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This handbook contains information that is essential to your pre-registration study at the Florence Nightingale Faculty of Nursing & Midwifery. It must be read in conjunction with MyHandbook which contains important College information relevant to your studies, including the student guide to regulations.

Please also refer to the New to King's webpage.

This handbook can be printed, and/or provided in alternative formats such as large print/different fonts upon request to asc@kcl.ac.uk.

Welcome from the Executive Dean

Dear Student

A very warm welcome to the Florence Nightingale Faculty of Nursing & Midwifery at King's College London where we bring together the best students, clinicians, academics and researchers, all focused on ensuring patients receive the best possible care underpinned by the most recent rigorous research evidence.

Academic ability alone is not sufficient to be a student in the Florence Nightingale Faculty of Nursing and Midwifery. At King's we expect our students to have excellent academic abilities as well as the right attitudes and values to ensure patients and their families receive the best possible care. Our students and graduates exemplify caring, competence in practice and compassion. They are effective communicators, committed to excellence in care delivery and courageous to speak out when patient care is compromised. Our graduates are highly regarded and sought after.

Our commitment to you is that you will have access to excellent teachers, world class researchers and outstanding partnerships with NHS Trusts, all of us working together to ensure you have the best learning opportunities possible.

We value your feedback so please take advantage of the many opportunities to tell us about your experiences so that we can make continuous improvements during your time with us.

I encourage you to make the most of all the opportunities on offer (both academic and social). Enjoy your time here and I look forward to meeting you on campus.

Best wishes,

Professor Ian Norman BA, MSc, PhD, RN, FEANS, FAAN, FRCN
Executive Dean

Welcome to the Pre-Registration Midwifery Programmes

We are delighted that you have chosen to study at King's College London and I would personally like to welcome you to the Faculty.

You are joining the world's first professional nurse training Faculty which has a long and distinguished history. Established by Florence Nightingale at St Thomas' Hospital, it opened its doors to its first probationers, or students, on 9 July 1860. Since then the Faculty has continued to pioneer as a provider of nursing and midwifery education and research, in order to contribute to improving the quality and effectiveness of healthcare.

You have joined us at a particularly exciting time with the future of healthcare delivery, and the pivotal role of nurses and midwives, being keenly discussed and debated. We are sure that you will find studying with us stimulating and challenging and that it will prepare you well for your future career.

This handbook, which should be read in conjunction with College and module handbooks, contains key information which we think you will find both helpful and relevant during your time at the Faculty. Please read it carefully, as our experience tells us that if we are absolutely clear on these matters everyone can concentrate on what is most important - ensuring that your experience of study is rewarding, successful and enjoyable. The first part of the handbook contains information relevant to all students of the Faculty; the latter part is for students on pre-registration nursing and midwifery programmes.

Please remember that if you are unsure about anything at all we are here to help you. There are a number of people specifically named in this handbook who you can contact or alternatively you should feel free to approach any member of staff who will be able to direct you to an appropriate person.

We look forward to seeing you all in due course at the graduation ceremony where we will celebrate your success – in the meantime, we look forward to working with you in your studies.

Dr Louise Barriball RN BS PhD FHEA
Vice Dean for Education
Email: louise.barriball@kcl.ac.uk
Telephone: 020 7848 3029
EA: jennifer.osborne@kcl.ac.uk

Elsa Montgomery
Head of Department, Midwifery
elsa.montgomery@kcl.ac.uk
020 7848 3632

1   About the Faculty

Welcome to The Florence Nightingale Faculty of Nursing and Midwifery at King's College London for the 2015-2016 academic year.

The Florence Nightingale Faculty of Nursing & Midwifery was the world's first professional Faculty of nursing. It is now one of eight Faculties within King's College London, one of the top 25 universities in the world and a prestigious Russell Group University. The Faculty offers expertise in research, teaching and practice development. It is consistently highly rated one of the top nursing and midwifery Faculties in national assessment exercises for teaching standards, the student experience and research.

The Faculty is situated at the Waterloo Campus which is located in the heart of London on the Southbank of the River Thames. Nursing and Midwifery students benefit from being located within the multi- disciplinary environment of the campus, as well as having access to all the facilities of the College and the University of London. Teaching primarily takes place in central London locations, but also on occasions in NHS Placement locations. The Faculty education programmes meet the needs of individuals seeking to become nurses, midwives or to continue professional development after registration.

The Faculty is at the forefront of health services, policy and evaluation research with strong teams of active researchers.

1.1   King's Health Partners

King's Health Partners is a pioneering collaboration which combines the research, clinical and teaching elements of King's College London and three of London's most successful NHS Foundation Trusts. Its driving purpose is to bring about swifter and more effective improvements in health and well-being for patients by integrating world class research, care and teaching. Nurses and midwives will play a fundamental role in achieving this vision. A Nursing and Midwifery Partnership Group for King's Health Partners has been created and is in the process of identifying robust objectives and a tactical plan to ensure their effective delivery.

In addition to the Florence Nightingale Faculty of Nursing and Midwifery, the group comprises Education Leads and Chief Nurses at the following institutions:

- South London and Maudsley NHS Foundation Trust www.slam.nhs.uk
- King's College Hospital NHS Foundation Trust www.kch.nhs.uk
- Guy's and St Thomas' NHS Foundation Trust www.guysandstthomas.nhs.uk

1.2   Trust Placement Providers

In addition the Florence Nightingale Faculty of Nursing and Midwifery links to the following maternity service providers who provide midwifery student placements:

- Chelsea and Westminster NHS Foundation Trust
- Guys and St Thomas' NHS Foundation Trust
- Imperial College Healthcare NHS Trust
- King's College Hospital NHS Foundation Trust
- Portland Hospital for Women and Children
- Lewisham and Greenwich NHS Trust
- University College London Healthcare NHS Trust

2   Research and Teaching Activities

Our research activity is funded by the [National Institute for Health Research](#) (NIHR), Research Councils and a range of charities. We host a range of nationally competitive fellowships at MRes, PhD and post-doctoral level.

The purpose of our research is to improve the quality of care, services and outcomes for patients and their carers. There are 3 overarching programmes of work:

- **Patient and carer experience**: a programme of work that explores the patient and carer experience with the aim of improving their care. Research activities focus on timely information provision and understanding patient and carer support needs in hospital and community settings, which includes older person care, cancer, mental health, diabetes mellitus, neurological and inherited genetic conditions.

- **Healthcare workforce, organisation and service delivery**: Research within the NHS and also in global healthcare systems.

- **Health and well-being**: maternal and family health and wellbeing is the main focus of activity within this programme. This ranges from ensuring the safety of women and their babies during and following childbirth to supporting families' wellbeing through health visiting, health promotion and disease prevention.

The work that we do is underpinned by cross cutting principles: engagement with patient and user perspectives, commitment to conceptual and methodological innovation, attention to policy relevance and practical application of our findings through interventions.

Our researchers come from a wide range of professional backgrounds including nursing, midwifery, Allied Health Professions, psychology, anthropology and social science.

2.1   NaMER

NaMER (Nurses and Midwives Enthusiastic about Research) is a student-led group at King's that meets regularly to discuss and explore the latest nursing and midwifery research. The group invites leading researchers to visit the College and discuss their projects, their career and the future of the growing nursing and midwifery research industry.
If you'd like to get involved with NaMER, stay informed of upcoming speakers, or want to attend the group's regular Journal Club meetings, please email namer@kcl.ac.uk.

2.2   Teaching and Learning strategies

A wide variety of teaching methods are used within the Faculty. In addition to standard lectures, small group seminars, tutorials, action learning sets, discussion and practical sessions may be used. Some modules have web assisted components, where attendance at College is minimal and a large portion of the learning is done at a distance.

2.3   The Intranet

The Intranet is the College online portal for students and staff. Here via 'Student Records' you can access and manage a range of personal information relevant to your studies. It is essential that you are familiar with accessing this.

2.4   The King's E-Learning and Teaching Service (KEATS)

KEATS, The King's E-learning And Teaching Service, is a virtual learning platform that facilitates access to module handbooks, learning resources and information. These may include e-learning materials, reading lists, formative assessments and links to web-based resources. Module announcements will also be posted on here. It is expected that you access this regularly throughout your studies.

2.5   Information Specialist

A Nursing and Midwifery Information Specialist is a qualified information professional with subject specific expertise and experience. They provide advice and support on a wide range of issues:
- Introductory and advanced information literacy skills and bibliographic management software training
- Referencing, citation standard, search strategy formulation, study skills and research methodology
- Outreach and liaison work, i.e. they manage and coordinate Library Services related inquiries on behalf of staff and students, liaise with staff and student committees.

The current Information Specialist is David Crossinggum.

3   The Student Voice

The Faculty is keen to hear your opinion and there are a variety of methods to ensure that we do this. During your studies you may be asked to become a student representative. This will involve your participation at key meetings between staff and students, such as the Staff/Student Liaison Committee or module/programme management meetings.

See Section 11.5 for details on how to contact The Nightingale Student Council. Additional ways in which you will be invited to provide your views will be through:

- Programme and module evaluation
- Clinical placement evaluation
- National Student Survey (NSS)

4   Campus and Faculty

4.1   The Student Services Centre

The Student Services Centre (SSC) is the gateway to all student administrative services within the Faculty from enrolment to award.

The SSC is staffed by teams of administrators supporting students through key points in the academic life cycle by facilitating and advising on subjects including:

- Enrolment
- Student Records Management
- Clinical Placement
- Assessments
- Academic Awards

Contact Information

The Student Services Centre is located in the James Clerk Maxwell Building (JCMB) in room 3.15 and is open from 09.00 – 17.00 Monday to Friday.

Telephone: 020 7848 4698   Fax: 020 7848 3680

Full details can be found on the Student Services Centre website.

4.2   Non-academic Queries: The Compass

The Compass is a central hub for non-academic enquiries where a variety of non-academic queries can be answered such as replacement King's ID cards (a £10 replacement charge applies unless a Police crime number is provided); transcripts etc. The standard opening times in term time are:
- 9.00 – 17.00 Monday, Wednesday & Friday
- 9.00 – 19.00 Tuesday & Thursday

Staff can be contacted via telephone, email, and the web, which is accessible 24/7.

4.3   Equality and Diversity

An overview of The College Equality and Diversity Action Plan is available for review at:
https://www.kcl.ac.uk/governancezone/Assets/GovernanceLegal/Equality%20Objectives%20and%20Action%20Plan%202012-2016.pdf

4.4   Waterloo Campus and Other Teaching Venues

The Faculty is located at the Waterloo campus, in the heart of London on the Southbank of the River Thames. A map of the Waterloo campus can be found below; it is advisable that you make sure you familiarise yourself with your campus within the first few weeks at King's.

Other teaching venues

Other venues where teaching may take place include:

- The Strand campus
- King's Denmark Hill campus: Weston Education Centre
- St Thomas's campus
- Guy's campus (including the Simulation and Interactive Learning (SalL) Centre)

Maps and addresses for each of these locations can be accessed via the 'Our Campuses' webpages.

A	Franklin-Wilkins Building	❶ Royal Festival Hall
B	Franklin-Wilkins Building (Waterloo Bridge wing)	❷ Queen Elizabeth Hall and Purcell Room
C	James Clerk Maxwell Building	❸ National Film Theatre
D	Stamford Street Apartments	❹ National Theatre
E	K4 Fitness Centre	❺ Hayward Gallery
— riverside walkway		❻ IMAX Cinema
		❼ Church of St John the Evangelist
→ Main entrances		

5   Faculty Guidelines

5.1   Assessment Criteria

The Faculty has agreed the specific assessment criteria for study at Level 4, 5, and 6. Please familiarise yourself with the criteria relevant to your level of study. These are located in Appendix A but if you do not understand any of the terminology please ask you module or programme, leader.

6   Health and Safety

The College Council has ultimate responsibility for the health and safety of employees, students, visitors and others who may be affected by the College's activities and there is a College Policy covering responsibilities and arrangements in respect of health and safety protection.

Students are also required to cooperate with safety arrangements. College guidance on using computers safely is available on the site above. Free personal safety alarms are available and can be ordered through the College e-Store.

6.1   General Safety

One of the most basic aspects of safety is the knowledge of how to respond to an emergency situation. For this reason, the first thing to do upon arriving in a new area is to check the location of the emergency evacuation routes, fire safety points, first aid provisions, eye washes and emergency showers. Do not wait to do this until you actually have need of these facilities.

6.2   Evacuation

The most common indication of the developments of a potentially dangerous situation is the sounding of the evacuation signal, commonly, but not completely accurately known as the fire alarm. Alarms are tested at set times each week in every building. Make sure you learn these times and are able to recognise the difference between a test ringing and a genuine alarm. Remember that the sounding of the alarm may indicate a large or rapidly expanding fire, an explosion, a large scale release of toxic or noxious substances or a large scale flood. Of course, there will also be false alarms and practice evacuations, but it is imperative that you respond to every continuous sounding of the alarm in the correct way, irrespective of the cause.

At the earliest opportunity, locate and walk TWO emergency exit routes from your building. It may be that your first choice becomes unavailable during an emergency situation.

Locate the nearest fire safety points (red and green) and learn how to use the break glasses to raise the alarm. Learn where to assemble following your exit from the building, and never attempt to re-enter the building until authorised to do so by a member of the fire brigade or College officer. It is the College's aim to appoint at least two trained evacuation marshals per floor in all buildings, and more where appropriate. It is part of the duties of evacuation marshals to ensure that persons in the areas for which they are responsible are made aware of all the above information. Information regarding evacuation of premises whilst in clinical placement will be addressed at local placement induction.

6.3   First Aid

Trained first aiders are appointed to provide cover for all areas of the Faculty. Their contact details are displayed, either on a list inside first aid kits or on the wall by the side of the kit where this is permanently wall mounted. The College's First Aid Information webpages have broader contact details and includes first aiders who are not members of the Faculty, but who may well be nearby.

In the James Clerk Maxwell Building details of first aiders are obtained through reception/security using the College emergency number 2222.

The College has a legal duty to report personal injuries, diseases and dangerous occurrences arising out of, or in connection with, College activities, to its enforcing authority. In order to improve health and safety standards the College also seeks to collect information on all incidents and accidents including "near misses". For this reason, all accidents and dangerous incidents must be reported on the appropriate College form, which can be found on the College Accident & Incident Reporting webpages.

It is a College requirement that the completed form is sent to the College Safety Office. In addition to the above, the College requires that employees and students report unsafe conditions and activities to their supervisor or appropriate College Officer so that corrective action can be taken.

6.4   Safety Signage

You need to be aware of the categories of safety signs you will encounter. These are:

- **Prohibition signs.** These are red, white and black and specify activities which are forbidden e.g. No Smoking, No Exit, Do Not Enter.
- **Mandatory signs.** These are blue and white and tell you what you MUST do e.g. Fire Door-Keep Closed.
- **Safe condition signs.** There are green and white and they indicate safe areas and routes as well as locations of safety equipment e.g. First Aid, emergency escape route.

Further information and regular updates are available on the Faculty Safety site.

7 The Pre-registration Midwifery Team

7.1 Programme Leads

The Pre-Registration team is led by the Lead Midwife for Education (LME) and a Programme Lead who is responsible for the overall organisation of the programme, your clinical learning and for monitoring the progress and achievement of Nursing and Midwifery Council (NMC) educational requirements for registration as a midwife.

Lead Midwife for Education
Sam Bassett
sam.bassett@kcl.ac.uk
020 7848 3604

BSc Midwifery Studies with Registration as a Midwife Programme Lead
Jan Bowden
jan.bowden@kcl.ac.uk
020 7848 3585

7.2 Cohort Leads

Cohort leads have responsibility for your year group and are an invaluable resource in clarifying any questions related to your year of study and/or programme.

Cohort Leads	
Hannah Rayment-Jones hannah.rayment-jones@kcl.ac.uk	BSc Midwifery Studies September 2015 Cohort Lead
Sophie French Sophie.french@kcl.ac.uk 020 7848 3319	BSc Midwifery Studies September 2014 Cohort Lead
Vicky Manning vicky.manning@kcl.ac.uk 0207 848 3518	BSc Midwifery Studies September 2013 Cohort Lead

7.3 Clinical Placement Facilitators

In the clinical area, you will be supported by your midwifery tutors/lecturers as well as Clinical Placement Facilitators. These are midwives employed by the NHS to ensure your clinical learning needs are being met:

Clinical Placement Facilitators	
Hannah Rogers	Guy's and St Thomas NHS Foundation Trust
Jo Beltran	King's College Hospital NHS Foundation Trust Denmark Hill site
Wendy O'Brien	Queen Charlotte's Hospital, Imperial College Healthcare NHS Trust
Julie Harben	King's College Hospital NHS Foundation Trust – Princess Royal Hospital site
Christine Young	Lewisham and Greenwich NHS Trust
Laura Omar	St Mary's Hospital, Imperial College Healthcare NHS Trust
Learning Support Midwives/Practice Development Midwives	
Stacey Robinson	Chelsea and Westminster NHS Foundation Trust
Lisa Doyley	Portland Hospital for Women and Children
Layla Rumble	University College London Healthcare NHS Trust

7.4 Administration Staff

Members of the Student Services Centre (SSC) have responsibility for the administration of pre-registration programmes and for providing student support:

General enquires	nightingale@kcl.ac.uk 020 7848 4698
Pre-registration programme management and administration	preregadmin@kcl.ac.uk 020 7848 3525 / 3733 / 3644
Placements Team	fnsnm-placements@kcl.ac.uk 020 7848 3639/3651
Assessments Team	fnsnm-assessenq@kcl.ac.uk

Please contact the staff listed above when additional guidance is needed on administrative or operational matters. You should refer to the Pre-registration Nursing and Midwifery Administration announcement and cohort administration pages of the College e-learning site KEATS for all programme information and updates in the first instance, and should also read Nightingale Notes which will be emailed to you regularly during your programme of study (11.2.1 & 11.2.2). You are reminded that you should clearly quote your student ID card number (not candidate number) (see 8.1.2 & 8.1.5), cohort, programme, pathway and group in all communications (this can be set up as part of your email signature) and provide a brief outline of the query. Generic voicemail and email

addresses in the SSC are checked twice daily and the SSC aim to reply to most queries within three to five working days.

All the Faculty's academic and administrative staff are located in the James Clerk Maxwell Building (JCMB), and the address for correspondence is 57 Waterloo Road, London SE1 8WA.

If you need help in locating a member of academic staff please go to the Academic Services Centre (1.21 JCMB) or email asc@kcl.ac.uk.

Please remember you may need your King's Student Identity Card (see 8.1.3) to enter the College buildings at any time, and always after 18:00 & at weekends/bank holidays.

8   Essential Administrative Issues

8.1   Student Identification

8.1.1   King's College Intranet

You can use the College Intranet to access your student profile and to check that your personal details are correct.

Please note that it is your responsibility to ensure that we have an up-to-date contact address for you. If correspondence does not reach you owing to incorrect information we cannot be held accountable. If you are unable to change your address via your student record please contact the Student Services Centre.

8.1.2   King's Student Identification Number

At enrolment you will be allocated a King's College Student Identification Number, which you retain for your studies at the College. Please use your number as a reference in any correspondence. Your student identification number will be on your student identification card and is 7 digits long.
It should not be confused with your candidate number (which is e.g. V12345) or your King's ID (which is e.g. k1234567)

8.1.3   King's Student Identity Card

At enrolment you will be provided with your student identity card (ID). This will carry your photograph and act as a combined identity, library and security card. It will also be required to provide access to College buildings, the Library and the student computing rooms.

The card should be kept with you at all times when you are in College and will be required if you wish to borrow any books or are sitting an examination.

If you have an examination for your module it is essential to bring your ID card. Without it you will not **under any circumstances** be allowed to sit the exam and will be registered as having failed.

If you lose your ID card you will need to apply to either Compass or The Student Services Centre for a replacement. The cost of replacement is £10. If, however, your ID card was stolen and you can provide a police crime number it will be replaced free of charge.

8.1.4   Email Registration

When you have completed enrolment formalities and have a current student ID card, your College e-mail address will be allocated to you. Further information will be available at enrolment. If you have any queries related to your email address or access codes please go to the help desk in the Franklin-Wilkins Library. The Faculty communicates with students ONLY via their KCL email account only; therefore, it is essential from the start of your programme that you check your e-mail

www.manaraa.com

on a regular basis. Please set up an email signature that includes your name, cohort, field of practice and personal tutor's name.

You must use your allocated King's College London email address for all communications with the Faculty. If you do not check your King's email frequently you are likely to miss important programme information, so please check it regularly whilst in College and in Practice.

If you are unable to access your account please go to the help desk in the Library with your ID card.

If you are a returning student following a gap in studies, your email address may have changed. Please check carefully.

8.1.5 Candidate Number

Following enrolment you will be allocated a candidate number so that your summatively assessed work may be marked anonymously. Your candidate number will be available from your student record within the first few weeks of the academic year. If you do not receive this please contact the Examinations Office. You should keep a record of this number as it will be required when you sit examinations or submit assignments. Your candidate number must be on all submitted work. An incorrect candidate number on submitted work or an examination paper may lead to a fail. You will also be required to produce it when you collect assignments. This is the only personal detail entered on any assignment or examination paper. (If forgotten, your candidate number can be checked electronically in room G15 JCMB using your student number).

You should not confuse your candidate number with your King's student identification number. Your candidate number will comprise a letter followed by five numbers: e.g. V99999.

Your candidate number is for use only with assessments/examinations and will be changed annually.

www.manaraa.com

9   Your Programme of Study

9.1   Academic Credit

Your programme of study is comprised of a number of academic and professional practice modules together with a range of other learning initiatives and opportunities. All academic modules validated by King's College London carry academic credit as part of the Credit Accumulation and Transfer Scheme (CATS). The benefit of the CATS system is that full recognition will be given for individual modules successfully completed. Modules can also be credited as part of the European Credit Transfer and Accumulation Systems (ECTS). In order to obtain a BSc (Hons) in Midwifery, the requirements of each programme must be fulfilled, and these are discussed later.

Each academic module is assigned a particular credit rating, i.e. 15, 30, 45 or 60 credits. The number of credits gained depends upon the aims and outcomes of the module and the assignments undertaken. Each module is also assigned a particular academic level according to the level of attainment required: Level 4 (Certificate); Level 5 for Diploma modules; Level 6 for Degree modules; Level 7 for Master's modules. Professional practice modules do not carry a specific credit rating, however these must be passed to enable you to complete your programme of study.

Marks are awarded for all assessment work submitted for modules in line with the assessment criteria (see Appendix A).

9.2   Period of Study

It is expected that you will complete your programme of study on time. However, since May 2015 the NMC has revoked all mandatory maximum limits on the length of time a student may take to complete a programme of study to become a nurse or midwife. This means that if you require an interruption to your study (e.g., for health reasons), you are no longer required to complete your programme within five years of the commencement date. However, an automatic return to the programme in the next academic year cannot be guaranteed and it is recommended that you liaise closely with the Programme Lead and Head of Department when negotiating a return date.

9.3   Student Regulations Governing Pre-Registration Programmes

The King's College London Academic Regulations sets out general regulations and these apply to all students of the College. The specific regulations governing your programme can be found on the King's College London Quality Assurance webpages.

You should read these carefully to ensure that you understand those that apply specifically to your award. Programme specifications include the regulations relating to the rules for progression through the programme. If you have any queries you should approach your programme or module leader.

www.manaraa.com

9.4   Purpose of the Programme

All our midwifery programmes leading to registration as a midwife fulfil the Nursing and Midwifery Council Standards for pre-registration midwifery education (NMC, 2009) available at: www.nmc-uk.org

The competencies required to achieve the NMC standards are divided into four domains:

- Effective midwifery practice
- Professional and ethical practice
- Developing the individual midwife and others
- Achieving quality care through evaluation and research

Each category under these headings should be read in conjunction with the relevant essential skills clusters (ESCs), also detailed in Standards for Pre-registration Midwifery Education (NMC, 2009). These essential skills clusters have formed the basis of the Pan-London Midwifery Practice Assessment Document (MPAD). Progression points have been defined as the end of each academic year for students on the three year programme.

All our pre-registration midwifery programmes are jointly validated (approved) by both King's College London and the Nursing and Midwifery Council; thereby assuring students at the point of registration are:

- Fit for professional standing
- Fit for academic and professional award
- Fit for practice and purpose

9.5   Your Programme of Study

9.5.1   Programme Plan

The programme should be seen as an integrated whole with later module units building on earlier ones and students making progressive development theoretically and clinically. Whilst relating to midwifery from the outset, the programme is intended to enable students to reach the academic standard required by the Faculty, University and NMC introducing theoretical themes alongside appropriate clinical placements. The programmes comprise 3 distinct themes reflecting the student's development towards becoming an autonomous practitioner.

Theme 1 Normal Midwifery

During the programme you will participate in the process of childbearing as a normal life event, recognising the importance of the profession of midwifery and the promotion of inter-professional working. You will gain experience both within the community and hospital settings. This will give

you the opportunity to observe and begin to appreciate the midwife's total role. The experience will relate to the family, taking into consideration their social environment and the community in which the woman and her family live. You will be enabled to develop knowledge, skills and abilities necessary to undertake the role of the midwife in a variety of settings with a focus on the promotion of normality. Reflection on your experiences will be encouraged by the use of practice records and you will undertake self and mentor- assessment in order to monitor the acquisition and development of your midwifery skills.

Theme 2 Roles and Responsibilities

Throughout the programme you will continue to participate in care and further develop your midwifery skills and your understanding of professional roles and responsibilities. For those on the three year programme, you will also participate in placements in gynaecological nursing and theatres. Regular opportunities will be provided to discuss your progress with your personal tutor/lecturer, link lecturer and mentor, so that ongoing needs may be identified and appropriate practice experience negotiated. Knowledge of general principles and normal midwifery care is further developed and applied to enable you to understand medical and obstetric problems affecting the health of the woman and neonate. In addition the role of the midwife in providing care and promoting health is further developed and communication within the multi-disciplinary maternity care team explored. In preparation for you to become an autonomous practitioner you will explore the skills required to assess needs and select appropriate care pathways and the importance of detecting abnormality or deterioration is considered.

Theme 3 Preparing for Autonomous Midwifery Practice

To become an autonomous midwife you must value the concept of normality in midwifery practice and know how and when to manage emergencies and refer complications. In the latter part of the programme you will explore maternal and neonatal complications utilising a problem-solving approach to case studies. Confidence and competence in the management of midwifery/obstetric emergencies will be promoted through simulated scenarios in the skills laboratories. Towards the beginning of this part of the programme you will undertake a placement in a Neonatal Unit in order to gain experience in caring for the sick and/or small neonate.

Continuity of care for women, and continuity of experience for yourself, will be fostered by the student midwife continuity project. In this exercise further skills related to promoting normality are explored and developed, with safe decision-making critically examined. The final clinical placement is planned to enable you to provide total management of care with minimal supervision in order to prepare for registration. It is anticipated that the practice and educational experiences will enable you to develop confidence and competence as a practitioner of midwifery according to the regulations identified by the World Health Organisation, EU and NMC. You will not only be equipped to achieve your immediate goal of practising midwifery, but also to be self-directing in further personal and professional development.

Each module is assessed independently and every module has an academic assignment/examination which must be passed in order to remain on the programme. In addition,

there is a Pan-London practice Assessment Document (MPAD) that must be completed and passed at each progression point (at the end of each academic year for students on the three-year programme. It is also an NMC requirement that a specific number of clinical hours must be completed before each progression point and that progression points are compliant with a '12 week' rule standard.

9.6   Programme Outline

BSc (Hons) Midwifery Studies with Registration as a Midwife (Three-year, full-time programme)
Programme Code: UBSR3KSRD

BSc (Hons) Midwifery Studies with Registration as a Midwife (Three-year, full-time programme)
Programme Code: UBSR3KSRD

YEAR 1			
Module title	Level	Code	Credits
Professional Issues in Midwifery Practice	4	4KNIMW07	15
Social Science & Midwifery Practice	4	4KNIMW08	15
Medicines Management & The Midwife	4	4KNIMW09	30
Basis of Midwifery Practice	4	4KNIMW10	30
Biology Applied to Midwifery Practice		4KNIMW11	30
YEAR 2			
Public Health & the Midwife	5	5KNIMW08	30
Research Methods	6	6KNIN611	15
Emergencies in Midwifery Practice	5	5KNIMW09	15
Medical Complexities in Childbearing	5	5KNIMW10	30
The Dimensions of Midwifery Practice	5	5KNIMW11	30
YEAR 3			

	6		
Models of Midwifery Care*		6KNIMW13	30
Global & Political Context of Midwifery Practice	5	5KNIMW07	15
Arts and Humanities in Midwifery Practice	6	6KNIMW11	15
Autonomous Midwifery Practice	6	6KNIMW12	30
Student Project	6	**6KNIN320**	30

*The taught and clinical components of the module 'Models of Midwifery Care begin during Year 2, although the module is not assessed until Year 3.

9.7   NMC 12-week Rule

All outcomes within a progression point period (for example within an academic year) have to be achieved and confirmed within 12 weeks of entering the next academic level. The 12-week time unit includes both theory and practice, and also includes holidays. **This is a statutory requirement of the NMC and therefore no extensions to the 12-week period are permitted.**

The three-year programme 12 week period date is the **11th of December 2015.**

A student unable to complete within these 12 week time periods will be stepped off the programme.

9.8   Placement Transfer

Considerable attention is given to allocating you to your Principal NHS Trust. Transfers are only considered in very exceptional circumstances, and can only be accommodated if a vacancy exists. Should you experience exceptional circumstances, please email your Programme Lead with your request and rationale for transfer.

9.9   Elective Placements

Towards the end of the three-year programme, student midwives are allocated two weeks' elective placement. Some final-year students choose to use this time to seek elective placements elsewhere in the UK or abroad. An application process for elective placements runs once each year and is administered by an Electives Panel made up of Midwifery Department staff, and the electives administrator.

The elective placement period is also designated for students to use in order to complete any outstanding registration requirements, and so students wishing to take an elective placement must have completed all programme requirements before the start of the elective placement period. Students who undertake elective placements are normally expected to have a record of high performance throughout the programme.

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Should your elective application receive approval from the Electives Panel, you may be required to obtain any or all of the following for your placement at your own cost: indemnity insurance cover, travel insurance cover (international electives only), relevant immunisations (international electives only) and an HIV post-exposure prophylaxis (PEP) pack (international electives only). There is no College funding available for this experience, but support and advice is available from the Panel and your midwifery tutors/lecturers.

Full details regarding the elective process are given in a timetabled session at the beginning of Year 3. Further general information elective placements is available online, here:
http://www.kcl.ac.uk/nursing/study/international/electives.aspx

Students who do not wish to undertake an elective within the UK or abroad or are not requiring a period of time to meet outstanding registration requirements will use the time to access areas in their Placement what they wish to visit, or mar look at writing for publication.

10 Student Participation

10.1   Dates of the 2015-2016 Academic Timetable

Your programme plan is also available on the Cohort administration pages of KEATS, the e-learning service.

Please be aware that examinations may be scheduled outside of usual examination weeks, or during reading weeks. Should you fall behind with clinical practice learning, for example due to sickness, you may be required to 'catch up' on your clinical learning and practice assessment during holiday periods.

10.2   Attendance

Unlike many other university programmes, the programme you are enrolled in is one that leads to a professional registration, and is funded by the National Health Service. It is therefore expected that you will attend all scheduled lectures, study groups, and skills sessions.

On university days, as a general rule you should plan to be able to attend College between the hours of 09.00 and 17.00 Monday to Friday (a Wednesday afternoon is usually left free for sports and leisure activities when in college). On placement days you will be scheduled to work a 'shift pattern'. Please see Section 14.3.2 for details.

Classes are normally either 1 or 2 hours duration with time in between for personal or group study. You are required when necessary to attend tutorials or student group meetings before or after class. At the start of the first year the timetable is generally fairly busy however this settles into a more predictable pattern as the programme progresses. Optional sessions can be scheduled if a particular need is identified and you will be alerted to this via your cohort lead and relevant e-learning site.

You are expected to attend all scheduled classes and placement learning. Any unavoidable planned absence must be negotiated in advance with your programme and cohort leader. **Permission to go on holiday during the notified term dates will not be given, and this includes reading or independent study weeks**

Should your engagement or attendance give us cause for concern you will be asked to see a member of academic staff. Similarly if you are experiencing any difficulties in attending please bring this to the attention of your cohort lead or personal tutor at the earliest opportunity so we can give appropriate guidance and enable you to complete online learning and/or contracts. Your cohort lead or personal tutor may involve the Programme Lead in these discussions.

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10.3   Disciplinary Matters

Failure to engage with your studies or general lack of industry is viewed seriously by the Faculty and under the auspices of the College misconduct regulations (B3) will result in enactment of the Faculty disciplinary processes. This comprises an escalated system which can be commenced from any point and can culminate in a Faculty warning by the Head of Faculty which is reported at the Faculty examination board. This may place in clear jeopardy your position on the programme.

Further details about misconduct can be located at: www.kcl.ac.uk/college/policyzone. In the search box in the top right hand side of the page enter the terms 'misconduct regulations B3'; this will take you to the correct Policy Zone site.

10.4   Procedures for Students' Complaints and Grievances

There are various sources of help available to you depending on the nature of the difficulty. A Code of Conduct at College, which should be read in conjunction with the College Regulations, can be found in Appendix B.

Should you have a complaint or problem, you should raise it in the first instance with your personal tutor, Programme Lead or Link Lecturer. If that proves unsatisfactory, then approach the Head of Student Services, Simon Eades. If after discussion it is decided that the matter should be taken further, an application should be made in writing to the Head of Faculty. Further details of the student complaints procedure can be found in Appendix C and on the Policy Zone: http://www.kcl.ac.uk/college/policyzone.

11 Staff/Student Communication

11.1   Summary Points

The majority of communication will take place electronically through KEATS (the College e-Learning Service) and email, whilst some issues are better discussed through face to face meetings.

- You should check the Cohort Admin Area and timetable daily when studying at College.
- Nightingale Notes will be emailed regularly to all students.
- Administrative queries should be sent to preregadmin@kcl.ac.uk.
- Assessments and related student record queries should be sent to fnsnm-assessenq@kcl.ac.uk
- Placement issues should be sent to fnsnm-placements@kcl.ac.uk.
- Check email regularly and reply to College communications.

Section 11 of this handbook aims to give a summary of how the various channels of communication are to be used for administrative, teaching and operational issues. It is hoped that by following this plan the pre-registration student and staff learning community will operate successfully.

11.2   KEATS E-Learning Service

11.2.1 Cohort Administration

Each cohort will have their own cohort administration area within KEATS which will contain documentation and announcements relating to a specific cohort. When studying at College (as opposed to in Practice) you will be expected to check your administrative area on a daily basis.

You will also have access to the Pre-registration Nursing and Midwifery: Administration area which will have information relevant to all students studying at Pre-registration level, including but not limited to contacts, links to accommodation services and NHS Bursaries, how to order more uniforms, ward name badges or ID cards, incident and accident reporting, and DBS disclosures. You will find many of the answers you may have about the administrative programmes and who to contact here, so please check here first before contacting the administration teams.

11.2.2 Module Administration

Information relating to individual modules is posted on the module site in KEATS. This contains information that will facilitate your successful study of the module and includes announcements, learning materials, discussion boards etc. This information will include announcements about timetable changes and documentation such as upcoming dates for module assessment.

11.2.3 Pre-registration Nursing and Midwifery: Clinical Education (Placements)

This section of KEATS will contain information about your learning and assessment whilst in

practice. Information regarding interprofessional learning and simulated practice activities which take place whilst in practice will be found here.

It will also include:
- A link to InPlace, which gives details of your clinical allocations. You will require an additional password to log into InPlace which will be sent to you with further instructions prior to your first placement.
- Elective information.
- Important announcements regarding placement issues.
- Travel claim forms.

The midwifery pre-registration team values your placement evaluation seriously. You are invited to undertake and submit placement evaluations for each placement. These provide invaluable information for developing education audit and action planning and are assessed at the Midwifery Programme Management Board and local Placement based Education Liaison meetings.

Queries for midwifery placements should be discussed with link liaison team and clinical placement facilitators/learning support midwives.

Queries for the Placements Team should be sent to fnsnm-placements@kcl.ac.uk.

11.2.4 Missing Something?

KEATS contains many more areas that will be of use to you during your studies. If you do not have access to an area and you feel that you should, please contact the Pre-registration Administration Team at preregadmin@kcl.ac.uk.

11.3 Emergency Text Services

SMS (Short Message Service or "text") messaging will be employed by the Faculty for very short notice or emergency contact with pre-registration students. Examples of use would include adverse weather (such as heavy snow affecting transport) and the cancellation of large (main hall) lectures.

The nature of these announcements will mean that they may arrive at the very last minute.

It is essential that you keep your contact details up to date. Changes can be made via the 'Student Records' area on the Intranet. To ensure receipt of a text message please enter your mobile number *(with no spaces)* into 'contact telephone number 3' of Contact address in Student Records.

11.4 Individual Communication

In special cases where communication with an individual is required, or when a personal tutor needs

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to make contact, students will be sent an email and/or letter (depending on the circumstances). Correspondence will be addressed to your King's email address; please do not use your personal email address when corresponding with your clinical area, your personal tutor or members of the teaching team or Student Services.

There will still be an expectation of personal contact time between staff and students both at a module level and through the personal tutoring system.

Students with administrative and operational issues to be addressed should direct their queries to the administrative team through the preregadmin@kcl.ac.uk email address. The use of one address means that questions can be dealt with more efficiently. This should also cut down on cases where multiple staff members are emailed about the same issue and effort is duplicated.

Exceptions are academic-related subject issues, which are most appropriately dealt with by the module leader. You are asked not to email several lecturers/administrative staff with the same query but to choose the most appropriate person and wait a reasonable time for a reply before selecting an alternative member of staff. Staff will endeavour to respond to emailed queries within three working days.

11.5   Nightingale Student Council (NSC)

The NSC is a very important and well established channel of communication between the student body and staff. It ensures that the views of students are heard and that there is student representation at Faculty and NHS Trust meetings. Each year each cohort elects representatives, who become members of your Council, which itself elects a chairman. The Council meets regularly to discuss all matters which affect students and the programmes they are undertaking.

The Chair of the NSC for 2015-16 is Jonathan Hayton. You can contact your Council by email on nightingale-studentcouncil@kcl.ac.uk. Information about your Council and details of all class reps can be found on the NSC site on KEATS, the College e-learning service. Emma Clarke is the vice-president for Midwifery.

11.6   Staff/Student Liaison Meetings

At least four times a year student representatives and members of academic staff meet formally to discuss items of mutual concern. These meetings are minuted and matters for further action are agreed. This meeting is able to debate and agree policy, for example it is this group which agreed Conduct Guidelines for Teaching Sessions.

12 Academic Study Support for your Programme of Study

12.1   Teaching and Learning

As a student learning within a Higher Education culture, a range of teaching and learning strategies will be used. You will be able to contribute your own knowledge and relate your experiences to your learning environment. At the same time you will be encouraged to develop your sense of curiosity and to gain new insights into your understanding of the profession. In addition to the main programme and modules there are other resources that will facilitate your studies.

12.1.1 Practical Sessions

Your personal health and safety are very important. If you are engaging in practical sessions at the Simulation and Interactive Learning (SaIL) Centre or in a classroom you may be asked to sign a consent form and you will be required to dress in a suitable manner to undertake clinical skills. Failure to dress suitably may mean you are asked to leave the session. Further information about this will be available from the module leader and on signage within the SaIL Centre.

12.1.2 Sessions about Internet Resources

Introductory sessions are provided by library staff on the use of student computing rooms, i.e. computer terminals with access to the King's College London website, the Internet, email, and the facilities available online for King's students. Please ensure that you bring the passwords given at enrolment with you. Each session will start promptly and it is not possible to enter if you arrive late. If you do experience difficulties navigating the IT system, please approach a member of the academic staff.

A full list of services and contact details offered by library services is available in Appendix D.

12.1.3 Sessions about Literature Searching

You are strongly advised to complete the nursing and midwifery information and literacy module which is available on KEATS. In addition there will be timetabled sessions on literature searching. These sessions provide guidance on how to search the library catalogue, electronic journals, in addition to the use of electronic databases for literature searching.

12.1.4 Sessions about Academic Writing

Sessions to help guide your academic writing will also be held. These will help you present your ideas effectively and ensure you include elements in your writing that will help you achieve your potential whilst studying here at King's. Initial sessions are compulsory, later they become optional. Please take the time to consider the benefits of attending these sessions.

12.2 Online Access to Academic Communication and Study Skills Resources

You may find that starting a new programme of study can provoke some uncertainty, typically in areas such as exams, assignment writing, time management and using the library efficiently. Being a successful student requires a range of study, academic skills and practices that can be learned,

rehearsed and developed. As a university student we want to encourage you to take responsibility for your own learning; each module you study will have clear aims and outcomes together with a range of learning materials. Module leaders and class teachers are there to encourage you to develop your knowledge and skills and to support and facilitate your learning in your journey to becoming a registered midwife.

We would like you to feel confident in tackling activities that you may find challenging. We have developed user-friendly online materials. The aims are to share with you some ideas and experiences in study skills to help you manage your own success as a student on your programme. The authors of the materials are experienced lecturers and module leaders. Their writings, combined with up to date literature, reflect their knowledge and experience of working with and supporting students.

We develop and update learning materials regularly in response to feedback. However, there must be commitment on your part for these strategies to work; you must want to develop some of the skills and techniques. In addition, as you will know with any skill acquisition, you will need to make time to rehearse and practice.

The study skills needed for your module are ultimately gained only through studying at that level. Active learning is utilised in the material because learning is usually deeper when people are actively and personally engaged, so you will be required to do some activities, however small, to increase your engagement. It is important that you also seek support offered by the lecturing staff, your module leader and your module peers.

Study skills material may be reviewed at:
http://www.kcl.ac.uk/study/elc/support/studyskills/index.aspx

12.3   Modern Language Centre

The Modern Language Centre provides a wide range of quality general and academic English courses that give you the academic and cultural platform you will need for your future degrees at King's College or other UK universities.

13 Academic Guidance and Other Forms of Support

During your programme you may find that you need support and help with understanding some of the topics being studied, with assignments or even about difficult practice or personal matters. Depending on your query or problem there are a range of possibilities for seeking guidance here in the Faculty shown below. Where appropriate, referral to College services may be suggested; you may also choose to refer to the Support pages on the College's Intranet.
for details of College support services for issues such as careers, counselling and welfare.

13.1   Personal Tutor/Lecturer

When you commence the programme, you will be allocated to a member of the academic staff who will be your personal tutor. Your tutor will take a close interest in your progress, and will be available to provide help, advice and encouragement whenever you need it. Information about the role of the personal tutor can be found at: http://www.kcl.ac.uk/campuslife/services/tutor/index.aspx

You may, of course, see your personal tutor whenever you need to, but you are expected to make an appointment. Naturally, in cases of real emergency your tutor will see you at short notice. **Note that you may not make an appointment to see your personal tutor during a scheduled teaching session, or when you are rostered a shift in practice.**

It is expected that you will meet with your personal tutor within the first two weeks of the programme, and at least once a term there after. You are required to meet your personal tutor to view your academic and clinical progress. Your personal tutor will liaise with the clinical link lecturer and Cohort Lead, as required.

The Faculty's senior tutor is Sue Woodward. Information about the role of the senior tutor can be found at: http://www.kcl.ac.uk/campuslife/services/tutor/seniortutors.aspx.

In those rare cases where you feel that the personal tutor relationship is not proving to be productive, you may change your personal tutor. Please contact the Faculty's senior tutor, Sue Woodward should this situation apply to you.

13.2   Module Leader

Each module has an identified lead and often works with a team of lecturers/tutors who will contribute to the content and delivery of the module (their names will be in the module handbook on the module site of the College e-learning service). The module team will facilitate your progress and provide support and guidance should you need this. Module specific issues are more appropriately dealt with by the module lead whereas issues relating to more general experiences covering multiple modules/personal issues are more appropriately addressed by personal tutors, cohort and/or Programme Leads.

13.3   Programme Lead

For each programme there is an identified leader who is responsible for the overall organisation of the programme of learning and for monitoring the progress and achievement of students on their particular programme for the duration of time at the Faculty. The Programme Lead will liaise with other academic staff regarding your progress.

13.4   Cohort Lead

Cohort Leads work with personal tutors and the relevant Programme Lead to monitor the academic and clinical progress of students within their allocated cohorts. The Cohort Leads deal with programme issues which relate specifically to their allocated cohorts.

13.5   Link Lecturer

Each Placement placement provider has a link liaison team and specific tutors/lecturers from King's College are linked to identified placements. The role of the link tutor/lecturer is to liaise with the clinical staff and clinical placement facilitators in assisting your progress in practice and providing support and guidance should this be required.

13.6   If you have Special or Complex Needs

If you require specific support there are different routes that may be followed.

Sometimes a student may experience multiple difficulties for a short period of time. In these circumstances the pre-registration team (normally your programme leader) will identify one member of staff to liaise with you (this is termed case management) to ensure you receive appropriate support and guidance. This gives you a single point of contact.

Some students have specific needs due to a disability. There is a central college disability service which provides support and guidance for students. They will help you arrange diagnostic assessments (e.g. for dyslexia) or apply for funding where appropriate. They will also guide you in applying for personalized examination provision (PEPC) if required (e.g. extra time in an examination) please visit the Disability Advisory Service for further information.

In addition each Faculty has a Faculty Disability Advisor who liaises with the central Department. For Nursing and Midwifery, Mary Crawford is the Faculty Disability Advisor; she can be contacted at mary.crawford@kcl.ac.uk. Where adjustment is required in placement see section on placement learning.

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13.7 Health and Safety

Midwifery is an occupation that can sometimes be quite stressful, and can often be physically demanding. Students are not excluded from these pressures. For this reason it is important that you are physically and mentally fit and that you realise the importance of seeking appropriate help when this is not the case.

If you feel that your performance is being affected by a health matter of any sort, the best place to start is to bring this to the attention of your personal tutor. That person will normally respect your confidentiality and not disclose any details to another party without your consent. They may advise you to see your own GP, to visit Occupational Health, or to take advantage of one of the other welfare services provided by the College.

13.8 Careers & Employability

Throughout your midwifery course, you are offered opportunities to reflect on your future career. King's midwives traditionally fare well in getting jobs after graduation and alumni work in all the major hospitals in London as well as elsewhere in the UK. Whilst different placement organisations operate different and changing policies around employing their host students, you are encouraged to research your possible career opportunities throughout your course. Throughout your programme, it is recommended that you question professionals with whom you come into contact, make a note of interesting-sounding job titles, and begin to build up a sense of what a midwifery career could mean for you.

It is particularly important to understand how best to 'sell' your midwifery and non-clinical skills. NHS recruitment works by assessing the evidence you provide about these skills and you could start keeping a portfolio of interesting situations which would support future career applications. For example, it is recommended you collate evidence of how well you communicate, operate in a team and make decisions.

King's Careers & Employability is there for you all through your time at King's. Access our expert advisers by emailing careers@kcl.ac.uk, calling 020 7848 7134 or visiting www.kcl.ac.uk/careers. We can help with CVs, job applications, interviews, ideas for part-time work and helping you make your career decisions.

13.9 Reporting of Absence

If you are absent (either from College or from a practice placement) for any reason you must report this. For reporting of sickness when in practice please refer to 14.4.1.

You must complete the online Student Absence Reporting form. If you are off sick for more than seven (7) days, you must produce a medical certificate to cover the full period of sickness and submit this to the Pre-registration Administration Team.

If you are absent for a total of more than 10 days in any one year period, or more than four weeks in a single episode of absence, you will be required to obtain Occupational Health clearance before you will be permitted to undertake any further clinical practice.

13.10   Special Leave/Authorised Absence

Applications for authorised leave, especially in the case of family bereavement, will be sympathetically dealt with. You must approach your Personal Tutor or Cohort Lead to complete the necessary documentation, which will include actions to demonstrate how learning will be covered/made up.

13.11   Maternity Leave

The NHS funds all pre-registration midwifery programmes and, in partnership with the Faculty, needs to demonstrate value for money and workforce planning. Therefore the Faculty expects that once you start your programme, you will complete the award in one continuous block of study without interruption. However, if you become pregnant during your programme you may need to interrupt.

If you become pregnant during the programme you must inform your personal tutor and Programme Lead as soon as the pregnancy is confirmed. You will normally be allowed to continue on the programme provided various health and safety risk assessments are completed, or unless there are medical grounds which prevent you from doing so. It is essential that you tell us as hospitals in particular contain many substances that may potentially be hazardous to the growth and development of the foetus in the first few months of pregnancy. Your placement area will undertake a workplace risk assessment, and if potential risks are identified then re-deployment to a safer area will be considered (see also 15.7.2).

An individual education plan will then be agreed between you, your Programme Lead and your Cohort Lead which will take into account your expected delivery date as well as other considerations such as the due dates for submission of course work. Your education plan will consider the timescale for your maternity leave and an agreed return date. All students require Occupational Health clearance before resumption of the programme, but students will not be permitted to resume practice placements for a minimum of six weeks following birth.

13.12   Parental Leave

Statutory parental leave can be awarded on production of the relevant birth certificate. Please make an appointment to see your cohort leader in good time so that an action plan can be established in preparation for parental leave.

13.13   Moving and Handling

The Faculty policy on moving and handling aims to protect public and professionals' safety and is based on the provisions of the Manual Handling Operations Regulations (2002). Essentially, you may only participate in moving and handling procedures which comply with safe ergonomic principles, as taught to you by the Faculty.

You have the right, without any prejudice, to refuse to participate in any moving and handling activity which you consider to be unsafe. Should you find yourself in this situation, you should contact your link lecturer, personal lecturer or the Placement Moving and Handling advisor (you should be notified who this is during your Placement induction).

Moving and handling sessions will be provided each academic year by the Faculty for the three-year students.

If you are absent from a Faculty moving and handling session you will be charged £15.

If you were absent due to sickness you need complete the online absence reporting form and see your Cohort Lead .

13.14   Professional Organisations

During your studies, you may find it helpful to join a professional midwifery organisation as there are numerous professional benefits and resources available to members.. All organisations have special rates for students, and offer a wide range of services.

The Faculty has no view on which organisation you choose to join - we suggest that you explore various options, and decide for yourself which one best suits your needs and interests.

For further information, we suggest the following websites:
Royal College of Midwives -   www.rcm.org.uk/college/your-career/students
Unison –   www.unison.org.uk

13.15   King's College London Student Union (KCLSU)

All King's College students are automatically members of the King's College London Student Union (KCLSU). KCLSU provide a range of services for students, and offer advice and support for all aspects of the student experience at King's. Further information regarding KCLSU can be found online, here : http://www.kclsu.org/

13.16   Personal safety

It is important that you are mindful of your personal safety at all times when travelling to and from College and placement, and also whilst on placement. Effective communication and de-escalation skills, issues of lone or isolated working together with personal safety training are also included as part of the core curriculum. Please do not hesitate to speak with your personal tutor if you have any queries or concerns.

14 Practice Learning

14.1   Introduction

All Midwifery programmes comprise 50% theoretical learning and 50% clinical learning. You will be allocated to one of our NHS partners where you will undertake a majority of your clinical placements (your Principal Placement) and complete the practice learning component of your programme assessed via the Pan-London Midwifery Practice Assessment Document (MPAD), the ongoing record of achievement and a learning portfolio. You are issued with an honorary contract for placements which is an addendum to your substantive contract as a student at King's. Overall your placements may take place in a range of NHS and voluntary organisations to enable fulfilment of NMC proficiencies.

Students are allocated to Principal Placements depending on Health Education England commissions with individual NHS Placements and the term time post code of the student. Allocation of students to placements is done in collaboration with HEI placement team, Placement Development Managers and input from link lecturers allocated to the Placement.

Placement plans are devised to enable students to have a broad range of experience that complies with NMC requirements. Each student may have a different range of placement but overall the same outcomes can be achieved. Placements are carefully allocated to ensure an experience that meets NMC requirements. Changes to placement allocations will only be made in exceptional circumstances when absolutely necessary.

14.2   Placement Induction

Prior to commencing your first placement you will be expected to attend the Induction Programme for your Principal Placement and **attendance is mandatory**. Failure to attend will affect your ability to commence the placement. Students who are recorded sick or absent must contact their Programme Lead to confirm the actions to be taken.

14.3   Status as a student

The NMC Standards of Proficiency for Pre-Registration Midwifery Education (2009) identifies that students should be counted as **supernumerary** on duty rotas. Although students are supernumerary (not entered in numbers on shift i.e. additional to number of staff required to provide care) you are expected to participate fully in activities being carried out whilst on placement with appropriate supervision. You may use practice placement hours to attend timetabled supervision/reflection sessions and other learning activities agreed with your mentor, but may not use practice hours to submit assignments to College or attend revision sessions for assessments.

14.3.1 Mentorship

The prime concern for your practice experience should always be to facilitate and maximise learning. In each placement you will be allocated a named mentor. This will be a registered midwife who has completed post-qualification learning activities that equip him/her for this important role, known as 'sign-off mentorship'. Every attempt should be made to match your shift patterns to those of your practice mentor as NMC (2007) standards state that 'whilst giving direct care in the practice setting at least 40% your time must be spent being supervised (directly or indirectly) by a mentor'. Depending on your mentor's shift pattern you may be allocated two mentors or a sign-off mentor and co-mentor to ensure fulfilment of the NMC Standards. Your sign-off mentor will be responsible for assessing your clinical performance and for documenting your progress in your MPAD. They will also make an assessment at the end of each academic year about your fitness to progress to the next stage of your training, or to be signed onto the NMC register as a midwife.

14.3.2 Midwifery Programmes – Clinical Hours

Placement experience will vary between 2-5 days of 7.5 hours (i.e. 15-37.5 hours per week) unless otherwise stated on clinical allocation timetables. You are expected to attend early, late or night shifts (these may be over the weekend) as indicated on a rostered allocation and must not swap unless agreed by the clinical placement facilitator/learning support midwife, allocated mentor, manager and personal tutor.

During the midwifery programme you may work 11.5 hour shifts, but only in areas where long days are worked as part of the normal work pattern. It is acknowledged that on rare occasions you may find that, in order to honour agreements made with women to participate in the birth of their babies, or to gain the necessary/additional experience for registration as a midwife, you agree to work more than the 11.5 hours stipulated. Claims made for these additional hours worked will be accepted in the MPAD, with evidence (signature) of agreement with the supervising midwife.

Occasions when such claims are acceptable include:
* attendance at a planned home or hospital birth, especially if part of student midwife continuity project;
* attendance at an imminent birth at the end of a shift;
  to accrue the required number of births for completion of training (40 births – EEC Directive, 1989/NMC, 2002)

In accordance with best practice regarding the length of a working week you must not work more than 48 hours in each week's duty rota. The attendance pages in the MPAD will allow you and your mentors to monitor weekly working hours. You should not work excess hours on the placement as these will not be carried over or counted, as they contravene legislation.

You are expected to work night duty and weekends to enable you to experience the full 24 hours provision of care. On call opportunities when in team placements should be utilised where possible.

Currently students undertaking the Midwifery programmes are not normally expected to work Bank Holidays unless:

- Making up time e.g. sickness
- You specifically want to gain an experience which only occurs at that time
- You choose to do so and arrange this with their mentor and link lecturer.

You are entitled to rest periods during shift work but flexibility should be exercised regarding when breaks are taken. During a 7.5 hour shift a rest period of 30 minutes should be taken which should not be claimed for in the hours worked. In addition a concessionary 15 minutes break during the shift may be taken which can be included in the hours worked.

If you work a long day, you must not work more than 11.5 hours, exclusive of breaks. If you work in placement areas where shifts are longer than 12.5 hours you must negotiate with your mentor the most appropriate time to arrive or leave. During a long day an adequate rest period of 60 minutes (1 hour) should be taken which should not be claimed for in the hours worked. In addition a concessionary 15 minutes break during the shift may be taken which can be included in the hours worked.

You should not be left alone in practice without supervision when your mentor goes on breaks. Flexibility about when breaks are taken must be negotiated within the placement area.

Students will be expected to work **night duty** in order to work with their mentor. In some placements (eg, antenatal clinics) it may not be possible to work night duty. Working hours are monitored by programme and cohort leaders, and your personal tutor. Whilst the NMC do not specify a minimum or maximum requirement the Faculty does expect students to experience the minimum of **four night shifts** during their programme.

In areas where care is provided seven days a week you are expected to work weekends with your mentors. In a four week period you should work a **minimum** of one weekend and a **maximum** of two weekends.

14.3.3 Special Circumstances

If you have significant/unusual family commitments or along commute to your placement area you must discuss your circumstances with your personal tutor /link lecturer and clinical placement facilitator. You may then request some flexibility with regard to shift hours, however you will still be expected to meet the programme requirements for night duty and weekend working. If you have special circumstances you must obtain a letter from your Programme Lead/personal tutor in support of your request. Flexibility is not to be expected and is at the discretion of the clinical manager. Once a formal agreement is reached, this must be documented and adhered to and you should inform your link lecturer of your shift patterns.
This plan will be reviewed regularly and alterations made as necessary.

Please note that you are a full-time student, so you should not expect your duty rota to be arranged around any additional paid work commitments.

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If you are working with an organisation as a Bank or as a Health Care Assistant (HCA) you must inform the Bank that you are a full-time midwifery student. The Bank and placement organisation may wish to monitor the number of shifts you work in a given period. You are not permitted to work Bank shifts on a current clinical placement, but may work there once you have completed that placement as a midwifery student. Under no circumstances should you cancel an allocated shift as a midwifery student to work a bank shift.

If you have children and/or dependents you must ensure that safe care and provision is in place whilst you are on placement and attending College. You must ensure you can be contacted as soon as possible in case of an emergency.

If you require compassionate leave you must contact your Programme Lead to negotiate time off from your placement. You should also inform your placement confirming your return date. This time off will be required to be made up at a later date.

You should negotiate with your mentor in advance if time off is required and this should be taken as part of normal days off for that week where possible. If any practice hours are lost, these will be required to be made up.

You should adhere to placement organisations policy in relation to religious observances.

14.3.4 Making up Additional Hours

If you are behind on your hours and cannot make these up during your placement, you need to calculate how many hours you anticipate you will have outstanding by the end of placement. If you can complete your hours in a single extra shift, you can arrange this with your mentor at a mutually convenient time, preferably in the week following the end of placement.

If you have more than a single shift of hours outstanding, you must inform your personal tutor, link lecturer and clinical placement facilitator as soon as possible so that an action plan can be put in place for you to make these hours up. This plan may take the form of an extension to a current or future placement, a notification that you should work additional shifts during the current placement or, in exceptional cases, an additional placement during an annual leave period. You must complete all your required clinical hours for that year within the boundaries of the NMC 12-week rule.

An agreed action plan to make up lost clinical hours does not entitle you to submit your MPAD late. If you cannot submit your completed MPAD on time, you must inform your cohort lead and personal tutor, and submit a Mitigating Circumstances Request form within 7 days of the expected submission date.

14.4   Attendance and Arrangements for Absence

It is imperative to your professional development that all theoretical and practical components of the programme are accrued. Evidence of your attendance at College and clinical are required for entry to the NMC register. The NMC specify the number of programme hours you must complete and any hours/days missed due to ill health or agreed absences must be discussed with the

Programme Lead who will identify an action plan and will amend/record any individualised case plan in your student records.

14.4.1 Sickness

You are expected to report all absences from College or placement and the link to the reporting documentation is available on:
https://www.kcl.ac.uk/teares/nmvc/prereg/absence/student/index.php.
This should be completed within 48 hours of your absence and a report will be sent to your personal tutor automatically. As soon as you know that you will be unable to attend due to sickness, you must contact the clinical area. Although you may not wish to be specific with regard to the nature of your sickness, you should give the following information:

- Clearly state you will be taking sick leave and give some estimate of how long you feel you may be off sick.
- You must also attempt to speak directly to either your practice mentor or the clinical manager. If neither of the above are available, leave a message with the most senior member of staff on duty. If you are unable to attend a College day it is recommended you try to contact the module leader as indicated in detail in the handbook.
- Note the name of the person with whom he/she has left the message and ask the person to make a note of your message in the work diary/message book.
- Complete the online Student Absence Reporting form on https://www.kcl.ac.uk/teares/nmvc/prereg/absence/student/index.php. including the name of the person in the clinical area you reported to.

Absences will usually be authorised for the following reasons:
- Funeral or death of a close family member/significant other
- Hospital appointments
- Maternity appointments
- Sickness

If you have symptoms such as a cough, rash or diarrhoea you should see your GP straight away to ensure you are fit to be on placement and are not potentially putting staff or clients at risk.

When you are clinically assessed fit to return to duties, you must telephone the ward and notify the practice mentor and/or clinical manager when you will be back on duty. In cases of College absence you will need to ascertain what learning will need to be made up and complete learning contracts to evidence this learning.

Once it has been decided how you will make up the time, it is your responsibility to make sure that this is noted on the duty rota (or wherever your attendance is documented).

Students must have completed the required number of practice hours in order to progress to the next year of the programme.

14.4.2 Appointments and Interviews

Although it might require additional organisation, you are expected to arrange any type of personal appointments during your off duty hours. Any time missed will have to be 'made up' in the same way as sickness/absence. Clinical staff must be kept informed at all times of any non-attendance for whatever reason. This is considered to be essential professional behaviour. Information about sickness/absence will be noted in your final reference.

In the final four months of your programme you can attend interviews for midwifery posts within College clinical hours. You should produce evidence of the interview dates and time if required. However, time will need to be made up for informal visits and for travel to interviews outside of NHS London. However, no more than 7.5 hours in total can be claimed for interview time.

14.5   Sole Responsibility for Clients

Senior student midwives and those undertaking the student midwife continuity project may visit antenatal and postnatal women on their own following prior discussion and agreement with their supervising midwife who should complete a signed risk assessment indicating that she(he) remains accountable for your practice. **You must not carry medication for clients whilst on visits and under no circumstances attend a woman in labour at home on your own.**

You should not accompany/escort clients away from the placement area. The exceptions to this are:
- Where there is a qualified member of staff present and you are accompanying the staff/client as a learning experience.
- Where the place being visited by the client would be of value to you as a learning experience, but only when the client would normally be travelling without an escort and you have no responsibility for the client.

14.6   Use of Medical Equipment and Placement Policies

You must adhere to local Placement Policies and procedures in relation to any skills you are asked to perform. You must receive training and supervision to use medical devices and equipment in the placement. You may be required to attend training sessions in your Placement e.g. blood glucose monitoring.

You must follow NMC guidelines (2010) Standard 18 on the administration of medicines and must comply with the Host Placement Policy on medication administration. You must never check or administer medications on your own and must have direct supervision from a qualified member of nursing or midwifery staff. Students must never administer intravenous drugs/intravenous infusions, including flushes. Students must never end or alter rates of infusion unless under the specific supervised instruction of a mentor/midwife.

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14.7 Health Issues

14.7.1 Occupational Health

You will receive advice from the Occupational Health Department on commencing your programme and must have appropriate Occupational Health clearance before going into practice and prior to returning to practice, following interruption for sickness and/or following maternity leave.

As your programme leads to professional registration as a midwife with the NMC, the College has a duty to ensure that only students who are 'fit to practise' are admitted to, and graduate from, the programme. The NMC has fitness to practise criteria to make sure that individuals are able to practise capably and without undue risk to clients, their families or themselves.

By the time you enrol on the programme you should have been passed fit by the Occupational Health Service. You must be able to achieve all assessed elements of the course, both in theory and in clinical practice in order to register as a midwife. This may be with a level of support provided by the College and it is therefore essential that your specific needs are identified. You must remain 'fit to practise' throughout the programme. It is imperative that you seek professional advice when you know you have a health problem which may affect your studies and the College will support you in exploring options if you are required to interrupt. You will be required to declare that your health status remains unchanged on the commencement of each academic year of study and at point of registration. You may be asked to attend occupational health for assessment if your health status changes or raises concern.

14.7.2 New and Expectant Mothers

The Faculty and clinical placements are committed to protecting the health and safety of all new and expectant mothers. You must inform your Programme Lead as soon as a pregnancy is confirmed in order to review your programme plan and ensure that you and your unborn child are not put at risk.

Failure to inform the College may result in a prolonged interruption to the programme. A particular consideration is being able to identify a suitable placement for new and expectant mothers. A risk assessment needs to be conducted by the placement before any new or expectant mother can be allocated for an experience. If a suitable placement cannot be found you may be required to interrupt your programme.

14.7.3 Disability

Any information you provide about a disability will be processed sensitively and confidentially in accordance with the Data Protection Act. It is important to note if you feel that you have a problem or health condition which may compromise your fitness to practise, you have a responsibility to protect yourself and the patients/clients with whom you will be working. You can speak confidentially to the College's Disability Support Team (020 7848 3398 or email equality@kcl.ac.uk) or the Faculty Disability Advisor (Mary Crawford - 020 7848 3522 or email

mary.crawford@kcl.ac.uk) if you are concerned about this. It is important you discuss any special needs with your mentor during the initial interview. If you have a student support agreement you should discuss this with you mentor, or with the link lecturer. Your link lecturer together with your mentor can support your learning in practice in line with recommendations from the College's Disability Support Team and Faculty Advisor.

If reasonable adjustment is required in placement, this will be agreed between you, the Faculty disability advisor, the director of clinical education, the key account manager and the lead for education in the trust: this might cover issues such as shift patterns or access to specific equipment.

14.8   Adverse Incidents occurring in College or Clinical Placements

14.8.1 Injuries

If you incur a sharps/splash or any other injury whilst on duty you must inform the person in charge of the shift. You must also complete an Incident Report according to Placement policy and also complete the College on-line reporting form available at: https://internal.kcl.ac.uk/about/ps/safety/emergency/accident-and-incident-reporting.aspx, to ensure compliance with governance arrangements and to ensure appropriate follow up. Please remember not to include patient identifiable information in your on-line report. All injuries in practice will be followed up by the Occupational Health department.

14.8.2 Other Adverse Events

Similarly, there may be other adverse circumstances that you may become aware of where you need to take immediate action. Some examples are listed below:

1. You believe a client is at immediate risk of harm;
    Action: Inform a senior member of clinical staff immediately.

2. You feel you are at immediate risk due to a serious or unexpected incident e.g. violent or aggressive patient/colleague;
    Action: Remove yourself to a place of safety as a priority. Alert a senior member of clinical staff to the situation immediately. If there is no-one close by to help you, you must call security or the emergency services. Ensure you know these numbers.

3. You see poor practice or practice you do not understand;
    Action: Speak to your mentor or the senior midwife. If you are not happy with the response given, a clinical practice facilitator or a member of Faculty staff, such as the link tutor/lecturer or Programme Lead. In any eventuality, you should also discuss the matter with the practice link lecturer and clinical practice facilitators and/or supervisor of midwives responsible to students.

4. A patient or relative makes a complaint about you

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Action: This is unusual as the work you do will be under supervision. If this does happen speak to your mentor or a senior member of clinical staff immediately. They will provide you with the appropriate support and guidance. You should also inform your link lecturer and personal lecturer/tutor about this even if the matter is immediately resolved.

5. You are involved in a clinical error e.g. mis-administration of medication
Action: Complete the relevant incident form with guidance from your mentor. Inform your link lecturer and personal tutor. You may be required to attend the Student Fitness to Practice committee if concerns are raised about your professional practice.

It is important to record any action you have taken in any of these scenarios as this account may be required in any subsequent investigation. Please speak with your programme teaching team and/or your link lecturer regarding this should you require any clarification.

14.8.3 Bullying and Harassment

There is a zero tolerance approach to bullying and harassment both within our placement partner organisations and the Faculty. However should you feel you have experienced bullying, harassment or any form of discrimination you must tell someone immediately In practice you should tell the link lecturer and a senior member of clinical staff who will provide you with the appropriate support and guidance. Your personal tutor can also be contacted about this if that is easier for you.

The link to the College policy is given below:
http://www.kcl.ac.uk/college/policyzone/assets/files/students/Policy_on_Harassment_Bullying_and _Discrimination_for_Students.pdf

14.9   Professional Conduct

14.9.1 Unauthorised Absence

Absence from the placement, i.e. non-attendance which has not previously been negotiated or reported on the day and is not sick leave, demonstrates unprofessional behaviour that reflects negatively on you in terms of your ability to communicate, show respect for others and meet professional values. This will be reported to the Programme Lead/link lecturer immediately by the ward staff and could lead to **disciplinary action**. For reporting sickness/absence in College please see Section 13.7.

14.9.2 Lateness/Poor timekeeping

Lateness/poor timekeeping is also considered poor professional behaviour and will be recorded in the Midwifery Practice Assessment Document and taken into account when assessing professional values.

14.9.3 Confidentiality

It is expected that you will maintain patient/client confidentiality at all times (NMC, 2008). You need to be clear as to what information should be given to whom – for example, what information should be given to other professionals, clients and relatives. Access to clients' midwifery notes may be restricted i.e. to other professionals as well as with regards to clients. These issues should be addressed with the practice mentor and/or clinical/College staff.

You must never discuss clients outside of the placement area – particularly in public places. Any theory assignments directly related to the placement must maintain anonymity for both staff and clients.

You should also think very carefully about what information is disclosed to clients about yourself e.g. where you live, who you live with etc.

You must not use camera phones to take pictures of yourself, staff or clients whilst on placement. Mobile/camera phones must remain switched off if carried on your person whilst on duty. Please ask your placement manager for the designated area(s) in which you may access your messages/use your phone. Normally, this should take place in break times.

14.9.4 Working with the media

Healthcare is often a hot topic for the media, and you may have noticed that there has been a particular focus on Midwifery standards in the national press recently. Journalists are interested in interviewing anyone who can comment on the particular issue they are focusing on, from NHS staff to academics and students. If you are approached by a journalist for an interview, it is important to remember that you don't have to say 'yes'. It is your choice whether you want to be involved. If you have any concerns, you can speak to Jessica Clinkett, the Faculty's Communications Officer, at any time.

If you are approached and would like to take part in a media interview, it is advisable to contact Jessica for advice. She will talk to you about the type of questions you might be asked and the likely focus of the article. This might help you to decide whether you want to be involved. Jessica can also liaise with the journalist on your behalf if you have any questions.

The Faculty keeps a record of all media coverage that includes our staff or students. If you are planning to take part in a media interview please let Jessica know so that she can keep a copy of the coverage.

Jessica's contact details are as follows:

Email: jessica.clinkett@kcl.ac.uk
Telephone: (020) 7848 3062

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14.9.5 Internet and Social Networking Usage

You should remember that while you may enjoy using social media in your personal life, your conduct online should reflect the same high standards as your conduct in the real world. It is unacceptable to share confidential information or post inappropriate comments about colleagues, university and/or <u>any</u> staff or patients. An increasing number of cases, which involve the use of social media, are referred to the NMC fitness to practise panels. Nurses and midwives put their registration at risk, and students may jeopardise their ability to join the register, if their conduct on social media sites is considered inappropriate.

You should not invite College or placement staff, clients or families to become your "friends" on social networking sites, and should decline any invitations from the above groups to become "friends".

You should not discuss ward placements, staff or clients over the internet. This will be viewed as unprofessional behaviour and deemed a breach of confidentiality which will lead to you being referred to the Student Fitness to Practise Committee and may result in you being removed from the placement area and/or the programme in cases of serious breaches of confidentiality. You are expected to follow the guidance on social networking usage as outlined by the NMC (2012).

An e-learning package on the use of social media is available on the KEATS cohort administration areas. IT IS STRONGLY RECOMMENDED THAT YOU TAKE TIME TO COMPLETE.

If you have any concerns or would like further information check the NMC website has guidance for students on the use of social media. Practical guidance for students, nurses and midwives using social networking sites are available from http://www.nmc-uk.org/

The standard of your conduct as a midwife both online and offline, is important. The way you act online can jeopardise your ability to join and stay on our register. Make sure you read and understand the code, our guidance for students, and this information on social networking sites. Royal Colleges and other bodies have also produced helpful information on this subject. You should think through what this information means for you in practice, and if needed, take steps to change the way you use social networking sites.

- If you identify yourself as a midwife on Facebook, you should act responsibly at all times and uphold the reputation of your profession. Even if you do not identify yourself as a midwife, be aware that your conduct online could still jeopardise your registration if it calls your fitness to practise into question.
- Do not use social networks to build or pursue relationships with patients and service users, even if they are no longer in your care. If you receive a friendship request from a current or former patient, Facebook allows you to ignore this request without the person being informed, avoiding the need to give unnecessary offence.
- Do not discuss work-related issues online, including conversations about patients or complaints about colleagues. Even when anonymised, these are likely to be inappropriate.
- Never post pictures of patients or service users, even if they ask you to do this. Our guidance on record keeping states clearly, "you should not take or keep photographs of any person,

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or their family, that are not clinically relevant" (NMC 2009b). If your mobile phone has a camera, you should not use it in the workplace.

- Social networking sites should not be used for raising and escalating concerns (commonly referred to as whistleblowing). Our guidance on raising and escalating concerns (NMC 2010) sets out your professional duty to report any concerns which put the safety of people in your care or the public at risk, and the steps you should take to do this.
- Protect your own privacy. Think through what kinds of information you want share and with whom, and adjust your privacy settings. On Facebook, you can adjust your privacy settings at group level to share different levels of information with different kinds of friends. Remember that the more your personal life is exposed through social networking sites, the more likely it is that this could have a negative impact.
- Remember that everything you post online is public, even with the strictest privacy settings. Once something is online, it can be copied and redistributed, and it is easy to lose control of it. Presume that everything you post online will be permanent and will be shared.
- You can take action if you find yourself the target of complaints or abuse on social networking sites. You can remove someone from your friend list and block them from interacting with you, and most sites will include mechanisms to report abusive activity and provide support for users who are subject to abuse by others. If you are very concerned about someone else's behaviour online, you should take steps to raise your concern, including if necessary with their university or employer. In the most serious circumstances, for example if someone's use of a social networking site is unlawful, you should also report the incident to the police.

(NMC,2014 available at: http://www.nmc-uk.org/Nurses-and-midwives/Advice-by-topic/A/Advice/Social-networking-sites/ accesed August, 2014)

14.9.6 Documentation

Documentation within the clinical area is sometimes used by students for theory assignments, for example care plans, policies and procedures or audits. Permission must always be gained from the clinical manager with regard to using any documentation and, in the case of client care plans, permission must always be gained from the client themselves. Clients must not be identified in any assignments and documentation should be anonymised.

Documentation must never be removed from the clinical area or photocopied without permission from the clinical staff/supervisor of midwives.

14.9.7 Student/Client Relationships

Your professional and personal safety is of paramount importance. You must never arrange to meet clients socially, either whilst still in placement or on completion of the placement. The relationship between you and the client must remain professional and should end when you finish the placement. Whilst you may be friendly you are not friends of the client. Please think very carefully at all times about how you conduct yourself in the workplace, and also in your life outside work as can have a direct impact on your successful progression through the programme.

You must never accept personal gifts from clients or their relatives/friends.

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14.9.8 Alcohol and Substance Misuse

In accordance with the NMC Code of Professional Conduct students must not consume alcohol during working hours including break periods and must ensure they do not attend work under the influence of alcohol. This includes the College as well as Placement. You must not take illegal drugs or substances at any time. You should not report for duty if you are under the influence of prescribed medication which could have detrimental effects on your ability in practice.

14.9.9 Other Matters

You must not chew gum whilst in uniform. You should not smoke whilst in uniform on Placement premises. If you smoke during a break you must change out of your uniform.

14.9.10   Faculty Action in the Case of Poor Professional Conduct by a Student

You must comply with the standards of behaviour and conduct as laid down in the policies and codes of the Principal Placement and the College. You may be removed without notice from a placement at the discretion of an authorised supervisor in accordance with King's Regulations governing students.

Where the mentor/clinical team feel that your behaviour is inappropriate but does not require immediate removal from practice, initially this will be discussed with the link lecturer and clinical practice facilitators, and documented in your MPAD. The link lecturer will then organise a meeting including all relevant people to address the issue. When the link lecturer is from a HEI different to yours, the link lecturer should inform your personal tutor /Programme Lead who should be involved in resolving the issue.

If you continue to behave in an inappropriate manner the mentor must inform the Programme Lead and the link lecturer that there is a problem. If you require advice or support you may approach your personal tutor/lecturer, Programme Lead or KCLSU.

Breach of any of these aspects of professional practice may result in the referral to attend a Faculty Fitness to Practise Committee hearing.

14.9.11   Faculty Fitness to Practise Committee

Failure to uphold the expected standards of conduct may result in a referral to the Faculty Fitness to Practise Committee. The purpose of this committee is to respond to concerns about professional conduct raised regarding students registered at King's College London. The Faculty Fitness to Practise Committee forms part of the College's B5 Fitness for Registration and Practice Regulations. These regulations are designed to ensure that students are fit for registration and fit to practise. A referral to this Committee may be due to conduct demonstrated whilst in College or on placement, or whilst away from these activities, for example during social and recreational activities.

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14.10   Dress and Appearance

14.10.1   Professional Practice

Whilst in placement dress and appearance is considered an aspect of professional conduct. Although appropriate dress and grooming is open to interpretation, the nature of midwifery itself requires that certain principles must be observed. It is essential that you dress in a way that supports a perception of personal and professional integrity as this will have a direct effect on the midwife/mother relationship and subsequent care, reduce the risk of cross-infection, and maintain staff and client safety. Cleanliness and tidiness in both dress and person is essential.

The actual clothing/uniform worn will depend on your placement organisation. Clothing/uniforms should be worn in accordance with the relevant organisations clothing/uniform policy. Non-adherence may result in you being sent away from the placement and the College being informed.

Photo/university identity badges stating name and status must be worn. The name badge is required to display your given name and family name and should be the name which will appear on the NMC register. Patients/clients have a right to know who is looking after them. Name badges are the only badges that may be worn whilst on duty.

Please ensure you adhere to the following guidance regarding dress and appearance in the workplace:
- Your clothing or any aspect of dress should not interfere with the safety of you or your clients. Tight and restrictive clothing must not be worn and secure footwear must be worn.
- You should not dress in such a way that could be seen as politically, culturally, ethnically or sexually provocative or inappropriate. The values and religious/cultural sensitivities of clients in relation to dress should be remembered and due respect given to this, in particular when visiting their homes.
- Facial coverings worn for religious reasons must be removed whilst on placement; this will ensure that women and their families recognise who is delivering care. Where head coverings are worn these should be away from the face and be no longer than shoulder length. False eyelashes should not be worn on placement.
- For further guidance on religious dress please contact the Director of Clinical Education.
- Sleeves must be above the elbow to enable correct hand-washing to be carried out according to policy.
- Plain, black, clean, low heeled, not open-toe, supportive shoes with composite noiseless sole and in a good state of repair are to be worn in clinical areas. Trainers, open sandals or backless slipper type shoes are not permitted in clinical areas.
- Particular attention should be paid to personal hygiene. Perfume and aftershave should be discreet and not overpowering. Clients can find strong smells nauseating, especially during pregnancy and/or childbirth.
- You must not chew gum whilst in uniform.
- You should not smoke in uniform/work clothes or on placement premises at any time.

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14.10.2   Infection control

In order to ensure effective infection control measures please adhere to the following guidance:

- Every effort must be made to change uniforms/ clothing daily to reduce the risk of cross-infection and have them washed at a temperature of 60 degrees Centigrade. Clothing/uniforms should look clean and not crumpled.
- Uniform must not be worn outside hospital. You should not travel in uniform. You must not go into shops/public houses/clubs or bars in uniform.
- Cardigans should not be worn when attending patients/clients but may be worn at break times. Vests or T shirts may be worn but should not be visible above the uniform.
- Wrist watches must not be worn whilst carrying out midwifery duties. The area underneath a wrist watch has been identified as a source of infection as the watch prevents adequate hand washing and drying. A wrist watch may damage a woman or baby in the course of giving care.
- Hair should be clean and well groomed, within the normal colour range and away from the face. If hair falls below the collar line it should be tied back. Fastenings should be discreet and without adornment. There is a possibility of hair carrying *Staphylococcus Aureus*. Providing hair is clean and tidy, and styled so it does not touch the client during physical care, the risk of dispersal is minimal. Scalp lesions should be medically treated. Hair fastenings, ribbons, scarves and hats are a source of infection and a safety risk and should not be worn.
- You should be clean shaven, or if a beard or moustache is worn, this must be well groomed and of moderate length.
- No jewellery except for wedding rings is to be worn with uniforms. If you have ear piercings you may wear one pair of earrings - plain gold or silver coloured stud. Multiple piercings visible above clothing must be covered according to the placement organisations policy. If there are exceptional circumstances, these must be discussed with the manager of the placement area. Jewellery, even wedding rings, has been found to attract micro-organisms. Studs or rings through the skin can also introduce infection. Rings with stones are hazardous and can scratch the patients/clients; the stones may become dislodged. Jewellery that is hanging e.g. a necklace, dangling earrings could be dangerous for the midwife when caring for clients who are confused or in pain, or when caring for babies.
- Tattoos should not be visible and must be kept covered. However, coverings should not prevent correct hand-washing.
- Artificial nails may not be worn. Fingernails should be clean, short, and without nail varnish. This will avoid transferring bacteria on or under fingernails. It is possible for a varnish chip to enter a wound and cause infection. Nails should also be neatly manicured to prevent clients and staff being scratched when involved in direct handling procedures.

15 Assessment

The assessment regulations used by the Faculty of Nursing and Midwifery conform to the requirements of King's College London, the Nursing and Midwifery Council and the Quality Assurance Agency. Great care is taken to ensure that the system is fair to all students.

15.1   Assessment Methods

Assessment is individualised to each module and a variety of strategies are employed, ranging from examinations, essays, recorded interviews, projects, Objective Structured Clinical Examinations (OSCEs), portfolios and clinical competence. All assessments will require you to apply the knowledge you have gained in the module to practice. Details of the assessment for each module are outlined in each module handbook. The marking criteria for undergraduate work can be found in Appendix A.

15.1.1 Formative and Summative Assessments

Formative assessments allow you to gain experience of applying theory to practice and of the way that work is assessed. You may also be offered a formative examination/OSCE to allow you to practice examination techniques. Formative assessment also enables your module leader to assess your performance. No grades are given for formative assessments, although you will receive feedback in either verbal or written format. This feedback will provide you with information on how to develop or improve your work.

For written summative assignments you will be provided with generic feedback on the module e-learning site and individual written feedback by the markers. You will not receive this for examinations, but module leaders will be able to discuss individual or group feedback on request and will provide generic information on the module e-learning site.

15.1.2 Reading of draft work

Lecturers are permitted to comment on a detailed plan or correct up to 250 words of a draft assignment on one occasion for each piece of work. The exception to this is the Student Project where your work will be reviewed through supervision meetings. Students with recognised special needs may have additional arrangements as part of their student support agreement. Please ensure you approach lecturers in good time to benefit from the feedback which may be given.

15.2   Marking

All Level 4 and 5 written assignments and examinations are marked using moderation. All work is marked by a single assessor, with a random selection of work having been given a pass grade being moderated by a second assessor (the random selection is comprised of 10% across each module classification, subject to the following criteria:

- For modules with fewer than 20 students enrolled – a minimum of 5 overall including at least 1 per classification
- For modules with 20-29 students enrolled – a minimum of 5 overall including at least 2 per classification
- For modules with 30 or more students enrolled – a minimum of 5 overall with at least 3 per classification).

All work given a fail grade by the first assessor is moderated by a second assessor. A sample of all work is reviewed by an appointed External Examiner.

All Level 6 written assignments and examinations (except dissertations) are marked using double marking by retrospective sampling. All work is marked by a single assessor with a random selection of work having been given a pass grade being marked by a second assessor (this random selection is comprised of 10% across each module classification, subject to the following criteria:

- For modules with fewer than 20 students enrolled – a minimum of 5 overall including at least 1 per classification
- For modules with 20-29 students enrolled – a minimum of 5 overall including at least 2 per classification
- For modules with 30 or more students enrolled – a minimum of 5 overall with at least 3 per classification).

All work given a fail grade by the first assessor is marked by a second assessor. A sample of all work is reviewed by an appointed External Examiner.

15.2.1 Assessment & feedback – Frequently asked questions

 "How will I be assessed?" – Every module will have a formative and a summative assessment however only the summative assessment will count towards your mark. The assessments will take a variety of forms such as written exams, multiple choice exams, essays, practice assessment documents and practical examinations. Every module will have its own handbook where you will be able to find details of the assessments specific to that module.

 "When do I submit my work?" - Every assessment will have its own submission date and it is expected that the work is submitted (either electronically or hard copy) by 23.59 on the date specified. Submission dates can be found in the individual module handbooks and will also be documented on the academic planner. The Faculty does permit a 24-hour window for late submission, up until 23.59 on the day after the specified submission date. However, work submitted within this 24-hour period will be capped at the pass mark of 40%.

 What do I do if I can't meet the deadline" – If you are unable to complete your assignment because of illness or for other personal reasons, you may submit evidence of mitigation via the Mitigating Circumstances Form (MCF) . The evidence required will vary depending on the circumstances but will usually be a doctor's or counsellor's note. You should submit it as soon as is possible in advance of the deadline. If you are not able to submit the NEA in advance you must submit it no later than 7 days after the missed/affected assessment date. For further details please see the mitigation guide.Your evidence will be reviewed and if successful you will be given a new

submission date and your grade will not be affected. If you do not submit your assignment and do not submit any proof of mitigating circumstances within 7 days you will be awarded a grade of zero (fail).

▢   "How will my work be judged" – The College has developed generic marking criteria for all written assessments across levels 4-6. These criteria give guidance on the expectations for written work at each level in the areas of understanding, depth of knowledge, structure and Faculty-specific issues. Faculty-specific issues for the Florence Nightingale Faculty of Nursing and Midwifery include aspects such as the display of safe clinical practice and understanding the link between theory and practice. A copy of the College marking criteria can be found in Appendix A.

Your work will be judged against the aims and objectives of the individual assignment (found in the individual handbooks) and the college generic marking criteria. When the aims and the marking criteria are combined they form a guide known as a rubric. The rubric will be provided to you by the module lead to give you specific guidance as to what is required for the individual assessment.

▢   "What is plagiarism and how can I avoid it?" Plagiarism is defined as "taking of another person's thoughts, words, results, judgements, ideas, images etc., and presenting them as your own." Plagiarism using published work without referencing it or copying work is a form of cheating and a serious academic offence. All allegations of plagiarism will be investigated, and may result in action being taken under the College's Misconduct Regulations. A substantiated charge of plagiarism will result in a penalty being ordered ranging from a mark of zero for the assessed work to expulsion from the College. It is important that you read the College Plagiarism statement, which can be found in MyHandbook.

All students will have the opportunity to submit assignments formatively via KEATS to check for inadvertent plagiarism prior to final submission. Full instructions are provided on the KEATS module sites.

To avoid plagiarism you should familiarise yourself with the Harvard referencing policy: http://www.kcl.ac.uk/library/help/plagiarism/index.aspx

▢   "Who are the external examiners? " – The external examiners on the midwifery programme are Joan Cameron, Vivienne Perry and Margaret Prain. Please note "**students are not to make direct contact with external examiners, in particular regarding their individual performance in assessments".**

▢   "What is feedback?" – Feedback is constructive advice from an academic. The feedback you receive will come in many different forms, both formal and informal, including assessment grades, written comments on work, conversations with tutors, notes to an entire class, and discussion with other students in seminars.
• Written feedback will normally be typed, either on a feedback form or electronically on TurnItIn;
• Written feedback should be helpful, discursive and explanatory, and it should reflect marking criteria. It should engage critically but encouragingly with the work, and should recognise the achievements as well as the issues that need to be addressed in future work;

- There should always be an option for students to get further oral feedback on work, through staff office hours or equivalent.
- Feedback is a two-way process between yourself and your lecturers/seminar leaders. It is your responsibility to make sure that you understand the feedback you receive and to seek out a more detailed explanation if you need it. Feedback should be easy to understand and to act upon.

🗹 "When will I get back my assignment?" - The College policy says that you should receive feedback on your work within 4 weeks of the submission date (excluding bank/public holidays and days that the College is closed). You will receive feedback on your original assessment on the KEATS module area. Some assignments, such as dissertations, may be returned at a slightly later date due to the length of time they take to be marked. NB: If you do not receive feedback on your assessment within the 4 weeks, and have not been informed of any reason why it should be delayed, please notify your student representative, the module leader or your Personal Tutor who will investigate the matter.

🗹 "How can I use my feedback to help me do as well or better next time?" Read and consider all feedback you receive carefully - there are some points below as to how best you can do that:
- Look at how the mark given refers to the Faculty marking criteria - how can you use this to move to the next grade?
- Read all the comments and focus on areas you can develop for next time. Some tutors may give you very detailed feedback, while others may just make a few comments in the pages of your essay. The feedback you receive will vary depending on subject area and tutor.
- You should expect that your feedback from tutors will include constructive criticism of your work as they will want to see you develop and progress. All feedback you receive can be helpful even if you consider it to be negative feedback at first.
- Keep a record of the feedback you've received. Concentrate on finding out what you did wrong or what you missed out in a piece of work and use it to help you think about how you can improve for the future.
- If you really don't understand the feedback on your work, make an appointment with the module lead or your personal tutor to discuss it.
🗹 "What should I do if I don't understand my mark or feedback"? - If you do not understand your feedback you can go directly to the marker to ask for clarity or you can address this with your personal tutor.

🗹 "What happens if I fail an assessment or exam?" - If you fail an assignment academically or if you do not submit your work on time (without a mitigating circumstance form being approved) you will be given a second opportunity to submit. Your resubmission date will be set out in the individual module handbook and you will be capped at 40% on the second submission. You must pass all your modules to progress each academic year, and within the 12-week rule (see Section 9.7)

15.3   Assessment of Clinical Practice

Assessment of practice is an integral component of the midwifery programmes. The completion of the Pan-London Midwifery Practice Assessment Document is essential for successful progression to each subsequent year of your programme. If you have concerns regarding achieving practice

competencies, it is essential to discuss this at the earliest opportunity with a relevant member of staff, for example the link lecturer, Cohort Lead, personal tutor or clinical placement facilitator.

15.4 Assignments

15.4.1 Assignment Record

You should maintain a summary record of the topics and nature of assignments for all modules undertaken. It is your responsibility to keep it up to date. This summary enables you to demonstrate the range of topics covered during your studies.

15.4.2 Assignment Topics

An assignment can only be submitted for one module. While it is possible to expand or consider a different aspect of a topic previously covered, significant new work must be presented in order to gain further academic credit. Material used on more than one occasion will be considered an examination offence.

If you are unsure about a topic, please discuss this with your module lead.

15.4.3 Confidentiality

The professional principles of confidentiality, where appropriate, must be observed in assessments. The Faculty policy on confidentiality can be accessed from the quicklinks menu on the Student Services Centre. Where poor practice is evident, this will be shared with your Principal Placement.

15.4.4 Copies of Assignments

Always keep a copy of an assignment when you submit it. In the very unlikely event of work being lost, this would be your evidence that you had completed the work. In addition you should keep returned/downloaded copies of your assignments, as they will be required at the culmination of your studies and presentation within your personal portfolio. In addition to assignments it is also important to keep module handbooks, as these will be invaluable if you require accreditation/transfer of credit in the future.

15.4.5 Presentation of Assignments

It is important that you adhere to the following guidelines when submitting assignments. The presentation will be considered when the assignment is marked so it is important that it is clear and legible. If the marker cannot read your script or it is poorly presented you are less likely to be successful.

- You must use the standard front sheet with your candidate number and initials to confirm that you have read and understood the College policy on plagiarism.
- Do not use your name.
- Your candidate number should be placed on each page of your work.
- Clarity of presentation must always be considered and work should be word processed.
- Font size 12 should be used for the body of the text in each assignment.
- Double or 1½ line spacing must be used for all typed work.
- A4 paper must be used (for any modules which require paper submissions).
- A margin should be allowed on the left hand side of the page.
- All pages should be numbered and contain the candidate number.
- The pages must be in sequence and the work should be presented in a clear plastic pocket, stapled once in the top left hand corner (for any modules which require paper submissions).
- **Do not use heavy folders or individual plastic sleeves.**
- If audio-tapes are included they must contain your examination number and be placed in a clear A4 pocket attached to the assignment (for any modules which require paper submissions).
- One copy of all assignments must be submitted.
- The work must contain a full and correct reference list. You are expected to use the author-date approach. Please see Appendix E for further details.

Please note that final student projects/practice development projects will require an alternative presentation; see specific guidelines contained in module handbooks.

15.4.6 Length of Assignments

Work must be within the word limit. The word limit specified in module handbooks is the maximum number of words permissible and any excess will not be read or marked. The work that comes within the word limit will be assessed according to the guidelines. Therefore, if important parts of the assignment fall outside the word limit you are likely to fail the assignment. Appendices must be used appropriately and essential information placed within the text. Appendices, reference lists, tables and figures are not included in the word count, although you should note that references within the main text do count. TURNITIN counts the total words in a document; this should not be taken as the actual word count. Please discuss with your module leader if you are unsure

15.4.7 Electronic submission of course work

The Faculty uses electronic submission of course work for most modules with assessed coursework. If your module makes use of electronic submissions you will receive information and full instructions regarding the submission process from your module leader and on the KEATS module e-learning site. Further information regarding electronic submission is also available on the Assessments page of the Student Services Centre.

15.4.8 Submission of Written Assignments (NB ONLY FOR MODULES WHICH REQUIRE PAPER SUBMISSIONS) & Midwifery Practice Documents

If your module requires you to submit a hard copy of your assignment, or you are required to submit your MPAD, you can do so 24/7 using the drop-off bins located in the Assessment Submissions room (JCMB G15). All assignments should be submitted by 23:59 on deadline day and the cover sheet must be clearly stamped with the date and time of submission, using the machine located in the Assessments Submission room. If submitting an assignment after hours, please ensure that you have your valid student ID card to allow entry into the building. Please also note that staff will only be available in the SSC to answer queries about assignment submission on Monday to Friday between the hours of 09.00 and 17.00.

Each assignment must include a completed module front sheet which can be downloaded from the quicklinks menu on the Student Services Centre webpage, at: https://internal.kcl.ac.uk/nursing/Students/Education/Assessments.aspx.

It is vital that you complete the coversheet in its entirety and that the following details are included:
- Candidate number
- Module leader
- Module code
- Module title
- Assignment title

15.4.9 Extensions and Replacements

Please see Academic regulations Section A3: www.kcl.ac.uk/college/policyzone. (In the search box in the top right hand side of the page enter the terms 'Academic Regulations A3' this will take you to the correct Policy Zone site).

These regulations are of direct relevance to you - in particular Regulations 26 & 28, which set out the procedure and criteria for deferral/withdrawal from examinations/assessment (including requesting an extension to a deadline). These regulations also cover retrospective withdrawal which, if granted, may result in a replacement examination being offered. Students wishing to defer/withdraw from an examination/assessment should use the Mitigating Circumstances Form (MCF) which can be accessed from the Policy Zone www.kcl.ac.uk/college/policyzone (in the search box in the top right hand side of the page enter the term 'MCF'), the Student Services Centre webpages or through MyHandbook.

In exceptional circumstances 2 week extensions for the submission of written summative assessments may be granted by the Chair of the Exam Board. You should also use the NEA form to request this extension.

15.4.10   Late Submissions

Late submissions will be accepted for 24 hours following the submission date. All work submitted late will be marked as normal but will be capped at the pass mark for the module. If your

assignment is hard copy please ensure you date stamp it and submit it to the submission room G15 JCMB. If your assignment is submitted electronically through TurnItIn, information about how to submit late will be provided on KEATS module sites under assessment information.

15.4.11   Extension for Clinical Practice Hours

If you have outstanding clinical practice hours after the submission date for the MPAD and mitigation/exceptional circumstances apply, you should submit a Mitigating Circumstances Form and inform your cohort lead, link lecturer and personal tutor. This will enable an appropriate submission date to be set. Information about this process will be made available on the KEATS Pre-registration Nursing and Midwifery: Administration pages.

15.5   Examinations

15.5.1 Standard Procedures

You will be informed of the arrangements for any examinations by email about four weeks in advance and your own personal exam timetable will be available from the online student portal. You will also be emailed a web link to the College Regulations relating to examinations, which you should read carefully. Your examination may not be in the same venue as your teaching sessions and you should therefore, ensure you are familiar with the site and how to get there.

Within the main College examination periods, exam locations and other details are available from the College examination website. For examinations conducted outside this period, exam details will be listed on the Faculty's assessment page.

It is essential to take your student ID card and candidate number to all examinations (see section 9). Students with special needs may have their examination in a different venue to the rest of their cohort. Regulations state that you must take an examination at the first opportunity. Failure to do so without prior arrangement will count as a fail.

If you are unable to sit an examination due to extenuating circumstances it is essential to inform your module or Cohort Lead before the examination so that appropriate guidance or medical care can be offered.

A leaflet containing detailed instructions about examination procedures will be provided before you sit examinations. You must ensure that you are fully aware of, and comply with, its contents.

Students who have been identified as debtors due to non-payment of accommodation or library fees will not be permitted to entry to examinations.

15.6   Special Examination Arrangements

MyHandbook outlines important information and processes to be followed if you require special arrangements for your examinations.).

www.manaraa.com

15.7   Notification of Results and Collection of Summative Written Work

Notification of results differs according to the mode of submission and the type of assessment.

Personalised feedback for online submissions will be released to students via the KEATS module e-learning site, four weeks following submission.

Midwifery Practice Assessment Documents are returned to students via personal tutors.

Marked written assignments can be collected with personalised feedback from the SSC four weeks following submission. Examination results together with cohort generic feedback will be made available on the relevant module e-learning site four weeks following the date of the examination.

All marks at this stage are unratified by the Board of Examiners and can be subject to change.

To collect your assignment you must bring your candidate number.

You will only be permitted to collect an assignment(s) on behalf of someone else with written authorisation from the student whose work you are collecting. Please note that this letter should include:
- Name of the person collecting the assignment
- Student number of the student whose assignment is being collected
- Candidate number of the student whose assignment is being collected
- Module and assignment title

On collection of your assignment please review your performance with your personal tutor or module leader if required to resubmit.

Further details will be given on the KEATS module e-learning sites.

Individual ratified results are released via your personal student record on the Intranet, the Monday following the relevant exam board. According to the method of submission as detailed on your KEATS site, if your work was submitted online you will be able to download marked coursework from KEATS; alternatively, if you completed a hard-copy submission you can collect your coursework and feedback from the Student Services Centre.
Please note that assignments that have not been collected four weeks after the results have been released will be disposed of confidentially.

Further details can be accessed from the Assessments webpage at:
https://internal.kcl.ac.uk/nursing/Students/Education/Assessments.aspx;
Or by emailing: fnsnm-assessenq@kcl.ac.uk

All students are responsible for finding out whether they have passed or failed a specific module by checking the [Intranet](#) for the results. For full details of assessment criteria please see Appendix A.

Results of assignments should be recorded and kept in your personal portfolio.

A summary of results will be available from the student records area of the [Intranet](#). Please check these carefully and notify your programme or module leader immediately if you have any queries or concerns.

Module Leaders and staff in the Student Services Centre will not release results over the telephone or in person.

15.8 Re-submission of Summative Assessments

For all summative assessments a mark of 40% or above must be gained in undergraduate work (BSc Midwifery programmes) in order to satisfy the assessment standard. Students who fail to attract the minimum mark will be invited to resubmit a summative assessment/evaluation (in part or whole, as required). Two attempts are permitted in undergraduate programmes, with a third attempt for level 4 modules granted at the discretion of the Examination Board. If unsuccessful at the final attempt you will be discontinued from the programme. Where a student is successful in resitting an assessment/examination, the mark will be capped at 40% for undergraduate study and 50% for postgraduate studies.

Dates for the resubmission of assessments/re-sitting of examinations are contained within the [KEATS](#) module e-learning site. It is also important to note that every attempt is made to ensure that examinations and course work hand-in dates are during term time, if you require a second attempt to pass, it is possible that this attempt may be outside normal term dates. If this were to occur the College policy is that you are expected to attend and/or hand in the work on the scheduled date.

15.9 Awards

Details of the calculation and classification of awards can be located at:
http://www.kcl.ac.uk/aboutkings/quality/academic/assessment/award.aspx

15.10 Examination Boards

All results are ratified by Programme and Faculty Examination Boards. The Programme Examination Boards approve marks for individual modules, and make recommendations to the Faculty Board for the award and the classification of degrees. They oversee the assessment process for undergraduate and post graduate study and ensure that assessments/examinations have been properly conducted. The Programme Examination Boards also take advice about the standards of modules from External Examiners, who review a selection of work for each module, and ensure appropriate action is taken in response. The Faculty Undergraduate Board approves mark schemes

www.manaraa.com

for each programme and ratifies the results of Programme Examination Boards. It considers any special cases put forward by the Programme Examination Boards and oversees issues of policy concerning assessment/examination within the Faculty and reports from external examiners. The College Board of Examiners has an overview function to ensure that assessments and examinations across the College are conducted properly and fairly in accordance with the Regulations. It also oversees the maintenance of standards and determines College policy in this area.

15.10.1   Word limits guidance for students

Work must be within the word limit. The word limit specified in module handbooks is the maximum number of words permissible and any excess will not be read or marked. The work that comes within the word limit will be assessed according to the guidelines. Therefore, if important parts of the assignment fall outside the word limit you are likely to fail the assignment. Appendices must be used appropriately and essential information placed within the text. Appendices, reference lists, tables and figures are not included in the word count, although you should note that references within the main text do count. TURNITIN counts the total words in a document; this should not be taken as the actual word count.

15.10.2   Representations Concerning Decisions of Boards of Examiners

Regulation 14 (see Academic regulations Section A2) prescribes the conditions under which representations concerning decisions of Boards of Examiners can be made. These are often known as 'examination appeals'. Note that the conditions under which a review may be held are tightly defined. Regulations 14.12 to 14.23 govern the establishment of an Appeal Committee and its procedures. A pro-forma for submitting a request for a review, the EDR2 form, is available from the Policy Zone www.kcl.ac.uk/college/policyzone. In the search box in the top right hand side of the page enter the terms 'EDR2 form'; this will take you to the correct Policy Zone site.

16 Financial Matters

16.1   Advice on financial matters

The College Student Funding Office offers confidential advice on issues such as loans and living expenses. Further information and their contact details can be accessed at: http://www.kcl.ac.uk/campuslife/services/stufund/index.aspx

16.2   Dependency allowances/childcare allowance

If you receive extra allowance for dependents, you will receive a reminder from the NHS Bursary Online Support System (BOSS) approximately two months before the last payment of the current year to update your details online at the beginning of the new academic year, so that your award can be re-assessed. To update childcare allowance details, you must download & complete the relevant form from the BOSS website at the beginning of each academic year, so that your award can be re-assessed. It is important that your correct address is logged, as failure to update this could result in the extra allowances being deducted from your award(s).

You may find that your change of status to 'student' will affect your eligibility for housing benefit and it is important that you provide your local authority with full details at the beginning of your course, so that they can re-assess your entitlement. If you delay this could result in an overpayment and may result in rent arrears.

16.3   Access to Learning Fund

The Access to Learning Fund is a fund given to universities to assist students in financial difficulties. All full-time and most part-time 'home' students are eligible to apply. Applicants simply complete a form describing their financial situation and this is assessed by the Student Funding Office. The Access to Learning Fund is open throughout the year, but only whilst funds permit. Application forms may be downloaded at: http://www.kcl.ac.uk/study/pg/funding/sources/other/alf2.aspx.

16.4   Claiming Travel Expenses to Clinical Placements

When you undertake a practice placement, which involves training in hospitals or community health services, rather than a classroom you may be entitled to claim the difference in cost of journeys between your term-time address and the practice placement site. The daily cost of travel to the practice placement site must be greater than the normal daily cost of travel from the term time residence to University.

You must submit your claims on the 27th of each month. If the 27th falls on a weekend or Bank Holiday they if is to be submitted the Friday before the 27th. Valid tickets or printouts from the TFL website must be included and you should take advantage of any student discounts/concessions available. Please submit your fully completed form in Room G15 JCMB.

Details of how to claim are included on the claim forms, which are available on the placement information e-learning pages.

Prior authority must be obtained by sending an email to preregadmin@kcl.ac.uk before travelling by car to placement to ensure you meet the requirements.

Seconded students are unable to claim travel expenses and will be notified if there is any change to this policy.

16.5   Part-time Employment During the Programme

While we do not recommend part-time work, as the demands of the programme are considerable, we do understand that some students do have to undertake paid work. It is important that such work does not impinge on timetabled activities, or compromise patient safety while you are on practice placements. The following guidelines provide a framework which we hope will allow for some flexibility, while making clear our expectations:

1. You may not undertake any form of paid or unpaid employment during timetabled teaching sessions, or when you are required to be in a practice placement.
2. You must ensure that the hours you work allow you time to arrive at class on time, as constant lateness will not be accepted.
3. Being detained at a workplace for any reason will not be accepted as a reason for late submission of coursework. In addition, part-time work will not be accepted as a reason for inability to complete a piece of coursework.
4. You should not work an early shift as a Placement bank nurse or health care assistant on the same day as you are rostered a late shift as a student.
5. You should not work any form of night shift prior to working a rostered early or late shift, or long day.
6. You may not wear your King's College uniform or badge while on any paid employment without the specific permission of the Programme Lead.

16.6   Council Tax

A 'Student Status' letter for council tax purposes that confirms the programme attendance, commencement and completion dates can be obtained by completing a form available in the Student Services Centre or by sending an email from your KCL email account quoting your Student ID number to nightingale@kcl.ac.uk.

16.7   Charges

Students will be charged for the following unless they are able to provide documented evidence of the reason for non-attendance by a responsible third party (e.g. General medical practitioner, Transport for London):

- Non-attendance at Moving and Handling/Basic Life Support/Personal Safety Training/timetabled First Aid Training classes (fixed charge applies)
- Non-attendance at Occupational Health Appointments or failure to cancel appointment within 48 hours of the appointment (scale of charges applies)

Student ID Cards and Student Name Badges can be replaced if lost or stolen by completing a simple form in the Student Services Centre (3.15 JCMB). £10 is charged for replacement Student ID Cards. These will be issued to you whilst you wait. A fee is charged for replacing Name Badges, which is currently £7.20. Replacements will be available for collection within 2-3 weeks. Cards and badges can also be purchased through our online store by visiting: http://estore.kcl.ac.uk/browse/category.asp?compid=1&modid=1&catid=41

If a student interrupts from a programme for a period of 12 months, a new CRB disclosure will be requested. There will be a charge of £48.80 for this.

16.8   E-store

Payments that need to be made by students regarding charges (16.8), and also for the purchase of equipment, for example to support the practice of clinical skills, can be made via the following web link: http://estore.kcl.ac.uk/browse/category.asp?compid=1&modid=1&catid=41

17 College Regulations and Policies

The regulations can be accessed from the College Policy Zone.
A student guide to College regulations can be downloaded from the following link:
www.kcl.ac.uk/college/policyzone/index.php?id=438

17.1 Interruptions and Withdrawals

There is a common procedure for approving and processing programme interruptions and withdrawals.

17.1.1 Interruptions from a Programme of Study

General Academic Regulations (A1 9.4.2):

'Under authority delegated by the Academic Board, a Faculty may, at its discretion, grant an interruption of a programme of study to a student on grounds of illness or other adequate cause provided that the period of interruption does not exceed two years.'

If you need to interrupt or withdraw from your programme of study you need to make an appointment with your Cohort Lead in the first instance. All interruptions and withdrawals have to be agreed by the Associate Dean for Education and are not automatically agreed. Grounds for granting interruption are based on the following criteria:

- Tragic family circumstances such as the death or sudden severe injury of an immediate family member.
- Sudden illness or exacerbation of an existing illness or disability, accident or medical procedure.
- Maternity, Paternity or Adoption leave.

17.2 Misconduct Regulations

These regulations cover all allegations of misconduct and can be found in MyHandbook.

Section B3 of the College Regulations details the steps that will be taken by the College in the event of an allegation of misconduct being brought against a student under the general definition of misconduct provided in Regulation 3.1.1. The regulations cover all aspects of the misconduct procedure from reporting and investigating allegations to committee hearings and appeal. There are specific guidance notes to accompany the regulations. These can be accessed from the Policy Zone at www.kcl.ac.uk/college/policyzone. In the search box in the top right hand side of the page, enter the terms 'Misconduct regulations B3'; this will take you to the correct Policy Zone site.

17.3 Fitness for Registration and Practice Regulations

The College has a particular responsibility in respect of students who are following a programme of study leading to a professional qualification which is registerable with a statutory regulatory body. Details of these regulations can be found at www.kcl.ac.uk/college/policyzone. In addition to conferring the appropriate qualification, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and thus would be fit for registration and fit to practise.

Detail of these regulations can be found at: www.kcl.ac.uk/college/policyzone. In the search box in the top right hand side of the page enter the terms 'Regulation B5' this will take you to the correct Policy Zone site.

Referral to the Faculty Fitness to Practise Committee will take place if concerns are raised about your professional practice. This may form the first stage of referral to the College Fitness to Practise Committee.

17.4 Academic Progress

MyHandbook outlines the regulations relating to academic progress, the removal of a student from a programme of study and the appeals procedure.

Appeals can only be submitted following the publication of ratified marks i.e. marks that have been confirmed by an examination board.

Please see regulations concerning students Section B4. Section B4 concerns itself with the removal of a student from a programme of study or refusal to admit a student to a programme of study for general academic reasons (see B4.1.2.).

These are:
- inability for any reason to fulfil the requirement of the course;
- lack of industry, including a poor attendance record;
- lack of ability or aptitude;
- any other good academic cause.

The appeal procedure is set out in regulation B4.2 and the appellant will need to demonstrate that the criteria for the appeal have been met (Regulation 4.2.1 c). There are special provisions for students undertaking a placement or period of study or practice training in an external or educational environment (Regulation 4.3).

The regulations can be accessed from the College Policy Zone.

18 Progression and Registration

18.1 General Information

It is a requirement of the College that you must achieve certain progression points in order to maintain your enrolment. Failure to achieve these points may result in you being interrupted for a period of time or possibly being discontinued. We will monitor your progress and ask to see you if we have a concern. Likewise you may wish to see us if you have concerns.

From time to time there may be additional requirements introduced whilst you are on the programme; these may be from King's College London, The Nursing and Midwifery Council or as a response to government policy, for example. You will be notified of any of these as soon as possible.

18.2 King's Careers Service

Opportunities to develop strategies for career development and successful employment on registration are available at:
http://www.kcl.ac.uk/campuslife/services/careers/index.aspx

18.3 Fitness for Practice

As your programme leads to professional registration with the Nursing and Midwifery Council (NMC), the College has a duty to ensure that only students who are "fit to practise" their chosen career are admitted to and graduate from the programme. The NMC has fitness to practise criteria to make sure that individuals are able to practise capably and without undue risk to patients.

You must be able to achieve all of the core proficiencies of the programme, both in theory and in clinical practice in order to register as a midwife. This may be with a level of support provided by the College and it is therefore essential that your specific needs are identified. You must remain "fit to practise" throughout the programme.

It is important to note if you feel that you have a problem or health condition which may compromise your fitness to practise, you have a responsibility to protect yourself and the clients with whom you will be working, by notifying either your personal tutor/lecturer or your Programme Lead. Occupational Health will be involved in all decisions regarding health should you be required to interrupt from the programme or be returned to the programme following a period of ill health.

18.4 Criminal Records

In order to be given a place on our programme, you require an enhanced level Disclosure and Barring Service Disclosure. This must be received and checked before you are permitted to commence clinical practice. All students must complete an annual self disclosure whilst on the programme (and on any return from an interruption).

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Additionally the NMC now requires you to declare any conviction or caution obtained whilst on the programme.

You are required to inform the Faculty immediately should you receive a police caution or conviction while you are enrolled on the programme. In the first instance please inform the Lead Midwife for Education, Sam Bassett, and the Head of Student Services. This information will then be reviewed by the Faculty Fitness to Practise Committee.

Failure to disclose any caution or conviction may result in discontinuation from your programme of study.

18.5 Declaration of Good Health and Good Character

Before you can register as a midwife, the Faculty must sign and send to the NMC a "Declaration of Good Health and Good Character". The Faculty takes this responsibility very seriously, as this process is intended for the protection of the public. You will be required to make a similar declaration when you apply for registration.

In the case of any misconduct, either academic or professional, any serious breach of the Faculty or College regulations, or should you receive a police caution or a criminal conviction while you are a student, the Faculty may decline to sign this declaration, even if you have passed all the academic modules.

18.6 Programme Completion

Once you have successfully completed all academic modules and practice learning outcomes, and declared you are of good health and character the Programme Examination Board reviews your results and makes recommendation to the relevant Faculty Board which ratifies your award. Paperwork is then sent to the Nursing and Midwifery Council. Normally you will receive you registration to practise within 4-6 weeks of the Faculty Board.

18.7 Graduation Ceremony

Your King's College London Graduation ceremony is a formal ceremony where many senior officers of the College will join with us to congratulate you and celebrate your success. This is normally held in the January or July of the calendar year after you complete. The celebrated designer Dame Vivienne Westwood designed new gowns for King's College London – black gowns with "hoods" in particular Faculty colours. The colour for the Florence Nightingale Faculty of Nursing & Midwifery is lilac.

19 Quality Assurance in the Faculty of Nursing and Midwifery at King's College London

We are very committed to providing a high quality learning experience and regularly seek feedback from our students so that we can continuously improve the programmes we offer. Feedback is achieved in a number of ways including module and programme evaluations and a peer representation system that links to our committee structure. We take all feedback very seriously and use it to make module or programme changes, to develop our staff, to market our work and to inform our commissioners.

The College invites all undergraduate students on taught programmes to take part in the National Student Survey (NSS) which is an annual survey undertaken by British Universities seeking information from students about their study experience. The survey is an online questionnaire and consists of multiple choice questions about different aspects of life on a graduate programme at a research intensive university that enables students to apply theory to practice and examine ideas, cases and situations in-depth. Respondents to the NSS provide important benchmarks for individual programmes against anonymous, aggregated results in other Russell Group institutions, while maintaining confidentiality and anonymity. We therefore strongly encourage you to participate in the survey.

The module leader may be required to retain a copy of your written assignment. These are retained for audit purposes when College or outside agencies review the work of the Faculty. Each module will be informally evaluated with students as an on-going activity, and at the end by formal written feedback submitted electronically & verbal feedback. Issues raised will be used to plan future modules. The planning of future modules takes place at the Undergraduate Programme Committee which has academic, service and student representation. Meetings are held tri-annually where management/evaluation and strategic issues are discussed. Details of module developments in response to evaluation will be reported in subsequent module handbooks. The evaluations of both academic and clinical learning also inform the Faculty of learning/resource issues. If you are interested in representing your programme please contact the Nightingale Student Council who would be pleased to hear from you, or please contact your Programme Lead.

In addition, there are Programme Management Groups for Midwifery. The Programme Management Groups report to the Undergraduate Programme Committee and meet annually. Student representatives are invited along with senior representatives from contracting Trusts. These Groups review the programmes together with any other relevant issues within the context of the pre-registration nursing programmes. Information from these meetings informs the Annual Contract Performance Monitoring process by the LETB Shared Service and monitoring visits by the Nursing and Midwifery Council (NMC).

20 Seminar Series and Events

The Florence Nightingale Faculty of Nursing & Midwifery runs a number of events, including seminars and lectures, throughout the year. These information and networking events bring together healthcare professionals, government representatives, policy makers, educators and students to talk about the status of the healthcare sector and trends in education and policy. All students and staff are welcome to attend these lectures. Details can be found at: http://www.kcl.ac.uk/nursing/newsevents/Events/index.aspx

21 Appendices

Appendix A: Undergraduate Assessment Criteria

FNFNM - Undergraduate Generic Marking Criteria

		Level 4	Level 5	Level 6
Grade A++ **First 90-100**	All levels	Outstanding answer, well written, highly structured & informed, showing striking personal insight and originality		
	Understanding	Full understanding of key facts demonstrating for example originality in written assignments, comprehensive understanding of the knowledge base-and critical judgement.	Full understanding of key facts demonstrating for example originality in written assignments, comprehensive understanding of the knowledge base-and critical judgement.	Extensive understanding of key facts demonstrating an ability to formulate ideas in analysis, comprehensive understanding of methodologies with a high degree of precision, highly independent and critical judgement.
	Depth of Knowledge	Extensive range of sources used and applied, appropriately to the assignment and of outstanding quality.	Extensive range of sources used and applied appropriately to the assignment, insightful and of outstanding quality.	Extensive range of sources used and applied, to the assignment in a highly insightful manner and of outstanding quality.
	Structure	Excellently structured, focused and well written presentation.	Excellently structured, focused and well written presentation. Compelling arguments made.	Excellently structured, focused and well written presentation Compelling argument throughout.
	Faculty Specific	*A full understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate* *Harvard referencing system used appropriately*	*A full understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system used appropriately*	*A full understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system used appropriately*
Grade A+ **First 80-89**	All levels	Highly thoughtful answer informed by wider reading, showing clarity of thought, personal insight and originality		
	Understanding	Thorough understanding of key facts with informed-discussion. Evidence of critical evaluation.	Thorough understanding of key facts with evidence of evaluation in the discussion. Independent and critical evaluation.	Thorough understanding of key facts with insightful discussion, and independent and critical evaluation integrated throughout.

		Level 4	Level 5	Level 6
	Depth of Knowledge	Full range of sources used and applied in a focussed manner.	Full range of sources used and applied in a highly focused manner.	Full range of sources used and applied in a detailed integrative way throughout the work.
	Structure	Clear and fluent style. Very well focused and structured.	Clear and fluent style. Very well focused and structured.	Clear and fluent style. Very well focused and structured.
	Faculty Specific	*A thorough understanding of the links between theory and practice in underpinning care is evident (where applicable). Safe practice is demonstrated as appropriate. Harvard referencing system used appropriately*	*A thorough understanding of the links between theory and practice in underpinning care is evident (where applicable). Safe practice is demonstrated as appropriate. Harvard referencing system used appropriately*	*A thorough understanding of the links between theory and practice in underpinning care is evident (where applicable). Safe practice is demonstrated as appropriate. Harvard referencing system used appropriately*
Grade A First 70-79	**All levels**	**Thoughtful answer informed by wider reading showing clarity of thought and personal insight**		
	Understanding	Thorough understanding of key facts with sound discussion.	Thorough understanding of key concepts demonstrating insight and a good level of evaluation	Thorough understanding of key concepts with insightful and creative analysis.
	Depth of Knowledge	A comprehensive range of relevant literature used	Comprehensive range of relevant literature, evidence is used to support arguments, awareness of wider issues.	Comprehensive range of relevant literature / evidence used demonstrating independent thought and extensive reading.
	Structure	Clear and logical presentation.	Clear, logical and integrated presentation.	Clear, fluent, integrated and focussed presentation.
	Faculty Specific	*A thorough understanding of the links between theory and practice in underpinning care is evident (where applicable). Safe practice is demonstrated as appropriate.*	*A thorough understanding of the links between theory and practice in underpinning care is evident (where applicable). Safe practice is demonstrated as appropriate. Harvard referencing system used appropriately*	*A thorough understanding of the links between theory and practice in underpinning care is evident (where applicable). Safe practice is demonstrated as appropriate. Harvard referencing system used appropriately*

		Level 4	Level 5	Level 6
		Harvard referencing system used appropriately		

		Good understanding of basic principles and relevant evidence, with a coherent and logical argument		
Grade B Upper 2nd 60 – 69	All Levels			
	Understanding	Good understanding of key facts showing evidence of discussion.	Good understanding of key concepts with development of analytical thought.	Good understanding of all key issues and wider implications with a convincing analysis.
	Depth of Knowledge	Relevant literature	Good use of relevant literature	Breadth in examples and literature / evidence used without any major omissions. Demonstrates extended reading.
	Structure	Coherent and well organised presentation.	Coherent, well organised and logical presentation.	Coherent, well organised and logical presentation.
	Faculty Specific	*Good understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system used with minimal errors.*	*Good understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system used with minimal errors.*	*Good understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system used with minimal errors.*
Grade C Lower 2nd 50 – 59	All Levels	**Sound understanding demonstrated with some analysis**		
	Understanding	Sound understanding of most facts but is mainly descriptive.	Sound understanding of the key issues is demonstrated, evaluative thought is apparent in some areas	Sound understanding of basic principles and main key issues with evidence of analysis or synthesis.
	Depth of Knowledge	Appropriate reading, attempts made to use the material in the work.	Appropriate reading is demonstrated to support the discussion.	Appropriate material accessed but little evidence of extended reading, possibly some omissions.

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	Structure	Clearly presented but little development.	Clearly presented but little development.	Clearly presented and some structure but little development.
	Faculty Specific	*Sound understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system mainly used appropriately throughout.*	*Sound understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system mainly used appropriately throughout.*	*Sound understanding of the links between theory and practice in underpinning care is evident (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system mainly used appropriately throughout.*
Grade D Third 40 – 49	**All Levels**	**Basic understanding of main issues demonstrated**		
	Understanding	General knowledge of some areas demonstrated but lacks detail	General knowledge demonstrated but the work is mainly descriptive.	General knowledge demonstrated but analysis limited in depth and breadth.
	Depth of Knowledge	Basic literature / material are limited. Low quality in a number of areas.	Sparse coverage of basic literature / material. Low quality in a number of areas and poor range of reading.	Skeletal coverage of basic literature / material. Insufficient use of known literature. Low quality in a number of areas.
	Structure	Adequate presentation. Some disorganised sections.	Adequate presentation. Some unclear sections.	Adequate presentation and generally logical.
	Faculty Specific	*General understanding of the links between theory and practice is demonstrated (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing system is presented with some errors.*	*General understanding of the links between theory and practice in demonstrated (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing is presented with some errors.*	*General understanding of the links between theory and practice is demonstrated (where applicable).* *Safe practice is demonstrated as appropriate.* *Harvard referencing is presented with some errors.*
Grade F +	**All Levels**	**Unsystematic incomplete and / or inaccurate FAIL.**		

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Fail 33 – 39[1]	Understanding	Some knowledge but limited understanding. Work contains inaccuracies and meaning is unclear	Some knowledge but does not focus on the question or is very limited. Descriptive work with little recognisable analysis	Key issues not identified poor analysis.
	Depth of Knowledge	Limited and/or inappropriate literature/material. Poorly referenced	Inappropriate literature/material used in assignment. Key tests missing	Inappropriate literature/material used in the assignment. Insufficient reference to the literature some key texts missing.
	Structure	Disorganised/unclear presentation. Lacked logical order, structure not apparent	Disorganised/unclear presentation with loose ends.	Disorganised/unclear presentation. Argument sketchy
	Faculty Specific	*Limited understanding of the links between theory and practice is demonstrated (where applicable).* *Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major error.*	*Limited understanding of the links between theory and practice is demonstrated (where applicable).* *Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major errors*	*Limited understanding of the links between theory and practice is demonstrated (where applicable).* *Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major errors*
Grade F Fail 20- 32	**All Levels**	**Unsystematic incomplete and / or inaccurate, FAIL.**		
	Understanding	Work is mainly inaccurate or meaning is very unclear.	Very little knowledge lacks focus with no recognisable analysis.	Very poor analysis or none evident.
	Depth of Knowledge	Poor and/or inappropriate literature/material. Shows lack of understanding of the assignment	Poor and/or inappropriate literature, lacking accuracy, unsound, limited range of sources. Demonstrated poor understanding of topic	Poor and/or inappropriate literature, lacking accuracy, unsound, limited/dated range of sources. Limited understanding of topic
	Structure	Poor presentation, spelling errors, limited structure,	Poor presentation, spelling and grammatical errors, unacceptably brief	Poor presentation, clumsy and disjointed, spelling and grammatical errors, conventions not followed, unacceptably brief
	Faculty Specific	*Poor understanding of the links between theory and practice is demonstrated (where applicable).*	*Poor understanding of the links between theory and practice is demonstrated (where applicable).*	*Poor understanding of the links between theory and practice is demonstrated (where applicable).*

		Where relevant safe practice is not demonstrated. *Harvard referencing system is not used or presented with major errors.*	*Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major errors.*	*Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major errors.*
Grade FF Fail **0- 19**	**All Levels**	**Unsystematic incomplete and / or inaccurate, FAIL.**		
	Understanding	Work is mainly inaccurate or meaning is very unclear, uncritical and confused. Difficult to follow	Very little knowledge and understanding of key concepts.	No analysis evident
	Depth of Knowledge	Poor and/or inappropriate literature/material. Shows no discernible knowledge or understanding.	Poor and/or inappropriate literature/material. Shows no discernible knowledge or understanding, lacks coherence.	Poor and inappropriate literature, lacking accuracy, unsound. Poor uses of sources, no use of evidence to support argument. Very limited understanding of topic.
	Structure	Very poor presentation, poor spelling and grammar, lacks structure.	Very poor presentation, poor spelling and grammar, lacks structure.	Very poor presentation, poor spelling and grammar, lacks structure.
	Faculty Specific	*No understanding of the links between theory and practice is demonstrated (where applicable).* *Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major errors.*	*No understanding of the links between theory and practice is demonstrated (where applicable).* *Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major errors.*	*No understanding of the links between theory and practice is demonstrated (where applicable).* *Where relevant safe practice is not demonstrated.* *Harvard referencing system is not used or presented with major errors.*

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Appendix B: Code of Conduct

This procedure should be read in conjunction with all elements of Section B of the College Regulations concerning students.

Code of Conduct at College

General conduct between staff and students

Students and staff must behave with courtesy and respect for each other at all times whilst on College business.
Rudeness, intimidation or harassment whether verbal, text message or in written form will not be tolerated.
Students must comply with instructions given by officers or staff at the College, whether these are in verbal and/or written format (this includes information on notice boards). Feedback given to staff and students should always be given constructively.
Disciplinary action may be instigated if the above points are not followed.

Conduct in teaching sessions and meetings

Students and staff are expected to arrive on time for sessions/appointments. In a taught session the first five minutes of the allocated time will be allowed for students to arrive and settle down.

- Students arriving after this time will be expected to enter quietly and not disturb their colleagues. Students arriving more than 10 minutes late may be prevented from entering the room. This may be clearly indicated by a sign on the door. Sessions should end on time.
- If students wish to leave before the scheduled end time of the session, they must negotiate a departure time with the member of staff in advance.
- Mobile phones and pagers must be on silent mode and not be used. Personal stereos must remain switched off during sessions or meetings with staff. In exceptional circumstances students may negotiate a means of being contacted.
- Students talking or otherwise disrupting the session will be challenged. In large group sessions staff may not be aware of talking that distracts other students. If this is the case other students should bring the disruption to the attention of the member of staff. Students must respond to colleagues and staff requests to minimize disruption in sessions.

In cases where disruptive behaviour persists staff have the right to ask students to leave the environment and their names will be passed to the Programme Lead.

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Appendix C: Student complaints flowchart

Student has a complaint

The student should read the College *Student complaints procedure* (B6) and seek advice from her/his Personal Tutor, the Disability team, Graduate tutor or equivalent, KCLSU, or anyone listed in section 2.1 of the procedure

Stage One (Local informal resolution)

Issue to be raised for informal discussion with relevant person in Department, Division, School or Service area as soon as possible (and in no case later than three months from being aware of the incident/sequence of events giving rise to the complaint)

No resolution

Stage Two (Formal local level)

Submit SCF1 to Head of Department, Division, School or Service Area who will respond in 10 working days.

No resolution

Stage Three (Formal College level)

Submit SCF2 (and copy of SCF1) to Conduct & Appeals Office. A response will normally be provided within 40 working days

No resolution

Stage Four (Complaint Review Committee)

Submit SCF3 to the Vice Principal (Education) who will indicate in 21 days whether a Complaint Review Committee will be convened.

Timescales
A student has 10 working days between the outcome of each formal stage to make a submission to the next stage should they not be satisfied with the outcome.

Please note that a review at Stage Four will only be held if the criteria outlined in Regulation 12. have been met.

Appendix D: Library Services

Introduction to Library Services - www.kcl.ac.uk/library

Libraries are located at all the main campuses and provide information resources relevant to all the subjects taught locally. The Enquiry desk staff are available to offer guidance on all services, including help using the student computing facilities. Library resources are also available online. Further information and support is available at www.kcl.ac.uk/library.

The libraries can be found at:

- **Strand Campus** – The Maughan Library and the Foyle Special Collections Library at Chancery Lane and the Archives Reading Room at the Strand building.
- **Waterloo Campus** – Franklin-Wilkins Library.

- **Guy's Campus** – New Hunt's House Library; Wills Library in the Hodgkin Building.
- **Denmark Hill Campus** – Weston Education Centre Library; Institute of Psychiatry Library.
- **St Thomas' Campus** – St Thomas' House Library.

Library Services provides access to:

- A huge multidisciplinary information resource base including over 1.2 million printed books and ebooks; thousands of journals, reference tools, statistical data, official publications, maps, music scores, multimedia resources, photographs and manuscripts, as well as archives (5 million items) and special collections of international standing.
- On and off-campus access to electronic resources including library catalogues, bibliographic and full text databases, ejournals, ebooks, newspapers and reference works.

- Inter-library and inter-site loans.
- Long opening hours, including 24/7 opening hours during exam periods.
- Silent, quiet or discussion zones.
- Group study rooms with plasma screens.
- Laptop loans service.
- Training on the use of information tools and software.
- Help with referencing your work correctly and avoiding plagiarism.
- Membership of Senate House Library and access to other university libraries.
- A0 poster printing

Key links to services, resources, help and guidance:

- **About Library Services:**
  www.kcl.ac.uk/library/about
- **News and events:**
  www.kcl.ac.uk/library/newsevents.aspx
- **Locations and opening hours:**
  www.kcl.ac.uk/library/visiting
- **Using our services:**
  www.kcl.ac.uk/library/using
- **NHS:**
  www.kcl.ac.uk/library/nhs

- **Subject Support:**
  www.kcl.ac.uk/library/subjectsupport
- **Library subject guides:**
  http://libguides.kcl.ac.uk
- **Research Support:**
  www.kcl.ac.uk/library/researchsupport
- **Help and Guidance:**
  www.kcl.ac.uk/library/help
- **Contact us:**
  www.kcl.ac.uk/library/contact

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Appendix E: Advice on the consistent acknowledgement of print and electronic resources

In any piece of research or written work you need to acknowledge, or cite your sources of information. A list of references usually appears at the end of a piece of work. Each reference describes an item, usually published (for example a book, report or thesis) or part of an item (a chapter, journal article or electronic document). The reference will also provide essential details which enable the reader to locate the cited publications with ease. A bibliographic reference should, at a glance, answer a number of questions about the item cited: Who wrote it? Who published it? Where was it published? When was it published?

The importance of references
The literature review and the process of compiling a comprehensive list of references about the items you have consulted are both important elements of the research process.

An incomplete or inaccurate list of references reflects on the quality of your work and may devalue its impact. A detailed list of references is used to:
- give proper credit to other people's work and ideas, and to avoid plagiarism
- show that you have consulted widely, have recognised and acknowledged the relevant debates, arguments and practice in a given field
- substantiate any statement that you make
- signpost others to related works and prior publications
- enable others to check the evidence and accuracy of your information, and to consult texts which you have found relevant and useful
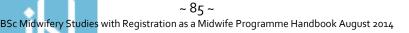
Plagiarism
Referencing your work correctly enables you to avoid plagiarism. The term plagiarism describes the act of taking and using another person's thoughts, words, judgements or ideas as your own, without any indication that they are those of another person. It is a serious academic offence and can result in severe disciplinary action. Please read the College statement on plagiarism.

Citation conventions
There are recognised conventions for citing the work of others when writing essays and journal articles etc. **In-text citations** are placed at the point within the text at which reference is made to another's work, and these refer the reader to the reference list (sometimes called a bibliography) which is usually placed at the end of the essay/article.

Reference list or bibliography
The terms reference list and bibliography are sometimes used interchangeably, but here we define bibliography as a list of consulted readings - for example a list of sources that you have studied, but have not specifically cited in the text. A bibliography is not required for essays. By contrast, the reference list is defined as a list of cited sources. The sources listed in a reference list must match against the in-text citations and similarly, the in-text citations must have a matching entry in the reference list.

Quoting

In scientific writing the use of direct quotations is inappropriate, whereas in some subject areas in the Humanities or Social Sciences it is a recognised practice.

In Nursing and Midwifery direct quotations should rarely be used.

To make it clear when you are directly quoting from a source, use double quotation marks for short quotations or indentations for longer extracts, and include the page number in the citation.

Paraphrasing

Paraphrasing the words of others does not make them your own. It must always be clear that the ideas being expressed are those of the original author. Read the passage until you thoroughly understand it, and then write your own version without looking back too often to the original. A citation must still be given to acknowledge the source of the ideas.

Secondary referencing

The use of secondary referencing in scientific writing is strongly discouraged. You should never cite an article you have not seen in full. If it is impossible to read the original article, but you wish to include the findings of that research as reported in a review or textbook, then you must cite the article or book which refers to the original work, e.g.,

Brown's results cited by Jones (1999, p. 563) indicated that...

Diagrams and illustrations

Scanned or electronic images included in written work should always be acknowledged by citation. If the work is to be published, permission must be sought from the original creator before inclusion of any graphic material.

Citation and reference styles

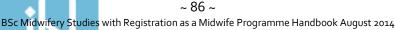There are three main approaches to citing references:

- in the author-date approach, the in-text citations are given using the author's surname and the date (year) in brackets, while the reference list at the end of the document is arranged alphabetically
- the numeric approach uses numbers to indicate citations within the text, and the reference list at the end is ordered numerically
- the footnotes method uses superscripted numbers within the text to refer to footnotes at the bottom of each page, in which the references are given in full

If you are writing a paper for publication, the citation style is dependent on the editorial policy of the journal in which the item is to appear. Refer to the publisher's instructions for authors.

For your academic work in the Faculty of Nursing and Midwifery we require you to use the author-date style, and this guide will describe this style in more detail with examples based on the style used by the Journal of Advanced Nursing (JAN)

The author-date approach

This is often referred to as the **Harvard system** but please note that there is no one Harvard 'style', you may see many variations in format.

The references are cited in the main body of the text by inserting the author's surname and the year of publication in brackets at the relevant point. The reference list contains the sources you have cited in alphabetical order by author's surname.

Here is an example using the style of the Journal of Advanced Nursing:

Within the text of the work:
Probing was used to ensure the credibility of the data and reduced the risk of socially desirable answers (Barriball & While 1994).

In the reference list:
Barriball K.L. & While A. *(*1994*)* Collecting data using semi-structured interviews: a discussion paper. *Journal of Advanced Nursing* **19**, 328–335.

Notice the use of punctuation: the author's initials are followed by full-stops, as is the article's title. There isn't any punctuation between the italicised journal title and the volume number. The volume and/or issue information is followed by a comma, and the page numbers by a final full-stop. Although this is relatively straightforward, many circumstances can arise that require additional rules.

Rules for the citations in the text
- when two or more references to the same author have been cited together they should be arranged in chronological order, e.g., (Brown 2003, Brown 2006) Remember that the reference list should also order them in chronological order by date of publication,
- when two or more references to the same author have been cited from the same year, differentiate them with an a b c annotation, e.g., (Smith 2004a, Smith 2004b). Keep each year distinguished in the same way in the reference list (e.g., (2010a) etc...) and keep them in the same order.
- if two authors have the same surname, add their punctuated initials in the citation, e.g., (Smith T.H. 2002, Smith W. 2002)
- if you refer explicitly to an author in the text you don't need to repeat their name in the citation; just the year in brackets will be sufficient, e.g., 'Cook's key paper on Hepatocellular carcinoma (1985) is often cited in this area.'
- when quoting directly from a text, the page number on which the quote appears should be given after the year and a comma, e.g., (Jones 2005, p. 255)

Rules for numbers of authors names
Rules for the number of authors' names to include in a citation and in the reference list may differ between the various author-date styles. You will be expected to do it in the following way:

In a citation:
- if the work you are referring to has two authors, use '&' (not 'and') e.g. (Brown & Black 2005)
- if there are three or more authors use, in italics '*et al.*' which means 'and others' e.g. (Brown *et al.* 2006)

In the reference list:

- all authors names should be included. The final authors should be joined not by a comma but by an ampersand, e.g., (White S., Brown R., Green C. & Black C.) If there are only two, then they should be joined by an ampersand.

Reference lists

Uniformity, consistency and accuracy are the three golden rules for reference lists. The examples on the following pages should help clarify how to format entries. In the meantime, also bear these points in mind:

- where an important element of a reference is not available, for example the date or author of a document, this should be stated
- including the issue number for a journal is essential where each issue starts with page 1, but is not considered essential if the page sequence continues throughout the whole volume
- preferably avoid citing unpublished works, conversations or correspondence
- check your list of references before submitting your work, even if you have used bibliographic software

Journal title abbreviations

Often journal titles are given in abbreviated format. You are required to always use the full title of a journal (as specified by the JAN style) in your reference lists. If you come across an unfamiliar abbreviation you can look up medical and biomedical journal abbreviations using the journals database in PubMed.

Reference list examples for different document types

Journal articles

A standard journal article reference should include, in this order: author(s) with initials (followed by full stops); year of publication (in brackets); title of the article; journal title (in italics); volume (in bold) (and issue if required in brackets) and first and last page numbers (followed by a full stop), e.g.:

Mertens E.I., Halfens R.J.G. & Dassen T. (2007) Using the Care Dependency Scale for fall risk screening. *Journal of Advanced Nursing* **58**(6), 517-622.

Book references

A reference to a book should include, in the following order: author(s) or editor(s); date of publication; title of the book (in italics); edition number (if not the first); publisher and place of publication. Book titles should be italicised like journal titles. This helps them stand out from article titles and chapters from books. References should be punctuated as in these examples:

- Books - personal author(s)
  Orem D. (2001) *Nursing: Concepts of Practice.* 6th ed. Mosby, St Louis.

- Books - editor(s)
  Bick D. & Graham I.D. (eds) (2010) *Evaluating the impact of evidence-based practice.* STTI/ Wiley

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Blackwell, Chichester.

- Book - organisation as author
British Medical Association (1993) *Complementary medicine: the BMA guide to good practice.* Oxford University Press, Oxford.

Chapter references

If you are referring to a specific chapter in a book you will have to note the title of the chapter and its author(s) as well as the title of the whole work and its editor(s) and include the first and last page numbers of the chapter, e.g.:

Sandall J. (2004) Promoting normal birth: weighing the evidence. In *Normal Childbirth: Evidence and Debate* (Downe S. ed.) pp 161-171.

Notice the differences from a reference list entry for a whole book: the editors follow the title of their edited work, and are in brackets. Also notice that the page numbers for the chapter are preceded by 'pp.' which means 'pages'.

Official publications

HM Government (2008) *Health is global: a UK Government strategy 2008-13* Department of Health, London.

Munro E. (2011) *The Munro Review of Child Protection: Final Report - A Child-Centred System.* TSO, London (CM. 8062).

Notice the CM number shown in brackets for this official policy document. This is the command number used for Secretary of State publications.

If official publications are available only in electronic form, then cite them as web documents – see example below under 'Web documents.'

Conference Papers

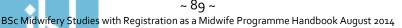These may be presented in a similar way to book chapters, e.g.:

Carpenito-Moyet L.J. (1991) The NANDA definition of nursing diagnosis. In *Classifications of Nursing Diagnoses, Proceedings of the Ninth Conference* (Johnnson C.R.M., ed.) J.B. Lippincott Company, Philadelphia, pp. 2-8.

Alternatively conference papers may be published in journal issues, when the reference will be in the style of a journal article reference.

Theses or dissertations

The degree type and university are required as well as the author, year and title, e.g.:

Alio R. (2008) *Factors influencing leadership in nursing : the experience of nurse directors in the NHS*. PhD Thesis, King's College London.

Howard V.M. (2007) *A comparison of educational strategies for the acquisition of medical-surgical nursing knowledge and critical thinking skills: human patient simulator vs. the interactive case study*. Doctoral Dissertation, University of Pittsburgh.

Diagrams or illustrations

These can be treated in a similar way to book chapters, but with 'illus.' appended, e.g.:

Danielson E. (2005) Efferent connections of the vermis. In *Gray's Anatomy* (Standring S., ed.), 39th edn. Elsevier, Edinburgh, p. 364, illus.

Legal documents – different conventions apply when citing legal sources such as statutes and case reports – see the [Intranet](#) for information on citing legal references.

Electronic sources

Citing electronic information can be problematic. Web-based information in particular is subject to change or may disappear completely. As a result, it is very important to add the date the source was accessed.

Full-text documents online

A standard reference should contain: Author/editor, year, title, medium, place of publication and publisher.

Some database producers may provide instructions on the citation format. Indicate this in the references, e.g.:

Tabet, N and Feldman, H. Ibuprofen for Alzheimer's disease (Cochrane Review). In: The Cochrane Library, Issue 3, 2005. Chichester: Wiley. DOI: 10.1002/14651858.CD004031 (Citation as instructed).

Internet sources

A standard reference to an internet source should include the author, the date the information was published or updated (either year or full date) the title of the work, the URL (including the internet access protocol (for example ftp://, telnet://, http://), and the date accessed. The accessed date is the date you viewed, downloaded or printed the web page. This is necessary to allow for any subsequent changes which may be made to the page, or if the page is no longer available. The information should be presented and ordered as in the following examples:

Web documents

Department of Health (2010) *Recognised, valued and supported: Next steps for the Carers.* Strategy Retrieved from
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_122077 on 7 June 2011.

WHO (2008) *Global Priorities for Research in Patient Safety*. Retrieved from
http://www.who.int/patientsafety/research/priorities/global_priorities_patient_safety_research.pdf on 10 December 2009.

E-journal articles

Where journals are available in print form as well as online it is unnecessary to refer to the online access details, the standard journal reference information will suffice. If the journal is only available online, then the access date may be required as there might be more than one version. However, many online-only journals provide a persistent URL to the definitive version of each article, which can be quoted, e.g.:

Bick D.E., Kettle, C., Macdonald S., Thomas P.W., Hills R.K. & Ismail K.I. (2010) The PEARLS Study: Enhancing immediate and longer-term assessment and management of perineal trauma: a matched pair cluster trial. *BMC Pregnancy and Childbirth* 10:10 http://www.biomedcentral.com/1471-2393/10/10

Alternatively the DOI (a unique number that identifies the article) can be used if it is available, e.g.:

Hasson D, Gustavsson P. (2010) Declining Sleep Quality among Nurses: A Population-Based Four-Year Longitudinal Study on the Transition from Nursing Education to Working Life. *PLoS ONE* **5**(12): e14265. doi:10.1371/journal.pone.0014265

If you cannot find the DOI and there is no quoted persistent URL, then it is acceptable to include the web address of the journals home page, e.g.:

Menezes A.M., Hallal P.C., Muino A., Chatkin M., Araujo C.L. & Barros F.C. (2007) Risk factors for wheezing in early adolescence: a prospective birth cohort study in Brazil. *Annals of Allergy, Asthma, & Immunology* 98(5), 427-31. Retrieved from http://www.annallergy.org/ on 16 June 2007.
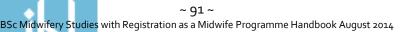
Personal email messages

Smith F. (fred.smith@kcl.ac.uk). (2011) April 5th. Clinical challenges for newly-qualified nurses. Personal communication. Email to J. Brown (jo.brown@kcl.ac.uk).

You should always obtain permission from an email correspondent before quoting their email address.

General tips for electronic sources

- always bookmark useful web documents
- save and print all the documents and correspondence that you intend to cite, just in case they aren't effectively archived or disappear
- learn to appraise critically and evaluate resources in terms of currency and authority resources that don't cite a specific author or publication date should be treated with caution. You should not be referencing Wikipedia articles or other articles of dubious authority for your essays.
- if there is no apparent author, try to identify the most relevant and specific corporate unit, but if this is not possible, use the title in place of the author's name
  if no date is available, state 'no date'

Good note taking

Record the full bibliographic details of any item you read, if you think you might decide to refer to it later in your work. Specific pieces of information are required depending on the type of material being referenced – see the examples given above in Reference Lists.

Filecards are useful for noting down these details. If you keep photocopies of articles, be aware that you will not necessarily find all the information you need printed on the page, so make sure you write any missing details on the copy. If you have found your references in a database, the required information can be saved or printed out. If you use bibliographic management software, you can often save the records straight to your own database.

Bibliographic management software

This software will generate and format reference lists linked to your citations. References are entered into your personal bibliographic database, either manually or by importing them from an external source such as an online database or catalogue. Citations in your word-processed text are inserted by linking to the appropriate references in your database. The software will then format your citations and create a reference list in a specified style, saving you a great deal of time and effort.

RefWorks and Endnote Web are web-based bibliographic software services, subscribed to by Library Services and available from any networked computer. EndNote is available to King's staff and students by licence agreement and is available to use on the Campus Desktop and Global Desktop. Both software programs include the style for the Journal of Advanced Nursing. Make sure you select this style when compiling your bibliography. See the Intranet for support in using any of these programs.

Further information

See the Intranet for more help with citing references, and also the book, Pears R., Shields G. (2005) *Cite them right* Newcastle, Northumberland University. There are copies in the libraries. However, bear in mind that the exact style described will not be the same as the Journal for Advances Nursing style that is described here.