Ashford and St. Peter's Hospitals NHS Foundation Trust

# Daily Learning Log and PSPA Feedback




**Contact details**

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## Student:

# Guidance

Under the NMC (2018) Standards to Support Supervision and Assessment in practice the role of the Practice Supervisor (PS), Practice Assessor (PA), and Academic Assessor are there to supervise, support, and assess learner progress. The PS can be any registered healthcare professional.

Practice Supervisors primarily works with the student, coaching and supporting them in practice. Their feedback to you, and feedforward to your PA, helps direct your progress towards your objectives and proficiency sign off. This evidence is also used by the PA in conjunction with their own observations, your self-reflection of your performance, and service user feedback to justify their non-biased assessment/grading of you. The PA will discuss all the evidence with you and record their assessment of your knowledge, skills, and professional behaviours.

**Best practice is for feedback/forward to be uploaded daily into the Communication / Feedback section of the E-Pad. However, it is recognised that this can be a challenge to complete. As an alternative this document can help you collate the necessary evidence.**

The student must take responsibility for:

- ✓ Scheduling their review and assessment dates with their Practice Assessor (PA)
- ✓ Collating sufficient evidence from their Practice Supervisors (PS) for the PA to be able to objectively judge the student's progress and achievement.
- ✓ Ensuring their documentation within the E-pad, is up to date and available at all times for both the PS and PA to access and comment on.
- ✓ Ensuring all relevant evidence is collated and ready to present to the PA at formative and summative assessment points.
- ✓ Scanning or photographing this evidence into the Communication / Feedback section of the E-pad if you decide to use this document before your scheduled review meeting.

## Who can complete what in the Portfolio?

| | Student | Practice Supervisor | Practice Assessor |
|---|---|---|---|
| Orientation | Y | Y | Y |
| Attendance /absence | Y | Y | Y |
| Initial | Y | Y | Y |
| Midpoint / Final review | Y | N | Y |
| Professional values | N | N | Y |
| Proficiencies | Y | Y | Y |
| Medicines management | N | N | Y |
| Episode of care | N | N | Y |

# Managing your learning on shift

**You are responsible for your learning and are encouraged to identify and take responsibility for your own learning needs.**

1. Listen to handover and think about your ongoing objectives/portfolio components i.e. medicines management, episodes of care, proficiency sign off etc.
2. After Handover identify the patients, you would like to work with -
   - 3rd yrs. 3-6 patients
   - 2nd yrs. 2-3 patients
   - 1st yrs. 1-2 patients
3. Discuss with your coach / PS any learning opportunities that become available and how this can be achieved and measured while supporting patient care and workload.
4. Decide on your learning outcome for each shift. These should be worded as questions to yourself i.e., how do I perform an ECG?
5. Remember! be curious – Why? How? When? What? Who?
6. Towards the end of the shift your learning outcomes need to be discussed with your coach / PS and the relevant paperwork i.e., Daily Learning Log completed.

## Checklist - Contact the ward at least 2 weeks before placement

| Day 1 of placement | Midpoint | Final review |
|---|---|---|
| ○ Invite PA and PSs to Epad<br>○ Ward orientation/ Induction Checklist<br>○ Confirmation of shifts at least 4 weeks in advance<br>○ Access Ward Learning Pack<br>○ Student to have completed SWOT analysis<br>○ Student and PS to complete initial review and set Learning Objectives<br>○ Student to ensure PSs are aware of learning objectives and work towards completion of proficiencies | ○ Student to ensure all feedback in Communication section of Epad<br>○ Student and PA to review initial objectives and discuss evidence from PS's<br>○ Student and PA to review proficiency progress<br>○ Student and PA to identifying areas for development. Contact LEL/PDT if concerns<br>○ Set date for episode of care, medicines management if needed<br>○ Confirm hours to date | ○ Before final review Student to ensure all feedback in Communication section of Epad and have completed their part of Final Review<br>○ Student and PA to review proficiency progress<br>○ Student and PA to review objectives and evidence to complete professional values<br>○ Check hours, reflections and PV'S are signed off to allow closure of placement<br>○ Final placement of year check OAR signed off |

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| Supervisor/Coach Feedback- | ***Areas for further development/ progress?*** *Do they need to improve knowledge, skills attitude* |
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| *Did the student meet their learning objectives?*<br>*①Identify what they have done well.*<br><br>*② Give examples.*<br><br>*③how can they improve?* | *① Identify what has **not** gone so well?*<br><br>*②Give Examples.*<br><br>*③how can they improve?* |
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