance date.
- Your Occupational Health clearance date. Recommendations for reasonable adjustments will have been identified in Occupational Health reports. The full report will be shared with the personal tutor and named Practice Placement Facilitator for the Clinical area who will liaise with the mentor about any reasonable adjustments required to support the student in the placement area
- Requirement for ‘reasonable adjustments’ in practice.
- Requirements for specific risk assessments in practice, for example, if required, pregnancy risk assessments. (Please notify the Practice Placements Team if you are pregnant so that a Risk Assessment can be completed.)

- Your Covid risk assessment score (but not its contents) – this information is shared with Practice Placement Facilitators and clinical leads in the placement area
- Verification of good health and good character as required by the professional bodies.
- Verification of statutory and mandatory skills that have been undertaken before commencing in practice.
- For Nursing & Midwifery students, the NMC standards, require that you share the outcome of previous placements with your supervisor via an ‘ongoing record of achievement’

4. Practice Learning Allocations with ARC-WEB

4.1 Accessing your practice learning allocations using ARC-WEB

You will be required to log-in to a system called ARC-WEB in order to access your practice learning allocations and view other related information. Data collected and displayed in ARC-WEB is stored on an externally hosted web server which is maintained by ARC Technology Ltd under agreement with Northumbria University.

ARC-WEB is a web-based system that enables students to obtain details about their practice learning allocations and evaluate them online. You will be provided with further information about the Arc Web system when you join the university

Please Note: *from the date your practice learning opportunity is available for you to access you have 2 weeks to identify any potential issues to your personal tutor, if your request for a change of placement is valid the Programme leader will notify the Practice Placements Team for action.*

4.2 Evaluating your practice learning allocations using ARC-WEB

At the end of your practice learning experience you are required to evaluate your experiences via your ARC-WEB record. Practice Learning needs to be evaluated in this way before ARC-WEB can reveal details of the next allocation.

In order for us to monitor and improve the quality of practice learning, data and information collated via the practice learning evaluation questionnaire shall be used to produce anonymised reports for academic colleagues, partner practice learning providers and external organisations. You should note that information gathered via the evaluation process may be shared. We do remind all students to take this into consideration when making comment about individual members of staff or identifying specific practice learning areas. All information submitted via the evaluation questionnaire will be collected and managed in accordance with the Northumbria University Data Protection notification and under the terms outlined within the Handbook of Student Regulations.

5. Contacting the Practice Learning Area

You are asked to make contact with your practice learning area **at least two weeks before your experience is due to commence** (unless otherwise stated), so that you may introduce yourself and ask any questions that will help you prepare for learning in practice. In addition, you will find information regarding the practice learning area within ARC-WEB such as the name of your supervisor, planned shifts and appropriate pre-placement reading. Most students find it beneficial to arrange a pre-allocation visit to the practice learning area and this can be discussed during the initial telephone contact. Please note that the Student Placement Team do not arrange off-duty rotas or allocate your supervisor.

5.1 Practice Placement Facilitators

Based within each NHS Trust you will find a Practice Placement Facilitator (PPF). Their role is to ensure that the quality of the learning environment meets the standards set by the professional, regulatory and statutory bodies. In order to achieve this, they work in partnership with clinicians, supervisors and staff within the university. PPFs are able to support the needs of students and educators based within a range of settings including local authority and the independent sector. Their contact details can be found at: <https://www.northumbria.ac.uk/study-at-northumbria/planning-your-career/careers-and-employment/placements/practice-placements/contact-us/healthcare-contacts>

6. Learning in Practice

Before you begin your practice learning experience you will be given further information in a timely manner, in lectures, seminars and through the Programme Handbook, student portal and website about:

- Dress code for practice
- Professional behaviour
- Health & Safety information relating to placement
- Contact details of members of the Practice Learning Team who will support you in practice
- Policies and procedures to guide your learning in practice, in particular how to raise concerns
- Key skills required for patient safety
- Key skills required to maintain your own safety
- Understanding the Practice Assessment Documentation (PAD) and process
- Maintaining your Personal and Professional Development File (PPDF)
- Social Media usage

Using a collaborative approach with our placement providers, we aim to provide you with a high quality, meaningful practice learning experience; we trust you find it so and that you enjoy your time at Northumbria University.

