



London Ambulance Service **NHS**
NHS Trust

**Paramedic Practice Assessment Policy
(Student Paramedics)**

DOCUMENT PROFILE and CONTROL.

Purpose of the document: This document sets out the framework within which the LAS manages student assessments in the Paramedic Skills element of the Student Paramedic Programme.

Sponsor Department: Clinical Education and Development

Author/Reviewer: Gill Heuchan, Assistant Director of Professional Education Development.
To be reviewed by May 2013

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
14/05/12	1.1	IG Manager	Formatting and Doc Profile & Control changes
May 2011	0.1	AD Professional E D	Initial draft

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
ADG	27/03/12	1.0
Ratified by (If appropriate):		
SMG	30/04/12	1.0

Published on:	Date	By	Dept
The Pulse	16/05/12	Governance Co-ordinator	G&C
LAS Website	16/05/12	Governance Co-ordinator	G&C
Announced on:	Date	By	Dept
The RIB	22/05/12	IG Manager	G&C

Equality Analysis completed on	By
11 July 2011	Patrick Billups and panel
Staffside reviewed on	By
1 February 2012	Copies given to staff council Staff side chair and Secretary confirmed agreement.

Links to Related documents or references providing additional information		
Ref. No.	Title	Version

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

- 1.1 The LAS Student Paramedic programme follows the IHCD Paramedic qualifying pathway. As such the LAS as an accredited training centre is required to conduct assessments and examinations of knowledge and practice within a clear framework. which describes the number of times candidates will be allowed to re-sit assessments: access Viva voce and the support and remedial mechanisms where candidates fail. In addition the Las believes that it is matter of good governance and people management to have a clear and transparent policy for managers to follow and students to understand their roles and responsibilities in relation to the assessment process.

2. Scope

- 2.1 This policy applies to the Student Paramedics on the LAS IHCD programme which commenced in May 2008. It applies to the Paramedic Skills element of the programme. It applies to the final part of the course starting with pre-entry qualification at the 2nd gateway through Modules G-I, the hospital placement and mentorship period which leads to the IHCD Paramedic Award.
- 2.2 In order to progress into and through the Student Paramedic Practice (SPP) element of the programme all students must undertake and successfully complete the assessments as detailed in this document. They will be subject to the processes described if they fail to achieve the standards required in the written or practical assessments described in this document.

3. Objectives

- 3.1. To provide a clear, transparent and consistent process which supports the student and allows for the management of the assessment, reassessment and failure to meet the required standard on the Student Paramedic programme.
- 3.2 To ensure the safety, health and well being of patients and the public are safeguarded by ensuring that only those who demonstrate the knowledge and skills required are able to qualify.
- 3.3 To meet the IHCD requirement by having an assessment and reassessment policy which sets out the number of resits a student may have and the process for Viva Voce in order to retain accreditation for delivery of the programme.

4. Responsibilities

- 4.1 The **Director of Human Resources and Organisational Development** is responsible overall for the strategic approach to the design and delivery of staff education, training and development.
- 4.2 The **Assistant Director of Professional Education Development** is responsible for ensuring the delivery of high quality clinical education and

development, through management of the resources and processes to design deliver and evaluate the quality and content of the programmes delivered. The management of such systems and processes as are necessary ensure that there is internal assurance and standards required by the external awarding bodies such as the Health Professions Council (HPC), the (IHCD) are maintained. The Assistant Director of Professional Education Development is also responsible for the strategic management of the assessment, reassessment and appeals processes.

- 4.3 The **Head of Education** is responsible for ensuring the delivery of high quality clinical education and development through the management of resources and processes to design deliver and evaluate the quality and content of programme. The Head of Education is also responsible for ensuring that the clinical programmes are appropriate to the students collectively and individually in order to facilitate their personal and professional development. The Head of Education is responsible for ensuring the content of programmes is embedded in best practice and complies with the frameworks for the practice of high quality education and meets the standards required by the profession and awarding bodies.
- 4.4 The Head of Education is responsible for ensuring that the Clinical Education Department has the capacity and capability to deliver the planned courses, and assessment processes. The Head of Education will ensure that the department has the skills and knowledge to develop, design and implement the assessment and reassessment processes.
- 4.5 The **Education Governance Manager** is responsible for developing and managing all governance activity and services within the Clinical Education Department. The post has a lead responsibility for the continual audit and review of every aspect of the Department's business to assist in ensuring that quality and standards, both product and professional, are maintained. This includes promoting monitoring and support mechanisms for the ongoing review and improvement of all materials, courses, procedures and systems through working closely with the various teams within the Department and throughout the LAS.
- 4.6 The **Education Performance Manager** ensures an effective line of communication between the Education Centre Managers (ECM's) and the Clinical Education Steering Group. The Education Performance Manager will ensure the consistent delivery of high quality clinical education across all the education centres through line management of the ECM's and monitoring systems.
- 4.7 The **Education Centre Managers (ECM's)** manage the day to day running of the education centres and the resources to support the delivery of courses. They are responsible for identifying Course Directors to organise and manage the administration of course assessments and reassessments in the centres. They ensure that the courses are delivered to the required standards and that all relevant documentation is completed to demonstrate candidate assessment at the required level. The ECM's will ensure effective communication with

Practice Learning Managers, The Clinical Education Team and Operational Managers regarding student achievements in assessments.

- 4.8 The **Practice Learning Managers (PLM's)** manage the Clinical Education at cluster/complex level, this includes responsibility for the management of students in placements on complex and other NHS premises. They are responsible for managing students posted to operational placements who fail to meet the standards required by the course.
- 4.9 The **Course Director** is responsible for ensuring that the course objectives are communicated to training officers and students in order to encourage and support students in their endeavours to achieve the course objectives.
- 4.10 The Course Director is responsible for ensuring the overall management and administration of the course delivery and content to allocated cohorts. The Course Director will liaise with departmental colleagues to ensure the smooth running of the course,
- 4.11 The Course Director is responsible for the well being and pastoral welfare of students and tutorial staff allocated to their cohort. The Course Director will in liaison with the Course Tutors and/or Education Centre Manager develop actions plans for individual students who are having difficulty achieving the course objectives.
- 4.12 The **Training Officers / Personal Tutors** are responsible for working with the Course Director to ensure delivery of high quality training, assessment and reassessment processes to students. They will ensure that all the sessions they deliver use a range of media and techniques which take into account the learning styles of the students they are working with and the subject matter. They must ensure their materials are current and are evidence and/ or best practice based.
- 4.13 Training Officers/Personal Tutors must ensure that the environment where the assessments are taking place are appropriate to the type of assessment being undertaken and take into account any specific needs students may have. They must ensure that students are aware of the conditions of the assessment and must ensure that all student behaviour is congruent with vision and values of the service and the conduct which would be expected of students in particular any students aspiring to register with the HPC must act in accordance with the HPC guidance on student behaviour.
- 4.14 The Training Officers/Personal Tutors are responsible for the well being and welfare of students, their peers and colleagues. They will work with individual students to ensure action plans are implemented to address areas where students are not achieving the course objectives and will report to the Course Director and/or Education Centre Manager when individuals are not achieving progress against action plans or when they have concerns about student welfare, well being or progress in order to identify actions and develop plans to address these.

- 4.15 The **Training Strategy Group** is responsible for determining the strategic direction of clinical and non-clinical education within the London Ambulance Service NHS Trust, ensuring this meets the overall aims of the Trust, delivery of Healthcare for London and national policy.
- 4.16 The **Clinical Education Steering Group** is responsible for providing a link between the Education & Development Department, the Medical Directorate and Accident & Emergency Operations to oversee the development, delivery and quality assurance of the programmes and courses required to provide a workforce which is fit for purpose.

5. **Assessment Process**

- 5.1 All students are automatically afforded a resit opportunity if they fail any written or practical assessment, thereafter all and any further attempts are as set out below.

Viva Voce

- 5.2 Within all the elements of assessment at this stage the IHCD allows for either completion of a Viva Voce or a re-sit. Based on previous experience and challenges in maintaining systems which ensure and assure the consistency of Viva Voce the LAS will (except in exceptional circumstances) only offer a resit opportunity in all elements of the assessments detailed in this document. Regardless of how close the student is to a pass, no Viva Voce will be offered in re-sits.
- 5.3 Where a Training Officer identifies an exceptional set of circumstances which they feel warrant a Viva Voce (the student result must be no more than 5% below the pass mark) they will make a recommendation to the ECM with their rationale. The ECM has the authority to accept or decline the recommendation. An excel data base will be maintained to record all recommendations for Viva Voce, the database will include the following as a minimum;

- Student's name
- Cohort start date
- Module name
- Date of assessment
- Mark awarded
- Pass mark
- Reason for Viva request
- Name of Training Officer requesting the Viva
- Name of the ECM/PLM considering the request
- Outcome of Viva request

- Record of the questions asked
- Outcome of the Viva
- Any next steps (e.g. referral for a formal meeting if failed)
- Comments (on any aspects not covered by the above which are worthy of note)

6. Module G

Anatomy and Physiology

- 6.1 Multiple choice and true/false question paper. This assessment carries a pass mark of 85%. Failure of this paper will result in a re-sit after a period not exceeding 2 weeks. The student will be debriefed and advised of areas of development. The Course Director will contact their Area Operations Manager (AOM) and Practice Learning Manager (PLM) to advise of the failure. An action plan will be managed by the PLM.
- 6.2 The resit will be undertaken using a different paper to the original that the student has sat. The student will have been previously advised in writing of the re-assessment date by the Department of Education & Development.
- 6.3 Failure of the re-sit will result in the student being returned to complex pending a meeting with the PLM. In situations where there is an issue of patient safety or the well being of the student consideration should be given to standing the student down from duties. The Course Director will inform the AOM, PLM and Resource Centre that the student has been stood down. The student will be contacted by the PLM and invited to attend an interview with the PLM, AOM and /or Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The PLM and AOM/ or Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the PLM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The PLM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.
- 6.4 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to

representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

Open Book Assessment

- 6.5 This assessment will be marked and graded as five separate essays. Each essay is expected to pass with a minimum 'C' grade equivalent to a 72% pass mark.
- 6.6 Failure of this assessment is defined as not achieving a minimum 'C' grade in each essay. Results will be e-mailed to students; feedback on areas of development required identified by the assessor will be included. The student will undertake a re-sit after a period not exceeding 2 weeks post notification of results; The student will be required to re-sit the question/s that have not reached the satisfactory grade ONLY; students will receive the same questions at re-sit that they were previously assessed on. Any re-sit pass will be graded no higher than a 'D' grade; this is consistent with both the marking rules adopted both for Module J and by our Higher Education Institute partners. The student will have been previously advised in writing of the re-assessment date by the Department of Education & Development.
- 6.7 Failure of the re-sit will result in the student being returned to complex pending a meeting with the PLM. In situations where there is an issue of patient safety or the well being of the student consideration should be given to standing the student down from duties. The Course Director will inform the AOM, PLM and Resource Centre that the student has been stood down. The student will be contacted by the PLM and invited to attend an interview with the PLM, AOM and /or Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The PLM and AOM/ or Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the PLM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The PLM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.
- 6.8 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to

representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

Verified Completion of the appropriate Elements of Practice 2 (PAD)

- 6.9 All students must submit their PAD to a Clinical Lead [Clinical Tutor/Complex Training Officer or Team Leader] prior to the gateway 2 assessment centre for verification. Where a PAD document is not complete the following process should be followed.
- 6.10 Students with between **1 and 5 elements of practice unsigned** [excluding elements 45-49 inclusive which are post-paramedic course elements] will be advised by the clinical lead that these elements should be signed off in forthcoming operational shifts, in the paramedic training course [where demonstrated] or in the 4 week post-course mentoring period. The clinical lead will advise the student that failure to complete PAD sign-off may delay registration. The clinical lead will re-check the PAD at the end of this period to ensure that all the appropriate elements have been signed off. [Appendix 1: Elements of Practice]
- 6.11 Students with between **6 and 10 elements of practice unsigned** [excluding elements 45-49 inclusive which are post-paramedic course elements] will be advised by the clinical lead that these elements should be signed off in forthcoming operational shifts, in the paramedic training course [where demonstrated] or in the 4 week post-course mentoring period. The clinical lead will advise the student that failure to complete PAD sign-off may delay registration. The clinical lead will re-check the PAD at the end of this period to ensure that all the appropriate elements have been signed off. The clinical lead will notify the complex management team and area PLM that the student has a significant deficit in signed elements of practice which might delay his/her registration.
- 6.12 For students with **more than 11 elements of practice unsigned** [excluding elements 45-49 inclusive which are post-paramedic course elements] the clinical lead will notify the complex management team and area PLM that the student has a significant deficit in signed elements of practice which is likely to delay his/her registration. The student will be contacted by the area PLM to discuss any mitigating factors that need to be considered before a decision on how to proceed is made. Possible outcomes of this interview will include:
- The PLM advising the student that these elements should be signed off in forthcoming operational shifts, in the paramedic training course [where demonstrated] or in the 4 week post-course mentoring period. The student

must provide a clear account to the PLM as to why they have not had their document signed. Where the student cites lack of access to PPEd staff, they must provide evidence of having sought assistance in this [Appendix 2: Practice Assessment Document Completion Plan].

- The student being returned to practice for an extended period to achieve PAD sign off. If granted further practice time the student will be back-squadded by at least one cohort and will therefore be advised by the PLM that the outstanding elements should be signed off in the extended period of operational shifts, in the paramedic training course [where demonstrated] or in the 4 week post-course mentoring period. The student must provide a clear account to the PLM as to why they have not had their document signed. Where the student cites lack of access to PPEd staff, they must provide evidence of having sought assistance in this [Appendix 2: Practice Assessment Document Completion Plan]]
- A formal interview with the PLM, AOM and / or Human Resources Manager to discuss the student's progress on the course. This meeting may result in the student being returned to practice to achieve PAD sign off, or may conclude that the student has failed the practice assessment with no further practice time granted. If granted further practice time the student will be back-squadded by at least one cohort and will therefore be advised by the PLM that the outstanding elements should be signed off in the extended period of operational shifts, in the paramedic training course [where demonstrated] or in the 4 week post-course mentoring period. The student must provide a clear account to the PLM as to why they have not had their document signed. Where the student cites lack of access to PPEd staff, they must provide evidence of having sought assistance in this [Appendix 2: Practice Assessment Document Completion Plan].

6.13 Should the student fail to achieve the standard after undertaking an extended placement the paramedic training course and the 4 week post-course mentoring period [or if the student is not granted an extended placement] they will normally be stood down immediately. The PLM will inform the Resource Centre and AOM that the student has been stood down. The student will be contacted by the Area Practice Learning Manager and invited to attend an interview with the PLM, AOM and /or Human Resources Manager to discuss their progress on the course, and any mitigating factors that need to be considered before a decision on how to proceed is made. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after the end of the extended placement to allow these arrangements to be made. It is the responsibility of the student to arrange representation. The PLM and AOM / or Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a further opportunity to achieve the required standards in the practice placement or referral to the Assistant Director for Professional Education Development for a hearing.

- 6.14 Any referral for Hearing to the will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education(or nominated representative) will consider redeployment to A&E Support (where vacancies exists), will consider whether there is sufficient exceptional mitigation for additional practice time or whether termination of the student contract is appropriate. Where the student is offered a resit the PLM must decide which elements must be completed and verified before entering the paramedic skills element. The student will develop and agree an action plan and will be backsquadded by at least one cohort; they will have to represent their PAD for re-assessment at the Gateway.
- 6.15 Failure to achieve the required standards in the PAD will result in the student being failed in relation to the practice assessment element of Gateway 2. This will usually result in the student being returned to complex pending a meeting with the PLM. In situations where there is an issue of patient safety or the well being of the student consideration should be given to standing the student down from duties. The Course Director will inform the AOM, PLM and Resource Centre that the student has been stood down. The student will be contacted by the PLM and invited to attend an interview with the PLM, AOM and /or Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. All and any mitigating factors need to be considered before a decision on how to proceed is made. The PLM and AOM/ or Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the PLM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a final opportunity to achieve PAD sign off. The PLM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.
- 6.16 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a further opportunity to complete the Pad document, will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

Completion of all six Module J elements

- 6.17 The process for submission marking and management of student progress through Mod J, (6 elements) the social sciences module is set out in the Mod J student handbook. Every student will be given this handbook on commencement of the module.
- 6.18 Late submissions will not be marked and will be counted as a failure at that attempt. Students will automatically be offered a second submission date. Any student having difficulty meeting their assignment submission dates must discuss this with the lead for that module, extensions can be negotiated where extenuating circumstances exist. Failure of one or more parts of Mod J will result in management as set out in the Mod J handbook.
- 6.19 Upon successful completion of the Gateway II candidates will progress to the paramedic practice module and undergo the following assessments.

MODULE 1(G) Patient Assessment and Advanced Life Support

- 6.20 Practical assessment in the following to be assessed to defined Standards:
- Patient Assessment O.S.C.E
 - Supraglottic Airway
 - Needle Cricothyriodotomy
 - Cannulation including IV peripheral and EJV
 - EZ-IO
- 6.21 Failure of any practical assessment will result in a re-take within 1 week; Feedback will be given to the student with areas of identified weakness. Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course . The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the PLM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this

interview. The PLM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.

- 6.22 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

7. Drugs paper - LAS generated paper.

- 7.1 This assessment carries a pass mark of 90%. Students will have access to a drug dosage sheet which accounts for the higher pass mark than is required on IHCD papers.
- 7.2 Failure of this paper will result in a re-sit no more than one week from the original assessment. Feedback will be given to the student with areas of identified weakness. No Viva Voce will be offered on the resit. Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course . The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing. In exceptional circumstances the ECM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.
- 7.3 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to

representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

8. Cardiac arrest management ALS

Short written answer paper.

- 8.1 The pass mark is 60% in total with a minimum of at least 40% in each question. Students may be penalised up to a maximum of five marks for each statement they make as a component of an answer that displays lack of knowledge or practice that would seriously compromise the safety of a patient.
- 8.2 Failure of this paper will result in a re-sit no more than 1 week from the original assessment taking place. Areas of development will be advised by the Course Director or nominated Tutor. No Viva Voce will be offered on the re-sit. Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course. The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing. In exceptional circumstances the ECM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.
- 8.3 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

9. MODULE 2(H)

9.1 Practical assessment in the following to be assessed to the standards defined by IHCD:

- Adult trauma scenario
- Needle-chest decompression

9.2 Failure of any practical assessment will result in a re-take within 1 week. Feedback will be given to the student with areas of identified weakness. Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course. The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the PLM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.

9.3 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

Multiple choice and true/false question paper.

9.4 This assessment carries a pass mark of 85%. Failure of this paper will result in a re-sit no more than 1 week from the date of the original assessment. Areas of development will be advised by the Course Director or nominated Tutor. No Viva Voce will be offered on the resit. Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well

being of the student consideration should be given to standing the student down from the course . The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing. In exceptional circumstances the ECM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.

- 9.5 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

10. Module 3 (I2) Paediatrics

- 10.1 Practical assessment in the following to be assessed to the standards defined by the IHCD:

- Intra-osseous cannulation
- Paediatric Airway
- Paediatric Scenario

- 10.2 Failure of any practical assessment will result in a re-take within 1 week; Feedback will be given to the student with areas of identified weakness. Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course . The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result,

and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the ECM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.

- 10.3 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

Multiple choice and true/false question paper.

- 10.4 This assessment carries a pass mark of 85%. Failure of this paper will result in a re-sit after a period of 1 week; Areas of development will be advised by the Course Director or nominated Tutor. No Viva Voce will be offered on the resit.
- 10.5 Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course . The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the ECM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.

10.6 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

11. **MODULE 3(I2) Obs & Gyne**

Multiple choice and true/false question paper.

11.1 This carries a pass mark of 85%. Failure of this paper will result in a re-sit no more than 1 week from the original assessment. Areas of development will be advised by the Course Director or nominated Tutor. No Viva Voce will be offered on the re-sit

11.2 Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course . The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the ECM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.

11.3 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

12. FINAL SHORT WRITTEN ANSWER PAPER

- 12.1 This assessment includes questions from G, H I1 AND I2 and carries a pass mark of 60% with a minimum of at least 40% in each question. Students may incur deductions up to a maximum of five marks for each statement you made as a component of an answer that displays lack of knowledge or practice skill that would or could seriously compromise the safety of a patient.
- 12.2 Failure of this paper will result in a re-sit no more than 1 week from the date of the original assessment. Areas of development will be advised by the Course Director or nominated Tutor. No Viva Voce will be offered on the re-sit.
- 12.3 Failure of the re-sit will result in the student being allowed to continue the course with their cohort pending a meeting with the ECM. In situations where there is an issue about the well being of the student consideration should be given to standing the student down from the course. The Course Director will inform the AOM, ECM and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the ECM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The ECM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing. In exceptional circumstances the ECM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The ECM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.
- 12.4 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

13. HOSPITAL PLACEMENT

- 13.1 During the hospital placement students will be subject to ongoing assessment under the supervision of the co-ordinating clinician. Placements must include:
- Hospital Theatres,
 - Emergency Department

and can include:

- Minor Injuries Units
- Walk in Centres
- Primary Care Facilities

13.2 This placement will include the student achieving the required number of practical skills application:

- 10 Supraglottic Airways – unassisted
- 10 IV Cannulations - unassisted

Assessors

13.3 The Clinical Education and Development Department will ensure that the assessors within the hospital placement and those involved in the formal assessment process are suitably qualified. Where possible the assessors will be Training staff who have not been involved in the training of the student undertaking the assessment. Where possible Training staff should not mark test papers of students in whose training they have been involved. The marking will be subject to moderation to ensure consistency.

13.4 Placements will be coordinated by through Hannibal House, this is a pass / fails section of the course, and students must be signed as competent in the key areas of airway management and intra-venous access by the supervising clinician[s]. Unsuccessful students will be referred back to the area PLM.

13.5 Failure to achieve the required standards will result in the student being returned to complex pending a meeting with the PLM. In situations where there is an issue about the well being of the student and or patient safety consideration should be given to standing the student down from the course . The Course Director will inform the AOM, and Resource Centre that a student has been stood down. The student will be contacted by the ECM and invited to attend an interview with the PLM and a Human Resources Manager to discuss their progress on the course. The student may bring a colleague or representative to this meeting if they wish, and as such it should take place at least 48 hours after notification of the result to allow these arrangements to be made. It is the responsibility of the student to arrange representation. Their assessment result, and any mitigating factors that need to be considered before a decision on how to proceed is made. The PLM and Human Resources Manager will consider the individual circumstances and determine whether the mitigation and situation should result in a referral to the Assistant Director of Professional Education Development for a hearing . In exceptional circumstances the PLM may recommend to the Clinical Education and Training Manager or Assistant Director of Professional Education that the student is granted a 2nd and final re-sit following this interview. The PLM will make their recommendation to the Clinical Education and Training Manager or Assistant Director of Professional Education.

13.6 Any referral for Hearing to the Assistant Director of Professional Education will be conducted within the [Performance Capability Policy](#) in order that the student is afforded the right to present their case and relevant mitigation, the right to representation and appeal. Any hearing chaired by the Assistant Director of Professional Education (or nominated representative) will consider whether there is sufficient exceptional mitigation for a retake will consider redeployment to other roles including A&E Support (where vacancies exists), or whether termination of the student contract is appropriate.

14. PRE REGISTRATION PERIOD

14.1 During the post qualification period students will undertake a period of mentorship as detailed in Practice Placements for Newly Qualified Paramedics. During this time they can apply for their H.P.C. Registration.

15. Security

15.1 IHCD assessment papers will at all times be requested and stored in such a way as to meet the requirements of the IHCD.

15.2 Clinical Education and Development Department assessment tools will also be subject to the same stringent security requirements and it is the responsibility of the Education Centre Manager to ensure that these standards are maintained.

15.3 Any member of staff or student found to be sharing undisclosed or disclosed questions and answers will be investigated and will be dealt with under the terms of the disciplinary policy. Students who receive any such communication must report this to the Course Director ECM or PLM; any such reports will be dealt with sensitively and within the context of the whistle blowing policy. Failure to report such issues will result in investigation and will be deemed to be a very serious issue.

16. Notification of results

16.1 Students will be notified of their results as soon as possible after the assessment (subject to moderation). Results will be communicated to each student on an individual basis and must not be posted on notice boards.

IMPLEMENTATION PLAN	
Intended Audience	Student Paramedics Clinical Educators Line Managers Staff Side Representatives
Dissemination	Publication on the PULSE, notification in the RIB. All students are briefed prior to assessments on the individual elements.
Communications	RIB PULSE Verbal communication
Training	None
Monitoring	<p>The pass and fail rates and the pathway of all students who fail are captured in a database and are monitored.</p> <p>Areas where students have high fail rates trigger programme and assessment reviews' to ensure that the teaching and assessment processes are aligned.</p> <p>Overall attrition rates and reasons for attrition are monitored.</p> <p>All monitoring is reported to CESH and the Training Strategy Group.</p>

Index – Elements of Practice

	Elements of Practice 1	031	Treatment centre/destination
001	Communication technologies	032	Patient handover
002	Moving and handling		
003	Scene safety		
004	Cross-infection		
005	Patient health and wellbeing		
006	Consent		Elements of Practice 2
007	Confidentiality	033	Communication technologies
008	Patient records	034	Moving and handling
009	Practice review and audit	035	Scene safety
010	Vulnerable individuals	036	Cross-infection
011	Patient history	037	Patient health and wellbeing
012	Primary survey	038	Consent
013	System based patient assessment	039	Patient history
014	Patient care/treatment	040	Primary survey
015	Capacity	041	System based patient assessment
016	Obstetrics	042	Time critical patients
017	Multiple casualties	043	Patient care/treatment
018	Cervical spine care	044	Multiple casualties
019	Basic airway management	045	Advanced airway management
020	Advanced airway management	046	Advanced life support
021	Basic life support	047	Perform I.V. cannulation
022	Advanced life support	048	Perform I.V. infusion
023	Oxygen Therapy	049	Drug administration
024	I.V Cannulation preparation	050	Patient transportation (positioning)
025	I.V Infusion preparation	051	Treatment centre/destination
026	I.M/S.C injections	052	Patient handover
027	Drug administration		
028	Wound care		
029	Splinting (fractures)		
030	Patient transportation (positioning)		

Appendix 2

Practice Assessment Document (PAD) Completion Plan

This document should be read in conjunction with the guidance notes for the Direct Entry Student Paramedic timeline which is available on The Pulse [Home](#) > About Me > [My Career](#) > [E&D clinical & technical training](#) > [Student Paramedic \(Mod /OWR/Gateway Assessments/Para\)](#)

It is essential that Student Paramedics (SPs) carry their Practice Assessment Documents with them for every shift. Competencies can be signed off by:

- PPEd
- A/PPEd (A/PPEd summatively within their scope of practice)
- Team Leader
- Complex Training Officer/Clinical Tutor/ PLM etc
- LAS medical team members.

In the event the SP has identified that they are not on track to achieve their required contact hours:

- Speak with their local management team. Consideration should be given to
 - Swapping shifts in order to work with PPEds
 - Arranging to work with a Team leader or Clinical Tutor/CTO
 - Arranging to demonstrate required competency in Complex/Centre in a scenario based assessment with a Clinical Tutor/CTO or Team Leader
- In conjunction with local management team, liaise with your Resource Centre to consider
 - Being allocated to more PPEd shifts in the coming months
 - Being resourced to a PPEd line for a fixed period of time to achieve hours
 - Being allocated to a PPEd as a third person **if not able to be resourced as part of a crew**

It is acknowledged that SPs approaching Gateway 2 may have demonstrated competency in areas that were not witnessed by an A/PPEd. SPs should therefore complete the forms below (NOT the PAD) if these skills were witnessed by a *registered Paramedic*. This document may then be presented along with the table below to support their resolution attempts.

Should you require guidance on the above, you may wish to contact the Practice Learning Manager (PLM) for your Area:

Ian Bullamore (West) ian.bullamore@lond-amb.nhs.uk

Wendy Chalk (South) wendy.chalk@lond-amb.nhs.uk

Gary Ralph (East) gary.ralph@lond-amb.nhs.uk

Ref. TP082	Title: Paramedic Practice Assessment Policy	Page 24 of 27
------------	---	---------------

Students should evidence their resolution attempts on this Pro forma – and bring it with them to their Gateway assessment day

Student Name	Date & nature of request	Request discussed with	Outcome

...: The Student is able to demonstrate the knowledge and skills in order to:	Req level		Assessed level – S	Assessed level – PPEd	A/PPEd	Date	Comments
			Formative			print sign	
		Formative					
		Summative					

...: The Student is able to demonstrate the knowledge and skills in order to:	Req level		Assessed level – S	Assessed level – PPEd	A/PPEd	Date	Comments
			Formative			print sign	
		Formative					
		Summative					

NOTE/ For completion by a *registered Paramedic* where SPs have demonstrated competency in areas that were not witnessed by an A/PPEd. Shaded areas **MUST** be completed (the first two columns should be completed by the SP to reflect relevant the PAD element)

