

Protocol for the completion and recording of “other” Midwifery Practice Related Activity hours ('PRA')



**Pre-registration midwifery students
(BMidwif Hons)**

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The completion and recording of Practice Related Activity (PRA) – protocol for midwifery students

Practice learning experiences are a very significant aspect of the pre-registration curriculum across all 3 years of the programme. Sometimes students will be involved in aspects of 'practice learning' that enhance learning relevant to the achievement of their assessed skills even though the experience may not relate directly to the care of specific mothers and babies. These 'other' practice hours can be recorded on the PARE system in the Practice Related Activity (PRA) Log.

For purposes of clarity, transparency and equity, this protocol has been put together to guide students, Practice Supervisors, Practice Assessors and Academic Advisors in the completion and recording of 'other' practice hours.

Important:

'PRA' hours only form a very small part of the student's overall programme hours.

It is essential that students are regularly attending in their hub learning environment, enabling the Practice Supervisor / Practice Assessor and wider team to effectively assess students' progress and skill development.

All 'PRA' hours should be negotiated and agreed **by the Practice Supervisor prior to completion of those activities.**

Any agreed 'PRA' hours should demonstrably contribute to the student's development of at least one of the skills assessed via their current Practice Assessment Document.

What may be considered as 'PRA' hours:

This list is not exhaustive or absolute. The main consideration is whether the student can demonstrate to his/her Practice Supervisor / Practice Assessor how the 'PRA' hours contribute to the skills assessed in the Practice Assessment Document (PAD). What is important to take note is that **hours must never be counted twice** in any format either on PARE or in a word document. All students must complete the required hours set for theory and practice as validated for the programme by the NMC.

	Example	Year of Study	No of hours participation anticipated
1.	Trust induction day	2	7.5 hours for a full day
2.	Study days or sessions held within the Trust, relating to client care or clinical matters eg Skills Drills, health & safety, provided the sessions are relevant to a current unit of study/set of skills.	All years	
3.	PASS Training – Intro to PASS and PASS in Practice	2	2 days (full day 7.5hrs x 2)
4.	PASS Leader (PASS in Your Discipline + Welcome Week + 12 sessions) NB: note that 3 of the PASS sessions fall on a theory day thus should not be recorded on PARE	3	4 hours when PASS falls on a practice day = 48 hours in total
5.	Clinical skills training in your Trust e.g.; interprofessional activities relevant to midwifery. (excludes skills training in university)	All years	
6.	Student Quality Ambassador QA role within the Trust	All years	
7.	Spoke with a relevant charity or health promotion service outside the NHS Trust	All years	
8.	Widening Participation activities e.g. engaging in School-based health education	All years	
9.	Student representative at programme related meetings. E.g. Programme Committee or Staff-Student Liaison Committee	All years	
10.	Job interview in Year 3.	3	Maximum of 2 days for the whole of year 3
	Note regarding Stellify: Rather than counting as PRA, PASS (clinical) hours can be seen as volunteering if working towards the Manchester Leadership Award within the Stellify initiative. If year 3 students choose to do this then these hours cannot be counted as PRA and you would have to then make these hours up in practice for further information email : stellify@manchester.ac.uk or visit http://www.stellify.manchester.ac.uk/mla-activities		Any hours must be recorded and provided along with evidence at meetings

The following should be recorded on the normal clinical hour's sheets on PARE

Any activity you attend with your Practice Supervisor which is related to the care of their midwifery clients e.g. attendance of a case conference with your Practice Supervisor or member of the midwifery team

Attendance at clinical spokes e.g. medicine and gynaecology areas to gain experience of conditions relevant to pregnant women

The following should be recorded as theory hours on the additional log provided blackboard. Students must also provide evidence to support the hours being claimed (attendance certificate with students name on)

- **Attendance at conferences /relevant midwifery meetings outside the NHS trusts**
- **Unpaid student ambassador activities NB** paid student ambassador work is considered to be extra and should take place in the students **own time and conducted only when not in lectures or practice**

Additional guidance for this within the programme handbook

What may *not* be considered as 'PRA' hours?

- Preparation time for PASS.
- Travelling time to/from PASS.
- AA meeting taking place outside of designated AA meetings as per university timetable.
- Other university meetings such as Health and Conduct Committee attendance or meeting with any other academic member of staff, which is not timetabled.
- Attending an Occupational Health appointment or General Practice/healthcare appointment.
- Special leave granted by Academic Advisor or other authorised member of staff.
- Only **actual completed hours** which have been **previously authorised** will be considered as PRA.
- **Any meetings that require a student attendance within the university will be arranged where possible outside of clinical practice hours.**

Recording 'PRA' hours

The student can do this by:

- Obtaining the work name and the name and contact details of the professional involved in the experience on PARE via the student log-in, under the 'Practice Related Activities Log' section.
- The Practice Supervisor / Practice Assessor can then double check this providing the student can provide evidence in the notes section and or a certificate or training.
- The student then records the hours worked on the timesheet, and adds a short note to state what the 'PRA' hours are.
- If a student works (for example) the morning in clinical practice and the afternoon as 'PRA', then the **full day** is recorded as 'PRA' on the timesheet - again with a short note added, stating how the day was divided.

Demonstrating 'PRA' hours:

As mentioned previously, the student needs to demonstrate to his/her Practice Supervisor / Practice Assessor how the 'PRA' hours contribute to any number of the learning outcomes in the PAD. There are a number of ways the student can do this – some examples are below:

- Provide verbal feedback to the Practice Supervisor / Practice Assessor.
- Give a short presentation to the Practice Supervisor / Practice Assessor and/or the team about the experience.
- Show a certificate of attendance at a Trust study day.
- Obtain feedback from the relevant professional involved in the PRA experience, recorded in PARE.

'PRA' hours within the context of the whole learning experience:

The approach to 'PRA' hours is the same as the approach to clinical practice hours, that is:

1. 'PRA' hours should **not** be frontloaded. Students cannot for instance bank the "PRA" in order to take an extended time off practice later in the semester.
2. Whilst there is some flexibility, students should aim to work approximately the same number of hours each week.
3. 'PRA' hours only form a **small part** of students' overall practice hours. It is therefore important that students maintain a regular presence in their hub learning environment, thus enabling the Practice Supervisor / Practice Assessor and wider team to effectively assess students' progress. **The 'PRA' hours should also demonstrably link to any one of the clinical skills in the current Practice Assessment Document.**
4. If students do not complete 'PRA' hours as intended (for example due to travel issues or sickness), they **cannot** then claim some of this time for 'PRA preparation'. Students can only claim 'PRA' hours for hours **actually worked**.
5. If students or Practice Supervisors / Practice Assessors have an individual query in relation to 'PRA' hours, it is advised that the student's Academic Assessor is contacted in the first instance. If further clarification is needed, the next point of contact would be the BMidwif (Hons) Programme Director
6. PRA hours completed are taken into consideration when calculating completion dates at the end of the programme.