



Queen Margaret University
EDINBURGH

SCHOOL OF HEALTH SCIENCES

RADIOGRAPHY

In collaboration with

The Scottish Mammography Education Centre

Certificate of Higher Education in Mammography

Mentors Handbook

2020/2021

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INTRODUCTION

Welcome, this handbook is designed for mentors of students undertaking the Certificate of Higher Education (Cert HE) in Mammography.

Thank you for agreeing to be a Mentor for students undertaking this course of study which is delivered by the Scottish Mammography Education Centre (SMEC) in collaboration with Queen Margaret University (QMU) who are the awarding body. The collaboration delivers mammography education at different levels (Appendix 1).

We are grateful for the support of mentors like yourself, without whom it would be impossible to ensure the clinical competence of the students, which is an essential element of this programme. This handbook is written as a guide, but should you have any questions then please contact a member of the academic team identified below.

Contacts

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Every student on the Cert of HE in Mammography Programme has a named clinical Trainer who is part of the SMEC team.

Clinical Trainer	Contact Details
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OVERVIEW OF THE PROGRAMME

The Cert HE in Mammography is designed to meet the needs of Assistant Practitioners working in breast imaging, giving them the skills to become safe and competent in their practice. The programme is recognised by the Society of Radiographers and can be used as evidence for accreditation.

The programme runs for one academic year on a part time basis and comprises six modules. In total the modules equate to 120 credits at Scottish Credit and Qualifications Framework (SCQF) level 7.

Comparison of all UK qualification frameworks can be found in Appendix 2.

Modules.

Production of the X-Ray Image (20 credit)

Aims

To develop knowledge of the physical principles involved in the production of x-rays.

To develop knowledge of the fundamental principles involved in the imaging chain.

To raise awareness of the hazards of radiation, the principles of radiation safety and radiation protection legislation

Content

Includes

- Theoretical knowledge for the safe use of radiation.
- Hazards of radiation
- Principles of radiation safety and radiation protection legislation.
- Principles of X-ray production and image production.
- Safe use of X-rays and how factors affect beam quality.

Health Issues in Breast Imaging (10 credit)

Aims

To equip the student with the required knowledge of the anatomy, physiology and functions of the breast.

To provide the student with the required level of social awareness relative to differing client needs.

Content

Includes

- Anatomy, physiology and functions of the breast.
- Treatment of breast cancer will be explained to aid understanding of differing client needs.
- The importance of differing client needs in relation to differing health issues

Communication (20 credit)

Aim

To equip the student with the strategies to effectively communicate with clients, relatives, carers and all members of the health care team they encounter

Content

Includes

- Basic verbal and non-verbal communication skills
- Special client groups
- Equality and diversity.
- Philosophy of the breast care service
- Reflective practice

Imaging Support (20 credit)

Aims

To develop the knowledge and the practical application skills required for the safe handling of equipment.

To provide the student with the skills required to competently perform the Quality Control tests essential for maintaining image quality.

To equip the student with the necessary skills required to prepare the x-ray room for client use.

To develop the students interpersonal skills.

Content

Includes

- Maintenance of equipment
- Safety and environmental aspects related to DR equipment
- QC tests as carried out in a mammography department to maintain optimum processing equipment performance
- Stock control.
- Preparation of clinical environment- x-ray room, waiting areas, changing facilities, information leaflets etc
- Maintenance of safe and clean working conditions following local protocols.
- IR(ME)R 2000 regulations and radiation protection.
- Basic communication skills.
- Documentation.
- Aseptic procedures.

Client Care (20 credit)

Aims

To enable the student to use the practices and protocols necessary to maintain infection control
To raise awareness of current legislation with regard to medico-legal, data protection and health and safety issues

To raise awareness of the importance of safeguarding procedures at the students base department

Content

Includes

- Philosophy of the breast care service
- Aspects of client care
- professional attitudes;
- application of the techniques and principles of moving and handling, basic first aid, resuscitation techniques
- Strategies required in maintaining personal, patient, equipment and environmental hygiene in order to facilitate infection control.
- Medico-legal aspects and current Health and Safety legislation relating to workplace practices.
- Safeguarding procedures.

Mammography Practice (30 credit)

Aims

To enable the student to competently prepare and develop organisational skills prior to the imaging procedure.

To produce routine mammograms to comply with National Standards.

To have knowledge of the importance of appropriate client care throughout the mammographic procedure

Content

Includes

- X-ray unit- preparation, factors which affect the mammographic exposure setting, and appropriate adaptation of the equipment including all safety aspects
- Client management skills
- Clinical instruction to enable correct client positioning for routine mammographic projections
- Documentation associated with all aspects of the screening episode
- Fault and incident reporting
- Limitations of practice
- Quality control of all equipment to include all practical aspects of QC control
- Assessment of images according to approved criteria
- Self and peer assessment of mammographic practice and how to improve that practice
- Practical application of health and safety legislation in the workplace
- Medico-legal aspects and safeguarding practices in relation to the screening procedure

Academic Delivery

Students attend the Scottish Mammography Education Centre (SMEC) in Glasgow for two academic teaching blocks; the timing of these blocks will vary according to course start dates.

WORK BASED LEARNING

In order to ensure that the student's clinical education is achievable they require the support of a clinical placement site. The clinical placement site is a healthcare unit that is able to provide appropriate experiential learning for the student, usually the student's workplace.

As part of the application process for the Cert HE in Mammography the student has to provide a completed agreement from their workplace manager / superintendent radiographer. This agreement confirms that:-

- The student will have access to a minimum of 20mammograms per week for the duration of the course.
- Day release will be given, as appropriate, for the academic blocks and placement at SMEC. (Appendix 3)

It is the responsibility of the student to negotiate an appropriate clinical placement site. The academic team will assist and give advice where possible; however it is not the responsibility of the University or SMEC to allocate a student to a placement.

After successful application to the Cert HE in Mammography course the student will be allocated a clinical training week which will take place either in the West of Scotland Breast Screening Centre **or** at the South East Scotland Breast Screening Centre. For this week the student will be working with a named clinical trainer from SMEC, this trainer will be allocated to the student for the duration of their studies.

After the initial clinical training week the student will resume practice in their workplace under supervision of their mentor and clinical colleagues.

Clinical Placement Site Criteria

The Clinical Placement Site will:

- Provide protected student learning time in the clinical area of study;
- Provide a range of appropriate mammography equipment to allow the student to fulfil the assessment criteria;
- Provide negotiated protected time for Mentors to engage in clinical teaching and tutorials;
- Provide appropriate learning resources to support clinical training;
- Provide opportunities for study time and reflective practice;
- Demonstrate the use of departmental policies and guidelines for working practice that reflect current evidence within the breast care service..

Clinical Placement Site Visits

The students named clinical Trainer will normally visit the student in their workplace on two occasions; the dates of these visits will be mutually agreed between the student, the clinical Trainer and the department. During the visits the Trainer will work with the student and assess their images.

Clinical Teaching

The Role of the Clinical Trainer

The clinical Trainer will deliver a week of clinical training at the Scottish Mammography Education Centre (SMEC), either in Glasgow or Edinburgh. They will also provide further tutorials with the student at their home base. The final assessment is carried out by one of the clinical Trainers at SMEC.

The clinical Trainer must:

- be an experienced radiographer who holds the Postgraduate Certificate in Mammography and an appropriate teaching qualification;
- be personally involved in the teaching of theoretical and practical mammographic procedures to the student;
- co-ordinate the practical teaching sessions with other departmental staff;
- be familiar with the relevant paper work;
- organise an appropriate location for the clinical education and training;
- select an appropriate patient for the assessment and obtain the patient's permission;
- monitor and appraise the students' professional performance;
- ensure that all the paperwork is forwarded to the Programme Co-ordinator;
- ensure that all safety aspects are observed and take any necessary remedial action;
- give support, encouragement and advice to the student;
- show evidence of an awareness of current trends and developments in mammography and the Breast Care Service.

The Role of the Clinical Mentor

The mentor should be a senior experienced practitioner who is identified by the student's home unit to support them throughout their training period. They are responsible for supporting the student in the development of their clinical skills and the integration of theory and practice. The mentor will share their knowledge and experience with the student. They will give feedback to the student on their development. Any issues identified should be addressed by the mentor and discussed with the clinical Trainer or the Programme Leader at SMEC (Lorna Nimmo).

The mentor should have engaged in the mandatory Mentor training available at SMEC.

Mentors are expected to:

- Ensure that safe, competent practice is upheld at all times;
- Ensure that the student is supported throughout the training period;
- Provide feedback and counselling, encouraging reflective practice;
- Organise further clinical experience to match the student's needs;
- Inform the Programme Leader if a student is not progressing as expected;
- Participate in practice discussions and case presentations;
- Liaise with other relevant clinical and academic staff as appropriate;
- Attend update days as required.

ASSESSMENT

A variety of academic and practical assessments are utilised over the four modules.

Module	Assessment	Notes
Production of the x-ray image	2hr e-exam	Student sits this in their own department, requires access to computer in quiet room & invigilator
Communication	1,000wrđ essay	
	Poster	
Client Care	Portfolio	
	750 wrđ essay	
Imaging Support	Portfolio	Competencies to be signed by mentor*(Appendix 4)
	Carry out QA tests	
Mammography Practice	Clinical Assessment of Professional Practice	Carried out by named clinical trainer**(Appendix 5)
	Clinical Assessment of images	Carried out by a SMEC trainer
Health Issues in Breast Imaging	1hr e-exam	Student sits this in their own department; requires access to computer in quiet room & invigilator
	750wrđ essay	

Practice Assessment

Clinical competency will be assessed by a specified clinical trainer, appointed by SMEC. The mentor will play an important role in the development of the student and ensuring that they are prepared for their Assessment of Professional Practice (Appendix 6). Students will not receive their award unless they are clinically competent.

The timing of professional practice assessments will be by negotiation between the mentor, the student and the named clinical Trainer. The assessment criteria are listed on the assessment proforma (appendix 4). During the assessment the clinical trainer will determine if the student has achieved the criteria successfully and this will be marked on the proforma. The assessment process and criteria will be discussed at the Mentor's training session which will aid in your supervision of the student.

E-exams

The students undertake electronically delivered exams for the Production of the X-ray Image and Health Issues in Breast Imaging modules. These exams are delivered through QMU's virtual learning environment "The Hub". The student is required to ensure that "The Hub" can be accessed from their workplace. The mentor is asked to identify a computer within their department which is in a quiet room, to be used for these exams. Full instructions for the exam will be sent to the mentor, including dates and times. Mentors will also have to organise invigilation.

Portfolios

The students are given guidance on producing the portfolio components of their assessment. For the Imaging Support portfolio we ask that mentors sign that competence is accepted on a list of tasks, the student will include this in their portfolio. (Appendix 4) Guidance of the topics required for the Client Care portfolio can be found in Appendix 5

Mentor Training

Prior to the commencement of the course, the prospective Mentor should engage in Mentor training to gain essential advice and guidance before embarking on a tutoring role. For advanced practice modules, following approval of the student's application, the learning contract will be negotiated and agreed between the student, the clinical mentor, the department manager and the programme leader.

For all programmes, a mentor training day at SMEC will be organised and information available for support.

The Mentor training session is delivered by the programme leader and covers:

- The programmes' structure;
- The learning, teaching and assessment strategy;
- The role of the Mentor;
- Communication and feedback;
- Dealing with the failing student;
- The assessment process

STUDENT SUPPORT

Programme Leader

The Programme Leader is responsible for the overall management of the programmes and monitoring the progress of all students.

The Clinical Trainer

At the beginning of their study the student will be assigned a Clinical Trainer who in addition to the role described above will act as a Personal Academic Tutor (PAT). The PAT can provide academic guidance and advise and support the student in relation to their studies. Any problems or difficulties they may have with the programme should be discussed with their Clinical Trainer in the first instance. If required the Trainer may put the student in touch with wider University support mechanisms.

Module Leader

The Module Leader is responsible for the organisation and delivery of the module(s) and in conjunction with the module team will provide academic guidance. The Module Leader is responsible for providing the student with feedback on module assessments.

Clinical Support

The Practice Mentor will guide the student throughout their clinical training and be an invaluable source of support, providing constructive, formative feedback through continuous dialogue.

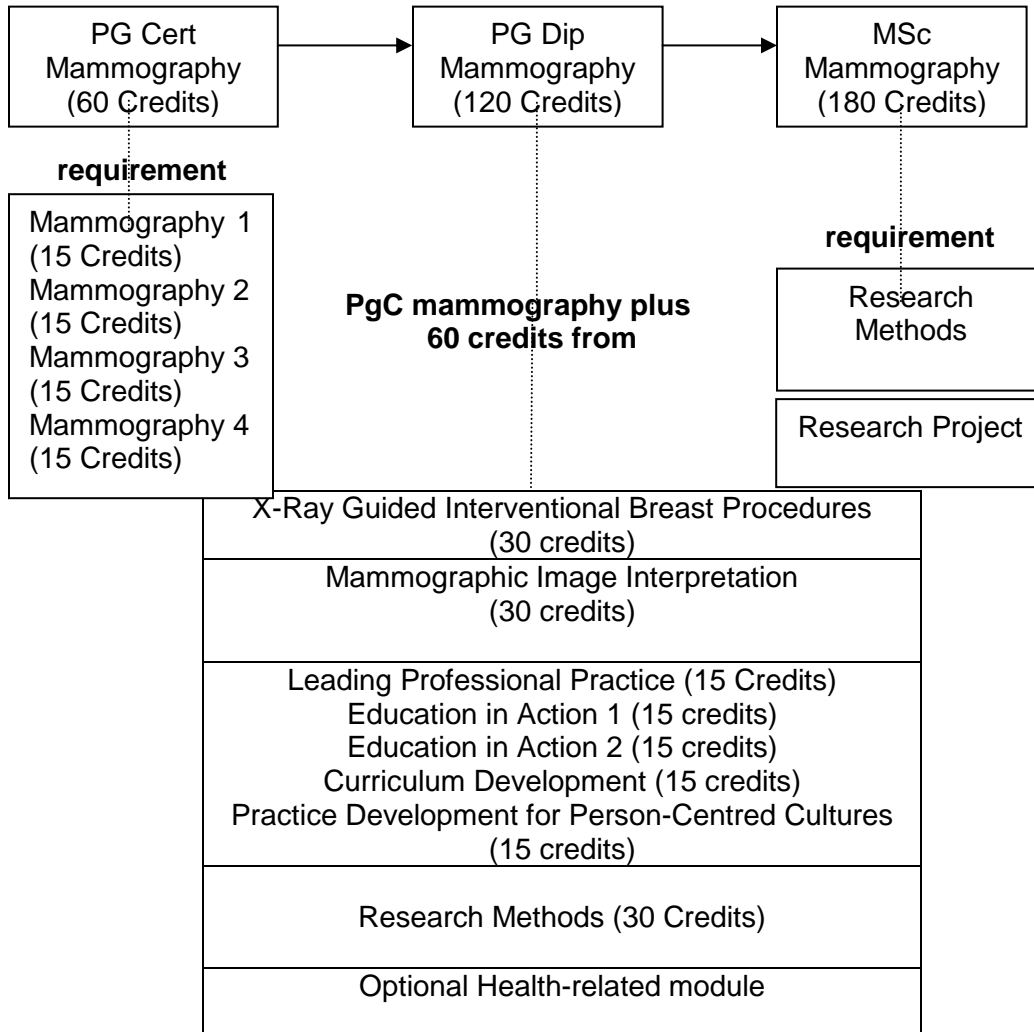
Peer Support

Peers can be an invaluable source of support. From the start of a programme's delivery we encourage and provide opportunities for peer support to occur.

APPENDIX 1 - Programme Structure and Pathways

MSc Mammography

The MSc programme offers a variety of pathways for study, examples of which are given below. The credits noted are all at the Scottish Credit and Qualifications Framework (SCQF) Level 11.



In addition SMEC in collaboration with QMU offer a HE Certificate in mammography for a qualification that is recognised by the Society of Radiographers for accreditation as an assistant practitioner in mammography

APPENDIX 2 - Comparison of all UK qualification framework

UK Qualification Comparison Chart*

Main Stages of education / employment	Qualifications and Credit Framework/National Qualifications Framework for England, Wales and Northern Ireland www.ofqual.gov.uk		Credit and Qualification Framework for Wales www.cqfw.net		National Framework of Qualifications for Ireland www.nfq.ie		The Scottish Credit and Qualifications Framework www.scof.gov.uk		Framework for higher education qualifications in England, Wales and Northern Ireland www.qaa.ac.uk/academicinfrastructure/theq	
	Level		Level		Level		Level		Level	
Professional or postgraduate education, research or employment	8	Vocational Qualifications Level 8	8	Doctoral Degrees	10	Doctoral Degree Higher Doctorate	12	Professional Development Awards Doctoral Degrees	8	Doctoral Degrees
Higher education Advanced skills training	7	Fellowships NVQ Level 5 Vocational Qualifications Level 7	7	Master's Degrees Integrated Master's Degrees Postgraduate Diplomas Postgraduate Certificate in Education (PGCE) Postgraduate Certificates	9	Master's Degree Postgraduate Diploma	11	SVQ Level 5 Professional Development Awards Postgraduate Diplomas Master's Degrees Integrated Master's Degrees Postgraduate Certificates	7	Master's Degrees Integrated Master's Degrees Postgraduate Diplomas Postgraduate Certificate in Education (PGCE) Postgraduate Certificates
Entry to professional graduate employment	6	Vocational Qualifications Level 6	6	Bachelor's Degree with Honours Bachelor's Degrees Professional Graduate Certificate in Education (PGCE) Graduate Diplomas Graduate Certificates	8	Honours Bachelor Degree Higher Diploma	10	Bachelor's Degrees with Honours Professional Development Awards Graduate Diploma Graduate Certificates	6	Bachelor's Degrees with Honours Bachelor's Degrees Professional Graduate Certificate in Education (PGCE) Graduate Diplomas Graduate Certificates
Specialised education and training	5	NVQ Level 4 Higher National Diplomas (HND) Higher National Certificates (HNC) Vocational Qualifications Level 5	5	Foundation Degrees Diplomas of Higher Education (DipHE) Higher National Diplomas (HND)	7	Ordinary Bachelor Degree	9	Bachelor's/Ordinary Degrees Professional Development Awards SVQ Level 4 Graduate Diplomas Graduate Certificates	5	Foundation Degrees Diplomas of Higher Education (DipHE) Higher National Diplomas (HND)
Qualified/Skilled worker Entry to higher education Completion of secondary education	4	Vocational Qualifications Level 4	4	Higher National Certificates (HNC) Certificates of Higher Education (CertHE)	6	Advanced Certificate Higher Certificate	8	Higher National Diplomas (HND) SVQ Level 4 Professional Development Awards Diplomas of Higher Education (DipHE)	4	Higher National Certificates (HNC) Certificates of Higher Education (CertHE)
	3	NVQ Level 3 Vocational Qualifications Level 3 GCSE AS and A Level Advanced Diplomas	3	NVQ Level 3 Vocational Qualifications Level 3 GCSE AS and A Level Welsh Baccalaureate Qualification Advanced	5	Level 5 Certificate Leaving Certificate	7	Professional Development Awards Higher National Certificates (HNC) Certificates of Higher Education (CertHE) SVQ Level 3 Advanced Highers		
							6	Highers SVQ Level 3 Professional Development Awards National Progression Awards National Certificates		
Progression to skilled employment Continuation of secondary education	2	NVQ Level 2 Vocational Qualifications Level 2 GCSEs at grade A* - C ESOL skills for life Higher Diplomas Functional Skills Level 2 (English, mathematics & ICT)	2	NVQ Level 2 Vocational Qualifications Level 2 Welsh Baccalaureate Qualification Intermediate GCSEs grade A* - C	4	Level 4 Certificate Leaving Certificate	5	Intermediate 2 Credit Standard Grade SVQ 2 National Progression Awards National Certificates		
Secondary education initial entry into employment or further education	1	NVQ Level 1 Vocational Qualifications Level 1 GCSEs at grade D - G ESOL skills for life Foundation Diplomas Functional Skills Level 1 (English, mathematics & ICT)	1	NVQ Level 1 Vocational Qualifications Level 1 GCSEs at grade D-G Welsh Baccalaureate Qualification Foundation	3	Level 3 Certificate Junior Certificate	4	Intermediate 1 General Standard Grade Scottish Vocational Qualifications (SVQ) 1 National Progression Awards National Certificates		
	Entry Level	Entry Level Certificates (sub levels 1 - 3) ESOL skills for life Functional Skills Entry Level (English, mathematics & ICT)	Entry Level	Entry Level Certificate (sub levels 1 - 3)	2	Level 2 Certificate	3	Access 3 Foundation Standard Grades National Progression Awards National Certificates		
					1	Level 1 Certificate	2	Access 2 National Progression Awards National Certificates		
Qualifications can be taken at any age in order to continue or return to training							1	Access 1		



* Adapted from a table produced by Ofqual, OAA, SCOF, CCEA, COFW and The National Qualifications Authority of Ireland.

APPENDIX 3 – Workplace Learning Agreement

Scottish Mammography Education Centre (SMEC)

AGREEMENT

Between

MANAGER AND COURSE APPLICANT

Course: Higher Education Certificate in Mammography

Duration: One year consisting of:

- A minimum five day placement at SMEC
- Three academic blocks at SMEC
- Work based learning at home base

***(Please note that candidates must fulfil the entry requirements for the course).**

SECTION A (to be completed by Manager / Superintendent Radiographer)

I understand that in order for the student to be offered a place on this course, the following facilities must be made available:

- i) The student should have access to a minimum of 20 mammograms per week for the duration of the course;
- ii) Day release as appropriate for academic blocks and placement at SMEC.
- iii) Access to the students images on the departments PACS system for the student and the clinical trainer from SMEC.

I confirm that I am able to provide the required facilities for the applicant.

Name: -

Position:-

Email Address:-

Signature

Date

SECTION B (to be completed by Applicant)

I have negotiated a suitable clinical programme for the HE Certificate in Mammography course.

Signature

Date

* Candidates must

- Have obtained 2 passes at SQA Higher level or equivalent;
- Be employed in a clinical environment offering mammography experience
- Negotiate a contract with the manager of the clinical department to ensure that the required amount of time and patient load to complete the work-based element of the course will be made available
- Demonstrate recent personal development and a desire to further progress.

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Appendix 4 – Imaging Support Portfolio Guidance

SCOTTISH MAMMOGRAPHY EDUCATION CENTRE ASSISTANT PRACTITIONER / HEALTH CARE SUPPORT WORKER

Assessment Record: _____

Module: Imaging Support

Learning Outcome: Learning Outcome 1
Competently operate and maintain the x-ray units following all protocols;

TASK	TRAINED BY	OBSERVED BY	COMPETENCE ACCEPTED SIGNATURE	DATE
Carry out procedures adhering to all protocols:				
1. Switching on/off X ray units				
2 Switch on and maintain accessory equipment.				
3. Viewers and work stations				

**SCOTTISH MAMMOGRAPHY EDUCATION CENTRE
ASSISTANT PRACTITIONER / HEALTH CARE SUPPORT WORKER**

Assessment Record: _____

Module: Imaging Support

Learning Outcome: Learning Outcome 2
Demonstrate effective maintenance of all accessory equipment;

TASK	TRAINED BY	OBSERVED BY	COMPETENCE ACCEPTED SIGNATURE	DATE
1. Aware of maintenance of X ray equipment				
2. Correct use of all equipment				
3. Maintenance of viewers				
4. QA of viewers and workstations				

**SCOTTISH MAMMOGRAPHY EDUCATION CENTRE
ASSISTANT PRACTITIONER / HEALTH CARE SUPPORT WORKER**

Assessment Record: _____

Module: Imaging Support

Learning Outcome: Learning Outcome 3

Carry out the Q.C tests necessary to ensure optimum equipment performance and image quality is within the required parameters;

TASK	TRAINED BY	OBSERVED BY	COMPETENCE ACCEPTED SIGNATURE	DATE
1. Perform daily equipment tests				
2. Read and log results				
3. Identify parameters				
4. Identify remedial action				

**SCOTTISH MAMMOGRAPHY EDUCATION CENTRE
ASSISTANT PRACTITIONER / HEALTH CARE SUPPORT WORKER**

Assessment Record: _____

Module: Imaging Support

Learning Outcome: Learning Outcome 4
Prepare and maintain environments for clinical procedures;

TASK	TRAINED BY	OBSERVED BY	COMPETENCE ACCEPTED SIGNATURE	DATE
Prepare x-ray rooms and waiting areas prior to use;				
1. Ensure all equipment is ready for use				
2. Cleaning materials available				
3. Information leaflets				
4. Control of stock for all procedures and equipment				

SCOTTISH MAMMOGRAPHY EDUCATION CENTRE ASSISTANT PRACTITIONER / HEALTH CARE SUPPORT WORKER

Assessment Record: _____

Module: Imaging Support

Learning Outcome: Learning Outcome 5
Demonstrate knowledge of the importance of all aspects of radiation protection;

TASK	TRAINED BY	OBSERVED BY	COMPETENCE ACCEPTED SIGNATURE	DATE
Demonstrate a knowledge of Irmer Regulations				
1. X-Ray warning lights				
2. Protective Lead Screens				
3. Recognise controlled areas				
4. Know procedure for radiation incident				
5. Understand radiation monitoring devices				

SCOTTISH MAMMOGRAPHY EDUCATION CENTRE ASSISTANT PRACTITIONER / HEALTH CARE SUPPORT WORKER

Assessment Record: _____

Module: Imaging Support

Learning Outcome: Learning Outcome 6
Correctly complete all required documentation;

TASK	TRAINED BY	OBSERVED BY	COMPETENCE ACCEPTED SIGNATURE	DATE
Demonstrate ability to complete Form 1 (Screening Form) with:-				
1. Check correct identification of Clients:- DOB, name, address, linking previous films and documentation				
1. mAs values				
2. KV				
3. Filters / Anode Combination				
4. Compressed Breast Thickness				
5. Force				

SCOTTISH MAMMOGRAPHY EDUCATION CENTRE
Certificate of Higher Education in Mammography
Record of Competency

Student Name: _____

Module: R1033 Imaging Support

Learning Outcome 7: Follow the protocols required for the preparation of equipment used in all aseptic procedures;

TASK	TRAINED BY	OBSERVED BY	COMPETENCE ACCEPTED SIGNATURE	DATE
Clean & set aseptic trolley for biopsy and localisation procedures carried out in your department. <i>Name type of procedure in boxes 1 – 3.</i>				
1.				
2.				
3.				

Appendix 5 – Client Care Portfolio Guidance

Scottish Mammography Education Centre

Client Care Portfolio

Matriculation Number:

Module Content		Comments
First Aid		
Manual Handling Training		
Risk Assessment		
CPR Training		
Health & Safety / Fire Lectures		
Departmental Plan		
750 Word Report	√	See Essay Marking
Comments		

Markers:

Date:



APPENDIX 6 - ASSESSMENT OF PROFESSIONAL PRACTICE – AP

- a) Management
- b) Interpersonal Skills
- c) Reflective Practice

a) Management

The assessor will initial the box to indicate the level of skill consistently demonstrated by the student throughout the session assessed:

i) Operation of Equipment

Basic Skills
Able to safely, effectively and efficiently operate imaging equipment and accessories.

Competence
Able to manoeuvre and manipulate imaging equipment to adapt to the patient's capabilities and conditions.

Core			Intermediate			Competent		
1	2	3	4	5	6	7	8	9
COMMENTS/ACTION PLAN								

ii) Knowledge of Quality Assurance Procedures

CORE SKILLS LEVEL
Demonstrate an understanding of the need for QA and why it is important

COMPETENCY LEVEL
Critically review QA results and identify appropriate action to be taken

Core			Intermediate			Competent		
1	2	3	4	5	6	7	8	9

COMMENTS/ACTION PLAN								
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iii) ORGANISATION

Basic Skills
Organises and prepares for examination.

Competence
Carries out examinations in a methodical and systematic manner and is able to record relevant information in a clear, orderly way

Core			Intermediate			Competent		
1	2	3	4	5	6	7	8	9

COMMENTS/ACTION PLAN								
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b) INTERPERSONAL SKILLS

i) Psychological and Emotional Support of Clients/Patients

Basic Skills
Demonstrates awareness of the importance of maintaining patient's dignity and self esteem

Competence
Recognises the patient's distress or anxiety and is supportive to clients/patients undergoing examination

Core			Intermediate			Competent		
1	2	3	4	5	6	7	8	9
COMMENTS/ACTION PLAN								

ii) Limitation of Practice

Basic Skills
Awareness of limitations of Assistant Practitioner's practice

Competence
Recognise situations when assistance and advice should be sought

Core			Intermediate			Competent		
1	2	3	4	5	6	7	8	9
COMMENTS/ACTION PLAN								

SECTION 2

- a) Management
- b) Interpersonal Skills
- c) Reflective Practice

ii) Communication with Patients, Relatives and Carers

Basic Skills
Communicates clearly with patients, relatives and carers regarding the experience during procedures

Competence
Is attentive to clients/patients needs and uses verbal and non-verbal skills

Core			Intermediate			Competent		
1	2	3	4	5	6	7	8	9
COMMENTS/ACTION PLAN								

SECTION 2

c) Reflective Practice

Application of Knowledge

Basic Skills
Clinical practice is informed by an accurate understanding of theoretical principles and concepts.

Competence
Clinical practice is extended by integration of theory with practice

Core			Intermediate			Competent		
1	2	3	4	5	6	7	8	9
COMMENTS/ACTION PLAN								

ASSESSMENT OF PROFESSIONAL PRACTICE:

First Intermediate assessment

STUDENT:

COMMENTS:

ACTION PLAN:

Signed

Assessor

date

Student

date

ASSESSMENT OF PROFESSIONAL PRACTICE:

Second Intermediate assessment

STUDENT:

COMMENTS:

ACTION PLAN:

Signed

Assessor

date

Student

date

ASSESSMENT OF PROFESSIONAL PRACTICE:

Final Assessment

STUDENT:

COMMENTS:

ACTION PLAN:

Signed

Assessor

date

Student

date