Principles to follow if a pre-registration student is involved in an incident whilst on an NHS Trust provided practice placement. (N.B. not applicable for Social Work students)

The flow chart outlines the process that staff who support student placements shall follow if a student on a practice placement is involved in an incident or adverse event. This process is in addition to any placement provider governance and incident reporting mechanisms.

N.B. The Learning and Development Agreement and Practice Placement Agreement (PPA), (Schedule 2) between the HEI and placement provider stipulates that it is the host organisations responsibility to inform the University of any Incident this ensures student, staff and patient safety.

---

**Incident**

Practice assessor/mentor and/or student follow local policy (which must be cognisant of the need to notify the University of all incidents involving students) related to incident reporting and health and safety.

Practice assessor/mentor supports student through this process as a learning opportunity. However if disciplinary procedure is required for students, the Standards of Conduct: Fitness to Practise are applied (http://www.hls.brookes.ac.uk/images/pdfs/plu/standards-of-conduct_fitness-to-practise_100728.pdf)

---

**Practice assessor /mentor** and student informs local manager and completes relevant documentation (e.g. form on Datix)

**Practice assessor /mentor /Placement Manager** and student informs Link Lecturer/Placement Lead immediately (by email)

**Local manager/practice assessor /mentor /or system (eg Datix) informs:**

- Learning Environment Lead (LEL) or equivalent

**Link Lecturer discusses action required with local manager/practice assessor /mentor and informs Placement Lead/Academic Adviser**

---

The local manager and the student, in partnership with the relevant stakeholders, records and assesses the impact of the incident from an educational perspective and informs the LEL (or equivalent) within the placement provider of the action plan.

---

Action Plans are fed back to relevant Structures and Committees for review of policy/teaching methods in both Trust and HEI. The trend reports from each placement provider will be discussed at each formal Clinical Health in Practice (CHiP) meeting (at least twice per year).

---

Timings for the above reporting processes will comply with the timings of each placement provider policy relating to incident reporting.

Information Governance: Incident Forms will be kept securely and a record of the incident report number should be kept in line with the placement provider policy.

---

**Prepared in partnership with:**

Oxford University Hospital NHS Trust
Oxfordshire NHS Foundation Trust
Southern Health (formerly Ridgeway Partnership NHS Trust)
Heatherwood and Wexham Park NHS Foundation Trust
South Central Ambulance Service NHS Trust (SCAS)
Royal Berkshire NHS Foundation Trust

Contributing authors:
Kate Walkey, Learning Environment Lead, Oxford University Hospital NHS Trust
Jenny Simmons, Learning Environment Lead, Heatherwood and Wexham Park
Sarah Khan, Placement Lead Adult Nursing Oxford
Gillian Baker, Learning Environment Lead, Royal Berkshire NHS Foundation Trust

---

1 Pre-registration health care students at Oxford Brookes University excluding Osteopathy (N.B. not applicable for Social Work students)

2 The Learning Development Agreement requires the Trust to inform the university so this cannot be left to student alone to report
| Netta Lloyd-Jones, Head of Practice Education, FHLS |  |