

Diagnostic Radiography clinical placement audit –

Why audit practice placements? HCPC Standards of education and training state:

- 3.6 The education provider must demonstrate how they will ensure sufficient practice-based learning is available for all learners to meet their learning needs
- 5.4 The education provider must maintain a thorough and effective system for approving and monitoring all placements

Overview

Name of practice placement	
Principle contact person for this placement site	
Contact telephone number	
Contact email address	
Any other staff with responsibility for student training in this placement (Practice Learning Facilitator, clinical liaison radiographer or similar)	
Date of formal audit form completed:	
Name/Title of academic member of staff undertaking audit	

Name of practice personnel who complete the self-audit	Job Title

This practice placement is suitable for	Yes /No	Comments
Year 1:		
Year 2:		
Year 3:		
Elective Placement Year 2		
Elective placement Year 3		

Has the placement provider complete a training capacity review in the past academic year <i>New placements – will need to indicate capacity/suitability for year group in each 'work' area</i>	Yes / No	Comments

Staff profiles

Why do we ask for this information? HCPC Standard of education and training require:

- 5.6 There must be an adequate number of appropriately qualified and experienced staff at the practice placement setting.
- 5.7 Practice placement educators must have relevant knowledge, skills and experience
- 5.8 Practice placement educators must undertake appropriate practice placement educator training.

Notes: trained student (clinical) supervisors include any staff who has completed the University of Derby clinical supervisor's package in the past 2 years (initial training or update). There is a requirement for all staff whom have a responsibility for clinical supervision to undertake the DMU CPD based refresher training.

All staff with 2 years post qualification experience who have completed our clinical supervisors training package can formally assess students; we would encourage staff with 18 months post qualification experience to start the training package, in anticipation of the 2 year mark.

Description of placement or work area

Indicate: services offered, approximate number of patients per period, number of x-ray rooms, other imaging services/equipment available for students experience, any other learning opportunities etc

Imaging department

(Location, number of rooms, equipment, contact extension number, nature of patient throughput i.e. out patients, frac clinic, adult or paed etc.)

General x-ray

Cross sectional imaging CT

Cross sectional imaging MR

Fluoroscopy

Angiography

Cardiac

Neurological

Nuclear Medicine

Hybrid systems (eg PET/ CT)

Ultrasound

Evaluation of safe environment

Evidence/sources of information may include:

- Placement staff
- Information displayed or accessible in placement
- Placement documentation
- Students (do they give feedback?)
- Induction arrangements
- Websites etc

Why do we ask for this information? HCPC Standard of education and training require:

- 5.5 The placement providers must have equality and diversity policies in relation to students, together with an indication of how these will be implemented and monitored.
- 5.12 Learning, teaching and supervision must encourage safe and effective practice, independent learning and professional conduct

How and when are students made aware of relevant local and national health and safety issues in the placement area? Please give examples:

Who is the relevant health and safety representative for this placement? When was the last inspection undertaken?	
Are appropriate risk assessments undertaken and are they up-to-date?	
Are moving and handling policies in place and up-to-date?	
Who is the RPS <u>and</u> RPA for this placement?	

What do staff and students do when an injury/accident/ untoward incident occurs, where a student is involved?

Student learning experience

Why do we ask for this information? HCPC Standard of education and training require:

5.11 Students, practice placement providers and practice placement educators must be fully prepared for placement which will include information about an understanding of:

- the learning outcomes to be achieved – [reference to CPAD and assessment criteria appropriate to year of study](#);
- familiarity with DMU [assessment processes and policies/ procedures](#);
- the timings and the duration of any placement experience and associated records to be maintained; expectations of professional conduct – [reference to HCPC Guidance on Conduct, Ethics, and Behaviours for Students](#);
- the assessment procedures including the implications of, and any action to be taken in the case of, failure to progress;
- and
- Communication and lines of responsibility

The CPD update event will ensure that these are addressed in terms of student support and assessment in the clinical departments.

Practice Placement documentation illustrates day to day management of clinical modules

5.12 Learning, teaching and supervision must encourage safe and effective practice, independent learning and professional conduct

What placement hours/shifts can the student participate in?		
Transport and travel	What is the distance (miles) from De Montfort University to the placement?	
	Can this placement be accessed (usually within one hour) from De Montfort University, using public transport?	
	Is there car parking available (nearby) for students? If so, explain the typical costs and arrangements	
	For students whose shifts finish after 9pm, can they safely access public transport and/or car park?	
What learning resources and study areas are available to the students in this placement?		
Are there appropriate learning opportunities that will help facilitate achievement of the student's practice aims and objectives?		

<p><i>Please note any exceptions of potential shortfalls in experience on offer in this placement/ refer to placement handbook if required</i></p>	
<p>Are there any extra learning opportunities available in this placement? For example, access to staff CPD sessions, 'lunchtime' sessions, access to reporting sessions, tutorial sessions (above those offered to meet 'ad hoc' student learning needs). Do not include any mandatory induction sessions</p>	
<p>If yes and these sessions are pre-planned, do they align to the curriculum? <i>(refer to programme handbook/module specifications if required)</i> How many hours, on average, do these pre-planned sessions take from the student's 'contact' (i.e. practical) time? Please do not include any mandatory (induction/IRMER type) sessions in these calculations.</p>	
<p>Is there an orientation package/programme for this placement area (maybe called induction)</p>	
<p>Are students assigned to a trained mentor (supervisor) in this practice placement?</p>	
<p>Are students ever assigned to an untrained mentor (supervisor) in this practice placement? If so please outline how this is arranged and managed (quality assured)</p>	
<p>When are student's learning needs, achievements and opportunities discussed with them?</p>	
<p>What sort of opportunities do the students have for work in the inter-professional/multi-professional context?</p>	
<p>What opportunities are students given to give feedback on their placement experience?</p>	
<p>How is this information used?</p>	
<p>Are the individual needs of the student, including cultural issues, taken into account by the placement?</p>	
<p>If a student were to witness an incident dangerous practice or an issue of professional concern, is there a whistleblowing policy in place and are students encouraged to report any concerns? How is this communicated to the student?</p>	
<p>Is there a policy/procedure in place for staff to report concerns about professional conduct (regarding a student)?</p>	

Any other comment about student learning experience in this practice placement?

--

Auditors comments and recommendations

Category	Standards met (Yes / No)	Comments/recommendations
Staff profiles		
Description of placement area		
Evaluation of safe environment		
Student learning experience		
Any other comments/recommendations		

Auditor(s) name clinical placement:

Date:

University academic:

Date:

Date of next audit (month/year):

This will usually be in 2 years' time unless any categories are noted as only partially met at this audit, in which case a shorter timeframe will be recommended.