



**You are here**

**Dear Students,**

You have almost completed your first placement and I am sure the time has flown by! There have been a lot of teaching and new learning experiences – I hope you have managed to capture them in your logbooks.

The first placement sign-off by your supervisor might seem daunting, but it is an opportunity to reflect on the highlights of your first clinical experiences, ask for advice on how to improve and create an action plan to help you organise your next steps. Be ready, help the supervisor by ensuring your logbook is up to date showing all the hard work you have done.

### UPSAs/Prescribing Skills

One of the next steps I want you to think about is starting to get your UPSA and Prescribing Skills signed off. Some of the skills will need several attempts before you can be signed off as competent, in particular venepuncture and cannulation, so best to start early. If a Health Care Assistant (HCA) observes you doing an UPSA skill they must ask their supervising Nurse to sign you off as competent using their professional registration number. Your skills tutors and educational pharmacists, who you have met in your clinical skills or SCT teaching sessions, are available to provide support and advice where and how you can practise these. Information about UPSAs and Prescribing skills is available here.

<https://www.onemedinfo.manchester.ac.uk/blog/infoobjects/u-psa-guidance/?section=12482>

### Physical Examination Skills

It is also important that you are practicing and learning about Physical Examination Skills in your clinical placement. The list of Year 3 Examinations is in your Skills iBook

([https://s3-eu-west-1.amazonaws.com/mmsonemedlearn/wp-content/uploads/sites/3/2017/09/Y3\\_Clinical\\_Exam\\_2017-18.pdf](https://s3-eu-west-1.amazonaws.com/mmsonemedlearn/wp-content/uploads/sites/3/2017/09/Y3_Clinical_Exam_2017-18.pdf)), Chapters 1-9.



**Dr Anu Trehan**

**Academic Lead**  
**Year 3**

**Consultant**  
**Acute**  
**Physician**

### Top Tips: Getting UPSAs signed off easily

#### What I should do beforehand

- Be proactive
- Ask at the beginning of your shift/day what skills it might be possible to do on this day,
- Ask your assessor before you start your assessment if they don't mind filling out the form straight away after you have done the skill so they are prepared to give feedback.
- Partially fill in the form with your assessor's details as much as you can before handing your iPad to the tutor to complete their feedback

#### What I should do immediately after an UPSA

Use the 'Submit' button, not the 'Draft' button. Submit within 7 days of starting the assessment.

Remember: Over 7 days or if the assessor's email is not known the assessor needs to validate the form. Over 14 days: your form will be rejected and you will need to retake the assessment.

If your dashboard is green then you can be assured that your UPSA is marked satisfactorily and has been validated.

#### How many should I do per block?

You should try to complete **at least 1 UPSA per block** so you don't fall behind

Show the iBook to your placement tutors, create yourself a checklist if you need to track that you are covering all the skills. If you are struggling let us know earlier by contacting your Y3 Sector Lead. However, remember patients don't fit textbooks!

We hope that you will also take the opportunity to learn other examination techniques as they arise within the placements.

With best wishes,

**Anu Trehan**  
*Academic Lead Year 3*

**Alison Quinn**  
*Associate Lead Year 3*

**Himanshu Singh**  
*Associate Lead Year 3*

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## Sector Year 3 Lead



**Professor Alex Woywodt**  
**Consultant Nephrologist**

**Sector Year 3 Lead**  
**LTHTR (Preston Campus)**

I hope you have all had a good start with us in Preston – it was good you meet you guys during the induction week and my impression is that we have had a good start overall! We have also just reviewed the UPSA and eform uptake today and were really impressed with what many of you have achieved already – keep up the good work! We will also be meeting with your student rep Christopher Eaves – can you please forward any issues or questions you wish to raise to him.

This month I wanted to mention three things:

### 1. Teaching awards

Our teaching award ceremony is on 16.11.2018 at 16:30 in the Lecture Hall, Health Academy 1. It would be great to see a good student turnout when we present certificates and statuettes to teachers and tutors who go the extra mile for you – please put this date in your calendar.

### 2. Absence

As pointed out in our recent OneMed notification we essentially expect you to attend daily during working hours i.e. 9-5 with some flexibility (for example going home a bit earlier if you have started at 8 in the morning). Please follow the attendance policy by completing the Absence Form from your OneMed Homepage (select 'Me' then 'Attendance') for things like medical appointments, attending conferences, family emergencies, sickness or any other reason for absence.

### 3. Autumn in the Lake District

Autumn in the Lakes (and the Yorkshire Dales) is a great time to go hiking and explore the countryside. Our Erasmus students tell me that there is a lot of hiking going on already, which is great. One of my favourite places at this time of the year is the Ribbleshead viaduct <https://www.visitcumbria.com/carlset/ribbleshead-viaduct/>. Great walks and lots of history as well. During a sunny weekend you should really try to be out there and enjoy the wonderful countryside which is actually not far away at all.

Best wishes,

Prof Alexander Woywodt  
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### **Student Representative**

*"Hi everyone, as the Preston Rep I'm here to help you guys in any way I can! If anyone has any issues or things they want to bring to my attention then look for my grey quiff and let me know, I'm happy to help! You can usually find me floating around the common room at lunch and if not then drop me an email."* [christopher.eaves@student.manchester.ac.uk](mailto:christopher.eaves@student.manchester.ac.uk)

