

**THE UNIVERSITY OF SHEFFIELD  
SCHOOL OF NURSING AND MIDWIFERY**



**MENTOR  
EVIDENCE RECORD**

This record will demonstrate evidence of the following:

- I Mentor Preparation
- II Mentorship Experience
- III Knowledge Updating

Name: .....  
(PRINT)

Full work address: .....

.....

## **MEMBERS OF THE MENTOR UPDATE GROUP**

- Ms Jackie Audus, Student Representative, Staff Nurse, Royal Hallamshire Hospital
- Ms Merryn Barton, Education Advisor, Chesterfield & North Derbyshire Royal Hospital NHS Trust
- Mrs Elaine Bulloss, Acting Deputy Manager, Michael Carlisle Centre, Sheffield
- Ms Theresa Daniel, Senior Nurse, Clinical Risk Management and Practice Support, Rotherham General Hospital, NHS Trust
- Ms Kathryn Deighton, Learning and Development Co-ordinator, Doncaster and South Humber NHS Trust
- Ms Jane Dennison, Clinical Placement Co-ordinator, North Derbyshire PCTs
- Mrs Angela Donnelly, Head of Education and Training, Children's Hospital
- Mr Chris Dowd, Senior Lecturer, University of Sheffield
- Ms Jane Graham, Professional Development Advisor, Chesterfield & North Derbyshire Royal Hospital NHS Trust
- Mrs Sue Hopkins, Head of Student Support, Sheffield Teaching Hospitals NHS Trust
- Ms Cate Johnson, Co-ordinator and Editor of the Mentor Evidence Record, Nursing Lecturer, University of Sheffield
- Mrs Anne Peat, Director of Quality, University of Sheffield
- Ms Helen Ross, Lecturer in Nursing, University of Sheffield
- Ms Ci Ci Stuart, Co-ordinator and Editor of the Mentor Update Workbook, Lecturer in Midwifery, University of Sheffield
- Mr Patrick Sykes, Senior Nursing Lecturer, University of Sheffield

## INTRODUCTION

The clinical mentor provides a vital role in nursing and midwifery education, research into mentorship shows just how much mentors contribute to student learning and development. Indeed, without this continued contribution, the education of new nurses and midwives would not be possible. This new *Mentor Evidence Record* strengthens the mentor's role by recording how updating and development takes place.

### **What is the *Mentor Evidence Record*?**

This is a booklet which each mentor will own. Within the booklet, the mentor will record what she/he has done to keep up to date with mentorship issues. The booklet gives a number of examples of updating activities/opportunities which may be recorded.

### **How will a mentor demonstrate evidence of updating on mentorship issues?**

By completing their *Mentor Evidence Record*.

### **To whom will they show the *Mentor Evidence Record* for verification?**

To the Learning Environment Manager.

### **When will they need to do this?**

Annually, when the learning environment manager completes the *Practice Placement Audit*. It should also be discussed during Individual Professional Development Review meetings.

### **What kind of record is kept of this in the *Practice Placement Audit*?**

This audit requires the learning environment manager to confirm that all mentors in that clinical area have demonstrated evidence of updating. This list of mentors forms the *Live Register* of mentors for that clinical area. The list is kept within the audit tool and reviewed annually.

### **Why is this list necessary?**

Because the English National Board for Nursing, Midwifery and Health Visiting<sup>1</sup>, standards upheld by the Nursing and Midwifery Council (NMC), stipulate that a list of live mentor/assessors should be kept, and that mentors are up to date on mentorship issues. The NMC will therefore require evidence that this standard is met. The *Mentor Evidence Record* shows that mentors are updating their professional knowledge and developing their mentorship role.

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<sup>1</sup>English National Board for Nursing, Midwifery and Health Visiting (1997) *Standards for approval of higher education institution and programmes*. London, ENB.

**EVIDENCE OF MENTOR UPDATING IS ALSO REQUIRED FOR:****PREP**

Evidence of your continuing mentorship development may be recorded as part of PREP requirements. You will have discussed these with your manager during your Individual Performance Review process. Your *Mentor Evidence Record* should be kept within your Professional Profile as it will need to be seen annually.

**The Quality Assurance Agency (QAA)**

This agency periodically audits all departments in all universities for quality provision in educational programmes. When the School of Nursing and Midwifery is audited, a sample of student placement areas is identified by the audit team. This QAA audit team will then visit the identified clinical placement areas and they will ask to examine the *Practice Placement Audit*. Within this is contained confirmation by the Learning Environment Manager that all mentors in that area have completed their *Mentor Evidence Record* and are listed on the *Live Register* for mentors.

The results from the QAA audit are made available to prospective nursing and midwifery students. These students consider these results when making choice about careers, programmes and universities. These are also compared with the results from other universities and similar programmes.

If we wish to attract high calibre people into nursing and midwifery it is not enough to know that we provide high calibre education. We must be able to *provide evidence of this*.

**This document enables you to provide evidence in three critical areas over a five year period.**

**I How you have been PREPARED for the role**

**II How you can learn through EXPERIENCE in this role and**

**III How your KNOWLEDGE of issues relevant to that role is updated**

Documentation for each of these critical areas is provided on the pages which follow.

### I - PREPARATION FOR MENTORSHIP

The following programmes are approved through the NMC as preparation for mentorship:

- Mentor Preparation Programme (since Sept 2001).
- English National Board Course 997/8 (prior to 2001).

**Name(s) of course(s)/programme(s) undertaken:**

.....

.....

.....

Date of completion: .....

Name of Learning Environment Manager: .....

Signature: .....

Clinical Area: .....

Date: .....

A variety of other courses and study days also contribute towards mentor preparation. Examples of these are City and Guilds 730, Vocational Assessor Awards D32 and D33, other teaching modules, mentor study days etc. which may be provided by a variety of different institutions.

It is your responsibility to check that the form of preparation you have undertaken has enabled you to meet the Advisory Standards for Mentors and Mentorship established by the UKCC<sup>2</sup>. You should do this with your Learning Environment Manager.

<b>Name(s) of other course(s)/programme(s)/study day(s):</b>	<b>Dates attended:</b>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

<sup>2</sup> UKCC(2000) *Standards For The Preparation of Teachers of Nursing, Midwifery and Health Visiting*, UKCC: London











### III - KNOWLEDGE UPDATING

As a mentor you need to have current working knowledge and understanding of the following in relation to learning and assessment:

#### 1. Local policies/guidelines

Any policies/guidelines which relate to:

- (i) the course/programme your learners are undertaking, *particularly the assessment documentation which you are required to complete*. Whenever modifications are made to this, you need to record that you understand the changes made and their implications for student learning and assessment.
- (ii) the role and responsibilities of those who provide direct or indirect support to students, for example, mentor, learning environment manager, link lecturer, etc.
- (iii) the Practice Placement Audit.
- (iv) the Placement Charter and Link Lecturer Standards.

#### 2. National policies/guidelines

Any policies/guidelines which relate to:

- (i) ENB/NMC Standards identifying the hallmarks of a quality practice placement.  
UKCC/NMC Advisory Standards for mentors.
- (ii) Contemporary research relating to mentorship and the student experience, particularly those studies which include recommendations for practice in this area.

***DETAILS ON ALL OF THESE ARE AVAILABLE IN A PUBLICATION WHICH HAS BEEN SPECIFICALLY PRODUCED FOR THIS PURPOSE – THE RESOURCE WORKBOOK FOR MENTORS.***

The following are examples of activities which should enable you to update your knowledge of local and national policies/guidelines.

**CHOOSE ONE OF THESE PER YEAR:-**

**EITHER 1. Attend a 'Mentor Update' Session**

These may take the form of an arranged session facilitated by the Link Lecturer, Learning Environment Manager, Student Support Officer or equivalent.

They may also take the form of a one to one discussion with any of the above where local or national issues (or both) around mentorship and student support are explored.

If the session/discussion you attend covers only local issues e.g. the students curriculum, you can use the Resource Workbook to 'top up' on the national issues which are also central to good practice.

**OR 2. Study the Resource Workbook for Mentors**

This workbook has been written to provide information on local and national policies/guidelines. These cover all matters relating to teaching, learning and assessment in clinical practice.

The workbook has been written in an interactive style which encourages you to

- reflect on your practice
- talk to other mentors about specific issues
- find out further information yourself

If you have recently completed a Mentor Preparation Programme you may have already covered some sections in the Workbook and therefore may only need a knowledge review. If your Mentor Preparation Programme (or ENBC 997/8) was completed some time ago you may need to go through all sections carefully.

The Resource Workbook has been widely distributed to healthcare providers and is also available through local Education and Training departments, Hospitals and University Libraries and the following website:

<http://www.shef.ac.uk/uni/academic/N-Q/nm/mentorship/mentorship.htm>

**IN ADDITION:**

The *Assessor Newsletter*, which is published three times per year, contains brief but vital current information for mentors on local and national issues. It is sent to all placement areas and is also available at the following website:

<http://www.shef.ac.uk/uni/academic/N-Q/nm/mentorship/mentorship.htm>

**The following pages are for you to record details of the updating activity which you chose.**

**Complete one page ANNUALLY.**

**This document contains sufficient space to record evidence for five years.**

**Should you require further information/clarification, please contact your Learning Environment Manager or Link Lecturer.**

**Type of update chosen: (delete where applicable)**

Either 1. Attendance at a 'Mentor Update' facilitated by .....

Or 2. Reading/study of the Resource Workbook for Mentors

**Learning outcomes gained from the update:**

**Reflect on how the above will affect your practice as a mentor:**

Signature of facilitator of Mentor Update: ..... Date: .....

If updating via Resource Workbook:

Signature of Learning Environment Manager:..... Date: .....

**Type of update chosen: (delete where applicable)**

Either 1. Attendance at a 'Mentor Update' facilitated by .....

Or 2. Reading/study of the Resource Workbook for Mentors

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Signature of facilitator of Mentor Update: ..... Date: .....

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Signature of Learning Environment Manager:..... Date: .....





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