# NMC Standards for supervision & assessment checklist

**NMC Standards for Education and Training: Standards for Student Supervision and Assessment**

**Checklist / Self Appraisal Tool for Practice Learning Environments**

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|  | **Requirement** | | | **NMC Standards Reference** | | **Standard met? Yes / No** | | **Evidence**  Suggested evidence shown in grey | | | **For HEI use only**  **Meets Standard Y/N**  **Action required?** | |
| a | Is there an up to date North West Practice Placement Audit including learning environment profile in place? | | | Part 2  1.1 – 1.11 | | Yes / No | | Current audit document completed with HEI | | |  | |
| b | Is an education/student link person identified in each placement to act as a point of contact for the university or Practice Education Facilitator (PEF)? | | | Part 2  1.4, 2.2, 2.5 | | Yes / No | | Detail any role descriptors e.g. Learning Environment Managers | | |  | |
| c | Is there a clear process within the organisation for allocating assessors and supervisors to students once notified of the placement dates by the university? | | | Part 2  2.5, 2.7, 3.4, 4.3, 6.2, 6.3, 6.4, 6.5, 6.6, | | Yes / No | | Internal policy/process | | |  | |
| d | Is there a nominated person(s) in the practice setting who actively supports students and addresses their concerns e.g. PEF, and do students know who they are? | | | Part 2  1.5 | | Yes / No | | e.g. Practice learning environment document | | |  | |
| e | Is there a clear process identifying that students are supervised by all available registered health and social care professionals in line with the relevant regulatory body code of conduct? | | | Part 2  1.11, 2.7, 3.1 | | Yes / No | | e.g. Job descriptions, local policy for allocation of supervisors/assessors, HR policies relating to pre-recruitment checks & annual monitoring of professional registration. | | |  | |
| f | Do all practice supervisors have current knowledge and experience of the area in which they are providing support supervision and feedback? | | | Part 2  3.4 | | Yes / No | | e.g. local policy for allocation of supervisors/assessors | | |  | |
| g | Are all students assigned to a different nominated practice assessor who has the appropriate NMC registration for the student’s programme of study for successive ‘parts’ of the programme? | | | Part 2  6.2, 6.3, 6.4, 6.5 | | Yes / No | | local policy for allocation of supervisors/assessors | | |  | |
| h | Do all practice assessors have appropriate equivalent experience for the student’s field of practice and do they maintain current knowledge and expertise for the proficiencies and programme outcomes they are assessing? | | | Part 2  6.3 | | Yes / No | | Registration and / or relevant experience  Educator register | | |  | |
| i | Processes are in place to ensure the practice supervisor and assessor cannot be the same person for any one student at any one time (except on prescribing programmes where the same person can fulfil both roles in exceptional circumstances where evidence is provided and agreed by student, practice & AEI)? | | | Part 2  7.10  Part 3 – Standards for prescribing programme  4.5 | | Yes / No | | local policy for allocation of supervisors/assessors | | |  | |
| j | Are all supervisors and assessors prepared for their roles in accordance with the NMC requirements, and local agreements? | | | Part 1  4.3  Part 2  5.1, 5.2, 8.1, 8.2, 8.3, 8.4 | | Yes / No | | local policy for allocation of supervisors/assessors  Training records  Self-assessment records  certificates | | |  | |
| k | Do all staff who supervise or assess students in practice understand the relevant stages of learning, proficiencies and programme outcomes? | | | Part 2  5.2, 8.4 | | Yes / No | | local policy for allocation of supervisors/assessors | | |  | |
| l | Do all staff who act as supervisors and assessors receive equality and diversity training? | | | Part 1  4.3 | | Yes / No | | e.g. E learning or face to face training | | |  | |
| m | Are all supervisors and assessors aware of specific programme standards for students they are supporting, including supernumerary status or protected learning time? | | | Part 3 – relevant programme guidance | | Yes / No | | local policy for allocation of supervisors/assessors Training records | | |  | |
| n | Is there an up to date register of suitably prepared educators (supervisors and assessors) for the organisation? | | | Part 2  1.4, 3.5, 5.1, 6.7, 8.1, 8.2 | | Yes / No | | e.g. ESR | | |  | |
| o | Are policies/processes in place to provide ongoing support to assessors and supervisors to enable them to carry out their roles? Support includes providing the necessary resources, time, opportunities and training where required. | | | Part 2  4.3, 5.1, 7.6, 7.7, 8.2 | | Yes / No | | e.g. Local learning environment policy | | |  | |
| p | What policy/process is in place to support escalation where it is identified that sufficient opportunities or resources are not available to support safe and effective practice learning? | | | Part 1  1.1, 1.2  Part 2  1.1, 1.4 | | Yes / No | | e.g. Local learning environment policy | | |  | |
| q | Are all supervisors and assessors aware of where to find the relevant organisational and university policies relevant to supporting students (eg raising concerns, serious untoward incidents involving students etc)? | | | Part 2  4.4, 6.8, | | Yes / No | | Organisational policies and procedures eg on staff intranet  WBL processes and handbook on WBL team website | | |  | |
| r | Practice assessors are aware of the need to communicate with the nominated academic assessor in accordance with the agreed guidance. | | | Part 2  7.5, 7.8, 7.9, 9.4, 9.5 | | Yes / No | | Local policy for allocation of supervisors/assessors  Practice Assessor/Academic Assessor guidance – location and access e.g. HEI intranet | | |  | |
| Signed | |  | Name | |  | | Job Title | |  | Organisation | |  |