### Module Title
Mentor Preparation Programme – Midwifery Portfolio

### Module Code
HEA00138X

### Module Level*
5

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### Marking Criteria
Guidelines should be read in conjunction with the marking criteria guidance for the module level* noted above: [http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/markgrid/](http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/markgrid/)

### Confidentiality
It is a breach of confidentiality to disclose any personal information about a patient, service user, colleague, staff or any other person or place that could in principle enable them to be identified. For further guidance please refer to the departmental policy on Confidentiality at the following link: [www.york.ac.uk/healthsciences/student-intranet/exam-assess/conduct/confidentiality/](http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/conduct/confidentiality/)

### Assessment Timing
The deadline for correctly presenting a submission is 4.30pm on the published submission date. The submission deadline is published on the Programme Assessment Schedule available on the following link: [http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/](http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/)

### Referencing
You must reference your work in accordance with departmental referencing guidelines which you can access via the following link: [http://www.york.ac.uk/integrity/harvard.html](http://www.york.ac.uk/integrity/harvard.html)

### Assessment Guidance:
Please note that there are three parts to the assessment for this module:

1. Satisfactory Attendance is verified by the Module Leader in the Portfolio
2. The Portfolio assessment element is marked on a Pass/Fail basis
3. Sign-off Mentor requirements are a Pass/Fail

### Part One – Satisfactory Attendance
In order to meet the NMC requirements for becoming a mentor, you must demonstrate satisfactory attendance at all of the 5 workshops. This will be verified by the Module Leader in the portfolio. Should one taught workshop be missed, with the agreement of the Module Leader, it is possible to demonstrate satisfactory attendance by completing the appropriate Module Workbook(s). The completed workbook should be submitted with the portfolio on the submission date published on the Assessment Schedule. Missing a second workshop will result in your discontinuation from the course. The attendance element of the assessment is not re-assessable.

### Part Two – Portfolio
You must complete a portfolio of evidence in your area of work. The portfolio can be defined as a record of learning and outcomes of assessment demonstrating progression. This should provide a documentary record illustrating the nature of your learning and sufficient evidence to demonstrate this. Learning outcomes in all of the identified eight domains (NMC, 2008) must be achieved in order to successfully pass the Mentor Preparation Programme. The supervising mentor (who determines your overall pass/fail performance in practice) judges the achievement of competencies based on evidence agreed, to ensure the learning outcomes are achieved. The evidence you present must ALSO be assessed by an internal marker of the University. Evidence MUST be provided in the following forms:

- **Reflective accounts of aspect of mentorship**. A reflective account should be a review of your practice whilst mentoring and structured to ensure that description, analysis and learning from the reflection are demonstrated.
- **Case studies**. Are examples of situations, related to the facilitation of learning/assessment of learner’s competence which might not have been encountered in practice during the module but may hypothetically evidence your understanding of key concepts such as failing a student. Case studies should evidence your understanding of the principles and professional standards that underpin mentoring practice.
- **Analysis of an incident in practice**. This is an actual occurrence in practice that was remarkable in some way.
which should be analysed using limited but relevant source material to demonstrate your learning.

* These forms of evidence are written. There should be EIGHT written forms of evidence in the Portfolio to ensure appropriate coverage of the EIGHT domains (NMC, 2008). You should ensure that you include at least one of each of these written forms. Indicate clearly which learning outcomes are evidenced by each written form of evidence.

- **Direct observation by the supervising mentor** Supervising Mentors should directly observe your mentoring skills as part of their minimum 20 hours overall supervision and support of you in practice. This is evidenced on the Record of MPP Student Hours in the portfolio.
- **Testimony from others** (including learners or other members of the health care team)
- **Question and answer or discussion** of aspects of the facilitation of learning and assessment of student competence
- **Satisfactory completion** of the portfolio by you in practice.

**Part Three – Sign-off mentor requirements**

It is a requirement of this course that all midwives exit the course as Sign-off Mentors. In order to be identified as a Sign-off Mentor three activities should be completed:

1. Attendance at the Sign-off Mentor Workshop during the MPP course (Certificate of Attendance)
2. Completion of the Sign-off Mentor Workbook
3. Sign off a midwifery student in your placement area & evidence this in the Sign-off Mentor Workbook

**Portfolio Presentation**

It is necessary to submit the whole portfolio along with the Sign-off Mentor requirements as this evidence is assessed by an internal marker at the university. This portfolio must be submitted on the published assignment submission date and time.

Due to the nature of the assessment for this module the University’s anonymous marking policy does not apply as students can be identified through the content or delivery of the assessment. Therefore assessments submitted should be identified with the **student’s name only** and not the student’s examination candidate number.