

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
 - a. Course Management Team (CMT)
 - b. Deputy Head of Department, and
 - c. Director of Placement Learning
 - d. Lead Midwife if the concern regards a Midwifery student.

Concerns Meeting

5. 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.
 - a. Confirmation that placement is 'referred' is documented in the student's Assessment of Practice document, which is also signed by the student.
 - b. University reviews course of action and follows process for managing this.
 - c. Student is referred to university Fitness to Practice process.
 - OR**
 - Action B** – student to remain on placement with agreed Action Plan.
 - a. Action Plan is agreed and documented in student's Assessment of Practice document, which is also signed by the student.
 - b. Student remains on placement with agreed Action Plan documented in student Assessment of Practice document/student record. Action Plan is monitored.
 - c. No recurrence of risk/concerns – student completes placement.
 - d. Risk/concern is unresolved – student is referred to university Fitness to Practice process.