

How to complete the portfolio

You can View Logbook at any time to see overview of your completed portfolio.

Year 1 of your portfolio:-

Placement

Enter placement details here including orientation to placement which is to be completed by mentor within 3 days of placement start

Learning Agreement

Should be completed by you and agreed by your mentor within the first 2 weeks of placement

Formative / Summative assessment

Formative assessment should occur approximately half way through placement – first do a self-assessment – then mentor will complete an assessment and potentially suggesting further areas that need to be visited developments that you need address etc.

Summative assessment, Will occur at the end of placement and will be the final sign off to say they are satisfied with your performance and development.

Record of attendance

You should log all your attendance hours here and any hours that you have made up. Submit each to mentor

Record of Absence

You should log all absences here and submit to mentor. All time missed to be made up (recorded under attendance)

Professional Behaviour

At the end of placement Mentors will also asses you on: -

- Meeting requirements for attendance
- Punctual for attendance
- Dresses in accordance with FHMS uniform policy
- Demonstrates interest in, respect and concern for patients and clients, colleagues, families & carers
- Demonstrates initiative in extending knowledge and skills
- Practices according to HCPC Standards of Conduct Performance and Ethics

Workbook

You are required to answer all the questions in the work book and mentor to sign you off when done

Direct observations of Practice

Two sign off each for

1. Checking in of the Surgical Patient
2. Patient Positioning
3. Preparation of Fluids

4. Surgical Scrub
5. Correct handling of Clinical Specimens
6. Correct handling of Clinical Waste
7. Correct Handling of instruments
8. Preparation of the Theatre Suite
9. Preparation of the Anaesthetic Room
10. Checking of Anaesthetic Machine
11. Preparation of the Airway Trolley
12. Preparation of the patient monitoring
13. Preparation of the appropriate drugs
14. Preparation for a Spinal/ Epidural anaesthetic
15. Assistance in Induction
16. Assistance in Rapid Sequence Induction

Clinical Assessment Exercise

Two CeX signed off consisting of

1. Anaesthetic phase
2. Surgical phase

Performance Record

Your Mentor will sign you off against the Module Learning Outcomes, Formative and Summative

Module Learning Outcomes

1. Receive and check patients into the perioperative environment providing relevant and appropriate information that the patient and practitioners can utilise.
2. Participate as a member of the peri-operative team, across a number of surgical specialities, to include receiving, handling and dispatching clinical specimens.
3. Demonstrate principles of infection control (standard precautions) including aseptic technique, environment cleaning, considering potential sources of contamination within the peri-operative environment including sterilisation/disinfection methods.
4. Maintain a safe environment for patients and staff in accordance with relevant policies and risk management strategies in relation to health and safety, moving and handling, waste management, medical devices and the clinical environment.
5. Participate in the negotiation and agreement of the perioperative care plan with the patient, and others as appropriate.
6. Select, check and prepare an identified range of anaesthetic and associated equipment, in accordance with accepted national and local policies and guidelines
7. Demonstrate an understanding of the uses and application of a range of patient monitoring equipment.
8. Identify, check and select appropriate drugs used for the induction, maintenance and reversal of anaesthesia in accordance with local policy and national guidelines.
9. Prepare sites for peripheral and central venous cannulation, epidural and spinal anaesthesia including the sterile field and demonstrate the management of infusion, transfusion and cannulation equipment.
10. Demonstrate methods and equipment used in airway management, whilst ensuring that any signs of the patient airway being compromised is recognised promptly and appropriate action taken immediately

Visits in Practice

Record here your required placements to HDSU and Pathology and also any other visits you have managed to arrange.

Practice Diaries

Diary entries (1 in the Anaesthetic role and 1 in the Surgical role – 500 words each entry)

Action Plan

if required by mentor to address specific issues, can be formative or summative (end of placement)

Checklist for submission

Will appear when you have completed the required elements above

Year 2 of your portfolio:-

Placement

Enter placement details here including orientation to placement which is to be completed by mentor within 3 days of placement start

Learning Agreement

Should be completed by you and agreed by your mentor within the first 2 weeks of placement

Formative / Summative assessment

Every student must have a formative assessment in programme weeks 58, 63, 87 & 95. The summative assessments can be arranged no sooner than programme week 103 and must be completed by programme week 105.

Summative assessment, Will occur at the end of placement and will be the final sign off to say they are satisfied with your performance and development.

Record of attendance

You should log all your attendance hours here and any hours that you have made up. Submit each to mentor

Record of Absence

You should log all absences here and submit to mentor. All time missed to be made up (recorded under attendance)

Professional Behaviour

At the end of placement Mentors will also assess you on: -

- Meeting requirements for attendance

- Punctual for attendance

- Dresses in accordance with FHMS uniform policy

- Demonstrates interest in, respect and concern for patients and clients, colleagues, families & carers

- Demonstrates initiative in extending knowledge and skills

Practices according to HCPC Standards of Conduct Performance and Ethics

Workbook

You are required to answer all the questions in the work book and mentor to sign you off when done

Direct observations of Practice

Two sign off each for

1. Assist in the anaesthetic of a paediatric patient (12yo or below)
2. Scrub for a paediatric case (12yo or below)
3. Assist in the anaesthetic of a trauma patient
4. Scrub for a trauma patient
5. Assist in the anaesthetic of an emergency (CEPOD) patient
6. Scrub for an emergency (CEPOD) patient
7. Recover a paediatric patient (12yo or below)
8. Demonstrate the preparation and set-up of a PCA/ Epidural pump
9. Demonstrate the preparation and administration of IV drugs in the PACU setting
10. Assist the anaesthetist during an emergency C-section
11. Prepare for a critically ill patient including invasive monitoring, ultrasound and other equipment
12. Prepare and assist in an ENT / Maxfac anaesthetic
13. Attend and assist in an 'out of department' emergency
14. Prepare and assist in the transfer of a patient between departments
15. Prepare and assist in the anaesthetic phase of an out of department list (e.g. X-Ray/ CT/ MRI/ Endoscopy etc.)
16. Demonstrate or participate in a cardiac arrest including the use of a defibrillator
17. Selection, preparation, use and decontamination of endoscopic equipment

Clinical Assessment Exercise

Two CeX signed off consisting of

1. Paediatric list – Anaesthetic phase
2. Paediatric list – Surgical phase
3. Trauma list – Anaesthetic phase
4. Trauma list – Surgical phase
5. C-section list – Anaesthetic phase
6. Emergency (CEPOD) list – Anaesthetic phase

Performance Record

Your Mentor will sign you off against the Module Learning Outcomes, Formative and Summative

Module Learning Outcomes

1. Develop self in the diverse roles of the Operating Department Practitioner whilst delivering peri-operative care to differing patient groups across a wider range of clinical specialities, techniques and environments.

2. Assess, plan, implement and evaluate peri-operative care needs of patients within a variety of clinical disciplines. To include day case, in-patient and non-scheduled groups.
3. Analyse principles of pre-assessment which influence patient care planning and delivery of care.
4. Assess and prioritise patient care needs with supervision from a registered practitioner.
5. Distinguish between normal and altered physiology during a clinical emergency and demonstrate the management of specific clinical emergencies and trauma for differing patient groups.
6. Recognise the need for, initiate and participate in Basic Life Support & Intermediate Life Support procedures.
7. Select, prepare and check a range of emergency drugs (in accordance to local & national guidelines).
8. Demonstrate an awareness of, and practice within the framework of local and national Health and Safety policies.
9. Develop and practice within the framework of accepted Code of Professional Conduct and recognise own limitations in relation to professional practice.
10. Analyse using a wide variety of communication skills information on the care needs of the individual patient are met by taking into account the physical, emotional, psychological, and personal beliefs of the patient.
11. Communicate effectively with the healthcare team, patients, relatives and carers. Discuss the significance and support of communication required for patients, relatives and carers well-being during emergencies.
12. Recognise the value and contributions of self and the multi-professional team in the emergency situation.
13. Examine the causes, signs and symptoms and range of clinical emergencies and the methods used in identifying/monitoring them.
14. Demonstrate the ability to adapt to different clinical settings, urgency of care and patient groups.
15. Examine the protocols, techniques and equipment used in the management of an identified range of clinical emergency situations.
16. Demonstrate a working knowledge of all major national clinical emergency guidelines.
17. Discuss the principles and practice of defibrillation techniques.
18. Explain the mode of action, side effects and contraindications of a range of drugs used in emergency situations.
19. Identify how to access, retrieve and process information required for evidence based practice.
20. Evaluate the outcomes of clinical emergency situations, using self and peer reviews.
21. Manage the patient's airway in the immediate post-op period, to include both adults and children.
22. Prepare and administer prescribed drugs to a patient via different routes including IV (where possible) intra-muscular, subcutaneous, oral and topical.
23. Monitor and assess patients from all identified groups as they recover from general and regional anaesthesia. Recognise and take appropriate action to alterations in the patient's physiological parameters.
24. Check that all drains, dressings, wound supports and other support equipment is functioning correctly and take remedial action where required.

25. Assess, manage and implement pain relief strategies for improving patient comfort within all identified patient groups. Provide care in the immediate post-operative period to meet individual needs, concerns and beliefs.
26. Document care and treatment regarding the patient's condition during immediate post-operative period, and ensure this information is communicated to the receiving person when handing over the patient's care.
27. Develop an awareness of the complexity of individualized patient care in the immediate post-operative period.
28. Review how the type of procedure and the clinical speciality affect the requirements for post anaesthetic monitoring and care.
29. Explain the principles and demonstrate the techniques of using artificial airways and patient positions to maintain unobstructed respiration including how surgical and anaesthetic procedures may compromise the airway.
30. Collect and interpret physiological data used in the continuing care of individual patients in the immediate post-operative period.
31. Use a range of appropriate information systems and write clear, legible and coherent records.

Visits in Practice

A&E: Students learn about the clinical environment, protocols and triage procedures. Builds on the multi-disciplinary understand of clinical emergencies.

ITU: Demonstrating the interplay between theatres and ITU. Gives the students experience in advanced nursing techniques, as well as exposure to additional mechanical and pharmaceutical therapies. Reinforces the theory teaching of ABG's, ventilation, fluid balance and inotropic support. This placement builds on the multi-disciplinary team approach to patient care, whilst showing the students what happens to a critical patient once they have left theatre/ recovery.

Pain team: Demonstrates the extended role of anaesthetic and nursing colleagues, whilst also demonstrating the need for good pain control whilst in PACU. This placement also gives the students an understanding of other pain control techniques and the challenges faced by both staff and patients.

X-ray: This should help contextualise and reinforce the theory sessions whilst help improve the student's diagnosis techniques, particularly in relation to emergencies and trauma. Again, this placement is designed to improve the students understanding the multi-disciplinary team and give them the skills necessary to work in this area safely and efficiently.

Patient Journey: The purpose of this short placement is to develop your understand of the process a patient undergoes when coming to the operating department. It is important that you recognises the patient journey as a whole and not in the isolation of an acute episode of care

Practice Diaries

As this is a very long module the amount of entries will reflect this. The topics that must be covered are listed below, the word count can be between 500 – 1000 words each but they must show depth, insight and analysis. As there are so many it is important that you DO NOT leave this work until the last minute.

Topics: Patient Journey, Surgical pre-assessment, A&E, ITU, Pain, Radiology, Paeds Anaesthetic, Paeds Surgical & Obstetric Anaesthetic.

Action Plan

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Checklist for submission

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Consolidated Practice (Year 3 of your portfolio) :-

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Learning Agreement

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Formative / Summative assessment

Formative assessment should occur approximately half way through placement – first do a self-assessment – then mentor will complete an assessment and potentially suggesting further areas that need to be visited developments that you need address on this final placement.

Summative assessment, Will occur at the end of placement and will be the final sign off to say they are satisfied with your performance and development.

Record of attendance

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Professional Behaviour

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- Demonstrates initiative in extending knowledge and skills

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Performance Record

Your Mentor will sign you off against the Module Learning Outcomes, Formative and Summative

Module Learning Outcomes for this module are the Standards of Proficiency (SoP) for ODPs

1. Be able to practise safely and effectively within their scope of practice
2. Be able to practise within the legal and ethical boundaries of their profession
3. Be able to maintain fitness to practise
4. Be able to practise as an autonomous professional, exercising their own professional judgement
5. Be aware of the impact of culture, equality and diversity on practice
6. Be able to practise in a non-discriminatory manner
7. Understand the importance of and be able to maintain confidentiality
8. Be able to communicate effectively
9. Be able to work appropriately with others
10. Be able to maintain records appropriately
11. Be able to reflect on and review practice
12. Be able to assure the quality of their practice
13. Understand the key concepts of the knowledge base relevant to their profession
14. Be able to draw on appropriate knowledge and skills to inform practice
15. Understand the need to establish and maintain a safe practice environment

Visits in Practice

Record here any visits you have managed to arrange.

Clinical group meetings

Record your clinical meetings here

Action Plan

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