



**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



**Dr Cathy Armstrong**  
**Consultant Anaesthetist**

**Sector Year 3 Lead**  
**MFT (Oxford Rd Campus)**

Both myself and Adam Mortimer (Year 3 base co-ordinator) have been very impressed by your enthusiasm and organisation so far this year. I have had very few issues reported to me and those students that I have chatted to seem happy with the start to the Year. I have taken on board some feedback comments around our induction week and repetition with the online mandatory training and will look into improving and updating this for next year.

We are continuing to monitor teaching session cancellations with the help of your eform submissions but the numbers are low and the majority of sessions cancelled have been rescheduled. Please do continue to report these.

We have now appointed your Year 3 Sector Student Rep. Many congratulations to Nawal Abdullah. I will be liaising regularly with Nawal throughout the year so please do feedback to her as needed.

Alternatively, Adam and I are easily contactable. If there are any issues or things you would like to discuss then I am very happy to arrange student meetings by request.

Dr Cathy Armstrong  
[Cathy.Armstrong@mft.nhs.uk](mailto:Cathy.Armstrong@mft.nhs.uk)

### Student Representative

"Hello everyone. I am Nawal and will be your year 3 rep. I am here to listen to your concerns and help in any way I can. You can find me in the common room or alternatively you can email me. I look forward to being your rep this year!"

