The Robert Gordon University
School of Nursing and Midwifery

STUDENT LEARNING IN PRACTICE: CAUSE FOR CONCERN PROCESS

Concern can be raised by Mentor/Practice Teacher or Student – Supportive Process - Primary focus of support from Practice Team

CONTACT PRACTICE TEAM 1/2/ or 3
1. Practice Education Facilitator
2. Practice Educator
3. Practice Education Lecturer
Relevant others * contacted by Practice Team
- Student/Mentor/Practice Teacher & Practice Team then
  - Assess Cause for Concern
  - Share Information between PEL/PEF/PE/PT
  - PEL/PEF documents / CFC form and co-ordinates support for process

MEETING
Including Student, Mentor/Practice Teacher + Practice Team member + relevant others *
- ACTIONS/ACTION PLAN
- REVIEW and FEEDBACK DATES
- PLAN IMPLEMENTED

STUDENT RAISES CONCERN
- Mentoring/Professionalism
- Standard of practice
If this is a Child Protection or Vulnerable Adult Issue discuss with Practice Team Member who will alert Head of Practice Learning
Other issues discuss with mentor/practice teacher practice team member/manager

MEETING
Including Student + relevant others *
Practice Team member to co-ordinate
FEEDBACK/ACTIONS/ REPORTING
Facilitated /Reviewed by Practice Team

PROGRESS AND PLAN REVIEWED
- CONCERNS RESOLVED No Further Action
- ONGOING CONCERN
  - Revise Action Plan report to SL/ PL/ CL/ PT/ Relevant others *
  - Development Plan carried forward into next placement

DECISION RE PLACEMENT /ASSESSMENT
- Made / Referred to appropriate committee i.e. Non academic misconduct or Fitness to practice
- Student and Staff informed of Outcome

MEETING may include
- Including Student
- Head of Practice learning
- Programme Leader / Course Leader
- PEL / Personal Tutor
- Relevant others *
- Student Report of incident requested

STUDENT REMOVED FROM PRACTICE
Following discussion with the Head of Practice Learning
- Head of practice Learning Approves
  + informs Programme Leader/Course Leader/Personal Tutor + relevant others *
- Mentor/Practice Teacher and Practice Team staff document incident

MEETING
Including Student, Mentor/Practice Teacher + Practice Team member + relevant others *
- ACTIONS/ACTION PLAN
- REVIEW and FEEDBACK DATES
- PLAN IMPLEMENTED

REPORT AND ACTIONS
- Head of Practice Learning advised + informs Programme Leader/Course Leader + relevant others *
- Mentor/Practice Teacher and Practice Team staff document incident
- Student Centre Manager informed

PLACEMENT
- Additional Support from Practice Team
- Temporary Withdrawal

* Relevance others - in the case of HNC students contact to be made by PEF with staff within the FE institution concerned

15/11/2012