

Mentors Cause for Concern ODP Students

This document contains guidance and a pro-forma for the Cause for Concern process to be initiated between a student ODP and the placement.

This process is a feature of the assessment process which aims to provide a managed focus in situations where the performance of a student requires additional attention beyond the normal systems of support and guidance. The process provides all parties with a formal way of addressing a range of concerns with a view to providing a positive support to the student. As such it is advised that the process should be triggered as soon as possible in order to allow the student to identify and respond to the concern(s).

What is a Cause for Concern? There may be occasions in placement when the performance of a student is such that additional action is required beyond the normal systems of support and assessment. In such cases Visiting Lecturers, Clinical Placement coordinator (CPC's) and/or ODP Mentors may be required to set in motion the 'Cause for Concern' process.

A Cause for Concern form should be initiated in cases of:

Lack of ability to accurately perform practical skills	The student is unable to accurately perform practical tasks to meet the required standards for the particular stage of the course.
Lack of ability to demonstrate or apply theory and knowledge to practice	The student is struggling to understand relevant knowledge involved in a particular aspect of the role of the ODP; Or, the student is having difficulty/underperforming or is unable to apply theoretical knowledge to practice. (Must be considered in line with meeting the required standards for the particular stage of the course)
Lack of professionalism / professional conduct	The student consistently acts outside of professional boundaries For example: punctuality, dress, lack of self-critical awareness, unable or unwilling to accept professional criticism, use of offensive language, difficult relationships with staff, and so on.
Lack of progress	A student is considered to be failing, or is judged to be in danger of failing, to meet the required standards for the particular stage of the course. Such cases may be resolvable if action is taken early enough
Other	Any other aspect which gives the mentor cause for concern. Mentor must specify.

The purpose of initiating a Cause for Concern Form is to make certain that the student is aware of the concerns at the earliest possible stage in order that an appropriate supportive action plan can be agreed in partnership with the student. ODP skills have to be learnt and some students who make a slow start can become very effective ODP's given the time to develop their skills and confidence. It is far better to report a cause for concern which then disappears than to wait for a week or so hoping for an improvement which does not materialise. In such cases it may be too late to make an effective intervention.

The kinds of actions which may be appropriate include:

- Ensuring the student receives consistent guidance about action to be taken.
- Ensuring the difficulty and type of examinations undertaken is appropriate for the current situation.
- Arranging for the student to work alongside a designated experienced mentor in a support role. For example leading specific examinations to allow them to work to their strengths and hence develop successful practice.
- Providing extra support in developing the students subject knowledge.
- Setting clear and unambiguous short-term achievable targets.

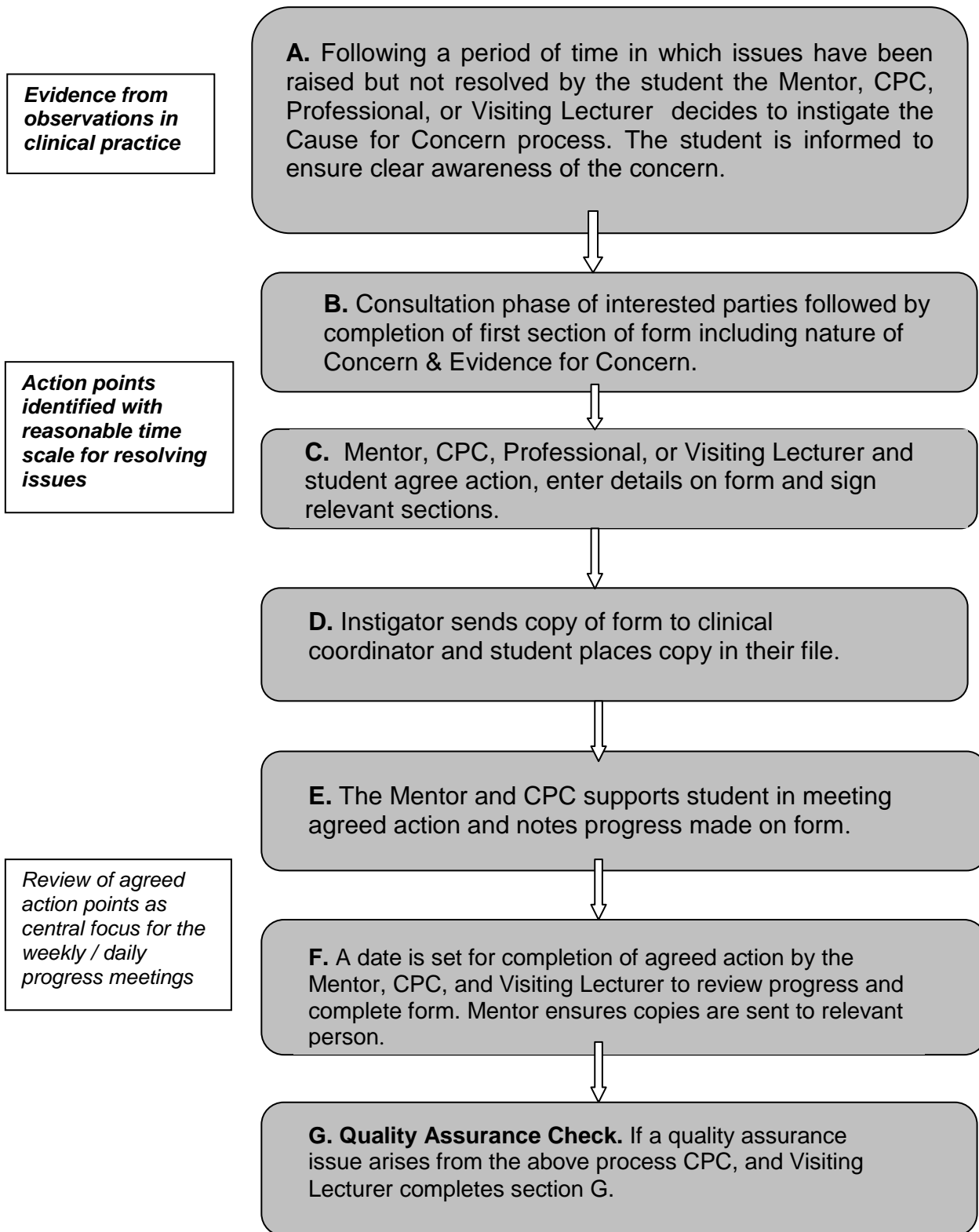
Who should instigate the Cause for Concern process?

- ✓ Clinical mentor
- ✓ Clinical Placement Coordinator
- ✓ Other clinical professional working alongside the student ODP
- ✓ Visiting Lecturer

What is the process?

The instigator should start filling in the Cause for Concern form in conjunction with formally informing the student that the process has been started.

The Cause for Concern Process



C. Agreed action

Signature of CPC and/or Mentor

Date	
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Signature of Visiting Lecturer/ or other individual (If required)

Date	
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D. I understand that if these targets are not effectively addressed, I may fail to meet the standards for my clinical placement.

Signature of student

Date	
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E. Monitoring of progress on agreed action	Dates

F. Conclusion of process (To be completed on the follow up to the issue)
(If the process has not been resolved please complete section I below and consult the visiting lecturer to discuss the options)

Date	
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G. Quality Assurance Check

	Yes	No
1. Are there any broader issues that affect quality assurance?		
2. Are there any issues related to safe practice?		
3. Has the matter been referred to an appropriate Board/Committee?		

H. Please sign and date the form once the issue has been resolved or alternatively see section I below.

Signature of Student	
Signature of CPC (If involved in process)	
Signature of Mentor (If involved in process)	
Signature of Visiting Lecturer (If involved in process)	
Signature of other staff involved	
Date	

I. Please sign and date the form if the issue (s) *have not* been resolved

Signature of Student	
Signature of CPC (If involved in process)	
Signature of Mentor (If involved in process)	
Signature of Visiting Lecturer (If involved in process)	
Signature of other staff involved	
Date	

******Once completed a copy of this form should be kept by each party involved******

******The original should remain with the student and be placed in their portfolio******