University Placement Administrators

What to do if you receive a communication from a clinical area that says they cannot support a student allocation.

If you receive a communication from a clinical area that says they cannot support a student allocation. **The allocation must stand until clarification is received from the Trust** as outlined in the process below.

1. **Respond to the communication by email** and send a copy of the Process “**What to do if you are concerned about a student allocation**”.

2. **Contact the Learning Environment Lead** with responsibility for the programme by email.

3. **The Learning Environment Lead (LEL)** will escalate the situation to the Divisional Education Lead (DEL) as soon as possible and will confirm the steps being taken, **usually within 3 working days**.

4. **Divisional Educational Lead (DEL)** will liaise with their area to identify a solution. **This needs resolving within 3 working days**.

**Solution**

- **Divisional Educational Leads (DELS)** inform placement area and Learning Environment Lead (LEL)
- **LELs inform Placement Administrators of planned allocation who will notify the placement areas.**

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**Programme**
- Adult Nursing, Nursing Associates, Mental Health
- Paramedics, OT, Physio, RTP
- ODP, Children’s Nurses, Midwifery, Radiography

**Learning Environment Lead**
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