

FINAL DRAFT 26.03.18



Progression Policy for Higher Diploma in Midwifery Students in the Department of Nursing, Midwifery and Health Studies

Date approved:		Date policy will take effect:	May 2018	Date of next review:	May 2019
Replaces:	September 2013 Progression policy AC:DOC:134:04:01				
Approving authority:	Local Joint Working Group Academic Council				
Supporting documents, procedures and forms of this policy:	None				
Reference(s):	-				
Expiry Date of Policy if applicable:	None				
Audience:	Higher Diploma in Midwifery students				
Category:	Clinical Placement Guidelines				

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Introduction and Context

Dundalk Institute of Technology (DkIT), Department of Nursing, Midwifery and Health Studies in partnership with the RCSI Hospitals Group, Health Service Executive (HSE) Dublin North East are committed to educating practitioners to an optimum standard of Midwifery education. The background to the following policy is the need to guide educators, preceptors, clinical staff and students who fail in meeting their requirements 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 student midwives registered on the Higher Diploma in Midwifery Programme.

A student who fails 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 programme.

Scenarios which will lead to initiation of the policy:

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

Procedure when a student fails to achieve the required level of competence in a clinical placement on their first attempt (first failed clinical placement).

1. When a student has failed a clinical placement on the first attempt the Head of Department/Head of Section of Midwifery and the relevant Midwifery Practice Development Co-ordinator/Director of Midwifery will be informed.

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2. The student will be invited to a meeting with the Head of Department/Head of Section of Midwifery, Link Lecturer and Midwifery Practice Development Co-ordinator/ Midwifery 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 she/he 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 Midwifery.
8. A development 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 a student fails to achieve the required level of competence in a clinical placement on two occasions (second failed clinical placement).

1. When a 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 Midwifery Practice Development Co-ordinator/Director of 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 Midwifery Practice Development Co-ordinator/Midwifery Clinical Placement Co-ordinator.
3. The student will have the opportunity to attend the meeting with an advocate if preferred.

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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 she/he 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 Midwifery.
8. A development plan may 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 a student fails a clinical placement on three occasions (third failed clinical placement).

1. When a 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 Midwifery Practice Development Co-ordinator/Director of 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 Midwifery Practice Development Co-ordinator/Midwifery Clinical Placement Co-ordinator. The meeting will be chaired by a senior academic from a School independent from the School of Health and Science.
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 Development Plan, if available.
5. The student will be invited to respond.

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6. The student will have the opportunity to ask questions or make a further statement.
7. The student will be informed that she/he will not be offered another opportunity to repeat the clinical placement module and will be required to leave the Higher Diploma in 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:

- The timing of a repeat clinical placement will be agreed in consultation between the Head of Department/ Head of Section of Midwifery and the Midwifery Practice Development Co-ordinator and is dependent on the start date for the programme.
- Normally a student should have at least two weeks continuous attendance in clinical placement prior to final assessment. The decision to allow a 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/Head of Section of Midwifery and Midwifery Practice Development Co-ordinator.
- 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.
- If a Higher Diploma in Midwifery student leaves their scheduled clinical placement, without valid reason and/or documentation and does not return to the clinical area during scheduled clinical placement they will be considered to have failed the clinical placement.

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- Normally all clinical placements must be passed to enable progression to the next stage of the programme.