

BSc (Hons) Paramedic Science

Fair & Equitable Placement Allocation Model

November 2018

Contents

1.0 Introduction	3
2.0 Fair and Equitable Placement Allocation – SCAS Placements	3
2.1 SCAS Placement Allocation	3
3.0 Fair and Equitable Placement Allocation – Non-SCAS Placements	4
3.1 SCAS Placement Allocation	5
4.0 Changes to Placement Allocation Pattern	5
4.1 Consideration of Changes to Placement Allocation	6
4.2 Process to Request a Change to Placement Allocation Pattern	6

Record of Development

Date	Summary of Changes Made	Students to whom the change applies
March 2017	Development of the Fair & Equitable Placement Allocation Model	All BSc (Hons) Paramedic Science Students
Nov 2018	Updated to include detailed information about SCAS & Non-SCAS placement allocation	All BSc (Hons) Paramedic Science Students

BSc (Hons) Paramedic Science Fair and Equitable Placement Allocation Model

1.0 Introduction

We are aware that students are required to travel extensively to their clinical placements, which may result in significant demands both in terms of time and financial commitment. The implementation of a Fair and Equitable Placement Allocation Model has been designed by examining the anticipated placement locations that students attend, and ensuring an equal distribution to avoid excessive travelling burdens for any individual. By providing this information transparently, we aim to support students' decisions on accommodation locations which are influenced by placement locations.

2.0 Fair and Equitable Placement Allocation – SCAS Placements

This allocation model has been designed to provide a reasonable approach to managing the expectations of both students and placement providers when arranging placement allocations. Whilst every attempt will be made to adhere to this approach, it is based upon the predictability of student placement allocation which is constrained by SCAS Practice Educator operational availability. This may result in adaptation of a student's placement allocation pattern. Whilst the Programme Team and SCAS will attempt to minimise such occurrences should they occur, any such changes would be communicated to affected students within an appropriate timeframe.

2.1 SCAS Placement Allocation

To provide an overview of student experience, during your three years of study you'll undertake one each (in any order) of a short, medium, and long distance pattern of placement allocation modelled in the table below (where each number reflects an individual student). Reflecting Faculty placement allocation principles, student journeys have been calculated from the University Site at Marston Road.

Fair and Equitable Placement	Ambulance Stations	No. of Teams	Year 1 Students	Year 2 Students	Year 3 Students
Short Mileage	Oxford City	4	1 - 4	47 - 50	17 - 20
	Kidlington	4	5 - 8	43 - 46	21 - 24
	Didcot	4	9 - 12	39 - 42	25 - 28
	Adderbury	4	13 - 16	35 - 38	29 - 32
Medium Mileage	Stoke Mandeville	4	17 - 20	15&16, 33&34	35 - 38
	High Wycombe	6	21 - 26	9 - 14	39 - 44
	Reading	4	27 - 30	5 - 8	45 - 48
	Newbury	4	31 - 34	1 - 4	14&15, 49&50
Long Mileage	Bletchley	3	35 - 37	30 - 32	33,34 & 16
	Milton Keynes	3	38 - 40	27 - 29	11 - 13
	Bracknell	4	41 - 44	21 - 24	7 - 10
	Wexham	6	45 - 50	17 - 20, 25&26	1 - 6

For example if you were student number 5, your first year would be in Kidlington, second year in Reading and third year in Wexham.

Whilst every attempt will be made to adhere to this approach, it is based upon availability within the SCAS Ambulance Centres. **This may result in changes to a student's initial placement allocation pattern.** The Programme Team will attempt to minimise such occurrences should they occur, and any such changes would be communicated to affected students within an appropriate timeframe.

3.0 Fair and Equitable Placement Allocation – Non-SCAS Placements

In addition to SCAS placements across the Programme you'll undertake clinical placement in a range of alternative settings. These opportunities are sought from NHS Trusts and other placement providers within the three countries of Berkshire, Buckinghamshire, and Oxfordshire. The table below identifies the NHS Trusts currently in use.

This model has (like SCAS placement allocation) been designed to provide a reasonable approach to managing the expectations of both students and placement providers when arranging placement allocations. Whilst every attempt will be made to adhere to this approach, it is based upon placement availability within the NHS Trusts and FCCS placement providers. **Therefore this may result in changes to a student's initial placement allocation pattern.** The Programme Team will attempt to minimise such occurrences should they occur, and any such changes would be communicated to affected students within an appropriate timeframe. Again, student journeys have been calculated from the University Site at Marston Road.

Fair and Equitable Placement	Trusts	Year 1 Students (FCCS only)	Year 2 Students	Year 3 Students
Short Mileage	FCCS Oxon	35-50	N/A	N/A
	OUH and OH	N/A	17-32	1-13, 16, 33, 34
Medium Mileage	FCCS Berks/Bucks	17-34	N/A	N/A
	RBH and Berkshire	N/A	1-8	14, 15, 45-50
	Bucks Healthcare	N/A	35-42	25-32
Long Mileage	FCCS Berks/Bucks	1-16	N/A	N/A
	Frimley Health and Berks	N/A	9-16, 33, 34	35-44
	MKUH/CNWL	N/A	43-50	17-24

Key to Placement names

FCCS	Fundamental Care and Communication Skills
OUH	Oxford University Hospitals NHS Foundation Trust
OH	Oxford Health NHS Foundation Trust
RBH	Royal Berkshire Hospital NHS Foundation Trust
Berks	Berkshire Healthcare NHS Foundation Trust
Bucks	Buckinghamshire Healthcare NHS Trust (Based at Stoke Mandeville and Wycombe Hospitals)
Frimley	Frimley Health NHS Foundation Trust (Based at Wexham Park Hospital)
MKUH	Milton Keynes University Hospital NHS Foundation Trust
CNWL	Central and North West London NHS Foundation Trust

These placements will be allocated following the principles outlined in "Pre-Qualifying Placement Allocation Nursing & Midwifery, OT, ODP, PT, Osteopathy, Paramedic and Social Work":

<https://www.brookes.ac.uk/documents/practice-education/placement-allocation-travel-expenses-and-pems/pre-qualifying-placement-allocation/>

It is recommended that students keep their PEMS Placement Planning form up-to-date at all times so that individual circumstances can be taken into account as necessary.

Date	Message
Thu, 09 Feb 17 13:52	Placement of the Year Award
Fri, 09 Dec 16 15:05	Placement of the Year Award
Fri, 21 Oct 16 07:43	Notification of Your 1st Year
Mon, 17 Oct 16 09:25	Practice Education Unit: IMF
Mon, 17 Oct 16 08:42	ACTION REQUIRED: Mandat

Select this link to update your planning form information

This information however, does not guarantee that placements will be fully matched as placement availability is variable and complex, and dependent upon capacity and fairness to all in the cohort or registered/enrolled on the relevant practice module.

3.1 Non-SCAS Placement Allocation

When attending non-SCAS placements these may result in occasions where longer travelling distances are required, but will be allocated to the following Faculty principles of Pre-Qualification Placement Allocation which are detailed in the following policy document (available from the Practice Education Website) <https://www.brookes.ac.uk/documents/practice-education/placement-allocation-travel-expenses-and-pems/pre-qualifying-placement-allocation/>

In particular, please note the guidance considers travel times up to 1.5 hours each way to be within the acceptable limit for journey times.

4.0 Changes to Placement Allocation Pattern

After starting the course, a student would not normally be able to change their allocated pattern. We appreciate there may be a change in a student's circumstances and there is a process to consider requests for a change. The decision-making process considering change requests will be dependent upon variations in service provision availability, education requirements and professional considerations.

An application to change placement allocation pattern must be accompanied by supporting evidence and will only be considered in the circumstances identified below:

- a) The presence of extenuating circumstances reported by a student
and/or
- b) Mutual exchange of placement pattern through a peer swap

It should be noted that the Faculty has agreed principles which will be adhered to when considering student applications for a change to their placement allocation pattern. Personal preference and financial hardship are not considered valid reasons to request a change and will not be upheld.

4.1 Consideration of Changes to Placement Allocation

Consideration of the rationale for a requested change and relevant factors will be undertaken by a Paramedic Placement Allocation Change Request Panel. This change will typically be for a maximum of one academic year of their placement allocation pattern. At the end of this period the student's original allocation pattern will continue, unless they successfully request a further change.

Further details, including the principles and the appropriate documentation requiring completion when making a request for change, are accessible following this link:

http://www.hls.brookes.ac.uk/images/pdfs/plu/chip_12_21_requesting-a-change-in-placement.pdf

4.2 Process to Request a Change to Placement Allocation Pattern

The process to request a Change to Placement Allocation Pattern is as follows:

- Practice Education Unit complete student allocations based upon Fair and Equitable principles
- These will be distributed in Week 0 of students first-year with an indicative three-year allocation, subject to placement constraints, with an opportunity to make mutual exchanges
- Students receive email confirmation of the allocation which includes a deadline for submission of change request documentation and supporting evidence
- Student completes the change request form which is submitted electronically to the Practice Education Unit (paramedics-peu@brookes.ac.uk)
- Following the deadline, the Programme Lead will chair a Panel (composed of Placement Provider Representation, Programme Practice Education Lead(s) and relevant Link Lecturers).
- The Chair will communicate the decision made by the Panel no later than 20 working days following the submission deadline.