

Faculty of Health
School of Nursing and Midwifery

Guidelines for the management of student request for placement/ locality change

It is a requirement for students to experience a range of placement care settings across the 'whole health care landscape', comprising both acute (hospital) and the surrounding community services including those in the Private, Voluntary and Independent (PVI) sector. During recruitment and before commencement onto Nursing and Midwifery programmes prospective students may be asked to select one or more placement localities (set geographical location). This will normally be based on where they live and their capacity to travel to the placement localities. Availability is, however, restricted by placement capacity.

Placement allocations

It is intended a student should normally spend their placements within one or more localities within a reasonable radius of their home/ term-time address to ensure a variety of placement opportunities to meet the learning objectives of the programme.

When allocating students to placements the following are taken into consideration:

1. Placement will be allocated with a strategic view in mind and dependent on capacity; all requirements must be in line with the workplace agreement.
2. The configuration matches programme requirements.
3. Previous placement allocations.
4. If they were previously/ are currently employed in the area (excluding apprentices).
5. Accessibility of a car and/or public transport. Travel to placements should normally not exceed two hours one-way as calculated by an on-line route planner. It is the responsibility of the student to make their own travel and accommodation arrangements.
6. Occupational Health recommendation if they can be accommodated within the suggested locality.
7. If they have been cared for or are under the care of the clinical team; this must be highlighted to the allocations team at the earliest opportunity.

Requests for placement changes

There is minimal flexibility to change a placement as we are required to fulfil our contractual obligations with our placement providers. There is high demand for placements across the School due to the increasing student numbers to meet future workforce requirements. Requests for changes should therefore be made in consideration of these wider needs.

Emails directly from students regarding changes of placement will not receive a response from the central placements allocation team, programme leads or Associate Head of School for Practice Placements. It is very important that students do not contact the placement areas directly either, as initial allocations and any subsequent changes must go through the Placement Development Team Practice Leads/ PVI team who have the overview of all learners coming to the host from any Approved Education Institution or profession. If a student seeks consideration of a change to their allocated placement or locality the following process must be adhered to:

a) Near the start of the academic year:

A formal opportunity will be provided when placements are released for students to request a swap on a 'like for like' basis. Both parties must be in agreement and complete an online survey which will normally be open for a week. Requests will be considered within the wider context by the practice leads in the host placement/ PVI team in conjunction with the Associate Head of School for Practice Placements and allocations team. Please note that requests cannot be guaranteed to be met.

b) During the academic year:

If students experience a change of circumstances during the year which may impact on their allocated placement/s, they must speak to their personal tutor. All avenues should be explored (see examples below) as opportunities for placement changes are likely to be very limited. If no other alternatives are achievable, the personal tutor may formally submit a request for consideration by the Associate Head of School for Practice Placements in conjunction with the Placement Development Team Practice Leads/ PVI and allocations team. Please note that it may not be possible to accommodate requests due to capacity or other constraints at the time. Requests will, however, be held on file for future consideration should an opportunity arise at an appropriate point.

Exploration of alternative strategies

- Travel - Such as seeking car sharing to reduce the cost; consideration of 'ad hoc' or alternative accommodation - this is recommended to reduce travel radius to approximately one hour. See link [travel and accommodation](#)
- Finance - Contacting the Funding Unit for support, timely submission of attendance records or short-term hardship funding. See link above and [funding](#)
- Social circumstances - Some placement providers are exceptionally able to accommodate a degree of flexibility as long as the placement hours are met. It is expected, however, that students should experience a range of shift patterns and handover. Adjustments should be negotiated in advance, through discussion with the student's personal tutor and placement area and documented in the practice portfolio. These adjustments should normally be of a short-term duration.
- Personal tutors can seek further advice from the Placement Development Team Academic Lead or Associate Head of School for Practice Placements.

Faculty Operational Placement Group.

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