PgDIP SURGICAL CARE PRACTITIONER (GENERAL SURGERY)

PROGRAMME HANDBOOK

OCTOBER 2016
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### DISCLAIMER

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WELCOME FROM THE PROGRAMME TEAM

Welcome to the School of Health & Social Care (SOHSC) at Teesside University. We hope that you will find this programme the Postgraduate Diploma (PgDip) Surgical Care Practitioner (SCP) (General Surgery) enjoyable, challenging and rewarding. It is a two-year, part-time programme. This handbook provides specific information related to your programme and is designed to supplement information provided in the SOHSC Student Essential Guide and the University Student Handbook. In addition to these sources of information you will receive detailed module information from the module specifications and Module Guides that are provided for each of the modules you study via the e-learning@tees site.

All students are required to attend all formal teaching sessions to engage with their studies and to inform a designated member of staff if they are unable to attend classes. This may be virtual attendance for modules delivered by distance-learning. If you persistently fail to attend or to engage with your studies the University reserves the right to withdraw you and report your withdrawal to external authorities (e.g. UK Visas and Immigration (UKVI) as necessary.

You will find that the answers to most of your questions concerning the programme can be found in one of the student handbooks and you should refer to these throughout your studies. The information can also be accessed on the University website http://www.tees.ac.uk/studenthandbook/ and/or the SOHSC Intranet http://sohsc.tees.ac.uk/sites/handbook/. Should you have any questions or concerns regarding the programme you can discuss these with your Programme Leader in the first instance.

University Welcome and Student Charter

Information regarding the University Welcome and Student Charter can be found on the University website www.tees.ac.uk. This includes details regarding equal opportunities, guidance to procedures and regulations, and information about the Library.

Staff Contact Details

Your Programme Leaders are:

Matthew Van Loo
Senior Lecturer
School of Health & Social Care
Tel 01642 738405
Email Matthew.Vanloo@tees.ac.uk
Room HS0.04

Graeme Brennan
Senior Lecturer
School of Health & Social Care
Tel: 01642 384159
Email: G.Brennan@tees.ac.uk
Room H2.25
2 OVERVIEW AND PHILOSOPHY OF THE PROGRAMME

The PgDip SCP (General Surgery) has been designed in response to many political and professional drivers. These include The Knowledge and Skills Framework (Department of Health (DH) 2002) and Modernising Medical Careers (DH, 2004). There has been great emphasis on reducing junior doctors’ hours and the European Working Time Directive for Junior Doctors was introduced in August 2009. Together they have resulted in the need for a changing workforce and the recognition of advanced practitioner roles has gained momentum.

This programme has been designed utilising the Curriculum Framework (CF) for the SCP Royal College of Surgeons England, (2014) (RCS Eng, 2014). The document clearly identifies the comprehensive knowledge, clinical and operative skills you require to work as an SCP. The programme combines intellectual rigour with the development of high level advanced clinical skills providing you with the knowledge and abilities to work as an SCP throughout the patient’s surgical journey. Work-based learning will be facilitated in areas such as the perioperative environment, outpatients’ department, pre-operative clinics, wards and critical care units. You will perform comprehensive assessment of patients and make considerable clinical decisions based on the information gathered, continuously building upon existing knowledge and skills.

The programme will offer you the opportunity to develop skills and appropriately use evidence to inform your clinical decision-making in practice. You will develop a lifelong ability to understand how evidence is generated, retrieved, critically appraised and employed in practice and this is embedded in all modules. Such a focus will ensure that you are equipped with the necessary foundations to engage with the research agenda and further develop an evidence-based approach to practice throughout your career as an SCP.

As a student on this programme you must be employed as a trainee SCP. Working as a SCP in any speciality is a demanding and a challenging role. You will be working at the interface of medicine and health care practice. This requires you to work inter-professionally, challenging professional boundaries and practice at a level which pioneers innovations and promotes new knowledge in clinical practice. You will initially work under direct supervision of an allocated Consultant Surgeon in General Surgery. However, this level of supervision will decrease to indirect and then proximal as you progress through the programme demonstrating competence and confidence and becoming more autonomous within your role. The Framework Document for SCPs defines the levels of supervision as 1 and 2. You must achieve Level 2 on completion of your programme.
Levels for Theoretical Knowledge and Clinical Skills within the Scope of Practice

<table>
<thead>
<tr>
<th>Level</th>
<th>Theoretical knowledge</th>
<th>Non-operative clinical skills</th>
<th>Technical and operative skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Trainee SCP has demonstrated progress from needing to be told the principles and theoretical knowledge underpinning their practice to knowing and understanding them.</td>
<td>Trainee SCP has demonstrated their clinical skills and underpinning knowledge to assess and manage patients pre- and post-operatively with the supervising Consultant Surgeon in the immediate vicinity.</td>
<td>Trainee SCP has demonstrated their ability to assist fully a surgeon* during a surgical procedure.</td>
</tr>
<tr>
<td>2</td>
<td>Trainee SCP has demonstrated their ability to utilise and critique their knowledge and understanding of the principles underpinning their clinical practice.</td>
<td>Trainee SCP has demonstrated their ability and competence to undertake and critique, in the pre- and post-operative environment, tasks delegated to them by the operating surgeon* who remains within the same clinical environment.</td>
<td>Trainee SCP has demonstrated their ability and competence to undertake a technical procedure delegated to them by the operating surgeon* who remains within the theatre suite.</td>
</tr>
</tbody>
</table>

The fundamental rationale for this programme is to offer you as a health care professional high quality teaching and learning experiences. Studying this programme will enable you to undertake a journey of personal and professional development in a supportive, student-centred environment. On completion it will offer you career progression within your specialist area of General Surgery.

3 AIMS AND LEARNING OUTCOMES

The overall aim of the programme is to develop students who meet the requirements for a commitment to the ethos of a professional life and responsibilities which includes lifelong learning, reflective practice, self-knowledge and continuing professional development to function as a valued member of the General Surgical team.

Learning Outcomes
By the end of the programme you will be able to:

Knowledge and Understanding
- Demonstrate a comprehensive and critical understanding of human anatomy and physiology related to general surgery and associated procedures.
• Demonstrate a comprehensive and critical understanding of human pathophysiology for the patient undergoing general surgery.
• Demonstrate a systematic and critical understanding of the legal, ethical, political and professional drivers underpinning the role of the SCP in contemporary society.
• Demonstrate a critical understanding of research methodologies and their use in creating clinical evidence including strategies for locating and appraising evidence for use in practice.

Cognitive/Intellectual Skills
• Integrate and synthesise existing general surgical care practice which systematically appraises evidence in order to make sound clinical judgements.
• Demonstrate advanced problem-solving skills, intellectual flexibility and judgement in complex and diverse clinical situations.
• Demonstrate a critical and comprehensive understanding of the evidence base and its application to general surgical care practice.
• Appraise and critically evaluate the clinical significance of a patient history, physical examination findings and diagnostic information.

Practical/Professional Skills
• Operate ethically in complex and unpredictable, specialist clinical situations and demonstrate a critical understanding of the issues governing effective clinical practice.
• Exercise clinical reasoning and demonstrate professional judgement in their practice.
• Demonstrate advanced operative and technical skills within the scope of the General Surgical Care Practitioner role.
• Collaborate effectively with others in the extended multidisciplinary team throughout the patient’s journey.
• Contribute to audit, quality assurance and clinical governance activities to promote patient safety.
• Work autonomously as a clinical expert and recognise limits of capability with the scope of the General Surgical Care Practitioner role.
• Demonstrate clinical expertise and wisdom in instigating patient management plans.

Key Transferable Skills
• Demonstrate and promote clear, honest and empathetic communication.
• Reflect on and critically review own performance, identify learning needs and negotiate own personal development.
• Demonstrate and promote inter-professional understanding, collaboration and effective working relationships.
4 STRUCTURE OF THE PROGRAMME

The programme is accessed over two years’ part-time study and you are seconded by your employer throughout this period. This is essential to successful achievement of module outcomes as you require support and mentorship in the clinical environment in order to develop core, specialist, operative and technical skills, as well as practical advanced history-taking and assessment skills.

The programme will be delivered at Teesside University by the programme team, with specialist clinical input where appropriate. The programme comprises of five modules awarded either 20 or 40 credits at master’s level. All must be successfully completed to achieve the award of PgDip Surgical Care Practitioner (General Surgery).

The structure is as follows:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Evidence-based Practice (20 credits)</td>
<td>Developing Core Surgical Care Practitioner Skills (40 credits)</td>
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<tr>
<td>Term 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Option module (20 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Surgery Surgical Care Practitioner Skills (40 credits)</td>
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</tbody>
</table>

In Year 1 the theory aspect of the practice module will be delivered in the form of five block weeks at the University, delivered at two monthly intervals with a sixth week scheduled in Week 42 for you to complete your end of year assessments. For the Evidence-based Practice module you can opt for a traditional taught approach, distance-learning or a blended-learning route.

In Year 2 the core module will be delivered in the form of three block weeks at the University, delivered at the start of each University term with a fourth week scheduled in Week 42 for you to complete their end of year assessments. The delivery of the designated option module depends on your choice.

Details of what you can expect to learn by completing the modules are as follows:

Evidence-based Practice (20 credits)
Module Leader: Dr Katherine Sanderson
Tel: 01642 384912, email: K.Sanderson@tees.ac.uk
This module is designed to augment the skills of professionals required to practice evidence-based health and social care and to facilitate the transition to postgraduate study. You will develop key skills that are transferable to subsequent modules such as literature searching and advance your ability to use critical appraisal skills as an
integral part of decision-making in health and social care. You will also apply the principles of change management to effect research utilisation in health and social care. A variety of approaches to teaching will be used including the use of learning sets, e-learning@tees (the University’s web-based learning environment), formal lectures and seminars. You are able to opt for a traditional taught approach or an open route in which e-learning@tees will be used to deliver content or a mix of both approaches according to your needs.

Developing Core Surgical Care Practitioner Skills (40 credits)
Module Leader: Graeme Brennan
Tel: 01642 384159, email: Graeme.Brennan@tees.ac.uk
This module is delivered over the first year of your PgDip and facilitates the development of core knowledge and skills which are essential to the development of your role as an SCP in General Surgery. This module is accessed by SCPs from all programmes. The module hours will be delivered in programme study blocks over five individual weeks. There will be an emphasis on normal anatomy, physiology and altered pathophysiology using a system’s approach. In addition you will develop core clinical and operative skills which underpin the SCP role. This detailed and comprehensive knowledge is essential as a foundation in the development of the SCP role.

Within the module there are specific competencies which must be achieved in practice by the end of the year. In order to achieve this you are required to work 1,100 hours in practice. This will involve a minimum of 550 hours in the operating room under the direct supervision of your Consultant Surgeon. The remaining 550 hours will be spent following the patient’s journey from initial assessment through the theatre environment to outpatient’s follow-up. A formative review of progress towards core Practice Competencies will be undertaken every three months throughout the year with your Consultant Surgeon Supervisor.

General Surgery Surgical Care Practitioner Skills (40 credits)
Module Leader: Graeme.Brennan@tees.ac.uk
Tel: 01642 384159, email: Graeme.Brennan@tees.ac.uk
This module spans the second year of the PgDip in General Surgery and the module hours will be delivered in programme study blocks over three individual weeks, one week during each term. This module builds on the Year 1 core competency module Developing Core Surgical Care Practitioner Skills and the focus is on developing a comprehensive and critical understanding of knowledge underpinning practice. You will consolidate learning from Year 1 modules and develop advanced technical and operative skills to work autonomously and proficiently when caring for patients undergoing General Surgery.

As in the Year 1 module you are required to work 1,100 hours in practice including a minimum of 550 hours in the operating room. The remaining 550 hours will be spent following the patient’s journey in Generals from initial assessment, through the theatre environment to outpatients’ follow-up. You will work in practice initially under direct supervision of your Consultant General Surgeon Mentor but this will progress to indirect and proximal supervision throughout the year. A formative review of progress towards achievement of your Practice Competencies will be undertaken every three months with your Consultant Surgeon Supervisor.
Designated Option Module
In negotiation with your Programme Leader you will be invited to choose a designated option module from the following list:

- Advanced Personal Effectiveness
- End of Life Care
- Practical Statistics
- Advancing Non-Medical Prescribing
- Advanced Pathophysiology
- Health and Social Care in Context
- Designing Research Projects
- Evaluating Practice
- Evaluating Service Improvement
- Negotiated Learning

The credits awarded may be higher but you only require 20 to complete your PgDip award. As an example the Advanced Non-medical Prescribing module may be a suitable choice for you in your area of specialist practice but this module attracts 40 credits. The designated option module offers you an opportunity to identify your own learning needs and take responsibility for your personal development. Your first choice may not be available if student numbers accessing the module are low for the academic year. However, a Negotiated Learning module is available at M-level and learning outcomes are agreed between you and your module supervisor who would be the Programme Leader.

5 LEARNING AND TEACHING STRATEGY

The learning and teaching strategies have been guided by the central purpose of the programme which is to develop your comprehensive knowledge and practical skills to work as a SCP in General Surgery under proximal supervision of a consultant.

The modules are principally concerned with the development of a comprehensive and systematic critical understanding of knowledge which underpins clinical skills in General practice. You will experience a variety of learning and teaching strategies throughout the programme. Lectures, seminars and skills sessions will develop knowledge of anatomy, physiology and pathophysiology. High fidelity simulation and facilitated skills workshops will be used to develop your clinical decision-making, history-taking skills and examination techniques. You will be encouraged to actively engage within these workshops to develop confidence and self-esteem. Skills workshops also provide an opportunity for formative feedback and peer review.

A deep approach to learning will be fostered by the development of intellectual skills such as synthesis, critical evaluation and problem-solving. These skills will be practised through active learning and research activities such as reviewing published research output and the critical evaluation of appropriateness of the various research methodologies. The development of key transferable skills is a significant feature of your programme and these skills include presentation skills, research skills, ICT skills and collaborative working. Both traditional face-to-face teaching and learning methods and e-learning approaches will be utilised. Classroom teaching will be
supplemented with electronic materials via e-learning@tees and learning materials will be made available to you via this medium of learning. The team will utilise e-learning@tees for discussion groups to share experiences and ideas throughout the programme.

Within the module Evidence-based Practice you are able to opt for a traditional taught approach or an open route in which e-learning@tees will be used to deliver content or a mix of both approaches according to your needs. Individual tutorial support will be offered by Module Leaders throughout your programme and this will be utilised to support learning. Tutorial support between study blocks can be accessed via the e-learning@tees site, Skype, email or telephone. As you progress through the programme you will develop a lifelong ability to understand how evidence is generated and employed in practice as this is embedded in all modules.

Practice experience will be essential to the successful completion of your programme as you develop advanced clinical and operative skills in the specialist area of General Surgery. The seconding organisation will ensure you have a suitable Consultant Surgeon Supervisor to support the application and development of skills in the practice environment and this is a requirement for entry to the programme. They will provide supervision, guidance and formative review of progress towards achievement of benchmarks every three months. This will include an agreed Action Plan for the following three-month period.

The RCS Eng (2014) stipulates that as a trainee SCP you are required to keep a Clinical Log Book to demonstrate achievement of competencies and a minimum of 550 operating hours and 550 clinical hours each year. This will be demonstrated within a Portfolio of Evidence which you will submit at the end of each year. Throughout the programme you will be expected to reflect upon and critically evaluate your current practice in the light of developing expertise.

6 STUDENT FEEDBACK

The SOHSC relies on student feedback as a key method of assuring and enhancing the quality of its learning and teaching. Your feedback is very important to us and we will invite you to give constructive feedback on your learning experiences both formally and informally at various points in your programme of study, for example by evaluating your University teaching during and at the end of each module.

You will also be able to forward your views to the programme team via the Student Representation system. The student representative is invited once a year to the Programme Boards and provides a valued contribution to this. Further information is available in the School Student Essential Guide.

An example of how well student feedback works is the new RCS Eng (2014) curriculum development was initiated by student concerns about the currency of the 2006 document content. The programme team responded to student feedback and arranged a meeting with the RCS Eng (2014) in 2012 which started the national curriculum review.
7 ASSESSMENT STRATEGY

Detailed information on how you will be assessed on each module will be provided by the relevant Module Leader within the Module Guide and on the e-learning@tees site. There are four modules in total within the PgDip SCP (General Surgery) and all have to be successfully completed for the award. The pass mark for postgraduate level study is 50%.

Assessment will be both formative and summative throughout the programme and you will be given feedback from both peers and academic staff on the development of your advanced skills and underpinning knowledge throughout your period of study. A formative review of your progress in relation to the portfolio competencies will be undertaken every three months to inform your ongoing development. Supervised learning events utilising a range of work-based placed assessment tools provide the opportunity for you to demonstrate your skill development within a real clinical context. They include whole or part procedures within the surgical care setting and inform the review of Practice Competencies. You are required to evaluate critically your progress and develop Action Plans for the next three-month period in negotiation with your Consultant Surgeon Supervisor.

Assessment of Practice Competencies
Summative assessment of Practice Competencies is undertaken at the end of the academic year (Week 42), however formative assessment is ongoing throughout the year. If at any point your Consultant Surgeon Supervisor has concerns regarding your achievement they will contact your Programme Leader immediately. The Programme Leader will arrange a meeting with you and your mentor to discuss your progress and at this point a clear Action Plan and Learning Contract will be developed to ensure you are given every opportunity to achieve the competencies. This will be followed by regular meetings which will be negotiated on an individual basis to monitor your progress. If you do not achieve all the Practice Competencies you will refer the module and may be given a reassessment opportunity at the discretion of the Assessment Board. This will offer a four-week period to achieve the outstanding Practice Competencies. If following this you are still unable to achieve all Practice Competencies you will be discontinued from the programme.

Summative assessment is varied for each module within the programme. The modules are assessed by essay, report, portfolio, Objective Structured Clinical Examination (OSCE), Viva and written examination. The following table summarises the assessment requirements for the core modules within the PgDip:
Assessment Chart

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Formative Assessment Type and Week of Completion</th>
<th>Summative Assessment Type and Week of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence-based Practice</td>
<td>Week 8 Essay 1,000 words</td>
<td>Week 15 Written report 4,000 words</td>
</tr>
<tr>
<td>Developing Surgical Care Practitioner Skills</td>
<td>Review of competencies three months, six months, nine months</td>
<td>Week 42 Year 1 Portfolio to include all Essential Evidence • 2,000-word written assignment • OSCE</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Surgery Surgical Care Practitioner Skills</td>
<td>Review of competencies three months, six months, nine months • peer review OSCE-Term 2 • Mock Viva linked to case study presentation Term 3</td>
<td>Week 42 Year 2 Portfolio to include all Essential Evidence • 2,000-word written assignment • 20-minute Viva Voce examination</td>
</tr>
</tbody>
</table>

**External Examining**

Students often ask questions about how we know that their degree is broadly of the same standard as degrees awarded for similar courses by other universities. In the UK we have a system called external examining which is one of several ways that we confirm that standards are met. An External Examiner is generally an experienced lecturer from another university who offers an independent view as to whether the work of students on the course is of the correct standard. The External Examiner does this by looking at a sample of work (e.g. assignments, exam answers, dissertations), discussing the work with your lecturers and attending the assessment boards to endorse results. They then produce an annual report which tells us about any concerns they have and any good practice they have identified. The External Examiners’ reports are made available to students via the ‘courses’ tab in e:vision.

The main External Examiner for your course is Tracey Proctor Childs and she works at Plymouth University. Sometimes, your modules may have a different External Examiner and your module leader can provide details on request.

Please note that students are not permitted to contact External Examiners directly and External Examiners will not respond to any communication from individual
students. If you have any concerns about your course then please speak to your programme leader.

**Assessment Regulations**
Assessment and progression regulations for postgraduate awards are available on the University website [www.tees.ac.uk](http://www.tees.ac.uk). All modules within the programme are non-compensatable, meaning that you must achieve the pass mark in each.

**Assessment Guidance**
The SOHSC Essential Guide and the School Intranet site provide detailed guidance regarding master’s level assessment criteria, referencing guidelines, presentation guidelines, academic writing guidelines, student support, plagiarism and other assessment information and regulations. Information is also available in relation to claims for mitigating circumstances, delayed submission, extension and late submission procedures. If you require further advice please speak to the Programme Leader or Module Leader.

Module results and unratified feedback which will highlight your areas of strength and any areas for improvement will be published on the School's Intranet. Ratified results will be available via e-vision following an Assessment Board.

**It is your responsibility to access your results online via the internet at the following address:** [http://e-vision.tees.ac.uk](http://e-vision.tees.ac.uk) you will be able to log-in using your usual username and password. This can be done from any PC either on or off campus which has internet access. This method of notification of results will inform you of your results at the earliest opportunity. You will be informed by email when online access to your results is available. This notification will be sent to your University email account confirming that your results are available online. You will not be able to access your results before you have received this email.

8 **PROGRAMME EVALUATION**

Informal feedback from students is welcomed throughout the programme. You will also have the opportunity to provide formal feedback at the end of each module, through the standard SOHSC module evaluation process. There is also the opportunity for evaluation and feedback regarding the programme through the student representative system. Please see the School's Student Essential Guide for information on this process. Comments that you may have and suggestions for improvement that you may wish to make will be valued and appreciated.

9 **STUDENT SUPPORT AND GUIDANCE**

Successful learning at Teesside University is viewed as a partnership between the University and its staff, practice colleagues and you the student. Student support is provided through a number of mechanisms such as induction, Personal Tutor, your Consultant Surgeon Supervisor, Programme Leader and Module Leaders. A wide
range of student services are available to support you in your learning. Detailed information on these can be found in your Student Essential Guide.

Induction
You will have a detailed induction to familiarise you with the programme, the programme team, the University and its support structures. This will include an introduction to the Library, e-Learning, postgraduate level study and the use of e-learning@tees within the programme. The induction will also address regulations governing assessments and key resources that are available to you as a student.

Programme Leader/Personal Tutor
The Programme Leader has overall responsibility and she will provide general information related to the programme, guidance and support where necessary. The Programme Leader will also act as your Personal Tutor. They will be your first point of contact for any queries or concerns and provide academic and pastoral support or referral to central support services or other relevant staff where appropriate. The Programme Leader will track progress through your programme and if the Module Leader cannot resolve a particular issue then they will be the next point of contact.

Module Leader
Each module in the programme has its own Module Leader and they will provide academic guidance regarding issues specific to an individual module such as the completion of assignments. In addition, the Module Leader will facilitate the development of the e-learning@tees site for each individual module.

Clinical Manager
The application process for student incorporates a contract which identifies support from managers for students from their employers. The Clinical Manager will oversee development throughout the programme and ensure students are adequately supported in clinical practice.

Consultant Surgeon Supervisor
The application process incorporates a contract for students which identifies support from a named Consultant Supervisor. The RCS Eng (2014) requirements for Consultant Surgeon Supervisors are:

- Be a current Fellow of the RCS Eng (2014)
- Be recognised by their Local Education and Training Boards (LETB) or the General Medical Council (GMC) as an Assigned Educational Supervisor or Clinical Supervisor

Responsibilities of Consultant Surgeon Supervisor:

- Attend a supervisor’s workshop to ensure they have a clear and shared understanding of the competencies to be achieved and expected performance in the clinical environment at each stage of learning.
- Provide evidence of the completion of a recognised clinical training programme such as TRACE.
- Ensure opportunities for the trainee’s personal and professional development are available.
• Be cognisant of the assessment documents and the SCP Portfolio of Evidence.
• Ensure the assessment documents and portfolio are discussed with the trainee SCP during the first week of the course.
• Ensure that time is identified for initial interviews in order to assess learning needs and develop a Learning Contract.
• Identify and provide access to learning opportunities and resources to assist the trainee SCP to reflect on experiences, to facilitate learning in and from practice and to ensure that the learning experience is a planned process.
• Teach the trainee within the clinical environment as appropriate to the stage of progression within the programme.
• Liaise with the mentor for the assessment of competence in related practice processes.
• Collate feedback from all learning events to set goals and support student progression.
• Provide a learning environment that allows students to plan their workplace-based assessments (WBA) and provide constructive feedback to improve future performance.
• Ensure that the trainee has sufficient opportunity in a safe environment, to be taught and to learn the required skills.
• Take the lead and make the final decision in the assessment of the trainee SCP including the completion of documentation.
• Co-ordinate the results of the assessment of practice reports to make a final and informed judgment of professional competence.
• Provide advice and support and where necessary, address specific needs such as difficulties in progression.

**Practice Mentors**

The RCS Eng (2014) requirements for Mentors are:

• An experienced professionally qualified practitioner (e.g. senior nurse, senior Operating Department Practitioner (ODP), senior SCP) with appropriate education and training to perform the role of mentor.
• A holder of a recognised mentoring qualification.

Mentors have a responsibility to:

• Be cognisant of the assessment documents and the trainee SCP Portfolio of Evidence.
• Have a clear and shared understanding of the competencies to be achieved and expected performance in the clinical environment at each stage of learning.
• Liaise with Clinical Supervisor(s) regarding related practice experiences and confirm assessment of competence.
• Undertake the required assessments and ensure that they liaise with all parties as the need arises.
• Complete the necessary sections of the trainee SCP portfolio.
• Provide a learning environment that allows students to plan their WBA.
• Be approachable, supportive and aware of individual trainees learning style.
• Have knowledge and information of the trainee SCPs programme of study and practice assessments.
• Be willing to share knowledge of patient care.
• Encourage the use of enquiry-based learning and problem-solving.
• Offer encouragement to trainee SCPs to work in partnership with the multidisciplinary team.
• Ensure the provision of time for reflection, feedback and monitoring of the progression.
• Ensure that the trainee SCP has constructive feedback with suggestions on how to make further improvements to progress.
• Seek evaluation of the programme from the trainee SCP on a regular basis.

Programme E-learning@tees Site
E-learning will be utilised throughout the programme. A programme e-learning@tees site will be available to you at http://eat.tees.ac.uk to provide essential information regarding your programme. You should check the programme e-learning@tees site weekly for new announcements and updated information. You will also be able to communicate with the Programme Leader through this site. Each individual module will also have an e-learning@tees site where the Module Leader will post information relating to the module including lecture notes and learning materials. The sites will include other essential information such as your Module Guides, assessment dates and reading lists. Discussion boards will be utilised for you to contribute and share experiences.

The Learning Hub
The Learning Hub is located on the ground floor of the Library. Guidance is offered to all students on developing their skills as independent learners and on related areas including maths and statistics. Drop-in workshops on topics such as referencing, finding information and writing essays are available throughout the year.

Learning Hub staff will collaborate with your School to ensure that in-depth help is available to you. Online information on topics such as referencing, writing essays and information literacy can be accessed via the Library website at http://lis.tees.ac.uk or you can contact the Library by telephoning 01642 342100.

Information Technology
You will be allocated a username and password to allow you access to the open access computer stations within the Library and also within the School. If you are experiencing difficulties with the use of Information Technology in the Centuria Building, the IT helpdesk is situated on the first floor, next to the open access computers. You can also contact the helpdesk: Tel: 01642 384148, email: sohelpers@tees.ac.uk.

Progression Opportunities
Once you have successfully completed the PgDip SCP (General Surgery) there will be the opportunity to continue your studies and progress towards achievement of an MSc award. Your Programme Leader and Consultant Surgeon Supervisor will offer support and advice throughout your studies with professional development.