

What to do if you are concerned about a student allocation notification.

You receive official email notification from the university with the details of the student(s) starting. **Please follow this process and do not contact universities directly. Universities have been instructed not to respond to any queries relating to placement allocation concerns and the allocation will stand until the situation has been agreed internally.**

Due to exceptional ward/ area circumstances you feel unable to support the allocated student.

Consider possible solutions and discuss them with your ward manager and Practice Development Nurse/Midwife within 24 hours

Solution →

Student supported appropriately in placement.

No obvious solution

Contact your Divisional Education Lead immediately.

Divisional Educational Lead will liaise with you and others to identify a solution.

Solution →

Inform placement area, Learning Environment Lead and placement administrator.

No response from your Divisional Education lead **within 72 hours.**

Inform your Learning Environment Lead stating what steps have already been taken. The LEL will liaise with the relevant teams.

Solution →

Complete within 4 working Days

Division	Divisional Education Lead	Learning Environment Lead
MRC	Kirsten.Jones@ouh.nhs.uk	Katherine.Walkey@ouh.nhs.uk
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