

Learning Placement Charter

The Learning Placement Charter establishes ways of working together for all Learners (trainees and students), mentors, supervisors and educators. The overall aim of the Charter is to support the development of a positive relationship between Learners and those supporting them in their education to enable effective learning to take place.

The Charter identifies the responsibilities of mentors/supervisors/educators and Learners at a minimum standard, that many individuals will already be exceeding.

Patients, service users and the public can expect:

- To know when they are being treated by a service that supports the education of our future workforce and Learners may be part of their care team though they have a right to refuse this.

As a Learner you can expect:

- A named mentor/supervisor/educator identified to you at the start of each placement.
- A local induction and to take part in local induction activities.
- To have your work pattern planned and to work alongside your mentor/supervisor/educator as outlined by Regulatory Bodies in order to meet your professional requirements.
- An initial meeting within the first two weeks (or as soon as practical due to rota arrangements) of the placement, focusing on your individual learning needs.
- Regular reviews including a mid-point/interim and final meeting scheduled at an appropriate time during your placement in line with Regulatory Body requirements.
- Constructive feedback on progress at regular intervals.
- A supervision framework to:
 - Ensure safe and effective patient care through training
 - Teach and facilitate learning
 - Enhance learning through assessment
 - Support and monitor educational progress
 - Guide personal and professional development
- To negotiate and prioritise (with appropriate support) identified learning experiences to meet specified learning outcomes, needs and competencies.
- The placement area to respect the "learning" needs of you as a Learner; this may include individual issues (depending on the role of the Learner) such as protection of supernumerary status.
- Access to contemporary learning resources (including IT) to enhance the learning opportunities.
- For all placements to be audited/approved to ensure a quality learning environment.
- Results of practice evaluation to inform and enhance the quality of the learning environment.

As a Learner you have a responsibility to:

- Work in a manner that is consistent with the values of the NHS Constitution (Working Together for Patients, Respect and Dignity, Commitment to Quality of Care, Compassion, Improving Lives and Everyone Counts).
- At all times to act in a professional manner and follow local policies and procedures as well as your professional and/or Regulatory Body code of conduct, ethics and standards.
- Complete the required Statutory and Mandatory training prior to your first placement and maintain this throughout your training.
- Observe the principles of maintaining confidentiality and obtaining consent at all times.
- Commit to learning and development and actively seek out learning opportunities including inter-professional working.
- Listen to, and act on, constructive feedback.
- Develop your professional feedback skills through the evaluation of your placements; informing the dissemination of good practice and enabling the continuous improvement of quality in the placement experience.
- Observe accurate timekeeping and inform the placement area (and the University if on a pre-registration programme) in a timely manner if you are unable to attend for any reason.
- Work alongside a mentor/supervisor/educator for the required amount of time as specified by your professional and/or Regulatory Body and experience 24hr patient care as appropriate.
- Dress accordingly to the local Uniform or Dress code/corporate image policies and guidelines, wearing appropriate identification at all times which promotes a professional image, meets health and safety and infection control requirements.
- Ensure your Assessment of Practice portfolio or equivalent is available and completed as instructed throughout the placement period.
- Follow locally agreed procedures when identifying any deviation from this Charter, any area of concern regarding the practice experience or patient care that may have occurred whilst on placement.