

MANAGEMENT OF MENTORSHIP FOR NURSES AND MIDWIVES IN PRACTICE	Type: Policy Register Number: 07067 Status: Public
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1.1	Catherine Lee – updated to reflect statutory requirements and organisational standards	2012
2.0	Cathy Lee following NMC changes and consultation	Nov 2013
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1.0 Purpose

- 1.1 The purpose of this policy is to ensure consistency of application of the Nursing Midwifery Council (NMC) standards for mentors, practice teachers and teachers (NMC 2006); and has been developed in response to the NMC Standards to Support Learning and Assessment in Practice (2008).
- 1.2 This policy and reflects the guiding principles for mentorship in practice expected by our partner Higher Education Institutes (HEI).

2.0 Scope

- 2.1 This policy should be referred to in conjunction with the Practice Placement Guide for Mentors and applies to:
(Refer to Appendix B)
 - All nursing and midwifery students undertaking pre-registration programmes leading to registration on any part of the nursing and midwifery register.
 - Students undertaking Return to Professional Practice programmes
 - Students undertaking Overseas nursing programmes
 - Associate practitioners under taking foundation degrees
- 2.2 Mentors must ensure that they are sensitive to the needs of the mentoree, and where appropriate ensure reasonable actions are made to accommodate mentorees with identified learning needs.

3.0 Aims

- 3.1 The aim of this policy is to:
 - Define mentorship, and the different types of mentor roles for nursing and midwifery
 - Outline the roles and responsibilities of all individuals associated with managing mentorship

4.0 Definition of Mentorship

- 4.1 Mentoring is most often defined as a professional relationship in which an experienced person (the mentor) assists the less experienced person (the mentoree) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth.

5.0 Mentorship Role Criteria

- 5.1 There are two types of mentor role – the mentor and the sign off mentor.

5.1.1 The Mentor

A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years. A mentor should

be an accomplished and experienced performer who takes a special, personal interest in the individual to guide and develop a junior or more inexperienced person. The Nursing and Midwifery Council (NMC) sets out standards for mentorship. This document provides a guide to nursing and midwifery mentorship at Mid Essex, and is a point of reference for all areas who mentor students.

5.1.2 Mentorship Criteria

Mentors must:

- be registered in the same part or sub-part of the register as the student they are to assess and for the nurses' part of the register be in the same field of practice (adult, mental health, learning disability or children's)
- Enrolled nurses may be mentors providing they have fulfilled all criteria. They may not be sign off mentors
- have developed their own knowledge, skills and competence beyond registration and have been registered for at least one year
- possess professional qualifications that are at an appropriate level to support and assess the students they mentor/teach, i.e. they must hold professional qualifications equal to, or at a higher level than, the students they are supporting and assessing.
- Have developed their own knowledge, skills and competency beyond that of registration through CPD – either formal or experiential learning – as appropriate to their support role.
- Have successfully completed an NMC approved mentor preparation programme (for example: ENB 998, MIPS, Mentorship Preparation – names may change when programmes are validated via the Higher Education Institutes)

5.1.3 Additional Midwifery Requirement

- From September 2007 all midwives who undertake the mentor preparation programme are required to have met the additional sign-off criteria before having students undertaking the pre registration midwifery programme.

5.2 The Sign Off Mentor

- Student nurses will require a suitably qualified sign-off mentor for their final period of practice
- Sign-off mentors are required for all students on pre-registration midwifery programmes
- A sign off mentor confirms at the end of programmes that both practice and theory parts of the approved programme for registration or the recording a qualification have been successfully achieved. A sign off mentor is needed for any course pre or post registration which is registerable with the NMC i.e. pre registration learner, advanced practice, overseas nurses adaptation course, returns to practice

- In practice settings a sign-off mentor or practice teacher will consider the practice evidence to make a judgement that all NMC programme requirements and competencies have been met and that the student is considered proficient. They will then sign off the practice part of the programme.
- Mentors, practice teachers and teachers who sign off all, or part of the practice component of a programme leading to registration are accountable to the Council for their decisions. Confirmation by the mentor or practice teacher that the student is capable of safe and effective practice will be considered by the assessment board along with other assessed outcomes to determine whether the student has met all requirements for successful programme completion.

5.2.1 **Criteria of a Sign off Mentor within Nursing and Midwifery**

Midwifery

- Automatically designated as a sign-off mentors after completion of the mentorship programme and can mentor after meeting the sign off criteria in full including having been supervised on at least three occasions for signing off proficiency by an existing sign-off mentor before being annotated as such on the local mentor register
- The sign off mentor must be registered on the same part or sub-part of the register as that which the student they are signing off intending to enter
- Should be up to date with mentorship updates and Triennial review

Nursing

- The sign off mentor must be an experienced mentor who has undergone further training (sign off mentor work shop) and is responsible for signing off the learner at the end of their training
- Clinically current and capable in the field in which the student is being assessed
- Have completed two sign off simulations (completed in the sign off work shop)
- Completed one supervised live sign off under the supervision of an existing sign off mentor
- The sign off mentor must be registered on the same part or sub-part of the register as that which the student they are signing off intending to enter
- Should be up to date with mentorship updates and Triennial review

6.0 Roles and Responsibilities

6.1 The learner/student

The learner / student will:

- Participate fully in any agreed programme and co-operate with their mentor to ensure that their identified objectives are fulfilled

- Ensure that the appropriate documentation is available for the mentor to complete at the beginning and throughout the placement. Learners/ Students are expected to keep a record of their learning experiences, identifying evidence to support achievement of NMC outcomes and where further support and supervision is required
- Work in partnership with the mentor and the practice placement staff in identifying and meeting own learning needs
- Accept responsibility for identifying issues or concerns with their mentor at the first opportunity and address these through appropriate procedures

6.2 The Mentor

The mentor will:

- Have been qualified for a minimum of 12 months within the same or associated field as the practitioner
- Have successfully completed an NMC approved mentorship programme
- Demonstrate through the Knowledge and Skills Framework and Appraisal /Personal Development Review systems a commitment to provide support for learners
- Be responsible for the formative and summative assessment interviews in practice alongside completion of student documentation. Mentors have a responsibility to maintain an audit trail to support their decisions
- Through the assessment process identify the level of the student's' performance and be responsible for activating support systems for failing students
- Work in partnership with inter-professional teams, Higher Education Institutions (HEI), Practice Educators (PE) and Practice Education Facilitators (PEF), (or equivalent support roles), to enable students to meet their learning outcomes
- Contribute to the development of an effective learning environment with the HEI and within the Trust
- Assist in the audit process to maintain standards and quality assurance
- Arrange to work with the student for a minimum of 40% of practice placement time (i.e. 2 shifts out of 5)
- Mentor no more than 3 learners at any one time
- Have current knowledge of, and be able to access information about, the student's course and practice assessment documents
- Facilitate appropriate learning opportunities available in the clinical area to enable the student to achieve their learning outcomes
- Fulfill the criteria of the Trust 'live' mentor register, namely to complete a yearly update, and a triennial review three yearly. Triennial reviews are completed using

the triennial review workbook (Appendix A) which is approved by the mentorship steering group.

- May be an enrolled nurse who has fulfilled all the criteria listed above.

6.3 **The Sign-off Mentor**

The Sign-off Mentor will:

- review all previous mentor report (formative and summative assessment)
- liaise with current and if needed past mentors and team members
- spend a minimum of one hour per week with the student. This is in addition to the 40% of the student's time supervised by a mentor. This includes reflection, giving feedback and maintaining records of student achievement in their final period of practice learning
- view all evidence of previous assessment in practice, and will make the final assessment of proficiency as to the students suitability for registration. This assessment of proficiency will be communicated to the relevant Examination Board
- complete all documentation to demonstrate the 12 weekly meetings and the final decision.
- Possess a working knowledge of current programme requirements, practice assessment strategies and relevant changes in education and practice for the student they are assessing
- Fulfill the criteria of the Trust 'live' mentor register, namely, to have completed a sign off workshop, complete a yearly update, and a triennial review three yearly
- co-deliver one sign off workshop/ 2 years. Names are co-ordinated through the learning and development department
- not be an enrolled nurse

6.4 **The Practice Teacher**

The Practice Teacher will:

- Meet the additional criteria for sign-off mentor
- Complete an approved practice teacher preparation programme.

6.5 **The Link Lecturer**

The Link Lecturer will:

- Provide a link between the placement area and the university, working with practice staff, Practice Education Facilitators and the placement provider (Mid Essex Hospitals NHS Trust)

- Support, consult, advise and collaborate with placement/practice staff on educational matters including: contributing to the development of learning opportunities, placement evaluation, educational audit and action planning
- Ensure the placement has access to an up to date education folder with contact details and relevant assessment documentation
- Attend the Practice Education Committee(PEC) Meeting where the mentor register, mentor courses, audit capacity and mentor numbers are formally discussed

6.6 **The Practice Education Facilitator**

The Practice Education Facilitator will:

- Support the mentors in practice to maintain competence and delivers sign off workshops in partnership with the link lecturers and sign of mentors
- Provide a link between the higher educational institutes (HEI's) and placements to ensure consistency of approach to mentorship across the region
- Attend the PEC where the mentor register, mentor courses, audit capacity and mentor numbers are formally discussed

6.7 **The Chief Nurse**

The Chief Nurse will:

- Have overall responsibility for ensuring that the organisation has sufficient mentors and sign off mentors to meet the NMC standards for mentors in practice, and owns the mentor register.
- Enact this authority through the Lead Nurses and Midwives, Head of Professional Practice, Heads of Nursing and Midwifery in partnership with the Head of Learning and Development.
- Attend the PEC (or through representation) where the mentor register, mentor courses, audit capacity and mentor numbers are formally discussed.

6.8 **Trust Education Lead**

The Trust Education Lead will:

- agree mentor numbers with placement areas and commissions course on a yearly cycle. This role is currently fulfilled by the Head of Learning and Development who attends the PEC (through representation) where the mentor register, mentor courses, audit capacity and mentor numbers are formally discussed.

7.0 **Mentorship Training Provision**

7.1 Mentorship preparation programmes are NMC approved and meet set standards.

- 7.2 Mentorship programmes are delivered on site and by the HEI partners
- 7.3 Applications are agreed at ward/department level and approved by the education lead
- 7.4 Sign off mentor workshop for nurses are delivered on site and are face to face sessions involving sign off scenarios. The sign off sessions are currently run by the PEF in partnership with Trust sign off mentors who provided the assessment of competence. Midwives upon qualification will complete three supervised scenarios; two being simulated and one at the end of a student's actual placement.
- 7.5 Mentorship updates are delivered as face to face or on line sessions. Nurses will attend a three hour session; Midwives will complete either an on-line session or a hour sessions within maternity mandatory training facilitated by HEI link lecturers
- 7.6 Nursing and Midwifery Council (NMC) stipulates that all mentors must attend an annual update. Three main areas require cover, namely, NMC approved programmes, NMC requirements and fitness for practice. In order to achieve consistency of the update content and mode of delivery, the following principles have been agreed by key stakeholder representation:
- Part 1 includes information about the underpinning philosophy and educational theory, organisation of programmes, scheduling, assessment of competence, teaching and learning strategies and mentors will be able to consider the practice assessment documentation
 - Part 2 includes professional requirements and will initially address code of conduct issues for mentors, such as accountability. Following on from this the mentor update will highlight the new NMC standards for mentorship, and requirements from other professional bodies as well as referring to disability issues
 - Part 3 will cover the role and responsibilities of the mentor, how to engage in assessment, failing students and support for mentors
- 7.7 Mentor updates will be certificated, and stored as evidence of attendance for the triennial review.
- 7.8 Training Quality is managed through course evaluations, feedback, and course content is discussed at the mentorship steering committee, chaired by the university and attended by placement provider staff.

8.0 Monitoring of Mentorship

- 8.1 Mentorship provision is monitored through the medium of Trust Mentor Register. This is termed the ***Live Register***.
- 8.2 The placement provider, under the auspices of the Chief Nurse, has responsibility for the monitoring, production, and maintenance of the Live Local Register on a daily basis, and must ensure that:
- An up to date local register of current mentors and practice teachers is held and maintained
 - It is regularly reviewed and registrants are added or removed as necessary

- 8.3 The Live Register is discussed in detail along with placement capacity and educational audit as standing agenda items at the bi-monthly PEC
- 8.4 At ward and department level, the manager is responsible for maintaining their mentor profile.
- 8.5 The mentor register contains the following information
- a) Name of Mentor
 - b) Ward/Dept
 - c) Current Registration Status
 - d) Teaching and assessing qualifications
 - e) Date obtained
 - f) Dates of annual updates
 - g) Mentorship Update due
 - h) Sign off status
 - i) Triennial review date due
 - j) Triennial review date completed
 - k) Clinical Area
- 8.6 The overall content and quality of mentorship training, updates, sign off workshops and triennial review workbook are discussed, approved and monitored by the Mentorship Steering Group. The Mentorship Steering Group is composed of HEI and Practice representation to ensure a balance approach to the provision of mentorship.

9.0 Equality and Diversity

- 9.1 Mid Essex Hospital Services NHS Trust is committed to the provision of a service that is fair, accessible and meets the need of all individuals.

10.0 Breach of Policy

- 10.1 Staff who have not completed their updates or triennial reviews within the timeframe are not deemed 'live'. They are removed from the register until corrective actions have been taken.
- 10.2 The mentor: learner ratio is checked to ensure the appropriate allocation is still being maintained.
- 10.3 Where the ratio cannot be maintained, a decision is taken by the education lead, in partnership with PEC colleagues to remove learners until the environment has been restored.

11.0 Implementation and Communication

- 11.1 The policy is available via the intranet, **HR/Learning and Development/Mentorship** and notifications are published via email and Staff Focus.

12.0 References

Nursing & Midwifery Council, 2008, Standards to Support Learning and Assessment in Practice. NMC, London.

Nursing Midwifery Council (2006) Standards for mentors, practice teachers and teachers. NMC, London.

Appendix A: Triennial Review Workbook



Triennial Review for
Mentors Approved mx

Appendix B Practice Placement Guide for Mentors



Practice placement
guide -Final.doc

**These documents, along with the policy, are located on the intranet:
HR/Learning and Development/Mentorship**