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Introduction

Welcome to both our MSc Pre-Registration students and Practice Educators.

This handbook contains information about the MSc (Pre-reg) Physiotherapy programme that commenced in January 2005.

The course has been designed to meet the professional and statutory requirements of the Health Professions Council and the individual professional bodies. In addition, the interests of purchasing authorities and other interested stakeholders have been carefully considered. As well as being considered as a learner and developing therapist, the student is viewed as a potential employee within the public, private and voluntary sectors throughout the entire programme.

Whilst on practice placements, students are deemed to be ambassadors of both the University and the Profession and as such are governed by the University Fitness to Practice Regulations, the HPC’s Standards of Proficiency - Physiotherapists (HPC, 2007)\(^1\), the HPC’s Standards of Conduct, Performance & Ethics (HPC, 2008)\(^2\) and CSP’s Rules of Professional Conduct (CSP, 2002)\(^3\). Students should also be aware of the CSP’s Standards of Physiotherapy Practice (CSP, 2005)\(^4\). Copies of all of these documents can be found in the Practice Placements - General area of WebCT.

Safe practices are an essential part of the programme and are a necessity under the Safety, Health and Welfare at Work Act, 1989. Students must ensure that they practise in a safe manner at all times and follow the Health and Safety Policy of each NHS Trust and in which they are placed.

We hope the information in this handbook is helpful in providing information regarding your practice education. Please let us know if there is anything else you would have liked included.

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\(^1\) Health Professions Council (2007) *Standards of Proficiency – Physiotherapists*. London: HPC


The Practice Placement Team

Details of the Physiotherapy Practice Placements Team

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer with Responsibility for Practice Education</td>
<td>Jacky Conduit</td>
<td>0121 415 8599</td>
<td><a href="mailto:j.m.conduit@bham.ac.uk">j.m.conduit@bham.ac.uk</a></td>
<td>S325</td>
</tr>
<tr>
<td>Lead Clinical Tutor</td>
<td>Christina Anderson</td>
<td>0121 415 8613</td>
<td><a href="mailto:c.b.anderson@bham.ac.uk">c.b.anderson@bham.ac.uk</a></td>
<td>S308</td>
</tr>
<tr>
<td>Clinical Tutor</td>
<td>Helen Callaghan</td>
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<td><a href="mailto:h.p.callaghan@bham.ac.uk">h.p.callaghan@bham.ac.uk</a></td>
<td>S327</td>
</tr>
<tr>
<td>Clinical Tutor</td>
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<td>S308</td>
</tr>
<tr>
<td>Clinical Tutor</td>
<td>Marianne Hensman</td>
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</tr>
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<td>Clinical Tutor</td>
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<td>S204</td>
</tr>
<tr>
<td>Deputy Programmes Manager</td>
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<td><a href="mailto:d.jones.2@bham.ac.uk">d.jones.2@bham.ac.uk</a></td>
<td>S213</td>
</tr>
<tr>
<td>Practice Placements Officer - External</td>
<td>Sarah Perrott</td>
<td>0121 414 8383</td>
<td><a href="mailto:s.perrott@bham.ac.uk">s.perrott@bham.ac.uk</a></td>
<td>S222</td>
</tr>
<tr>
<td>Practice Placements Officer – Internal</td>
<td>Norma Jones</td>
<td>0121 414 3508</td>
<td><a href="mailto:n.l.jones@bham.ac.uk">n.l.jones@bham.ac.uk</a></td>
<td>S222</td>
</tr>
</tbody>
</table>

http://www.clinicalphysio.bham.ac.uk/contact/
Practice Placement Education

Rationale

Practice placement learning is recognised as integral to the academic (campus-based) programme. It allows the development of profession specific and generic skills within a practice context and is designed to promote critical thinking and problem solving based on available evidence. It offers experience in physiotherapy practice within a range of modern health care settings and within the context of a culturally diverse society, thus developing flexible practitioners with a holistic approach to service user management.

Aims

The aim of practice education is to offer a range of practice-based learning experiences that encourage the application and development of theoretical knowledge and practical skills learned during academic modules, transforming it into the deep contextual knowledge required within professional practice.

Practice placements are an essential component for both professional and academic development of MSc (Pre-reg) Physiotherapy students. They provide an integrated continuum of education that allows students the opportunity to develop their understanding of theoretical concepts, skills and attitudes required of an HPC registered physiotherapist.

With careful supervision and guidance from practice educators, students are able to demonstrate observation, analysis and critical evaluation, use their communication skills and reflect on their personal and professional development. In addition to acquiring therapeutic competence students establish organisational and management strategies, enabling them to adapt to the changing needs of service users within health and social care environments.

By experiencing practice in the 'real world', students learn how to apply all of their skills, knowledge and understanding to physiotherapy with initiative, creativity, vision and resourcefulness, both independently and as part of a team in a challenging interprofessional health care environment.

For practice educators the opportunity to contribute towards the student's education provides exciting challenges and rewards. It promotes new approaches to practice, facilitates the acquisition of management and supervision skills and embraces the concept of continuing professional development.
Campus Based Learning

MSc (Pre-reg) Physiotherapy Programme Structure

Practice Educators should use this information to help the student to link theory with practice. Practice Educators should also refer to the programme content as a means of checking a student’s knowledge against the learning outcomes of each module.

Modern physiotherapeutic practice is characterised by a problem-solving approach to patient care, reflective behaviour, clinical reasoning and the exercise of informed clinical judgement, adherence to an evidence-based approach to health care and a commitment to CPD.

This programme provides the opportunity for value to be placed upon students’ prior learning and life skills. Utilising such skills means that the course can be completed over two calendar years, rather than the traditional three. Such a route gives a second opportunity for those graduates who wish to become physiotherapists. Students undertaking this programme should be more self-directed and possess an insight into their own ways of learning.

The programme is designed around the core areas (i.e. the management of neurological, cardio-pulmonary and neuro-musculoskeletal dysfunctions) with knowledge from the biomedical and psychosocial sciences recruited as required. Use of Problem Based Learning should facilitate student centred learning and encourage the development of working collaboratively at an early stage. Practitioners who are skilled in critical analysis and evidence-based practice in its broadest sense are essential. Following successful completion of the programme students will become eligible for the award of an MSc in Physiotherapy. They will be eligible to apply for registration with the Health Professions Council to practice physiotherapy in the UK.

M Level Academic Content

Appendix 1 gives an overview of academic modules.

Summary tables of Year 1 & 2 below. For details of campus based modules see relevant Student Programme Handbook.
<table>
<thead>
<tr>
<th>Clinical Education</th>
<th>Modules covered prior to Placement</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE1 - July/Aug</td>
<td>Developing Evidence-based Cardio-respiratory Practice&lt;br&gt;Anatomy, physiology and pathology of the cardio-respiratory systems. Assessment and management of these problems. Clinical reasoning and evidence-based principles applied to this patient group using problem-based learning.</td>
<td>4000 word case commentary – 100%</td>
</tr>
<tr>
<td>CE2 - Sept/Oct</td>
<td>Developing Evidence-based Neurological Practice&lt;br&gt;Anatomy, physiology and pathologies of the central and peripheral nervous systems. Observation, assessment and management of these problems. Evaluation of different theories of management of this patient group.</td>
<td>Seminar presentation based on a neurological rehabilitation case history – 70%&lt;br&gt;500 word abstract – 30%</td>
</tr>
<tr>
<td>CE3 - Nov/Dec</td>
<td>Developing Evidence-based Neuro-musculoskeletal Practice&lt;br&gt;Anatomy, biomechanics and normal function of the cervical spine, upper limb, lumbar spine and lower limb. Assessment for dysfunction, healing of tissues. Clinical reasoning and evidence based principles applied to management.</td>
<td>Seminar presentation based on case study – 70%&lt;br&gt;500 word abstract – 30%</td>
</tr>
<tr>
<td></td>
<td>Contexts of Physiotherapy Practice&lt;br&gt;Service-learning experience, practice within current health and social care context, communication and working with others. Legal and ethical issues of professional development and skills necessary for effective negotiation of learning, reflection on learning and subsequent reporting. Main focus - Importance of awareness of the service user’s voice in the development of the healthcare professional.</td>
<td>3,000 word (max) portfolio-based assignment – 100%</td>
</tr>
<tr>
<td></td>
<td>Project (Covers Year and Year 2)&lt;br&gt;Literature searching and identifying gaps in the available evidence, critiquing literature, planning research to answer revealed questions. Designing and carrying out a research project to address a gap in the evidence.</td>
<td>Dissertation of 8000 word submitted towards end of Year 2 – 100%</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>Modules covered prior to Placement</td>
<td>Method of Assessment</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>CE4 - Feb/March</td>
<td>Advancing Physiotherapy Practice</td>
<td>4000 word portfolio-based assignment - 100%</td>
</tr>
<tr>
<td>CE5 – July/Aug</td>
<td>Uses case studies to explore physio management issues for people with chronic physical and/or mental illness, disability. Impact on client/family community. Psychosocial issues, QoL, evaluation of approaches, contemporary issues in health and social care.</td>
<td></td>
</tr>
<tr>
<td>CE6 - Nov/Dec</td>
<td>Developing Evidence-based Neuro-musculoskeletal Practice</td>
<td>Poster presentation – 100%</td>
</tr>
<tr>
<td></td>
<td>Project</td>
<td>Dissertation of 8000 word – 100%</td>
</tr>
<tr>
<td></td>
<td>Literature searching and identifying gaps in the available evidence, critiquing literature, planning research to answer revealed questions. Designing and carrying out a research project to address a gap in the evidence.</td>
<td></td>
</tr>
</tbody>
</table>
Practice Based Learning

Practice Based Structure

The whole programme has been designed in consultation with practice partners to give greatest possible access to quality practice placements across the two years of study. However no guarantees are given concerning their location or precise nature. Whilst students normally have no choice with respect to location or type of placement, consideration is given to students with responsibility for dependants, students with disabilities and international students. These details are obtained at Programme Induction using the Student Personal Details Form (see Appendix 2).

The settings in which students gain practice experience are chosen to relate to the Programme Learning Outcomes and the kinds of environments in which they are likely to practise on qualification. Practice-based learning is organised to reflect the 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) (CSP, 2005\(^5\)).

The student will have an identified clinical educator within a health care setting where they will have the opportunity to use and develop clinical knowledge and skills acquired during the previous modules. For CE2-6, the student should have the opportunity to identify learning needs from previous clinical experiences and attempt to address these needs within a different health care situation. The opportunity will exist to learn new profession specific skills and to acquire new knowledge. Where possible, a key feature of these modules will be the development of learning sets whereby students will facilitate each others’ learning.

Different models of practice education may operate dependant on placement setting. There is little evidence that any model is superior to another (Lekkas et al, 2007)\(^6\). Students may expect to find, for example, a 1:1 model used in a community setting, collaborative and team models with peer-assisted learning in acute care. The Practice Placement Team works with practice educators to promote the use of a range of flexible and adaptable models of clinical education placements. While the ratio of student to practice educator should be appropriate to the service setting, increases in ratio are encouraged where this does not adversely affect quality (CSP, 2002\(^7\)).

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\(^7\) Chartered Society of Physiotherapy (2002) *Guidelines for Implementing Collaborative (Multiple) Models in Physiotherapy Practice Placements.* London: CSP
The flow chart in Appendix 3 shows the process for initial approval and ongoing monitoring of practice placements.

The Programme is scheduled over a two-year period of full-time study. It follows the University timetable and modular format as closely as possible. However to ensure fitness for practice and meet the CSP’s requirement for a minimum of 1,000 hours of supervised practice based education\(^8\) this results in the lengthening of both years and is achieved through six clinical education modules, each of six weeks duration.

**Levels I and H Practice Education**

Throughout the six clinical education modules the student will be expected to revise the theoretical basis of the physiotherapy modalities utilised during the placement and apply the relevant clinical sciences to the patients encountered. Conditions may be encountered which are unfamiliar to the student. They are expected to utilise relevant resources to develop knowledge and understanding in such areas. There will be an emphasis on the students’ development of clinical reasoning and application of evidence to support justification of the chosen management approach.

**Timing of practice placements**

<table>
<thead>
<tr>
<th>Module</th>
<th>Timing (approx)</th>
<th>No. Weeks/Hours</th>
<th>Cumulative Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE1 (Level I)</td>
<td>July/August</td>
<td>6 @ 30 Hours = 180</td>
<td>180</td>
</tr>
<tr>
<td>CE2 (Level I)</td>
<td>September/October</td>
<td>6 @ 30 Hours = 180</td>
<td>360</td>
</tr>
<tr>
<td>CE3 (Level H)</td>
<td>November/December</td>
<td>6 @ 30 Hours = 180</td>
<td>540</td>
</tr>
<tr>
<td>CE4 (Level H)</td>
<td>February/March</td>
<td>6 @ 30 Hours = 180</td>
<td>720</td>
</tr>
<tr>
<td>CE5 (Level H)</td>
<td>July/August</td>
<td>6 @ 30 Hours = 180</td>
<td>900</td>
</tr>
<tr>
<td>CE6 (Level H)</td>
<td>November/December</td>
<td>6 @ 30 Hours = 180</td>
<td>1080</td>
</tr>
</tbody>
</table>

The two levels of practice education reflect increasing demands and expectations as the contexts and presentation of service user problems become more complex. The clinical education module learning outcomes (see below) are designed to demonstrate the progression of academic and professional skills expected for each level of training.

Students are required to pass the relevant practice placements modules before progressing to the next level. Award of MSc in Physiotherapy will only

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be given where the student has completed a minimum of 1000 hours of supervised clinical practice. Where this has not been achieved the student will be required to undertake additional clinical practice education to complete the required hours. This will be by arrangement with the MSc programme team and may require use of vacation time or completed at the end of the programme. A student who, for some valid reason, is unable to complete the necessary amount of clinical experience may be required to transfer to the next intake of students.

Students are required to pass the relevant clinical education modules before progressing to the next level.

NB. Failed placements must be retaken. Where a student has failed a placement they will normally be allowed one resit of four weeks’ duration of the placement in another setting. Retake placements will be undertaken at the next available clinical period. This system will result in the successive placements being rolled forward and the date of qualification delayed. If this retake is failed, they will be required to withdraw from the programme.

**Clinical Education 6 Module Guidelines**

Your final placement (CE6) in October to December of Year 2 provides the opportunity to personalise this final clinical education module. It allows for further development of skills in self-direction and management. It also comes at a time when you may be living back at home because tenancy agreements came to an end in the summer. Additionally for some it may also act as an informal induction into a particular workplace. It should be emphasised that this is not mandatory – if you do not wish/are unable to secure a placement, you will be allocated one more locally in normal way.

If you are considering personalising your final placement you need to adhere to the following guidelines.

**Identifying a placement**

- The placement should not be in the West Midlands placement area because the University of Birmingham will be using all available placements in the area at that time.

- The placement must be in the UK.

- Your must ensure that the placement allows you to meet the Learning Outcomes for the CE6 module.

**Securing the placement**

- You should make **tentative** enquiries of the placement.

- **Discuss** the suitability of the placement with Christina Anderson (Lead Clinical Tutor in Physiotherapy).
• This should be done by 31st July at the very latest. If you have not discussed this with us by this date you will be allocated a more local placement in the usual manner.

• Contact details for the placement should be passed to Christina.

• Christina will liaise with the clinical team re follow-up. The placement will be allocated to a Clinical Tutor who will check the placement suitability including that it does not jeopardise a placement from another HEI. They will also do any further follow up, including contacting the student and educator during placement.

• You will be informed as soon as possible as to whether the placement can go ahead.

• You can expect to be contacted during the course of the placement, but it is unlikely that you will be visited.
Level I

Clinical Education 1: Year 1 July/August

Learning Outcomes

- Identify, address and evaluate the achievement of clinical learning outcomes
- Define problem lists for patients through analysis of assessment findings, in consultation with a physiotherapist
- Select and apply effective treatment programmes
- Maintain accurate and useful records of patients’ assessment, management and prognosis
- Identify psychosocial, cultural and environmental issues in patient management
- Demonstrate involvement in teamwork within the clinical area
- Demonstrate organisational skills in the management of patients
- Communicate effectively with patients and colleagues

Clinical Education 2: Year 1 September/October

Learning Outcomes

- Demonstrate resourcefulness and variety in planning and developing learning within the clinical arena
- Define problem lists for patients through analysis of assessment findings, in consultation with a physiotherapist
- Select and apply effective treatment programmes
- Maintain accurate and useful records of patients’ assessment, management and prognosis
- Identify psychosocial, cultural and environmental issues in patient management
- Demonstrate involvement in teamwork within the clinical area
- Demonstrate organisational skills in the management of patients
- Communicate effectively with patients and colleagues
Level H

Clinical Education 3: Year 1 November/December

Learning Outcomes

- Demonstrate resourcefulness and variety in planning and developing learning within the clinical arena
- Undertake effective subjective and objective assessment of multiple pathologies
- Select and apply safe and effective treatment programmes taking due account of time and resource management
- Maintain accurate and useful records of patients’ assessment, management and prognosis
- Identify psychosocial, cultural and environmental issues in patient management
- Demonstrate effective teamwork and communication skills in all aspects of patient care
- Demonstrate organisational skills in the management of patients
- Synthesise knowledge in order to effectively problem-solve
- Apply principles of evidence-based practice in a variety of clinical contexts

Clinical Education 4: Year 2 February/March

Learning Outcomes

- Demonstrate resourcefulness and variety in planning and developing learning within the clinical arena
- Undertake effective subjective and objective assessment of multiple pathologies
- Select and apply safe and effective treatment programmes taking due account of time and resource management
- Maintain accurate and useful records of patients’ assessment, management and prognosis
- Identify psychosocial, cultural and environmental issues in patient management
- Demonstrate effective teamwork and communication skills in all aspects of patient care
- Demonstrate organisational skills in the management of patients
- Synthesise knowledge in order to effectively problem-solve
- Apply principles of evidence-based practice in a variety of clinical contexts

**Clinical Education 5: Year 2 July/August**

Learning Outcomes

- Demonstrate resourcefulness and variety in planning and developing learning within the clinical arena
- Undertake effective subjective and objective assessment of multiple pathologies
- Select and apply safe and effective treatment programmes taking due account of time and resource management
- Maintain accurate and useful records of patients’ assessment, management and prognosis
- Identify psychosocial, cultural and environmental issues in patient management
- Demonstrate effective teamwork and communication skills in all aspects of patient care
- Demonstrate organisational skills in the management of patients
- Synthesise knowledge in order to effectively problem-solve
- Apply principles of evidence-based practice in a variety of clinical contexts

**Clinical Education 6: Year 2 November/December**

This module will focus on the development of abilities to manage a caseload at the level of a junior grade physiotherapist.

Learning Outcomes

- Demonstrate resourcefulness and variety in planning and developing learning within the clinical arena
- Demonstrate ability to manage a caseload at junior grade level
Undertake effective subjective and objective assessment of multiple pathologies

Select and apply safe and effective treatment programmes taking due account of time and resource management

Maintain accurate and useful records of patients' assessment, management and prognosis

Identify psychosocial, cultural and environmental issues in patient management

Demonstrate effective teamwork and communication skills in all aspects of patient care

Communicate effectively in all aspects of health care

Synthesise knowledge in order to effectively problem-solve

Apply principles of evidence-based practice in a variety of clinical contexts
Placement Practicalities

Placement Hours

During the programme students are required to complete a minimum of 1000 practice placement hours. At the end of each placement the practice educator will record the hours on the Practice Placement Assessment Form (PPAF). The Practice Placements Officer then records these hours on the Practice Placements Database.

Students have supernumerary status throughout the three-year programme. This means that during the placement they are part of the team but extra to the staff allocated complement. Students are not normally expected to work more than 30 hours per week. There may be the opportunity to experience 7-day and extended hours working patterns in some placement locations which should be negotiated with your Practice Educators as appropriate.

Practice placements are organised and managed by the Practice Placement Support Unit according to the requirements of the programme. Students are informed at interview that placements are allocated in accordance with the placement capacity. Wherever possible the diversity of student needs is taken into account but students will be required to travel to a variety of placements.

Within six weeks of the start of the placement, students will be able to access their placement information from their personal WebCT site.

Practice Educators also have a password access to the on line system and can view a range of facilities for their own placement areas. These include students they are expecting on placement, Student Placement Evaluation Questionnaires, Placement Location Detail sheets.

Click here - How to use Database
Click here for access to Database (Password protected)

Allocation Process

Following their placement, students complete an on-line profile form (see Appendix 4) that identifies their placement experiences and further learning requirements. This is then considered when allocating future placements to ensure that students gain experience within a wide range of acute and primary care settings. The spread of placements, although geographically wide, is mainly within the boundaries of the NHS West Midlands SHA.

The Management of Practice Placement Offers Flowchart (Appendix 5) identifies the procedures undertaken if placement capacity is an issue.

The allocation process aims to ensure that, over the length of the programme, each student will gain experience of working with a range of people of all ages with health conditions that affect different aspects of physical and psychosocial functioning. Appendix 6 gives further details of both the
allocation process and information available from the Practice Placement Administration System.
Importance is placed upon ensuring that students are adequately prepared for their practice-based learning.

The student is allocated to a practice educator who will undertake the required responsibilities in their place of work in accordance with the individual's learning needs and previous experience. The practice educators can expect students to have a good grounding in basic knowledge and a good level of relevant practical skill, depending on academic level.

This is achieved in a number of ways, for example:

- Student attendance at campus based modules, workshops and tutorials including skill sessions in risk assessment, manual handling, basic life support and infection control. Detail of these are available on WebCT in ‘Health & Safety’ area.

- Pre-placement briefings by the Practice Placement Team.

- Reflection on previous experiences and campus based learning to identify future learning needs.

- The Practice Placements Section of WebCT provides a variety of information on practice placements, including placement location details – See Appendix 7.

- Use of a Student Placement Induction checklist to check essential topics are covered by placement provider - See Appendix 8.

- Knowledge of roles and responsibilities of Student, Practice Educator, Visitor - See Appendix 9.

- Use of the Learning Contract. For examples and guidance see Appendix 10. Student copies are available on the Website or WebCT.

- Students should make telephone contact with the placement at least one week prior to the start of the placement to address any queries.

- Students may wish to visit the placement prior to the start date. If so, students should telephone the placement area to arrange a mutually convenient appointment.

- Students must be under the supervision of a suitably qualified and experienced physiotherapist (see Responsibilities of Practice Educator, Appendix 9). This does not necessarily mean they have to be in eyeshot of each other. More junior physiotherapists can also have a valuable role in student facilitation.
Use of Private Vehicles

Use of private vehicles for travel to and from practice placements, must be approved by the School prior to each placement. The form can be downloaded from WebCT Practice Placements area.

See Appendix 11 for further information regarding the use of private vehicles.

Student Expense Claims

Students may be able to claim travel and/or accommodation costs. See Appendix 12 for further details.

Placement Accommodation

For those placements at a considerable distance from Birmingham, the student may be offered accommodation close to the placement; this will usually be arranged before allocating the placement. The Practice Placements Officer must be informed if students do not intend to use the accommodation allocated.

Attendance

Students must complete a minimum of 1000 hours of supervised placement practice during the programme. All Clinical Education modules require attendance at a designated placement for 30 hours per week. This is a compulsory component of the programme. Lunch breaks are not included in the total placement hours.

In the event of absence from a practice placement for an acceptable reason, the module will normally be considered as having been completed if the practice educator is able to make a judgement as to the student’s performance and provided they have completed a minimum of 75% of the module. Failure to complete the minimum requirement of supervised practice hours will entail further practice experience being organised at the end of the programme.

Punctuality is an important quality in the health care professional. The start times given for placements means that students should be appropriately dressed and ready to start their first duties at the designated time. Time keeping throughout the day is also important and if the student has not completed their work by the designated time they may be required to ‘work over’: professionalism implies putting service users first and being willing to do that bit extra.
Study Time

In all clinical education modules (CE1-6), the student has been allocated the equivalent of one day each week for study throughout their placements. Study time should operate flexibly to meet the demands and routine of the placement and educator. It should not be assumed that Fridays would automatically be allocated, as there may be reasons where it is appropriate for another morning and afternoon to be used. This should be negotiated with the educator.

Practice Placement Uniform

For students on NHS contracted places, the NHS currently pays for two pairs of trousers and three tunics. These will be ordered during Year 1.

The Placement Location Details include any specific uniform requirements with further details available on WebCT. Otherwise practice placement uniform is as follows:

- Navy trousers
- Physiotherapy tunic top
- A navy cardigan or sweatshirt (not hooded)
- Black or navy lace-up shoes with black or navy socks or white/blue or black trainers with white/navy or black socks (‘fashion’ trainers or canvas shoes are not acceptable).

On some practice placements such as paediatrics and gym work, navy tracksuit trousers and white polo shirt with the University logo are the accepted uniform. Items such as tracksuit trousers, polo shirts, sweatshirts are bought by the students.

Except in certain community placements where changing facilities are not available, students must not wear uniform to travel to and from practice placements or to visit shops, banks etc., even if it is covered with a coat or travelling in a car, as this increases the risk of spread of infection and may facilitate the development of resistant bacteria. If it is cold students may wear a plain navy cardigan or sweatshirt over uniform when not treating service users/patients, although hooded sweatshirts are not appropriate.
Students are expected to present a professional appearance at all times, as personal presentation and infection control are very important in a healthcare environment.

- Uniforms should always be smart and clean
- Hair should be tidy and, if long, should be tied up off the collar. If using hair ornaments, these should be discreet and dark in colour.
- No jewellery may be worn with the exception of a wedding ring, although students may, at their own risk, wear plain stud earrings (one in the lobe of each ear). Hoop earrings are not to be worn.

These requirements are also there for students’ own safety as long hair and jewellery can constitute a danger when working with people and machinery. Some departments will have changing facilities, but lockable facilities are often minimal. Students are therefore advised to keep personal belongings to a minimum when on placement.

The use of mobile phones within hospitals is prohibited as they can interfere with medical and communications equipment. It is inappropriate to make or receive personal telephone calls whilst on duty except in exceptional circumstances.

Students should wear their name badges and university ID at all times, unless this is a danger to service users/patients. However, some NHS Trusts provide students with temporary I.D. badges to wear instead of the University badge. These must be returned at the end of the placement.

Social networking

There are good examples of social networking in Healthcare for example the use of interactive CSP (iCSP) to share ideas and discuss pertinent topics in a professional manner.

Students should be aware of the serious risks and implications to themselves, the profession, the University and the Clinical Placement with the misuse of social networking, (CSP, 2010). You ‘could be at risk of legal action for libel and breach of contract and may compromise the chances of future employment in the public and private sector’, (CSP, 2010, pg 1).

Students should ensure they read and understand The Chartered Society of Physiotherapy (CSP) guidance for students using social networking websites, blogs, chat forums, texts and tweets which can be found at http://www.csp.org.uk/sites/files/csp/secure/social_networking_guidance_PD060.pdf (CSP members only) and this is also available on WebCT.

University Guidelines
http://www.as.bham.ac.uk/sca/documents/discipline_social_guidelines.pdf

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Supporting Students and Practice Educators

The Practice Placement Team is responsible for the organisation and support of practice education. An overview and contact details of the Team is shown on page 5. The team have recently developed a website providing news and valuable information to both students and Practice Educators. This is continually updated throughout the year.

www.clinicalphysio.bham.ac.uk

A brief description of the roles of personnel involved in practice education is given below. Further details of responsibilities can be found in Appendix 9.

Roles

➢ The role of the Practice Educator is to facilitate the student’s development into an autonomous professional who is flexible and able to meet service user needs.

➢ The role of the Clinical Tutor is to act as the liaison between the University and the practice placements and providers. Each Clinical Tutor is responsible of a number of placements within a specified geographical area. They provide support for students and practice educators in the practice setting.

➢ The role of the Clinical Visitor is also to provide support for students and practice educators in the practice setting.

➢ In some placement areas, the Clinical Tutor will also act as the Clinical Visitor. In others, the Clinical Visitor will be a member of the physiotherapy academic staff. Placement Location Details identify names of both.

The Practice Placement Team provides biannual study days at the University for practice educators. Normally these are held in the vacation times and include one day for new practice educators and one for experienced practice educators. The Team are responsive to feedback from placement providers and courses can be ‘tailored’ to meet the needs of the practice educators (see Appendix 13).

The team also provides regular workshops and 'road shows' throughout the year within the NHS Trusts to provide additional training and to develop stronger links between practice educators and the University.

For those practice educators wishing to gain CSP accredited status through the Accreditation of Clinical Educators Experiential Route, support is provided by a member of the Practice Placement Team.

Click here for educator training
Visits

Clinical Tutors and Visitors are committed to placing value on all visits as a welcome and expected opportunity for all parties to meet and exchange ideas, to acknowledge the student's achievements, and to discuss any necessary revisions or changes to the practice placement. The Practice Placement Team and some of the academic staff are involved in visiting students, and this has resulted in a wide coverage of visits to placements.

All new practice educators receive a visit when taking their first student. All practice educators from placements not previously used by the School of Health and Population Sciences (SHaPS) will also receive a visit. These visits serve to provide the practice educators with information about the programme and practice education of students, including assessment, facilitation of learning and learning contracts.

The Practice Placement Team ensures that students are normally visited twice during their Clinical Education Modules 1 and 2 (Level I). Each student will normally be visited at least once on subsequent placements; however, practice educators or students may request visits at any time.

The visit may be arranged to coincide, as near as possible, with the completion of the learning contract negotiation, the midway stage of the placement and/or the final placement assessment.

Visits usually take approximately one hour. Depending on need, the student and practice educator may be seen separately and then together at the conclusion of the meeting. This format allows for discussion of any areas of concern, issues that need to be addressed, and as a way of monitoring student's progress in relation to achieving the assessment criteria. Appendix 14 gives further guidance for practice placement visits.

During the visit, the Clinical Tutor/Visitor completes a Practice Visit Form. This information is entered into an online version of this form by one of the Clinical Tutors.

The purpose of the record is to identify and document any key issues relating to the placement. In addition, it requires completion of an action plan to address any of the issues identified and then instigate action as appropriate. This could involve providing more support for the student, the educator or administrative issues such as updating the practice placement database with any changes to the placement or educator staff. Appendix 14 gives further details.

The Practice Visit Form is kept in the student's personal file and the student's personal tutor notified of anything significant requiring further action.
The Failing Student

If the student is experiencing difficulties or is failing the placement, practice educators should notify the Clinical Tutor or Lecturer with Responsibility for Practice Education as soon as possible. The Clinical Tutor or Visitor will arrange to visit the placement urgently. At this meeting, the student and practice educator will be listened to in an open manner to ascertain the specific nature of the problems.

In the event of unresolved difficulties, the Lecturer with Responsibility for Practice Education may withdraw a student from the placement after consultation between all relevant parties.

Students are required to pass the relevant clinical education modules before progressing to the next level.

Failed placements must be retaken. Where a student has failed a placement they will normally be allowed one resit of four weeks’ duration of the placement in another setting. Retake placements will be undertaken at the next available clinical period. This system will result in the successive placements being rolled forward and the date of qualification delayed. If this retake is failed, they will be required to withdraw from the course.

Safety Fail

Click here for Unsafe Practice Procedure
Process for Student in Difficulty or Failing a Practice Placement

Student in Difficulty or Failing a Practice Placement
e.g. Poor Performance Indicators – Attendance, Behaviour, Knowledge etc.

Can the Practice Educator Help?

Yes

Meet with Student to review Learning Outcomes

Continue with Placement subject to review being mindful of time constraints

Satisfactory Review?

Yes

Placement Completed

No

Seek advice from Clinical Tutor/Clinical Visitor for support for both Practice Educator and Student

Withdrawal of the Student on the basis of Fitness to Practise Issues

Out of Time - Placement Failed

*See University Fitness to Practise Procedures Code of Practice
http://www.ppd.bham.ac.uk/policy/cop/fitness.htm
Resources and Alternative Support Mechanisms

More than one visit to some students on distant placements may not be possible. Some students may experience isolation during the time they are away from home, and separated from family and friends. In response to this situation there are a number of alternative support mechanisms that have been established for students who may not receive more than one visit:

- **Telephone calls** - Where further visits to students are not possible, they receive a telephone call from a member of the Practice Placement Team, to discuss their progress and receive guidance and feedback. Practice educators and students are encouraged to telephone the Practice Placement Team at any time during placements. Discussions and actions will be documented and kept in the student's personal file and the personal tutor notified of anything significant.

- **The University of Birmingham Portal (www.my.bham.ac.uk)** allows access to students’ University email accounts whilst away from campus and to the library facilities. Staff email addresses are published in the Student handbooks and on the Nursing and Physiotherapy website (www.healthsci.bham.ac.uk)

- **The Placement Location Details** give details of resources available on placement.

- **WebCT** - Students on placement can use the 'on line' discussion boards and chat rooms to communicate with each other and members of staff.

- **Clinical Team Website** – [www.clinicalphysio.bham.ac.uk](http://www.clinicalphysio.bham.ac.uk) provides support to the students and Practice Educators with direct electronic access to Clinical Team contact details, Learning Contracts, PPAF Marking Guides, FAQ's and much more.

- **The University Counselling and Guidance Team** is available for students who can be referred by relevant staff or self-refer. Academic support appointments on Monday and Thursday evenings are available for those students identified with Semantic-Pragmatic Language Disorder (SpLD – dyslexia/dyspraxia) whilst on placement. Details can be found in the Programme Handbook and on [http://www.as.bham.ac.uk/support/](http://www.as.bham.ac.uk/support/)
Student Support after Placement

**Placement debrief** - Where possible, on returning to the University, all students attend debriefing workshops facilitated by the Practice Placement Team, alternatively use will be made of the online chat rooms. The aim of these sessions is for students to reflect on and discuss their placements and share positive and negative experiences.

**Individual debriefing** - Individual sessions with members of the Practice Placement Team are provided for students who have experienced difficulties on placement, received a ‘needs attention’ in Professionalism; Health, Safety and Security and/or Equality and Diversity dimensions or have failed a placement. (See overleaf).
Student submits their PPAF

Administrator (Norma Jones) – checks all PPAF’s and records marks

Student File

Pass

Needs Attention/ Improvement Notice

Fail

Fails discussed separately

Lead Clinical Tutor (Christina Anderson)

Discusses Improvement Notice with the Clinical Tutor/s of the current and subsequent placement

The current Clinical Tutor:
- Makes the Student aware of the procedure and keeps them informed
- Arranges a meeting with the student to discuss issues raised
- Agree a signed and dated action plan with the student
- Will discuss the action plan with the Lead Clinical Tutor and the Clinical Tutor for the next placement only (on a need-to-know basis)
- Will encourage the Student to discuss their action plan with their next clinical educator – to include on their Learning Contract

The next Clinical Tutor will review progress through the subsequent placement

Multiple Improvement Notices?

Yes

No

Meeting with Jacky Conduit or Christina Anderson to discuss issues and agree an action plan

Post-placement review with the Clinical Tutor
- Have all issues been addressed to an acceptable level?
- Lead Clinical Tutor is informed of outcome
Assessment of Clinical Education Performance

Practice Placement Assessment Form (PPAF)
http://www.clinicalphysio.bham.ac.uk/educator/assessment.shtml

Overall student practice placement performance is assessed using the Practice Placement Assessment Form - See Appendix 15.

The Practice Placement Team provides both students and practice educators with information about the use of the Practice Placement Assessment Form (PPAF). For students this will occur during Preparation for Placement sessions and will be discussed in debriefing post-placement. For practice educators assessment procedures and issues will be discussed on study days, both on site and on campus, and with individual clinical tutors and visitors during placement visits.

The PPAF, the Clinical Education Learning Outcomes (see pages 11-14) and the Nursing and Physiotherapy Marking Level Criteria (see Appendix 17) are used to determine placement marks.

A system of monitoring of placement assessment marks takes place as the assessment forms are submitted. Individual forms and composite mark sheets are scrutinised by the Practice Placement Team and any apparent anomalies identified. Any evidence suggesting problems with assessments will be investigated and appropriate actions taken. At the end of each academic year, student achievement across all assessment items, including Clinical Education Module marks, is presented at Programme Review.

The overall profile of marks identifies trends and areas of concern are noted for action. This may include practice educator training on assessment of student.

All clinical education modules are assessed using the undergraduate marking level criteria (I and H). Although students will receive a percentage mark this mark does not contribute towards M level credits. However all clinical education modules have to be passed for successful completion of the Programme.

Written Work
The student should participate in all placement related written work e.g. assessments, reports, notes, statistical and database-related work. The educators should not, however, ask students to complete additional essay type work, though student presentations may be appropriate.
Practice Placements Quality Assurance

Practice education is audited, reviewed and evaluated throughout the year to ensure a high standard of practice. This is achieved at a number of different levels.

Audit

All new placements are audited initially using the Physiotherapy Practice Placement Initial Audit document. This document requests a number of details from placement providers regarding policies, procedures and guidance e.g. Health and Safety, Fire, Equal Opportunities, Bullying and Harassment.

Ongoing reviews will use the ECQ Standards\(^\text{10}\).

The Clinical Tutor responsible for the placement area co-ordinates the audit. These details are collated by the Practice Placements Manager and used to monitor the quality of practice placements. See Appendix 3 – Initial Approval and Ongoing Monitoring of Practice Placements Flowchart - for details.

Practice Placement Evaluation Questionnaires

Evaluation of and comments on the practice-based elements of the Programme are important in order to manage and maintain the quality of the Programme. The questionnaires are anonymous with no personal information recorded with the comments. The system can indicate which students have not completed the questionnaires as a reminder box remains on the screen until the questionnaire has been completed.

Students can access the Practice Placement Questionnaires online from their personalised WebCT site once their placement has finished.

Students must first log in to WebCT either via the student portal (www.my.bham.ac.uk) or via the WebLearn homepage (www.weblearn.bham.ac.uk). When in WebCT students should navigate to the ‘Practice Placements – General area. – See Appendix 18.

Feedback of student evaluations to practice placements can be obtained by agreement of the Practice Placement Support Unit, through a designated password protected Web page https://healthscinet.bham.ac.uk/Clinical/FacilitatorsAccessArea/index.asp

Practice Educator Evaluation Questionnaire

Practice Educators are invited to evaluate their experience as educators to maintain the quality of the Programme and of the Practice Placement experience. Practice Educators’ access and submit the online Evaluation Form via the Practice Placement Administration System (PPAS) through their

password protected placement account. These evaluation are monitored by the Clinical Tutor responsible for the placement area on a regular basis.

**External Examiner Visits**

One External Examiner is invited to visit a sample of practice placements each year, meeting with therapy managers, practice educators and students as appropriate. Feedback from the External Examiner Reports on practice placements is used to make relevant changes.

**Complaints Procedure**

Any complaints which are related to the Practice Placement Modules are initially discussed in confidence with a member of the Practice Placement Team and/or Personal Tutor. The university complaints procedure can be found here [http://www.as.bham.ac.uk/legislation/complaints.shtml](http://www.as.bham.ac.uk/legislation/complaints.shtml)

**Student Health and Safety on Placement**

**Student Placement Induction Checklist**

All students should receive an induction into the organisation and be made aware of the relevant health and safety issues. They should begin completing an induction checklist (see *Appendix 8 – Student Placement Induction Checklist*) during the first week of placement.

**Student Health**

As part of the admission process students are required to complete a health declaration and to provide an immunisation record undertaking vaccinations where necessary prior to the commencement of the course. Information provided is confidential and is only available to Occupational Health.

Students are strongly advised to inform the Lecturer with Responsibility for Practice Education and their practice educators of any health problems that may affect the placement in order to get the support they may need. Students have access to pastoral support, personal tutors and professional counsellors.

**Learning Development**

[http://www.clinicalphysio.bham.ac.uk/educator/disability.shtml](http://www.clinicalphysio.bham.ac.uk/educator/disability.shtml)

There are a number of students who require additional support from staff in relation to specific learning difficulties e.g. dyslexia, hearing and visual impairment. The following specific guidelines and procedures are adhered to in the allocation of placements. Before student placements are allocated, the Welfare Tutor, Personal Tutor and Lecturer with Responsibility for Practice Education meet to discuss those students who have special learning needs.
Where a student's needs are likely to impact on their learning on placement, an appropriate plan is produced in accordance with the Special Educational Needs and Disability Act 2001 (SENDA)\textsuperscript{11}. With the student's consent, the practice educator will then be contacted and made aware of any specific learning needs and any additional support that the student may need whilst they are on placement. Pre-placement visits by the student and personal tutor (in the case of students with disabilities such as visual impairment) and/or Clinical Tutor may be required.

\textsuperscript{11} Special Educational Needs and Disability Act 2001. London: HMSO
Sickness Absence
http://www.clinicalphysio.bham.ac.uk/student/Sickness_Flowchart.pdf

Educators must ensure that they have given the student instructions on how to report sickness. If a student is absent from placement for more than five days a self-certificate must be completed (available online http://www.as.bham.ac.uk/sca/documents/mit_medical_form.pdf). After seven days a doctor’s certificate is required. This should be seen by the educator and posted to the SHS Practice Placement Officer. Educators must keep a record of the dates of student absences, as this needs to be noted on the Practice Placement Assessment Form.

If the student has a prolonged period of sickness that compromises their ability to achieve a successful placement outcome, the educator must inform the Lecturer with Responsibility for Practice Education. A decision can then be reached about the continuation of the placement.

Students are responsible for notifying their placements directly and also the Nursing and Physiotherapy Sickness/Absence Line (tele: 0121 414-6893) if they are unable to attend due to sickness. This should be done as soon as the placement is open in the morning. The process should be followed for each day of absence. The student should inform the Nursing and Physiotherapy Sickness/Absence Line when they are fit to return to placement. This may require a letter from the GP stating that they are fit to return to placement.

Incidents on Placement

If an incident or near miss occurs on practice placement premises or at any other premises, the practice educator will be required to provide the Incident Form for the student to complete and this will be retained by the educator. Any incident must be reported to the Practice Placements Officer as soon as is reasonably practicable. The Practice Educator must note any incidents on the student's Professional Development Assessment Form (see Appendix 15).

Criminal Records Bureau Disclosure

All students joining the programme from January 2005 have been subject to an enhanced Criminal Records Bureau check. Students have their own copy of the processed disclosure form.
Health and Safety Legislation

The health and safety of students whilst on placement is an important factor in the healthcare programme provision and is seen to be the responsibility of both students and placement staff. Students should familiarise themselves with the policies of the placement provider.

Moving and Handling

In line with the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992), manual handling has a high profile on the health and safety agenda.

All students must attend a course at the University in their first year before going on placement. Updates are attended each year and registers are maintained. The courses are organised and run by members of the Practice Placement Team and academic staff and aim to ensure that principles of safe handling are practised in line with the Manual Handling Operations Regulations 1992.

Students who are unable to attend these sessions are informed that they must not engage in manual handling activities until the appropriate initial training has been completed on campus or in respective NHS Trusts.

All Practice Educators should be aware that it is their responsibility to offer further training with their student, so that skills introduced in the classroom are developed in the workplace setting. The practice educator must ensure that students are familiar with local policies, procedures and preferred equipment specified by the Trust.

Fire Lectures

Fire lectures and incident reporting procedures should form part of the student’s induction process by the placement providers.

Home Visits and Community Working

In some circumstances students may be required to carry out unaccompanied home visits. The student should work within local policies and procedures. The student should be informed of the workplace safety procedures for home visits. The CSP (2006) guidance and the following guidelines may also be useful:

- Educators should use judgement and involve the student in the selection of home visits for the student to carry out alone. Educator and

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student should take into account the ability and experience of the student, the nature of the visit and the level of responsibility required.

- Before making unaccompanied visits, the student should have the opportunity to experience home visits with the educator and other staff as appropriate.

- Before the visit, student and educator should discuss the visit, exploring anticipated issues so that the student is aware of the level of responsibility he/she is required to take.

- After the visit, the educator should discuss and reflect on the experience with the student.

- If the student chooses to use their own car for working with service users/patients whilst on placement, the student should ensure that they have additional motor insurance to cover this purpose. Educators should give the student details of how a car is to be used in their first communication with the allocated student.
References


Appendices
## Appendix 1 - Example of the Overall plan of MSc (Pre-reg) Physiotherapy Programme

### M Level Academic Content

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<td>Exam Board</td>
<td>9/12</td>
<td>Exam Board</td>
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</table>
Appendix 2 - Student Personal Details Form

PROGRAMME: MSc (Pre-reg) Physio □ BSc Physio □

Date of Entry:

Names should be given as entered on Birth Certificate

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forenames:</td>
<td>DOB:</td>
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</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Local Address:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
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<th>Local Telephone:</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Mobile:</th>
<th>EMAIL:</th>
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<tbody>
<tr>
<td></td>
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</table>

Person to Contact in case of Illness:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
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</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
</tr>
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<tbody>
<tr>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Medical information

<table>
<thead>
<tr>
<th>Name of Local Doctor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Clinical Placements Information

Do you have the use of a car for travel to clinical placements?
YES/NO

Students who wish to use a car whilst on clinical placements should submit a request form together with relevant documents before each placement. Please refer to your Student Handbook for full details.

Do you have responsibility for dependents? (e.g. young children, elderly relatives) that might have implications regarding the location of placements? Please provide ages of young children where applicable.

If you have any other issues that might affect where you are placed for clinical experience, please discuss this with your personal/clinical tutor ASAP.
Appendix 3 – Initial Approval and Ongoing Monitoring of Practice Placements Flowchart

- **New Placements**
  Use the Initial Audit Document and the Placement Location Details.

- **Existing Placements**
  Use the OQME Document and update the Placement Location Details.

---

**Is the placement suitable to meet the students learning outcomes within a safe environment?**

- **No**
  - Do the issues compromise the safety of patients/students or prevent the students from meeting their learning outcomes?
    - **No**
      - Placement Team addresses the issues with the Placement area by regular one to one visits, Feedback Sessions, Clinical Educators Days.
    - **Yes**
      - Advise the Practice Placements Manager and take the placement off line. Practice Placements Officer will make alternative arrangements for any students booked on placement.

- **Yes**
  - Practice Educators assess how each placement meets the learning outcomes in the areas of Respiratory, Musculoskeletal, (Peripheral/Spinal), Ortho and Neuro rating them 1–5 (see below)
    - **New Placement**
      - Area added to the database and offer forms sent out.
    - **Existing Placement**
      - Amend details on database [including putting placement areas back on line] and send out offer forms.

---

Offers received are input to the database

Students can now be allocated to Placement areas – See Appendix 5 - Practice Placement Allocation Flowchart
Core skills area ratings for each placement location

<table>
<thead>
<tr>
<th>CPSU Code</th>
<th>Hospital</th>
<th>Ward/Area</th>
<th>Neurology/Ophthalmology/Respiratory</th>
<th>Paediatrics</th>
<th>Speech</th>
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<tbody>
<tr>
<td>6600</td>
<td>Althorpe Children's Home</td>
<td>Children's Home</td>
<td>3</td>
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<tr>
<td>6603</td>
<td>Alexandra Hospital</td>
<td>Rehabilitation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6604</td>
<td>Alexandra Hospital</td>
<td>Intensive Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6605</td>
<td>Alexandra Hospital</td>
<td>Orthopaedic - Inpatients</td>
<td>5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>6606</td>
<td>Alexandra Hospital</td>
<td>Outpatients</td>
<td></td>
<td>2</td>
<td>5</td>
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<tr>
<td>6607</td>
<td>Alexandra Hospital</td>
<td>Paediatric Ward</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6608</td>
<td>Alexandra Hospital</td>
<td>Women's Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6609</td>
<td>Army Training Regime</td>
<td>New Place of Residence</td>
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<td></td>
<td></td>
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<tr>
<td>6610</td>
<td>Ashford Health Centre</td>
<td>Community - Paediatrics</td>
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<td>1</td>
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<tr>
<td>6611</td>
<td>Balby Health Centre</td>
<td>Community - Outpatients</td>
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<td>5</td>
<td>5</td>
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<tr>
<td>6612</td>
<td>Balby Health Centre</td>
<td>Musculoskeletal - Outpatients</td>
<td></td>
<td>5</td>
<td>5</td>
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<tr>
<td>6613</td>
<td>BHR UH Intermediate Care Unit</td>
<td>Intermediate Care</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6614</td>
<td>Birmingham Children's Hospital</td>
<td>General Surgery</td>
<td></td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>6615</td>
<td>Birmingham Children's Hospital</td>
<td>Intensive Care</td>
<td></td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>6616</td>
<td>Birmingham Children's Hospital</td>
<td>Liver Unit</td>
<td></td>
<td>4</td>
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<tr>
<td>6617</td>
<td>Birmingham Children's Hospital</td>
<td>Neurology - Radiotherapy</td>
<td></td>
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<td></td>
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<td>6618</td>
<td>Birmingham Children's Hospital</td>
<td>Orthopaedic - Outpatients - Inpatients</td>
<td>5</td>
<td>5</td>
<td>2</td>
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<tr>
<td>6619</td>
<td>Birmingham Children's Hospital</td>
<td>Orthopaedic - Outpatients - Rheumatology</td>
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<td>5</td>
<td>2</td>
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<tr>
<td>6620</td>
<td>Birmingham Women's Hospital</td>
<td>New Place of Residence</td>
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<tr>
<td>6621</td>
<td>Birmingham Women's Hospital</td>
<td>Women's Health</td>
<td></td>
<td></td>
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<tr>
<td>6622</td>
<td>Birmingham Women's Hospital</td>
<td>Women's Health - Obstetrics and Gynaecology</td>
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<tr>
<td>6623</td>
<td>Blagoev Castle Community</td>
<td>Hospital Ward - Outpatients (80%)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Site created by Mike Pary

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### Appendix 4 – Student Practice Placement Online Profile Form

This also shows skill area ratings as indicated by student.
Appendix 5 – Management of Practice Placement Offers Flowchart

Following acceptable Initial Approval and Ongoing Monitoring of Placements (Appendix 3) the Practice Placement Officer sends out the offer forms to the Placement Areas in advance, at a date agreed by with Coventry and Keele Universities.

Practice Placement Officer receives the offers back from the Placement Areas and inputs them to the Database.

**Are there enough Placement Offers in relation to student numbers?**

- **No**

Practice Placement Team seeks additional offers by:
  - Contact Coventry/Keele Placement Units
  - Contact Physio Clinical Managers for possible extra offers
  - Contacting Nursing PPM’s for possible placements
  - Following up Private Sector Placements

- **Yes**

Placements Officer can allocate Student Placements using the Practice Placements Administration Database – See Appendix 6 – Practice Placement Allocation Flowchart

**Are there enough Placement Offers in relation to student numbers?**

- **No**

Ensure early and robust communication with students to update them on capacity issues.
  - All reasonable steps will be taken to ensure no student is disadvantaged by the process of placement allocation.
  - Due consideration will be given to information provided on the Student Personal Details Form
  - It is unlikely that any allocated placement can be changed at the students’ request.
  - Please note that on occasions circumstances beyond our control can lead to last minute changes by the PPSU.

Reassign date for the whole of the placement
Appendix 6 – Practice Placement Allocation Flowchart

Student completes Student Personal Details Form at programme induction.

Is the Student fit to undertake a Practice Placement?

No

Will the student ever be fit to undertake a Practice Placement?

No

Placement Cancelled
Refer to Programme Leader for future student progression on the course

Yes

Examples
- New Students
  Obtain outstanding information
- Existing Students
  Assess when student will be fit

No

Yes

Issues checked by the Practice Placement team who refer to the Practice Placement Evaluation Questionnaires to see if there is an underlying trend or issue.

This is then dealt with under Appendix 3 - Initial Approval and Ongoing Monitoring Flowchart.

Yes

No

Existing Students complete an online profile form detailing the experiences from previous placement and rating the five core modules

Practice Placement Team check Profile for experience gained. Any issues identified?

Yes

No

Practice Placement Officer allocates placements using student history and experience rating, to provide a balanced experience and a range of practice placement areas.

On line Deployment Lists sent to Hospitals and Students 6 weeks prior to placement.

Placement Starts
Appendix 7  Placement allocation screen showing skill area ratings, student placement history & student’s cumulative skill area ratings (from profile forms)

<table>
<thead>
<tr>
<th>Programme</th>
<th>BSc Physiotherapy</th>
<th>Year</th>
<th>Starting After</th>
<th>1st Jan 2006</th>
<th>Ending Before</th>
<th>1st Dec 2007</th>
<th>Filter</th>
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</table>

**Core skill area ratings**

<table>
<thead>
<tr>
<th>0627</th>
<th>Rehabilitation</th>
<th>City Hospital</th>
<th>3</th>
<th>BH07 - 05/06</th>
<th>1</th>
<th>4</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>0641</td>
<td>Outpatients</td>
<td>Dudley District</td>
<td>3</td>
<td>01/10/06 - 16/06</td>
<td>1</td>
<td>2</td>
<td>55</td>
</tr>
<tr>
<td>0679</td>
<td>Inpatient - Neurology - Rehabilitation</td>
<td>HBUH</td>
<td>3</td>
<td>BH07 - 05/06</td>
<td>1</td>
<td>5</td>
<td>Add</td>
</tr>
<tr>
<td>0695</td>
<td>Outpatients</td>
<td>Worcestershire City Hospital</td>
<td>3</td>
<td>BH07 - 05/06</td>
<td>1</td>
<td>2</td>
<td>Add</td>
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<tr>
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<td>Hydrotherapy Orthopaedic</td>
<td>Royal Orthopaedic Hospital</td>
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<td>BH07 - 05/06</td>
<td>1</td>
<td>1</td>
<td>Add</td>
</tr>
<tr>
<td>0140</td>
<td>Outpatients - Musculoskeletal</td>
<td>Sandwell General Hospital</td>
<td>3</td>
<td>BH07 - 05/06</td>
<td>1</td>
<td>5</td>
<td>Add</td>
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<tr>
<td>0147</td>
<td>Mental Health - Learning Disabilities / Old Age Psychiatry</td>
<td>Sandwell General Hospital</td>
<td>3</td>
<td>BH07 - 05/06</td>
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<td>3</td>
<td>Add</td>
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<td>Sandwell General Hospital</td>
<td>3</td>
<td>BH07 - 05/06</td>
<td>1</td>
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<td></td>
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<td>0149</td>
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<td>Sandwell General Hospital</td>
<td>3</td>
<td>BH07 - 05/06</td>
<td>1</td>
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<td>Sandwell General Hospital</td>
<td>3</td>
<td>BH07 - 05/06</td>
<td>1</td>
<td>2</td>
<td>Add</td>
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<td>0170</td>
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<td>3</td>
<td>BH07 - 05/06</td>
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</table>

**Proficiency Scores**

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<tr>
<th>Work Area Title</th>
<th>Hospital</th>
<th>Year</th>
<th>Date</th>
<th>Placed</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>Community - Paediatrics</td>
<td>Sandwell General Hospital</td>
<td>3</td>
<td>BH07 - 05/06</td>
<td>1</td>
<td>2</td>
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**Placement History**

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<th>Hospital Name</th>
<th>Work Area Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>6172</td>
<td>Primary Care Trust</td>
<td>Community</td>
<td>01/05/07 - 14/05/07</td>
</tr>
<tr>
<td>6083</td>
<td>Heartlands Hospital</td>
<td>Medical</td>
<td>01/07/06 - 12/07/06</td>
</tr>
<tr>
<td>6026</td>
<td>City Hospital</td>
<td>Musculoskeletal - Outpatients</td>
<td>06/06/06 - 14/06/06</td>
</tr>
<tr>
<td>6101</td>
<td>University Hospital</td>
<td>Neurology</td>
<td>04/06/06 - 23/06/06</td>
</tr>
<tr>
<td>6149</td>
<td>Alexandra Hospital</td>
<td>Orthopaedic - Outpatients</td>
<td>30/12/05 - 31/12/05</td>
</tr>
<tr>
<td>5155</td>
<td>Solihull Hospital</td>
<td>Neurology</td>
<td>04/05/05 - 04/05/05</td>
</tr>
</tbody>
</table>

**Cumulative skill ratings**

<table>
<thead>
<tr>
<th>Core skill area ratings</th>
<th>Hospital Name</th>
<th>Work Area Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>6172</td>
<td>Primary Care Trust</td>
<td>Community</td>
<td>01/05/07 - 14/05/07</td>
</tr>
<tr>
<td>6083</td>
<td>Heartlands Hospital</td>
<td>Medical</td>
<td>01/07/06 - 12/07/06</td>
</tr>
<tr>
<td>6026</td>
<td>City Hospital</td>
<td>Musculoskeletal - Outpatients</td>
<td>06/06/06 - 14/06/06</td>
</tr>
<tr>
<td>6101</td>
<td>University Hospital</td>
<td>Neurology</td>
<td>04/06/06 - 23/06/06</td>
</tr>
<tr>
<td>6149</td>
<td>Alexandra Hospital</td>
<td>Orthopaedic - Outpatients</td>
<td>30/12/05 - 31/12/05</td>
</tr>
<tr>
<td>5155</td>
<td>Solihull Hospital</td>
<td>Neurology</td>
<td>04/05/05 - 04/05/05</td>
</tr>
</tbody>
</table>

**Placement history**

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<th>Hospital Name</th>
<th>Work Area Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>6172</td>
<td>Primary Care Trust</td>
<td>Community</td>
<td>01/05/07 - 14/05/07</td>
</tr>
<tr>
<td>6083</td>
<td>Heartlands Hospital</td>
<td>Medical</td>
<td>01/07/06 - 12/07/06</td>
</tr>
<tr>
<td>6026</td>
<td>City Hospital</td>
<td>Musculoskeletal - Outpatients</td>
<td>06/06/06 - 14/06/06</td>
</tr>
<tr>
<td>6101</td>
<td>University Hospital</td>
<td>Neurology</td>
<td>04/06/06 - 23/06/06</td>
</tr>
<tr>
<td>6149</td>
<td>Alexandra Hospital</td>
<td>Orthopaedic - Outpatients</td>
<td>30/12/05 - 31/12/05</td>
</tr>
<tr>
<td>5155</td>
<td>Solihull Hospital</td>
<td>Neurology</td>
<td>04/05/05 - 04/05/05</td>
</tr>
</tbody>
</table>
Appendix 8 – Student Placement Induction Checklist

This checklist provides an example of topics to be considered during a student induction that normally takes place within the first week. The list is not exhaustive and other key topics may be added as appropriate.

Name of student ………………………………Start date …………

Practice Placement ………   Location ………………………………..

➤ Orientation
  o Introduction to key staff members and their roles explained
  o Location of toilet facilities
  o Location of rest room, canteen (if relevant) etc.
  o Lunch, tea and coffee arrangements
  o Dress code
  o Work space
  o How to answer the telephone, transfer calls, and make internal/external calls
  o Post arrangements
  o Car parking
  o Photocopiers and computer facilities

➤ Placement Health and Safety Policies
  o Emergency procedures
  o First Aid arrangements (including names of first aiders)
  o Fire procedures and location of fire extinguishers
  o Accident/incident reporting and location of accident forms/book
  o COSHH regulations and requirements
  o Risk Assessment procedures
  o Manual handling procedures
  o Protective clothing arrangements
  o Infection control
  o Lone working (See CSP 2006 Guidance for developing student placement in community and other non traditional settings)

➤ Home visit policies

➤ Other issues:

Signed (Student) ……………………………………..

Signed (Practice Educator) …………………….….  Date …………..

Please retain a copy of this checklist for your records
Appendix 9 – Responsibilities of the Practice Educator, Student, Clinical Tutor and Visitor

Responsibilities of the Practice Educator

The responsibilities of the practice educator in relation to practice placements include:

- Being aware of the CSP Guidelines for Clinical Education Placements\textsuperscript{13}, fulfilling those pertaining to the practice educator;
- Negotiating a learning contract with the student at the commencement of the placement, discussing achievement and agreeing modifications as appropriate (Guideline 3);
- Ensuring that s/he has sufficient experience and expertise to manage an effective practice placement (Guideline 4). This means that s/he
  - Is registered with the HPC
  - Would have normally practised physiotherapy for at least two years
  - Has undertaken appropriate training prior to educating students and is ideally pursuing CSP accreditation
  - Has undertaken regular updating of knowledge and skills
  - Demonstrates a positive commitment to physiotherapy student education
  - Conforms with the HPC’s Standards of Proficiency - Physiotherapists (HPC, 2007), the HPC’s Standards of Conduct, Performance & Ethics (HPC, 2008), the CSP’s Rules of Professional Conduct (CSP, 2002) and the CSP’s Standards of Physiotherapy Practice (CSP, 2005);
- Liaising with the School via the Clinical Tutor and/or Visitor (Guideline 4);
- Preparing adequately by familiarising her/himself with the relevant learning outcomes and University requirements (Guideline 6);
- Supervising the student’s practice, giving guidance when necessary (Guideline 9);
- Observing the student and giving regular, constructive feedback on performance (Guideline 9);
- Encouraging the student in the development of clinical reasoning skills and evidence-based practice (Guideline 9);
- Assessing the student’s overall performance using the Practice Placement Assessment Form (Guideline 9).

Completing the Practice Educator online Evaluation
Responsibilities of the Student

The responsibilities of the student in relation to practice placements include:

- Being aware of the CSP Guidelines for Clinical Education Placements\(^\text{14}\), fulfilling those pertaining to the student;

- Familiarising her/himself with the HPC’s Standards of Proficiency - Physiotherapists (HPC, 2007), the HPC’s Standards of Conduct, Performance & Ethics (HPC, 2008), the CSP’s Rules of Professional Conduct (CSP, 2002) and the CSP’s Standards of Physiotherapy Practice (CSP, 2005);

- Ensuring adequate preparation for the placements by familiarising her/himself with the relevant learning outcomes and revising appropriately;

- Ensuring that s/he is aware of the location, nature and content of the placement;

- Contacting the practice educator in the week prior to the placement to confirm placement requirements;

- Collecting relevant paperwork for the placement from the School/WebCT;

- Negotiating a learning contract with the practice educator at the commencement of the placement and reviewing the contract at intervals during and on completion of the placement;

- Participating in the work of the placement as directed by the practice educator;

- Developing a portfolio of evidence in support of learning;

- Ensuring professional behaviour throughout the placement, including adherence to any policies of the placement provider, the School and the University;

- Informing the Practice Educator, and the Nursing and Physiotherapy Sickness/Absence Line (Tele: 0121 414-6893), on the first day of any absence from the placement;

- Ensuring the Practice Placement Assessment Form (PPAF) is handed to the practice educator in the final week of the placement, completed in full by educator and student, and returned by the student to the Nursing and Physiotherapy Unit by the designated date. Before the envelope is sealed by the practice educator, the student must take a photocopy of the PPAF for their own personal file/portfolio.

Completing the online (WebCT) practice placement evaluation and profile forms, with due regard to professional conduct.
Responsibilities of the Clinical Tutor

The responsibilities of the Clinical Tutor in relation to practice placements include:

➢ To contribute to the organisation of practice placement modules for identified student groups, including the delivery of pre-placement preparation;

➢ Ensuring that existing links between placement providers and the School are fostered and enhanced and to develop new placements;

➢ To take an active role in the planning and delivery of courses for practice educators, both on campus and in the placement area;

➢ Providing support for the student on his/her placement e.g. discussing any particular difficulties they may have such as travel, accommodation and pastoral issues as well as issues relating to practice education;

➢ Encouraging the student in developing their learning contract and in linking the learning experience of the placement to the student’s Continuing Professional Development (CPD) portfolio;

➢ Ensure that the assessment procedures are fully understood and are complied with and to monitor the Professional Development Assessment Forms through the Practice Placement Database and liaise with the Lead Clinical Tutor and/or personal tutor(s) regarding any matters of concern relating to individual students;

➢ Identifying a student who may require future support and supporting the student who is experiencing difficulty or is failing;

➢ Supporting the practice educator in improving the quality of student placements and where students are experiencing difficulties or are failing;

➢ Co-ordinate the initial audit of the practice placement in accordance with the requirements of the HPC and CSP using the Physiotherapy Practice Placements Initial Audit document;

➢ To monitor Placement Evaluation Forms for own area through the Practice Placement Database to ensure quality of placements;

➢ To visit newly appointed practice educators to brief them on assessment, learning contracts and all relevant information relating to the programme.

➢ To assist in the CSP accreditation scheme (ACE), in line with Chartered Society of Physiotherapy Policy
Informing/updating the Practice Placements Team of practice developments, opportunities for induction and training, and local support systems for students;

Informing practice educators of changes to the curriculum and delivery of campus based modules.

Responsibilities of the Clinical Visitor

The responsibilities of the Clinical Visitor in relation to practice placements include:

- Liaising with the Clinical Tutor who has responsibility for that placement area, particularly where there are concerns over students performance and/or placement quality;

- Providing support for the student on his/her placement e.g. discussing any particular difficulties they may have such as travel, accommodation and pastoral issues as well as issues relating to practice education;

- Encouraging the student in developing their learning contract and in linking the learning experience of the placement to the student’s Continuing Professional Development (CPD) portfolio;

- Ensure that the assessment procedures are fully understood and are complied with;

- Addressing concerns about a student's performance on placement;

- Identifying a student who may require future support and supporting the student who is experiencing difficulty or is failing;

- Supporting the practice educator in improving the quality of student placements and where students are experiencing difficulties or are failing;

- Informing/updating the Practice Placements Team of practice developments, opportunities for induction and training, and local support systems for students.
Appendix 10 – The Learning Contract

Students can download copies of the Learning Contract from the “Practice Placements – General” area of WebCT or from the Clinical Team Website. Click on links below for current copies of the Learning Contract:

Learning Contract 1
Learning Contract 2
Learning Contract 3

Guidance

The learning contract is the document used to record the student’s progress in relation to the learning outcomes of the module. In particular, it enables learning to start from the student’s perspective.

Students are expected to negotiate an individual learning contract with their practice educators at the beginning of each practice placement module. The Learning Needs Analysis section (Learning Contract 1) or a SWOT analysis should be used to identify personal learning needs and, in discussion with practice educators, determine personal learning outcomes for the placement. These should take account of the module learning outcomes but should be individualised to the student. The practice educator may provide a set of pre-defined placement objectives to begin the dialogue but the learning contract’s learning outcomes should be arrived at by negotiation.

These contracts form an active part of the learning process, and students are encouraged to review their learning outcomes at regular intervals, adding to them as outcomes are achieved. Thus they will help to guide learning on placement. The format is not concrete; there are currently 3 alternative versions (see links above).

On completion of the module students should again review the contract, identifying unplanned learning outcomes and individual needs for subsequent learning experiences. Thus the contracts form a progressive record of students’ development for use as evidence within the professional development portfolio.
Appendix 11 – Use of Private Vehicles

Use of private vehicles for travel to and from practice placements must be approved by the Practice Placement Officer prior to each placement. The form can be downloaded from WebCT Practice Placements area.

The completed form, together with the current certificate of insurance and supporting evidence outlined below should be submitted to the Practice Placement Officer at least two weeks prior to the start of each placement.

Students will need to provide evidence indicating that insurance cover is such that no liability will fall to the University or any NHS body should a claim arise during the placement.

Consideration needs to be given to the class of use provided by the insurance company, ensuring that cover is provided whilst travelling to and from placements. Clarification should also be sought to ensure that cover is still provided where a student is a named driver and not the main user of the vehicle for travelling to and from placements.

The wording on motor insurance differs greatly between insurance companies and students are strongly advised to check with their individual insurance company well in advance of the placement/request for approval as gaining clarification may take some time.

The University will not approve any applications that fail to provide such information and no claim for expenses for using a private vehicle will be paid.
Appendix 12 - Claims for Travelling and Accommodation Costs

Individual students’ eligibility for claiming expenses depends upon their individual bursary award. Students are given details about claiming expenses with their pre-placement information from SHS and through WebCT. If students have any further enquiries about expenses they should contact the Practice Placement Officer.

Students should have already received information regarding their bursary directly from the NHS Student Grants Unit in Fleetwood [http://www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

See [www.nhsbsa.nhs.uk/816.aspx](http://www.nhsbsa.nhs.uk/816.aspx)


Currently claims can be made for:

- Travel to and from practice placements, by the cheapest mode of transport, provided this is in excess of normal daily travel to the University. Journey times and distances can be found at [www.multimap.com](http://www.multimap.com)

- Accommodation for placements at a distance from Birmingham, where it has been necessary to pay for two accommodation addresses, i.e. Birmingham address and placement address.

Public transport is usually the cheapest form of travel and students will normally be expected to use such transport, purchasing a weekly/monthly travel card as appropriate. Students who choose to use their own vehicle may only claim mileage costs up to that of public transport.

Use of students’ own vehicles for travel to and from practice placements must be approved by the Practice Placements Officer. A form requesting approval can be found on WebCT, in the Practice Placements section. This must be completed and submitted to the Practice Placements Officer, together with a copy of the student’s motor insurance.

Students must provide evidence indicating that their insurance cover is such that no liability will fall to the University or any other NHS body/private hospital should the student be involved in a claim.

For accommodation expenses, the NHS Student Grants Unit may reimburse for extra accommodation up to a maximum of 110% of the cost of normal term time accommodation.
How to claim

- Claim forms can be found on Web CT and at
  http://www.nhsbsa.nhs.uk/Students/Documents/Students/PPTavel_claim_form_v2_1.pdf
  and should be completed and placed in the box in Reception marked ‘Physiotherapy Travel Claim Forms’ as soon as the expenses have been incurred. Please ensure that the form has been completed accurately and all calculations checked. Incomplete forms will be returned, resulting in a delay in processing the claims. Purchasing weekly/monthly travel passes is recommended as this significantly cuts down the number of receipts and amount of paperwork required and can speed up the claims process. The claim and receipts should be submitted in duplicate and it is suggested that students keep a copy for their own record.

- Once the claim form has been completed, receipts for expenses must be attached. and the whole form/attachments photocopied. Both original form and copy must be submitted when presenting claims.

- In the case of accommodation claims, a copy of the current tenancy agreement for the local term time address showing the amount of rent incurred for the period of the practice placement will also be required.

- Receipts for expenses must be attached to the claim form and, in the case of accommodation, a copy of the ‘tenancy agreement for their local address showing the amount of rent incurred for the period of the practice placement.

- Completed forms will be checked by the Practice Placements Officer and will be sent to the NHS Student Grants Unit. Payment will be made directly into the account.
Appendix 13 - Management of Practice Educator Training

University of Birmingham Physiotherapy Clinical Tutors hold the responsibility to provide support to Practice Educators [see Clinical Tutor Responsibilities Appendix 9). The Practice Placement Team provides courses for both new and experienced Practice Educators at the University and at placement provider sites throughout the year. For those practice educators wishing to gain CSP accredited status through the Accreditation of Clinical Educators experiential route, support is provided by a member of the Practice Placement Team.

At present, a new section of the PPAS [Practice Placement Administration System] database is being developed to ensure a robust mechanism for checking that each placement area has an adequate number of appropriately qualified and experienced staff. The database will also be able to match Practice Educators’ training needs to the relevant courses provided by the Practice Placement Team.

The database can highlight practice educators who have not yet taken on students in order to maintain and develop the number of practice placements.

The Process

Registration Form sent to placement providers for dissemination to the Practice Educators.

Completed Registration Forms returned to Practice Placements Officer who inputs the details to the database.

Prior to a proposed Practice Educators course/update the Practice Placements Officer will run a report to show which Practice Educators have not attended a specific course and will send an individual “Priority” invite to the course. Flyers are also sent out to the trusts inviting any Practice Educator to the course. Practice Educators wishing to attend are requested to either e-mail or telephone the Practice Placements Officer.

The Practice Placements Officer collates the replies and inputs these to the database, giving priority to the individual invites with a reserve list where the day is oversubscribed.

The Practice Placement Officer sends an e-mail confirmation produced by the database to the Practice Educators, stating whether they have been accepted.

Two weeks before the Course the Practice Placement Officer e-mails the accepted Practice Educators asking them to confirm attendance. The reserve list is used if there are any cancellations.

The Placement Officer inputs any updated information to the database to produce an Attendance List and Certificates of Attendance.

The course takes place. The Practice Placement Officer amends the database for non-attendees. Certificates of Attendance are issued. Feedback forms are requested.

The Practice Placement Team meets to discuss the course and the feedback received.
Appendix 14 - Guidance for Practice Placement Visits

This information is intended as a guide to assist visiting staff to structure the discussion and to elicit meaningful feedback from both the student and the educator.

- For Clinical Education (CE) 1 & 2, the Practice Placement Team ensures that every student is normally visited twice.
- It is important that any fundamental difficulties are addressed, as well as to learn new skills and consolidate knowledge.
- The visit should be structured according to student and practice educator needs. At some point in the visit the Visitor, the Student and Practice Educator should meet to discuss placement progress.
- It may also be appropriate for the Visitor to meet with the Student and the Practice Educator separately.
- A Practice Visit Form should be completed at the end of each visit and returned to Helen Callaghan Clinical Tutor.
- Where there are any unresolved difficulties, or where there is a possibility that the student might fail, the Lecturer with Responsibility for Practice Education should be informed.
- Further visits should be arranged where appropriate.
Practice Visit Form

University of Birmingham

CLINICAL TUTOR PHYSIOTHERAPY
STUDENT VISIT RECORD

Programme: ________________  Clinical Speciality: ________________

Date of Module  From: ________________ To: ________________

Trust/Placement Location: ________________  Module: ________________

Student: ________________  Educator: ________________

Clinical Tutor: ________________  Visit Number: ________________

Personal Tutor: ________________  Date: ________________

1. Discussed placement in general?

2. Learning contract negotiated?

3. Effective Learning Environment?

4. Student Welfare

5. Visitor Contact with Clinical Educator?

6. Any further action/intervention required by Clinical Tutor/Educator/Student?

Action Plan

Signatures

Student  Tutor
Appendix 15 - The Practice Placement Assessment Form

Msc (Pre-reg) Physiotherapy - Practice Placement Assessment Form

Instructions to Students:
1. One copy of this form is to be given to the Practice Educator at the beginning of each Practice Placement Module.
2. The form must be signed by both the practice educator(s) and student in the area indicated, placed in a sealed envelope with the educator's signature over the seal. Student's number, programme and year should be written on envelope.
NB: It is the student's responsibility to submit this assessment form in the correct box in Reception, 52 Priests' Road, by 10am on the Monday following completion of the placement. Failure to return the form will be taken as non-attendance. Late submission will incur a penalty (please refer to the assessment regulations laid down in the programme handbook).

Part 1: To be completed by the Student
Name: ____________________________ Place: 1 2 3 4 5 6
Placement Location: ____________________________
Experience Gained: ____________________________

Part 2: To be completed by the Practice Educator On completion of the assessment process
Name: ____________________________

Has the student been involved in a recorded incident whilst on placement? YES / NO (delete as appropriate)

Final Mark: ____________________________

Practice Educator's Signature: ____________________________ Date: ____________________________

PART 3: To be completed by Student following completion of Part 2 by the Practice Educator
I have had the opportunity to discuss the contents of this assessment with my educator.
I have completed/ will complete the on-line Practice Placement Evaluation/Profile forms.

Student's Signature: ____________________________ Date: ____________________________

Practice Placement Time Sheet

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
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</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Placement Hours =

SB = Bank Holiday SL = Sick Leave CL = Compassionate Leave OL = Other

Please record completed hours and note any public holidays or leave
(Students are expected to complete 30 hours per week, 180 hours in total)
PART 4: To be completed by the Practice Educators

The criteria below are based on the STUDENT KSF GUIDELINES which incorporates the NHS KSF GUIDELINES, HPC STANDARDS OF PROFICIENCY, CSP CORE STANDARDS, PRACTICE PLACEMENT MODULE LEARNING OUTCOMES. Please grade each section by referring to the PPAF marking guidelines.

SECTION 1: Individual Section Grades - Please write the student's grades (A-F) followed by the marks (0-100%) in the boxes provided. You may use the comments area to provide positive and negative feedback regarding any/all of the assessment sections as you see fit.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal &amp; People Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionalism</td>
<td>PASS</td>
<td>IMPROVE</td>
</tr>
<tr>
<td>Health, Safety &amp; Security</td>
<td>PASS</td>
<td>IMPROVE</td>
</tr>
<tr>
<td>Equality &amp; Diversity</td>
<td>PASS</td>
<td>IMPROVE</td>
</tr>
<tr>
<td>Quality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment &amp; Treatment Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interventions &amp; Treatments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Practice Educator’s Signature ___________________________ Date __________

NB: Every student should be evaluated against the placement specific learning outcomes using the full range of possible marks (i.e. 0-100%). Marks should not be limited according to the year of study.
Appendix 16 – PPAF Marking Guide

The PPAF marking guides are an essential part of the marking process. Copies of these are available for the students and from WebCT and www.clinicalphysio.bham.ac.uk.
Appendix 17 – Marking Level Criteria (For Clinical Education modules)

General criteria for marking assignments: Level I

Criteria
Sound knowledge base in field of study
Discrimination of content appropriate to task
Evaluation of evidence, arguments and assumptions
Use of research in an evaluative way
Problem solving ability
Integration of ideas to develop coherent and safe conclusions
Degree of research with some evidence of wider reading
Communication of ideas with some integration of theory and practice
Use of referencing
Accuracy and precision of handling skills was demonstrated as appropriate

A+ BAND (80-100%)
An outstanding ability was demonstrated in the criteria detailed. The work constitutes an excellent treatment of the set assignment.

A BAND (70 – 79%)
An excellent level of evidence was demonstrated in the criteria detailed.

B BAND (60 – 69%)
A very good level of evidence was demonstrated in the criteria detailed.

C BAND (50 – 59%)
A good level of evidence was demonstrated in the criteria detailed.

D/E BAND (40 – 49%)
An acceptable level of evidence was demonstrated in the criteria detailed.

F BAND (35 - 39%)
A limited level of evidence was demonstrated in the criteria detailed. Patient safety was an issue as appropriate.

F- BAND (<35%)
Poor ability was demonstrated in the criteria detailed. The work constitutes a poor treatment of the set assignment. Patient safety was an issue as appropriate.

These criteria are applied in the context of the requirements of Intermediate level study, which are indicated by the statement from the Quality Assurance Agency for Higher Education below:

Intermediate level
Holders of qualifications at this level will have developed a sound understanding of the principles in their field of study, and will have learned to apply those principles more widely. Through this, they will have learned to evaluate the appropriateness of different approaches to solving problems. They will have the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making. (QAA, 2001).

Reference
General criteria for marking assignments: Level H

Criteria
Comprehensive (in terms of depth and breadth) knowledge base was demonstrated in the appropriate subject areas
Discrimination of content
Critical analysis and evaluation of evidence, arguments, and assumptions
Use of research findings in a critical and evaluative way
Problem solving
Synthesis of ideas to develop coherent, justified and safe conclusions
Degree of research with evidence of wide reading as appropriate
Communication of ideas, with integration of theory and practice
Use of referencing
Accuracy and precision of handling skills was demonstrated as appropriate

A+ BAND (80-100%)
An outstanding ability was demonstrated in the criteria detailed. The work constitutes an excellent treatment of the set assignment.

A BAND (70 – 79%)
An excellent level of evidence was demonstrated in the criteria detailed.

B BAND (60 – 69%)
A very good level of evidence was demonstrated in the criteria detailed.

C BAND (50 – 59%)
A good level of evidence was demonstrated in the criteria detailed.

D/E BAND (40 – 49%)
An acceptable level of evidence was demonstrated in the criteria detailed.

F BAND (35 - 39%)
A limited level of evidence was demonstrated in the criteria detailed. Patient safety was an issue as appropriate.

F- BAND (<35%)
Poor ability was demonstrated in the criteria detailed. The work constitutes a poor treatment of the set assignment. Patient safety was an issue as appropriate.

These criteria are applied in the context of the requirements of MSc (Pre-reg)Honours level study, which are indicated by the statement from the Quality Assurance Agency for Higher Education below:

MSc (Pre-reg)Honours level
An Honours graduate will have developed an understanding of a complex body of knowledge, some of it at the boundaries of an academic discipline. Through this, the graduate will have developed analytical techniques and problem solving skills that can be applied in many types of employment. The graduate will be able to evaluate evidence, arguments and assumptions, to reach sound judgements, and to communicate effectively.
An Honours graduate should have the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision-making in complex and unpredictable circumstances (QAA, 2001).

Reference
Appendix 18 – Practice Placement Evaluation

Once in the course, students select the ‘My Clinical Placements’ link.

Enter student ID number and date of birth in to the boxes and click the login button.
A reminder screen is presented for any incomplete evaluation questionnaire reminding students that these are outstanding.

To fill in any outstanding evaluations click the ‘Fill In Evaluation’ link next to the placement in question. You do not have to complete any missing questionnaires in order to see a full list of your placements. To proceed to your full list of placements, click the button at the bottom of the screen.

The main screen shown below, lists all of your placements as well as any placements that you are currently on or are due to go on within the next 6 weeks in respect of Physiotherapy Courses. The placements are listed in reverse date order so your most current placement will be at the bottom of the list. To complete an evaluation, click the ‘Fill In Evaluation’ link next to the appropriate placement details.
To complete the questionnaire, simply click in the ‘circles’ to indicate your preferences. At the end of the survey are 4 ‘free-text’ boxes for you to highlight any particular issues. Once you have entered all of your data, click the ‘Submit Evaluation Questionnaire’ button to save your responses. If you do not click this button your data will not be saved.
Appendix 19 – The communication process for placement offer and allocation

**November**
Send out Offer Forms to Clinical Managers for the next Academic Year – request they be returned by January

As and when forms returned enter details of offers onto database and send out Offer Acceptance Letter

Clinical Managers can now see details of all offers made on the database
See Screen Shot – Places Offered

Seven weeks before placement commences
Hospital Deployment list sent to managers

Six weeks before placement commences
Students can access database to see where they are going on placement.

Six Weeks prior to placement commencing
Clinical Managers can access Database and check students coming on placement
See Screen Shot
<table>
<thead>
<tr>
<th>Code</th>
<th>Speciality</th>
<th>Educator</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>6152</td>
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<td>-</td>
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<tr>
<td>6155</td>
<td>Medical - Inpatients</td>
<td>-</td>
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<td>MSc - Year2</td>
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<td>7/12/07</td>
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<td>1/12/07</td>
</tr>
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</table>
Welcome. The following students are due to placed with you shortly.

NB Only students who are due to start a placement within the next 6 weeks are shown below.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location</th>
<th>Student Details</th>
</tr>
</thead>
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<tr>
<td>22/03/2007-15/04/2007</td>
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