

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.

Respond to the communication by email and send a copy of the Process "What to do if you are concerned about a student allocation"

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

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.**

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.

Programme
 Adult Nursing , Nursing Associates . Mental Health
 Paramedics , OT , Physio, RTP
 ODP , Children's Nurses , Midwifery , Radiography

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