

1. Introduction and Who Guideline applies to

- 1.1 This document sets out the University Hospitals of Leicester (UHL) NHS Trusts Guidelines for Physiotherapy and Occupational Therapy student practice placement provision.
- 1.2 Practice placement is a mandatory part of Physiotherapy and Occupational Therapy education. The Royal College of Occupational Therapists and Chartered Society of Physiotherapists require occupational therapy and physiotherapy students to successfully complete a minimum of 1000 hours of assessed practice placement learning. (Royal College of Occupational Therapists, 2019) (Chartered Society of Physiotherapists, 2017).
- 1.3 The aims of this guideline are to:
- Ensure a consistently high standard of practice placement education.
 - Provide a mechanism for monitoring the quality of practice placement education.
 - Ensure all practice educators have the necessary skills and support.
 - Increase the number of student practice placement offers and ensure equity of distribution across clinical areas.
 - Provide a mechanism for identifying individuals who fail to meet the defined standards of practice placement education.
- 1.4 This guideline applies to all band 6 and band 7 Physiotherapists and Occupational Therapists in a clinical role and Therapy Managers offering Leadership placements.
- 1.5 Extended Scope Practitioners (ESPs) and Advanced Practice Therapists should be encouraged to support student placements and to explore options for future placement offers.
- 1.6 Band 5 physiotherapists and occupational therapists with a minimum of 12 months experience will be considered to undertake Practice Educator Training to support their professional development and pathway to Band 6, at the discretion of their Team Lead.
- 1.7 Rotational Band 5 physiotherapists and occupational therapists may contribute to supporting student placements, this will be reviewed on a rotation by rotation basis.

2. Guideline Standards and Procedures

Guideline Standards
<p><u>Physiotherapy</u></p> <ul style="list-style-type: none"> • Static Band 5 Practice educators to offer a minimum of 1 student placement per academic year • Band 6 practice educators to offer a minimum of 2 student placements per academic year • Band 7 practice educators to offer a minimum of 1 student placement per academic year. <p>N.B: Placement offers will be reviewed on an individual and team basis</p>
<p><u>Occupational Therapy</u></p> <ul style="list-style-type: none"> • Band 5 (static) 6 & 7 practice educators to offer a minimum of 1 student placement per academic year <p>N.B: Placement offers will be reviewed on an individual and team basis</p>
<p>All band 6 and band 7 physiotherapists and occupational therapists (excluding TLs and non-clinical posts) to complete a practice educator training within 6 months of commencing in post, if not already completed, and inform Practice Learning Lead of date of attendance</p>
<p>New practice educators to offer a student placement within 6 months of completing the training</p>
<p>All practice educators to attend refresher training every 2 years, and inform Practice Learning</p>

Lead of date of attendance
All practice educators to provide feedback following each student placement using the Practice Placement Evaluation Form – Educator, and to contribute to educator debrief forums at the universities, where applicable
All practice educators to be aware of and adhere to the HEIs policies and procedures for student placements (held on Therapy Z drive)
A record of attendance at Practice Educator Training and refresher/update training is kept on the Therapy Training database

2.1 Process for placement offers

The Practice Learning Leads will collate the placement dates from the Universities for each academic year and forward them to each clinical team for them to complete their offers. The offers are made to the universities according to their local procedures and timescales.

2.2 Process for not being able to meet above standards

If a practice educator is unable to undertake the practice educator training or offer the minimum number of required student placements, this should be discussed with the Team Lead and Practice Learning Lead(s) to explore solutions. The Speciality Lead to be involved as required.

2.4 Process for cancellation of placements

Student placements should only be cancelled in exceptional circumstances. Alternative solutions should be identified within the team or service, following discussion with the Team Lead and Practice Learning Lead(s).

Where no alternative can be identified within the therapy service, the Placement Learning Lead should inform the HEI at the earliest opportunity.

2.5 Addressing Concerns

- Practice educators should inform the HEI visiting tutors when students are requiring additional support in practice or when they are failing, and seek the support of Practice Learning Leads
- Students are encouraged to seek support from their practice educators, visiting tutor or PLLs to raise issues or concerns whilst on placement.
- Placement Learning Lead(s) to provide support to both students and practice educators where required.
- Protected time (equivalent of an hour per student per week) should be set aside for practice educators to provide formal supervision to students.

2.6 Quality monitoring

- All students and practice educators are expected to complete a Practice Placement Feedback form which is returned to the Practice Learning Leads
- Placement Learning Lead(s) to review feedback from HEI's.
- Placement Learning Lead(s) to provide feedback to the practice educator
- Where required, Placement Learning Lead(s) to address any concerns raised in the feedback forms

3. Education and Training

None

4. Monitoring Compliance

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements
Number of Occupational therapy placement offers	OT student placement database	Occupational Therapy Practice Learning Lead	Quarterly	Therapy Management Team
Number of Physiotherapy placement offers	Physiotherapy student placement database	Physiotherapy Practice Learning Lead	Quarterly	Therapy Management Team
Occupational therapy practice educator training and refresher training	Therapy Training Database	Occupational Therapy Practice Learning Lead	Quarterly	Therapy Management Team
Physiotherapy practice educator training and refresher training	Therapy Training Database	Physiotherapy Practice Learning Lead	Quarterly	Therapy Management Team
Student and practice educator feedback	Placement Evaluation Database	Physiotherapy and Occupational Therapy Practice Learning Leads	Quarterly	Therapy Management Team

5. Supporting References

- Royal College of Occupational Therapists (Revised edition 2019). Royal College of Occupational Therapists' Learning and Development Standards for Pre-registration Education. Royal College of Occupational Therapists: London
- The Chartered Society of Physiotherapists (2017). Practice Educators. Retrieved on 09.03.2017 from: <http://www.csp.org.uk/professional-union/careers-development/practice-educators> [online].

6. Key Words

Placement, practice, education, physiotherapy, occupational therapy, student, educator, clinical placement.

CONTACT AND REVIEW DETAILS	
Guideline Lead (Name and Title) Linda Martin, Occupational Therapy Practice Learning Lead Luke Stenfalt, Physiotherapy Practice Learning Lead	Executive Lead
Details of Changes made during review: V3 Revision/addition of points 1.3 – 1.7 to include leadership placements, extended scope practitioners and Band 5 staff. Insertion of new point 2.1	