

Kingston Education Centre

Learning Contract

Student Name:

Year:



Learning Contract

The aim of a learning contract:

The learning contract will help to establish student and staff expectations when attending the Kingston Education Centre for placement. This is to provide students with ownership over their own learning and to set goals in order to get the most out of this placement.

KEC was established in 2019 by Kingston GP Chambers (KGPC) in order to meet the need for undergraduate student placements in primary care settings. We have partnered with local universities, including Kingston University, St George’s Medical School, St Mary’s Twickenham University, Imperial Medical School in order to support the training of nursing, pharmacist, paramedic, physician associate, occupational therapy, physiotherapy and medical students.

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Incorporated into our teaching approach are our inter-professional learning sessions which allow students the opportunity to work and learn together, benefitting from viewing patient care from the perspective of peers with alternative approaches and skills. This is an innovative approach which has gained significant interest from other teaching bodies and is currently the subject of a research project funded by HEE.

Students will spend their placement on rotation between KEC and our partner practices within Kingston locality; this ensures that students gain a broad experience of different aspects of primary care and that they benefit from spending time with staff with a mix of specialist interests and skills.

In addition, observing patient consultations with nurses and GPs, students will also have the opportunity to experience other aspects of Primary Care, participate in Inter-Professional Learning and tutorial sessions; and attend training sessions on topics such as phlebotomy, respiratory illness and vaccination, suicide prevention and handling aggressive patients.

Introduction to KEC will take place on your first day at 9.30am this will include:

* A tour of the building
* Introduction to KEC’s staff
* Details about your placement, including your placement timetable
* KEC education supervisor’s contact details
* Details of IT logins/ ID badges
* Training on the use of the clinical records system (where applicable)
* Induction and stat / mandatory training
* Covid precautions

Useful Contacts:

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| Name | Email | Telephone contact |
| Anne Murphy - Nurse educator KEC | anne.murphy5@nhs.net |  |
| Julia Billington – Clinical lead nurse KEC | Julia.billington@nhs.net |  |
| Nick Cornish, Student Coordinator KEC | Nick.cornish@nhs.net | 07951 928299 |

Professional Attitudes- Uniform:

The NMC requires that a student’s sense of professionalism is embedded early in their education. It is therefore a requirement that students demonstrate professional behaviour at all times. How students present themselves in uniform is not just a reflection of their sense of professionalism, it also influences how the public, and other professionals see the university and nursing as a profession

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| Uniform policy | Students signature |
| Student to travel in own clothes and change at placement so arrive 10 mins earlier in order to report on duty in time. |  |
| Students must ensure hair is neat, tidy and well-groomed, tidy and off the collar. Good standards of care and cleanliness must be maintained. Hair accessories should be kept to a minimum. |  |
| In clinical care areas no jewellery is to be worn with the exception of one plain ring, such as a wedding ring and one pair of plain stud earrings. Necklaces, long or hoop earrings and rings present possible hazards for patients and staff. Conspicuous jewellery can be a distraction and at odds with presenting a professional image; adopt the ‘bare below the elbow’ (BBTE) style. |  |
| Wristwatches and other wrist jewellery must not be worn in any setting where a clinical procedure will be performed as they impede effective hand washing. If watches are required for clinical practice, they should be pinned inside the pocket or worn as a fob watch style. |  |
| Nails should be natural, short (not protruding beyond fingertip, no false nails or nail varnish) and clean. |  |
| Staff must wear soft-soled shoes, closed over the foot and toes. Shoes must be plain black, for nursing staff with a fully enclosed upper and heel and nonslip soles. |  |

Professional Attitudes- Reporting Sickness:

An important part of student professional development is taking responsibility for understanding and complying with the policies and procedures in place for any absences that may occur from clinical placement.

1. Call the placement area to inform of absence- speak to practice assessor or Nick Cornish at KEC.
2. Roehampton Students: email [paul.newcombe@roehampton.ac.uk](mailto:paul.newcombe@roehampton.ac.uk) or call during University working hours 020 8392 5140;

Kingston Students: email [placementteam@sgul.kingston.ac.uk](mailto:placementteam@sgul.kingston.ac.uk) or call the Pre-Registration Programme Office during University working hours – 020841755739.

1. Inform the university and the placement when the absence is over, and they are returning to work.

Failure to do this will reflect badly on your professional values.

Professional Attitudes- Timetables:

* Students are required to follow the timetable set out for them by the KEC. **No amendments** are to be made to the timetable without the agreement of the KEC Student Coordinator - the organisation of your timetable is agreed by practices and so failure to comply with the timetable reflects poor professional standards.
* Any outreach activity students arrange must be booked within personal study time or IPL sessions and not when other sessions are timetabled.
* Any outreach must be discussed with your practice assessor (in person/ email / text). We have a duty of care to you as students and must know where you are - this is why any outreach must be communicated with us. Again, outreach can only be booked in your timetable when you have personal study or IPL sessions. Failure to communicate this with your practice assessor shows a poor professional attitude.
* You are expected to treat the Educators and other staff at the KEC with respect at all times. A huge amount of planning and co-ordination goes into your placement/ timetable, so we expect you to adhere to that- please ask if you have any concerns or questions about the timetable.

Professional attitudes- Mobile phones.

* Students will not have mobile phones in clinical areas. Mobile phones should be left in a safe place and **not** used within clinics.
* Your Educators are all experienced healthcare workers, and you can learn the most from them by being interested and alert throughout the clinical placement.
* Students are expected to be engaged within their placement and to actively ask questions, complete any pre reading or work set out by KEC staff and to be proactive in doing own research.

Professional attitudes- General

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| Professional attitude | Student discussed (Y/N) |
| Students will ask appropriate questions in practice and get involved where possible. |  |
| Students will adhere to confidentiality, dignity and respect policies set out by the NMC code of conduct. |  |
| Students will attend placement on time and report any sickness/lateness according to policy. |  |
| Students will not bring any coffee cups/food into the clinical area. |  |
| Students to communicate with the practice assessor any concerns affecting their placement. |  |
| Students will complete work set out by staff at the KEC and produce it at the appropriate time. |  |
| Students will take care when emailing staff/colleagues and make sure they are appropriate and professional. |  |

**PLEASE NOTE: This learning contract reflects the professional standards set out by your PAD booklet. Failure to comply with the learning contract will impact the signing off of your professional values in your PAD.**

Assessment of Kingston University Nursing students

Discussion on the PAD document-

The PAD document will be completed by the student and the practice assessor/ supervisor.

1. Students must plan out meeting times for initial/midpoint and final interviews.
2. Student must ensure hours are signed off and any personal study is evidenced.
3. Students must prepare for interviews (initial/midpoint/final) by reading the PAD and making notes on a separate piece of paper on any goals/ learning they would like to achieve.
4. Students must complete PAD reflections in a timely manner in order to turn up to meetings with the practice assessor prepared.
5. Students must put thought into the pad and pre plan areas they wish to explore within the placement. PAD logs must be thoughtful and have relevance to previous goals stated. (A beginning middle and end of goals) It is not a tick box exercise!
6. Students are required to engage with work when on placement and work set out outside of placement e.g., preplacement readings/ reflections.

PAD advice can be found on the student portal as prepared by Jessica Inch- refer to this for guidance.

Student agreement:

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| Student Signature: |  |
| Practice assessor signature: |  |

Article on students views on professional values: <https://bmcnurs.biomedcentral.com/articles/10.1186/s12912-019-0351-1>