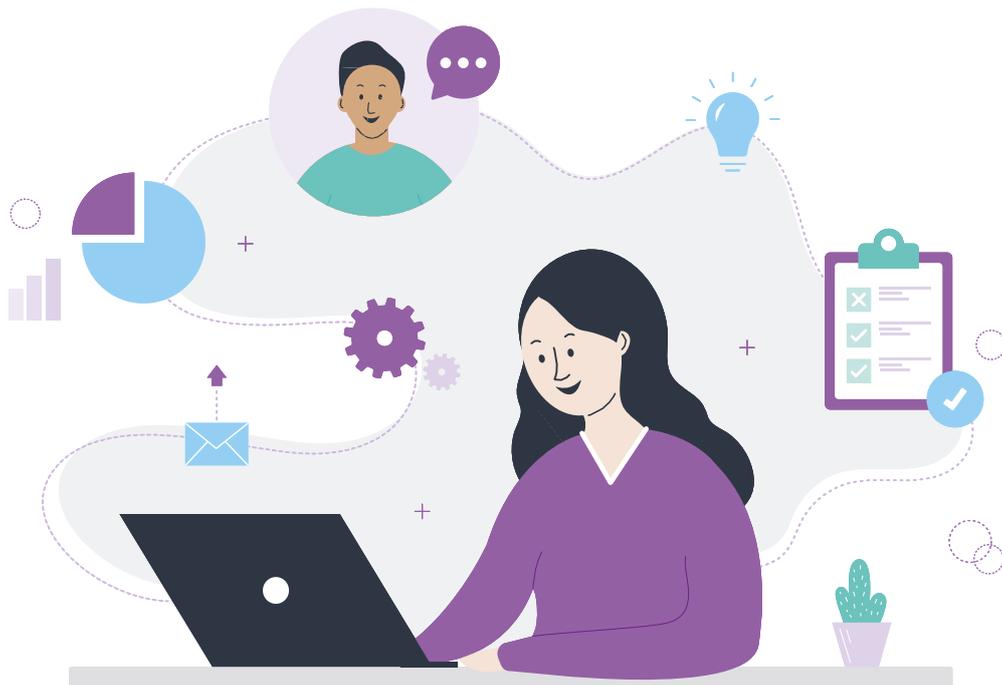




Quality Management of the Practice Learning Environment



CLICK ANYWHERE TO CONTINUE 

All students are encouraged to complete Student Practice Learning Environment Feedback (SPLEF) following each practice learning experience (PLE).

The feedback forms are released to the students on QMPLE at the beginning of the last week of their PLE and remain open for 3 weeks following the last date of placement (4 weeks in total).

The PEF/CHEF and the Education Provider have the responsibility to review and release student feedback.

Once 3 feedback forms have been submitted, or after a 12 week period, feedback is available. This time lapse is to ensure confidentiality for the student.

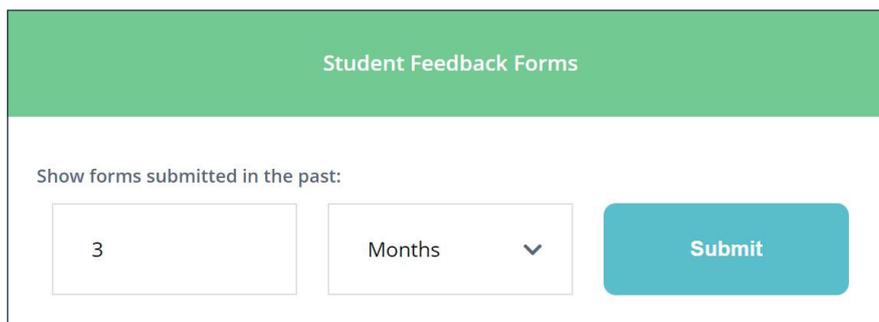
Feedback forms are visible to both PEFs/CHEFs and Education Provider as soon as they are submitted.

The Education Provider will only see feedback for students matriculated through their institution. However, the PEF/CHEF will see all feedback.



How to see an overview of student feedback

On the dashboard (home page) you can see an overview of **Student Feedback** available, in progress, submitted and released. This can be filtered by time period.



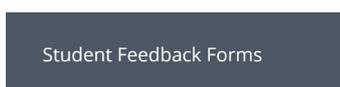
The screenshot shows a green header with the text "Student Feedback Forms". Below the header, there is a section titled "Show forms submitted in the past:". This section contains three elements: a text input field with the number "3", a dropdown menu currently set to "Months" with a downward arrow, and a teal "Submit" button.

To review your student feedback there are 2 options.

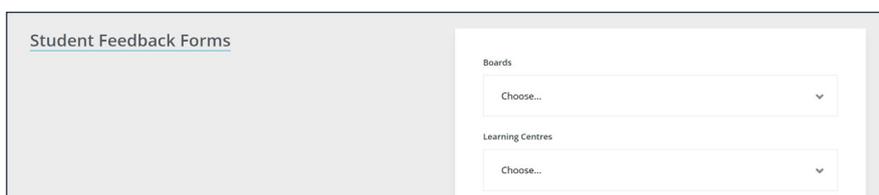
First option is to click on the **Menu** tab.



Then click on **Student Feedback Forms** tab.



Then filter to the practice learning experience you wish to view the student feedback for.



The screenshot shows the "Student Feedback Forms" interface. On the right side, there are two filter sections: "Boards" and "Learning Centres". Each section has a dropdown menu with the text "Choose..." and a downward arrow.

As a PEF/CHEF you can filter by **Education Provider**, **Field of Practice**, **Year of Study**, **Release Status** and **Alert Status**.

Education Provider

Choose... ▼

Field of Practice

Choose... ▼

Year of Study

Choose... ▼

Release Status

Not Released ▼

Alert Status

Choose... ▼

View Student Feedback Forms submitted in the last:

6

Months Weeks

Apply

Then click on **View** button to review the student feedback for that practice learning environment.

View

The student is invited to provide information and feedback on these sections:

- Practice learning environment details
- General experience
- Before placement
- Start of placement
- During placement
- Practice feedback
- Assessment and feedback
- Environment feedback
- Reasonable Adjustment feedback
- Performance Management (this relates to year 3 and 4 students only)

Demographic information relating to the student completing feedback is only visible to the Education Provider and PEF/CHEF.

You then have 2 options once you have reviewed the feedback, to either **Release** or **Raise Alert**.



The 2 options to raise alerts are **Alert to Board** or **Alert to Education Provider**.

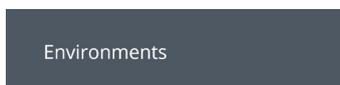
A screenshot of a 'Raise Alert' dialog box. The title bar is teal with a close button (X) on the right. Below the title bar, there are two options, each with a checkbox: 'Alert to Board' and 'Alert to Education Provider'. At the bottom right of the dialog, there are two buttons: 'Cancel' (pink) and 'Raise Alert' (teal).

Feedback, based on content, that is alerted to the **Board** or **Education Provider** is escalated to their strategic leads. Once alerted, feedback cannot be released until actions and outcomes are agreed. Escalation processes will be agreed at local board and Education Provider level.

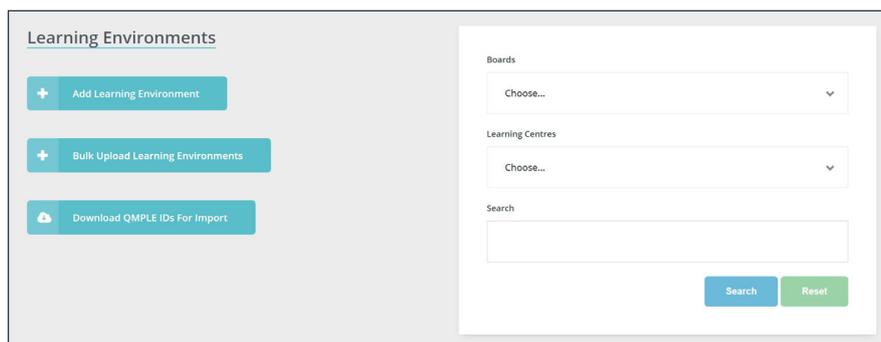
The second option is via the **Menu** tab.



Then click the **Environments** tab.



Filter to the **Learning Environment** where you want to review the feedback.



Click on **Student Feedback** tab from the function bar.



Then scroll down and click **View**.



Review the student feedback and release or escalate as per the processes above.

SPLEF are assigned into reading priorities, remember free text boxes do not trigger an alert and must always be reviewed and actioned.

High (Red) Priority

“I witnessed person centred, values-based care during my practice learning experience”

Strongly Disagree

Welcomed and Accepted

Strongly Disagree

Appropriate Level of Support

Strongly Disagree

Supervised at All Time

Strongly Disagree

Appropriate Environment Support

Strongly Disagree

Reasonable Adjustment Needs Met

Not At All Effectively

Medium (Orange) Priority

“I witnessed person centred, values-based care during my practice learning experience”

Tend to Disagree

Opportunities and Resources

Strongly Disagree

Welcomed and Accepted

Tend to Disagree

Appropriate Level of Support

Tend to Disagree

Supervised at All Times

Tend to Disagree

Appropriate Environment Support

Tend to Disagree

Status Respected by Team

Strongly Disagree

Contribution Valued by Team

Strongly Disagree

Discuss Opportunities with Assessor

Completely Inadequate

Opportunity to Reflect with Assessor

Completely Inadequate

Assessor Knowledge of Education Provider Programme

Completely Inadequate

Time Allocated to Discuss Progress

Completely Inadequate

Assessor Ability to Complete Education Provider Documents

Completely Inadequate

Feedback Appropriately Timed

Strongly Disagree

Feedback Constructive

Strongly Disagree

Feedback Fair

Strongly Disagree

You Said, We Did

PEF/CHEF should liaise with the Practice Education Representative to complete the **'You Said, We Did'** section. To close the feedback loop.

The screenshot shows a web interface titled "Environment Welcome Pack". It is divided into three main sections:

- Student Welcome Pack:** Contains a file selection button labeled "Choose file" with the text "No file chosen" next to it, a green "Upload" button, and a blue "Download" button.
- Current Welcome Pack:** This section is currently empty.
- You Said, We Did:** This section contains a large, empty rectangular text box for input.

This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on **0131 656 3200** or email **altformats@nes.scot.nhs.uk**.



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