Nursing and Midwifery Council (2008)
Standard to support learning and assessment in practice

Sign-off mentor experience log

May 2010

Student

Module Teacher

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Introduction

This experience log will guide your collection of evidence to enable you to meet the NMC (2008) requirements for sign-off mentor status. You have undertaken a module of preparation for your mentorship role. On successful completion of this module nurses will then be able to fulfill the mentor role and will subsequently work towards sign-off mentor status. However, all midwives must complete the sign-off mentor criteria before they may independently mentor any student.

For nurses, the experience log will be used to collect evidence of two mentorship experiences and one supervised experience with a final placement (internship) student. The completed experience log should be taken to annual mentor update, and your PPF will verify your evidence and notify your sign-off status to the mentor register.

For midwives, the experience log will be used to collect evidence of supervised experience with three students. The experience log should be taken to one of the midwifery sign-off mentor seminars, at which you will be given the opportunity to discuss progress with your tutor. The completed experience log should be submitted either at this seminar or by the date provided by your tutor. Your tutor will verify your evidence and notify your sign-off status to the mentor register.

Definition of a Sign-Off Mentor

Nurses
From September 2007, a sign-off mentor, who has met additional criteria, must make the final assessment of practice (final placement of the programme) and confirm to the NMC that the required proficiencies for the entry to the register have been achieved. Mentors will assess competence in practice and confirm that students are capable of safe and effective practice in all placements except the final placement. The NMC acknowledge that as part of inter-professional learning and working, others will contribute to learning and assessment in practice and assess practice competencies. These may be registrants from other professions. However, only NMC sign-off mentors may confirm overall achievement of proficiency that demonstrates a student’s fitness to practice. The sign-off mentor may use other evidence including the student passport in addition to achievements on the current placement to determine achievement of proficiencies.

Midwives
All midwife mentors must have met the additional criteria to be a sign-off mentor. Students on NMC approved pre-registration midwifery education programmes, leading to registration on the midwives’ part of the register, must be supported and assessed by sign-off mentors. All midwifery mentors will have met the additional criteria to be a sign-off mentor as part of their preparation programme.

Additional Criteria required to be a Sign-Off Mentor

In addition to fulfilling the criteria, roles and responsibilities of a mentor, a sign-off mentor must:

- Be on the same part or sub part of the register as that which the student is intending to enter
- Have clinical currency and capability in the field of practice in which the student is being assessed
- Identified on the Mentor database as a sign-off mentor
- Meet the NMC requirements to remain on the Mentor database
For nurses, evidence of two mentorship experiences and one supervised experience for signing off proficiency by an existing sign-off mentor with a final placement (internship) student.

For Midwives, evidence of at least 3 supervised experiences for signing off proficiency by an existing sign-off mentor. Each experience will be for a student who has reached a progression point in the midwifery programme.

Have a working knowledge of current programme requirements, practice assessment strategies and relevant changes in education and practice for the student they are assessing.

An understanding of the NMC registration requirements and the contribution they make in supporting the student to meet these requirements.

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.

If you have any queries about any of these requirements, please ask your Module Teacher or Practice Placement Facilitator for clarification.

How to use this experience log

On the following pages (pages 4-6) you will find log sheets for each of the three occasions required. You will need to provide brief information about the type of learner you are working with and the placement area.

You should also record (using very brief notes or bullet points), the activity you have undertaken with this student.

Your supervising sign-off mentor will need to sign and date the log to confirm that this activity has met the required NMC standards.

The final page (page 7) should be completed by the Practice Placement Facilitator (for Nurses) at an annual mentor update or your Module Teacher (for Midwives) following the sign-off mentor seminar.

Confidentiality

The confidentiality guidelines that you followed within the mentor preparation module also apply to this document. Please ensure that people and places are not identified by name.
# Experience Log 1

Please provide brief details of the following activity

<table>
<thead>
<tr>
<th>Background information</th>
<th>Student mentor signature</th>
<th>Supervising sign-off mentor signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme and stage of your learner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of placement area</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Record of Activity relating to signing off proficiency at the end of placement</th>
<th>Student mentor signature</th>
<th>Supervising sign-off mentor signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning for assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collecting evidence</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Providing feedback</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Making and recording assessment decisions</td>
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</table>
Experience Log 2

**Please provide brief details of the following activity**

<table>
<thead>
<tr>
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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme and stage of your learner</td>
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<td></td>
<td></td>
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<tr>
<td>Type of placement area</td>
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</tbody>
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</thead>
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<td></td>
<td></td>
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<tr>
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<tr>
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Experience Log 3

Please provide brief details of the following activity

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<th>Date</th>
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<tbody>
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Programme and stage of your learner

Type of placement area

Record of Activity relating to signing off proficiency at the end of placement

<table>
<thead>
<tr>
<th>Planning for assessment</th>
<th>Student mentor signature</th>
<th>Supervising sign-off mentor signature</th>
<th>Date</th>
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<tbody>
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Collecting evidence

Providing feedback

Making and recording assessment decisions
**Verification sheet**

For completion by Practice Placement Facilitator (for Nurses) or Module Teacher (for Midwives)

Sign –off mentor experience logs completed:-

<table>
<thead>
<tr>
<th></th>
<th>✓</th>
<th>Achieved</th>
<th>✓</th>
<th>Not achieved</th>
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<tbody>
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<td><strong>For Midwives:</strong> evidence of at least 3 supervised experiences for signing off proficiency by an existing sign-off mentor. Each experience will be for a student who has reached a progression point in the midwifery programme</td>
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<tr>
<td>Evidence of involvement in signing-off student proficiency</td>
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<tr>
<td>All signatures completed and dated.</td>
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</tbody>
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Name of verifier (please print): ____________________________________________

Signature of verifier: ____________________________________________

Date of verification: ____________________________________________