# **Process for Managing a Concern Raised about a Student who poses a risk to public safety while on Placement.**

## **Process**

1. Practice Educator/Supervisor/University Link Team/Lead Link Lecturer raises concern(s) about the student.
2. Practice Educator/Supervisor and University Link Team/Lead Link Lecturer meet to discuss concern(s) about the student.
3. Practice Educator/Supervisor and University Link Team/Lead Link Lecturer meet the student and explain the concern(s). Practice Educator/Supervisor and University Link Team/Lead Link Lecturer record a note of the consultation in the student’s assessment of practice documentation.
4. University Link Team/Lead Link Lecturer notifies
	1. Course Management Team (CMT)
	2. Deputy Head of Department, and
	3. Director of Placement Learning
	4. Lead Midwife if the concern regards a Midwifery student.

## **Concerns Meeting**

1. University Link Team/Lead Link Lecturer meets Practice Educator/Supervisor and student to agree appropriate course of action, either:

**Action A** – student to be removed from placement.

* 1. Confirmation that placement is ‘referred’ is documented in the student’s Assessment of Practice document, which is also signed by the student.
	2. University reviews course of action and follows process for managing this.
	3. Student is referred to university Fitness to Practice process.

**OR**

**Action B** – student to remain on placement with agreed Action Plan.

* 1. Action Plan is agreed and documented in student’s Assessment of Practice document, which is also signed by the student.
	2. Student remains on placement with agreed Action Plan documented in student Assessment of Practice document/student record. Action Plan is monitored.
	3. No recurrence of risk/concerns – student completes placement.
	4. Risk/concern is unresolved – student is referred to university Fitness to Practice process.