

BSc (Hons) Midwifery

Placement Handbook

Midwifery Programme Team

Contents

Introduction	page 3
Activities of a Midwife	page 4
Allocation of Practice Placements	page 5
Placement Zones	page 5
Mandatory Training	page 7
Clinical Practice Placement Expectations	page 9
A-Z Frequently Asked Questions	page 11
UWE Nursing & Midwifery Placement Charter	page 21
Whos Who in Midwifery	page 33

Introduction

Midwifery is a practice based profession. The office of a midwife has been recognised in all societies and the role has evolved through centuries to the independent accountable practitioner of today.

The essential values and beliefs on which the BSc (Hons) Midwifery programme is founded, are inextricably linked to the philosophy of midwifery care. This is recognised as the provision of a safe environment in which the woman's individual physical, psychological, social and spiritual needs can be explained and expressed and wherever possible met. The midwife should be committed to take a leading role in providing this care in a sensitive and comprehensive service, which should be easily accessible and acceptable to the population. The appropriate care and preparation prior to, throughout and following childbirth has positive effects on the health and well-being of women and their families. To this end the education and preparation of competent midwife practitioners is seen as essential to the provision of this philosophy of high quality care which is vibrant and creative.

The overarching philosophy of the programme is to enable those entering and progressing through the programme as expressed in the definition above to develop from a lay-person or novice into a professional who can competently comply with the activities of a midwife as required by the [European Directives \(80/155/EEC Article 4\)](#)

In particular, it is focused on the acquisition and use of clinical knowledge through the spiral curriculum and student centred learning approaches of enquiry based learning. Experience in the clinical area supported by the theoretical content of the modules in the programme provided by personal study and timetabled sessions. The term lay person/novice on entry to the programme is used as the majority of course members have a diverse range of prior life skills and experiences with very few coming from a healthcare background. They do, however, all share a strong enthusiasm for learning about midwifery and participating in practice. It is a statutory requirement for the midwife to be competent at the point of qualification in order to undertake the expected role. The philosophy of the programme is to therefore ensure that not only is competency achieved but that following qualification the midwife is enabled to progress through to become an expert practitioner and appropriate role model. The appreciation by the student of the need for lifelong learning is also a priority to enable the midwife to adapt to the demands changing care provision exerts.

Activities of a Midwife

EU Member States shall ensure that midwives are at least entitled to take up and pursue the following activities:-

- to provide sound family planning information and advice
- to diagnose pregnancies and monitor normal pregnancies; to carry out examinations necessary for the monitoring of the development of normal pregnancies
- to prescribe or advise on the examinations necessary for the earliest possible diagnosis of pregnancies at risk
- to provide a programme of parenthood preparation and a complete preparation for childbirth including advice on hygiene and nutrition
- to care for and assist the mother during labour and to monitor the condition of the foetus in utero by the appropriate clinical and technical means
- to conduct spontaneous deliveries including where required, an episiotomy and in urgent cases a breech delivery
- to recognise the warning signs of abnormality in the mother or infant which necessitate referral to a doctor and to assist the latter where appropriate;
- to take the necessary emergency measures in the doctor's absence, in particular the manual removal of the placenta, possibly followed by a Manual examination of the uterus
- to examine and care for the new-born infant; to take all initiatives which are necessary in case of need and to carry out where necessary immediate resuscitation
- to care for and monitor the progress of the mother in the post-natal period and to give all necessary advice to the mother on infant care to enable her to ensure the optimum progress of the new-born infant
- to carry out the treatment prescribed by a doctor
- to maintain all necessary records

The role of midwife covers a number of facets: clinician, educator, manager and researcher. In order to fulfil the multifaceted role a midwife, like other comparable professionals, should bring to bear the broad range of key skills and attitudes normally developed in a graduate. In addition, specialised knowledge, interpersonal skills and leadership are required in day to day practice.

All undergraduate programmes are carefully structured to provide an integrated balance of theory and practice. Placements are arranged in variety of health and social care settings, enabling students to gain insight and confidence in the practical aspects of their chosen profession.

Allocation of Practice Placements

Throughout the three years, you will be provided with practice placements that facilitate your development of midwifery core skills and the achievement of the learning outcomes as outlined in each year of the Student assessment document, the Ongoing Record of Achievement (ORA).

Whilst recognising that health care is increasingly being delivered in Community Settings (DH 2010), you will have the opportunity to deliver midwifery care in the community, home, birth units and hospital settings. A varied number of learning opportunities will therefore be possible during these allocations to meet the required learning outcomes within different care settings and prepare you for your midwifery career.

In order to provide you with this variation, midwifery students at UWE, are expected to travel to placements areas across the region. We will try to keep you in your primary placement area (PPA); but due to the nature of the programme and in order for you to achieve the practice experiences required for registration, it is not possible to guarantee all placements will be geographically close to where you live. All placements have been audited to ensure that they meet your learning needs and you can contribute by completing placement evaluations after each placement block.

Students allocated a placement for which travel or accommodation may be necessary are advised to make an appointment with a student advisor to discuss their eligibility for claiming travel and accommodation costs.

Primary Placement Areas - Placement Providers Include:

A) Gloucestershire

Gloucestershire Hospitals NHS Foundation Trust ([GHNHSFT](#)) includes:

- Gloucester Royal Hospital
- Athena Birth Centre at Cheltenham General Hospital
- Stroud Maternity Unit
- Community Hubs across the Gloucestershire zone including; Gloucester, Cheltenham, Stroud, the Forest of Dean, Tewksbury, Cotswolds and Cirencester.

B) North Bristol

North Bristol NHS Trust ([NBT](#)) includes:

- Southmead Hospitals
- Cossham Birth Centre
- Community Hubs across the North Bristol zone

C) Bristol and North Somerset

United Bristol Healthcare Trust St Michaels ([UBH](#)) and Weston Area Health Trust Ashcombe birth unit ([waht](#)) includes:

- St Michaels Hospital
- Ashcombe Birth Unit at Weston General Hospital
- Community areas across the Bristol and North Somerset zone

D) Bath and North East Somerset

Royal United Healthcare NHS Trust ([RUH](#)) includes:

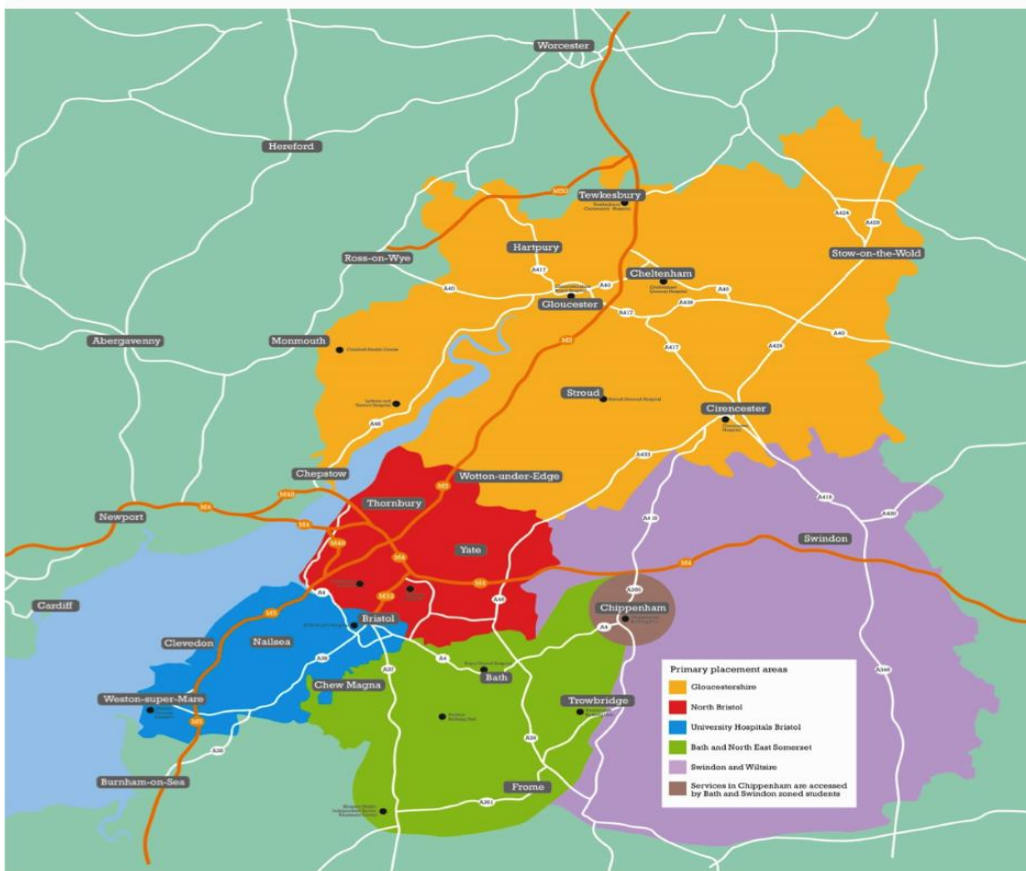
- Royal United Hospital Bath
- Birth Centres at; Paulton, Trowbridge Chippenham and Shepton Mallet
- Community areas across the Bath and North East Somerset zone

E) Swindon

Swindon and Marlborough NHS Trust ([GWH](#)) includes:

- Great Western Hospital
- Whitehorse birth unit
- Chippenham birth centre
- Community areas across the Swindon and Marlborough zone including some cross over into Bath and North East Somerset birth centres (see above)

A primary placement area (zone) is a geographical grouping of placements based on the counties and unitary authorities of the West of England. Midwifery has its own identified zones, providing the student with a full and comprehensive range of practice experience within the Trusts and community.



Mandatory Training

Trust Induction

It is expected that all midwifery students will attend a Trust or organisation led specific induction before going into clinical practice in Year 1 and attendance at an induction is mandatory. Failure to attend will result in you not being allowed to start placement. Trust inductions include essential information relating to health and safety, personal safety, IT access, local Trust policies (for example, administering medication) and dress code. You may have to attend further Trust inductions throughout your placement if you are placed in another NHS Trust, for example.

Mandatory Skills and Requirements

Prior to commencing placements the following mandatory requirements must have been completed. The [mandatory training site](#) includes pre-course reading and assessments. Timetabled sessions will be available to undertake practice skills this where necessary.

Year 1 students

- Manual Handling
- Numeracy
- Basic Life Support
- Neonatal life Support
- Disclosure Barring Service clearance
- Occupational Health clearance (including being up to date with all vaccinations.)
- Trust induction
- Medicines Management
- Safe guarding

Failure to attend will result in the delayed commencement of placement and professional suitability proceedings. Must be completed in year one, signed off by your APT.

Years 2 & 3 students – annual mandatory updates

- Manual Handling
- Numeracy
- Basic Life and
- Neonatal life Support
- Medicines Management
- Safe guarding

Failure to attend will result in the delayed commencement of placement and professional suitability proceedings. Must be completed, signed off by your APT each year.

Additionally:

- An online annual Good Health and Good Character Declaration at the start of years 2 and 3.

- Any changes to Health that may impact on your ability to complete the outcomes in practice must be declared. An Occupational Health assessment may be required in order to assess fitness for practice and to ensure that any necessary reasonable adjustments are made.
- Trust induction (if moving to a new organisation)

Must be completed in years 2 and 3, signed off by your APT.

Returning students

Occupational health clearance may also be a requirement of returning to the programme from a period of time out, illness or a back injury

Annual Mandatory updates:

- Manual Handling
- Numeracy
- Basic Life
- Neonatal life Support
- Medicine management
- Safe guarding
- Trust induction if returning to a new trust

Failure to attend will result in the delayed commencement of placement.

Additionally:

- An online annual Good Health and Good Character Declaration at the start of years 2 and 3.
- Any changes to Health that may impact on your ability to complete the outcomes in practice must be declared.
- An Occupational Health assessment may be required in order to assess fitness for practice.
- Trust induction (if moving to a new organisation)

Must be completed in years 2 and 3, signed off by your APT.

Clinical Practice Placement Expectations

Working With Your Mentor

"Whilst giving direct care in the practice setting at least 40% of a student's time must be spent being supervised (directly or indirectly) by a mentor/practice teacher" (NMC 2009). Ideally this should be your allocated sign off mentor who will complete your ORA document. You may also work with registered midwife who is not a mentor, but they cannot sign your ORA competencies unless it is countersigned by a sign off mentor.

Tips for a Successful Placement

It is your responsibility to learn as much as possible whilst on placement, and although some of the following tips seem obvious, they increase your chance of success.

Summary of Student Responsibilities for Practice Learning

Before Practice Learning Starts

- When you have obtained details of your practice learning setting on ARC, contact the allocated mentor, at least two weeks before the starting date.
- When you make the initial contact introduce yourself, confirm starting date and time and clarify your allocated working hours, dress code, car parking and access plans.
- Consider your travelling arrangements
- Ensure you understand the specific expectations of your allocated practice placement/practice learning setting by accessing and reading appropriate documents.
- Make sure you are familiar with your assessment documentation, the competencies you need to achieve and what the university expects of you for each placement. Use the Ongoing Record of Achievement (ORA) to identify the competencies you need and record your plans to achieve whilst on placement.

During Practice Learning

- Uphold the Nursing and Midwifery Council professional requirements (NMC 2015)
- Be friendly, enthusiastic and professional in your manner
- Meet with your mentor as soon as possible to discuss your learning needs and the clinical staff's expectations
- Be willing to participate in care and help your colleagues
- Ask for help when you need it. Always admit when you don't know something
- Be punctual and adhere to the area's dress code, policies & procedures
- Get to know the clients, staff and personnel allied to the placement area
- Take advantage of any learning opportunities internal and external to the placement area
- Find out what learning opportunities are available to you outside the placement area and take advantage of them
- Reflection is a valuable learning tool, so take the opportunity to reflect on your experiences e.g. with peers; with your mentor; keeping a reflective diary
- Ask appropriate questions
- Read the area's student literature
- Discuss any concerns with the staff as and when they arise

- When it's quiet, or if you are unsure whether there is anything you can do to help, ask the staff what you can do
- Contact the Practice Support Line as soon as possible if you are having problems
- Adopt a questioning and reflective approach to your learning to increase self-awareness, confidence and competence.
- Where appropriate give and receive constructive feedback.
- The ORA –
Read carefully before starting the placement so that you understand what is expected of you. The documentation states the learning outcomes and level you need to achieve whilst on placement. Remember it is your responsibility to complete the main parts of the document, including any self-assessment. It is a good idea to have your assessment document with you at all times when on placement so that you can complete items as the opportunity arises. However, beware leaving it at the placement as there is a risk it may be lost. If your mentor is unable to complete your documentation before the end of your placement, arrange a time to return and have it completed as soon as possible after the placement ends.
If you are having problems completing your document and your mentor is unable to help then contact the Practice Support Line as soon as possible.
- Consider experiences from clinical practice to share at work based learning days or during reflection on practice sessions at UWE.

Other information

- Seek help from UWE student advisers, if issues such as finance, accommodation or personal issues are impinging on your practice learning
- Comply with the UWE sickness and absence policy, and the Trust/Organisations reporting arrangements
- Constructively evaluate the placement itself, using the UWE approved online evaluation
- Act at all times, in accordance with Health and Safety regulations
- Maintain confidentiality with regard to service users and documentation
- Work within the NMC Code (2015)

Attendance on shifts

Attendance for Pre-Registration Midwifery Students is compulsory and it is vital that students report any periods of sickness or absence to their allocated practice placement mentor and UWE Practice Placement Office (PPO) - Telephone: (0117 328 3283) E-mail: practiceabsence@uwe.ac.uk

When on placement students may be asked to provide their contact telephone numbers because managers are concerned about their safety as lone workers (book on delivery suite in all zones). Students are advised that it is at their own discretion to do so but that they should be guided by the placement's protocols.

As part of the caseloading it is imperative the birthing areas have student contact details, details **MUST NOT** be shared directly with women or their families. There is a designated address book in each birthing area for students to complete contact details.

Any hours / weeks missed in clinical practice will need making up before the end of the programme, in order to comply with the NMC requirements of a midwifery programme of study. At the end of each year missing hours can be made up during the retrieval time placement, this will be facilitated by the Co-programme lead.

- Can I go early?

Placement staff may choose to let you go home early. If they do, please be appreciative and don't assume you will do this every shift. Beware asking to leave early as it may appear to the staff that you are not interested in learning and are not committed to your course. This may also affect the hours required to meet the NMC standards ensure you record all hours accurately.

- Supernumary status in clinical placement

Students have supernumary status and as such, you are not counted as part of the clinical staffing numbers.

- Shift patterns/ Duty Rosters

Shifts are rostered by your mentor for the clinical placement area.

You should be mindful of the needs of other students on placement with you and ensure that requests for weekends or nights are fair.

Under European working time directives, you are entitled to 2 days off a week, but these may not be consecutive. You must also have an 11 hour rest period within a 24 hour period. European working time directives mean that you should not work more than 48 hours a week, normally averaged over 17 weeks. (GOV UK)

You will need to work shifts whilst on clinical placement. You will be expected to work weekends (Saturday and Sunday).

You will also be expected to work night shifts. You should not do more than 3 consecutive night shifts. You should not be expected to work a night shift which ends on the morning of a scheduled university day, or starts in the evening of a university day, including work based learning days.

You will be expected to work the shift pattern adhered to by the placement, however in some placement areas, you may be required to work a different shift length to the registered staff.

- Long day Shift (12 hours) – for example 07.30-20.00 or 19.30 – 08.00 (30 minute break)
- Traditional day shift – for example 07.30-15.30 or 13.45-21.15 or any variation of a 7.5 hour shifts (30 minute break)
- Night shifts – for example 21.00-08.00 (30 minute break)

The working week is 37.5 hours and you should not work more than 150 hours in a 4 week period. If you work long shifts (12 hours) you will usually complete 36 hours in a week by undertaking 3 x 12 hour shifts. 1.5 hours per accumulates and can be made up by attending additional shifts (1 x 12 hours every 8 weeks or 1 x 6 hours every 4 weeks) or by noting hours when

you remain after the end of your shift due to care provision perhaps for caseload women or births that take place at handover time.

As is the expectation for registered staff and to meet the NMC requirements, you will be expected to manage personal responsibilities / competing demands to ensure you can attend rostered shifts.

You are expected to follow the shift pattern of your assigned mentor but may in exceptional circumstances, request to alter a shift. Permission to change your shift is granted at the discretion of the midwife responsible for co-ordinating student off-duty. Your mentor is not obliged to grant your request. It is important that you make the most of placement opportunities in order to make the necessary links between theory and practice to enable you to meet NMC pre-registration midwifery standards against which you will be assessed.

Work based learning days

During practice placements the link between theory and practice will be enhanced by prescribed work based learning days in your zoned (practice) area on certain weeks of the academic year. These sessions will use your clinical experience as a trigger to review and consolidate your learning, and as a springboard for further exploration and discovery.

The philosophy that underpins the curriculum not only recognises the importance of a programme of preparation that is practice centred, but acknowledges the need to promote the integration of theory and practice for the achievement of professional competence.

The work based learning days aim at strengthening this theory practice integration in a number of ways:

- expanding the opportunity for students to develop independence, autonomy, flexibility and reflective thinking
- using real life scenarios to facilitate student learning
- accessing sources of information to support midwifery practice as it is delivered

The focus of the Work Based Learning Days will be on incidents emerging from practice. These could range from broad situations such as advocacy and empowerment to specific case studies. They will also include skills to enhance practice. What is important is they are deemed appropriate to the learning outcomes of the Professional Practice module the student is undertaking. Since these Work Based Learning Days occur within each practice placement experience, more information about the dates and organisation of these days will be contained within the relevant practice module handbook.

Attendance is compulsory and absence requires you to contact your Academic Personal Tutor. You must ensure you are on days not nights.

Exposure Prone Procedures – Advice for Midwifery Students

(Adapted from Public health England, 2014: 'Emergency healthcare workers, exposure prone procedures (EPPs) and the exposure prone environment advice.')

The majority of clinical procedures (including many which are invasive) in the healthcare setting pose no risk of transmission of blood borne viruses (BBVs) from an infected Health Care Worker (HCW) to a patient (or vice versa) and can be safely performed, **provided that appropriate infection prevention and control precautions are adhered to scrupulously at all times.**

Those procedures where an opportunity for transmission of BBV does exist are described as exposure prone, where injury to the HCW could result in the worker's blood contaminating the patient's open tissues (or vice versa). This is described as "bleed-back".

Exposure Prone Procedures (EPPs) include procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues inside a patient's open body cavity, wound or confined anatomical space, where the hands or fingertips may not be completely visible at all times. The definition of EPPs given above embraces a wide range of procedures, in which there may be very different levels of risk of bleed-back. A risk-based categorisation of clinical procedures has been developed, including procedures where there is negligible risk of bleed-back (Category 0) and three categories of EPPs with increasing risk of bleed-back (see below).

Category 0 (negligible risk of bleed back)

Those procedures where the hands and fingertips of the worker are visible and outside the patient's body at all times, and internal examinations or procedures that do not involve possible injury to the worker's gloved hands from sharp instruments and/or tissues. These procedures are considered not to be exposure prone **provided routine infection prevention and control procedures are adhered to at all times.**

Category 1

Procedures where the hands and fingertips of the worker are usually visible and outside the body most of the time and the possibility of injury to the worker's gloved hands from sharp instruments and/or tissues is slight. This means that the risk of the HCW bleeding into a patient's open tissues should be remote.

Category 2

Procedures where the fingertips may not be visible at all times but injury to the worker's gloved hands from sharp instruments and/or tissues are unlikely. If injury occurs it is likely to be noticed and acted upon quickly to avoid the HCW's blood contaminating a patient's open tissues.

Category 3

Procedures where the fingertips are out of sight for a significant part of the procedure, or during certain critical stages, and in which there is a distinct risk of injury to the worker's gloved hands from sharp instruments and/or tissues. In such circumstances it is possible that exposure of the patient's open tissues to the HCW's blood may go unnoticed or would not be noticed immediately. EPPs that are common to midwifery practice are tabled below, as well as a category of risk of iatrogenic transmission, and the likely time after which students in placement will carry out these procedures.

Pre-requisites that must be fulfilled prior to procedures being carried out are:

- Occupational Health (OH) immunisation programme complete, and OH status known

- Theoretical training in UWE complete
- Informed consent of client
- Support of mentor
- Obligatory e-learning complete (Trust specific)

Practice must include the use of appropriate personal protective equipment (PPE) to minimize the risk of injury. Examples of PPE to mitigate risk include:

- visor or goggles
- mask
- protective clothing such as surgical gown, disposable apron
- clinical gloves
- appropriate protective footwear

PROCEDURE	RISK	TIME-FRAME
Venepuncture	Category 1	Year 1, 2 nd placement
Cannulation	Category 1	Year 2
Giving injections	Category 1	Year 1, 2 nd placement
Vaginal examination	Category 0	Year 1, 2 nd placement
Artificial rupture of membranes (ARM)	Category 2	Year 2
Application of fetal scalp electrode (FSE)	Category 2	Year 2
Birth*	Category 0	Year 1, 2 nd placement
Observational role in theatre*	Category 0	Year 2
Active role in theatre	Category 2	Year 2
Perineal Inspection**	Category 0	Year 1, 2 nd placement
Suturing**	Category 3	Year 2
Insertion and removal of catheter	Category 0	Year 1, 2 nd placement
Rectal examination / administration of drugs per rectum (PR)	Category 0	Year 1, 2 nd placement
Newborn blood sampling (SBR / BM newborn blood spot)	Category 1	Year 1, 2 nd placement
Maternal and neonatal swabs	Category 0	Year 1, 1 st placement
Exposure to body fluids, either maternal or neonatal i.e. changing nappies, changing maternity pads	Category 0	Year 1, 1 st placement
Urinalysis*	Category 0	Year 1, 1 st placement

*Splash risk

**Suturing only undertaken under direct (visual) supervision, following theoretical training

Reference

Public Health England (2014) *Emergency Healthcare Workers, Exposure Prone Procedures (EPPs) and the Exposure Prone Environment. Advice from the United Kingdom Advisory Panel for Healthcare Workers Infected with Bloodborne Viruses (UKAP)*. London: PHE Publications. (2017018).

A – Z Frequently Asked Questions

Absence

Absence during practice You should email practiceabsence@uwe.ac.uk or call 0117 32 83283 and leave a message with your name, contact number, current placement details and reason for your absence. Calls are not routinely returned from this number. If you wish to speak to someone, you should call the Practice Support Line on 0117 32 81152. Any absence from practice will need to be made up before the end of the course. You may make up up to 2 missed shifts in any placement block, annotating your time sheets as extra hours.

Monitoring of Absence

Where non-attendance is giving concern students will, in the first instance, discuss the nature of such absence with their Academic Personal Tutor (APT) and, thereafter, with the Programme Leader and / or the Lead Midwife for education (LME).

Students who do not advise the faculty of the reason for their absence and / or fail to submit medical certificates, when appropriate, may have their bursary suspended, and be discontinued from the programme.

Failure to meet the attendance criteria for clinical practice elements of the course may result in registration delay or being unable to register as a qualified midwife.

Access Plans

An Access Plan is an informal meeting, designed to give the student an opportunity to discuss their needs around placements and any support or reasonable adjustments that could be put in place including access to the placement, parking and travel, the working day including shifts and nights/weekend work. It may also cover equipment and documentation and anything else that is relevant to their learning experience on placement. Following the meeting, a short report will be written by the Disability Advisor, which will be circulated to everyone present at the meeting. It is then the responsibility of the student to show this report to the appropriate staff members whilst on placement in order for any support and adjustments to be put in place. If you feel that you may benefit from having an access plan, please contact your APT in the first instance.

Accident Reporting in Practice

If you have an accident in practice, you must follow the Trust's local Accident policy. You should also ensure that the incident is reported to the University by using the [UWE online accident report form](#). You may wish to contact your APT/PALM to support you with this.

Accommodation for Placements

Some students are able to arrange accommodation for placements if they are unable to travel to placement on a daily basis. Please contact the Student Advisors via the Information Points to find out if this is applicable to you.

Adoption Support Leave

See [UWE Student Pregnancy, Maternity, Adoption and Partner Leave](#).

Adverse weather (snow / Flooding)

Students should check the university website for advice on University closures. Students should also check local radio for travel information. Although University sites may be closed during adverse weather conditions, your placement is unlikely to be closed. As students you should make safe and reasonable efforts to attend your shift. However, there will be times when you will be unable to do so.

If this is the case:

- Ring the placement and let them know. They may ask if you could make a different shift start time. If you think this is possible then you should.
- Notify the Practice Absence Reporting Line. If for any reason you are unable to attend your practice placement please call the number given to you in induction week and leave your name, student number and location of your practice placement. They will not return your call but your absence will be recorded.
- Because the University is closed, your absence will be counted as "Authorised Absence" and recorded as such. It will be added to any time you have to make up at the end of the programme

Annual Leave Policy

All annual leave is fixed during the 3 years of the programme and students are unable to take annual leave outside of these times. If annual leave is taken outside of the allocated periods, this could be construed as unprofessional behaviour, and may result in investigation under the Professional Suitability and Professional Conduct Policy.

Bank holidays are pre-set according to your programme of study. This is non-negotiable and as a student you cannot request additional annual leave to manage child/ carer responsibilities. If your practice placement falls during Bank Holiday periods such as Good Friday, Easter Monday, May and August Bank Holidays, you may be expected to work on these days as normal. Hours worked on these days are counted as normal placement hours and not as enhanced or extra hours.

The only exception to the bank holidays rule on the midwifery course are Christmas Day, Boxing day and New Year you will not be expected to work these days.

ARCPOW

ARC is a web-based system that provides access for students to their placement and absence details with the ability to update their contact information online. This is where you will be notified of your next placement, usually with 6 weeks notice.

You can use ARC to; complete the self-declaration of good health and good character, evaluate your previous placement (to release placement details of the next) and it records the number of practice hours you have completed.

Authorised Absence

Can be granted by your APT for hospital appointments and carer emergencies and is arranged in advance (or on the day for emergencies), this time will need to be made up.

Compassionate leave (up to 5 days) can be authorised by your APT, this time will need to be made up.

Jury service – students need to contact the programme leader to discuss this further and explore the impact on their programme to develop a plan of action.

Military reserve personnel – students need to contact the programme leader to discuss this further and explore the impact on their programme to develop a plan of action.

Car Parking

Car parking whilst on placement is limited at most Trusts. It is therefore advisable for students to find out before starting their placement if there are any facilities for student car parking. On-site parking at UWE is available at Glenside and Frenchay campuses by displaying the relevant parking permit.

Disability Services

Disability Services offer a wide range of support services for students including assisted technologies, assessment and support for learning specific learning difficulties such as dyslexia and support with reasonable adjustments for placements via an access plan (see access plans above)

Disclosure Barring Service

All midwifery programmes require an enhanced Disclosure and Barring Service check prior to starting the programme and you will not be allowed into practice until you have DBS clearance. You must send your certificate to Admissions as per the joining instructions. All students with a police conviction or caution on their DBS certificate will be seen by the programme leader in order to decide whether they are eligible to remain on the programme. If you have a concern about your DBS certificate, please contact the programme leader.

Dyslexia

The most common form of disability at the University is dyslexia. This along with related specific learning difficulties such as dyspraxia affects around 5% of the student population. Whilst many students with dyslexia will have been diagnosed at school or college, some do not realise that they have dyslexia until they reach university. They may have developed strategies for dealing with the difficulties which they face without understanding that these are related to dyslexia. This is particularly true for older students. If you think you may have dyslexia, contact Disability Services.

Elective Placements

Students are able apply (criteria available) to have an elective opportunity either abroad or in this country at the end of the second year for the third year opportunity.

Erasmus Opportunities

All Year 3 midwifery students can apply to go on a 12 week Erasmus opportunity in Year 3.

European Union Requirements

In midwifery students are required to fulfil the European Union Requirements, clinical numbers.

<http://www.nmc-uk.org/Educators/Standards-for-education/Standards-for-pre-registration-midwifery-education/>.

European Union Working Time Directive

[European Union Working Time Directives](#) mean that no-one should work more than 48 hours in one week. Ideally, students should not work more than 42 hours whilst at UWE to ensure that you are fully rested and able to maximise your learning whilst on placement.

Under the same legislation, students are entitled to 2 days off a week but these may not be consecutive. You must also have an 11 hour rest period within a 24 hour period, e.g. you cannot do a night shift followed by a late shift if both fall within the same 24 hour period.

Flu Vaccinations

You may be eligible to have a flu vaccination whilst on placement. Staff involved in direct patient care including students should be advised to enquire about vaccination when in a placement where the seasonal flu vaccine is offered to staff.

Fitness to Practice

The NMC state that all students must be fit to practice. In order to achieve this the following applies:

- Good Health / Good Character Annual Declaration - completing an annual declaration on the ARC system to confirm this. Good health and good character are fundamental to fitness to practise as a midwife.
- All midwifery students are expected to work towards being able to apply the Code at the point of registration and should be guided by the NMC Guidance on Professional Conduct for Nursing and Midwifery Students.
- An important determinant of good character is the individual's commitment to, and compliance with, the Code.

The rules relating to good health and good character require nurses and midwives to self-declare their fitness for entry to the register, on renewal of registration and readmission to the register. Additionally, a supporting declaration from a third party is required on application for first entry to a part of the NMC register. This is provided by the Lead Midwife for Education.

What do we mean by good health and good character?

Good health is necessary to undertake practice as a midwife. Good health means that you must be capable of safe and effective practice without supervision and are able to make good quality decisions about people's care. It does not mean the absence of any disability or health condition. Many disabled people and those with

health conditions are able to practise with or without adjustments to support their practice. If you are a midwife in poor health, it means that you are affected by a physical or mental health condition that impairs your ability to practise without supervision.

Good character is important and is central to the NMC code in that midwives must be honest and trustworthy. Your good character is based on your conduct, behaviour and attitude. It also takes account of any convictions, cautions and pending charges that are likely to be incompatible with professional registration. Your character must be sufficiently good for you to be capable of safe and effective practice without supervision.

Implications

If you declare a health condition or disability you should be assessed, where appropriate, with support from the occupational health department, or a disability services team or adviser or other medical practitioner where appropriate. Any assessment relating to disability should focus on what reasonable adjustments can be made to support you to achieve entry to or maintenance on our register

Legislative Requirements

The Nursing and Midwifery Order 2001 (the order) required the NMC to establish and maintain a register and, in doing so, to prescribe the requirements to be met as to the evidence of good health and good character in order to satisfy the Registrar that an applicant is capable of safe and effective practice as a nurse or midwife. The requirements for registration are specific (please see NMC website for further information).

Disclosure of Criminal or Pending Criminal Convictions

Nursing and midwifery are self-regulating professions. A significant aspect of self-regulation is knowing what is right or what is important. All nurses and midwives are required to abide by the NMC rules and standards which include the code. It is therefore essential for you as a student to disclose any criminal or pending criminal convictions you may have. The Rehabilitation of Offenders Act (1974) does not apply and all convictions, including those which are spent, must be disclosed. Student Midwives must undergo a Disclosure and Barring Service (DBS) check (previously known as a Criminal Records Bureau check) and will be required to complete a disclosure application form. All information will be treated in confidence. If you receive a criminal conviction during the period of your midwifery training, it is a requirement of both the University and the NMC that it is declared. In the first instance, this should be reported in confidence to your Academic Personal Tutor.

How to complete the declaration

Students have to self-declare that they are of good health and good character prior to starting Years 2 & 3 by logging into ARC and completing the declaration. In Year 1, students have to have Disclosure Barring Service clearance prior to starting placement.

Students who do not complete the Good Health/Good Character declaration within the allotted time frame will have the following sanctions applied:

- Prevented from attending practice until this is completed
- Seen under the [Professional Suitability Policy and Procedure](#)

Students who do complete the Good Health/Good Character declaration but are subsequently found to have either misrepresented their situation or not informed the Programme Leader of any changes will be dealt with under the Professional Suitability Policy and Procedure.

Hepatitis B Vaccination

Occupational health clearance is required prior to commencing clinical placements; part of the screening and immunisation programme includes the Hep B vaccination – this consists of 3 vaccinations and a blood test to confirm immunity. Please ensure you attend scheduled occupational health assessments in order to meet the requirements to attend clinical practice. Failure to attend might result in charges for missed appointments or Professional Suitability Policy and Procedure instigation for non-compliance.

Information Points

Information Points are located near reception at both Glenside and Gloucester campuses and can support students with many issues including applying for extenuating circumstances, advice about fees, university regulations and providing replacement student ID cards.

Interview Days

Students are entitled to 1 day in Year 3 to attend and prepare for interviews which can be counted as practice hours. You should have this recorded on your timesheet (if during placement) and signed for by your mentor or APT once appropriate evidence (such as a letter or email inviting you to interview) has been seen.

Investigation in practice

Sometimes it is important to learn lessons from adverse incidents in clinical practice, there is a culture of no blame, openness and honesty in keeping with the Duty of Candour. In order to understand and learn lessons students who were present during incidents may be asked to provide information in addition to the documentation, a midwifery tutor must be informed and present.

An investigation can take numerous forms, some examples are listed below:

- Interview Requests of students - Management Routes via PALM
- Interviews Student support provided before, during and post interview (must involve a tutor / PALM)
- Student advised to contact Practice Education Team and Academic Personal Tutor for support
- Statement requested all routes - Academic personal tutor or PALM must be present
- Decision regarding investigative route. Reportable to Management
- Internal or reportable. Notification to Palm / APT

- Practice issues/whistle blowing
- Outcome feedback to student as appropriate

Latex Allergy

Healthcare workers who frequently use latex gloves are at risk for developing latex allergy. It can also cause irritant contact dermatitis. This causes dry, itchy, irritated areas on the skin, most often on the hands. It can be caused by the irritation of using gloves, or it can also be caused by exposure to other workplace products. Frequent hand washing, incomplete drying, exposure to hand sanitizers, and the talc-like powder coatings (zinc oxide, etc.) used with gloves can aggravate symptoms. If you have or suspect that you have a latex allergy, you should be contact your APT or programme leaders for an Occupational Health referral and/or an access planning meeting. It may also be advisable for you to seek advice from our GP.

Making Up Practice Hours

Students are required to complete a minimum of 2500 practice hour during 68 weeks of clinical practice; to register as a midwife over the three years. In order to achieve NMC requirements for minimum hours, students are required to make up any hours lost through sickness or absence (authorised or unauthorised) at a later date. Remember all days lost through sickness or absence from practice MUST be made up by the end of the programme and BEFORE the student profile can be presented to the end of programme Award Board / NMC.

You can make up some hours during your continued allocated placement. Additionally missed hours will be allocated as an extra placement at the end of each year during the retrieval period, the co-programme lead will allocated appropriate placements based on your individual needs and Trust capacity. The agreed process is as follows:

After the second placement block time sheet administration PPO and Co-programme lead will meet to review ARC hours / weeks outstanding, if any student has more than 37.5 hours outstanding at this point, an additional placement will be requested. This placement may fall at any point during the 5 week allocated retrieval period dependent on availability and capacity in placement areas. Once confirmed and agreed by the placement area, a placement will appear on ARC. If there is no capacity at all the hours will carry forward to the next year.

If additional hours are missed in the final placement block, a make up time placement cannot be guaranteed due to the short notice to make necessary arrangements and these hours will carry forward into the next year.

Please do not email individual tutors or PPO / CO-programme lead as this causes further confusion. The process is managed entirely by hours recorded on the ARC system – timely submission of your time sheets supports this process.

Maternity / Maternity Support Leave

See [UWE Student Pregnancy, Maternity, Adoption and Partner Leave](#)

Meal breaks

You are entitled to a 20 minute break for every 6 hours worked.

Medicines management guidance

See Pebblepad programme site and Clinical Midwifery Practice Blackboard site.

Needlestick Injuries

If you sustain a needlestick injury, you must follow the Trust's local Needlestick Injury policy which will include attending Occupational Health as soon as possible. You should also ensure that the incident is reported to the University by using the [UWE online accident report form](#). You may wish to contact the Practice Support Line to get support from your PALM.

NMC Progression Points (2010)

The NMC (2010) has set minimum requirements that must be met by the first and second progression points for pre-qualifying midwifery education, which states that all outcomes within a progression point period must be achieved and confirmed within 12 weeks of entering the next part of the programme. Progression points occur at the end of Level 1 (Year One) and at the end of Level 2 (Year Two). This applies to all theory and practice modules

Numeracy

All students are required to undertake a timetabled online in-class numeracy test in each academic year as part of your practice module.

Occupational Health Service

The University has a contract with the Avon Partnership NHS Occupational Health Service for assessment, advice and guidance in relation to fitness for practice placements and other health related matters.

When commencing your programme of study Occupational Health sessions will be timetabled to assess your immunisation records and initiate any required immunisation programmes.

Any contamination with bodily fluids or needlestick injuries must be reported immediately via the Trust reporting systems and UWE incident report form [UWE online accident report form](#).

You may be asked to contact the service directly for telephone advice before a referral is made for you. All students should declare all health conditions before you start on the programme, an assessment will be undertaken to plan how you will achieve the requirements of the programme and clinical practice. If you do not declare a known health condition which compromises your ability to be in placement, this may be considered under the UWE Professional Suitability Policy and Procedure.

Please note that all back injuries must be assessed by OH prior to returning to placement. If you sustain a back injury, please inform the co-programme leader as soon as possible so that they can refer you to Occupational Health and make a plan to support you.

Paid Employment Outside of the Midwifery Programme

All pre-registration midwifery courses are regarded as full-time courses. You have a professional responsibility to ensure that you are fit to attend your practice learning opportunity and/or University and to ensure the safety of those under your care as well as for your own health and well-being. You should adhere to the European Working Time Directive. Paid shifts must not be substituted for placement learning.

Partner leave/Maternity Support Leave (formally paternity leave)

See [UWE Student Pregnancy, Maternity, Adoption and Partner Leave](#)

Patient/Carer Feedback Forms

Where appropriate, pre-registration student midwives are expected to obtain feedback from women and families regarding their care delivery using the Service user form. The aim of obtaining feedback from women is to support evidence of learning for the ORA, which in turn will help the mentor's assessment process. It is at the mentor's discretion as to which woman is considered appropriate.

<http://www1.uwe.ac.uk/students/practicesupportnet/guidancebyprogramme/midwifery/practicedocumentation.aspx>

Placements Allocations

Placements are allocated through the Professional Practice Office and each placement must meet the NMC requirements of the programme. If you have a personal reason to not be allocated to a particular placement area or speciality (for example, family member is a service user in that area), please discuss with the co-programme lead. Students must be prepared to travel to placement allocation within the university's geographical locations. Because of the complexity of placements and the need to ensure transparency, tracking and equity, students are not allowed to contact and / or organise their own placements.

Placement Charter

The practice education of nursing and midwifery students is a partnership between students, university staff and placement areas. This charter outlines the expectations and responsibilities of all those involved.

The charters underlying principles will be that all individuals will be treated with courtesy and respect and to be treated as a valued member of the wider multi-disciplinary team. Any issues regarding an individual's safety are raised and escalated as per UWE policy. The UWE Bristol Nursing and Midwifery [Placement Charter](#) document can be found on Practice Support Net and can be found [here](#)

Practice Absence Report Line

If you are absent from placement, you must report it to the Practice Absence Report Line and your placement. On contacting your placement, please make sure you:

- Speak to your mentor or other registered midwife
- Take the name of the person you are speaking to

- Inform them of the reason for the absence
- Inform them when you intend to return

You should email practiceabsence@uwe.ac.uk or call 0117 32 83283 and leave a message with your name, contact number, current placement details and reason for your absence. Calls are not routinely returned from this number. If you wish to speak to someone, you should call the Practice Support Line on 0117 32 81152

Practice Hours

Placement lengths have been carefully worked out in order to give you the best possible opportunity to pass the required learning outcomes. Students must complete all the hours stated for the placement over the time period specified. It is not acceptable to 'bank' extra hours worked in order to shorten the length of the placement. In order to meet the Nursing and Midwifery Council (NMC) requirements for registration, every student is required to complete a minimum of 2,500 hours of clinical practice over 68 weeks of the programme. Without certification of these hours, you will be delayed in qualifying and will not be able to register as a midwife. If you cannot meet this requirement before the scheduled end of the course, you will have to make up hours to the required total. This includes any time missed through sickness / absence, special leave, jury service, compassionate leave or authorised absence.

All clinical placement hours count as practice hours, inclusive of: Trust or organisation inductions and training, or Peer Assisted Learning sessions for practice (PALS), work based learning days (midwifery). You will therefore need to sign a register when you attend these days and have the timesheet signed by an academic member of staff facilitating UWE days or sessions. Failure to get timesheets signed both in practice and in University will result in these hours being counted as absence and you will be required to 'make up' any deficit in hours. Hours missed from non-attendance at WBL, will be made up in practice settings.

Practice hours are recorded in ARC using the information provided from timesheets.

Practice Support Line

The Practice Support Line is a confidential helpline for nursing and midwifery mentors and students. Students are encouraged to use this line to report concerns whilst on placement and seek support from PALMs if required. Contact details are: hscpsl@uwe.ac.uk and 0117 32 81152.

Practice Support Net

The [Practice Support Net](#) provides advice, guidance and tools to support mentors in their mentorship role. It gives guidance by programme and information about grading in practice which you may also find useful.

Pregnant Students

A pregnancy risk assessment will need to be undertaken in all placement areas, please discuss with your PALM and mentor to ensure this is completed, See [UWE Student Pregnancy, Maternity, Adoption and Partner Leave](#).

Professional Communication

During your training, you will engage in a range of communication across the midwifery spectrum; as well as other health and social care practitioners, services users, family members, carers and academic staff. This will include written and verbal communication conducted variously across a range of methods. You are expected to conduct yourself appropriately and professionally at all times; ensuring and respecting confidentiality, equality, diversity and good ethical practice as outlined in the NMC Code (2015)

Advancements and the increased use of IT with digital technology increases the risk of confidential patient/service user information being made available to many people and care should be taken to ensure the use of these should not compromise service user safety, confidentiality and treatment. Particular emphasis is placed on the appropriate use of emails for correspondence purposes. Service users and their families/carers should never be discussed via social networking sites. Any breach of confidentiality will result in referral to the Professional Suitability Policy and Procedure.

Professional Practice Office

The Professional Practice Office manages all student placements allocations, the Practice Support Line, Practice Absence Line and ARC. For key contacts, see this [link](#).

Professional Suitability Policy and Procedure

The University provides a number of programmes of study where students' professional suitability to register for and undertake the programmes will be relevant and will require assessment and monitoring by the University. These programmes of study are ones which lead to professional registration and/or a license to practise in a professional context and are characterised as being practice-centred and directed towards the achievement of professional competence and/ or professional registration. In addition, all of these programmes are accredited and/or regulated by professional, statutory or regulatory bodies which are involved in the design, delivery and regulation of programmes.

Programmes within the Department of Nursing and Midwifery are monitored and validated by the Nursing and Midwifery Council (NMC). In particular, the NMC is concerned with seeking to ensure that students comply with professional codes of conduct and demonstrate developing standards of professionalism. All nursing and midwifery students are bound by the NMC Code (2015)

In light of the above, the University needs to be satisfied that students registering

for and undertaking such programmes are professionally suitable to do so in the context of the professional area concerned, and with reference to the standards of the particular profession and the requirements of the NMC. Students registering for and undertaking such programmes are bound by the UWE Professional Suitability and Professional Conduct Policy and are required at all times to demonstrate acceptable standards of conduct, demonstrate relevant values and attitudes, satisfy relevant criminal record requirements, and satisfy relevant health requirements for the programme concerned, as set out in the programme handbook.

[The Professional Suitability Policy and Procedure](#) sets out how the University may respond to instances where a concern is raised regarding a student's professional suitability and the type of action that the University may take to deal with the concern, and to support the student. In appropriately serious cases, the University has the right to suspend and/or terminate a student's registration on the programme.

Examples of where professional suitability concerns may arise please access the current policy.

The University recognises that concerns regarding students' professional suitability may arise in a variety of ways (e.g. as a result of a student's practice, academic performance or his/her conduct, or issues raised by University staff, other students, health professionals or placement providers).

The University may consider concerns regarding students' professional suitability, howsoever they arise and will take action to deal with concerns promptly and fairly with a view to managing matters effectively and supporting students and other persons concerned (e.g. other students, staff or clients in a professional setting).

The University recognises that dealing with matters in this way is critical not only to ensuring that relevant professional standards are attained and maintained but also to supporting student learning and academic achievement and to the furtherance of a positive student experience.

This Policy and Procedure applies to students throughout their period of registration with the University, both on and off campus, and at all times. It is not limited to term time.

In implementing this Policy and Procedure, the University will remain mindful of its duty of care and of its obligations to students under the Equality Act 2010 including in appropriate cases to make reasonable adjustments. It will also remain mindful of the confidential and sensitive nature of professional suitability matters and of its obligations under the Data Protection Act 1998.

Raising and Escalating Concerns

The NMC has published guidance on [Raising Concerns: Guidance for nurses and midwives](#) (2013) setting out broad principles that will help practitioners think through the issues and take appropriate action in the public interest. This includes information on recent legislation that offers protection to whistle blowers as well as updated information on organisations nurses and midwives can go to for further advice. UWE also has a policy on raising and escalating concerns where students are directed to contact the Practice Support Line in the first instance

Raising and Reporting Concerns that a Nurse or Midwife is not Fit to Practise

If you have a concern that someone who is registered as a nurse or midwife is not fit to practise because of a health or character issue, you have a duty outlined in the code to make your concerns known. In the first instance, you should discuss this with your APT or PALM.

Flow chart for Practice issues and Whistle blowing is available in the ORA.

Reasonable Adjustments

It is your responsibility to inform UWE of any health related issues which may impact on your clinical practice. Support and reasonable adjustments will be made via an access planning meeting. The Equality Act (2010) requires the University and placements to make reasonable adjustments for students in clinical placements, under the [Disability and Equality Issues guidance](#). If you feel that you may benefit from having an access plan, please contact your APT in the first instance.

Retrieval of Practice

If you fail clinical practice module in any academic year, a retrieval placement will be considered at the award board. All students need to have successfully completed practice before the end of the first 12 weeks of the subsequent year in order to meet NMC requirements. If this is not possible, you will be required to step off the programme and return at a later date if appropriate.

Please note, a retrieval placement is not an automatic right and the decision is made by the award board panel, not a member of the programme team. Retrieval placements are arranged through the Professional Practice Office and are usually for a minimum of 4 weeks, but may be longer, depending on individual student's circumstances. Seek support from your practice module leader or APT in the first instance.

Self-directed Study Days during Practice Placements

Self directed study time cannot be negotiated for dissertation supervision or other coursework preparation which should be conducted on days off. Midwifery Students are reminded that the NMC practice hours are related to clinical practice in your placement area. So other study days must be in your own time in practice placement of the course.

Shift Patterns

The working week is 37.5 hours and you should not be on placement for more than 150 hours in any 4 week period. European Union Working Time Directives mean that you should not work more than 48 hours in one week. Ideally, students should not work more than 42 hours whilst at UWE to ensure that you are fully rested and able to maximise your learning whilst on placement. This also applies if you are making up time in the placement. The maximum hours to be worked over a 4 week period are 192 hours. For more information; see EU Working Time Directive.

Students are expected to work the shift pattern adhered to by the placement and follow their named mentor as closely as possible and for at least 40% of the time (NMC requirement). However, in some placement areas, it may not be possible to work the same shift pattern as registered staff. As is the expectation for registered staff and to meet the NMC requirements, students are expected to manage their child caring responsibilities around their shift patterns. Shifts are rostered by your mentor or the key mentor for the clinical placement area. You may make requests for certain shift patterns with a minimum of two weeks' notice. Your mentor is not obliged to grant your request. You should be mindful of the needs of other students on placement with you and ensure that requests for weekends or nights are fair.

Students should work the full range of shift patterns. Shift patterns vary but a long day is counted as 12 hours.

It is an NMC requirement that students undertake 24 hour, 7 day care and so students are expected to undertake night duty and weekends (Saturday and Sunday). Students should not work more than 1 weekend in 3 or more than 3 consecutive night shifts and are not expected to work a night shift which ends on the morning of a scheduled University day, or starts in the evening of a University day.

Sickness and Absence Reporting

Reporting absence fulfils the conduct of a professional practitioner and it is an expectation that all students will comply with this and "uphold the reputation of your chosen profession at all times" (NMC, 2009a). It is essential the University maintains a record of any absences as it is a requirement of the NMC that all Nursing and Midwifery students have completed 2500 hours in clinical practice. Failure to complete the required hours by the end of the three years will result in sickness/absence time being completed to make up hours and delay NMC registration and allocation of personal identification numbers (PINs).

Sickness – Bursary students are entitled up to 60 days sickness without losing their NHS bursary.

If you are sick, you must report it to the placement at least 1 hour before the shift starts and to the Practice Absence Reporting Line (0117 328 3283).

You must comply with local Occupational Health policies, for example, on return to placement following diarrhoea and vomiting. If you are experiencing an episode of sickness and vomiting, Trust policy excludes you from returning to placement until 48 hours after your last bout of vomiting. This reduces cross infection to patients and colleagues.

Sickness of less than 6 days

If you are sick for up to 6 consecutive days, you must submit a self-certification form to the Professional Practice Office (PPO). These are available from the Information Point. If you have less than 6 days sickness or absence during a placement, then you can choose to make up some or all of the hours missed within the placement, if agreed by the placement. You may negotiate with the placement to make up hours equivalent to the shift that you have missed. These hours should be recorded on your timesheets in the makeup hours box, and signed by your mentor. These makeup hours will then be added to your ARC record by the PPO team. Please note that you must not exceed the European Union Working Time Directive of working more than 48 hours.

Sickness of 6 days or more

If you are sick for 7 consecutive days or more, a medical certificate is required from your GP. This should be submitted directly to the Professional Practice Office to accurately record practice hours. If you are absent or sick for more than 6 days during a placement, then you must discuss how and when you make up hours with the Co-Programme Leader. It is not always possible to make up time in the same practice learning opportunity. Students, who have long periods of sickness, or frequent short-term sickness/absence, will be required to attend Occupational Health for a health assessment, which the Programme Leader will request. You may be required to intermit from the programme if the absence is lengthy as you are not likely to be able to meet the learning outcomes to pass placement.

Social Networking

We accept that many of our students use this as a means of communication and appropriate use promotes positive social and working relationships, the sharing of ideas, learning and good practice. However, this should not be used as a forum to express individual personal dissatisfaction relating to clinical practice/mentors, patients/service users or academic staff/elements of the programme. Any individual deemed by the University to be using a social networking site in an inappropriate or offensive manner will be suspended pending a Professional Suitability Panel (PSP) hearing. A possible outcome resulting from this inappropriate behaviour includes dismissal from the programme (see Professional Suitability Policy and Procedure and the NMC guidance).

Stress

Many students experience stress due to trying to balance the demands of practice and academic work whilst still having a life. Try to identify your current sources of stress and effective ways of managing them. Try to become familiar with the signs and symptoms of stress to help you to recognise if you are becoming 'stressed' and take appropriate action. Possible signs of stress include difficulty sleeping, tearfulness or aggression, loss of appetite or over-eating, difficulty concentrating and anxiety. If you feel that you are becoming 'stressed' consider:

- Talking to your mentor
- Looking at the UWE Wellbeing Service pages
- Seeking advice from A PALM
- Contacting your Academic Personal Tutor for advice
- Making a self-referral to [UWE Wellbeing Service](#)
- Speaking to your GP

Student Advisors

Student advisors can support you with a wide range of university matters and can be contacted through the Information Points. Student advisors can support students through professional suitability cases and can be contacted by emailing advice@uwe.ac.uk

Student Hardship Fund

NHS funded students are prioritised for the Student Hardship Fund which can offer a non-repayable grant of up to £1000. You can contact the Money Advice Line which is open Monday, Tuesday, Thursday & Friday between 9.30 -11.30 and Wednesdays 14.00-16.00 on 0117 328 5432 or by email mafs@uwe.ac.uk

Student Pregnancy, Maternity, Adoption and Partner Leave

Pregnant students are entitled to up to maternity leave. Once a student reaches 20-24 weeks pregnant, they will be given a MAT B1 form by their midwife which confirms the pregnancy and ensures that they are eligible to receive an NHS maternity bursary. Students should be advised to contact the programme lead once they have their MAT B1 form even if they do not wish to take any maternity leave so that they can make a plan for progression, discuss maternity leave and entitlements.

All students should have an access plan which your APT can arrange for you. You should inform your placement that you are pregnant so that a local risk assessment can be undertaken. You are able to obtain a replacement uniform free of charge to accommodate your pregnancy.

Students whose partners are expecting a baby are entitled to up to 4 weeks maternity support leave which cannot commence until the baby is born. These 4 weeks can be taken at any point within the first year of the baby's life and can be taken separately. Students are also permitted reasonable time off study in order to enable him/her to attend antenatal appointments prescribed by a doctor, midwife or health visitor with his/her partner.

Students who are adopting a child are entitled to Adoption Support Leave.

In all cases, you should contact your programme lead.

Students with a Disability

If you have a disability which may affect your placement, discuss your concerns with the programme leader in order that they can offer the appropriate support and arrange an access planning meeting. The University Disability Service has a range of support services for students.

Time Keeping

Good time keeping links with professional conduct, demonstrating motivation, reliability and commitment. Midwifery involves a variety of working patterns including shift work, night duty and weekends. To be and feel part of a placement team, it is essential to experience the setting fully and this includes being on time to attend shift handover, team meetings, clinical supervision and team debriefs. It also ensures you are up to date with the day to day running of the placement, any changes which may have occurred since you were last on shift and any safeguarding issues. If for any reason you are going to be late, it is courteous and professional to let someone know; in placement this should be your mentor or a representative. When you arrive, ensure a member of the team knows you have arrived for health and safety reasons and sign in where appropriate.

Timesheets

Your timesheets must be completed accurately to reflect your time in practice and are submitted at the end of each placement. You should get your timesheets signed after each shift or at least weekly by your mentor or a registered midwife who is a permanent member of staff. Bank staff and non-registered staff cannot sign your timesheets.

Timesheets are submitted at the end of each placement. Use the guidelines in the document. Ensure you submit your timesheets promptly after the completion of the placement. Failure to do so by the published deadline will result in you being recorded as absent. The practice module team checks and verifies your documentation and timesheets and then your practice hours are recorded on ARC. If you have a query about your practice hours once recorded on ARC please contact PPO.

You will need to attach a copy of your timesheets and declaration to any travel claims (see below) you may make, therefore it is also a good idea to keep a copy of the timesheets for your own personal record. This can be a photocopy or scanned copy or photo from a smartphone, for example.

Failure to submit time sheets will be classed as a non-submission against the relevant practice module. Falsification of timesheets will be considered a breach of your NMC Code (NMC 2015) and will be referred to Professional Suitability proceedings within the University and may result in a discontinuation of your studies. You may also be referred for investigation under NHS Counter Fraud procedures.

Travel Claims

All placement expenses claims should be submitted via the Information Points at Glenside. You should submit a copy of your timesheets at the same time to assist with checking dates.

Uniforms and Dress Code

UWE has a strict uniform and dress code policy. All these requirements are to prevent cross infection and protect the public and yourself from injury.

- Your uniform should be clean
- Student ID badge must be clearly visible
- Black shoes, preferably lace up (No crocs or pumps)
- Long hair must be tied back and off the face
- Nails must be short and free from varnish
- No false nails or eyelashes
- Keep make up minimal
- Jewellery – ear studs, or plain rings only
- Ear spacers and plugs, necklaces and hoop type earrings must not be worn
- Piercings kept to a minimum and discreet
- Tattoos should be covered where possible

When travelling to and from placement, it is preferable to travel in your own clothing, changing into uniform on arrival. If this is not possible, uniform should be completely covered and worn for the minimum amount of time outside your placement. It is a good idea to purchase a dark (e.g. blue/black) coloured full-length coat or raincoat which will completely cover your uniform whilst travelling. This is particularly useful when undertaking community-based placements. It is inadvisable to be seen in public in uniform as members of the public may mistake you for registered staff and seek assistance inappropriate to your status. Wearing your uniform in places such as shops, restaurants and bars whilst off-duty, is not only an infection control risk, it may also undermine the idea that you are safeguarding the health and wellbeing of the public. Please avoid wearing your uniform in public

Prior to commencing each placement, it is essential that students check the expected dress code as, in some placements, it is acceptable to wear 'mufti'. Where 'mufti' clothing is permitted, this should be appropriate:

- Tee shirts bearing slogans are not appropriate
- No ripped jeans
- No provocative clothing such as short skirts, short tops
- Footwear should be sensible and appropriate.
- Some placements do allow training shoes. Do not assume this is the case – check first
- Where there are religious or cultural issues that affect adherence to the uniform policy; please seek advice from the Co-Programme Leader prior to commencing placement

- Pregnant students are able to obtain a replacement uniform free of charge to accommodate their pregnancy
- All students should wear their uniform when attending mandatory training sessions at UWE
- Students can purchase replacement uniforms from reception at Glenside and Gloucester campuses or online via the Students' Union

Vaccinations

All students should be up to date with their routine immunisations, e.g. tetanus, diphtheria, polio and MMR. On starting a nursing or midwifery programme, all students are asked to provide details and documented evidence, where available, to show their status in respect of a number infectious diseases and immunisations (tuberculosis, measles, mumps, rubella, chicken pox, varicella, hepatitis B, hepatitis C, HIV antibodies). You may need to ask your current/previous Occupational Health Department, General Practitioner or Practice Nurse for information. You are not allowed to start practice placements until UWE Occupational Health have confirmation of your immunisation status. If you are not up to date, then you will be required to have all vaccinations before you are allowed to start placement. Failure to have the required immunisation status could be construed as unprofessional behaviour, and may result in investigation under the Professional Suitability and Professional Conduct Policy

Wellbeing Service

The Wellbeing Service offers a comprehensive array of support services to help enrolled students with their mental health and personal development needs including counselling, and mentoring. Fully intermitted students may not be supported by the Wellbeing Service and should be directed to their GP for support. Students need to self-refer by completing the [online registration form](#) or phone 01173286268

WHO'S WHO IN THE DEPARTMENT OF NURSING AND MIDWIFERY

Midwifery Team - Roles and Responsibilities, Pre-registration Programme

Teresa Shalofsky

Lead Midwife for Education

Jo Jones

Programme Lead Midwifery BSc (Hons) 3yr

Senior Midwifery Lecturer

Module Leader: Newborn Health Assessment

PALM:

Kirsty Davis

Co-programme Lead (placements)

Senior Midwifery Lecturer

Module Leader: Clinical Midwifery Practice 2 and CPD Leadership & Innovation

PALM: North Bristol Trust

Sian McLaughlin

Admissions Tutor

Senior Midwifery Lecturer

Module leader: Holistic Midwifery Practice 3, Clinical Midwifery Practice 3 and Managing Maternal Critical Care

PALM: United Bristol Hospitals Trust

Sue Davis

Senior Midwifery Lecturer

Module Leader: Clinical Midwifery Practice 1

PALM: Gloucestershire NHS Trust

Anette Garvey

Senior Midwifery Lecturer

Elective Erasmus Lead

Module Leader: Clinical Midwifery Practice 2 and Public Health

PALM: UHB and RUH NHS Foundation Trusts

Rona Lockyer-Sheppard

Senior Midwifery Lecturer

Module leader: Midwifery Dissertation; Perinatal Infant Mental Health

PALM: North Bristol NHS Trust

Geraldine Lucas

Senior Midwifery Lecturer

Module leader Holistic Midwifery Practice 1; FLAP

PALM: UHB NHS Foundation Trust

Gillian Ottley

Senior Midwifery Lecturer

Module Leader: Holistic Midwifery Practice 3 & Clinical Midwifery Practice 3

PALM: GWH NHS Foundation Trust

Jane Pilston

Senior Lecturer in Midwifery

Module Leader: Holistic Midwifery Practice 1 and Skills for Midwifery Practice 1

PALM: RUH Bath NHS Trust

Aimi Meen

Midwifery Lecturer

Across year teaching

PALM: GWH NHS Foundation Trust

Rachel Tonks

Senior Midwifery Lecturer

Module lead: Holistic Midwifery Practice 2 and Skills for Midwifery Practice 2

PALM: NBT NHS Trust

Victoria Shaw

Midwifery Lecturer

Across year teaching

PALM: RUH Bath NHS Trust

All the above Midwifery Lecturers will have input into your course. Only the responsibilities of the Midwife Lecturers relevant to your course have been included. Lecturers also teach on CPD modules support mentor updates in practice and attend management meetings.

References

Department of Health (2010) [Midwifery 2020 Delivering expectations](#)

[European Directives](#) (80/155/EEC Article 4)

European Commission [European Working Time Directive](#)

[Equality Act](#)

Nursing and Midwifery Council (2009) [Standards for Pre-registration Midwifery Education](#). London: NMC

Nursing and Midwifery Council (2013) [Raising and Escalating Concerns](#)

Nursing and Midwifery Council (2015) [The Code](#)

If lost please return to the University of the West of England Nursing and Midwifery department