

**Progression Policy for Undergraduate Student Nurses/Midwives in the  
 Department of Nursing, Midwifery and Health Studies**

<b>Date approved:</b>	June 2012	<b>Date policy will take effect:</b>	September 2012	<b>Date of Next Review:</b>	01/09/2018
<b>Approving Authority:</b>	Local Joint Working Group Academic Council				
<b>Responsibility:</b>	Head of Department of Nursing, Midwifery and Health Studies				
<b>Consultation undertaken:</b>	Professional Standards Partnership Committee Academic Council				
<b>Supporting documents, procedures &amp; forms of this policy:</b>	None				
<b>Reference(s)</b>					
<b>Expiry Date of Policy (if applicable)</b>					
<b>Audience:</b>	Undergraduate nursing and midwifery students				
<b>Category:</b>	Clinical Placement Guideline				

<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment(s)</b>
1	September 2010	Local Joint Working Group Academic Council	
<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment(s)</b>
2	September 2012	Local Joint Working Group Academic Council	<ul style="list-style-type: none"> <li>• Change in number of opportunities to complete clinical placement modules</li> </ul>
<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment(s)</b>
3	January 2017	Local Joint Working Group	<ul style="list-style-type: none"> <li>• None</li> </ul>

## **Progression Policy for Undergraduate Student Nurses/Midwives in the Department of Nursing, Midwifery and Health Studies**

### **Introduction and Context**

Dundalk Institute of Technology (DkIT), Department of Nursing, Midwifery and Health Studies in partnership with the Health Service Executive (HSE) Dublin North East and North West and St John of God North East Services are committed to educating undergraduate student nurses and midwives to an optimum standard of Nursing/Midwifery clinical competence across all disciplines. The background to the following policy is the need to provide guidance to students and educators in relation to undergraduate student nurses/midwives who are not achieving the required level of competence in respect of clinical instruction during clinical placements. The specific needs of each student will be dealt with on an individual basis.

### **Scope of Progression policy**

This policy applies to all clinical placements and to all students registered in the following disciplines: General Nursing, Intellectual Disability Nursing, Midwifery and Psychiatric Nursing.

Undergraduate student nurses/midwives who fail three clinical placements, either consecutively or over the duration of their programme, will not be offered another opportunity to repeat the clinical placement module and will be required to leave the nursing/midwifery programme.

### **Scenarios which will lead to initiation of the policy:**

1. When an undergraduate student nurse/midwife fails to achieve the required level of competence in a clinical placement on their first attempt (first failed clinical placement).
2. When an undergraduate student nurse/midwife fails to achieve the required level of competence in a clinical placement on two occasions (second failed clinical placement).
3. When an undergraduate student nurse/midwife fails to achieve the required level of competence in a clinical placement on three occasions (third failed clinical placement).

### **Procedure when an undergraduate student nurse/midwife fails to achieve the required level of competence in a clinical placement on their first attempt (first failed clinical placement).**

1. When an undergraduate student nurse/midwife has failed a clinical placement on the first attempt the Head of Department/Head of Section of Midwifery and the relevant Nurse/Midwife Practice Development Co-ordinator/Director of Nursing will be informed.
2. The student will be invited to a meeting with the Head of Department/Head of Section of Midwifery, Link Lecturer and Nurse/Midwife Practice Development Co-ordinator/Clinical Placement Co-ordinator.
3. The student will have the opportunity to attend the meeting with an advocate if preferred.
4. The Head of Department/ Head of Section of Midwifery will give an overview of the facts, based on the students Developmental Plan, if available.
5. The student will be invited to respond.
6. The student will have the opportunity to ask questions or make a further statement.
7. The student will be informed that he/she will have two further opportunities to repeat and pass the clinical placement module. The timing and duration of

- the repeat clinical placement will be at the discretion of the Head of Department/Head of Section of Midwifery and the relevant Director of Nursing.
8. A developmental plan will be formulated, based on the discussions at the meeting, to support the student in achieving the required level of competence during the repeat clinical placement

**Procedure when an undergraduate student nurse/midwife fails to achieve the required level of competence in a clinical placement on two occasions (second failed clinical placement).**

1. When an undergraduate student nurse/midwife has failed to achieve the required level of competence in a clinical placement on two occasions, the Head of Department/Head of Section of Midwifery and the relevant Nurse/Midwife Practice Development Co-Ordinator/Director of Nursing will be informed.
2. The student will be invited to a meeting with the Head of Department/Head of Section of Midwifery, Link Lecturer and Nurse/Midwife Practice Development Co-ordinator/Clinical Placement Co-ordinator.
3. The student will have the opportunity to attend the meeting with an advocate if preferred.
4. The Head of Department/ Head of Section of Midwifery will give an overview of the facts, based on the students Developmental Plan, if available.
5. The student will be invited to respond.
6. The student will have the opportunity to ask questions or make a further statement.
7. The student will be informed that he/she will have one further opportunity to repeat and pass a failed clinical placement module. The timing and duration of the repeat clinical placement will be at the discretion of the Head of Department/Head of Section of Midwifery and the relevant Director of Nursing.
8. A developmental plan will be formulated, based on the discussions at the meeting, to support the student in achieving the required level of competence during the repeat clinical placement

**Procedure when an undergraduate student nurse/midwife fails a clinical placement on three occasions (third failed clinical placement).**

1. When an undergraduate student nurse/midwife has failed to achieve the required level of competence in a clinical placement on three occasions, the Head of Department/Head of Section of Midwifery and the relevant Nurse/Midwife Practice Development Co-ordinator/Director of Nursing will be informed. The meeting will be chaired by a senior academic from a school independent from the School of Health & Science.
2. The student will be invited to a meeting with the Head of Department/Head of Section of Midwifery, Link Lecturer and Nurse/Midwife Practice Development Co-ordinator/Clinical Placement Co-ordinator.
3. The student will have the opportunity to attend the meeting with an advocate if preferred.
4. The Head of Department/ Head of Section of Midwifery will give an overview of the facts based on the student's Developmental Plan, if available.
5. The student will be invited to respond.
6. The student will have the opportunity to ask questions or make a further statement.
7. The student will be informed that he/she will not be offered another opportunity to repeat the clinical placement module and will be required to leave the nursing/midwifery programme. The student will be made aware of the services available in the Institute to support them in this regard.
8. The student may appeal this decision, in writing, to the Registrar.

**Post Meeting Communication**

The Head of Department of Nursing, Midwifery and Health Studies will communicate the decision of the meetings, relating to each of the outlined scenarios, to the student verbally and in writing within 3 working days. Copies of the letter will be retained on the students' file.

Notes:

- Undergraduate student nurses/midwives who leave their scheduled clinical placement, without valid reason and/or documentation and who do not return to the clinical area during their scheduled clinical placement will be considered to have failed the clinical placement.
- Normally undergraduate student nurses/midwives should have at least two weeks continuous attendance in clinical placement prior to final assessment. The decision to allow an undergraduate student nurse/midwife, who has not attended clinical placement continuously for two weeks prior to their final assessment, to undertake their final assessment will be at the discretion of the Head of Department and relevant Nurse/Midwife Practice Development Co-ordinator.
- It may be possible for Stage 1 and Stage 3 nursing and midwifery students who fail a clinical placement in Semester 1 of their Stage to repeat the failed clinical placement in Semester 2 of Stage 1 or 3. The decision to allow a student to repeat a failed placement in Semester 2 of Stage 1 or 3 will be at the discretion of the Head of Department and relevant Nurse Practice Development Co-ordinator. If this occurs the student will have to make up all outstanding clinical time during the summer period.
- Stage 2 nursing and midwifery students have to repeat failed clinical placement(s) during the summer period.
- Stage 4 nursing and midwifery students have to repeat and pass all Semester 1 failed clinical placements before commencing the internship period.
- Student nurses/midwives who wish to withdraw from their programme or have to leave their programme may apply to the Head of Department for an Exit Award. A student must apply formally for an exit award and may do so at any time up to one month before the Examination Board Meeting.
- If a student fails to engage in the process outlined in this policy then they will be deemed to have failed the clinical placement module.

