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# Introductory Placement Student Handbook

2019-2020

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School of Health and Social Care

[www.glos.ac.uk](http://www.glos.ac.uk)

Name:	
Cohort Year:	

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## **Introduction**

You will undertake a one week placement at the end of Semester I in your first year (level 4). This will normally be completed in pairs so that you have a peer from your course to work alongside in your first placement setting. For full advice and procedures regarding placement activity please refer to your Student Clinical Placement Handbook.

### ***Where will you be placed?***

You will ideally be placed in an inpatient hospital setting (acute or community hospital) to build up experience of the daily workings of a health care environment. In most cases you will be allocated in pairs unless the environment you are working in is not suitable to multiple students, for example; in a mental health or learning disabilities setting.

### ***How long will be placement last?***

The placement will be undertaken for five days from Monday to Friday following the normal working pattern/hours of the placement setting. You are expected to complete 37 hours of work during the week.

### ***Preparation for placement activity***

In order to prepare for your placement please read through this handbook carefully and consider the objectives you want to achieve during your introductory placement. During the placement you will need to complete the workbook as this forms part of your placement portfolio. You may wish to complete this form electronically and get your clinical educator to complete their part electronically. Your hours must be signed off by your supervisor (written or electronic signature if acceptable).

### ***Supervision during placement activity***

During the placement you will be supervised by a registered physiotherapist in practice. They will be your first point of contact during your week long placement.

During the placement you will not be expected to see patients alone or lead any treatment activity. By this stage of the course you will have completed your manual handling and first aid training and will be able to actively assist in assessment and treatment activity working alongside a qualified physiotherapist (similar to working as a physiotherapy assistant).

The focus of your placement is on becoming familiar with the healthcare environment, observing the roles of physiotherapists and other health care professionals. You will become familiar with the procedures for infection control, gaining patient consent, manual handling, professionalism and communication styles within in the workplace.

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***What you need to wear?***

You will need to wear your physiotherapy uniform, your name badge and take your University student I.D. with you. In a ward environment no clothing is allowed below the elbow for infection control purposes (e.g. cardigans). You will need to wear smart shoes or trainers (check with placement provider for specific footwear policy).

***How will I get assessed on the placement?***

Your placement is marked as a pass or fail as part of the module PT4001 Physiotherapy practice I and is not counted as a percentage of the module. However you must pass all clinical placement activity at each level to be eligible to seek registration with the Health and Care Professions Council (HCPC) and membership of the Chartered Society of Physiotherapy (CSP).

***Acting with Professionalism***

During your placement you should act with professionalism, be courteous and respect the values and beliefs of all individuals you come into contact with. Whilst on placement you will be representing the University and the reputation of the course and therefore we expect you to uphold excellent behaviour throughout your University training and beyond

You might also find it useful to refer to the Student Charter which sets out the standards of service that students can expect from the University of Gloucestershire together with expectations that the University reasonably has of its students.

<http://www.glos.ac.uk/life/pages/student-charter.aspx>

Conduct of students preparing to register as Physiotherapists should include due care and attention to the appropriate use of social media, thinking through issues and acting professionally, ensuring public protection at all times. Please read the HCPC guidance for the use of social media.

<http://www.hpc-uk.org/registrants/socialmediaguidance/>

***Professional Practice Regulations***

All professional programmes are validated by their governing regulatory body. To review the HCPC standards for Physiotherapists please follow this link:

<https://www.hcpc-uk.org/globalassets/resources/standards/standards-of-proficiency---physiotherapists.pdf>

You are bound by the professional codes of conduct and behaviour reflecting [HCPC student guide concerning ethics and behaviour](#). The guide relates to your behaviour and conduct during the course of your studies (and in your personal life) which may impact on your fitness to practice, your ability to complete your studies and register with the HCPC. In addition, you are expected to adhere to your clinical placements codes of conduct and behaviour.

Failure to meet expected standards of conduct may result in referral to the Faculty

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Fitness to Practice Committee. The committee responds to concerns about professional conduct raised regarding students. The committee is designed to ensure students are fit for registration and fit to practice. A referral to this Committee may be due to conduct demonstrated whilst at university, on placement, or whilst away from either of these activities, for example during personal time. Concerns regarding practice areas should always be brought to the attention of your mentor or personal tutor in the first instance.

***Time Keeping and Record of Hours***

Your hours need to be logged during your placement week and signed off by your clinical educator. A scanned copy of this page needs to be sent to the Your Future Plan to be added to your record of clinical placement. Without this record you will not be eligible to graduate from the BSc (Hons) Physiotherapy programme or be able to apply for HCPC and CSP membership.

**This must be uploaded onto the Moodle module page and submitted to the email: [Hscplacements@glos.ac.uk](mailto:Hscplacements@glos.ac.uk)**

This must be received within two weeks of completion of your placement activity.

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**Activities to Complete During the Placement**

***Setting Placement Objectives***

In the box below please write four placement objectives that you hope to achieve by the end of the placement week.

When setting objectives consider how you will be able to measure when these have been achieved. Set objectives that SMART.

Specific                      Measurable                      Achievable                      Realistic                      Timely

	Objective	Achieved
1		
2		
3		
4		

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***Introductory Placement Activity***

<b>Clinical educator name</b>	
<b>Clinical educator contact details</b>	

Use the space below to outline the nature of your placement (location, staffing, specialism, patients)

Physiotherapy Team

Other health professionals in the environment

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***Health and Safety***

During your placement week how have the following areas of Health and Safety policy been witnessed in your placement environment.

<b>Health and Safety</b>	<b>Record your finding here</b>
<b>Infection control</b>	
<b>Data protection</b>	
<b>Obtaining consent</b>	
<b>Manual handling</b>	
<b>Safe guarding</b>	
<b>Equality and diversity</b>	

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***Accessing Patient Information, Record Keeping and Note Taking***

Record below what you have witnessed during your placement.

<b>Where are the physiotherapy notes recorded?</b>	
<b>How is this information recorded (written, electronic etc.)</b>	
<b>What style of note taking is used by the physiotherapist?</b>	
<b>Did you notice any particular features of the note taking?</b>	
<b>Were abbreviations used in the note taking? Please note any new abbreviation here</b>	
<b>When were the notes completed? Why is this important?</b>	

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***Patient Referral and Management***

<b>How are patients referred to physiotherapy?</b>	
<b>How is the workload and order for treatment for the day decided or prioritised? If criteria was used to decide who was seen first please provide the details here.</b>	
<b>If you attended a multi-disciplinary team meeting or handover meeting during your placement week please record the details of the structure of the meeting.</b>	

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***Communication***

Over the course of the week take note of the styles and types of communication that you witness.

<b>How did the physiotherapist communicate with healthcare staff?</b>	
<b>How did the physiotherapist communicate with the patients?</b>	
<b>How did they introduce themselves to the patients and gain consent for treatment?</b>	
<b>What kind of language was used during patient communication (e.g. medicalised words or lay person language)</b>	
<b>Are there any tips that you have picked up regarding communication styles/language that you will use in future placement activity?</b>	

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***Diary of Daily Activity 1***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
Further notes	

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***Diary of Daily Activity***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
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***Diary of Daily Activity 2***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
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***Diary of Daily Activity 3***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
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***Diary of Daily Activity 4***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
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***Diary of Daily Activity 5***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
Further notes	

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***Diary of Daily Activity 6***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
Further notes	

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***Diary of Daily Activity 7***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
Further notes	

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***Diary of Daily Activity 8***

Use the space provided below to record daily activity. You do not need to keep a record of every patient that you see but significant experiences that you have come across during each day.

Patient details (anonymised) Age, gender, past medical history	
Current medical problem	
Other significant information	
How was informed consent gained?	
Aims of treatment	
Details of treatment given	
Communication styles used	
Outcome from treatment	
How/when were notes recorded	
Were other professionals involved/communicated with?	
What the next for the patient?	
Further notes	

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***Reflective Practice***

Discuss in the space below the benefits of keeping a reflective practice diary in your physiotherapy training.

Discuss the importance of maintaining reflective skills for experienced clinicians. You may wish to discuss this with your clinical educator.

**Reflective Diary 1- The Gibbs Model**

Please record significant events that you have experienced during your placement activity using the reflective cycle model

The diagram illustrates 'The Reflective Cycle' as a continuous loop of five steps, each represented by an orange circle with a white number inside a blue ring. The steps are: 1. Description (top), 2. Feelings (right), 3. Evaluation (bottom right), 4. Conclusions (bottom left), and 5. Action (left). A blue arrow points from step 5 back to step 1, indicating a continuous cycle. Five empty rectangular boxes are provided for notes, one for each step: a large box at the top for 'Description', a box on the right for 'Feelings', a box at the bottom right for 'Evaluation', a box at the bottom left for 'Conclusions', and a box on the left for 'Action'.

**Reflective Diary 2- The Gibbs Model**

Please record significant events that you have experienced during your placement activity using the reflective cycle model

The diagram illustrates 'The Reflective Cycle' as a continuous loop of five steps, each marked with a number in an orange circle. The steps are: 1. Description (top), 2. Feelings (right), 3. Evaluation (bottom right), 4. Conclusions (bottom left), and 5. Action (left). A blue arrow points from step 5 back to step 1, indicating a continuous cycle. The central text 'The Reflective Cycle' is written in a large, bold, black font. Surrounding the diagram are four empty rectangular boxes with blue borders, intended for students to record their reflections on each step.

**Reflective Diary 2- The Gibbs Model**

Please record significant events that you have experienced during your placement activity using the reflective cycle model

The Reflective Cycle

1 Description

2 Feelings

3 Evaluation

4 Conclusions

5 Action

Five empty rectangular boxes are provided for student input, corresponding to the five steps of the cycle.

**Reflective Diary 4- The Gibbs Model**

Please record significant events that you have experienced during your placement activity using the reflective cycle model

The diagram illustrates 'The Reflective Cycle' as a continuous loop of five steps, each marked with a number in an orange circle. The steps are: 1. Description (top), 2. Feelings (right), 3. Evaluation (bottom right), 4. Conclusions (bottom left), and 5. Action (left). A blue arrow points from step 5 back to step 1, indicating a continuous cycle. The central text 'The Reflective Cycle' is written in a large, bold, black font. Surrounding the diagram are five empty rectangular boxes for recording reflections: one at the top, one on the left, one on the right, one at the bottom left, and one at the bottom right.

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**Table 1- Introductory Placement Hours Record**

<b>Name:</b>			
<b>Placement location:</b>			
<b>Clinical educator:</b>			
<b>Date</b>	<b>Hours completed</b>	<b>Signature of clinical educator</b>	<b>Name (printed) and date</b>

## **Assessment of the Observation Placement**

Your introductory placement is marked as a PASS/FAIL assessment. The learning outcomes for Level 4 of your course are:

### **Knowledge and Skills**

1. Demonstrate a sound understanding of normal structure and function of the body systems.
2. Describe the pathophysiology and clinical features of a small range of health conditions.
3. Undertake literature searches to identify appropriate sources of evidence to make judgement on basic theories and concepts relevant to healthcare.

### **Intellectual Skills**

4. Identify learning needs and take responsibility for their own learning.
5. Understand and demonstrate the importance of reflective practice

### **Subject Specific Skills**

6. Understand the boundaries of professional practice within the profession and the role of the Physiotherapists within the inter-professional team.
7. Demonstrate safe skills in manual handling and patient mobilisation.
8. Undertake clinical assessment using basic clinical reasoning skills to formulate problem lists.

### **Transferable Skills**

9. Demonstrate a person centred approach to care, acting in an ethical, caring and respectful manner.
10. Respect and value cultural diversity and uphold the individual's rights and beliefs.
11. Show the ability to communicate with service users and other health care professionals

Your introductory placement is linked to learning outcome: 4,5, 6, 7, 9, 10, 11.

## **PT4001- Physiotherapy Practice I**

The learning outcomes for the module (PT4001) that this introductory placement relates to are to:

1. Describe the professional role of a physiotherapist and define scope of practice boundaries.
2. Describe and demonstrate the key components of relevant health and safety policies, informed consent, ethical practice and patient-centred care.
3. Describe and demonstrate best practice in manual handling, patient transfer and mobilisation.
4. Demonstrate the ability to communicate effectively and understand the role of the multi-disciplinary health care team.
5. Identify own learning needs and the benefits of keeping a reflective practice diary in physiotherapy education.
6. Describe how healthcare is organised in the UK.

This placement will assess learning outcomes 1, 2, 3, 4 and 5.

Your clinical educator will use the feedback sheet on the following page to mark you against these outcomes. There is also space for the educator to record their comments on engagement with the placement and this may act as a discussion point for your reflective practice writing following this placement.

**THIS DOCUMENT SHOULD BE UPLOADED TO THE MOODLE 001  
INTRODUCTORY PLACEMENT ASSESSMENT SECTION BY THE DATE STATED  
ON YOUR MOODLE PAGE**

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**Assessment Summative Assessment Form**

<b>Student Name</b>		
<b>Clinical Educator Name</b>		
<b>Clinical Educator Job Title</b>		
<b>Placement Location</b>		
<b>Date of assessment</b>		
<b>Absence due to sickness</b>		
<p><b>All components of the assessment must be marked as <span style="color: red;">PASS/FAIL</span></b>  <b>This is a PASS/FAIL assessment and there is no weighted grade for the introductory placement</b></p> <p><b>Please make comments of each section below as appropriate</b></p>		
		<i>Delete as appropriate</i>
<b>Professionalism</b> Maintains standards of personal and professional conduct expected of a physiotherapy student		PASS/FAIL
<b>Communication</b> Demonstrate the key components of good communication, ethical practice and patient-centred care		PASS/FAIL

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<p><b>Safety</b> Complies with organisational policy in the clinical setting</p>		PASS/FAIL
<p><b>Practical Skills</b> Safely provides assistance with patient activity under the supervision of a registered health professional</p>		PASS/FAIL
<p><b>Organisation and Learning Behaviour</b> Shows good time keeping, a willingness to learn and is able to follow direction and find out information on clinical subjects as required .e.g. look up/investigate information on a disease they are not familiar with.</p>		PASS/FAIL
<p><b>General Feedback Comments</b></p>		
	<b>Overall Mark</b>	<b>PASS/FAIL</b>
<p><b>Clinical Educator Signature and date</b></p>		

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