



**Self Declaration: Record of Learning
NMC Standards for Student Supervision and Assessment**

**Preparation of Practice Supervisor, Practice Assessor or Practice
Supervisor/Practice Assessor**

Name:	
Workplace name:	
Workplace address:	
Manager:	
PEF/CHEF:	
Date learning completed:	

This document details the learning you are required to undertake, prior to becoming a Practice Supervisor, Practice Assessor or Practice Supervisor/Practice Assessor, supporting both pre- registration and post-registration nursing and midwifery students.

Your declaration should only be deemed complete when you have completed all sections of the document and discussed your role as Practice Supervisor, Practice Assessor or Practice Supervisor and Practice Assessor with your line manager.

Please review the following:

	Complete
Consider your role in supporting learning at the moment and the role of the Practice Supervisor and Practice Assessor (as relevant, detailed in Table 1 and Table 2 below). Complete a reflective self-assessment that you can share with your line manager. (This must be undertaken by all)	<input type="checkbox"/>
Practice Supervisor only: Review resources that increase awareness of student documentation (PAD) , the new curriculum (university course information) , NES units 1-4 and other CPD sessions as available.	<input type="checkbox"/>
Practice Assessor only: If you have previously undertaken Practice Supervisor Preparation, please complete NES units 5-6 and other CPD sessions as available.	<input type="checkbox"/>
Practice Supervisor/Practice Assessor: Review resources that increase awareness of student documentation (PAD) , the new curriculum (university course information) , NES units 1-6 and other CPD sessions as available.	<input type="checkbox"/>
Read the Practice Learning Handbook for Practice Supervisors and Practice Assessors (NES, 2019) (This must be undertaken by all)	<input type="checkbox"/>
Read the Standards for student supervision and assessment (NMC, 2018) (This must be undertaken by all)	<input type="checkbox"/>

Table 1: Overview of Practice Supervisors

1.	Serve as a role model for safe and effective practice in line with the NMC (2018) Code of Conduct.
2.	Support learning in line with their scope of practice, enabling students to meet their skills and proficiencies.
3.	Keep their own knowledge and practice up-to-date in the areas where they provide support, supervision and feedback.
4.	Provide timely feedback on student progress towards achieving their skills and proficiencies.
5.	Contribute to the student's record of achievement by recording relevant observation of their practice.
6.	Have sufficient opportunity to engage with practice assessors and academic assessors to share relevant observations on student performance in practice.
7.	Appropriately raise and respond to student conduct and competency concerns and seek support when doing so.

Table 2: Overview of Practice Assessors

1.	Have previous working knowledge of supporting and assessing students' performance in practice.
2.	Are suitably prepared in supporting learning and assessment in practice and have a working knowledge of the students learning and achievement in theory.
3.	Conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning, including periodic observation of the student across a range of environments.
4.	Make assessment decisions informed by feedback provided by the students practice supervisor and academic assessor.
5.	Record objective, evidence based assessment on student performance from a range of sources.
6.	Keep their own knowledge and practice up-to-date in the areas where they are providing support, supervision, feedback and assessment.
7.	Work in partnership with the nominated academic assessor to review the student performance prior to recommending progression in the programme.

I confirm I have completed required preparation to undertake the role of Practice Supervisor, Practice Assessor or Practice Supervisor/Practice Assessor.

Signature:	
Date:	

PLEASE RETURN FORM TO: practiceeducation@ggc.scot.nhs.uk

Please provide your SCN/M or Team Leader with a copy of this on completion and retain a copy for your own records. You may wish to reflect on your learning from this, as evidence towards your NMC Revalidation requirements.