ODP's - Preparing you for Practice

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Sheffield Hallam University
Preparation for Practice

• How will the University prepare me for placement?
• How will I be assessed in my course?
• What should I do before my placement starts?
• What is expected from me as a student?
• Is there a dress code?
• What personal adjustments should I make with regards to personal practice?
• What will be my working schedule?
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• What if I am sick or absent?
• What should I do if I have an accident whilst on placement?
• What support will I get once at placement?
• Facebook and other IT issues.

Each of the questions to the left has a hyperlink smiley face which takes you to the section that relates to the question. Simply start the presentation and run your mouse over the smiley face and click.

Some sections contain more than one slide. These will have a progression bar along the bottom as shown below. To get to start of the section simply click on the relevant smiley face again.

Within each section although the other questions are faded out, they are still hyperlinked, so you can navigate the presentation from any point within.

So why not run your mouse over a smiley face and find the answers!
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The induction period and first academic block - The university will prepare you for practice in a number of ways during this period. You will be introduced to the practice element of ODP learning in a controlled way including getting to use the operating theatre simulation suite and ward areas in the Robert Winston building, video presentations related to practice and an observational visit in your intended placement. You will also have the opportunity to meet your Clinical Placement Coordinator for your placement so that you can ask questions about placement before the end of the academic block. During semester one in your first year you will study a variety of modules that discuss a multitude of aspects regarding operating department practice and what is required from you as a Sheffield Hallam University student. The subjects are discussed on the next page.

Mandatory study - Each year the University will ensure that you have completed the minimum mandatory training requirements before you go out on placement. This includes training such as Basic Life Support, Moving and Handling, Fire awareness and Infection control.

Theatre shoes - the university will order theatre shoes for you to wear on placement, once in your possession the shoes become your responsibility and you should take care to ensure that they are not stolen and most importantly that they are kept clean in accordance with infection control polices and procedures for your placement. When travelling between placements it is your responsibility to ensure that the shoes provided are cleaned when leaving the placement area and before the next placement commences. You should ensure that you have a suitable bag that you use solely for the transport of theatre shoes between placements.
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Preparing you for practice week

One of your final weeks in the first semester will be devoted to preparing you for your placements. During this time you will have the sessions to cover the following important aspects of placement;

- The placements website - This has all the information you need about your placements including important policies and procedures
- Mandatory training - Practical sessions to ensure that all mandatory training is up to date such as moving and handling.
- The Gateway paperwork - to learn about and understand the assessment requirements (learning outcomes and competencies) of your placement and discuss the support you will receive from your mentors.
- Evaluating your placements - How, when and why you must evaluate your placement learning
- Contact details of your clinical placement coordinator and what to expect on your first day
- Timesheets - These are used to monitor your attendance on placement.
- Visiting lecturers - This is the member of the ODP who will be the link for you whilst you are on placement.

You will also be involved in a simulation based on a basic theatre list - This will occur in the simulated theatre environment and aims to bring all of the academic aspects of study together and provide you with the time to reflect on your current knowledge and skills base.
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YEAR 1 MODULES

• ODP Fundamentals - This module gives you an insight into the care environment and the concepts of sterility and infection control, it also begins to discuss professionalism and the expectations of the university, the profession and the regulatory body.

• Anaesthetic Practice 1 - This module takes you from the basic concepts of achieving surgical intervention without pain, it looks into the legal and ethical ideas and the practicalities that surround this complex science, taking you to a state where you have a basic understanding of anaesthetic techniques, pharmacology and the holistic care of the patient in anaesthesia which prepares you for first placement.

• Surgical Practice 1 - This module aims to provide you with the required knowledge and practical expertise to care for patients undergoing minor and intermediate surgical procedures. It includes professional issues and evidence based practice which are very important in the care of a surgical patient.

• Applied Science 1 - This module looks at basic anatomy and physiology of the human body and helps you appreciate the impact of everyday procedures within the operating department. By having a greater understanding of the human body you will be better prepared to prevent needless harm or injury.

• Clinical Education 1 and placement learning - The practice learning experience blocks are a core element of the programme allowing you to apply professional knowledge and processes acquired up to a certain point in your learning in selected real-world settings. The positioning of these blocks within the overall programme is critical to the integration of theory and practice. It will provide you with the opportunity to apply theoretical knowledge to support the development of Clinical skills and Practice.

• Foundations for Effective Collaborative Practice - This is an interprofessional module which is delivered early in your first semester at university because it introduces skills and concepts that support both successful study and practice development. It is designed to introduce you to the concepts of professionalism and collaborative practice and the potential impact on diverse populations and communities.
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YEAR 2 AND 3 MODULES

• Surgical Practice 2 & 3 and Anaesthetic Practice 2 & 3 - These modules will help you to understand the professional practice of operating department practice. You will begin to apply this knowledge to a range of more complex cases and perioperative settings, including recovery and emergency care. By your third year you will be able to apply problem solving skills and critical thinking, grounded in evidence and research to aspects of your surgical and anaesthetic practice, including emergency situations, and have knowledge and theory of enhanced skills.

• Clinical Education 2 and Enhanced perioperative practice - These modules inform practice learning, and practice learning provide the medium for investigating ways in which theory and practice inter-relate and for applying theory in practice and to practice. For each of these modules you are will be required to evidence your placement learning via a clinical competency package, known as a 'GATEWAY'. Each competency package typically considers 6 weeks in placement. In your 2nd year you have 4 of these gateways to complete, and in your 3rd year you have 3 gateways to complete. You will be continually assessed by your mentors in placement and in your final year by tutors in the clinical skills suites when taking part in taught simulated sessions, and you will be required to complete a reflective assignment about your placement learning.

• Applied Science modules 2 - In the second year you will gain a wider understanding of the systems of the body in health and disease, alongside other biological topics which are relevant to operating department practice such as the biological basis of obstetric emergencies. This module also considers psychological wellbeing and pharmacology which compliments that taught in the anaesthetic modules.

• Research and Management - This module will help you to understand the importance of evidence. It will ensure that you understand how to find and select evidence, appraise evidence and ensure that you use evidence to ensure best practice. As part of this module you will develop an understanding of different research methodologies and the use of these to support practice. It will also introduce you to the basic theories and principles of management and the application of these to the clinical environment.

• Leadership and Education - During this module you will analyse the characteristics and attributes of an effective leader and how this may affect patient care. As this module is mapped against the current mentorship standards as set by the College of Operating Department Practitioners (CODP) you will be eligible to become a mentor in practice once you have achieved 6 months post registration experience and attend a mentor update.

• Writing for Publication - This module will provide you with the opportunity to prepare an article intended for publication in a selected journal by ensuring that you are able to search retrieve and analyse published evidence, articulate critical arguments in relation to a chosen area of practice and reflect upon your development in this area.

• Inter-professional Education modules (DCECP & EQSECP) - You will learn alongside and in collaboration with students on other health and social care programmes. There will be emphasis on communication and collaboration between the different professions. Service users will play an important part, particularly in the second year interprofessional module.
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The method of academic assessment used in the ODP undergraduate programme varies and includes assignments, labs tests, examinations, and presentations. An up to date list of assessments and their projected hand in dates can be found on the placement website in the ‘Student Learning Outcomes and Assessment for Practice Placement’ tab. The assessments on the course have guidelines which the course team will highlight during each module and staff will be able to steer you through any aspects of the guidelines that you do not understand.

Academic work that is set by the course team will have suggested word counts, will need to be written in an academic style and be referenced to the Harvard convention as interpreted by SHU. For guides to referencing please go to [http://libguides.shu.ac.uk/referencing](http://libguides.shu.ac.uk/referencing).

Clinical skills are usually assessed by observation, however the observation of skills are usually augmented by another method such as questions, reflective accounts, short assignments (used only in situations specified by the course team) and witness testimony from a suitably qualified practitioner or even simulation exercises. During clinical placement these assessments are made by Mentors who have completed a mentor preparation course or by Associate Mentors who have been qualified for 6 months or more and attended a mentorship update and are qualified to assess competence.

You will be assessed throughout the year at a pace agreed by you and the mentor/s in order to achieve the required level of competence for each academic year and consequently be fit for practice by the end of the ODP programme. There is also a set of end of year clinical assessments that are undertaken in your 1\textsuperscript{st} and 2\textsuperscript{nd} years and these consist of anaesthetic, surgical and post anaesthetic care assessments of competence.

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[How will I be assessed in my course? -Continued on next slide— click here.](http://libguides.shu.ac.uk/referencing)
If you do not pass the academic module on the first attempt you will be offered help in the form of personal tutorials to give you the best chance of passing the assessment on the second attempt. This is called a referral attempt, and you may also be entitled to an in-module retrieval (IMR) attempt. Please contact the module leader for more information about these.

If for any reason you cannot complete coursework on time, you should discuss this with our student support officer, or the module leader as soon as possible. Do not leave this until the day of the hand-in, as extensions may not be granted. The student support/module leader will advise you how to fill in the extension documentation (EER 1).

If due to unforeseen circumstances such as illness or bereavement you cannot complete coursework on time or if you feel that your performance in assessment is impaired, you should talk to the student support/course leader who will advise you how to fill in the extenuating circumstances documentation (EC 1) and what evidence you will need to provide in support of your claim. More information can be found in the student handbook and on Blackboard.

If you encounter personal or academic problems whilst on the course that you would rather not talk to the course team about, you should contact the Student Support Services who may be able to see you on an appointment or drop-in basis.
It is important that you are well prepared for your placement and this will involve you doing a number of things before it begins.

**During the 1st semester**
You will need to attend occupational health appointments to ensure that you can prove immunity to certain diseases and conditions.

**At least 1 month before the start of your placement.....**
Double check that you have completed all of your mandatory training. Topics such as basic life support (BLS), moving and handling, fire safety and information governance will be covered. You will need to complete this training BEFORE you start your first clinical placement. The tutors will check prior to you starting in placement that these required aspects have been met.

**At least 1 week before the start of your placement...**
you should contact the practice placement area to introduce yourself and to find out details of your duty rota. You may choose to do this by visiting the area or you may prefer to make contact by telephone. Sometimes when placement areas are busy the person you initially speak to may not be aware that you have been placed there. If this happens speak to the Clinical Placement Coordinator (CPC) who will ensure that contact is made and that the placements are expecting you.

It is important that you are familiar with the [Gateway Competency Paperwork](#), which is located in clinical education modules for each academic year. This will help to ensure that you are clear about what is expected of you and what you are required to achieve during your allocated placements. It is also advisable to begin to think about your learning objectives. You will need to discuss these with your mentor during your initial interview when you formulate and agree your learning agreement.
Mandatory Training
You will receive a number of practical sessions, workshops and online activities which will consider mandatory training. Topics such as basic life support (BLS), moving and handling, fire safety and information governance will be covered. You will need to complete this training BEFORE you start your first clinical placement. The tutors will check prior to you starting in placement that these required aspects have been met but it is your responsibility to ensure this.

On the day of your placement.... take with you....
A Black Pen and notebook
Stationary to make notes on as there will be a lot to take in!

ID Badges
You will be given identification badges by SHU for your clinical placements. Please wear these at all times when in the clinical area so that you can be easily identified. Some clinical areas may also issue you with a security or ID badge. This will ensure that you gain access to restricted areas.

Clogs / theatre shoes
The University will buy your clogs/theatre shoes which are suitable for the clinical area. These will be issued before you go out into placement.
At all times you MUST be supervised by a Registered Practitioner. As you progress through the programme the level of supervision may change. In the initial part of the programme when you are learning and developing new skills there will be a need for direct supervision. As your knowledge and skills develop through the course of the programme and you are deemed competent in aspects of continuing care then the supervision moves towards a more supportive and indirect approach, enabling you to develop the skills to manage care.

During all of your placement experiences in the programme are extra to the established numbers in the practice area (Supernumerary). You are, however, part of the wider healthcare team and it may be appropriate for you to be on the ‘off duty’; however this does not mean you are part of the established numbers for the department or a particular shift.

In year 1, you are participators in care, working with the multi-professional team developing the relevant skills to plan and deliver effective care.

In year 2, you will progress to initiators of care where you take a greater responsibility for assessing, planning, implementing and evaluating care, developing further your skills in these areas in more complex and diverse environments. You will be developing decision-making skills and problem solving strategies.

In year 3, you will be working towards the level of a competent practitioner and be able to critical analyse the care you provide in emergency and non emergency situations. You will also have to prove your ability to support and supervise more junior student ODP’s.
You are requested to check the uniform requirement when you first make contact with the practice placement, especially if this is outside the operating theatre area. However, whether you are required to wear uniform or not, you should be aware that you will be meeting patients, clients, and that therefore your dress should reflect their professional position. Remember also that you are a representative of Sheffield Hallam University and inappropriate behaviour will not be tolerated by our organisation.

**Bank Work:** Do not wear your SHU student badge when undertaking work for any other organisation.
You are advised that dress when not in theatre clothes should be safe and hygienic. The list below gives some general points on maintaining the professional image.

**Hair & Nails:** If you have long hair, please ensure it is securely tied back. If you have short hair, it should be of a tidy appearance requiring a minimum of “maintenance”. Nails should be clean, short and unpainted. False nails should not be worn.

**General Appearance & Makeup:** All personal clothes worn whilst on placement should be well laundered and maintained. Remember appearance also includes good personal hygiene and cleanliness. Minimal makeup should be worn and it is advised not to wear false eyelashes.

**Jewellery/Watches:** All jewellery should be discrete. If you have pierced ears, only one stud earrings should be worn. Wristwatches should not be worn in the clinical area.

**Shoes:** It is your responsibility to ensure that your theatre shoes are kept clean and that shoes worn in placements other than theatre are clean and well maintained.

**Smoking:** You should observe all no smoking rules in operation whilst on placement. Most trusts now operate a smoke free policy.

‘You must limit your work or stop practising if your performance or judgement is affected by your health’. ‘You must behave with honesty and integrity and make sure that your behaviour does not damage the public’s confidence in you or your profession’ (HCPC, 2012, pg 14).

For more guidance, check with your clinical placement prior to starting. Remember, you must also adhere to the [Guidance on conduct and ethics for students](#) released by the HCPC in January 2012.
Shift patterns in placement
It is important to recognise the differences in practice placement sites and the impact on the learning potential each placement can provide, as this may mean you will have to work alternative hours to those you are used to at University. Many mentors start their daily shift at 7:30 and you will be required to start with them should it be deemed necessary for your education. The regular Monday to Friday shift patterns may also not be appropriate for your education. Some organisations work a 3 day week, some work normally on Saturdays (not emergency or incentive work). Part of the initial Learning Agreement will be the establishment of a mutually agreed work pattern. Due to Mentor shift patterns this may mean having more than one mentor in any given placement.

Students shift hours worked and breaks
You should never work more than 11.5 hours, exclusive of breaks. The length and/or duration of break times are not stipulated within the EU Working Time Directive, or within the Working Time Regulations (1998).

A standard week in practice for ODP students is 34 hours + 3.5 hours reflective time. You should take public holidays as they fall mainly because the operating theatres will be working in an out of hours capacity.
In order to provide clarity on breaks the University proposes the following:

During a standard shift a rest period of 30 minutes should be taken which should not be claimed for in the hours worked. In addition a concessionary 15 minutes break during the shift may be taken which can be included in the hours worked.

Flexibility about when breaks are taken must be negotiated within the placement area. In certain circumstances timing of breaks may be delayed. However, it is important that you recognise the effects of fatigue on performance and concentration.

As the critical care environment is constantly air conditioned you should ensure that you are kept hydrated. You are encouraged to eat before commencement of duty, the nature of the environment means that sometimes, especially when scrubbed, you may be required to remain at the table for extended periods of time.
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Unless you have informed the course team that you had holidays booked before the course started, leave is to be taken within the specified holiday periods as defined in the ODP course academic calendar not during placement or academic time (NB this may differ from the standard academic calendar and can be found on the placements website).

You should note that the time set aside for re sits and the referral period is usually during the summer vacation and absence during this period is not permitted if you are trailing modules and assessment.
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Sickness and Absence

60% of your time is spent on placement and 40% in University

The University will monitor sickness and absence closely to ensure you are eligible for registration as qualified practitioners. Any hours lost from placement may need to be made up therefore it is important that you and your placement area keep a log of all learning hours spent in placement. You will be required to sign in on an attendance registers whilst at University and these will be monitored by the module and course leader and student support officer.

Practice Placements Attendance

All practice placements are deemed compulsory. You will be required to complete a timesheet which confirms any sickness/absence whilst on practice placement. This should be counter-signed by your placement supervisor/mentor or CPC as an accurate record to the placement experience and sent to the placements team once completed hwbplacementteam@shu.ac.uk

It is your responsibility to inform the placement if you are unable to attend and inform them when you expect to return.

Please note that you are not to alter day shifts to cover sickness. If you are unavailable for practice due to sickness you must follow the university process for recording sickness.
Absence Reporting
You are required to notify both practice and placement of any absences.
All absence should also be reported to Student Support either by email, or phone for both the clinical and academic elements of the programme.

Absence from Placement
If you are unable to make it to placement you need to;
• Contact and your mentor and /or CPC.
• Contact our sick line number 0114 2255446 (You will need to have your student ID number to hand as the system will ask for this.)
• Contact your student support officer if necessary
• Report absence on your timesheet
If absence exceeds three days, you are required to submit a self-certificate form. Absence in excess of seven days must be supported by a doctor’s medical certificate.

Absence from University
• Email the absence inbox AbsenceODP@shu.ac.uk explaining your absence
• Contact Lucy or your visiting lecturer if long term sickness/issue
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All accidents should be reported. This will include completing documentation in your placement area and University documentation. Please look here for policies and procedures about accidents on placement. Alternatively you can contact the placement lead for the ODP academic team, or your visiting lecturer should you injure yourself on placement.

If you are sick or absent as a result of an accident whilst on practice placement then they should ensure that an accident report is completed in accordance with the placement Health and Safety regulation. A copy of the Accident report should also be given to you to return to your student support officer in the Faculty, this will be retained in your student file.
Whilst on Clinical placement you have a number of mechanisms available should you require some advice or support, these include working alongside qualified practitioners who are recognised Associate Mentors / Mentors. Further support can also be gained via contacting The Clinical Placement Coordinator, Visiting lecturer/academic advisor, SHU Placement Coordinator or even by contacting a member of the ODP team at SHU.

**Associate Mentor**

These are qualified registered practitioners within the clinical environment that have been identified by their Clinical Placement Coordinator as a potential mentor and have attended a mentor update session within the workplace. They must have been qualified for a minimum of 6 months but do not hold a relevant mentorship qualification.

Associate mentors are there to provide support and feedback to their student and also to assist the qualified Mentor with the student’s clinical supervision. It is important that Associate Mentors partake in a dual mentorship approach with the Mentor. Associate Mentors can sign the box in the centre of your competencies, but it must be a registered Mentor or Clinical Placement Coordinator who signs the bottom parts of your competencies.

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Mentor

These are qualified registered practitioners who have undertook a level 6 mentorship qualification and have or are working towards a degree related to practice. The mentor is responsible for the day to day management of the student experience and will facilitate learning around the clinical competencies related to their clinical environment.

Mentors should be named and identified to the student prior to the commencement of a placement and it is this person who should help create a learning agreement that satisfies the students learning needs. It is important that regular reviews are undertaken, to identify both success and failure, and to alter plans accordingly dependant on circumstantial changes. Mentors must ensure that the student under their supervision is with them for a minimum of 40% of the time they are in placement. The mentor is responsible for all summative assessment and must ensure that the student adheres to Trust and SHU policy and regulations.
Clinical Placement Coordinator (CPC)

‘This person(s) has overall responsibility for students in clinical placement and will therefore organise student placements, allocation of mentors and workplace teaching. Hence, this role involves acting as a link between the clinical area and the HEI, as well as acting to support both mentors and students’ (CODP, 2009, pg 20).

The CPC will monitor student progression and in some cases organise rotation of specialities to enhance student experience. It is also important that the CPC assists The SHU Placement Coordinator in the acquisition or dissemination of information that is deemed necessary by all parties involved in student ODP education. The CPC will be responsible for the verification of student competence evidence prior to submission to SHU.

For more information about your role and these roles please look at the placements website [here](#).
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Academic advisor

In addition to the responsibilities defined for the visiting lecturer the personal tutor will monitor progress and provide guidance as needed through regular meetings with individual students to;

- Review placement paperwork (competencies)
- Review academic developments - identify any potential problems or areas of concern and provide appropriate support. (e.g. refer to student support officer)
- Give pastoral support as necessary - refer to appropriate support services as required.
- Be there to be consulted about individual students action plans or cause for concerns (as required).
- Inform year tutor and course team of any potential problems that may have a negative impact on progression.
- Encourage a reflective approach by students and support personal development planning.
- Maintain records of all meetings with students which show main points discussed
- Should be first point of contact with any general issues or concerns.
- Respond to placement evaluations to provide feedback to placements areas.
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### Data Protection

Please note that students must not remove or photocopy any information concerning any patients whilst they are on placement. Failure to comply with this regulation is contravening data and patient confidentiality.

'As a health care professional, it is important to understand not only the benefits and risks associated with social media use, but also the outcomes of one’s actions (CODP, 2013)

With the advancement of communication technology which is accessible to all in the public domain, it is paramount that as a student in accordance with your student Code of Conduct, you must not breach confidentiality in respect of service users/carers and significant others at any time via any mode of communication including social networking sites such as "Facebook, Twitter and MySpace". A breach of confidentiality will initiate a professional suitability panel which may ultimately exclude you from the programme of study. This also includes any communications that are specifically about the university, placement issues or any activities that might bring into question a students professional conduct. Social Network sites are for personal use only.

Guidelines on Professional Issues can be found in the Course Handbook but can also be found on the Sheffield Hallam University Placement Website and the university intranet. In addition, students need to ensure they are aware of these updates within their year blackboard sites. Staff can access this information via SharePoint.
If you have any further questions or require any further information please contact the placement lead for the ODP team or your academic advisor.

THANK YOU
WE HOPE YOU ENJOY YOUR PLACEMENT EXPERIENCES