

Resources for Supporting Learning in Practice

Becoming a Sign off Mentor



Aim

The aim of this resource is to facilitate your development towards the next stage of the NMC developmental framework for mentors, which is becoming a sign off mentor.

A Sign Off Mentor

Sign-off status is not necessary for all nurses, but will depend on both individual and service requirements and should be discussed with your manager or Learning Environment Lead.

The NMC Standards for Supporting Learning and Assessment in Practice (2008) require a sign-off mentor to make a judgement on whether a student has achieved the standards of proficiency for safe and effective practice for students on NMC approved programmes. This is an important aspect of mentoring students and requires that you:

- Have clinical currency and capability in the field of practice in which the student is being assessed.
- Meet the NMC requirements to remain on the local database of mentors.
- Have been supervised on at least three occasions for signing off proficiency at a progression point (or supervised practice placement for Specialist Practice Qualifications) by an existing sign-off mentor or practice teacher.
- Have a working knowledge of current programme requirements, practice assessment strategies and relevant changes in education and practice for the student you are assessing.
- Have an understanding of the NMC registration requirements and the contribution you make in helping a student in meeting these requirements.
- Have an in-depth understanding of your accountability to the NMC for the decisions made to pass or fail a student when assessing proficiency requirements at the end of a programme.

(NMC Standards for Supporting Learning in Practice, 2008 page 21)

Record of Experience

To achieve sign-off mentor status you must have been observed on at least 3 occasions assessing a student's proficiency by an existing sign-off mentor. However, first and second such supervisions may now be effected using a range of methods. These include activities which would test the skills required to sign off students safely, including: simulation, role play, objective structured clinical examination (OSCE) and interactive use of electronic resources.

Name of Mentor	Signature	Initials
Name of Sign Off Mentor Supervisor	Signature	Initials

Date	Experience	Comments	Mentor initials	SO Mentor initials
29/3/12	<i>EXAMPLE: Undertook a formative assessment of professionalism in practice during P1</i>	<i>EXAMPLE: Discussed progression with student against the grading grid in the AOP document and developed a learning contract</i>	DB	MH

Final assessment for becoming a sign-off mentor

Criteria for Sign Off Mentor Status	Mentor Initials	Sign Off Mentor initials
Has clinical currency and capability in the field of practice in which the student is being assessed. Please enter parts of NMC register that you are on: _____		
Has met the NMC requirements to remain on the local database: <ul style="list-style-type: none"> • Mentored at least 2 students within a three year period • Participated in annual updating of mentoring • Explored as a group activity the validity and reliability of judgements made when assessing practice in challenging circumstances. • Mapped ongoing development in your role against the NMC mentor standards 		
Has been supervised on at least three occasions for signing off proficiency by an existing sign-off mentor or practice teacher.		
Has a working knowledge of current programme requirements, practice assessment strategies and relevant changes in education and practice for the student being assessed.		
Has an understanding of the NMC registration requirements and the contribution they make towards meeting these requirements.		
Has an in-depth understanding of their accountability to the NMC for the decision they make to pass or fail a student when assessing proficiency requirements at the end of a programme.		

Date of Completion	
Name of Mentor	
Signature of mentor	
Name of Sign off Mentor Supervisor	
Signature of Sign off Mentor Supervisor	

Once successfully completed please photocopy this page and send to the Learning Environment Team as evidence for annotation on the mentor database with regard to you becoming a sign-off mentor.

Learning Environment Team | Education Centre | Isle of Wight NHS Trust | St Marys Hospital | Parkhurst Road | Newport | Isle of Wight | PO30 5TG

E: learningenvironment@iow.nhs.uk

T: 01983 822099 ext 5410