



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **Limerick University Hospital Group**



# **Guideline for Reflective Practice For Internship Students (2012 Cohort)**

## **Undergraduate BSc. General Nursing Programme**

**September 2015<sup>1</sup>**

## **Introduction**

Reflection in nursing is a means of articulating and developing knowledge embedded within practice (Benner et al, 1996). Johns (2001 pg. 237) suggests "reflection allows practitioners to view experiences by systematically exploring meaning and applying new insights to new situations within a reflexive spiral of being to become an effective practitioner".

An Board Altranais (ABA) recommends reflection "in" and "on" action (Schon, 1983) . Gibb's Cycle (Appendix 1) may be used to frame the process of reflective practice and any staff nurse who facilitates reflective time with a student would be welcomed and supported by CPC's as required.

### **Aim of Protective Reflective Time (PRT)**

- To provide opportunities for you to actively engage in reflection "on" and "in" nursing practice.
- To enable you to identify your own learning needs.
- To enable you to integrate theory with practice and vice versa.
- To enhance your personal and professional development
- To promote a culture of practice-based critical thinking and utilise evidence based research

### **Structure and Organisation of Reflective Practice**

A total of **128** hours of Reflective Practice will be jointly facilitated by the Health Service Providers and the University of Limerick. Health Service will facilitate **88** Hours (in and on practice)

**University of Limerick:** Students will receive direction from the University of Limerick regarding these sessions. University of Limerick will provide guided reflective practice days (40 hours total see table below). These hours must be entered on the ward roster and are paid time therefore attendance is mandatory. Report any absence to the line Assistant Director of Nursing and the ward. Sign the attendance sheet every time you attend these sessions.

**Clinical Placement Coordinator Facilitated Reflective Practice:** 24 hours will be facilitated by Clinical Placement Coordinators (CPC) from the health Service. These hours must be entered on the ward roster and are paid time therefore attendance is mandatory. Report any absence to the line Assistant Director of Nursing and to the ward manager. Sign the attendance sheet every time you attend these sessions.

### **In and on practice reflection**

- You should be allocated 64 self directed reflective practice hours during your internship to reflect in and on your practice.
- These hours will be facilitated evenly across all placements (ie, 2 hours/week excluding annual leave weeks)
- You are required to keep a professional learning 'Record of Reflective Practice' (refer to appendix 1) to support reflection while on clinical placement.
- Always keep the 'Record of Reflective Practice' with you when in placement.
- When writing/describing reflective practice accounts maintain confidentiality and anonymity of the individual, staff and placement area.

- This 'Record of Reflective Practice' will provide evidence of learning and should be used as supportive evidence (in addition to other sources) for competency assessment.
- Your preceptor will review this at each competency interview.
- CPC's will also provide advice and guidance and support to students, preceptors and managers with this process
- CPC'S will support students and managers to plan and record time given for this process.
- A refusal form should be completed in the case of this time not being facilitated. (See Appendix 2 )
- It is recommended that you use the opportunities listed under suggested reflective activities (Appendix 3) and similar opportunities on any relevant site where you are on placement.
- Where integrated into a longer shift, reflective practice should be undertaken on site, to ensure effective and efficient use of time ( ie: not travelling)
- You may be required to take reflective practice hours at short notice at the discretion of the ward manager-this maybe facilitated in one or two hour periods during your clinical working time.

**Important note:**

- **All students must arrange the above dates with their line manager.**
- **All students must attend all facilitated/guided sessions.**
- **Non-attendance at any PRT session must be reported in accordance with the HSE Managing Attendance Policy.**
- **No student is allowed to take more than 12 hours Reflective Practice Time in any one week-inclusive of UL 8 hr day.**
- **All Reflective Leave is to be returned on PPARS as Reflective Leave**

Ward Managers should automatically allocate reflective Practice hours in collaboration with CPC to all students within the inclusive dates to meet the mandatory hours per placement

There should be no accumulation of hours and students **must not** carry over reflective practice hours from one placement to the next.

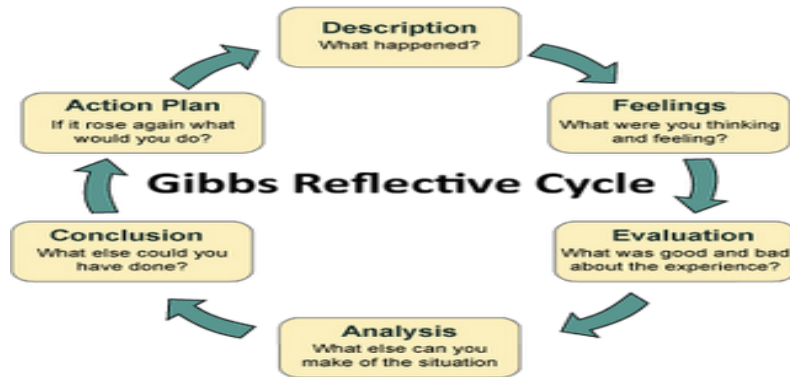
*Note: If a ward manager is unable to release the student for planned sessions either in UL or on site a form (see appendix 2) should be completed by both the manger and the student. Notify the CPC so that support can be given where possible.*

**Reflective Practice is time that must be accounted for, with the service to patients in the HSE. The above recommendations and advice support this ethos and the importance of reflective practice for students.**

Appendix 1



# Record of Reflective Practice



<b>Subject for Reflection: (e.g. Knowledge, Procedure, Skill, Attitude, Activity etc)</b>
<b>Description and Feelings:</b> What prompted me to reflect on the above and how did I feel?
<b>Evaluation and Analysis:</b> What was positive and/or negative about the experience, what sense can I make of the situation?
<b>Conclusion and Action Plan:</b> What else could I have done? What have I learnt? How will I integrate/apply this to my nursing practice?

This record is to support reflective practice for Undergraduate student nurses. When you are sharing this reflection with your preceptor please include information you are happy to share. If you want to use it for a private reflection that is something you can keep safely for yourself. Your CPC will also provide advice and guidance.

**Confidentiality: Do not include any staff or patient identifiers in this record.**

This record belongs to: \_\_\_\_\_ Discussed with my preceptor/supervising nurse  Date: \_\_\_\_\_

**Appendix 2**

**ROSTERED UNDERGRADUATE STUDENT NURSE FORM**

**THIS FORM MUST BE COMPLETED FOR STUDENTS WHEN REFLECTIVE PRACTICE TIME CANNOT BE FACILATATED.**

STUDENT NAME:
UNIVERSITY ID NUMBER:
WARD
<b>DETAILS OF REFUSED reflective Practice</b>
NUMBER OF HOURS:
DATE:
<b>REASON FOR REFUSAL</b>
INADEQUATE NOTICE
PLEASE SPECIFY:
HAD TO CANCEL AT SHORT NOTICE AS PLACEMENT TOO BUSY:
OTHER REASON:
<b>SIGNED</b>
<b>PLEASE PRINT NAME AND GRADE:</b>

This form should be given to the CPC/ALO by the manager for the area as soon as possible.

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### **Appendix 3 - Suggested Reflective Practice Activities**

- Case Study/Case Presentation
- An Bord Altranais e- Learning Package          Medication Management  
   Scope of Practice
- Attend Educational Updates (advertised monthly)
- Participate in Clinical Audit
- Shadowing (CNM)
- Shadowing (CNS)
  - Diabetes    Respiratory
  - Pain    Epilepsy
  - Cystic Fibrosis    Parkinsons
  - Oncology    Infection Control
  - Cardiology    Smoking cessation
  - Cardiac Rehab    Orthopaedics
  - Tissue Viability    Stoma Care
  - Heart Failure    Breast Care

#### **Exposure to the following departments**

- Dermatology
- Endoscopy
- Pulmonary Function Department
- Plaster Room
- Vascular Laboratory
- Dialysis
- Clinical Age Assessment Unit
- Physiotherapy Department
- Dietics Department
- EEG Department
- Pastoral Care Department
- Cardiac Catheterisation. Laboratory

## 2012 COHORT PROTECTED REFLECTIVE PRACTICE TIME

### Mandatory Dates and Advice

<b>CPC Facilitated Reflective Practice</b> <ul style="list-style-type: none"> <li>▪ <b>ALL</b> internship students must be released to attend 4 CPC facilitated reflective practice sessions.</li> <li>▪ Each of these sessions will be repeated to avoid block release.</li> <li>▪ Each student must attend one of the identified dates for each session.</li> </ul>			Total CPC Facilitated Reflective Practice over 36 weeks placement = 24 hours	
Session	CPC Facilitated Reflective Practice-Dates	VENUE	All CPC Facilitated days are 6 hrs (x4)	
<b>1</b>	Wednesday 13 <sup>th</sup> January 2016	To be confirmed		
	Wednesday 20 <sup>th</sup> January 2016	To be confirmed		
	Wednesday 3 <sup>rd</sup> February 2016	To be confirmed		
<b>2</b>	Wednesday 2 <sup>nd</sup> March 2016	To be confirmed		
	Wednesday 13 <sup>th</sup> April 2016	To be confirmed		
<b>3</b>	Wednesday 11 <sup>th</sup> May 2016	To be confirmed		
	Wednesday 1 <sup>st</sup> June 2016	To be confirmed		
<b>4</b>	Wednesday 13 <sup>th</sup> July 2016	To be confirmed		
	Wednesday 10 <sup>th</sup> August 2016	To be confirmed		
<b>U.L Reflective Practice</b> <ul style="list-style-type: none"> <li>▪ <b>ALL</b> internship students must be released to attend <b>5 (U.L )</b> identified guided reflective practice sessions in U.L.</li> </ul>			Total UL Guided Reflective Practice= 40  UL Days : 8.0 Hours	
Session	Hours	Dates	Remarks	If student voluntarily chooses not to take allocated Reflective Practice, this will not be facilitated on another occasion
<b>1</b>	<b>8.0</b>	<b>25/01/2016</b>	Release Students according to UL Group Schedule Monday to Friday  Students must request D/O in advance.	
<b>2</b>	<b>8.0</b>	<b>07/03/2016</b>		
<b>3</b>	<b>8.0</b>	<b>18/04/2016</b>		
<b>4</b>	<b>8.0</b>	<b>16/05/2016</b>		
<b>5</b>	<b>8.0</b>	<b>13/06/2016</b>		
<b>Reflective Practice 'In and On' Practice</b> <b>ALL</b> Internship students are entitled to an additional <b>64 hrs</b> reflective practice during the internship period equivalent to 2 hours/week and exclusive of A/L weeks.			Total Reflective Practice hours over the 36 weeks internship period= 64 hours	
Placement	Inclusive Dates		2 Hours/week inclusive of night duty and exclusive of A/L and public holiday weeks  If student voluntarily chooses not to take allocated Reflective Practice hours, this will not be facilitated on another occasion.	
<b>1</b>	<b>W/C 21<sup>st</sup> Dec 2015 – 21<sup>st</sup> Feb 2016</b>			
<b>2</b>	<b>W/C 22<sup>nd</sup> Feb – 24<sup>th</sup> April 2016</b>			
<b>3</b>	<b>W/C 25<sup>th</sup> April – 26<sup>th</sup> June 2016</b>			
<b>4</b>	<b>W/C 27<sup>th</sup> June – 28<sup>th</sup> Aug 2016</b>			
<b>Reviewed September 2015</b>				