

Practice Educator Handbook

BSc (Hons) Physiotherapy

Graduate Diploma Physiotherapy

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**College of Health, Science and Society
School of Health and Social Wellbeing**

Contents

Introduction	3
The Programme	4
Modules	6
Practice Education	16
Placement Allocation	17
The Role of the Educator	18
Educator Support	20
Placement Support	20
Placement planning guidelines	21
Pre-placement information	22
Induction and placement process.....	23
Practice Assessment	25
Course Progression	27
Practice Educator Development	28
Practice Placement Evaluation	30
Placement Administration	31
Frequently Asked Questions	33
Before the placement starts:	33
During the Placement:	36
Appendices.....	39
Glossary.....	39
Bloom’s Taxonomy of Learning	40

Introduction

Practice education is essential to the physiotherapy programme (accounting for one third of the course in terms of time) and the training of your future workforce. As an educator, you are central to this process.

This educator handbook has been compiled to provide you with the information and reference material necessary to equip you for this challenge. It is hoped that this handbook will be used as an ongoing resource during the process of facilitating practice placements.

Physiotherapy staff at the University of the West of England (UWE) Bristol are dedicated to supporting you and the learners/students and can be contacted if you have any queries that his handbook does not address. All information required by educators is available on the physiotherapy page of the [UWE Physiotherapy Practice Support Net \(PSN\) website](#) **and for physiotherapy apprenticeship learners on the [UWE Physiotherapy Apprenticeship Practice Support Net \(PSN\) website](#).**

In addition, introduction and update sessions are scheduled on a rolling annual programme (dates and booking form available on the [PSN website](#) under Programme Information). These provide an opportunity for continued professional development through exploration of relevant topics whilst offering opportunities to meet and discuss matters of interest with other educators.

We would like to take this opportunity to thank you for the energy and enthusiasm you bring to this role and hope that it will be a positive and enjoyable experience for both you and your learners.

The Programme

The physiotherapy programme leads to both an academic qualification and a license to practice. The programme is validated by the Health Care and Professions Council (HCPC) and recognised by the Chartered Society of Physiotherapy (CSP), so successful completion of the programme entitles graduates to register with the HCPC and apply for full membership of the CSP. All learners are advised to join the CSP as learner members when they start their training, but this is not mandatory.

Development of the programme to meet these goals is through on-going collaboration between university academic staff, physiotherapy leads, learner coordinators, educators and learner representatives.

Aims of the Programme

The main aim of the programme is to ensure that physiotherapists qualifying from UWE Bristol are fit for practice and purpose by being reflective, competent practitioners and critical thinkers. The programme aims to enable the learner to embrace the role of the physiotherapist as a practitioner, partner, leader and an advocate to the patient. Graduates should be able to take responsibility for their own professional development and be able to implement safe, ethical and effective delivery of physiotherapy services in a wide variety of inter-professional and multicultural contexts. The programme also aims to:

- Produce physiotherapists who can meet the requirements to be eligible to apply for registration with the HCPC and full membership of the CSP.
- Facilitate an inter-professional approach to healthcare of the individual give an overview of current themes and issues in relation to healthcare interventions.
- Provide a range of theoretical, practical and conceptual tools for critical analysis of contemporary physiotherapeutic intervention and needs.
- Provide an educational experience which acknowledges the diversity of preferred learning styles by utilising a wide variety of teaching and learning strategies.
- Enable learners to take responsibility for identifying their future learning needs in continuing personal and professional development.

Programme Structure

The structure reflects the primacy of physiotherapy as a discipline as well as the inter-professional nature of professional practice and seeks to acknowledge other disciplines that inform and enhance physiotherapy education. Emphasis is placed on integrating theory and practice, clinical reasoning and problem solving in order to provide the best possible education for the learner and healthcare for the individual.

The award route is a full-time course, divided into three levels that equate with three academic years. Level 4 (year 1) of the programme is almost entirely university based but concludes with a period of professional practice. Levels 5 and 6 (years 2 and 3) consist of alternate periods within the university and the practice environment.

Although the levels build upon one another, progress through each module of the award is perceived to be dynamic; the various components being inter-related and inter-dependent.

All modules are compulsory requirements for the award of BSc (Hons) Physiotherapy.

External examiners from other institutions are appointed to a suite of programmes to act independently and work with the faculty in the management of threshold academic standards, ensuring parity of approach to assessment across all awards available.

Communication Mechanisms

There are several ways in which the programme team communicates with practice colleagues that provide placements for UWE learners:

- Placement support meetings
- Annual physiotherapy coordinator forum
- Individual physiotherapy coordinator meetings annually
- Educator introduction and update sessions
- Practice Support Net website information (includes contact details)
- Programme Management Committee meetings
- Invitations to stakeholder events when necessary
- Involvement in undergraduate interviews.

Modules

Level 4

Level 4 aims to introduce the learner to the foundation studies required for initial physiotherapy practice and the approach undertaken is both applied and holistic.

Throughout level 4 the value of research underpinning and informing practice is emphasised but in an integrative rather than isolationist manner, thereby ensuring a research culture permeates both the theoretical and clinical elements of the award.

Level 4 modules are assessed by a variety of methods, including written coursework, unseen written examinations and practical examinations. Assessment is mainly at the lower levels of knowledge, comprehension and application. The modules undertaken are shown below.

Essentials of Neuroscience for Physiotherapy (term 1)

Module Leader: Lois Stevens lois.stevens@uwe.ac.uk

This is a 15-credit standard module with both theoretical and practical components. It aims to provide the learner with a solid foundation in neuroanatomy and neurophysiology, encouraging the learner to synthesise acquired knowledge and begin to apply this to a limited range of neurological conditions. During the course of the module, the learner will develop their neurological assessment skills. The module is taught in term 1 and examined in the January assessment period.

This module has two assessment tasks:

- Task A is a written examination, which seeks both depth and breadth of knowledge and comprehension relating to neuro anatomy and neurophysiology.
- Task B consists of a Structured Oral Practical Examination (SOPE), covering theory and skills of neurological assessment. The SOPE is marked pass/fail. The learner needs to pass both assessment tasks to pass the module.

Fundamentals of Human Anatomy and Physiology (term 1)

Module Leader: Rowan Mitcham rowan.mitcham@uwe.ac.uk

This is a 15-credit standard module with both theoretical and practical components. It aims to provide learners with an overview of the anatomy and physiology of the major bodily systems to enable them to gain a base level of theoretical knowledge about how the human body functions as a platform to apply this in subsequent modules.

Learners are assessed on their anatomy and physiology knowledge in an invigilated closed-conditions exam containing a mixture of multiple choice and short written answer questions.

Clinical Anatomy and Kinesiology for Physiotherapy (terms 1&2)

Module Leader: Reynold Cruziah reynold.cruziah@uwe.ac.uk

This is a 30-credit module designed to give learners a basic but comprehensive understanding of normal human anatomy. The practical nature of the learning, whereby learners learn with and from each other, places emphasis upon the application of understanding as well as the development of basic clinical reasoning and practical skills such as palpation and handling. The knowledge gained in this module underpins all areas of practice and will be developed further throughout the programme and on practice placements.

This module has two assessment tasks:

- A SOPE assessing the lower quadrant.
- A SOPE assessing the upper quadrant.

Each assessment task will be allocated a mark out of 100% and both tasks must be passed to pass the module.

Physiotherapy Practice 1: essential skills (terms 1&2)

Module Leader: Tanya McGrath tanya.mcgrath@uwe.ac.uk

This is a 15-credit professional practice module consisting of both university-based learning and a practice placement (placement 1) that takes place at the end of level 1. The focus of the learning outcomes for this placement is to gain basic communication, assessment and treatment skills. Learners should be able to demonstrate the ability to clinically reason within a limited context. Learners should be able to select and apply a relevant exercise and demonstrate an understanding of the rationale behind it including benefits and contraindications.

They must have completed basic life support (BLS) and manual handling (MH) training to go out on placement. Prior to placement 1, learners will have had sessions on areas such as: the use of a portfolio; reflective practice; goal setting; professional behaviour and expectations; assessment procedures.

This module has two assessment tasks:

- Practice placement 1 is assessed by the educator using the level 4 Common Placement Assessment Form (CPAF) and is marked as pass/fail for the purposes of the degree classification plus formative feedback and a percentage mark for aspects of practice.
- Assessment using a pre-placement e-portfolio which will record the learner's ability to pass clinical competencies and generic learning in preparation for practice.

The learner needs to pass both assessment tasks to pass the module.

Essentials of Respiratory Physiotherapy (term 2)

Module Leader: Robyn Osborne robyn.osborne@uwe.ac.uk

This module is a 15-credit standard module with both theoretical and practical components taught in term 2. It aims to provide the learner with the fundamentals of respiratory physiotherapy as well as some general histology and pathophysiology. During this module the learner will develop an understanding of histopathology (epithelium, blood tissue, inflammation and repair, and structure of blood vessels). They will explore the histology, anatomy and physiology of the respiratory system and apply this understanding to respiratory conditions relevant to the physiotherapist e.g., Chronic Obstructive Pulmonary Disease (COPD), Bronchiectasis, Pneumonia, Post op, Asthma and Cystic Fibrosis. Physiotherapy respiratory assessment and treatment skills (technique application, indications and contraindications) will also be taught alongside some limited clinical reasoning via the use of case studies.

This module has two assessment tasks:

- A written exam consisting of questions related to both the histopathology and respiratory part of the module.
- A SOPE that will allow learners to demonstrate respiratory practical skills on a model at a series of stations. Communication and professional behaviour will also be assessed as part of this assessment.

Learners must pass both assessment tasks to pass the module.

Essentials of Musculoskeletal Physiotherapy (term 2)

Module Leader: Pete Ellyatt pete.ellyatt@uwe.ac.uk

This is a 15-credit module taught in term 2. It aims to introduce the essential aspects of musculoskeletal physiotherapy. Learners will develop physiotherapeutic assessment and treatment skills using the clinical reasoning (CR) process. The CR process is an essential process which helps the physiotherapist identify a patient's problems in a professional manner and then determine the best way to help resolve the problems.

Clinical Reasoning is based on a good knowledge and understanding of the body's tissue and systems together with the concepts of health, disease and pathological processes and incorporates the psychosocial wellbeing of the patient. Successful achievement of the module learning outcomes will help the learner to begin to understand and appreciate the complexity of patient assessment, treatment and the CR process. A variety of learning approaches will be used including lectures, group working, practical sessions, directed study, tutorials which may include elements of peer learning and feedback e.g., each week there will be a lecture followed by a small group seminar, during which the learner will be able to explore ideas from their own reading via discussion and this will be followed by practical

sessions which are designed to enhance learning and develop practical skills and reasoning related to the topic area.

This module is assessed via a SOPE which must be passed to pass the module.

Observation placement (term 2)

This consists of 3 days observation in practice providing an opportunity for learners to familiarise themselves with a ward setting and start to prepare for their first placement experience later in the year. Any learners with prior ward experience may be placed in an alternative setting, e.g., outpatients, community.

Learners have a workbook with guidance and relevant activities to complete, attend a preparation session prior to placement and review/reflection session after the placement, to support them in optimising their learning on this observation placement. Supervisors provide feedback in the workbook but there is no assessment. Supervisors have access to the workbook/information via the UWE Bristol [PSN website](#).

Level 5

Level 5 seeks to develop further the knowledge and understanding gained at level 4. The learners' study two 30 credit modules, which run through the entire length of the academic year and four 15 credit modules. There are two placements which run across the whole year. The ethos of a research culture and study of the disciplines which inform physiotherapy continue within this level, both within the university and the practice-based modules. Level 5 is assessed by a variety of methods. Assessment is aimed towards a depth of comprehension, application and analysis appropriate to a learner who is undertaking physiotherapy practice. The modules undertaken are shown below.

Clinical Reasoning for Cardiorespiratory Physiotherapy (term 1)

Module Leader: Rowan Mitcham rowan.mticham@uwe.ac.uk

This is a 15-credit module which aims to develop the learning that has taken place in the 'Essentials of Respiratory Physiotherapy' module at level 4. The teaching syllabus will aim to help students understand how chronic cardiac and respiratory illnesses change the normal function of the body and how as physiotherapists we can use exercise as a treatment option to aid those with chronic illness. The module is structured in two parts, first will be learning about cardiovascular pathologies and using case studies to apply this knowledge to clinical practice scenarios. Then teaching will move to examining exercise science, including how we generate energy for muscular contraction and how we use this to prescribe different intensities of exercise. The two parts will combine at the end of the module as we will consider how we can adapt our practice to aid those with chronic lung and heart diseases to exercise safely and effectively. Teaching will include lectures, seminar case studies and practical sessions.

The module is assessed with an unseen written assessment testing understanding of the pathologies that are taught and application of exercise science.

Informing Practice through Research and Inquiry (term 1)

Module Leader: Leah Morris Leah.Morris@uwe.ac.uk

This is a 15-credit module integrating evidence-based research theory related to physiotherapy practice. The assessment task will develop level 1 descriptive use of the research evidence and increase intellectual skills of analysis, synthesis, and critical appraisal.

This module is assessed by a written coursework essay. The writing and critical appraisal aspect of this coursework will link directly to the level 3 research thread. The essay will also assess learners' ability to source and research evidence, formulate opinions, and articulate their ideas in writing; these are essential skills for physiotherapists.

Clinical Reasoning in Musculoskeletal Physiotherapy and Practice 2a (terms 1 & 2)

Module Leader: Stephen Hubbard Stephen3.hubbard@uwe.ac.uk

This is a 30-credit professional practice module taught over 2 terms. It will aim to meet the learning needs of level 5 learners in content and assessment. This module will build on and further develop musculoskeletal skills gained in level 4 'Foundations of Musculoskeletal Physiotherapy' and 'Applied Anatomy for Physiotherapy and Sport Rehabilitation', with a focus particularly in spinal assessment and management. Further refinement of musculoskeletal clinical reasoning and management will be encouraged. A six-week practice placement (placement 2a) is included within the module during term 1.

This module has two assessment tasks:

- Practice placement 2a is assessed by the educator using the level 5 CPAF and is marked as pass/fail for the purposes of the degree classification (formative marks are included on the CPAF).
- An Objective Structured Clinical Exam (OSCE) devised to allow the learner to demonstrate knowledge, understanding and clinical reasoning in assessment and management of musculoskeletal dysfunction. It will provide an opportunity to examine spinal assessment and management, thereby building on level 1 peripheral assessment and management skills.

The learner needs to pass both assessment tasks to pass the module.

Physiotherapy across the Lifespan (terms 1 and 2)

Module Leader: Rachel Thomas Rachel4.Thomas@uwe.ac.uk & Brian McQuaid Brian2.Mcquaid@uwe.ac.uk

This is a 30-credit module that will explore the provision of physiotherapy at specific points across the lifespan. The module is designed to emphasise the management of complex clinical problems in relation to long term conditions and explore the impact of a variety of settings on clinical practice and patient/carer experience. It will encourage the learner to synthesise previously acquired knowledge, theory, clinical reasoning and management skills and develop and apply these to long term conditions and their management. This will require the learner to work flexibly with peers to discuss how to meet the changing needs of patients/carers through a case study approach. The module will also reflect the national focus on patient choice, community-based care and the expanding role of physiotherapy with an overall aim to produce graduates who are fit for purpose and able to meet the challenges expected of them.

Indicative topics: Health promotion; Promoting physical activity; Behaviour change; Making Every Contact Count (MECC); Motivational interviewing; Shared decision making; Supporting self-management; Social prescribing.

Lifespan focus points: Mental health (child and adult); Weight management; Oncology; Aging (to include bio-psycho-social); Exercise for older adults; Falls; Dementia; End of life care.

This module has 2 assessment tasks:

- Task 1 is a 20-minute case study presentation.
- Task 2 is a 2000 word essay and blog contribution analysing a case study of a person with a complex clinical presentation of relevance to the module syllabus.

Learners must pass both tasks to pass the module.

Physiotherapy Practice 2 (terms 1 and 2)

Module Leader: Amy Belisario amy2.belisario@uwe.ac.uk

This is a 15-credit professional practice module consisting of placement reflection and consolidation sessions in term 1, manual handling updates in term 2 and placement 2b at the end of 2nd year.

This module is assessed by the educator using the level 5 CPAF. The placement mark is the mark for this module and contributes towards the degree classification.

Clinical Reasoning in Neurological Physiotherapy (term 2)

Module Leader: Sarah Sessa sarah.sessa@uwe.ac.uk

This is a 15-credit standard module consisting of theory and practical components taught in term 2. It will incorporate the pathology/clinical reasoning/assessment and treatment skills related to neurological disorders. This module will form a link between the level 4 'Foundations of Neuroscience for Physiotherapy' and the level 6 'Complex Issues in Musculoskeletal and Neurological Physiotherapy Practice'.

This module is assessed by an OSCE which must be passed to pass the module. Learners will be expected to demonstrate their performance and competency in skills such as communication, assessment, interpretation of findings, therapeutic handling, treatment approaches, underpinning theoretical knowledge and clinical reasoning. Case studies/scenarios/ video-patients will be used for the assessment purpose.

Level 6

The third and final level of the award is a culmination of all levels and seeks to ensure that, on qualification, the learner can meet the CSP Learning and Development principles, HCPC Standards of Proficiency for Physiotherapy and QAA benchmark statements for Physiotherapy. Level 6 is assessed by a variety of methods. The learner is expected to demonstrate the higher levels of learning i.e., analysis and evaluation in relation to physiotherapy theory and practice. The modules undertaken are shown below.

Physiotherapy Practice 3 (terms 1&2)

Module Leader: Kate Stancombe catherine.stancombe@uwe.ac.uk

This is a 15-credit professional practice module made up of two 6-week practice placements in terms 1 (3a) and 2 (3b), plus revision sessions prior to the first of the two placements.

The learner is given the opportunity to develop their theory and practice skills at the higher levels of learning - synthesis, analysis, evaluation and reflection. Learners are expected to develop further their skills in the management and prioritisation of workload and demonstrate some knowledge of evidence-based practice on which their choice of physiotherapy management strategies for individuals is justified.

The module is assessed by educators using the level 6 CPAF for each placement. The module mark is the average of the two placement marks and contributes towards the degree classification.

Consolidation of Learning into Practice (term 1)

Module Leader: Amy Belisario amy2.belisario@uwe.ac.uk

This is a 15- credit module that complements the other level 6 modules. It reflects the changing face of healthcare delivery from the individual professional's perspective, responding to current policy drivers and diverse roles within physiotherapy. It also supports the development of skills for leadership, use of technology and further personal development. The module will also explore the 'Internationalisation agenda' to help learners develop their cross-cultural understanding and awareness of global perspectives in order to be able to work effectively in a multicultural environment.

The module is assessed by an interview-style oral assessment which must be passed to pass the module. Learners will be required to answer questions on any of the topics covered in the module. The possible questions are made available early in the module.

Complex Clinical Reasoning for Musculoskeletal & Neurological Physiotherapy (term 2)

Module Leader: Richard Smith richard22.smith@uwe.ac.uk

This is a 30-credit module that will focus on the development of advanced clinical reasoning skills within both musculoskeletal and neurological physiotherapy. As a combined musculoskeletal and neurological module, assessment and management skills that are used in both settings will be explored. Similarly, the module will consider where commonality lies within some complex musculoskeletal and neurological conditions. Management of patients presenting with a combination of musculoskeletal and neurological conditions will also be considered. The module will develop the use and application of the biopsychosocial model to patients with complex clinical presentations, considering where appropriate the role of the multi-disciplinary team in holistic management. Development of clinical reasoning skills within complex scenarios will form a key part of this module. This will involve the integration of personal experience, current research evidence and patient expectations and values. Use of outcome measures in evaluating the effectiveness of interventions will also be considered. It will complement the level 6 module 'Consolidation of Learning into Practice' and level 5 module 'Physiotherapy across the Lifespan'.

This module has two assessment tasks:

- An oral defence of a poster.
- A 2500-word assignment.

Both tasks allow assessment of the learner's ability to manage complex presentations, and engage with the related issues, dilemmas and debates. The learner will need to pass both tasks to pass the module.

Research and Evidence in Practice (terms 1&2)

Module Leader: Leah Morris Leah.Morris@uwe.ac.uk

This is a 30-credit module classified as a project module. It crosses both terms, with the taught component occurring within term 1. It aims to develop learners understanding of the research process and to deepen their awareness of different methods of research, data analysis and related ethical issues. This module is a progression of the level 5 module 'informing practice through research and inquiry' where learners will have acquired some understanding of research processes and critical appraisal skills.

The assessment of this module consists of a 'dissertation portfolio' containing the following two tasks, which altogether will be a maximum of 7000 words.

- A journal article prepared for submission (maximum 5000 words).
Expanded Discussion (maximum 2000 words).

The research can either be a Systematic Literature Review (SLR) or a Primary Data Collection (PDC) research project. Whilst learners will work in small groups to conduct the research,

the dissertation is an individual piece of work. However, prior to acceptance of the research project a 2000-word group proposal must be submitted before the end of term 1. This proposal is not formally marked but it is scrutinised by members of the physiotherapy academic team to ensure that the research topic is feasible and ethical prior to the project commencing. Learners are given written feedback on the formative proposal.

Complex Clinical Reasoning: Management of the Critically Unwell Patient (term 1)

Module Leader: Debbie Hubbard debbie.hubbard@uwe.ac.uk

This is a 15-credit module which introduces the role of the physiotherapist in the management of the critically unwell patient. The teaching syllabus will aim to help students understand how to assess and manage unwell patients in both acute care and community settings. This module will cover the theoretical and clinical application of a range of physiotherapeutic treatment interventions commonly used with the acutely deteriorating patient at home and in hospital, as well as those who are critically unwell in the intensive care unit. This module will introduce more complex clinical reasoning in managing deteriorating and critically unwell patients. There will also be an introduction to paediatric respiratory care.

The assessment is a case study presentation followed by critical questioning. This will allow students to demonstrate in depth knowledge and understanding and complex reasoning related to the management of a critically unwell patient.

Healthy Futures (term 2)

Module Leader: Rina Desai Rina.Desai@uwe.ac.uk & Glenda Toach glenda.toach@uwe.ac.uk

The Healthy Futures module is a 6 week learner led module employing an enquiry-based learning (EBL) approach to teaching and learning. It is an online learning module with opportunities for real time interactions with fellow learners and facilitators.

During the module learners will be allocated to an interprofessional working group where they can work collaboratively online with guidance from a facilitator.

They will be covering topics such as genomics, artificial intelligence, big data, wearable, global inequalities, ethics, team working theories and knowledge exchange.

The module is assessed via a reflective piece and discussion board evidence.

All modules are compulsory requirements for attainment of a BSc (Hons) in Physiotherapy.

Practice Education

Practice education is an indispensable and integral part of the programme. There is increasing diversity of physiotherapists' practice within health and social care, in terms of its setting (primary, intermediate or acute care), sector (NHS, social services, independent and private practice, industry or the voluntary sector) and patterns of teamwork (with individuals increasingly working with members of other professions and relatively dispersed from other physiotherapists). This means that a flexible approach as to how learners' learning in the practice environment is organised, delivered and recognised is required. It is therefore essential that the professional practice placements and their associated outcomes reflect this trend while providing the 1000 hours recommended for qualification in line with the recommendations in the CSP Learning and Development Principles (Principle 6 Practice Placements).

Learners will be guided by the practice placement and module learning outcomes to search for and capitalise on practice learning resources as they arise. The ability to transfer skills from one setting to another is seen as vital in health care today as is the need to place professional skills in the broader psycho-sociological context. Each professional practice module facilitates integration of theory into practice. It is anticipated that learners will develop new knowledge and skills in the practice environment, rather than merely consolidating what has previously been learnt in the University setting.

The practice placement outcomes have been aligned to the HCPC Standards of Proficiency (2012) and the CSP Physiotherapy Framework: putting physiotherapy behaviours, values, knowledge & skills into practice (2011). They build at each level to ensure progression to higher levels of learning by the end of level 6. The learning process is seen as a spiral continuum with the transfer of professional skills from one level to the next reinforcing and enhancing previous learning whilst learners add further skills as they "travel" from one practice area to another.

There are five professional practice placements of either five weeks (placement 1 - 187.5 hours anticipated/maximum) or six weeks (all others - 225 hours anticipated/maximum). The spread of these hours is at the discretion of the educator and their manager, with due consideration given for the needs of the service users, workplace and service provision. If the placement includes late shifts or weekend work, this needs to be made clear on the Placement Environment Profile (PEP) made available to learners prior to the start of the placement ([PSN website - Quality Assurance](#)). If there is a bank holiday during the placement the learner is not expected to attend placement on these dates and the total anticipated placement hours are adjusted accordingly.

The learner must complete at least 75% of the anticipated hours to have done sufficient practice to be assessed. Unless there are unusual circumstances, eg a resit exam, there should be no requirement for learners to attend the university during practice placement

periods. It is the learner's responsibility to agree any other anticipated absence (eg medical appointment, interview or wedding) with their educator **before** making any appointments.

Learners must pass all their placements to pass the relevant module and successfully complete the course. All placements are marked against the appropriate level practice placement outcomes using the relevant marking descriptors (within CPAF). However, only the marks for placements 2b, 3a and 3b count towards the degree classification. The marks for placements 1 and 2a are formative only.

All learners should gain experience in a range of settings and specialties including acute/hospital, MSK outpatients, rehabilitation/community and students are also likely to have a non-traditional placement. Models of supervision vary between placements and include 1:1, 2:1 and 2:2 or variations of these eg three learners with two educators. To provide the best possible work-based education for learners and healthcare for individuals, the integration of theory and practice through clinical reasoning and problem solving is fundamental and continuous throughout the programme.

On successful completion of all the practice placements learners will be able to demonstrate the ability to:

- Practice in line with the values and behaviours outlined in the NHS constitution, HCPC Guidance on Conduct & Ethics for learners (2012) and CSP Physiotherapy Framework: putting physiotherapy behaviours, values, knowledge & skills into practice (2011).
- Adapt clinical and social skills to different practice environments.
- Make independent decisions with appropriate justification.
- Manage themselves and a caseload.
- Work as part of a team recognising the roles of other health care professions.
- Recognise the scope and limitations of their skills.
- Take responsibility for continuing professional development.
- Identify areas of service improvement and recognise the implications of change.
- Be aware of current policy drivers and recognise the changing, potentially diverse roles within physiotherapy.

Placement Allocation

Placements can be in a variety of settings and locations. Most placements are in Avon, Gloucestershire, Wiltshire and Somerset. There will be a range of specialities and settings which may include acute NHS trusts (hospitals), primary care settings and independent, voluntary providers as well as virtual/hybrid non-clinical opportunities to work in leadership, research and education.

The CSP encourages an emphasis on the overall profile of practice experience that individual learners gain, rather than the completion of specific practice placements demarcated along traditional lines ([CSP Practice based learning](#)). Key experiences may be acquired in different

settings rather than the increasingly unworkable and inappropriate notion of core placements. Attention should be paid to patient pathways allowing learners to have exposure to richer learning experiences that cross boundaries in the way that patient journeys do.

Placement allocation is a complex process influenced by several variables including range of placements offered by practice, learners’ previous placement experiences and any identified access or carer needs that we need to accommodate.

The provision of detailed and accurate information regarding the experiences available on the placement (PEP – Placement Environment Profile) can help this process. This should be provided and updated by the practice staff and is made available to the learner on the ARC system for placement allocation. Please discuss with your learner coordinator re: getting access ARCPEP to update this yourself.

The Role of the Educator

A lead educator is required if more than one member of staff is involved with the learner. This person is responsible for the organisation of the placement and to gain feedback from other staff to include in the halfway and final appraisals. It is suggested that it can be advantageous for the learner to be involved with several staff, but it is helpful to the learner if it is clear as to who the lead educator is.

What	How
Organise placement to allow optimum learning experience.	Learners appreciate an overall plan/timetable for their placements offering some protected time for teaching, discussion and feedback. An induction session at the start familiarises learners with local policies, expectations (eg punctuality, dress guidelines, communication) and protocols, eg how consent is gained to be seen by a physiotherapy learner.
Facilitate setting of personal goals	Learners are encouraged to consider their own personal goals for development for each placement. However, educator’s experience and specialist knowledge are valued especially in ensuring the goals are Specific, Measurable, Achievable, Realistic and Timed (SMART).
Provide opportunities to meet the practice placement outcomes of the module	Identify the learner's learning needs/preferences and agree strategies to support these. The practice placement outcomes for each level are identified within the marking descriptors on the PSN website. Each placement environment and speciality offer a different range of learning opportunities that are best known to the PE. Forward planning with colleagues prior to the placement may identify a wider range of opportunities for the learner and allow the educator to share their role with others.

Facilitate learning of professional skills, knowledge, attitudes and values	Some educators choose to protect time specifically for teaching sessions, where others prefer to use a variety of teaching/learning methods, eg workshops, demonstration during practice, setting tasks or assignments, question and answer sessions, shadowing etc. The programme team recommends a variety of techniques recognising the different preferences in teaching/learning styles of both Educators and learners.
Continuously assess learners	To maximise learner performance and development it is vital to assess learners <i>throughout</i> the placement using the CPAF marking descriptors available on the PSN website. Observation, questioning and open discussion early in the placement their will help identify learners' previous experience, knowledge and skills as well as a baseline of abilities. Sharing of self-directed work and previous placement feedback by the learner is encouraged to optimise learning.
Provide constructive feedback to learners	To advance the professional development of learners it is vital to provide them with regular, constructive feedback. It is advised that you label sessions as 'feedback' so that this is obvious to them, eg end of each day or whenever suitable. A planned weekly feedback session on overall performance is recommended. Where several educators are involved with learner supervision, a file (electronic/hard copy) to note evidence for feedback from all those involved may be useful plus an individual notebook for evidencing positive aspects and areas for practice development kept. Learners are encouraged to reflect on their own practice and self-assess throughout
Liaise with UWE programme staff regarding learner progress and performance	Link tutors will contact Educators and arrange to meet (likely virtual) both learner(s) and educator. If problems or difficulties arise at any point in the placement they may be contacted via email or phone. Contact numbers for key staff are available on the PSN website if needed. If there are concerns at any stage that the learner's performance may not meet the practice placement outcomes within the placement time, please contact the link tutor for support and guidance as soon as possible.
Act as professional role model	The educator is a key person is a significant role model for learners. They should therefore model the values and behaviours outlined by the HCPC (Guidance on Conduct & Ethics for learners, 2012) and the CSP (Code of Professional Values and Behaviours, 2011).
Formally assess learners at halfway and the end of the placement	As well as the ongoing continuous assessment, Educators are asked to formally assess the learner at halfway and at the end of the placement by completing and discussing the relevant sections on the CPAF form. The halfway assessment is an opportunity to outline areas of good practice, identify any areas for development and agree actions to address these during the remainder of the placement. All placements are marked and must be passed but only marks for the placements 2b (level 5) 3a and 3b (level 6) contribute to the degree classification.
Recognise and address personal if appropriate	Educators may become aware of learners' personal problems. There are no expectations that Educators manage these problems unless they have the appropriate skills and time. Your link tutor can support and advise on services available for learners at UWE so liaise with them.

Educator Support

Key individuals within the programme team support the development, maintenance and improvement of an appropriate learning environment for learners on practice placements.

To ensure that the placement meets the requirements of the Quality Assurance mechanisms of the faculty an audit of placements takes place in a regular cycle. Through audit the learning experiences available are recorded so that recommendations for future developments can be made. Educators must be registered with the HCPC.

Placement Support

Link tutors (programme team staff) are allocated to support learners on each placement. They provide the essential link between the placement and UWE. The link tutor is also the first point of contact for educators and learners on placement should queries or problems arise.

The link tutor will usually contact educators before the start of the placement. This is to agree dates/times for the placement support meeting and set up communication channels for future contact if needed.

If you urgently need to contact the university regarding a learner before you have heard from your link tutor, you can find contact details for key staff on the [PSN website](#).

The link tutor will usually meet with the educator and learner at least once for each placement. Exceptions to this are where:

- Either the learner or the educator requires further support, and the link tutor agrees that this is necessary.
- The link tutor feels that a further support meeting is required to support either the learner or the educator in the learning and/or assessment process.

Normally the link tutor will:

- Liaise with each educator independently from the learner/s.
- Liaise with each learner individually.
- Ensure that the practice placement outcomes (within marking descriptors) are able to be met.
- Ascertain whether the learner is engaging in self-directed work effectively to support their learning and development and provide guidance on preparing personal goals for the placement.

- Address any concerns the learner or educator may have over any aspect of the placement.
- Facilitate feedback between the educator(s) and learner if necessary.
- Support and advise educators throughout the assessment and marking process with reference to rigorous use of the marking descriptors.
- Complete a placement support record for each learner and email the learner a copy.
- Feedback to APT and/or placement coordinators if necessary.
- Address personal issues whilst on placement where able and/or direct learner to appropriate support.

Contact the link tutor at any time during the placement if problems are arising and advice or earlier/further support is required.

Placement planning guidelines

These suggestions are for educators with some pointers to provide structure to the planning process.

Learner feedback highlights how much they value and appreciate the structure and security of a timetable and clear guidelines on even the most obvious things (like how to answer the telephone in the department and what details to take down for a message) as this varies considerably between placements. Planning certainly pays dividends when it comes to placement success and achievement of the learning outcomes.

NB. Where learners have disclosed a disability, reasonable adjustments to the placement need to be accommodated. This information will be shared by the learners themselves following an access planning meeting at UWE. If you would like more assistance, please contact one of the programme team (key contact details on [PSN Website](#)).

Identify:

- Staff who may be involved with the learners and liaise in advance.
- Opportunities for interprofessional working.
- Essential or desirable learning opportunities.
- In-service training that may be appropriate for the learner to participate in and in some cases present at.
- Resources available eg videos, articles, books, clinics, surgery, patients' notes, case conferences, management meetings etc.
- Potential times for tutorials, observation of practice, feedback, and teaching and plan these in advance where possible.

- A selection of 'paper patients', questions or tasks for learners at a level that can be carried out with minimal supervision as contingencies. These may be useful if further evidence for assessment is required.

Plan:

- Integrate the above considering all supporting staff, clinics, travel times (where appropriate) and opportunities for reflective practice.

Pre-placement information

Below is an outline of the information that learners should receive prior to commencing their placement. This information should be included on the PEP (completed by team leads/educators) that the learners can access when allocated their placement.

All learners are encouraged to contact their educator as soon as they know their placement allocation.

- Please check if the learners have any access needs or reasonable adjustments for placement. This is included on a report written by UWE Disability Advisor in agreement with the learner. The learner is advised that it is their responsibility to share this report with relevant academic and practice staff.
 - Where to report to on the first day, at what time and to whom.
 - If not already known, the name of the educator(s) responsible for the learner and their assessment. A lead educator should be named if there is a team.
 - The learner's working times eg 8.30-16.30 Mon-Fri or any shift work.
 - The anticipated type and amount of caseload during the placement including conditions commonly seen.
 - Essential and desirable reading – please specify clearly.
 - Structure of the department and team within which they will be working including staff that they can access for advice/support if necessary.
 - How to report sickness/absence during placement as well as informing UWE (see information on the PSN website).
 - Uniform eg if trainers are acceptable, will swimwear be needed, tunics or polo shirts, own clothes etc.
 - Facilities available – lockers, changing area, shower, canteen, shop, staff room
 - Car Parking/bicycle rack provision.
- Education facilities eg library access, computer access, study area.

Induction and placement process

Induction Guidelines

These are designed to offer ideas to aid the smooth running of the practice placements and are not intended to be a prescriptive or definitive list of things to do. You may have your own ideas to enhance the 'settling in' process. Remember, *whatever* it is you require of the learners **be explicit from the outset to avoid misunderstandings.**

Day 1

- **Orientation**
 - Orientate learners to the department/hospital - eg lockers, canteen and library.
 - Introduce staff – learners' value knowing the staff hierarchy and to whom they should report in your absence.
 - Orientate to department policies, documentation – eg Health and Safety, fire procedure, crash procedure, manual handling
 - Emergency procedures eg fire escapes/alarms, emergency buttons.
 - Housekeeping – eg hours, breaks.
- **Getting to know them**
 - Ascertain previous practice experience.
 - Explore their knowledge and skills base.
 - Discuss strengths/weaknesses. For additional guidance and information on supporting Neurodiversity and Specific Learning Difficulties please see [PSN website](#).
 - What is their learning style?
 - Discuss perceptions and expectations of this placement - are they feasible?
- **Getting to know you**
 - Define your expectations eg punctuality, professionalism, time management and note writing as this can vary significantly on different placements.
 - Give clear guidelines about what to do should a problem arise.
 - Outline your 'style' and how you carry out your role as an educator, eg informal/formal, teaching sessions, observing practice, learner assessment and plan discussion, feedback times.
- **Placement information**
 - Discuss learning opportunities.
 - Discuss conditions/pathologies to be encountered.
 - Familiarise with equipment.
 - Give guidance on appropriate reading material/revision guidelines.
 - Highlight opportunities for inter-professional working.

- Provide a timetable of scheduled events - eg clinics, home visits, in-service training, ward rounds, meetings.
- Introduce routine paperwork.

Week 1

- **Encourage learners to share the Learning Agreement section of their CPAF.** This will detail any factors that might impact their learning, a SWOC and some ideas of their personal goals.
- **Discuss and finalise personal goals.** Personal goals are different from the learning outcomes of the placement but may be linked. The learner should identify the goals, based on previous placement feedback and opportunities available, and draft them in a SMART format. The educator should ensure they are SMART and appropriate for that placement area.
- **Observe learners in practice regularly.** This will help you to ascertain the current level of ability, development areas, support needed and the appropriate level of independence to allow.
- Set a date and time for the **halfway and final appraisals** (see below).

Week 2

- Continue to observe the learner(s) and question their clinical reasoning so a clear picture of strengths and areas for development should emerge. **Consistent and regular observation** of learners in practice is vital to the credibility of the assessment process and your feedback.

Reference to '**Bloom's Taxonomy of Learning**' may help you to evaluate the learner's level of ability and assist in the marking process (Appendix 2).

Halfway appraisal (usually in week 3)

This should be a formal, documented discussion with feedback that relates to the appropriate level learning outcomes. The halfway appraisal provides an opportunity for Educators to reflect upon their own performance as well as the learner's. **Learners also need clear and constructive ongoing feedback throughout the placement.** Learners should also fill in their self-evaluation sections on the CPAF and bring it to the appraisal to facilitate discussion. If significant weaknesses are identified and there is a risk of the learner failing the placement if performance does not significantly improve, this should be clearly documented on the relevant section (learning domain and/or professional behaviours) of

the CPAF. Action points must be written to highlight the changes required to meet the learning outcomes of the placement and the link tutor should be informed.

Final Week

The completed CPAF is discussed formally at the final appraisal, ideally on the final or penultimate day of the placement.

Practice Assessment

Continuous Practice Assessment combines both formative and summative methods of assessment. While only the summative method is used to decide the outcome of the placement, the formative feedback component helps learners reflect on their own progress and enables link tutors and academic tutors to facilitate this process.

All of the placements are assessed using the CSP CPAF. **Please see information and guidance on the CPAF on the [CSP website](#) (link on the [PSN website](#)).**

This assessment reflects the *entire* period of the placement and is undertaken by the educator(s). It is also directly linked to the learner's self-assessment described below. The educator undertakes assessment and provides feedback in an ongoing formative manner and by the formal marking process using the marking and performance descriptors available on the PSN. The outcome and feedback are documented on the CPAF.

A formal halfway appraisal should be done with the learner to discuss their progress, provide constructive, formative feedback/bandings, and identify clear actions for development during the rest of the placement. This information should be recorded on the CPAF so that the learners are clear and can refer to it if necessary. The final appraisal should be done at the end of the placement and provide further written formative feedback including areas for future development.

The educator must sign where prompted as verification of the placement result and hours completed.

It is the learners' responsibility to submit the completed CPAF (whether passed, failed or stopped due to health) by the submission deadline as stated in the relevant module handbook and on Blackboard (learner intranet) under Practice Placement. Learners are advised to save a copy of their completed CPAF for their future reference.

As stated earlier, a minimum of 75% of the anticipated placement hours have to be completed for a learner to be assessed, and no more than the anticipated hours should be completed for parity.

Learners are expected to complete their sections on the CPAF and share it with their educator either before or at both the halfway and the final appraisals. It serves both as a reflective tool for learners and helps facilitate discussions with educators and/or the link tutor.

Learners are also expected to regularly complete self-directed work including reflections (See CPAF appendices) and clinical patterns sheets (see [PSN website](#)). They should share these with their educator for feedback and use them to reflect on and develop their practice.

Significant Safety or Professional Issues

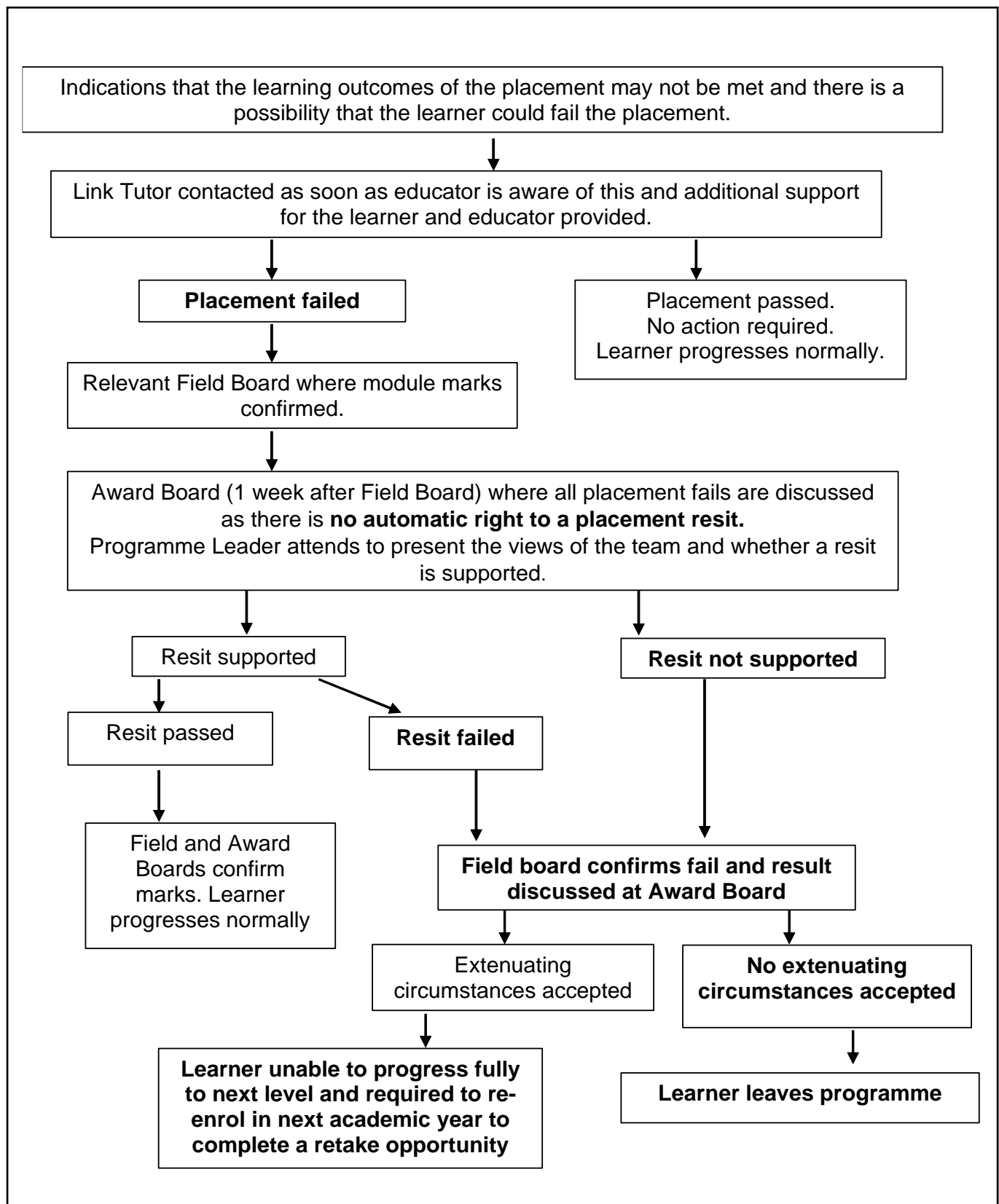
The placement provider can stop the learner seeing patients or send them home that day if there is a significant concern regarding the safety of the learner, staff or patients if they remain on placement. This should be communicated to the University through direct contact with the programme team or through the Practice Support Line. There is also an out of hours serious concerns line. Details can be found on the practice support net.

[Professional practice support contacts - Practice Support Net | UWE Bristol](#)

The University also reserves the right to withdraw a learner from placement; this must be approved by the Pro-Vice Chancellor and Dean of the College.

If there are significant safety and/or professionalism issues that are not resolving despite regular, clear and constructive feedback from the educator including completion of the 'Record of warnings given' form (CPAF appendix 1) and support from the link tutor, then stopping the placement may be necessary. It is more likely that adjustments to the learner's learning opportunities and supervision will need to be made until improvements are seen.

Course Progression



Practice Educator Development

As a newly qualified physiotherapists, be involved with supporting students on placement with your team, and on observational placements.

Attend the introduction session run by the UWE Physiotherapy programme before leading on a placement (see below for details).
Consider enrolling on the Supporting Students in Practice module (see below for information).

Lead on student placements, putting in to practice learning from the Introduction session.

Attend additional physiotherapy sessions for educators who have some experience leading on student placements (see below for details).
Consider enrolling on the Practice Learning and Student Support module (see below for information).

Consider the Student Coordinator role for your Trust/provider or applying for a Practice Educator faciliator role (if available).

Recommended Pathway for Physiotherapy Practice Educator Development

Educator Training Sessions

Dates and booking details available on the [PSN website](#).

For new educators prior to leading with a learner on placement:

- **Introduction** - Provides essential information for staff new to being an educator prior to taking the lead with learners on placement.

For educators who have some experience leading on practice placements:

- **Assessment** - Provides information related to assessment during practice placements, as well as the opportunity to review your own current practice.
- **Overcoming Challenges on Placement** - Provides participants with information and guidance on what makes a successful placement, how to recognise early indicators of problems and implement appropriate intervention strategies, and the impact of failing a placement on progression.
- **Delivering Feedback** - This session helps to developing skills in delivering feedback to learners, and covers the importance of feedback, opportunities for feedback, and best practice strategies for giving and receiving feedback.

In addition to the physiotherapy specific educator training, UWE also offers a number of modules that educators may wish to undertake to complement their learning and knowledge.

- The [Supporting Learner in Practice](#) (SSIP) module aims to provide an understanding of the principles of supporting learners in practice. The module is delivered as a self-directed, online, asynchronous module, allowing participants to engage with the learning at a time convenient for them. There are no timetabled teaching sessions, and it is expected that learners will take between 30 and 150 hours to complete the learning activities. This module is non-credit bearing.
- [Practice Learning and Learner Support](#) (PL+SS) module is for learners who have completed the SSIP module, and is designed to enable a range of healthcare professionals to enhance their knowledge and skills in supporting learners in practice. The module is an online, self-directed module, and can be studied at level 3 (also known as level 6) or Masters level (level 7), with learners awarded 15 credits on successful completion of the module assessment.

All educators assessing learners on placements 2b, 3a or 3b will have to successfully complete the 'Grading in Practice' online quiz within the last academic year (from 1 August each year). This is to ensure that they are up to date with assessment and marking procedures and to optimise the standardisation of the assessment and marking process. Questions will include information such as:

- Interpreting learning outcomes for different placement settings
- Expectations of different levels in different types of placements
- Understanding of marking descriptors for each level
- Which sections are pass/fail and which are marked?
- Which sections must be passed?
- Process for managing safety/professional issues
- Halfway feedback and marking (actual not predicted mark)

Please access via the link on the [PSN website](#).

Practice Placement Evaluation

Learners

Following the completion of each practice placement, learners have to complete an online placement evaluation via the ARC system. Any significant issues that are raised are discussed by the relevant programme staff and either fed back to the educator/learner coordinator or noted for future reference if further concerns arise.

Educators

Educators will be asked to complete a MS Forms evaluation following each placement. Your feedback is welcomed.

Physiotherapy programme team

Relevant members of the programme team feedback regularly at programme meetings, the annual away day or in module review meetings for placements 2b, 3a and 3b

External examiner

A sample of practice assessment forms from each placement is sent to the external examiner to review and provide feedback to the programme team.

Other processes

Valuable feedback on the practice aspects of the programme is gained during the educator training sessions, evaluation of these sessions and discussions at the coordinator forum.

Placement Administration

Occupational Health check and Enhanced DBS clearance

Learners all have an occupational health check on commencement of the programme and must have enhanced DBS clearance. They cannot go out on placement until this is in place.

Professional indemnity

It is the responsibility of each Trust to ensure that public liability insurance is in place which covers learners on placement from the university, providing they are supervised by appropriately qualified persons on placement. It is not mandatory for learners to join the CSP although this gives them greater professional and personal liability indemnity cover. It is not essential unless they need cover outside their scope of working as a physiotherapy learner. The programme team at UWE encourages learners to join the CSP but cannot insist.

Professional Code of Conduct

Learners are required to adhere to the rules of professional conduct of the CSP and HCPC.

Travelling

Whilst travelling, it is strongly recommended that learners, for professional reasons as well as health and safety, travel in their own clothes and change into uniform when they arrive. If this is not possible, uniform should be completely covered and worn for the minimum amount of time outside their placement.

Accidents on placement

If a learner is involved in an accident whilst on placement, they should complete an accident report form and forward this to the practice area manager and send a copy to the relevant UWE Health and Safety representative.

Dress Code Guidelines

Most but not all placements will require learners to wear a uniform. Standard Uniform consists of navy-blue trousers with a plain white tunic as issued in level 1. They are advised to check the uniform requirements for each placement before they start. Learners can purchase white polo shirts with a physiotherapy logo from the Learner Union. Whether they are required to wear uniform or not, learners should be aware that they will be meeting patients/clients, therefore their dress should reflect their professional position.

Appearance should be safe and hygienic and portray a professional image. See guidance below.

- **Hair** - If you have long hair, please ensure it is securely tied back and off your face. If you have short hair, it should be of a tidy appearance.
- **Jewellery** - Jewellery should be kept to a minimum. Necklaces and bracelets should not be worn. If you have pierced ears, stud earrings should be worn. Any other visible piercings should be discrete and not compromise patient care.
- **Watches** - Watches if worn should be removed during patient contact. A watch pinned to your tunic may be preferable.
- **General Appearance** - All clothes worn whilst on placement should be well laundered and fit.
- **Footwear** - For all learners, navy or black shoes should be worn with plain dark socks. Training Shoes may be appropriate in some areas. All footwear should be kept clean and in good repair.

General Trust Policies

All learners must adhere to all relevant local policies whilst on placement including Health and Safety, Infection Control, Equal Opportunities, Safeguarding and Confidentiality/Data Protection. Learners should be made aware of these policies as part of an induction programme at the commencement of the placement.

Absence from placement

Any absence must be reported via the Practice Absence Reporting line (0117 32 83283) as well as directly to the placement.

If it is unplanned leave (e.g., sickness), the learner should inform the educator ASAP (as agreed in induction) and UWE absence reporting line plus the link tutor if a meeting is

planned for that day. If learners are off sick for more than 5 working days, we would recommend discussing the effect on their placement hours with the educator and link tutor.

If the learner is taking any planned leave (eg compassionate, interviews, special events) the expectation would be that this is discussed with the practice educator with at the earliest opportunity.

Frequently Asked Questions

Before the placement starts:

I am due to support a learner on a placement. What information should I be giving to them when they contact me before the placement starts?

You shouldn't need to send learners individual information when they contact you as a profile of your placement (known as a Placement Environment Profile or PEP) should have been created by your team lead/learner coordinator. The PEP includes all the information that a learner needs to know in accordance with HCPC standards, such as uniform policy, shift hours and travel information, and is made available to learners when the placement allocation is released.

As a practice educator, it is useful to be aware of what is contained in your PEP (link with team lead/learner coordinator), and it should be regularly updated and checked at least 8 weeks prior to the next learner starting. If you need access to the PEP, please speak to your team lead/learner coordinator in the first instance.

It is important to provide them with information for where to meet you on their first day, and perhaps a contact number they can use should they have any problems, but you shouldn't need to send them lots of individual information as much of what they will need to know should be contained in the PEP.

Where can I get information about what the learners have been taught?

An overview of each module is outlined in the Educator Handbook, which can be found on the PSN. The email address for each module leader can also be found there so you can contact them if you need further information.

What information can the university give me about the learner? Can they tell me how their previous placements have gone, or if they have a disability?

We will not give you any details of the learner's previous performance at university or on placement as this can introduce bias (both positively and negatively). You can ask the learner when they arrive, but they do not have to share this information with you.

Details of any disability are confidential, and we can only inform a placement with the learner's permission. We strongly encourage our learners to disclose disabilities and share any strategies that they find helpful either themselves or via a UWE staff member. Any learner with significant access needs due to a disability will have a placement access plan report which they are expected to share with relevant academic and practice staff.

How many placement hours does a learner need to complete?

It is expected that UWE Bristol learners will be working 37.5 hours per week, completing 187.5 hours for a 5-week placement and 225 for a 6-week placement. The CSP currently recommend learners complete 1000 hours of practice-based learning as part of their programme, and UWE Bristol learners complete these hours over 5 placements.

Can learners have any time off for non-UWE Bristol related events during placement?

There are no official reasons for learners to have time off placement to attend UWE Bristol during placements, and any absence from placement is discouraged. Holidays are not acceptable reasons for missing placement. Occasionally learners will request time off for important events such as weddings, funerals, interviews, and unavoidable health appointments, and there can be times where learners may have resit assessments and require time away from placement to prepare from these. It is up to the learner to decide if it is sufficiently important to miss valuable placement hours, and they should then agree this with their educator. If there are any doubts, please discuss them with the link tutor.

I'm planning my learner's timetable. What activities can contribute to practice-based learning (placement) hours.

Any activity that aids a learner's development and attainment of the placement learning outcomes can contribute to their practice-based learning (placement) hours. This may include face-to-face and remote patient contact but is not limited to patient facing activities. Practice-based learning (placement) hours may also be non-patient facing activities, including self-directed study, simulation, project work, presentation preparation and delivery, peer reviews, observation, and other learning experiences. These non-patient facing activities can contribute to practice-based learning hours where evidence is provided of the activity/learning.

Self-Directed Work During Placement

The CSP do not provide guidance on the amount of time students should be given for self-directed work whilst on placement. Therefore, UWE in line with other HEIs, recommend that students are given up to the equivalent of a half day per week for SDL whilst on placement. This may be given as one half-day or spread throughout the week as suits the student, educator and service.

The SDL could include the following (not an exhaustive list):

- Looking up and providing evidence of knowledge/understanding of conditions, interventions
- Reflective practice: learning agreement (SWOCs, personal development plan), reflective pieces (see two templates appendix 3 of CPAF)
- CPAF Learner section completion for halfway and final appraisals
- Presentation or project work
- Evidence-based practice review: relevant standards, guidelines, journal articles
- Participating in networking opportunities: email discussion groups (eg iCSP), social media professional networking groups (e.g., @weAHPs on Twitter)

The amount, timing and frequency of SDL will vary between placements and students and should be discussed and agreed between the student and educator at the start of placement based on the following considerations:

- Placement learning opportunities and caseload: some placements naturally have downtime within the day for students to do SDL.
- Learning needs of the student: most students benefit from SDL time for prep or consolidation throughout the day.
- If an Access to Placement Plan is in place that specifies any reasonable adjustments.
- Opportunities to complete SDL outside placement: some students have no other commitments outside placement (e.g., caring, financial, commute) and are able to complete SDL in the evenings or weekends so may opt not to use placement time for this.

Students are required to provide suitable and sufficient evidence of their agreed SDL in an agreed timeframe to enable up to half a day per week to count towards placement hours.

SDL hours cannot be completed during any period of absence (planned or sickness) or used to make up hours missed due to absence.

Please note placements that are fully or partly non-clinical (eg research, leadership, project) may have significantly more SDL as part of the normal placement expectations.

Is it a problem if I have leave booked during the placement?

This is not a problem although we would not recommend it if possible, to avoid. It is also easier to manage if leave is taken in weeks 2 or 4 rather than weeks 1, 3 or 5/6 (depending

on the length of the placement). It is preferable if the main educator is available for the visit to ensure that appropriate guidance and support can be given. It is also essential that there is an alternative qualified physiotherapist supervising the learner during the educator's leave and that clear lines of support/communication are agreed with the learner.

Are there any guidelines for learners working in the community?

The CSP provide a document entitled 'Guidance on developing learner placements in community and other non-traditional settings' but this is not currently available via the CSP website. This paper looks at the evidence to support the case for physiotherapy learners undertaking community placements, including guidance and suggestions for criteria to be met prior to allowing supervision at a distance for suitable learners. Please email the Physio Placement Coordinators on physioplacements@uwe.ac.uk to discuss further.

What lone working policy should the student follow when on placement?

When on placement, the expectation is that the learner would follow the lone working policy of the placement organisation/Trust.

During the Placement:

How will the learner and I be supported by UWE during a placement?

Prior to the placement, you can attend a virtual drop in Q&A session run by one of the placement coordinators to ask any questions or clarify any information. Details on how to access these sessions can be found on the [PSN website](#).

Both you and the learner will have access to a named link tutor from the physiotherapy programme during the placement. The link tutor will contact you in the weeks before the placement starts to arrange to meet with you and the learner during their placement. This meeting usually happens in the middle of placement but may be slightly earlier if needed.

When should I contact the link tutor?

The link tutor will contact you before the placement begins. Please contact them if:

- You would like help with planning, advice, or support prior to the placement.
- You have concerns regarding the learner.

If the link tutor has not contacted the week before the placement starts, or you are not able to reach them during the placement, please contact one of the placement coordinators (see contact details under programme Support on the [PSN website](#)).

What usually happens in the link tutor placement support meeting?

UWE Bristol staff members have different approaches to the halfway meeting, but usually the link tutor will usually want to talk to the educator responsible for the learner first. This is to find out how the learner is progressing, ensure sufficient support/feedback/learning opportunities are being provided, that your expectations and marking are appropriate, and to establish if any problems have been encountered. This is an opportunity for you to get clarification about any issues you may have relating to the learner or the course.

The link tutor will then talk to the learner independently and will need to go through their goals for the placement and other self-directed work they should be completing, such as reflections and clinical pattern sheets.

If any issues are raised by either the educator or learner, it may be necessary to meet together to discuss and make an action plan.

Who should I inform if a learner is unable to attend the placement and how do I record this?

It is the learner's responsibility to notify you of their absence from placement in the manner you have asked, and it is a good idea to establish the mechanism for reporting absence during their induction. As well as letting you know, they need to leave a message on the UWE Practice Absence Reporting Line (01173283283).

Any absence should be recorded on the CPAF, checked and verified at the end of the placement. Completed placement hours are collated by UWE to monitor learner's total placement hours during their enrolment on the physiotherapy programme.

Do I need to let the link tutor know about absences?

You do not need to let the link tutor know about all absences, but where this is for an extended period, or there are issues with the reporting of absence, please contact the link tutor. There is a minimum number of hours that learners need to complete during each placement to be assessed (see earlier information), and where there is a concern that this may not be met, the link tutor can help you to manage the situation. If the link tutor has arranged the halfway meeting on a day that the learner is absent, please let them know.

Can the learner do additional hours if they want to, or extend their placement?

Learners cannot do more than the expected hours (187.5 hours for a 5-week placement, and 225 for a 6-week placement). This would unfairly advantage them compared to their peers as they will have longer to demonstrate their skills and learning.

Where learners have had a period of absence and where this can be supported by the placement, they may make up the hours they missed. This might be done through extended days, weekend work, and occasionally through extending the placement dates. This is not expected of placement providers, and it is not possible where learners have timetabled teaching or would mean they are not able to submit their CPAF in time for the submission deadline. If this is being considered and/or you are concerned about a learner achieving the minimum required hours, please contact your link tutor for assistance in managing the situation.

What paperwork do I need to complete during the placement?

The Common Practice Assessment Form (CPAF) is used for all placements and can be accessed via the [PSN website](#). These forms should be completed electronically and signed/dated by the educator. A signature is required in order to verify the hours and marks awarded on the placement and, where relevant, for learners to claim expenses back.

A copy of the CPAF should be shared with the learner for them to submit.

Do we need to give a percentage mark for each placement?

All placements are marked out of 100 using the marking descriptors within the CPAFs for each placement (access via [PSN website](#)). Only placements 2b, 3a and 3b contribute to a learner's degree classification, so the others are formative only.

Part 1 of the CPAF - Professional Behaviours and Responsibilities is pass/fail only.

Part 2 of the CPAF – 10 Learning Domains each marked out of 100 at the end of placement and averaged to get overall placement mark.

Please refer to the CSP website resources and the CPAF quick marking guide on the [PSN website](#) for guidance on the marking process. If there are significant or repeated concerns regarding safety or professionalism despite feedback, you should complete a 'Record of Warnings given' form (appendix 1 of CPAF) and discuss this with your link tutor, so that they are aware and can advise and support you as necessary.

Appendices

Glossary

AWARD	A university qualification granted to a learner for successful completion of prescribed and assessed learning at a specified level confirming with the relevant provisions of the Regulations.
AWARD BOARD	The body of approved examiners constituted in accordance with the assessment regulations and solely responsible for making decisions on learner's performance for the award of credit or for recommendations for awards of the university.
FIELD BOARD	The body of approved examiners constituted in accordance with the assessment regulations and solely responsible for the award of credit.
FIELD	A group of related modules within the University Modular Scheme. A field may represent a subject or disciplinary area, or group of disciplinary or professionally related modules, within which learning, teaching and assessment are organized. All modules are assigned to named fields.
FORMATIVE	Pertains to ongoing assessment/feedback which supports learner development throughout the placement. Does not form part of the formal module assessment.
LEVEL	Equates to the level of the programme, eg Level 4 = 1 st year, Level 5 = 2 nd year, Level 6 = 3 rd year.
MODULE	The smallest sub-division of teaching and assessment within the University's Modular Scheme for which credit is awarded.
PROGRAMME	Previously: award or course. The programme constitutes all modules and levels that contribute to the award.
SUMMATIVE	Final marked assessment and feedback on completion of the placement – formal assessment of a module.

Bloom's Taxonomy of Learning

PSYCHOMOTOR DOMAIN (Practical Skills)

- Cognitive Phase – The skill is perceived and intellectualised.
- Fixation Phase – The skill is performed slowly and deliberately.
- Autonomous Phase – A more co-ordinated, natural and automatic performance.
- Mastery Phase – 'Slick', dextrous, highly skilled.

COGNITIVE DOMAIN (Knowledge)

- Knowledge = recall of facts.
- Comprehension = understanding of principles.
- Application = applying acquired knowledge and principles.
- Analysis = organisation of ideas.
- Synthesis = formulation of ideas using applied and analysed knowledge.
- Evaluation = judgement of ideas.

AFFECTIVE DOMAIN (Attitude/values)

Values and Attitudes eg areas such as:

- Care and compassion; Dedication; Dress and hygiene; Politeness; Personal integrity; and Professionalism

Knowledge of Bloom's Taxonomy of Learning may assist you to:

- Identify entry behaviour of the learner.
- Set suitable level objectives.
- Analyse learner performance more objectively.
- Formulate constructive feedback.
- Improve validity and reliability of assessments.
- Provide a suitable and flexible clinical environment to maximise learning and professional development.

Relevance to Educators:

- Certain judgements must be made regarding practical abilities, background knowledge and attitudes.
- Judgements are most valid if awareness exists of depth of learning and necessary stages of learning.
- Expectations are adjusted according to level of training, previous experience and opportunities to practice.

(Bloom, 1956)