

Policy on Workplace Learning Environment

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

Title of PPPG Development Group:	Consortium of Centres of Nursing and Midwifery Education (CCNME)		
Approved by:	Academic Council: 04/11/2022		
Reference Number:	CCNME05(4)2022		
Version Number:	1		
Publication Date:	2022		
Date for revision:	2025		
Online Location:	https://healthservice.hse.ie/filelibrary/onmsd/policy-workplace-learning-environ.pdf		
Version	Date Approved	List section numbers changed	Author

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1.0 Purpose

The purpose of this policy is to set out the contexts to support quality workplace learning environments for learners that are conducive to learning, maximises learners' experience and supports the learner to meet programme learning outcome requirements.

2.0 Scope

This policy applies to all learners' workplace learning environments

Academic Council	Teaching, Learning & Assessment Committee	Programme Board & Committees	Quality Enhancement Committee
✓	✓	✓	✓
CCNME Programme Teams	Learner		
	✓	✓	

3.0 Policy Statement

Work based placements may be a requirement of QQI Programmes offered by the CCNME. Learning through engagement in the workplace is an essential part of programmes that provides learners the opportunity to acquire quality experiential learning in a professional environment. Learning is maximised within the workplace learning environment through collaboration and communication of the minimum intended programme learning outcomes (MIPLOs) between the Centres and the clinical staff.

4.0 Roles and Responsibilities

	Academic Council	Programme Board & Committees	CCNME Programme Team	Workplace Line Managers	Clinical Assessors	Learner
Responsible for Implementation	✓	✓	✓	✓	✓	✓
	Academic Council	Programme Board & Committees	CCNME Programme Team	Workplace Line Managers	Clinical Assessors	Learner
Responsible for Monitoring & Review	✓	✓	✓	✓	✓	✓

4.1 Academic Council

- 4.1.1 Provide oversight and monitoring of all academic matters as it relates to QQI validated programmes of education

4.2 Programme Board and Committees

- 4.2.1 Provide oversight, maintain and enhance the academic quality of QQI validated programmes of education, including ongoing monitoring and review of programme provision, ensuring equitable learning opportunities are provided for learners in a supportive setting.

4.3 CCNME Programme Teams

- 4.3.1 Liaise with the Director of Nursing/Midwifery to identify support for learners in the workplace learning environment
- 4.3.2 Ensure that the workplace area complies with Nursing and Midwifery Board Ireland (NMBI) (or equivalent) standards and requirements for practice placements
- 4.3.3 Ascertain if it is a programme requirement to conduct and complete an Educational Audit of the Workplace/Clinical Learning Environment in line with specific QQI programme validation and to satisfy NMBI requirements and standards
- 4.3.4 Programme Coordinators will attend the Programme Committees and communicate updates of programme content; delivery modes; teaching and learning methods;
- 4.3.5 Provide support to key stakeholders in the workplace learning environment;
- 4.3.6 Liaises and works collaboratively with Director of CCNME Programme Team and workplace line managers/nurse/midwife managers/clinical assessors;
- 4.3.7 Provides information to appropriate workplace personnel where learners are allocated;
- 4.3.8 Provides relevant documentation and outlines responsibilities to clinical assessors and learners prior to commencement of placement;
- 4.3.9 Provide workplace facilitators with a copy of this policy and associated procedures and strategies;
- 4.3.10 Finalise appropriate workplace arrangements with the workplace managers;
- 4.3.11 Evaluate and provide feedback on teaching, learning and assessment strategies used to Chairperson of Programme Committee.

4.4 Workplace Line Manager/Clinical Nurse/Midwife Manager

- 4.4.1 Communicate with the Programme Coordinator and Clinical assessor in relation to supporting the learner
- 4.4.2 Assist in the selection of a clinical assessor(s) to support the learner throughout the work experience placement
- 4.4.3 Ensure learning opportunities are provided to ensure the learner gains the breadth of experience required

- 4.4.4 Support clinical assessors to undertake a Preceptorship programme, or similar such programme, if applicable, prior to supporting Learners in the workplace learning environment

4.5 Clinical Assessor

- 4.5.1 Provides support, teaching and learning opportunities in the designated workplace setting
- 4.5.2 Facilitates learning by encouraging critical thinking and reflection as appropriate to the learning outcomes of the programme
- 4.5.3 Supervise learners clinical practice to support clinical practice skills development
- 4.5.4 Meet with the learner to provide regular feedback and monitor progress
- 4.5.5 Conduct and document work based assessments verifying achievement of the learning outcomes
- 4.5.6 Communicate with Programme Coordinator in the event that the learner is not achieving learning outcomes
- 4.5.7 Collaborate with the Programme Coordinator to ensure support is in place for the learner
- 4.5.8 Participates in the evaluation of the work placement assessment process

4.6 Learner

- 4.6.1 Respect the opportunity and privilege of direct patient /client/person access
- 4.6.2 Avails of all opportunities and resources in the work place
- 4.6.3 Work collaboratively with their clinical assessor(s) and actively engage in assigned workplace practice
- 4.6.4 Adhere to national and local workplace policies, procedures, protocols and guidelines of safe practice
- 4.6.5 Undertake work based assessments process in collaboration with clinical assessor and within the specified timeframes
- 4.6.6 Undertake responsibility for ensuring maintenance and security of workplace assessment documentation
- 4.6.7 Submit assessment documentation within the specified timeframes
- 4.6.8 Communicate with Programme Coordinator at any stage during the work placement for support and guidance
- 4.6.9 Participate in programme evaluation of the workplace learning environment experience

5.0 Document Control

Document Title	Policy on Workplace Learning Environment	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	

Supporting Documentation	<ul style="list-style-type: none"> • Health Information and Quality Authority (HIQA). (2019). <i>Standards and Quality</i> [online]. Available from: https://www.hiqa.ie/areas-we-work/standards-and-quality [accessed 23 January 2022]. • Nursing and Midwifery Board of Ireland (NMBI). (2020). <i>National Quality Clinical Learning Environment Professional Guidance Document</i> [online]. Available from: https://www.nmbi.ie/NMBI/media/NMBI/NQCLE-Professional-Guidance-Document-(2020).pdf?ext=.pdf [accessed 23 January 2022]. • Quality and Qualifications Ireland (QQI). (2018a). <i>Consolidated Feedback on Review of QQI Award Standards: Approach and Schedule Discussion paper</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Consolidated%20Feedback%20on%20Review%20of%20QQI%20Award%20Standards%20approach%20and%20discussion%20paper.pdf [accessed 23 January 2022]. • Quality and Qualifications Ireland (QQI). (2018b). <i>Green Paper on Assessment of Learners and Learning</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Green%20Paper%20Assessment%20of%20Learners%20and%20Learning%20March%20202018.pdf [accessed 23 January 2022].
Related Policies & Procedures	<ul style="list-style-type: none"> • Policy on Teaching & Learning Strategies [PDF, 5 Pages] • Policy on Assessment of Learners [PDF, 8 Pages] • Policy on Grading and Certification of Learner Assessment [PDF, 6 Pages] • Policy on Learner Attendance and Absenteeism [PDF, 4 Pages]
Related Resources	<ul style="list-style-type: none"> • Nursing and Midwifery Board of Ireland (NMBI). (2020). <i>National Quality Clinical Learning Environment Professional Guidance Document</i> [online]. Available from: https://www.nmbi.ie/NMBI/media/NMBI/NQCLE-Professional-Guidance-Document-(2020).pdf?ext=.pdf [accessed 23 January 2022]. • Nursing and Midwifery Board of Ireland (NMBI). (2015). <i>Post Registration Nursing and Midwifery Programme: Standards and Requirements</i> [online]. Available from: https://www.nmbi.ie/NMBI/media/NMBI/Post-registration-nursing-midwifery-programmes.pdf?ext=.pdf [accessed 23 January 2022].