

Change of placement allocation procedure for students in the Faculty of Health Sciences (including ODP, Nursing, Midwifery, Paramedics)

Rationale: to give students the opportunity to request for their placement to be changed due to exceptional circumstances.

The following document must be read in conjunction with the Faculty of Health Sciences Practice Placement Charter.

The Faculty of Health Sciences take every step to ensure that students at all times before and after application stages are fully aware of the requirement to undertake varied practice placement experiences throughout the University of Hull's placement circuit which includes both North and South bank localities. Please visit the Placement Learning Unit webpage (click here for link: <https://www.hull.ac.uk/Faculties/fhs/shsw/Placement-Learning-Unit.aspx>) for further information, guidance and support regarding placements and the placement learning experience.

We recognise that travelling to practice can be a daunting prospect but the experiences available in many of the rural, community and smaller villages/towns can be invaluable to students, enabling them to compare and contrast the differing social/economic profile of service users and the difference in local delivery of services. These placements are a valuable resource to the University and to students in their programme. We do ask students to advise us if they have access to their own transport as there are a handful of practice placements in rural settings that are not served by public transport or, due to limitations in public transport, would make the journey unfeasible. However, this does not mean that those with their own transport will travel more frequently than those without as the financial implications and increased transport times are relevant to all students. Those students without their own transport will always be placed in areas where public transport is available but they must be prepared that this can be costly and often time-consuming.

Each practice placement is audited regularly by a nominated lecturer (Link Lecturer) in conjunction with colleagues in the practice setting. They agree the number of students that can be appropriately

supported at any one time as well as the suitability of the placement for the student's programme. The Placements Team work within these guidelines when planning practice allocations and also consider a number of complex factors e.g. student requirements for specific and varied experiences, placement availability and the range of students in the setting at any one time, equity of travel amongst students on all cohorts and on all programmes taking into account students' term-time addresses. The Placements Team also considers individual needs to meet reasonable adjustments for declared disabilities. As these factors are considered at the point of allocation, a **placement will not be changed** unless there are **exceptional** circumstances.

What counts as exceptional circumstances?

Exceptional circumstances are defined as a problem that you have recently encountered which goes beyond the normal difficulties experienced in life and that will affect your ability to attend your 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 the programme. This refers to life changing events such as divorce, or bereavement which were unforeseen. While the situation will be considered, a review should be undertaken to ensure that support is in place which is conducive to completing the 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 chooses to live 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 the student is not fit, they are not fit for practice and patient safety is paramount. A change of placement would be seen as 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
- Concerns over travel
- 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 you have experience or time to manage the situation
- ***'Don't want to go to there because.....'*** – Students will often have pre-conceived ideas about a placement or may have heard something has given them cause for concern and it would be wise to discuss this with their Academic Support Tutor (AST). Students may feel that they have a preference for working with medical elderly patients once qualified so feel that a placement on A & E is no use to them. Nevertheless we ask that students keep an open mind about each placement as the aim is to experience a variety of learning opportunities during the programme.
- ***'Too far away'*** – All students are expected to travel at some point in their training.
- ***'I can't get there for the shift start time'*** – The view of University and practice staff is that the shift start time is not negotiable. There are important clinical reasons why staff, including students, need to be ready for duty at the shift start time.

- ***'I don't have my car anymore'*** – Although it is recognised that car ownership can change, we take the view that if you were a qualified practitioner you would have to manage the change or lose your job and there are very few placements that cannot be accessed by public transport.

How and when do I make a request to change an allocated placement?

If you feel you have **exceptional** reasons to request a change to a confirmed allocation, to ensure equity of response, you **should not** approach the Placements Team or the Student Hub directly to seek a change. Although you may wish to discuss your personal difficulties with your AST, they cannot request a change of allocation on your behalf. Once you have received your placement allocation information you have **5 working days** to complete and submit the Request to Change Placement Form. The correct form for submitting the request is included in this document.

For ODP students only you must have discussed any reasons to request a change of placement with your AST. If your request is deemed to meet the exceptional circumstances defined in this document your AST will, in partnership with the programme director and the placement coordinator, discuss the options available. Your AST will notify you of any decision regarding a change of placement.

Please note forms received after the 5 working day time frame will not be considered.

Submit the completed form using SID (online Student Information Desk). Ensure you attach the change of placement due to exceptional circumstances request form to your SID enquiry.

Please complete the form as fully as possible. Your request will be considered as submitted and you will not be contacted to elaborate if you do not include sufficient information. Requests to change an allocated placement **WILL ONLY BE** considered against the exceptional circumstances stated above and cannot be guaranteed. Requesting a change does not guarantee that it can be made.

How is my request considered?

Formal requests to change allocations will be considered by the School of Health and Social Work Placement Coordinator.

How will I be notified of the decision?

You will receive an email to your university email account directly from the placement coordinator. If the request is upheld you may receive an email directly from the Placements Team with new allocation details.

Can I appeal against the decision?

No; as the placement coordinator will have taken into account the complex requirements of practice allocation and whether your situation is considered to be 'exceptional' on the basis of the information supplied in your form, the decision of the placement coordinator is final.

If you still consider that you cannot attend your allocated placement, you will need to speak to your AST about possible plans which may include an application for a suspension of studies until your circumstances have resolved so that you can meet the requirements of the programme. There are also practical measures which may be suggested such as car share or temporary relocating to the placement area using funded accommodation such as bed and breakfasts or, where available, trust accommodation.

Request to Change Placement Form

Requests for a change of placement due to exceptional circumstances must be made by completion of this form.

How to complete and submit the form

To complete this form you will need:

- Personal details
- Placement details
- Evidence of exceptional circumstances that meet the change of placement criteria

You must submit the fully completed form within 5 working days after the placement information has been released. A request to change a placement will only be considered against the exceptional circumstances stated in the Change of Placement Allocation Procedure document and cannot be guaranteed. Requesting a change does not guarantee that it can be made.

The completed form must be submitted to the Placements Team via the Student Information Desk (SID) (https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn). Ensure you attach the completed form to your SID enquiry.

Confidentiality

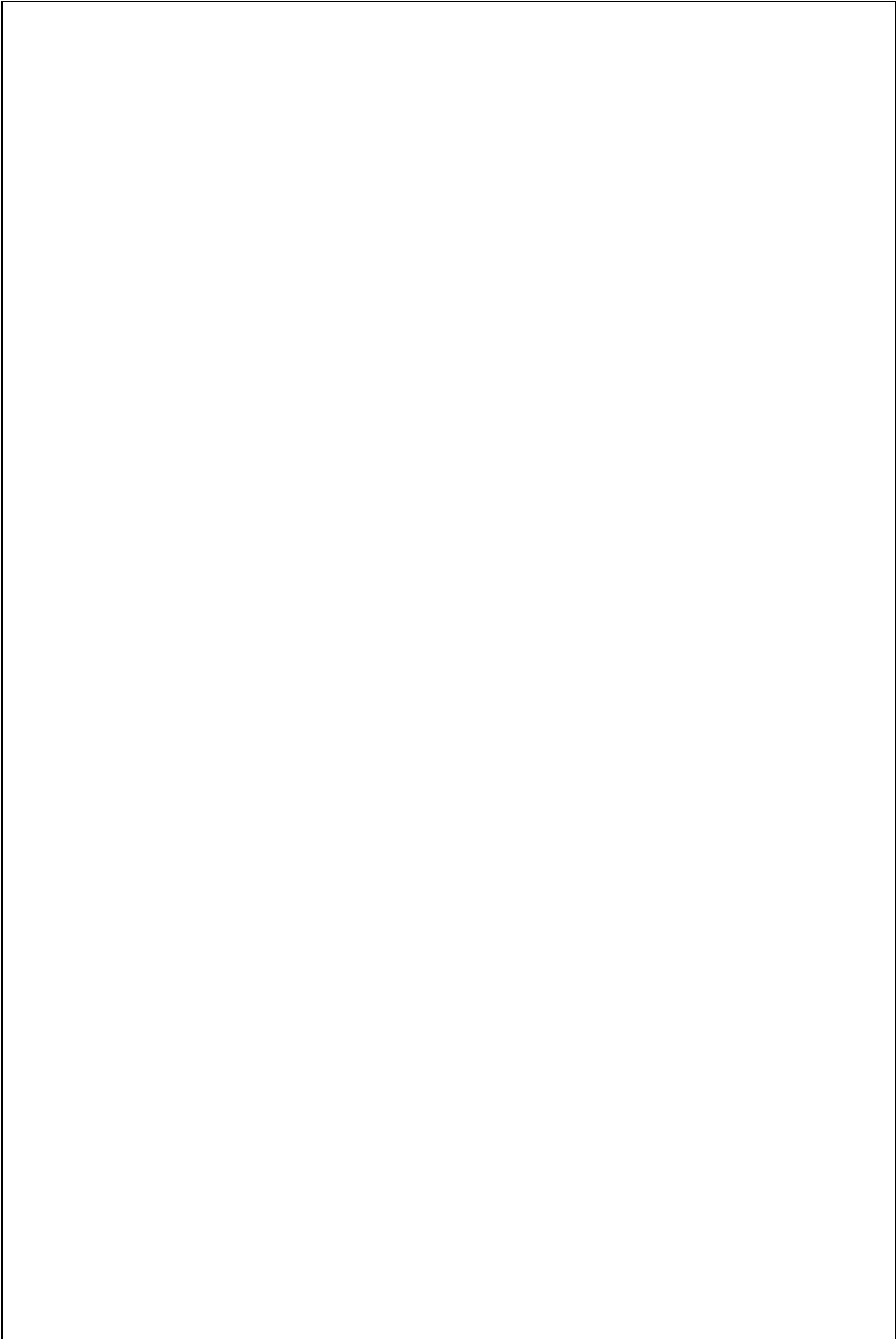
Please note that in order to consider your request the placement coordinator may have to consult with appropriate administrative, academic and practice staff. If the nature of your circumstances are of an exceptionally personal nature that you do not wish information to be shared please provide details of the member of staff you have discussed your circumstances with.

Name of staff member:

Designation:	
Personal details	
Name	
Student ID number	
Course title and year	
Nursing students Only – Field of Nursing	
Contact telephone number and email address	

Details of the placement that you are requesting to change from

Reason for request to change placement
<p>Please fully describe the reason for your request to change placement. You are required to have read the corresponding Change of Placement Allocation Procedure for Students in the Faculty of Health Sciences before submitting this request. By submitting a completed form you are indicating that you have read the Change of Placement Allocation Procedure for Students in the Faculty of Health and Sciences and have exceptional circumstances to request a change.</p>



Documentary evidence

Please attach any evidence to support your reason to change placement.

Certification of form

Student signature:

Date:

Placement Coordinator outcome / response

Placement Coordinator signature:

Date:



REQUEST TO CHANGE PLACEMENT FLOW CHART

