Guidance notes for Discontinuing/Adjusting of Placements for pre-qualifying students

Introduction

Discontinuing or adjusting a pre-qualification placement may need to occur for:

1. Reasons related to the student
2. Reasons related to practice assessors
3. Reasons related to the placement,

or any combination of these. It is important to recognise that the views of those involved about why discontinuation is necessary may differ and taking this action may be contentious. The roles and responsibilities of the key people involved in this decision differ considerably, particularly with regard to the power they have to define the nature of the problem. At times like these students are in a vulnerable position and it is important that all those involved in this decision be as objective as possible, are clear about the relevant evidence that they have, follow the prescribed procedures, seek support from within their own peer group or organisation and record discussions, decisions and outcomes.

It is important to recognise that each situation is unique and those accountable will need to use their professional judgement to interpret the guidelines sensitively. Any action should be transparent and should take into consideration equity, inclusion and diversity.
### Nature of issue identified

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1. Practice assessors - means the person supporting the student in placement learning e.g. mentor/clinical educator/practice educator/supervisor
3. Programme specific policies e.g. Guidance for mentors, sign off mentors and pre registration nursing, midwifery and ODP students in the event of the student failing competencies in practice, please see PEU webpages/resources for supporting students: [http://www.hls.brookes.ac.uk/peu/resources-for-supporting-students](http://www.hls.brookes.ac.uk/peu/resources-for-supporting-students)
Guidance For Decision-Making When Considering Discontinuation/Adjustment Of Placement

Process triggered by:
- practice assessor/student
- Link Lecturer,
- Placement manager/coordinator, Service User

Identify the issue
Inform / discuss
Offer support

Investigate the issue
Document all information
Copies to be retained by all parties

Student related
- Consider:
  5. Informing academic advisor, placement coordinator, placement lead, subject co-ordinator, learning environment lead & PEU as appropriate.
  6. Linking to and actioning appropriate policies e.g.
     * Standards of Conduct
     * Fitness to Practise
     * Health & Safety
     * Placement Charter/Agreement
     * Occupational Health
     * Counselling Service
     * Financial Services (e.g. Hardship fund)
     * Placement provider policies
  7. Collating documentation and all parties retain copies.
  8. Service user involvement where appropriate

Practice Assessor related
- Consider:
  1. Informing academic advisor, placement coordinator, placement lead, subject co-ordinator, learning environment lead & PEU as appropriate.
  2. Linking to and actioning appropriate policies e.g.
     * Standards of Conduct
     * Fitness to Practise
     * Health & Safety
     * Placement Charter/Agreement
     * Occupational Health
     * Counselling Service
     * Financial Services (e.g. Hardship fund)
     * Placement provider policies
  3. Collating documentation and all parties retain copies.
  4. Service user involvement where appropriate

Placement related
- Consider:
  1. Informing academic advisor, placement coordinator, placement lead, subject co-ordinator, learning environment lead & PEU as appropriate.
  2. Investigate according to placement provider and HEI policy (including the use of Quality Assurance tools (e.g. Placement profile, QAPL/PLEAT audit, and placement evaluations (including setting deadlines for review).
  3. Assessing need for additional support by link lecturer (e.g. from Placement Lead/LEL/placement coordinator)
  4. Involving service management
  5. Collating documentation and all parties retaining copies according to policy
  6. Service user involvement where appropriate

Tripartite decision made by Programme/Placement Lead/Placement manager/Placement coordinator/LEL (where appropriate) to continue/discontinue in placement and what adjustments may be required.

Consider learning points from issue and inform all relevant stakeholders. Debrief and support all as required.