

FHS - CHANGE OF PLACEMENT PROCEDURE

Placements are allocated based on Professional Body Standards, Practice Assessor (PA availability) within the placement, and availability within trust. We also consider distance to placement, ability to drive or public transport, and occupational health needs.

What counts as exceptional circumstances?

Exceptional circumstances are defined as a problem that a student has recently encountered which goes beyond the normal difficulties experienced in life and that will affect the student's ability to attend their planned practice allocation.

The criteria for exceptional circumstances are:

- The student has an association with the placement that relates to their relatives or a critical incident. This would include situations such as having a relative who is an in-patient or client at the placement, a member of staff on the placement who is a relative or where the placement is associated with a bereavement or traumatic event in the student's life.
- The student's personal situation has changed radically since commencing their programme. This refers to life changing events such as divorce, or bereavement which were unforeseen and impacts on the student's ability to attend the allocated placement. While the situation will be considered, a review should be undertaken to ensure that support is in place which is conducive to completing their programme.
- Where travel to placement exceeds 2 hours. Students will inevitably be required to travel to placements during their programme but will not be expected to travel for more than 2 hours each way. However, if a student lives outside of the placement circuit this limit may not be possible due to the geographical location of the student's home and the available placement.
- Health issues where the Occupational Health Department report identifies that health could be compromised in a particular clinical environment. A balance needs to be established in this case.

Fundamentally, if a student is not fit, they are not fit for practice and patient safety is paramount. A change of placement would be a short-term solution and if ill-health continues to be a problem other solutions should be sought.

What does not count as exceptional circumstances?

- Concerns about routine childcare/carer responsibilities
- Previous experience with the client group
- Personal preferences
- Particular interest (or not) in a specific client group
- Concerns over public transport and travel
- Concerns regarding COVID (unless stipulated in OH report)
- Concerns over shift times
- Disruptions to shared travel arrangements
- Moving house
- Risk of adverse weather
- Paid work commitments or constraints arising from paid employment
- Minor illnesses/conditions (e.g. hay fever) or planned health appointments

Disabilities for which reasonable adjustments have been made or where the student has experience or time to manage the situation.

Request to Change Placement Form

Request for a change of placement due to exceptional circumstances must be made by completion of the correct form. The Request to Change Placement form is available on the SharePoint homepage and paper forms will not be accepted: https://hullacuk.sharepoint.com/Services/FHS_Placements/SitePages/Home.aspx