NHS Education for Scotland

Quality Management *of the* **Practice Learning Environment**

Glossary for University Leads, Link Lecturers, Board Leads, Practice Education Leads, Practice Education Facilitators and Care Home Education Facilitators

QMPLE Terminology	Acronym	Quality Management of the Practice Learning Environment (QMPLE) Description
Action Plan		Formal identification and associated time bound plan to address issues identified during an educational audit or as result student feedback on their experience of the Practice Learning Environment (PLE).
Active Learning Centre		Specific team, service or speciality that has an active audit to support students. Consists of one or more Practice Learning Environments (PLEs).
Alerts		QMPLE has an automatic alert function to highlight to QMPLE Users when action is required within the system. Examples include aligning a student to a Practice Assessor (PA); educational audit is due; student feedback is available to be reviewed or released; and notification of associated practice learning environment has changed. There are three levels of alert - green, amber, red denoting the urgency of action required. Selecting the 'Bell' 🔔 icon allows you to filter alerts by both status and type. Alerts can be deleted once actioned and resolved.
Board Members		A board member is usually a senior nurse, senior midwife, or manager that only requires strategic access to information but has functionality to explore individual learning environment should that be required.

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Care Home Education Facilitator	CHEF	Care Home Education Facilitators (CHEFs) are aligned to Practice Learning Environments (PLEs) within the care home and third sector setting. CHEF 'User' status within QMPLE can either be as a Practice Education Lead (PEL) or Practice Education Facilitator (PEF).
Dashboard		This is the default home screen page of QMPLE. If you select 'My settings' this provides functionality to set out how your Dashboard page is laid out.
Deactivate		Functionality to change from active to inactive. An example of this would be when merging 2 learning centres or environments. Once all the information is transferred to the remaining learning centre or environment, the disused learning centre would be deactivated and its status on QMPLE would be shown as inactive. Areas need to be deactivated in the first instance before being deleted if required.
Delete		Functionality to permanently remove Users or environments within the QMPLE system. An example of when a QMPLE User may be deleted from the system could be owing to retirement. Whilst an example of an environment being deleted from the system could be due to reconfiguration of service. Learning environments need to be deactivated prior to deletion.
Educational Audit		A quality assurance process, the educational audit can be accessed, documented, and completed within QMPLE. Representation from the Practice Learning Environment (PLE), Practice Education Facilitators (PEFs) or Care

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		Home Education Facilitators (CHEFs) along with Link Lecturers (LL) is supported within QMPLE. Once complete the audit is available to view at any time with the option of a downloadable PDF copy. The audit process can be restarted at any point in the two-year cycle if there are changes in the Practice Learning Environment (PLE) that warrants this review.
Education Provider		Education providers within QMPLE consist of higher education institutes (Universities) who have been approved by the Nursing and Midwifery Council (NMC) to deliver a programme leading to formal nursing and/or midwifery qualification. These education providers are also referred to as Approved Education Providers (AEIs).
Excellence in Care Environment ID	EiC	Each Practice Learning Environment (PLE) is allocated an EiC ID which can be found on the PLE profile page. This ID is different from the QMPLE ID. EiC IDs can be sourced through EIC leads within the board.
		Student feedback is collated and will calculate a score to report on EiC learning environment data. The 6 EiC practice learning environment datasets are made up from: 1. The % of students who provide feedback on their learning experience per placement; 2. The total overall learning environment score from the four following categories (3,4,5 & 6); 3. Orientation and Induction; 4. Support and Supervision; 5. Learning Environment; 6. Belongingness. EiC can

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		data be used to inform and develop quality improvement activities to further enhance the overall student practice learning experience.
Inactive Learning Centre		Specific team, service or clinical area that are temporarily unable to support students on a Practice Learning Environment (PLE).
InPlace		Digital system which manages allocation of student placements.
InPlace Import Summary		This report shows the InPlace import results into the QMPLE system for any given day. This includes numerical data for successful imports and numerical data for failed imports and reasons for failures.
Learning Centre		Consists of 1 or more learning environments. Can be decided on by speciality or geographical location for example a hospital or health centre.
Learning Environment		Specific team e.g., ward or service. 1 or more learning environments make up a learning centre.
Link Lecturer	LL	Identified education provider representative for the Practice Learning Environment (PLE) who will undertake the educational audit and review the PLE student feedback.
Practice Assessor	PA	Practice Education Facilitators (PEFs), Care Home Education Facilitators (CHEFs) and Practice Education Leads (PELs) can add Practice Assessors (PAs) to the QMPLE Practice Learning Environment (PLE) in which the PAs work. They can

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		also amend PA details. Other PA details held in QMPLE include the date in which the PA was added, a transition tick box (for those previously mentors/sign off mentors/practice teachers/sign off practice teachers) and a status (active or inactive). A Practice Learning Environment (PLE) PER can allocate students a Practice Assessor (PA) for their placement in their Practice Learning Environment (PLE) on QMPLE. PAs do not have access to QMPLE unless they have Practice Education Role (PER) status.
Practice Assessor status - Active or Inactive		Practice Assessors (PAs) are assigned a current status of active or inactive. Inactive status would be utilised for PAs temporarily unable to be the nominated Practice Assessor (PA) for student nurses or midwives i.e., owing to maternity or other long-term leave. Practice Education Roles (PERs), Practice Education Facilitators (PEFs)/Care Home Education Facilitators (CHEFs) and University can change the Practice Assessor (PA) current status.
Practice Education Facilitators	PEFs	Practice Education Facilitators (PEFs) are aligned to different NHS Practice Learning Environment (PLEs) on Quality Management of the Practice Learning Environment (QMPLE) whom they provide support to. PEFs 'User' status within

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		QMPLE can either be as a Practice Education Leads (PELs) or Practice Education Facilitators (PEFs).
Practice Education Leads	PELs	Practice Education Leads (PELs) are usually Lead Practice Education Facilitators (PEFs) or Educational Lead in board or care home/third sector. Practice Education Leads (PELs) have access to all Practice Learning Environment (PLEs) within their Health Board, and Practice Education Leads (PELs) access allows them to add Practice Education Facilitators (PEFs) and manage Practice Education Facilitators (PEFs) access to various teams.
Practice Education Role	PER	Practice Education Role (PER) QMPLE Users are practitioners usually nursing/midwifery team leads/care home managers/link Practice Assessors (PAs) with access to Quality Management of the Practice Learning Environment (QMPLE) of the teams in which they work/manage.

Practice Education Facilitators (PEFs)/Care Home Education Facilitators (CHEFs) and Practice Education Leads (PELs) can assign Practice Education Role (PER) roles to users. |
| Practice Learning Environment | PLE | Learning environment for pre and post registration students sometimes referred to as a practice placement. |
| Practice Supervisor/Assessor Ratio | | Practice Supervisor/Practice Assessor (PS/PA) to student ratio. |

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Quality Management of the Practice Learning Environment	QMPLE	Quality Management of the Practice Learning Environment (QMPLE) is an NHS Education for Scotland web hosted system developed which is used by all NMC approved education providers and NHS Health Boards in Scotland. It is also used by non-NHS, care homes and third sector partners across Scotland. QMPLE provides access to and reporting of data relating to the quality of nursing and midwifery practice learning experiences. This includes providing nationally consistent approaches to: Student feedback on their practice learning experiences/Quality Standards for Practice Learning (QSPL) audits and action plans/Nursing and Midwifery Council (NMC) educational audits.
Quality Management of the Practice Learning Environment ID		A unique 4-digit numerical identifier code assigned to a practice learning environment (PLE) when it is uploaded into QMPLE.
Quality Standards for Practice Learning	QSPL	Quality Standards for Practice Learning (QSPL) have been designed in Scotland to reinforce existing professional Health and Care Professions Council (HCPC) and Nursing and Midwifery Council (NMC) regulatory standards and support nursing, midwifery and allied health profession learners and those individuals and organisations who support, supervise, and assess them understand their responsibilities and expectations in relation to practice based learning within Scotland.

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		The QSPL is accessed and completed within QMPLE by the auditing lead practitioner, auditing education facilitator, auditing practice education lead and auditing university.
Release Status (for feedback)		There are four feedback release status' - Not released, released, awaiting Practice Education Facilitator (PEF) release, and awaiting Link Lecturer (LL) release. Once feedback is signed off for release by both the Practice Education Facilitator (PEF) and Link Lecturer (LL) then it is available to view for those with access to the practice learning environment within QMPLE.
Renewal Date		Once a Practice Learning Environment (PLE) has been audited as active, the renewal date is the date when the next educational audit is required to take place to ensure the PLE remains active.
Scottish Practice Learning Environment Feedback	SPLEF	QMPLE enables students to provide feedback on their practice learning experience. Students can access Scottish Practice Learning Environment Feedback (SPLEF) a week prior to their placement finishing and for 3 weeks following completion of their placement.
Sequel Server Reporting System Reports	SSRS	QMPLE can run reports on a variety of information including NMC educational audits completed, Quality Standards for Practice Learning (QSPL) due, student feedback overview and placement allocations.

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Service Level Agreement	SLA	Each Practice Learning Environment (PLE) on QMPLE has a Service Level Agreement (SLA) number. This is the maximum number of nursing and/or midwifery students that can be allocated at any one time to the PLE and is calculated during the educational audit meeting.
Student Feedback Form		Format in which responses from student feedback forms are completed.
Transition		This refers to the process identified in NHS Education for Scotland (2019) 'A NATIONAL FRAMEWORK FOR PRACTICE SUPERVISORS, PRACTICE ASSESSORS AND ACADEMIC ASSESSORS IN SCOTLAND' that mentors/sign off mentors/practice teachers/sign off practice teachers need to complete to enable them to support students as Practice Supervisors (PS)/Practice Assessors (PAs).
University Leads		University Leads are either lecturers with a lead role in practice education or are university administrators involved with placement allocations.