

## THIS PROTOCOL PERTAINS TO THE FOLLOWING EVENTS:

**WHEN A SUPERNUMERARY STUDENT IS HAVING SIGNIFICANT DIFFICULTIES IN MEETING STANDARDS DURING A CLINICAL PLACEMENT**

**WHEN A SUPERNUMERARY STUDENT IS UNSUCCESSFUL IN THEIR CLINICAL ASSESSMENT**

##### BHNUR001 BSc. Nursing (General) Stages 1, 2, 3

**BHNUR001 BSc. Nursing (Psychiatry) Stages 1, 2, 3**

**BHNUR002 BSc. Midwifery Stages 1, 2, 3 BHNUR003 BSc Nursing Childrens & General Stages 1, 2, 3 and Semester 2 of Stage 4**

The School of Nursing, Midwifery and Health Systems, and our clinical partners, are committed to supporting students as they progress through their supernumerary clinical placements to prepare them to become registered nurses or midwives.

This protocol will be enacted when a student has significant difficulties in meeting standards during a clinical placement and outlines the events that should follow when a student fails to meet the required standards and competencies in the final assessment (DoCAT/MidCAT) on a supernumerary placement. This protocol is implemented in the context of the programme derogation on progression which all students, preceptors, CPCs and personal tutors should be familiar with[1](#_bookmark7).

##### Distinction in progression requirements:

* + Stage 1 students are entitled to four attempts in a supernumerary clinical placement (module) and are then ineligible to continue in that nursing or midwifery programme.
  + Stage 2, 3 and 4 (C&G) students are entitled to three attempts in a supernumerary clinical placement (module) and are then ineligible to continue in that nursing or midwifery programme.
  + This protocol reflects these pathways for progression.

The following actions should occur to assist the student in meeting the required standards in any (DoCAT/MidCAT) assessment while on any individual supernumerary placement. They are sub-divided into sections reflecting the series of events commencing at the intermediate meeting and follows a series up until the repeat and final opportunity for the student.

1 All programme derogations are outlined at the end of this document**.** See ‘Programme Requirements forProgression’.

1. This protocol can be relevant for anyone who is involved in supporting students in their clinical practice i.e. CNMs, ALOs.

##### Step 1- Intermediate Meeting and ‘Intermediate Learning Plan’.

* If the student is having significant difficulties in achieving the DoCAT/MidCAT standards it is vital that these difficulties are identified as early as is possible in order to allow time for improvement within that clinical placement period.
* If significant difficulties in meeting standards are identified they should be formally addressed in the intermediate meeting where the preceptor will prepare a plan to support the student to address the competencies that require improvement during the remaining weeks of that placement.
* An ‘intermediate learning plan’ is developed for the student. In this plan detailed notes of the students learning needs and the proposed actions to address these needs are made. This learning plan should be written in the DoCAT/MidCAT.
* Students experiencing significant difficulties on clinical placements where an intermediate meeting is not scheduled (clinical placements of 3 weeks and less) must have a formal intermediate meeting organised. The steps pertaining to a formal Intermediate Meeting and Intermediate Learning Plan’ will apply. An additional intermediate form is available in the appendix of the *Portfolio of Evidence* document. Otherwise, the student can request this form from the CPC or UCD programme office.
* The CPC will support this student throughout the placement and focus on their learning needs. They will also contact and inform the personal tutor of the specific issues raised. The personal tutor/UCD nominee may meet with the student at this or any time. At the same time, the student is advised to contact their personal tutor themselves also for additional support.
* It is advisable that the preceptor document any further meetings/observations with this student in the period between the intermediate and final meeting. This can be documented briefly giving dates and a brief description of the support offered and this too should be documented at the end of the ‘intermediate learning plan’.

##### Step 2- Final Meeting.

* Subsequent to the final meeting, if the student has not met the required standards in the DoCAT/MidCAT for that placement, the preceptor will inform the CPC who will in turn inform the personal tutor by e-mail.
* The CPC can be present for the final meeting if requested by the student or preceptor.
* A record of the ways in which the student has not met the standards will be documented in detail by the preceptor in the final meeting outcome sheet in the DoCAT/MidCAT.
* Students can prepare for step 3. A copy of the ‘Final Learning Plan’ is included in the appendix of the DoCAT/MidCAT. Students should consider doing some preparatory work on their learning needs prior to the ‘Final Learning Plan’ meeting.

##### Step 3- Implementing a ‘Final Learning Plan’ after an ‘unsuccessful’ Clinical Placement[2](#_bookmark8).

* The student, CPC, personal tutor (or UCD nominee) and preceptor[3](#_bookmark9) will arrange to meet (if possible by the end of the placement but normally within two weeks of

the end of the placement).

1. The ‘Final Learning Plan’ replaces the original ‘Action plan’. The wording was changed to reflect the emphasis on supporting the student’s clinical learning in both subsequent and repeat clinical placements.
2. In some cases the preceptor may not be available to be present. In which case, another

representative from the clinical placement can be present. The learning plan can be devised drawing on the documentation supplied by the preceptor in the final meeting.

* + The purpose of this meeting is to discuss with the student their learning needs and draw up a ‘Final Learning Plan’ that will guide and support them in their subsequent clinical learning. (These documents are available from the UCD programme office).
  + This ‘final Learning Plan’ will identify the student’s learning needs and guide them in areas that require further development during both their subsequent and repeat clinicalplacements.
  + The duration of a 2nd attempt supernumerary clinical placement will normally be of 4 weeks duration unless the duration of the original placement was of less than 4 weeks, in which case, the duration of the 2nd attempt supernumerary clinical placement will be of the same duration as the original placement.
  + The agreed length of the clinical placement is documented in the learning plan. The personal tutor is required to inform SNM&HS clinical allocations of the requirement for a repeat clinical placement & its duration.
  + During the final learning plan meeting the personal tutor should advise the student of the following important considerations which should be documented as actions in the final learning plan.
    - In the case of the ‘repeat’ clinical placement, it is mandatory that the

student presents their ‘final learning plan’ to their new preceptor so that they can avail of the required support.

* + - The subsequent clinical placement is not always the ‘repeat clinical placement’. However, in order for the student to maximise the benefits of their learning plan and improve their clinical learning outcomes in both the medium and long term, they are expected to discuss their learning needs (as outlined in the Learning Plan) with their next preceptor in their subsequent clinical placement. The personal tutor should emphasise that the domains of competence are pertinent across all clinical placements/assessments. It should also be emphasised that the opportunity to receive early support from a preceptor is in the best interest of thestudent.
  + The Learning Plan will be agreed and duplicated so that the Student, CPC & Personal tutor retain acopy.

##### Step 4 - DoCAT/MidCAT Presentation to the UCD Personal Tutor.

* + The student presents this DoCAT/MidCAT to their personal tutor at the designated date for presentation of the clinical assessment documentation. The student must also proceed to SNM&HS Allocations Office to submit the details of subsequent clinical placement requirements.
  + The ‘Fail grade’ is recorded at the next available examination board.
  + The student is offered a repeat supernumerary clinical placement. The duration of a 2nd attempt supernumerary clinical placement will normally be of 4 weeks duration unless the duration of the original placement was of less than 4 weeks. In which case, the duration of the clinical placement will be the same duration as the original clinical placement. The duration of the repeat clinical placement will have been documented in the final learning plan.
  + The repeat clinical module will incur a repeat fee.

##### Step 5- Repeat Clinical Placement (2nd attempt).

* + The student is offered a second opportunity to repeat the clinical placement/module.
  + The student is required to complete the standards not achieved on the original DoCAT/MidCAT and is normally repeated in the same clinical placement area.
  + The student should avail of an additional ‘Meeting Form’ which is used to document the preliminary and final meeting in the repeat assessment (available in the *Portfolio of Evidence* appendix or from the UCD programme office).
  + As early as is convenient on the repeat clinical placement, the student and new preceptor will hold a preliminary meeting with the student. The CPC will attend this meeting if requested by the preceptor or the student. During this meeting the student must present the ‘Final Learning Plan’ to their new preceptor, outlining their documented learning needs and the areas in which the student requires additional support.
  + The intermediate meeting initiates the same protocol as step 1 if the student is having significant difficulties.
  + If a student does not meet the required standards in a repeat supernumerary placement, the final meeting follows the same protocol as outlined in step 2.

##### Step 6- Implementing a ‘Final Learning Plan’ after a 2nd ‘unsuccessful’ supernumerary Clinical Placement.

* Step 3 is followed with the following exception in relation to the duration of the repeat placement\*.

\*A supernumerary clinical placement (3rd attempt) requires a new DoCAT/MidCAT and is of the same duration as the original clinical placement (i.e. an 8 week original clinical placement will be an 8 week repeat placement)[4](#_bookmark10).

##### Step 7- DoCAT/MidCAT Presentation to the UCD Personal Tutor

* + The student presents this DoCAT/MidCAT to their personal tutor at an agreed date. The student must also proceed to SNM&HS Allocations Office to submit the details of subsequent clinical placement requirements.
  + The ‘grade’ is presented at the next available examination board.
  + The student with a fail grade will be offered a third attempt to repeat the clinical placement/module.
  + A new DoCAT/MidCAT is required and the duration of the clinical placement is the same as the original clinical placement (i.e. an original 8 week clinical placement will be an 8 week repeat placement). The duration of the repeat clinical placement will have been documented in the final learning plan.
  + The repeat clinical placement will incur a repeat fee.

##### Step 8- Repeat Supernumerary Clinical Placement (3rd Attempt)

* + For stage 2, 3 (all programmes) and 4 (C&G) a student is offered a third and final opportunity to repeat the supernumerary clinical placement/module.
  + As early as is convenient on the repeat clinical placement, the student, CPC and new preceptor will hold a preliminary meeting with the student[5](#_bookmark11).
  + During this meeting the student must present the ‘Final Learning Plan’ to their new preceptor, outlining their documented learning needs and the areas in which the student requires additional support.
  + The intermediate meeting initiates the same protocol as step 1 if the student is having significant difficulties.

4 Students can contact the UCD SNMHS programme office to organise the collection of a new DoCAT/MidCAT

5 In an exceptional circumstance that a CPC cannot attend the preliminary meeting of a

clinical placement that is the student’s final opportunity (stage 2, 3 and C&G 4), the personal tutor/UCD nominee will be informed of this and will attend. In the case of stage one students, the third attempt is not the final opportunity to repeat the module and the CPC may attend the preliminary meeting if requested by the preceptor or the student.

* + Given that for stage 2, 3 (all programmes) and 4 (C&G) this is the student’s final opportunity in the clinical placement (module) the personal tutor/UCD nominee in their supportive role shall meet the student at a convenient time soon after the intermediate meeting.
  + If a student does not meet the required standards in a repeat supernumerary placement, the final meeting follows the same protocol as outlined in step 2.
  + Presentation of this DoCAT/MidCAT to the personal tutor is mandatory and all stage 1 students must proceed to SNM&HS Allocations Office to submit the details of subsequent clinical placement requirements.

##### Please note:

* + In the event of a stage 2, 3 or 4 (C&G) student being unsuccessful in this third ‘final’ repeat attempt the student will be considered ineligible to continue in the nursing/midwifery programme.
  + In the event of a stage 1 student being unsuccessful in this third repeat attempt the student will be offered a 4th and final opportunity to meet the required standards. In this case, the protocol as outlined in step 3 and step 4 is initiated.

##### Step 9- Stage One Repeat (and final) Supernumerary Clinical Placement (4th Attempt)

* + The duration of this placement will normally be of 4 weeks unless the duration of the original placement was of less than 4 weeks. In which case, the duration of the clinical placement will be the same duration as the original clinical placement. The duration of the repeat clinical placement will have been documented in the final learning plan.
  + The student is required to complete the standards not achieved on the original DoCAT/MidCAT and is normally repeated in the same clinical placement area.
  + The student should avail of an additional meeting form which is used to document the preliminary and final meeting in the repeat assessment (available in the *Portfolio of Evidence* appendix or from the UCD programme office).
  + The student is required to complete the standards not achieved on the original DoCAT/MidCAT i.e. normally the same clinical placement ward/same DoCAT/MidCAT).
  + As early as is convenient on the repeat clinical placement, the student, CPC and new preceptor will hold a preliminary meeting with the student[6](#_bookmark12). During this meeting the student must present the ‘Final Learning Plan’ to their new preceptor, outlining their documented learning needs and the areas in which the student requires additional support.
  + The intermediate meeting initiates the same protocol as step 1 if the student is having significant difficulties.
  + Given that this is the student’s final opportunity in this clinical placement (module) the personal tutor or UCD nominee in their supportive role shall meet with the student at a convenient time soon after the intermediate meeting.
  + If a student does not meet the required standards in a repeat supernumerary placement (4th attempt), the final meeting follows the same protocol as outlined in step 2.
  + In the event of the student being unsuccessful following four attempts the student is considered ineligible to continue in the nursing/midwifery programme.
  + Presentation of this DoCAT/MidCAT to the personal tutor is mandatory.

6 In an exceptional circumstance that a CPC cannot attend the preliminary meeting of a clinical placement that is the stage one student’s final opportunity, the personal tutor/UCD nominee will be informed of this and will attend.