



## Practice Assessor (PA)/ Practice Supervisor (PS) Checklist

### Prior to student allocation

#### On a Monthly Basis

Ensure that information on QMPLE is up to date, notify PEF/ CHEF of any changes required

#### 1-2 weeks prior to student starting (PS and/or PA)

Review PS and PA shift patterns and roster student shifts onto off-duty. (including nights, weekends and public holidays to ensure a full range of experience for the student over the 24-hour patient care range)

Once PS and PA has been identified, populate names onto QMPLE

**NB. Student nurses should NOT be self-rostering to ensure all learners on placement have equal access to all learning opportunities. Student should discuss with PS/PA if they are unable to carry out rostered shifts where reasonable adjustments can be made.**

#### 1 week prior to student starting (PS and /or PA)

Check the name of your student and start date (if possible, should be working together on first shift)

Identify the student's length of practice learning experience and year of study.

### DURING YOUR PS/PA ROLE

<b>Within first 24-48 hours (PS and /or PA)</b>	
Welcome your student to the clinical area	
Provide induction booklet/ information re: clinical area, including any area specific workbooks (relevant to students)	
Orientate to clinical area (using Scottish PAD orientation checklist)	
Establish previous experience/s	
Review students' assessment from previous practice learning experience within the PAD	

Discuss learning opportunities available, including any relevant workbooks.	
Review module learning outcomes with student	
Review student's pre-placement activities	
Set provisional dates for interim and final assessments	

### **Throughout practice learning experience (PS and /or PA)**

Encourage student/s to ask questions	
Provide daily feedback (even 5 mins)	
Identify any areas of concern in a timely manner with the student and discuss any concerns with Practice Education Facilitator (PEF) Care Home Education Facilitator (CHEF) / Academic Assessor (AA)/ Line Manager as appropriate	
Record hours worked and absences daily within PAD	
Review progress of student in relation to their PAD	

### **Interim Assessment (PS and/ or PA)**

Ensure the Interim assessment is carried out within agreed timescale	
Review learning needs and opportunities for remainder of placement	
Highlight progression achieved in all Platforms and Proficiencies	
Review & ensure that documentation is up to date	
Document any concerns you have discussed with the student regarding their performance if not carried out already	
Agree and document a learning development support plan (LDSP) if required	
Contact AA/ PEF/CHEF regarding the learning development support plan	
Set additional date to review LDSP plan prior to final assessment.	

### **Final Assessment (PA only, using feedback from PS's, Staff and PA's own observations)**

Ensure final assessment carried out within timescale	
Overall Pass / Fail result should not be a surprise for student	
Review and complete timesheet	
Review performance in each of the Platforms and Proficiencies	
Ensure any ongoing concerns are documented	
Ask student to complete student evaluation on QMPLE	

## **After Your PS/PA Role**

Reflect on the practice learning experience for your annual appraisal and NMC Revalidation.

## **Definitions**

### **Practice Assessor:**

Practice assessors must be a registered nurse with appropriate equivalent experience for the student's field of practice.

### **Practice Supervisor:**

A practice supervisor can be any registered health or social care professional working in a practice environment. They've been prepared and supported to take up their role and have up to date knowledge and experience relevant to the student they are supervising.

### **Academic Assessor:**

Academic assessors collate and confirm the student's achievement of proficiencies and programme outcomes in the academic and practice environment for each part of the programme.

## **Helpful Links**

Underperforming student resource

LDSP resource

Bitesize resources

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