

Guidance notes for application to MSc Surgical Care Practice programme

Please read the guidance notes carefully to ensure you complete the application form correctly. Any omission may result in a delay to the admission process.

Section 1. Personal details

Please provide the contact details that you would like to use for all correspondence during the admission process. This includes the interview process which will take place using Microsoft Teams.

Section 2. Further information

In this section include any relevant experience you have that will support your application. For example, experience within perioperative care, research and audit, first assistant duties and enhanced skills, including attendance at Basic Surgical Skills course.

When completing this section expand how and why your experience will be beneficial to the training SCP role.

State any level 7 (Postgraduate/ Masters) modules that you have successfully undertaken that you wish to apply to be recognised. Please look at the Edge Hill University recognition of prior learning policy for more details.

<https://www.edgehill.ac.uk/documents/academic-regulations-2021-22-appendix-4-credit-use-and-transfer-including-recognition-of-prior-learning-policy-2021-22/>

Section 3. Disclosure and Barring Service (DBS) Check

All those who work with children or vulnerable adults are required to undertake a police clearance (Enhanced Disclosure) through the Disclosure and Barring Service. The MSc Surgical Care Practice programme involves working with vulnerable adults, therefore you will be required to obtain a DBS Enhanced Disclosure certificate prior to the start of your programme

Please refer to the Edge Hill University guidelines for more support.

<https://www.edgehill.ac.uk/admissions/dbs/>

Section 4. Release from Practice for duration of Course

This section **must** be completed by your immediate line manager, who will be responsible for you during the programme. This is the manager who you report to for sickness and absence, annual leave and who conducts your appraisals. Please provide the full contact details, the admissions tutor may contact your line manager prior to the offer of a place to clarify any details relating to employment if you are unable to provide evidence of your appointment.

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Section 5.

Section 5a-d should be completed by the **consultant surgeon** who will take the overall responsibility for the educational supervision and assessments in practice for the programme.

The ES is specifically responsible for:

- Ensuring that trainees are familiar with the curriculum and assessment system relevant to the level.
- The phase of training and that trainees undertake it according to requirements.
- Ensuring that trainees have appropriate day-to-day supervision appropriate to their phase of training.
- Helping trainees with both professional and personal development
- Agreeing a learning agreement with trainees and undertaking appraisal meetings every 12 weeks.
- Ensuring that clinical supervisors complete reports, and that all the capabilities in practice are addressed and any differences in supervision level are explained.
- Ensuring a record is kept in the portfolio of any serious incidents.
- Complete summative clinical assessments.

Section 5a.

Please ensure all details are included in this section. the admissions tutor may contact your named educational supervisor following the offer of a place to clarify any details. Please ensure the section is signed and dated.

Section 5b.

It is important that all educational supervisors have the necessary experience and support from their organisation before their trainee is admitted to the programme. Please ensure the section is signed and dated.

Section 5c.

For quality assurance purposes the practice placement standard statements should be read and agreed before their trainee can be admitted to the programme. Please ensure the section is signed and dated.

Section 5d.

If there are any exceptions, issues or risks relating to the practice placement standards, please add the details within this section.

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Section 5e

The Clinical supervisor is the workplace supervisor, who should be an appropriately trained **consultant surgeon** assessor with delegated authority from the educational supervisor. They will support the work-place learning of the named trainee SCP for the duration of the three-year programme and work closely with the educational supervisor. They are responsible for completing the curriculum documentation and the assessment tools using PebblePad, and be able to give good quality, constructive feedback to enable the trainee SCP to develop and ensure patient safety. Please ensure the section is signed and dated.

Section 6.

Please read this section carefully, it is important that you understand your responsibilities during the admission process. Please ensure the section is signed and dated.