











Escalation Process for the Practice Assessment, Supervision and Documentation Completion of Pre-Registration Midwifery Learners in Practice.







The Practice Assessor assesses the student's overall performance for their practice learning, taking account of whether or not the relevant proficiencies and programmes outcomes have been met, and if they display the required values of their professional role. It is a joint responsibility between the Learner Assessor / Supervisor to ensure that all required parts of the Practice Assessment Documents are fully signed as applicable.

Failure of this to be completed could result in the learners' delayed progression towards registration and employment.

Please note this document may be superseded soon by the introduction of a targeted pool of assessors who are specifically assigned to Midwifery Learners to complete this role.

Responsibility	Risk	Action/Escalation	Alignment to SLEC
<p>The Learner must make themselves aware of their named assessor and ensure that they meet with them within 2 weeks from the start of the experience.</p> <p>The Assessor must introduce themselves to their assigned learners within 2 weeks from the start of the experience.</p> <p>The Assessor must raise concerns to the Practice Education Facilitator if they feel there are any circumstances at that time meaning they cannot fully commit to the role.</p>	<p>Not having an allocated Assessor is a high risk</p> <p>Delayed introductions can impact on the learning experience and would be in breach of SSSA standards, it would require exception reporting to the NMC. This could instigate a major NMC review and ultimately withdrawal of students.</p>	<p>The Learner must inform the Practice Education Lead /Ward / Departmental / Manager and Academic Advisor if they do not have/ have not met their allocated Assessor</p> <p style="text-align: center;"></p> <p>If not resolved within 2 weeks the Learner should contact the departments allocated Practice Education Facilitator (PEF)</p> <p style="text-align: center;"></p> <p>The PEF should contact the named Assessor /Practice Education Lead /Ward / Departmental Manager and Academic Advisor</p> <p style="text-align: center;"></p> <p>The Practice Education Facilitator should inform the Head of Midwifery where still not allocated within 4 weeks of the start of their learning experience and the Academic Assessor at AEI should be notified that this has taken place.</p>	<p>With effective communication and engagement with an assessor will feel respected and valued.</p> <p>Learners have a clear pathway for support from both the education provider and the placement provider. They know by whom, when and how that support is delivered.</p>
Meeting and assessment dates should be agreed in advance wherever possible	If dates are not planned there may be a risk of them not	The AIE should inform the Learner / PEF Team at the start of the Academic Year of an expected timescale for meeting dates, held within the MORA.	Learners are given time to reflect on and process learning experiences.

<p>between the person who is most appropriate to conduct them i.e., Learner and Supervisor / Assessor and annotated within the rostering system.</p> <p>Dates should be agreed ahead of schedule to allow for sickness / absence of the learner within this time.</p> <p>Additional interviews should be scheduled in (regardless of deadlines) to support the learner if there are performance issues.</p>	<p>taking place due to clinical pressures.</p> <p>Learner support in practice is hindered and progression not monitored – this may lead to significant delays in accessing support for learner and delays in being able to complete requirements for that part / year of the programme.</p> <p>Performance issues may not be adequately addressed without additional support.</p>	<div style="text-align: center;">     </div> <p>Learner must inform the Supervisor / Assessor that meetings are due in the next 2 weeks</p> <p>If a date has not been set prior to the due date the Learner should contact the Practice Education Lead / Ward / Departmental Manager and Academic Assessor</p> <p>If not resolved within 1 week the Learner should contact the departments allocated Practice Education Facilitator</p> <p>The PEF should contact the named Assessor / Practice Education Lead / Ward / Departmental Manager and Academic Assessor ensuring the assessment is on time.</p>	<p>They receive regular verbal and written feedback, providing opportunities for development and assessment to occur</p>
<p>Practice assessment documentation (MORA) should be signed by the Learner and Supervisor / Assessor at the time of any formative / summative interviews</p>	<p>If the document is not signed at that time, there may be a risk of required signatures being missed and learner support compromised.</p>	<div style="text-align: center;">    </div> <p>The Learner must inform the Assessor / Supervisor that the document requires signing 2 weeks prior to the deadline</p> <p>The Assessor should ensure all required signatures are complete</p> <p>If not resolved within 1 week prior to the deadline the Learner should contact the departments allocated Practice Education Facilitator</p> <p>The PEF should speak to the supervisor / assessor in the first instance to try and rectify this and contact the AEI (AA/PT) if any incomplete documentation remains</p>	<p>Learners are supported by positive role models and appropriate levels of supervision. Continuity of supervision builds on individual learning needs, develops confidence and proficiency.</p>
<p>On each shift the Learner must be aware of their Supervisor and discuss with</p>	<p>If the document is not signed at that time, there may be a risk of required signatures</p>	<p>The Learner must inform the Supervisor that the MORA document requires signing and they should set an appropriate time within the shift for this to be done. This can be annotated on the timesheet notes as a reminder</p>	<p>Learners are supported by positive role models and appropriate levels of</p>

<p>them at the start of the shift any proficiencies which require signing and a time planned within the shift for this to be completed.</p> <p>Practice supervisors should be aware of the learner they are supporting learners each shift and be aware that they are required to sign documentation.</p>	<p>being missed and learner support being compromised</p>	<div style="text-align: center;">    </div> <p>The Supervisor should ensure all required signatures are complete before the end of the shift</p> <p>If documents are not signed consistently the Learner should contact the departments allocated Practice Education Facilitator</p> <p>The PEF should speak to the Supervisor / Assessor in the first instance to try and rectify this and contact the AEI (AA/PT) if any incomplete documentation remains</p>	<p>supervision. Continuity of supervision builds on individual learning needs, develops confidence and proficiency.</p>
<p>The Assessors / Supervisors must be aware of the learner's learning experience end date from the start of the learning experience, and this should be annotated on the rostering system.</p> <p>The Learner must not finish the placement without all documentation appropriately being signed.</p>	<p>Unavoidable circumstances may prevent documentation being completed</p> <p>Failure of this to be done could result in the learners' delayed progression towards registration and employment</p>	<p>Learner and Supervisor / Assessor should ensure final meetings / signings are timely planned 2 weeks prior to the submission date and annotated on the rostering system, to account for unavoidable clinical / non- clinical circumstances. Learners should send a reminder e-mail to their Practice Assessor that this needs to be completed</p> <div style="text-align: center;">    </div> <p>Where there is any prior risk of this date not being met (e.g. due to sickness of any of the required parties) this should be escalated by the Learner to the PEF so that other arrangements can be made for completion of the document</p> <p>If documents are not signed within 1 week after the annotated deadline the Learner should contact the departments allocated Practice Education Facilitator</p> <p>The PEF should speak to the Supervisor / Assessor / Ward or Departmental Manager in the first instance to try and rectify this and then if not resolved within 2 days contact the AEI (AA/PT) / HOM immediately if documentation is at risk of not being completed</p>	<p>Learners have a clear pathway for support from both the education provider and the placement provider. They know by whom, when and how that support is delivered.</p>



Completed Practice Assessments

≡ Competent Learners

≡ More Registered Midwives