

Wessex Multi-Professional Practice Placement Audit Document

Trust/Organisation	Learning environment lead
Placement name	Address
Learning environment cluster/directorate (if applicable)	Education lead for cluster
HEI representative present	HEI

Learners in practice placement		
HEI	Learner type(s)	Indicative capacity

Date of audit completion	Next audit due date	A practice learning environment profile is available

Placement status		
Open <input type="checkbox"/>	On hold (not currently in use) <input type="checkbox"/>	Closed <input type="checkbox"/>
Action plan in progress Yes / No Action plan completed <input type="checkbox"/> Date completed <input type="checkbox"/>	Reason (enter details below):	Reason (enter details below): To be reviewed before use (review date __ / __ / ____)

Essential Criteria

The list in the table below is the baseline of evidence required in every practice learning area to demonstrate a quality learning environment is in place.

	Statement	Please Indicate		Location of Evidence	Action Plan		Comments
		Yes ✓	No X		Yes ✓	No X	
E1	Staff and all learners have access to policies, procedures, and guidelines.						
E2	Organisational/Practice area philosophy/mission statement is available.						
E3	A register of staff members that support learners in practice is up to date and available to view.						
E4	There is an organisation wide structure and process for monitoring and underpinning the support for all learners in the practice area.						
E5	Learners are allocated to a named, suitably qualified member of staff who will support them to achieve their learning outcomes.						
E6	Welcome / Induction information is provided						
E7	Are there any outstanding actions, relating to learners, following a CQC report/investigation? If so has this been reviewed as part of this audit?						
E8	There is a process in place to record learner attendance and highlight non-attendance appropriately						

Practice Teaching, Learning and Assessment Criteria

	Statement	Please Indicate		Evidenced by	Action Plan		Comments
		Yes ✓	No X		Yes ✓	No X	
P1	Learners are included in all aspects of evidence based care delivery						
P2	All learners are provided with the opportunity to gain insight/experience of the work of the multi-disciplinary / interprofessional team						
P3	Learning experiences are supported and guided by a member of staff in accordance with professional and statutory regulatory body requirements						
P4	Staff supporting learners are familiar with curricula / assessment processes and support learners to meet the required learning outcomes'						
P5	Staff provide support, teaching, facilitation, supervision, feedback, and appropriate input to inform the learning process						
P6	Learner practice interview and assessment documentation is completed accurately, appropriately and in a timely manner.						
P7	Clear processes are in place for managing learner assessment, progression, and feedback.						
P8	Clear lines of communication and defined lines of responsibility are in place, where learners fail to progress.						
P9	Service users / carers have the opportunity to contribute to an individual's learning						

P10	Systems and processes are in place to support any learner who requires reasonable adjustments / risk assessment						
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Quality Monitoring Criteria

	Statement	Please Indicate		Evidenced by	Action Plan		Comments
		Yes ✓	No X		Yes ✓	No X	
Q1	The area is engaged with the wider organisation infrastructure to plan for sufficient staff to be available to support learners.						
Q2	Staff supporting learners in practice meet the professional body and regulatory standards to support learning and assessment in practice						
Q3	Staff are aware of the process that ensures the HEI and the education team are immediately notified of any incidents involving learners						
Q4	An identified process exists to manage and address quality issues within the learning environment						
Q5	Feedback from learner placement evaluations is shared and acted upon.						
Q6	All learners have access to IT systems related to their learning needs						

Action Plan relating to specific criteria

Placement Area: _____

Date: _____

Date & Action agreed	To be undertaken by:	RAG Rating	Status/Date Completed:

Name HEI representative _____

Date: __/__/____

Name Education Team representative. _____

Date: __/__/____

RAG	Definition
Red	Priority action
Amber	Routine action
Yellow	Review/Monitor
Green	Completed

Audit Team

The Audit Team may include Placement Manager, HEI representative, Learning Environment Lead, and / or Placement Manager

The HEI representative holds the overall responsibility for verifying that the placement meets the required quality standards

Placement Manager _____

Telephone Number: _____ E-mail _____

University representative _____

Telephone Number: _____ E-mail _____

Learning environment lead _____

Telephone Number: _____ E-mail _____

OTHER _____

Job Title/organisation: _____

Telephone Number: _____ E-mail _____