



Faculty of Health and Social Care
School of Nursing and Midwifery
B Midwifery Mentor Checklist for completion of Assessment of Practice Documentation

Please tick when completed

		Date Completed
Start of placement	Day 1 of placement - complete Placement Location Record & carry out induction	
	Review Development record and any Reasonable adjustments	
	Within 48 hours of commencing placement carry out initial discussion, develop contract of learning and complete all relevant sections of the Assessment of Practice Documentation	
	Set dates for midway and final interviews	
	Date and sign (full signature throughout) all relevant documents	
Mid placement	Student to review their own performance	
	Provide students with constructive verbal and written feedback and award a mid placement grade	
	If student not on target to achieve a pass grade " Cause for Concern" must be raised by contacting the PEL / PEF / PE	
	Date and sign all relevant documents	
End of placement	Student to review own performance	
	Feedback, grade awarded and ESC'S /competencies achieved must correlate	
	Grade is awarded with reference to performance expectations for stage Remember students at all stages, <u>including Stage 1</u> , can be awarded any grade from the range including A or B	
	Provide student with constructive verbal and written feedback on performance and award final grade	
	Review and comment on effectiveness of reasonable adjustments in Assessment of Practice Documentation	
	Date and sign all relevant documents	
ESC\ \NMC Standards\ Practice Outcomes	Achievement of ESC'S does not have to be done at the end of the placement – but must be a single planned assessment episode	
	Sign competency levels only during the indicated stage of training	
	Each box to be signed and dated individually	
Timesheet	Student to complete timesheet on a weekly basis and give to mentor to verify and initial	
	On completion of the placement check all weeks have been verified and initialled and then sign and date at the bottom	
	Do not sign and date at the bottom of timesheet in advance of student working their final shift	
	Students not to work additional hours to make up for any absences	
	Study days are not to be included as clinical hours	
Skills Passport	Student to record skills practised during placement	
	Mentor to review with student, then comment, sign and date following review	