



**Progression Policy for Undergraduate Nursing/Midwifery Students in the  
Department of Nursing, Midwifery and Early Years**

<b>Date approved:</b>	23/02/2024	<b>Date policy will take effect:</b>	23/02/2024	<b>Date of Next Review:</b>	23/02/2027
<b>Approving Authority:</b>	Local Joint Working Group Academic Council				
<b>Responsibility:</b>	Head of Department of Nursing, Midwifery and Early Years				
<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				

Version Control	Date Effective	Approved By	Amendment(s)
1	September 2010	Local Joint Working Group Academic Council	
Version Control	Date Effective	Approved By	Amendment(s)
2	September 2012  AC:DOC127:05:01	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>
Version Control	Date Effective	Approved By	Amendment(s)
3	January 2017	Local Joint Working Group	<ul style="list-style-type: none"> <li>None</li> </ul>
Version Control	Date Effective	Approved By	Amendment(s)
4	January 2021		<ul style="list-style-type: none"> <li>Change 'student nurses/midwives' to 'nursing/midwifery students'</li> <li>Change from 'Development Plan' to 'Learning Support Plan'</li> <li>The addition of an opportunity for a Learning Support Plan to be put in place for the next scheduled (non-repeat) placement</li> <li>Notes section updated taking cognisance of the new nursing and midwifery curricula</li> <li>Application for an Exit Award to the Awards Office</li> </ul>
Version Control	Date Effective	Approved By	Amendment(s)

5	February 2023 November 2023	Academic Council (AC:DOC:191:05:01) Local Joint Working Group	<ul style="list-style-type: none"> <li>• Clinical partner names updated.</li> <li>• Addition of information on appeals process included in sections outlining procedures to be followed following a first and second failed clinical placement.</li> </ul>
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## **Progression Policy for Undergraduate Nursing/Midwifery Students in the Department of Nursing, Midwifery and Early Years**

### **Introduction and Context**

Dundalk Institute of Technology (DkIT), Department of Nursing, Midwifery and Early Years in partnership *with the Health Service Executive (HSE), RCSI Hospital Group, Saolta Hospital Group* and St John of God North East Services are committed to educating undergraduate nursing and midwifery students 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 nursing and midwifery students 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 Mental Health Nursing.

Undergraduate nursing/midwifery students 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 nursing/midwifery student fails to achieve the required level of competence in a clinical placement on their first attempt (first failed clinical placement).
2. When an undergraduate nursing/midwifery student fails to achieve the required level of competence in a clinical placement on two occasions (second failed clinical placement).

3. When an undergraduate nursing/midwifery student fails to achieve the required level of competence in a clinical placement on three occasions (third failed clinical placement).

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

1. When an undergraduate nursing/midwifery student 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/Midwifery 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 Learning Support 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/Midwifery.
8. A Learning Support 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. In some circumstances the student may be offered an opportunity to have a Learning Support Plan put in place for their next scheduled (non-repeat) clinical placement.
9. *The student may appeal this decision, in writing, to the Vice President for Academic Affairs and Registrar.*

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

1. When an undergraduate nursing/midwifery student 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/Midwifery 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 Learning Support 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/Midwifery.
8. A Learning Support 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. In some circumstances the student may be offered an opportunity to have a Learning Support Plan put in place for their next scheduled (non-repeat) clinical placement.
9. *The student may appeal this decision, in writing, to the Vice President for Academic Affairs and Registrar.*

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

1. When an undergraduate nursing/midwifery student 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/Midwifery 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, chaired by a senior academic, 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 Learning Support 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 Vice President for Academic Affairs and Registrar.

**Post Meeting Communication**

The Head of Department of Nursing, Midwifery and Early Years 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 nursing/midwifery students 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.
- A clinical placement which has been discontinued by the Nurse/Midwife Practice Development Co-ordinator/Director of Nursing/Midwifery will be deemed a failed clinical placement. A clinical placement may be discontinued if a student is deemed unfit for clinical placement or has demonstrated unsafe/unprofessional practice.
- Normally undergraduate nursing/midwifery students should have at least two weeks continuous attendance in clinical placement prior to final assessment. The decision to allow an undergraduate nursing/midwifery student, 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 nursing and midwifery students who fail a clinical placement in Semester 1 of Stage 1 to repeat a failed clinical placement in Semester 2 of Stage 1. The decision to allow a student to repeat a failed placement in Semester 2 of Stage 1 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 placement time during the summer period.
- Stage 2 and 3 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.
- Nursing/midwifery students who wish to withdraw from their programme or have to leave their programme may apply to the Awards Office 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.
- Normally if a student fails to engage in the process outlined in this policy they will be deemed to have failed the clinical placement module.