

Placement Allocation Cycle

Start of 1st Year
(End of Previous Year for Returning Students)

T- minus 12 Weeks

T- minus 10 Weeks

Start

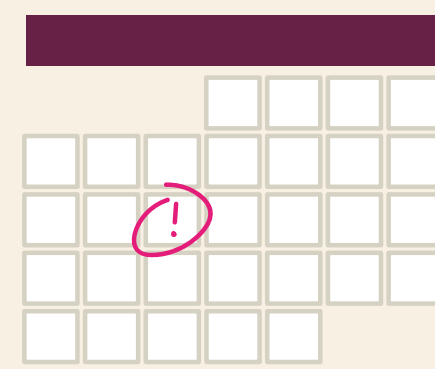


Information
Students complete their placement profiles.

Internal Processing



Placement Providers
Hallam and the Placement Providers come together to agree numbers and placement areas for students.



Soft Clearance
A reminder to all students about completing their OH, DBS, Mandatory Training requirements.



University Staff
After that, the Professional Placement team cooperates with the Professional Issues Teams to ensure students are allocated placement via PEMs.

What you have to do inbetween!

Complete your clearance information such as your DBS, immunisations, mandatory training, etc, by the clearance deadlines!

T- minus 8 Weeks

T- minus 7 Weeks



Notifications

You will be notified of your provisional allocations. Please do not contact your placement provider at this time as they will not be expecting you.

If you do so, you may be breaching your professional behaviour standards.

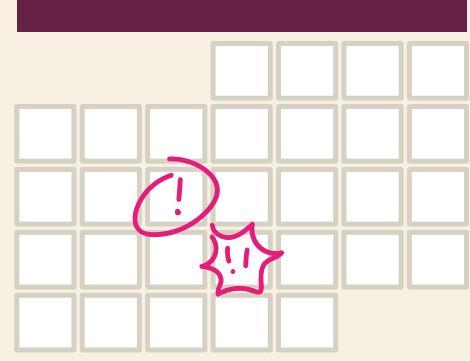
Appeals

If you absolutely cannot attend this placement i.e. a conflict of interest, OH reasons or if you are a registered carer then you should submit an appeal.

The following are not considered mitigating circumstances:

- Cost of travel & accommodation,
- Risk of adverse weather conditions,
- Routine childcare/ carer responsibilities,

There is a 1 week deadline and you can apply through a link on **PEMs**.



Hard Clearance

The final reminder to students about the outstanding clearance. If you haven't completed the required OH, DBS or Mandatory Training for your course, you are at risk of not being allocated a placement.

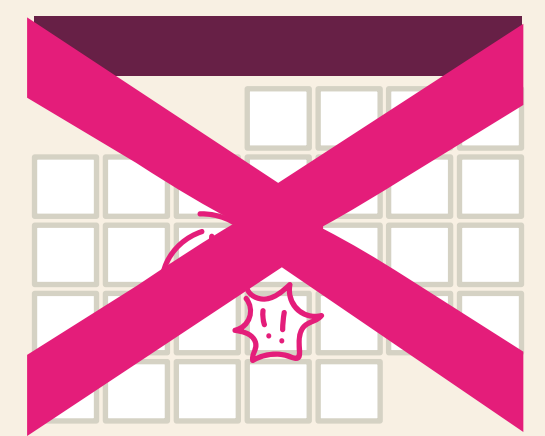
Please call Professional Issues for updates around this.



Appeals Results

You will find out on this week if your appeal has been upheld or declined.

We will hold a mitigating circumstances panel and agree the outcomes for the appeals. This involves members of the placement team and course team.



Final Clearance

Students that don't have clearance booked in will not be allocated a placement.

T- minus 6 Weeks

T- minus 2 Weeks

D-Day!



Locked In

Final allocations are sent to Placement Providers and students. Students can access their placement information via **PEMs**.

Please do not contact your placement providers until 2 weeks before placement begins. They will not be expecting you before this. If you do, you'll be breaching your professional behaviour standards.

In the mean time



Before starting your placement, you should get in contact with them to find out more information such as arranging your shifts, travel arrangement, who you'll be working with, etc.

Further Information Below!*



Finally!

Starting your placement!

Some Useful Stuff!

Terminology:
PEMs
Placement Education Management System

PARE
Practice Assessment Record & Evaluation
This system is used by our South Yorkshire placement providers to provide additional information about your placement including contact details.

T- Minus
Count down of weeks

Contact:

Placements Team - 0114 225 5013

nmplacements@shu.ac.uk – Nursing and Midwifery enquiries

ahplacements@shu.ac.uk – Allied health profession enquiries

placementsadmin@shu.ac.uk – Claims, mandatory training, audits, evaluations, timesheets etc

placementsupport@shu.ac.uk – Nursing recovery placements

hwplacementsdatateam@shu.ac.uk - Data Team (for resetting PEMs or PARE)

*Contacting Your Placement!

When coming in contact with your placement:
At the end of the allocation process, we ask that students to **NOT** contact the wards until 2 weeks before their placement start date as they will not have been informed yet and may say that they are not expecting you.

Professional Clearance:

Professional Issues - 0114 225 5637
hwb-professional-issues@shu.ac.uk

Occupational Health - 0114 271 4737
sth.sohs@nhs.net

Finish

After the placement



Evaluation

Please complete the End of Placement Evaluation.