



Bord Altranais agus  
Cnáimhseachais na hÉireann  
Nursing and Midwifery Board  
of Ireland

# NATIONAL STUDENT MIDWIFE COMPETENCY ASSESSMENT TOOL

## SPECIALIST PRACTICE DOCUMENT YEAR 2/3



### UCD SCHOOL OF NURSING, MIDWIFERY & HEALTH SYSTEMS

*In partnership with the*

National Maternity Hospital and the Maternity Services within  
the Ireland East Hospital Group (IEHG)  
At Midland Regional Hospital Mullingar  
St Luke's General Hospital Carlow/Kilkenny  
Wexford General Hospital



<b>Full Student Name (as per Candidate Register):</b>
<b>Student College ID number:</b>
<b>Date/Year Commenced Programme:</b>
<b>Personal Tutor:</b>







## SIGNATURE BANK

All Preceptors/Co-Preceptors/Registered Nurses/Midwives signing this document must insert their details below, as indicated.

<b>Print Name</b>	<b>Signature</b>	<b>Designation</b>	<b>NMBI Pin</b>

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Final Learning Plan	

**This is a confidential document. This document remains the property of the Higher Education Institute (HEI) and its care is the responsibility of the undergraduate midwifery student. This document may not be altered. The student is responsible for its security and for maintaining it in good condition. The document should be available to authorised personnel on request.**

**INSTRUCTIONS FOR USE – PLEASE READ AND SIGN**

It is my responsibility to ensure that I have the correct documentation prior to going on clinical placements i.e. MCAT document, medication management workbook, clinical experience record book.

I will carry this document with me at all times while on clinical placements.

It is my responsibility to ensure that the preceptor/co-preceptor signs the Signature Bank before signing the document.

It is my responsibility to ensure that I have arranged a date for an initial meeting.

It is my responsibility to ensure that I have arranged a date for a final meeting.

It is my responsibility to seek feedback on my progress throughout the placement.

It is my responsibility to act in accordance with local policies and guidelines (e.g. uniform policy).

It is my responsibility to have all documentation signed off within two weeks of completing clinical time.

It is my responsibility to have the daily record of attendance sheet signed.

I understand that **100% attendance** is required on all clinical placements.

I have read and understand the above instructions.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# YOUR CLINICAL PLACEMENT

## WHAT TO EXPECT:

As you approach your clinical placement you will have mixed feelings. Before you begin your placement have a think about whom and what you are likely to encounter.

- How will you get there on time?
  - Check out the bus times, are they reliable, where can you park your car and what are the daily charges etc. Refer to ARC for additional details.
- What first impression do you want to give?
  - Uniforms neat and clean. Hair up with understated makeup, nails short, clean and no nail polish. No jewellery, fob watch. Wear your student identification badge at all times.
- What first impressions will you get?
  - Wards are busy places and you may feel in the way. Remember you are a student and are there to learn. Be open to asking questions and demonstrate enthusiasm.
- Who will you meet?
  - Other students, Registered Nurses/Midwives, Clinical Placement Coordinators, Clinical Nurse/Midwife Specialists, Health Care Assistants, Porters, Physiotherapists, medical personal to name but a few, but most importantly you will meet women and their families.
- What will be expected of you?
  - Your preceptor will have specific expectations of you make sure you know what they are. If you are in any doubt seek clarification.
  - You will be given individual clinical learning outcomes for each placement to use as a guide for your learning.
  - Try not to take things personally and accept constructive feedback.
  - Women/clients/families will look to you for support/information. Ensure that all information is given within your scope of practice and demonstrate a caring, listening and empathetic attitude.

## SUPPORT WHILST ON CLINICAL PLACEMENT

You are never alone when on clinical placement and there are clinical, and university supports available to you. These supports are ineffective unless you fully engage with your learning outcomes. You must be able to explain your learning needs to your designated preceptor who will then guide and support you in achieving these learning outcomes.

### **Clinical Supports:**

- Preceptor – Support, supervise and guide your performance. Your preceptor will liaise with the CPC.

### **Clinical Placement Co-Ordinator (CPC):**

- Supports and facilitates your learning. Monitors the quality of the clinical learning environment. Liaises with the University and your Personal Tutor.

### **UCD SNMHS Supports:**

#### **Personal Tutor**

- Offers assistance to you on matters, academic/clinical and personal. Your personal tutor will not routinely visit you when you are on placement, but if you are encountering any difficulties, they are available to support you. Your personal tutor liaises with the clinical site, CPC and preceptor.

#### **Clinical Midwifery Tutor**

- Supports the integration of theory and clinical practice. Offers one-on-one learning support whilst on clinical placements and also arranges regular group tutorials in the clinical practice area to facilitate learning.

#### **Student Advisor**

- Independent support who offers guidance on all matters, financial/personal/academic and clinical. Liaises with personal tutor.

### **Please insert the following details:**

<b>Name of Personal Tutor:</b>	<b>Name of Clinical Tutor:</b>	<b>Name of Student Advisor:</b> Ms Anna Scully
<b>E-mail address of Personal Tutor:</b>	<b>E-mail address of Clinical Tutor:</b>	<b>E-mail address of Student Advisor:</b> anna.scully@ucd.ie
<b>Phone number of Personal Tutor:</b>	<b>Phone number of Clinical Tutor:</b>	<b>Phone number of Student Advisor:</b> 01 7166497

## **Guidance on use of the Specialist Practice document**

In Year 2 and Year 3 of the BSc (Hons) Midwife Registration programme the student will complete a number of Specialist Practice placements. This document contains the Specialist Practice documents for Year 2 and Year 3 of the BSc (Hons) Midwife Registration programme and guidance for its use. Clinical practice is an integral part of the Midwife Registration programme, reflecting the practice-based nature of the midwifery profession. The development of skills, knowledge and professional behaviours represent a key component in the students' learning in the practice placements.

The student will be signed off as complete once the ***Learning Outcomes/ Professional Values*** have been achieved for each Specialist Practice placements. Prior to the start of the Specialist Practice placement the student must review the Learning Outcomes/ Professional Values for the placement. In addition, the student should review the learning opportunities specific to the practice placement setting. The student is orientated to the placement on **day one** of the practice placement, ideally by their allocated Preceptor/Co-preceptor. Where this is not possible, a named midwife/nurse should be allocated to work with the student and details of Preceptor/Co-preceptor provided to the student and recorded on the duty roster.

### **Initial meeting**

An initial meeting takes place, as early as possible, during **week one** and is facilitated by the Preceptor/Co-preceptor.

- The student and Preceptor/Co-preceptor discuss the Learning Outcomes/ Professional Values, which the student is expected to achieve upon completion of the practice placement.
- The importance of feedback is discussed and encouraged throughout the placement.
- A date for the final meeting is agreed and recorded at the initial meeting.

## Final meeting

At the final meeting, the student and Preceptor/Co-preceptor should review the Learning Outcomes/ Professional Values that the student is expected to achieve upon completion of the practice placement.

- The student is deemed to have achieved or not achieved the Learning Outcomes/ Professional Values for the practice placement.
- Feedback is provided by the Preceptor/Co-preceptor and student, and the documentation is completed.
- Feedback may be accompanied by written comments by the midwifery student and the Preceptor/Co-preceptor on the overall process to assist with and guide future learning needs

## Procedure where there are Concerns in Relation to a Student's Progress

Where there are concerns in relation to the student's progress, the Preceptor/Co-preceptor, in consultation with the student, should liaise with the Clinical Placement Coordinator (CPC). The Personal Tutor should be informed and will provide advice and support.

## Procedure when a student is Unsuccessful in Attaining the Learning Outcomes/ Professional Values

If the student has ***not*** achieved the Learning Outcomes /Professional Values for the practice placement the Preceptor/Co-preceptor will outline the Learning Outcomes and Professional Values that require improvement in the final meeting form. The Preceptor/Co-preceptor will refer to the protocol in the appendices "**When A Supernumerary Student is Unsuccessful in Their Clinical Assessment**". The Preceptor/Co-preceptor will contact the Clinical Placement Co-ordinator for the area who will in turn contact the Personal Tutor of the student in the University to put in place a ***Final Learning Plan*** as per University's guidelines.

The written ***final learning plan*** must:

- Provide specific guidance to both the student and Preceptor/Co-preceptor on what is required to successfully complete the practice placement on the second attempt.
- The written final learning plan must reinforce the student's understanding of the reason for not achieving the Learning Outcomes and Professional Values for the specialist practice area.

## **The Role and Responsibilities of the Midwifery Student**

It is the responsibility of the student to ensure that the document is:

- Available on placement
- Completed accurately
- Submitted as per HEI guidelines on the prescribed submission date
- Presented on request to the Preceptor/Co-preceptor, members of the associated healthcare providers (AHCPs) and to the relevant higher education institution (HEI) personnel

The student must be familiar with their individual role and responsibilities and with the processes and procedures associated with the assessment. If there are any operational difficulties in arranging working with a named Preceptor/Co-preceptor or organising practice placement meetings with their Preceptor/Co-preceptor, the student must consult with the Clinical Midwifery Manager (CMM2)/ Clinical Nurse Manager (CNM2) or deputy. If the difficulty cannot be resolved, the student should then contact the CPC.

## The Role and Responsibilities of the Preceptor/Co-preceptor

- The Preceptor/Co-preceptor must be a Registered Nurse/Midwife/Public Health Nurse on the Register maintained by the NMBI and have completed a teaching and assessment programme.
- The Preceptor/Co-preceptor acts as a role model demonstrating evidence-based care and assists the student to develop the inter-personal, technical, reflective and analytical skills that underpin care.
- The Preceptor/Co-preceptor actively involves and supervises the student in the assessment, planning, implementation and evaluation of care.
- The Preceptor/Co-preceptor must be familiar with their individual role and responsibilities, and with the processes and procedures associated with the assessment.
- The Preceptor/Co-preceptor will facilitate the student in arranging the initial and final meetings and use these meetings to:
  - Review and discuss learning outcomes specific to the practice area.
  - Identify and mutually agree the learning opportunities and learning resources that will facilitate the achievements of learning outcomes.
  - Assess learning needs in consultation with the student.
  - Provide ongoing constructive feedback identifying student strengths and weaknesses.
  - Complete the Specialist Practice document.
- If at any stage, the Preceptor/Co-preceptor, in consultation with the CPC, has concerns about a student achieving their Learning Outcomes and Professional Values, the Preceptor/Co-preceptor may contact the Personal Tutor to discuss the issues. The student must be informed that this communication is being arranged. The Personal Tutor will provide guidance and support as appropriate

# HIGH DEPENDENCY CARE PLACEMENT

## RECORD OF SHORT PLACEMENT

To meet the requirements for this placement the student will need to provide evidence that they have achieved the equivalent of two weeks' experience in the provision of care to women in pregnancy, labour, birth or in the postnatal period /persons who have high dependency needs and/or require monitoring or intervention that may include support for a single failing organ (NMBI, 2016).

<b>St Vincent's University Hospital High Dependency Unit</b>	<b>National Maternity Hospital</b>
<b>Placement Dates:</b>	<b>Placement Dates:</b>
<b>Name of Clinical Placement Co-ordinator:</b>	<b>Name of Clinical Placement Co-ordinator:</b>

**Instructions for Midwifery Students:** You will be scheduled for two weeks of clinical practice placement: one week in St Vincent's University Hospital and one week in the National Maternity Hospital. You are required to log 10 HDU/critical care cases in your **Clinical Experience Record Book** as evidence of meeting NMBI requirements as outlined above. You may also log any HDU/critical care cases you may encounter during your core antenatal, intrapartum and postnatal midwifery practice placements. You are required to complete one '**Record of Practice Placement Experience**' form in both St Vincent's University Hospital and the National Maternity Hospital.

## RECORD OF ATTENDANCE & REFLECTION

SVUH Placement Attendance Record	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
SVUH Placement Reflection Record					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RECORD OF ATTENDANCE & REFLECTION

NMH Placement Attendance Record	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
NMH Placement Reflection Record					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CLINICAL LEARNING OUTCOMES FOR HIGH DEPENDENCY CARE PLACEMENT**

The Nursing and Midwifery Board of Ireland (NMBI) Midwife Registration Programme Standards and Requirements (2016) states that: Appropriate support and supervision and clearly defined learning outcomes should be provided for the student in specialist placements.

### **Aim of clinical practice placement:**

The aim of the High Dependency Care practice placement is for the midwifery student to learn about the care of women/persons who have high dependency needs and/or require monitoring or intervention that may include support for a single failing organ, under the supervision of a registered midwife or nurse

### **During and by the end of this placement the student midwife should:**

- Develop an understanding of the midwives'/nurses' role in the high dependency/critical care environment
- Recognise indications for transfer to a higher level of care
- Observe and participate in the ongoing assessment and monitoring of a woman/person requiring high dependency/critical care including:
  - Assessment of vital signs
  - Assessment of fluid balance including blood loss and drain output
  - Wound care
  - Bladder care
  - Care of central venous pressure (CVP) lines and arterial lines
  - Care of a woman/person requiring a blood transfusion
- Identify the additional monitoring that may be prescribed for a woman/person requiring level one, two and three care e.g. central venous pressure (CVP) line, arterial line, telemetry
- Observes the handling of blood specimens ordered including taking the samples, completing blood forms, dispatch of samples and timely follow up of the results e.g., haematology, biochemistry, arterial blood gas

## CLINICAL LEARNING OUTCOMES FOR HIGH DEPENDENCY CARE PRACTICE PLACEMENT

- Observes and participates in the assessment and management of pain and observes the administration of analgesia
- Develop an understanding of the psychological and emotional care that midwives/nurses provide to women/persons and their families who require high dependency/critical care
- Participate in the assessment of fetal wellbeing where appropriate including assessment of: fetal heart rate, CTG interpretation and fetal movement pattern
- Observes and participates in the promotion of maternal infant attachment in a critical care setting (if appropriate)
- Observe and participate with the midwife/nurse in recognising changes in the woman's/person's condition or that of the fetus (if appropriate) that require referral and further assessment/management
- Adheres to infection prevention and control procedures in HDU

## PROFESSIONAL VALUES IN PRACTICE

Students are required to demonstrate high standards of professional conduct at all times during their clinical placements. Students should work within the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014)

### **Principle 1: Respect for the dignity of the person. The student is able to:**

- Respect all people – service users equally without discriminating on the grounds of age, gender, race, religion, civil status, family status, sexual orientation, disability (physical, mental or intellectual) or membership of the Traveller community
- Respect for the service users' rights and choices
- Shows respect, kindness, compassion towards the service user and their families

### **Principle 2: Professional responsibility and accountability. The student is able to:**

- Promote the level of professionalism expected of a student midwife in relation to punctuality, personal presentation and attitude, in accordance with clinical practice placements and university policies
- Work within the scope of practice for a student midwife and recognises their own level of knowledge, skills and professional behaviours

### **Principle 3: Quality of practice. The student is able to:**

- Consistently make efforts to engage in their learning in order to enhance safe, competent, kind, compassionate and respectful professional care which is informed by the best available evidence
- Demonstrate the ability to listen, seek clarification and carry out instructions safely

### **Principle 4: Trust and confidentiality. The student is able to:**

- Demonstrate honesty and trustworthiness
- Respect the service users right to privacy and confidentiality

### **Principle 5: Collaboration with others. The student is able to:**

- Demonstrate that they can communicate clearly and consistently with colleagues, service users and their families.
- Communicate appropriately and effectively with the multidisciplinary team

## RECORD OF PRACTICE PLACEMENT EXPERIENCE - ST VINCENT'S UNIVERSITY HOSPITAL

<p><b>Initial Meeting Date:</b></p> <p>Orientated to the clinical area?          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Signature of RN/RM: _____</p> <p>Print name: _____</p>	<p><b>Placement Area:</b></p> <p>I have reviewed the clinical learning outcomes for this clinical practice placement:</p> <p>Signature of Student Midwife: _____</p> <p>Print name: _____</p>
<p><b>Final Meeting Date:</b></p>	
<p>The student has had exposure to, and participated in the provision of care under supervision: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Midwifery students are expected to always act according to the NMBI (2021) Code of Professional Conduct and Ethics for Midwives. If the registered midwife/nurse wishes to make a comment on the student's engagement and performance on this short placement, please do so here:</p>          	
<p>Signature of RN/RM: _____</p> <p>Print Name: _____ Date: _____</p>	<p>Signature of Student Midwife: _____</p> <p>Print name: _____ Date: _____</p>

## RECORD OF PRACTICE PLACEMENT EXPERIENCE - NATIONAL MATERNITY HOSPITAL

<b>Initial Meeting Date:</b>	<b>Placement Area:</b>
Orientated to the clinical area? Yes <input type="checkbox"/> No <input type="checkbox"/>	I have reviewed the clinical learning outcomes for this clinical practice placement:
Signature of RN/RM: _____ Print name: _____	Signature of Student Midwife: _____ Print name: _____
<b>Final Meeting Date:</b>	
The student has had exposure to, and participated in the provision of care under supervision: Yes <input type="checkbox"/> No <input type="checkbox"/> Midwifery students are expected to always act according to the NMBI (2021) Code of Professional Conduct and Ethics for Midwives. If the registered midwife/nurse wishes to make a comment on the student's engagement and performance on this short placement, please do so here:	
Signature of RN/RM: _____ Print Name: _____ Date: _____	Signature of Student Midwife: _____ Print name: _____ Date: _____

# FOLLOW UP/FEEDBACK PAGE

Ongoing feedback from Preceptor/Co-Preceptor and other *midwives/nurses*, comment on key areas of progress and identify areas for development from the Principles, Assessment Criteria and Essential Skills. Please date, sign and print name for each entry

<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>

## **RECORDS OF MEETINGS/ADDITIONAL FEEDBACK**

This page may be completed by any Midwife/Nurse/CPC or Academic Representative

<b>Date/Time</b>	<b>Signature/Designation</b>	<b>Comments</b>

## RECORD OF ADDITIONAL CLINICAL SKILLS

This is an opportunity for the student midwife to record additional clinical skills that they have practised under the supervision of their Preceptor/Co-Preceptor/Registered Midwife/Nurse

Date	Clinical Skill	Signature of Preceptor/Midwife/Nurse

<p style="text-align: center;"><b>GYNAECOLOGY WARD</b></p> <p style="text-align: center;"><b>Number of weeks in this Practice Placement: 2</b></p>	<p><b>Instructions for Midwifery Students:</b>          You will be scheduled for two weeks of clinical practice placement on the Gynaecology Ward in the National Maternity Hospital. Please complete the Record of Attendance sheet each day.          The Initial Meeting and Final Meeting should be completed on the Gynaecology Ward with your preceptor/co-preceptor.</p>
<p style="text-align: center;"><b>GYNAECOLOGY OPD          CLINICAL MIDWIFERY          SPECIALIST          ADVANCED MIDWIFE          PRACTITIONER</b></p> <p style="text-align: center;"><b>Number of weeks in this Practice Placement: 2</b></p>	<p><b>Instructions for Midwifery Students:</b>          You will be scheduled for two weeks of Gynaecology OPD and working with the Clinical Midwifery Specialist and Advanced Midwife Practitioners in clinical placement in the National Maternity Hospital. A timetable for these two weeks will be forwarded to you in advance of the placement.          Please complete the Short Visit Attendance Sheet for each Practice Placement Area/Clinical Midwife Specialist/ Advanced Midwife Practitioner.</p>

## RECORD OF ATTENDANCE & REFLECTION – GYNAECOLOGY WARD

<b>GYNAECOLOGY WARD Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>GYNAECOLOGY WARD Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RECORD OF ATTENDANCE & REFLECTION – GYNAECOLOGY WARD

<b>SVUH Placement Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>SVUH Placement Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CLINICAL LEARNING OUTCOMES FOR GYNAECOLOGY

The Nursing and Midwifery Board of Ireland (NMBI) Midwife Registration Programme Standards and Requirements (2016) states that: Appropriate support and supervision and clearly defined learning outcomes should be provided for the student in specialist placements.

### **Aim of clinical practice placement:**

The aim of the Gynaecology Practice placement is for the student midwife to learn about the care of women with gynaecological conditions under the supervision of a registered midwife or nurse

### **During and by the end of this placement the student midwife should:**

- Be familiar with the layout of the department, including the emergency exits
  - Know how to activate the emergency response system
  - Demonstrate familiarity with the location and content of resuscitation equipment, including adult resuscitation equipment
  - Know where emergency blood is stored
- 
- Observe and participate in the care of women attending Outpatients Gynaecology Clinics
- 
- Observe and participate in the admission of a woman to the Gynaecology Ward (name band +/- allergy band if required)
  - Observe and participate in the initial assessment and care of women with gynaecological conditions
- 
- Observe and participate in preparing a woman for an operative procedure under general/regional anaesthesia, and completion of the pre-operative checklist
- 
- Become familiar with the commonly used drugs for gynaecology, including drug dosage, route of administration and side effects
- 
- Observe and participate in both pre and post-operative care following gynaecologic procedures e.g.: (list is not exhaustive)
    - Uterine/Bladder/Rectal Prolapse Repair
    - Hysterectomy(vaginal/abdominal/laparoscopic)
    - EUA/D&C/Laser Ablation/Laparotomy/Laparoscopy to investigate +/- treat e.g. adnexal masses, menorrhagia, infertility
- 
- Observe and participate in the holistic care of a person with early pregnancy loss:
    - Evacuation of Retained Products of Conception (ERPC)
    - Medical/Surgical treatment for Miscarriage
    - Medical/Surgical treatment for an ectopic pregnancy
    - Medical and Surgical Termination of Pregnancy

## CLINICAL LEARNING OUTCOMES FOR GYNAECOLOGY

- Provides support with the nurse to women and their families who have experienced bereavement
- Observes and participates in the care of a woman pre and post-surgical procedure, including:
  - Correct use of handling equipment, e.g. Hoover mattress/sliding sheet
  - Correct handover of woman's care to/from Theatre staff using the Theatre Checklist and ISBAR tool
- Observe and participate in nursing care priorities for a woman admitted with a gynaecological issue, which may include:
  - Recording vital signs and recognising when care must be escalated if any deviations from the norm
  - Assisting woman with personal hygiene needs
  - Pressure area assessment; VTE risk assessment
  - Wound care: hygiene & observation, replacing/removing surgical wound dressings; Infection prevention and control considerations
  - Pain Assessment; Pharmacological and non-pharmacological methods of pain relief
  - Intake and Output monitoring; Calculating a 24hour fluid balance
- Observe and participate in discharging a woman following a gynaecology procedure

## PROFESSIONAL VALUES IN PRACTICE

Students are required to demonstrate high standards of professional conduct at all times during their clinical placements. Students should work within the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2021)

### **Principle 1: Respect for the dignity of the person. The student is able to:**

- Respect all people – service users equally without discriminating on the grounds of age, gender, race, religion, civil status, family status, sexual orientation, disability (physical, mental or intellectual) or membership of the Traveller community
- Respect for the service users' rights and choices
- Shows respect, kindness, compassion towards the service user and their families

### **Principle 2: Professional responsibility and accountability. The student is able to:**

- Promote the level of professionalism expected of a student midwife in relation to punctuality, personal presentation and attitude, in accordance with clinical practice placements and university policies
- Work within the scope of practice for a student midwife and recognises their own level of knowledge, skills and professional behaviours

### **Principle 3: Quality of practice. The student is able to:**

- Consistently make efforts to engage in their learning in order to enhance safe, competent, kind, compassionate and respectful professional care which is informed by the best available evidence
- Demonstrate the ability to listen, seek clarification and carry out instructions safely

### **Principle 4: Trust and confidentiality. The student is able to:**

- Demonstrate honesty and trustworthiness
- Respect the service users right to privacy and confidentiality

### **Principle 5: Collaboration with others. The student is able to:**

- Demonstrate that they can communicate clearly and consistently with colleagues, service users and their families.
- Communicate appropriately and effectively with the multidisciplinary team

## TO BE COMPLETED ON THE GYNAECOLOGY WARD

The student is required to reflect on his/her own learning needs. The student must document below, learning needs and learning opportunities in relation to this clinical practice placement with the preceptor or co-preceptor

INITIAL MEETING			
Orientated to the clinical area      Yes <input type="checkbox"/> No <input type="checkbox"/>			
Student has reviewed and discussed the <b>Clinical Learning Outcomes</b> and the <b>Professional Values</b> with her preceptor:			
Student: <input type="checkbox"/> Preceptor: <input type="checkbox"/>			
Learning needs identified by the student in conjunction with preceptor or co-preceptor:			
Specific opportunities identified by the preceptor/co-preceptor that are available during this clinical placement:			
Signature of Preceptor/Co-Preceptor:	Signature of Student Midwife:	Date:	Date set for Final Meeting:

## TO BE COMPLETED ON THE GYNAECOLOGY WARD

### FINAL MEETING

Student reflection on learning in this practice placement:

The student midwife **has** achieved:

Clinical Learning Outcomes: Yes  No

Professional Values: Yes  No

**Preceptor/Co- Preceptor review:**

If the student has attained all the **Clinical Learning Outcomes/ Professional Values** for this placement, please provide a general comment on the student performance:

Signature of Preceptor/Co-Preceptor:

Signature of Student Midwife:

Date:

If the student has **not** achieved all the **Clinical Learning Outcomes /Professional Values** for this placement, please outline the Clinical Learning Outcomes and Professional Values that require improvement (use separate sheet if necessary that is provided at end of this practice placement document). Please refer to the protocol in the appendices **"When A Supernumerary Student is Unsuccessful in Their Clinical Assessment"**. Please contact the Clinical Placement Co-ordinator for the area who will in turn contact the Personal Tutor of the student in the University to put in place a **Final Learning Plan** as per University's guidelines.

Name of Clinical Placement Coordinator/CPC contacted: \_\_\_\_\_ Date contacted: \_\_\_\_\_

## RECORD OF STUDENT-PRECEPTOR MEETINGS

### ADDITIONAL PAGE

This page can be used to continue a first meeting or final meeting or to document any outstanding ***Clinical Learning Outcomes/Professional Values*** that were not attained by the student midwife on their clinical practice placement

# FOLLOW UP/FEEDBACK PAGE

Ongoing feedback from Preceptor/Co-Preceptor and other *midwives/nurses*, comment on key areas of progress and identify areas for development from the Principles, Assessment Criteria and Essential Skills. Please date, sign and print name for each entry

<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>

## RECORDS OF MEETINGS/ADDITIONAL FEEDBACK

This page may be completed by any Midwife/Nurse/CPC or Academic Representative

Date/Time	Signature/Designation	Comments

## RECORD OF ADDITIONAL CLINICAL SKILLS

This is an opportunity for the student midwife to record additional clinical skills that they have practised under the supervision of their Preceptor/Co-Preceptor/Registered Midwife/Nurse

<b>Date</b>	<b>Clinical Skill</b>	<b>Signature of Preceptor/Midwife/Nurse</b>

## SHORT VISIT ATTENDANCE - RECORD OF PRACTICE PLACEMENT EXPERIENCE

To be completed for each Practice Placement Area/Clinical Midwife Specialist/ Advanced Midwife Practitioner

Date	Time	Name of Practice Placement Area/Clinical Midwife Specialist/ Advanced Midwife Practitioner	Orientated to the practice area Y= ✓ N= X	Name of Midwife/Nurse	Signature of Midwife/Nurse	Signature of Student Midwife	Comment by Midwife/Nurse if necessary
Date:	From:						
	To:						
Date:	From:						
	To:						
Date:	From:						
	To:						
Date:	From:						
	To:						
Date:	From:						
	To:						

## SHORT VISIT ATTENDANCE - RECORD OF PRACTICE PLACEMENT EXPERIENCE

Date	Time	Name of Practice Placement Area/Clinical Midwife Specialist/ Advanced Midwife Practitioner	Orientated to the practice area Y= ✓ N= X	Name of Midwife/Nurse	Signature of Midwife/Nurse	Signature of Student Midwife	Comment by Midwife/Nurse if necessary
Date:	From:						
	To:						
Date:	From:						
	To:						
Date:	From:						
	To:						
Date:	From:						
	To:						

# **MENTAL HEALTH**

## **RECORD OF SHORT PLACEMENT EXPERIENCE**

<b>Name of Practice Placement - Unit/Ward:</b>	
<b>Number of weeks in this Practice Placement:</b>	
<b>Placement Dates:</b>	
<b>From:</b>	<b>To:</b>
<b>Name of Preceptor:</b>	
<b>Name of Co - Preceptor:</b>	
<b>Name of Clinical Placement Co-ordinator for the Area:</b>	

## RECORD OF ATTENDANCE & REFLECTION

<b>Week 1 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 1 Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RECORD OF ATTENDANCE & REFLECTION

<b>Week 2 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 2 Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CLINICAL LEARNING OUTCOMES FOR MENTAL HEALTH

The Nursing and Midwifery Board of Ireland (NMBI) Midwife Registration Programme Standards and Requirements (2016) states that: Appropriate support and supervision and clearly defined learning outcomes should be provided for the student in specialist placements

### **Aim of clinical practice placement:**

The aim of the Mental Health placement is to provide student midwives with opportunities to participate in the nursing care of individuals/service users with mental health conditions under the supervision of a registered nurse

### **During and by the end of this placement the student midwife should:**

- Be familiar with the layout of the department, including the emergency exits
- Know how to activate the emergency response system
- Demonstrate an understanding of mental health conditions and their presentations, e.g. anxiety disorders, psychosis or schizophrenia, depression and other disorders of mood
- Observe and participate in the collaborative and holistic nursing care of individuals/service users to meet their mental health and self-care needs
- Demonstrate and be able to discuss risk management and therapeutic risk taking
- Demonstrate the ability to communicate appropriately with individual/service users presenting with acute/chronic mental health care needs
- Demonstrate knowledge of commonly prescribed medications used to treat mental health conditions
- Demonstrate an understanding of the impact that mental health conditions have on individuals and families
- Demonstrate knowledge of the process of gaining informed consent from the individual/service user appropriate to the healthcare setting
- Recognise the importance of assessment, care planning, patient safety, documenting and evaluating care of the individual/service user

## **CLINICAL LEARNING OUTCOMES FOR MENTAL HEALTH**

- Demonstrate an understanding of the factors that may influence the development of a therapeutic relationship between the individual/service users and the mental health nurse
- Consider the mental health nurse's role in multidisciplinary team working within the health care setting
- Can discuss the mental health services available to individual/service users and how to access them e.g.
  - Day Hospital
  - Acute Admission Unit
  - Day Centre
  - Community Residence
  - Crisis Liaison Services
  - Voluntary and Advocacy Organisations

## PROFESSIONAL VALUES IN PRACTICE

Students are required to demonstrate high standards of professional conduct at all times during their clinical placements. Students should work within the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014)

### **Principle 1: Respect for the dignity of the person. The student is able to:**

- Respect all people – service users equally without discriminating on the grounds of age, gender, race, religion, civil status, family status, sexual orientation, disability (physical, mental or intellectual) or membership of the Traveller community
- Respect for the service users' rights and choices
- Shows respect, kindness, compassion towards the service user and their families

### **Principle 2: Professional responsibility and accountability. The student is able to:**

- Promote the level of professionalism expected of a student midwife in relation to punctuality, personal presentation and attitude, in accordance with clinical practice placements and university policies
- Work within the scope of practice for a student midwife and recognises their own level of knowledge, skills and professional behaviours

### **Principle 3: Quality of practice. The student is able to:**

- Consistently make efforts to engage in their learning in order to enhance safe, competent, kind, compassionate and respectful professional care which is informed by the best available evidence
- Demonstrate the ability to listen, seek clarification and carry out instructions safely

### **Principle 4: Trust and confidentiality. The student is able to:**

- Demonstrate honesty and trustworthiness
- Respect the service users right to privacy and confidentiality

### **Principle 5: Collaboration with others. The student is able to:**

- Demonstrate that they can communicate clearly and consistently with colleagues, service users and their families.
- Communicate appropriately and effectively with the multidisciplinary team

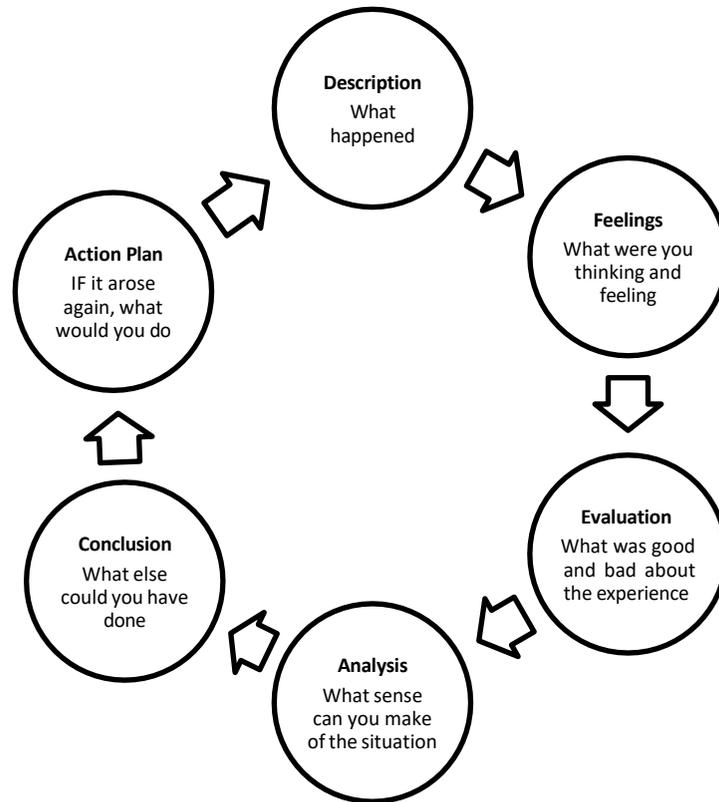
The student is required to reflect on his/her own learning needs. The student must document below, learning needs and learning opportunities in relation to this clinical placement with the preceptor or co-preceptor

<b>INITIAL MEETING</b>			
Orientated to the clinical area		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student has reviewed and discussed the <b>Clinical Learning Outcomes</b> and the <b>Professional Values</b> with her preceptor:			
Student:	<input type="checkbox"/>	Preceptor:	<input type="checkbox"/>
Learning needs identified by the student in conjunction with preceptor or co-preceptor			
Specific opportunities identified by the preceptor/co-preceptor that are available during this clinical placement			
Signature of Preceptor/Co-Preceptor:	Signature of Student Midwife:	Date:	Date set for Final Meeting:

## REFLECTIVE PRACTICE: STUDENT MIDWIFE REFLECTION USING GIBBS MODEL OF REFLECTION (1988)

As part of the Mental Health placement the student midwife is required to complete **ONE** piece of reflective writing. The purpose of reflective writing is to demonstrate learning. The reflective writing piece is to provide one source of evidence relevant to the learning that has been achieved and must be linked to the clinical practice placement learning outcomes. The experience can be a positive or negative experience. The Student Midwife, Preceptor/ CPC/ Link Academic Staff must ensure that Patient, Person, Service User, or Staff are not identifiable in the reflective writing piece.

***The reflective writing piece must be completed prior to the student midwife final meeting and be signed off by the preceptor/co-preceptor***



## REFLECTIVE PRACTICE: STUDENT MIDWIFE REFLECTION USING GIBBS MODEL OF REFLECTION (1988)

<p><b>Description</b></p> <p>What happened</p>			
<p><b>Feelings</b></p> <p>What were you thinking and feeling</p>			
<p><b>Evaluation</b></p> <p>What was good and bad about the experience</p>			
<p><b>Analysis</b></p> <p>What sense can you make of the situation</p>			
<p><b>Conclusion</b></p> <p>What else could you have done</p>			
<p><b>Action Plan</b></p> <p>If it arose again, what would you do</p>			
<p>The student midwife <i>has</i> completed the reflective writing piece:</p> <p>Yes                      No</p>	Signature of Personal Tutor:	Signature of Student Midwife:	Date:

## FINAL MEETING

Student reflection on learning in this placement:

The student midwife **has** achieved:

Clinical Learning Outcomes    Yes        No   

Professional Values            Yes        No   

The student midwife **has** completed the reflective writing piece:

Yes        No   

**Preceptor/Co- Preceptor review:**

If the student has attained all the **Clinical Learning Outcomes/ Professional Values** for this placement, please provide a general comment on the student performance:

Signature of Preceptor/Co-Preceptor:

Signature of Student Midwife:

Date:

If the student has **not** achieved all the **Clinical Learning Outcomes /Professional Values** for this placement, please outline the Clinical Learning Outcomes and Professional Values that require improvement: (use separate sheet if necessary that is provided at end of this practice placement document). Please refer to the protocol in the appendices **"When A Supernumerary Student is Unsuccessful in Their Clinical Assessment"**. Please contact the Clinical Placement Co-ordinator for the area who will in turn contact the Personal Tutor of the student in the University to put in place a **Learning Plan** as per University's guidelines.

Name of Clinical Placement Coordinator/CPC contacted: \_\_\_\_\_ Date contacted: \_\_\_\_\_

## RECORD OF STUDENT-PRECEPTOR MEETINGS

### ADDITIONAL PAGE

This page can be used to continue a first meeting or final meeting or to document any outstanding ***Clinical Learning Outcomes/Professional Values*** that were not attained by the student midwife on their placement

# FOLLOW UP/FEEDBACK PAGE

Ongoing feedback from Preceptor/Co-Preceptor and other *midwives/nurses*, comment on key areas of progress and identify areas for development from the Principles, Assessment Criteria and Essential Skills. Please date, sign and print name for each entry

<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>

## RECORDS OF MEETINGS/ADDITIONAL FEEDBACK

This page may be completed by any Midwife/Nurse/CPC or Academic Representative

Date/Time	Signature/Designation	Comments

## RECORD OF ADDITIONAL CLINICAL SKILLS

This is an opportunity for the student midwife to record additional clinical skills that they have practised under the supervision of their Preceptor/Co-Preceptor/Registered Midwife/Nurse

Date	Clinical Skill	Signature of Preceptor/Midwife/Nurse

# **THEATRE AND RECOVERY**

## **RECORD OF SHORT PRACTICE PLACEMENT EXPERIENCE**

<b>Name of Practice Placement - Unit/Ward:</b>	
<b>Placement Dates:</b>	
<b>From:</b>	<b>To:</b>
<b>Name of Preceptor:</b>	
<b>Name of Co-Preceptor:</b>	
<b>Name of Clinical Placement Co-ordinator for the Area:</b>	

## RECORD OF ATTENDANCE & REFLECTION

<b>Week 1 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 1 Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RECORD OF ATTENDANCE & REFLECTION

<b>Week 2 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 2 Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CLINICAL LEARNING OUTCOMES FOR THEATRE AND RECOVERY

The Nursing and Midwifery Board of Ireland (NMBI) Midwife Registration Programme Standards and Requirements (2016) states that: Appropriate support and supervision and clearly defined learning outcomes should be provided for the student in specialist placements.

### **Aim of clinical placement:**

The aim of the Theatre and Recovery practice placement is for the student midwife to learn about the care of women and their babies in the general theatre and recovery setting, under the supervision of a registered midwife or nurse

### **During and by the end of this placement the student midwife should:**

- Be familiar with the layout of the department, including the emergency exits
  - Know how to activate the emergency response system
  - Demonstrate familiarity with the location and content of resuscitation equipment, including adult and neonatal resuscitation equipment
  - Know where emergency blood is stored
- 
- Observes and participates in the admission of a woman and her birth partner to the Operating Theatre
- 
- Observes the preparation for surgical procedures
- 
- Observes in the preparation and administration of general and regional anaesthesia
  - Demonstrate knowledge of indications, benefits, risks and contra-indications of regional and general anaesthesia, with particular reference to pregnant women
  - Demonstrate knowledge of the midwifery care and management of women having regional and general anaesthesia
  - Observe an intubation
  - Observe in the application of rapidsequence induction/cricoid pressure in an emergency situation
- 
- Observes Obstetric and Gynaecological surgical procedures e.g.: (list is not exhaustive)
    - Elective and Emergency Caesarean Section
    - Manual removal of placenta
    - Uterine Prolapse Repair
    - Hysterectomy (vaginal and abdominal)
    - Evacuation of Retained Products of Conception (ERPC)

## CLINICAL LEARNING OUTCOMES FOR THEATRE AND RECOVERY

- Observes and participates with the scrub nurse/midwife when scrubbed for a Caesarean Section and surgical procedures
- Observes and participates in the safe transfer of woman and her infant to the recovery room
- Observes and participates in postoperative care within the recovery room
- Be aware of handling equipment, e.g. Hoover mattress/sliding sheet
- Demonstrates knowledge of the handover and discharge criteria that need to be met prior to transfer to the ward
- Observes and participate in the care of the newborn following birth by caesarean section or instrumental birth:
  - Check that the resuscitaire is turned on for the reception of the newborn, and that all necessary drugs and equipment are available and in working order
  - Obtain and record the time of birth and sex of infant(s)
  - Participate in identification and security tagging of the newborn infant
  - Observe the midwife and paediatrician in resuscitation procedures
  - Support women/partners to have skin to skin contact with their baby in a safe and unhurried environment
- Observes and participates in the clinical handover of a woman from the operating theatre/recovery room to the ward staff prior to transfer the woman to the clinical ward area
- Adheres to the principles of infection control
- Knows how to maintain a sterile field

## **PROFESSIONAL VALUES IN PRACTICE**

Students are required to demonstrate high standards of professional conduct at all times during their clinical placements. Students should work within the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014)

### **Principle 1: Respect for the dignity of the person. The student is able to:**

- Respect all people – service users equally without discriminating on the grounds of age, gender, race, religion, civil status, family status, sexual orientation, disability (physical, mental or intellectual) or membership of the Traveller community
- Respect for the service users' rights and choices
- Shows respect, kindness, compassion towards the service user and their families

### **Principle 2: Professional responsibility and accountability. The student is able to:**

- Promote the level of professionalism expected of a student midwife in relation to punctuality, personal presentation and attitude, in accordance with clinical practice placements and university policies
- Work within the scope of practice for a student midwife and recognises their own level of knowledge, skills and professional behaviours

### **Principle 3: Quality of practice. The student is able to:**

- Consistently make efforts to engage in their learning in order to enhance safe, competent, kind, compassionate and respectful professional care which is informed by the best available evidence
- Demonstrate the ability to listen, seek clarification and carry out instructions safely

### **Principle 4: Trust and confidentiality. The student is able to:**

- Demonstrate honesty and trustworthiness
- Respect the service users right to privacy and confidentiality

### **Principle 5: Collaboration with others. The student is able to:**

- Demonstrate that they can communicate clearly and consistently with colleagues, service users and their families.
- Communicate appropriately and effectively with the multidisciplinary team

**The student is required to reflect on his/her own learning needs. The student must document below, learning needs and learning opportunities in relation to this clinical placement with the preceptor or co-preceptor**

**INITIAL MEETING**

Orientated to the clinical area      Yes       No

Student has reviewed and discussed the **Clinical Learning Outcomes** and the **Professional Values** with her preceptor:

Student:       Preceptor:

Learning needs identified by the student in conjunction with preceptor or co-preceptor:

Specific opportunities identified by the preceptor/co-preceptor that are available during this clinical placement:

Signature of Preceptor/Co-Preceptor:	Signature of Student Midwife:	Date:	Date set for Final Meeting:
--------------------------------------	-------------------------------	-------	-----------------------------

## FINAL MEETING

Student reflection on learning in this placement:

The student midwife **has** achieved:

Clinical Learning Outcomes    Yes            No   

Professional Values            Yes            No   

The student midwife **has** completed the reflective writing piece:

Yes            No   

**Preceptor/Co- Preceptor review:**

If the student has attained all the **Learning Outcomes/ Professional Values** for this placement, please provide a general comment on the student performance:

Signature of Preceptor/Co-Preceptor:

Signature of Student Midwife:

Date:

If the student has **not** achieved the **Learning Outcomes /Professional Values** for this placement, please outline the Learning Outcomes and Professional Values that require improvement (use separate sheet if necessary that is provided at end of this placement document). Please refer to the protocol "**When a supernumerary student is unsuccessful in their clinical Assessment**". Please contact the Personal Tutor of the student in the University to put in place a **Learning Plan** as per University's guidelines.

Name of Personal Tutor contacted: \_\_\_\_\_ Date contacted: \_\_\_\_\_

## RECORD OF STUDENT-PRECEPTOR MEETINGS

### ADDITIONAL PAGE

This page can be used to continue a first meeting or final meeting or to document any outstanding ***Learning Outcomes/Professional Values*** that were not attained by the student midwife on their placement

# FOLLOW UP/FEEDBACK PAGE

Ongoing feedback from Preceptor/Co-Preceptor and other *midwives/nurses*, comment on key areas of progress and identify areas for development from the Principles, Assessment Criteria and Essential Skills. Please date, sign and print name for each entry

<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>

## RECORDS OF MEETINGS/ADDITIONAL FEEDBACK

This page may be completed by any Midwife/Nurse/CPC or Academic Representative

Date/Time	Signature/Designation	Comments

## RECORD OF ADDITIONAL CLINICAL SKILLS

This is an opportunity for the student midwife to record additional clinical skills that they have practised under the supervision of their Preceptor/Co-Preceptor/Registered Midwife/Nurse

Date	Clinical Skill	Signature of Preceptor/Midwife/Nurse

# PRIMARY HEALTHCARE

## RECORD OF SHORT PLACEMENT EXPERIENCE

<b>Name of Practice Placement:</b>	
<b>Number of weeks in this Practice Placement:</b>	
<b>Placement Dates:</b>	
<b>From:</b>	<b>To:</b>
<b>Name of Preceptor:</b>	
<b>Name of Co - Preceptor:</b>	
<b>Name of Personal Tutor:</b>	

The BSc Midwifery Students must complete two weeks of supervised practice in Primary Healthcare to meet the requirements of EU Council Directive 2013/55/EC (Midwifery Registration Programme Standards and Requirements – NMBI 2016). This document must be completed by the Preceptor/Public Health Nurse and student midwife by the end of the placement.

## RECORD OF ATTENDANCE & REFLECTION

<b>Week 1 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 1 Reflection Record</b>					
Date	Structured Reflection	Theme		Hours	
Midwifery Student Signature					
Date	Unstructured Reflection	Theme		Hours	
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RECORD OF ATTENDANCE & REFLECTION

<b>Week 2 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 2 Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## LEARNING OUTCOMES FOR PRIMARY HEALTHCARE

The Nursing and Midwifery Board of Ireland (NMBI) Midwife Registration Programme Standards and Requirements (2016) states that: appropriate support and supervision and clearly defined learning outcomes should be provided for the student in specialist placements

### **Aim of practice placement:**

The aim of the Primary Healthcare placement is to provide student midwives with a broad range of experiences as possible in primary healthcare under the supervision of a registered Public Health Nurse (PHN)

### **During and by the end of this placement the student midwife should:**

- Demonstrate knowledge of the Primary Care Team (PCT): A Primary Care Team (PCT) is a team of health professionals who work closely together to meet the needs of the people living in the community. They provide a single point of contact to the health system.
  - Primary Care Team services include:
    - General Practitioner Service
    - Practice Nurse Service
    - Public Health Nursing Service (Public Health Nurses and Community Registered General Nurses)
    - Home Help / Home Care Attendant Service
    - Occupational Therapy Service
    - Physiotherapy Service
    - Speech and Language Therapy Service
    - Social Work Service
- Demonstrate knowledge of the role of the Public Health Nurse in Primary Care.
- Demonstrate an awareness of the roles of other health professionals in Primary Care.
- Become familiar with the role of the Public Health Nurse in the delivery of the National Healthy Childhood Programme including child health assessments, screening, child welfare and protection, schools nursing, vaccination programme and caring for children with complex needs.
- Become familiar with the public health nursing documentation for child health, adult and the older person.
- Observe the process of care planning to support the delivery of care that is evidence-based and appropriate to the individual needs.
- Observe and participate in the public health nursing service in care of the older person, clinical nursing and palliative/end of life care.

## LEARNING OUTCOMES FOR PRIMARY HEALTHCARE

The Nursing and Midwifery Board of Ireland (NMBI) Midwife Registration Programme Standards and Requirements (2016) states that:  
appropriate support and supervision and clearly defined learning outcomes should be provided for the student in specialist placements

- Demonstrate an understanding of the complexity of caring for individuals in their own home.
- Become familiar with the liaison process between hospitals and Primary Care.
- Demonstrate knowledge of the outside agencies operating in Primary Care, i.e. meals on wheels, day centres, respite services etc
- Become familiar with disability services in Primary Care.

## PROFESSIONAL VALUES IN PRACTICE

Students are required to demonstrate high standards of professional conduct at all times during their clinical placements. Students should work within the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014)

### **Principle 1: Respect for the dignity of the person. The student is able to:**

- Respect all people – service users equally without discriminating on the grounds of age, gender, race, religion, civil status, family status, sexual orientation, disability (physical, mental or intellectual) or membership of the Traveller community
- Respect for the service users' rights and choices
- Shows respect, kindness, compassion towards the service user and their families

### **Principle 2: Professional responsibility and accountability. The student is able to:**

- Promote the level of professionalism expected of a student midwife in relation to punctuality, personal presentation and attitude, in accordance with clinical practice placements and university policies
- Work within the scope of practice for a student midwife and recognises their own level of knowledge, skills and professional behaviours

### **Principle 3: Quality of practice. The student is able to:**

- Consistently make efforts to engage in their learning in order to enhance safe, competent, kind, compassionate and respectful professional care which is informed by the best available evidence
- Demonstrate the ability to listen, seek clarification and carry out instructions safely

### **Principle 4: Trust and confidentiality. The student is able to:**

- Demonstrate honesty and trustworthiness
- Respect the service users right to privacy and confidentiality

### **Principle 5: Collaboration with others. The student is able to:**

- Demonstrate that they can communicate clearly and consistently with colleagues, service users and their families.
- Communicate appropriately and effectively with the multidisciplinary team

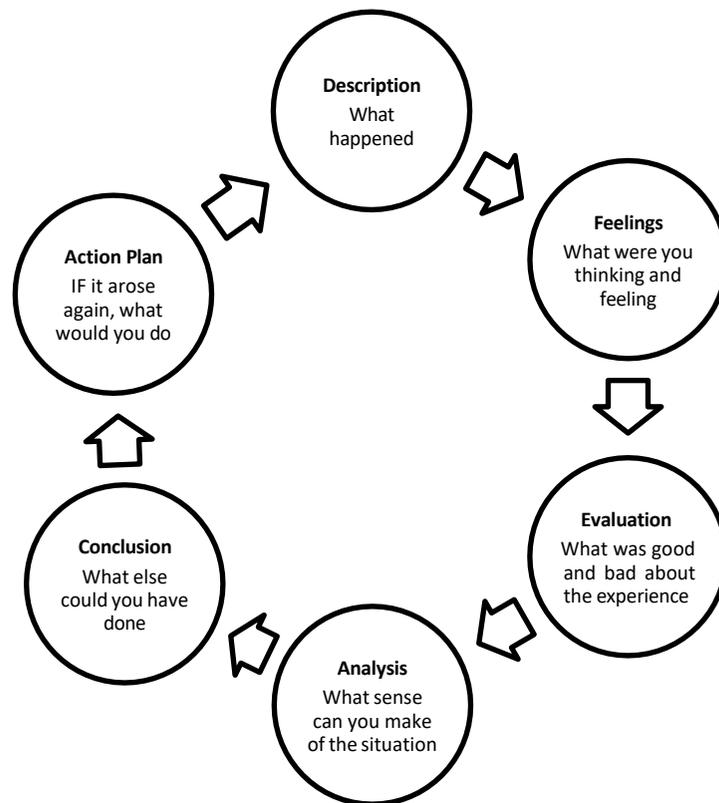
**The student is required to reflect on his/her own learning needs. The student must document below, learning needs and learning opportunities in relation to this placement with the preceptor or co-preceptor**

<b>INITIAL MEETING</b>			
Orientated to the area      Yes <input type="checkbox"/> No <input type="checkbox"/>			
Student has reviewed and discussed the <b>Learning Outcomes</b> and the <b>Professional Values</b> with their preceptor:			
Student: <input type="checkbox"/> Preceptor: <input type="checkbox"/>			
Learning needs identified by the student in conjunction with preceptor or co-preceptor			
Specific opportunities identified by the preceptor/co-preceptor that are available during this clinical placement			
Signature of Preceptor/Co-Preceptor:	Signature of Student Midwife:	Date:	Date set for Final Meeting:

## REFLECTIVE PRACTICE: STUDENT MIDWIFE REFLECTION USING GIBBS MODEL OF REFLECTION (1988)

As part of the Primary Healthcare placement the student midwife is required to complete **ONE** piece of reflective writing. The purpose of reflective writing is to demonstrate learning. The reflective writing piece is to provide one source of evidence relevant to the learning that has been achieved and must be linked to the practice placement learning outcomes. The experience can be a positive or negative experience. The Student Midwife, Preceptor/ CPC/ Link Academic Staff must ensure that Patient, Person, Service User, or Staff are not identifiable in the reflective writing piece.

***The reflective writing piece must be completed prior to the student midwife final meeting and be signed off by the Preceptor/Co-preceptor***



<p><b>Description</b> What happened</p>			
<p><b>Feelings</b> What were you thinking and feeling</p>			
<p><b>Evaluation</b> What was good and bad about the experience</p>			
<p><b>Analysis</b> What sense can you make of the situation</p>			
<p><b>Conclusion</b> What else could you have done</p>			
<p><b>Action Plan</b> IF it arose again, what would you do</p>			
<p>The midwifery student <b>has</b> completed the reflective writing piece: Yes                      No</p>	<p>Signature of Personal Tutor:</p>	<p>Signature of Student Midwife:</p>	<p>Date:</p>

## FINAL MEETING

Student reflection on learning in this placement:

The student midwife **has** achieved:

Clinical Learning Outcomes    Yes                      No

Professional Values                      Yes                      No

The student midwife **has** completed the reflective writing piece:

Yes                      No

**Preceptor/Co- Preceptor review:**

If the student has attained all the **Learning Outcomes/ Professional Values** for this placement, please provide a general comment on the student performance:

Signature of Preceptor/Co-Preceptor:

Signature of Student Midwife:

Date:

If the student has **not** achieved the **Learning Outcomes /Professional Values** for this placement, please outline the Learning Outcomes and Professional Values that require improvement (use separate sheet if necessary that is provided at end of this placement document). Please refer to the protocol "**When a supernumerary student is unsuccessful in their clinical Assessment**". Please contact the Personal Tutor of the student in the University to put in place a **Learning Plan** as per University's guidelines.

Name of Personal Tutor contacted: \_\_\_\_\_ Date contacted: \_\_\_\_\_

## RECORD OF STUDENT-PRECEPTOR MEETINGS

### ADDITIONAL PAGE

This page can be used to continue a first meeting or final meeting or to document any outstanding **Learning Outcomes/Professional Values** that were not attained by the student midwife on their placement

# **ELECTIVE PLACEMENT**

## **RECORD OF SHORT PLACEMENT EXPERIENCE**

<b>Name of Elective Placement:</b>  
<b>Location of Elective Placement:</b>  
<b>Number of weeks in this Practice Placement:</b>  
<b>Placement Dates:</b>  <b>From:</b> <span style="margin-left: 200px;"><b>To:</b></span>

# UCD School of Nursing, Midwifery and Health Systems

## **Information regarding Elective Placement for BSc Midwifery Students**

As part fulfilment of the Nursing and Midwifery Board of Ireland [requirements](#) for Midwife Education and Registration, you are required to undertake a two week elective placement. The aim of an elective placement within the BSc Midwifery programme is to provide students with an opportunity to gain insight into topics relevant to their programme of learning.

Student midwives will take the lead role in arranging their elective placement with the support of the midwife lecturers in the School of Nursing and Midwifery and Health Systems, University College Dublin.

Students may attend placement individually or **in pairs only**. This is to enable students to be a support for each other and also to reduce the student capacity load for the clinical areas to which they will be going.

You may choose to attend any area relevant to pregnancy and childbirth and the postnatal period for your placement.

Please be aware of the following details regarding the elective placement:

- Midwifery students are responsible for their own accommodation and travel expenses.
- You must use your UCD University email for any correspondence with the elective placement site
- You will not be able to avail of any placement areas within the National Maternity Hospital
- Uniform: Unless mandated by the elective site you will be expected to wear your clinical skills t-shirt and dark trousers
- Your elective placement must be for two weeks (long or short days). You can attend if offered one week but will be responsible for arranging a second week elsewhere in order to complete a two-week placement.
- You will be responsible for supplying the elective site with the necessary documents to ensure the placement commences on time.

UCD Midwifery recommend that you make contact with the relevant area using the '**Student Letter Template to Request Elective Placement**' available in Brightspace and then confirm in writing/email that you will attend.

**You must avoid leaving it to the last minute to arrange your placement. Clinical sites and practitioners require adequate notice to plan a placement and experience for you.**

## Planning your Elective Placement

- Review list of examples of Elective Placements (in Brightspace)
- Talk with other midwifery students about their Elective Placement Experiences
- Complete the 'Student Letter Template Letter' to request Elective Placement from your chosen site/practitioner (Available to download and print from Brightspace)
- Note that you may need to apply to more than one area/practitioner
- Be courteous in your written/email applications and replies, you are representing University College Dublin. Respond in a timely manner.
- If you are having difficulty arranging your placement, contact your personal tutor in University College Dublin to discuss. Please contact ARC for contact details of your personal tutor.

## When Elective Placement and dates are confirmed

- Complete the 'google form' in Brightspace. This form should provide details of your elective placement area, contact person and contact details, how you can be contacted while on elective placement and the relevance of the placement to the role of the midwifery student and the midwife.
- Ensure to also inform your family members of the placement information.
- Confirm the time/date, person and location to meet with on the first morning of the placement

## During and at the end of the Elective Placement

- Complete the Elective Placement Attendance Record in your Stage 2/3 Specialist MCAT
- Provide a brief summary of how learning outcomes have been achieved. This must be countersigned by the relevant person supervising you on placement
- Write a reflection about your learning while on the Elective placement from both a personal and professional perspective. This will be reviewed by your personal tutor during MCAT presentation at the end of the Trimester.

## Protocols for Progression on BSc Midwifery Programme

- Failure to submit your completed MCAT **on the date highlighted for presentation of MCATS** will result in a 'ABS' grade and the clinical module will be considered a fail grade.
- Failure to submit a **correctly completed** MCAT will result in a 'NM' grade and the clinical module will be considered a fail grade.
- Failure to complete the elective placement will result in the student not being able to register for the following year of their placement.

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## RECORD OF ATTENDANCE & REFLECTION

<b>Week 1 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 1 Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RECORD OF ATTENDANCE & REFLECTION

<b>Week 2 Attendance Record</b>	Date	Date	Date	Date	Date
Hours of Duty					
Midwifery Student Signature					
Registered Midwife/Nurse Signature					
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		
<b>Week 2 Reflection Record</b>					
Date	Structured Reflection		Theme		Hours
Midwifery Student Signature					
Date	Unstructured Reflection		Theme		Hours
Reflection completed	Midwifery Student Signature				
<b>Number of Hours Absent:</b>			<b>Number of Days Absent:</b>		

**\*\*NMBI require 4 hours of reflective practice per week**

***Total hours completed on this page:***

***Declaration by Student:*** I confirm that the hours recorded on this sheet are a true and accurate account of the duty I have worked.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **PROFESSIONAL VALUES IN PRACTICE**

Students are required to demonstrate high standards of professional conduct at all times during their elective placement. Students should work within the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014)

### **Principle 1: Respect for the dignity of the person. The student is able to:**

- Respect all people – service users equally without discriminating on the grounds of age, gender, race, religion, civil status, family status, sexual orientation, disability (physical, mental or intellectual) or membership of the Traveller community
- Respect for the service users' rights and choices
- Shows respect, kindness, compassion towards the service user and their families

### **Principle 2: Professional responsibility and accountability. The student is able to:**

- Promote the level of professionalism expected of a student midwife in relation to punctuality, personal presentation and attitude, in accordance with clinical practice placements and university policies
- Work within the scope of practice for a student midwife and recognises their own level of knowledge, skills and professional behaviours

### **Principle 3: Quality of practice. The student is able to:**

- Consistently make efforts to engage in their learning in order to enhance safe, competent, kind, compassionate and respectful professional care which is informed by the best available evidence
- Demonstrate the ability to listen, seek clarification and carry out instructions safely

### **Principle 4: Trust and confidentiality. The student is able to:**

- Demonstrate honesty and trustworthiness
- Respect the service users right to privacy and confidentiality

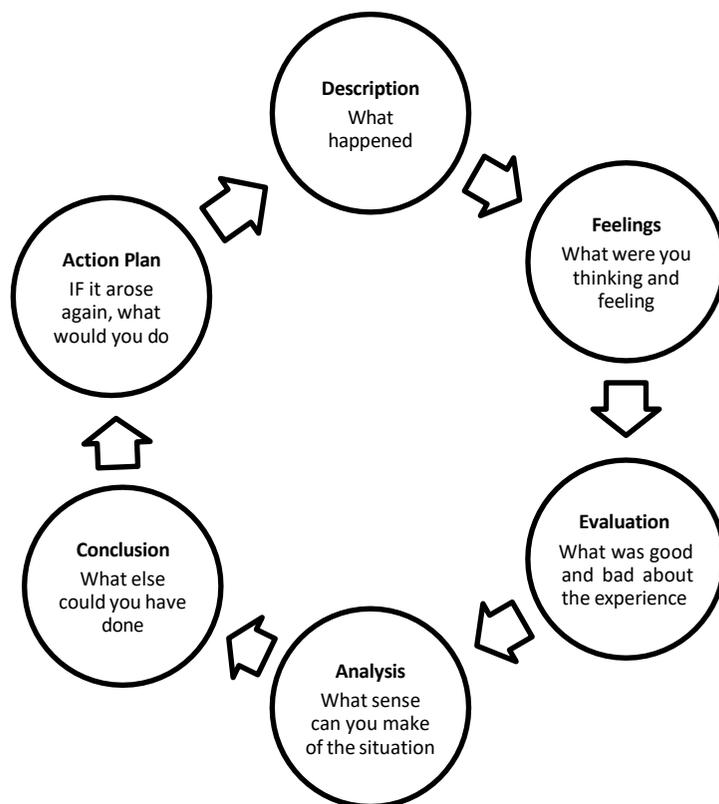
### **Principle 5: Collaboration with others. The student is able to:**

- Demonstrate that they can communicate clearly and consistently with colleagues, service users and their families.
- Communicate appropriately and effectively with the multidisciplinary team

## REFLECTIVE PRACTICE: STUDENT MIDWIFE REFLECTION USING GIBBS MODEL OF REFLECTION (1988)

As part of the Elective Placement the student midwife is required to complete **ONE** piece of reflective writing. The purpose of reflective writing is to demonstrate learning. The reflective writing piece is to provide one source of evidence relevant to the learning that has been achieved. The experience can be a positive or negative experience. The Student Midwife, Preceptor/ CPC/ Link Academic Staff must ensure that Patient, Person, Service User, or Staff are not identifiable in the reflective writing piece.

***The reflective writing piece must be completed during the Elective Placement and be signed off by the Personal Tutor when the document is submitted to the Personal Tutor in the University***



<p><b>Description</b> What happened</p>			
<p><b>Feelings</b> What were you thinking and feeling</p>			
<p><b>Evaluation</b> What was good and bad about the experience</p>			
<p><b>Analysis</b> What sense can you make of the situation</p>			
<p><b>Conclusion</b> What else could you have done</p>			
<p><b>Action Plan</b> IF it arose again, what would you do</p>			
<p>The student midwife <b>has</b> completed the reflective writing piece: Yes                      No</p>	<p>Signature of Personal Tutor:</p>	<p>Signature of Student Midwife:</p>	<p>Date:</p>

**REFLECTIVE PRACTICE: STUDENT MIDWIFE REFLECTIVE WRITING PIECE CONTINUED**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their reflective piece.

## SUMMARY SHEET – PROGRESS REVIEW – TO BE COMPLETED BY THE PERSONAL TUTOR

Student Name:	Student College ID Number:	
<b>HDU (SVUH) (1 week)</b> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>  <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:	<b>Gynaecology Ward (2 weeks)</b> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>  <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:	<b>Mental Health</b> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>  <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:
<b>HDU (NMH) (1 week)</b> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>  <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:	<b>Gynaecology OPD (1 week)</b> <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:	<b>Primary Healthcare</b> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>  <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:
<b>Theatre and Recovery</b> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>  <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:	<b>Gynaecology Specialist (1 week)</b> <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:	<b>Elective Placement</b> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>  <b>Clinical Time complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:
<b>Clinical Record Book Reviewed:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Medication Management Workbook Reviewed:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Overall Clinical Time Complete:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If <b>'No'</b> hours outstanding:
Personal Tutor Print Name:  Personal Tutor Signature:		Date:

## References

Nursing and Midwifery Board of Ireland (2022) *Practice Standards for Midwives*. Nursing and Midwifery Board of Ireland, Dublin

Nursing and Midwifery Board of Ireland (2015) *Scope of Nursing and Midwifery Practice Framework*. Nursing and Midwifery Board of Ireland, Dublin

Nursing and Midwifery Board of Ireland (2016) *Midwife Registration Programme Standards and Requirements* (4th ed.). Nursing and Midwifery Board of Ireland, Dublin

Nursing and Midwifery Board of Ireland (2021) *The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives*. Nursing and Midwifery Board of Ireland, Dublin

# **APPENDICES**



## Programme Requirements for Progression and Description of Outcomes for Supernumerary Clinical Modules

BSc General Nursing  
BSc Mental Health Nursing  
BSc Midwifery Stages  
BSc Children's & General Nursing

### Programme Derogations

Derogations are implemented to ensure that the domains/ performance indicators in the National Competence Assessment Document (NCAD) or principles /assessment criteria in the Midwifery Competence Assessment Tool (MCAT) of progression within clinical supernumerary modules are met. Derogation describes where a module or programme is granted formal exemption from the University Academic Regulations. Approval of derogations is granted by the University Undergraduate Programme Board.

#### Derogation 1

All clinical modules in each year of the three nursing programmes and midwifery programme must be passed before the student can progress to the next year of the programme.

#### Derogation 2

In addition to passing all the clinical modules of a particular year, students are required to complete all of the clinical time for that year, before they can progress to the next year of the programme.

**Note:** Upon completing any outstanding clinical time for a module, students must immediately present their time sheets, confirming completion of this time, to the School of Nursing Midwifery and Health Systems clinical allocations office. The student should keep a copy of the time sheet as proof of submission. Failure to submit the completed time sheet will result in the student being unable to progress to the next year of the programme.

#### Derogation 3

A student who fails a supernumerary clinical practice module having had three attempts will be ineligible to continue in that nursing or midwifery programme.

## Description of Outcomes for Supernumerary Clinical Modules

Outcome	Description
<p><b>PASS (P)</b></p>	<p><b>National Competence Assessment Document (NCAD) Domains /Performance Indicators have been achieved. A Pass (P) grade is awarded.</b></p> <p><b>Midwifery Competence Assessment Tool (MCAT) Principles / Assessment Criteria have been achieved A Pass (P) grade is awarded.</b></p> <p><b>Derogation Requirement:</b> Students are required to complete all of the clinical time for that year before they can progress to the next year of the programme.</p>
<p><b>Incomplete (IM)</b></p>	<p><b>National Competence Assessment Document Domains/Performance Indicators have not been achieved, as the student cannot be assessed due to insufficient time in the clinical area, and the student has no extenuating circumstances. An 'Incomplete' (IM) grade is awarded.</b></p> <p><b>Midwifery Competence Assessment Tool Principles/ Assessment Criteria have been not been achieved, as the student cannot be assessed due to insufficient time in the clinical area, and the student has no extenuating circumstances. An 'Incomplete' (IM) grade is awarded.</b></p> <p><b>Remediation Strategy:</b></p> <ul style="list-style-type: none"> <li>● Students will be given only <u>one</u> opportunity to attend a practice placement to achieve outstanding performance indicators in the NCAD or assessment criteria in MCAT. This re-scheduled time is considered part of the first attempt.</li> <li>● Normally the time required to complete the clinical assessment will be equivalent to the outstanding time for that practice placement.</li> <li>● If the performance indicators in the NCAD or assessment criteria in the MCAT are not completed during this one opportunity, due to absenteeism, the CPC will contact the UCD personal tutor. The case will be reviewed, and a plan of action will be put in place with the involvement of the Clinical Allocations Office.</li> <li>● The Incomplete (IM) will only become a Pass (P) when all NCAD performance indicators or MCAT assessment criteria have been achieved.</li> </ul> <p><b>Derogation Requirement:</b> Students are required to complete all of the clinical time for that year before they can progress to the next year of the programme.</p>

<p><b>Incomplete Extenuating Circumstance (IX)</b></p>	<p><b>National Competence Assessment Document Domains/Performance Indicators have not been achieved due to extenuating circumstances. An ‘Incomplete with Extenuating’ (IX) grade is awarded based on a recommendation from the Extenuating Circumstances Committee.</b></p> <p><b>Midwifery Competence Assessment Tool (MCAT) Principles/Assessment Criteria have not been achieved due to extenuating circumstances. An ‘Incomplete with Extenuating’ (IX) grade is awarded based on a recommendation from the Extenuating Circumstances Committee.</b></p> <p><b>Remediation Strategy:</b></p> <ul style="list-style-type: none"> <li>• The student is required to undertake a supplemental practice placement which is considered as part of the first attempt. This provides an opportunity to complete the unattained/incomplete performance criteria in the NCAD or assessment criteria in the MCAT</li> <li>• The supplemental practice placement duration may vary to meet the needs of individual students.</li> <li>• The IX grade will only become a Pass (P) when all performance indicators in the NCAD or assessment criteria in the MCAT have been achieved.</li> </ul> <p><b>Derogation Requirement:</b> Students are required to complete all of the clinical time for that year before they can progress to the next year of the programme.</p>
<p><b>Fail (F) on 1<sup>st</sup> attempt</b></p>	<p><b>National Competence Assessment Document Domains /Performance Indicators have not been achieved on the repeat. A Fail grade is awarded.</b></p> <p><b>Midwifery Competence Assessment Tool Principles/Assessment Criteria have not been achieved on the repeat. A Fail grade is awarded.</b></p> <p><b>Remediation strategy for Second Attempt</b></p> <ul style="list-style-type: none"> <li>• The student is required to undertake a repeat practice placement.</li> <li>• The student is required to focus on the unattained standards from the 1<sup>st</sup> clinical placement (original).</li> <li>• The duration of the repeat practice placement is 4 weeks. If the original practice placement was less <i>than four weeks</i> the repeat is the same duration as the original practice placement.</li> <li>• The outcome grade for the 2<sup>nd</sup> attempt will be presented at the next available examination board.</li> </ul> <p><b>Derogation Requirement:</b> Students are required to complete all of the clinical time for that year before they can progress to the next year of the programme.</p>

<p><b>Fail Repeat (FR) on 2<sup>nd</sup> attempt</b></p>	<p><b>National Competence Assessment Document Domains / Performance Indicators have not been achieved on the repeat. A Fail grade is awarded.</b></p> <p><b>Midwifery Competence Assessment Tool Principles /Assessment Criteria have not been achieved on the repeat. A Fail grade is awarded.</b></p> <p><b>Remediation Strategy for Third Attempt</b></p> <ul style="list-style-type: none"> <li>• The student is required to undertake a repeat clinical placement.</li> <li>• The student is required to complete a new NCAD and must achieve all performance criteria of that assessment or the student is required to complete a new MCAD and must achieve all assessment criteria of that assessment.</li> <li>• The duration of the repeat Practice I placement is the same as the 1<sup>st</sup> (original) practice placement.</li> <li>• The outcome grade for the 3<sup>rd</sup> attempt will be presented at the next available examination board.</li> </ul> <p><b>Derogation Requirement:</b> Students are required to complete all of the clinical time for that year before they can progress to the next year of the programme.</p>
<p><b>Fail (F) repeat on 3<sup>rd</sup> attempt</b></p>	<p><b>A fail grade is awarded if the National Competence Assessment Document Domains /Performance Indicators. A Fail grade is awarded.</b></p> <p><b>Midwifery Competence Assessment Tool Principles/ Assessment Criteria have not been achieved during the repeat placement. A Fail grade is awarded.</b></p> <ul style="list-style-type: none"> <li>• The student is required to undertake a repeat practice placement.</li> <li>• The student is required to focus on the unattained NCAD performance indicators from the previous practice placement or MCAT assessment criteria</li> <li>• The duration of the repeat practice placement is 4 weeks. If the original practice placement was <i>less than four weeks</i> the repeat is the same duration as the original practice placement.</li> <li>• The outcome grade will be presented at the next available examination board. As per the progression derogation, a student who fails the 3<sup>rd</sup> attempt a supernumerary practice placement module will be ineligible to continue in that nursing or midwifery programme.</li> </ul> <p><b>Derogation Requirement:</b> Students are required to complete all of the clinical time for that year before they can progress to the next year of the programme.</p>

<p><b>No Grade (NM)</b></p>	<p><b>Failure to attend and/or present a completed National Competence Assessment Document to the UCD personal tutor, with no evidence of extenuating circumstances</b></p> <p><b>Failure to attend and/or present a completed Midwifery Competence Assessment Tool to the UCD personal tutor, with no evidence of extenuating circumstances.</b></p> <p><b>Remediation Strategy:</b></p> <ul style="list-style-type: none"> <li>• No Grade is treated the same as a fail grade and considered as a clinical attempt.</li> <li>• The student is required to repeat the clinical module.</li> </ul>
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## **Protocol for BSc Nursing and Midwifery Students Wishing to Avail of Compassionate Leave Whilst on Supernumerary Practice Placement and Internship Placement**

BSc General Nursing  
BSc Mental Health Nursing  
BSc Midwifery  
BSc Children's & General Nursing

UCD School of Nursing, Midwifery and Health Systems (UCD SNMHS), and the clinical partner sites, aim to support nursing and midwifery students who need to avail of compassionate leave while on clinical placement. Compassionate leave is granted at the **discretion** of the UCD SNMHS and the healthcare institution. Students can also contact their UCD personal tutor and/or student advisor, chaplain, programme and/or stage coordinators to avail of additional UCD support.

### **Supernumerary Practice Placement**

- Students on supernumerary clinical placement must request Compassionate Leave from their Clinical Placement Co-ordinator (CPC). If the student cannot contact the CPC then link in with their UCD personal tutor.
- Students on supernumerary practice placement may be granted: Up to a maximum of **three** working days on the death of an immediate relative (for example, father, mother, brother, sister, mother-in-law, father-in-law, grandparent, aunt, uncle, niece or nephew) on the death of a spouse/partner or child, the maximum number of days may be increased to **five** consecutive days.
- If the period of Compassionate Leave impacts on the student's ability to successfully complete their practice placement, then the student must complete any outstanding clinical time as per UCD SNMHS guidelines.
- If the period of Compassionate Leave impacts on the student's ability to successfully meet their minimum hours for NMBI registration requirements for the programme, then the student must make up enough of the hours to meet NMBI minimum registration hours.

### **Internship Practice Placement**

The students on internship placement must follow the local hospital/guideline on compassionate leave, which may differ from this protocol.

Student may need to refer to UCD Policies

- Extenuating Circumstances:
- Late Submission of Course Work
- Leave of Absence



## **Protocol on Non-Compliance with Absence Reporting Procedure While on Supernumerary Practice Placement**

### **Introduction**

Practice placements are an integral part of the BSc (Nursing) and the BSc (Midwifery) degree programmes. They are a mandatory requirement in order to ensure that each student meets the Nursing and Midwifery Board of Ireland (NMBI) minimum registration requirements in respect of clinical instruction and the academic requirements of the programme. Full attendance is mandatory on all practice placements. This protocol outlines the procedure to be followed in if a student fails to follow the process in the host organization for reporting absence(s) from a practice placement.

### **Procedure**

Each health care partner has its local protocol regarding reporting absences which students are informed of either at hospital orientation or through ARC. If a student has not complied with the absence reporting procedure while on supernumerary clinical placement this constitutes a disciplinary matter and the following measures should be implemented.

- **Step 1**

On receiving notification from the health care partner that a student has not complied with the absence reporting procedure while on supernumerary clinical placement, the UCD personal tutor should advise the student of the importance of adhering to absence reporting procedures in the host organisation. The UCD personal tutor should also inform the relevant UCD SNMHS Programme Director who will inform the Programme Office where the absence will be recorded.

- **Step 2**

If the student does not comply with the absence reporting procedure while on supernumerary clinical placement on a second occasion, the Programme Director will write to the student informing them of the importance of complying with absence reporting procedures and that any further breaches will be referred to the Associate Dean for Undergraduate Programmes. The Programme Director informs the Programme Office where the absence will be recorded.

- **Step 3**

If the student does not comply with the absence reporting procedure while on supernumerary clinical placement on a third occasion, the Associate Dean for Undergraduate Programmes will meet with the student to discuss and advise the student that their continuation on the programmes will be brought to the UCD SNMHS Programme Board for consideration. The student will also be advised that they will be offered an opportunity to write to the Chair of the Programme Board with any information that they wish to have taken into account.

The following policies have informed this protocol:

- UCD Code of Conduct for Students
- UCD Academic Regulations
- UCD Fitness to Practice and Continuation



## Protocol on The Presentation National Clinical Assessment Document (NCAD) / Midwifery Competency Assessment Tool (MCAT) To UCD Personal Tutors

BSc General Nursing  
 BSc Mental Health Nursing  
 BSc Midwifery  
 BSc Children's & General Nursing

All students undertaking Undergraduate Nursing programmes are required to present the NCAD or Midwifery student are required to present MCAT to UCD personal tutors in UCD School of Nursing, Midwifery & Health Systems following completion of practice placements. It is the student's responsibility to ensure that they have their performance indicators signed within 2 weeks of completing their practice placement. Students will be given the specific date to present their documentation to their UCD personal tutor at the beginning of each semester in which a practice placement takes place.

The results of clinical modules will then be entered for either Semester 1, 2 or 3, at the programme examination boards in UCD, with one of the following outcomes:

Outcome	Description
<b>Pass (P)</b>	Domains / Performance Indicators in NCAD or Principles / Assessment Criteria in MCAT have been achieved.
<b>Incomplete (IM)</b>	<p>Incomplete (IM) Must Pass (temporary)- the student has not satisfactorily completed a 'must pass' component of a practice assessment and on in module repeat for that component was not available.</p> <p>Domains /Performance Indicators in NCAD or Principles /Assessment Criteria in MCAT have not been achieved, as the student cannot be assessed due to insufficient time in the clinical area, and the student has no extenuating circumstances.</p> <p>The incomplete assessment will only become a Pass (P) once overall domains/ performance indicators in NACD or principles/assessment criteria in MCAT have been achieved. The student is required to complete outstanding clinical time before completion of the stage.</p>
<b>Fail (F)</b>	Domains /Performance Indicators in NCAD or Principles /Assessment Criteria in MCAT have not been achieved during the practice placement.

<p><b>Extenuating Circumstances (IX)</b></p>	<p>Domains/ Performance Indicators in the NCAD or Principles/ Assessment Criteria in MCAT have not been achieved due to extenuating circumstances.</p> <p>An 'Incomplete with Extenuating' (IX) grade is awarded based on a recommendation from the Extenuating Circumstances Committee.</p>
<p><b>Absent (ABS)</b></p>	<p>Failure to attend and/or present a completed NCAD / MCAT assessment document to the UCD personal tutor, with no evidence of extenuating circumstances.</p> <p>NCAD or MCAT submitted did not merit a grade (e.g. performance indicators or assessment criteria are not signed appropriately or missing signatures in signature bank)</p>
<p><b>No Grade (NG)</b></p>	<p>ABS and NG is treated as a fail grade and a clinical attempt. The student will need to undertake a repeat placement which is a second and final attempt and will incur a repeat fee.</p>

Presentation of the NCAD/ MCAT to the UCD personal tutor is **compulsory** and failure to attend during the designated timeframe will normally result in an NG outcome. It is worth noting that this will have implications for student progression and may incur a repeat fee. If the student is unable to attend due to extenuating circumstances, they should adhere to the current extenuating circumstances policy. Completed application forms should be presented to the programme office, with evidence of these extenuating circumstances, either before, or normally no later than 3 days after the designated day.

**Programme Requirements for Progression to the Next Stage/Year of the Programme** All students must complete their outstanding clinical time and **immediately** present their time sheets, confirming completion of this time, to the clinical allocations officer. The student should keep a copy of the time sheet as proof of submission. Failure to submit the completed time sheet may result in the student being unable to progress into the next stage of their program



## **Staff Guidelines for Responding to Clinical or Academic Issues Raised by UCD BSc or Higher Diploma Nursing and Midwifery Student(s)**

These guidelines outline the principles and procedures agreed by UCD School of Nursing, Midwifery and Health Systems (UCD SNMHS) and partner hospitals to direct how issues raised in a service or institution and which pertain more properly to the other, should be addressed. Students may raise concerns, or make allegations, the nature of which dictates that the primary responsibility for addressing the issues raised, more properly resides with either the academic institution or the clinical service. These may be students' concerns and issues related but not limited to healthcare recipient safety, allegations against clinical or UCD school staff, allegations of poor clinical practice or general allegations against the partner hospital or UCD SNMHS.

### **Principles of Communication**

- Safety of the healthcare recipient and student welfare are always the primary considerations.
- Upon notification of a concern, it is the responsibility of either the UCD SNMHS or the clinical service to ensure that the concern is communicated in a timely manner to the appropriate personnel at the appropriate managerial level.
- Formal complaints against another person will require adherence to the relevant university or hospital protocol.
- A feedback loop will ensure that the person who raises a concern or issue is informed as appropriate of the outcome in relation to the raised issues.
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### **Issues Raised with UCD SNMHS Personnel but Primarily Residing with Clinical Service**

- When a member of UCD school staff receives information from a student or group of students who raise concerns, they will:
  - draw the student(s) attention to these guidelines and
  - follow appropriate communication lines within UCD SNMHS
- The Clinical Placement Coordinator (CPC), Clinical Nurse or Midwife Manager (CNM), Practice Development Coordinator, CNM 3 or the Director of the Centre for Nurse Education (CNE)/Centre of Midwifery Education (CMC), Director of Nursing DON/Acting Director of Nursing (ADON) or Midwifery or Director of Midwifery or Acting Director of Midwifery (ADOM), as appropriate, will be notified by telephone at the earliest opportunity with details of the nature and full extent of the issues or concerns raised by the student(s).
- The Director of Nursing or Director of Midwifery and the Practice Development Coordinator/CNM 3 or the Director of the CNE will agree procedures as to how major concerns will be investigated and addressed.
- The Practice Development Coordinator/CNM 3 or the Director of CNE will dialogue and agree a course of action with the Associate Dean for Undergraduate Programmes, Undergraduate Director of Clinical Studies and Programme Director of the UCD SNMHS with information about the steps being taken, including the policies, guidelines or protocols governing the response. The relevant policy, guideline or protocol will inform next steps.
- At intervals, and at the conclusion of all processes, the Director of Nursing or Midwifery and Head of the UCD SNMHS will be kept informed of progress and outcomes by their own staff involved in the process.

### **Issues Raised with Clinical Service Personnel but Primarily Residing with UCD SNMHS**

- When a member of Clinical Service staff receives information from a student or group of students that raises concerns, they will:
  - draw the student(s) attention to these guidelines and
  - follow appropriate communication lines within the Clinical Service
- The UCD Programme Director, UCD Personal Tutor, Undergraduate Director of Clinical studies Associate Dean of undergraduate studies, will be notified by telephone at the earliest opportunity with details of the nature and full extent of the issues or concerns raised by the student(s).
- The Head of the UCD SNMHS and Associate Dean for Undergraduate Programmes will agree procedures as to how concerns will be investigated and addressed.
- The appropriate in-service policies and procedures for addressing the issue or concern will then be initiated. The relevant policy will inform next steps.
- At intervals, and at the conclusion of all processes, the Head of the UCD School of Nursing, Midwifery and Health Systems and the Director of Nursing or Director of Midwifery will be kept informed of progress and outcomes.



## This Protocol Pertains to The Following Events:

- When a supernumerary student is having significant difficulties in meeting performance indicators in the National Clinical Assessment Document (NCAD) or assessment criteria in the Midwifery Competence Assessment Tool (MCAT) during a practice placement
- When a supernumerary student is unsuccessful in their practice placement assessment

**BSc General Nursing**

**BSc Mental Health Nursing**

**BSc Midwifery**

**BSc Children's & General Nursing**

## Distinction in Progression Requirements

- Stage/Year 1, 2, 3 and 4 students are entitled to three attempts in a supernumerary practice placement (module) and are then ineligible to continue in that nursing or midwifery programme.
- This protocol reflects these pathways for progression.

The following actions should occur to assist the student in meeting the required performance indicators in the NCAD or principals/assessment/criteria in the MCAT assessment while on any individual supernumerary placement. They are sub- divided into sections reflecting sequential steps commencing at the mid interview/intermediate interview, that outline all processes until the repeat and final opportunity for the student.

**Note:** If students finalise the completion of their NCAD/ MCAT documents before their practice placement period is completed and if subsequently, a serious performance or professional issue is identified during the remainder of the placement period, then the original successful NCAD/MCAT module outcome will be rescinded i.e. the pass grade will become a Fail Grade and a repeat placement with a new NCAD/MCAT will be required.

### Step 1 – Mid Interview 'Learning Plan' NCAD

#### Intermediate Interview 'Learning Plan' MCAT

- If the student is having significant difficulties in achieving domains/performance indicators in the NCAD or principles/ assessment criteria in the MCAT it is vital that these difficulties are identified as early as possible in order to allow time for improvement within that practice placement period.
- As soon as significant difficulties in meeting domains/performance indicators in the NCAD or principles/assessment criteria in the MCAT are identified they should be formally addressed with the student. The preceptor will prepare a plan to support the student to address the domains/performance indicators in the NCAD or principles/assessment criteria in the MCAT that require improvement during the remaining weeks of that placement. The student may contact their UCD Personal tutor for support as soon as there are difficulties in meeting domains/ performance indicators in the NCAD or principles/assessment criteria in the MCAT.

- A mid interview learning plan (NCAD) / intermediate learning plan (MCAT) is developed with the student. In this plan detailed notes of the students' learning needs and the proposed actions to address these needs are made. This learning plan should be written in the NCAD/MCAT.
- The UCD personal tutor may attend this interview.
- Students experiencing significant difficulties on practice placements where a mid-interview (NCAD)/intermediate learning plan (MCAT) is not scheduled (practice placements of 3 weeks and less) must have a formal mid interview (NCAD) / intermediate learning plan (MCAT) organised. The steps pertaining to a formal Mid Interview 'Learning Plan' (NCAD) / Intermediate Learning Plan (MCAT) will apply. An additional intermediate form is available in the appendix NCAD/ MCAT document. Otherwise, the student can request this form from the CPC or UCD School Office.
- The CPC will support this student throughout the practice placement and focus on their learning needs. They will also contact and inform the UCD personal tutor of the specific issues raised. The student is advised to contact their UCD personal tutor for additional support if they have not already done so.
- It is advisable that the preceptor document any further meetings/observations with this student in the period between the mid / intermediate and final interview. This can be documented briefly giving dates and a brief description of the support offered and this too should be documented at the end of the Mid Interview Learning Plan / Intermediate Learning Plan.

## **Step 2 - Final Meeting NCAD Final Interview MCAT**

- Subsequent to the final meeting, if the student has not met the required domains/ performance indicators in the NCAD or principles / assessment criteria in the MCAT for that placement, the preceptor will inform the CPC who will in turn inform the UCD personal tutor by e-mail.
- The CPC may be present for the final meeting if requested by the student or preceptor or UCD personal tutor.
- The UCD personal tutor may attend this interview.
- A record of the ways in which the student has not met the domains/ performance indicators in the NCAD or principles/ assessment criteria in the MCAT will be documented in detail by the preceptor in the final interview outcome sheet in the NCAD/MCAT.
- Students can prepare for step 3. A copy of the 'Final Learning Plan' is included in the appendix of the NCAD/MCAT. Students should consider doing some preparatory work on their learning needs prior to the 'Final Learning Plan' meeting.

## **Step 3 - Implementing a 'Final Learning Plan' Following an 'Unsuccessful' Practice Placement<sup>1</sup>**

- The student, CPC, UCD personal tutor/ nominee and preceptor<sup>2</sup> will arrange to meet (if possible, by the end of the practice placement but normally within two weeks of the end of the practice placement).
- The purpose of this meeting is to discuss with the student their learning needs and draw up a 'Final Learning Plan' that will guide and support them in their subsequent clinical learning. (These documents are available from the UCD School Office).

<sup>1</sup> The 'Final Learning Plan' replaces the original 'Action Plan'. The wording was changed to reflect the emphasis on supporting the students' clinical learning in both subsequent and repeat clinical replacement

<sup>2</sup> In some cases, the preceptor may not be available to be present. In which cases, another representative from the clinical placement can be present. The learning plan can be devised drawing on the documentation supplied by the preceptor in the final meeting.

This 'Final Learning Plan' will identify the student's learning needs and guide them in areas that require further development during both their subsequent and repeat practice placements.

- During the final learning plan meeting the UCD personal tutor should advise the student of the following important considerations which should be documented as actions in the final learning plan.
- In the case of the 'repeat' practice placement, it is mandatory that the student presents their 'final learning plan' to their new preceptor so that they can avail of the required support.
- The subsequent practice placement is not always the 'repeat practice placement'. However, in order for the student to maximise the benefits of their learning plan and improve their practice learning outcomes in both the medium and long term, they are expected to discuss their learning needs (as outlined in the Learning Plan) with their next preceptor in their subsequent practice placement. The UCD personal tutor should emphasise that the domains of competence are pertinent across all practice placements / assessments. It should also be emphasised that the opportunity to receive early support from a preceptor is in the best interest of the student.
- The 'Final Learning Plan' will be agreed and duplicated so that the student, CPC & UCD personal tutor retains a copy.

#### **Step 4 - Presentation to The UCD Personal Tutor: NCAD/MCAT**

- The student presents this NCAD/MCAT to their personal tutor at the designated date for presentation of the clinical assessment documentation. The student must also contact the UCD SNMHS Practice Placement Allocations Office (PPAO) to submit the details of subsequent clinical placement requirements. Contact the PPAO through the UCD SNMHS website, [ucd.ie/nmhs/studentlife/howyouwilllearn/practiceplacement/](http://ucd.ie/nmhs/studentlife/howyouwilllearn/practiceplacement/)
- The 'Fail grade' is recorded at the next available examination board.
- The student is offered a repeat supernumerary practice placement. The duration of a 2<sup>nd</sup> attempt practice placement will normally be of 4 weeks duration unless the duration of the original placement was less than 4 weeks. In which case, the duration of the practice placement will be the same duration as the original practice placement. The duration of the repeat practice placement will have been documented in the final learning plan.
- The repeat clinical module will incur a repeat fee.

#### **Step 5 - Repeat Practice Placement: 2<sup>nd</sup> Attempt at The Practice Placement**

- The student is offered a 2<sup>nd</sup> attempt at the practice placement /clinical module with a new NCAD/MCAT.
- The duration of a 2<sup>nd</sup> attempt practice placement will normally be of 4 weeks duration unless the duration of the original placement was of less than 4 weeks, in which case, the duration of the attempted supernumerary practice placement will be of the same duration as the original placement.
- The agreed length of the practice placement is documented in the learning plan. The personal tutor is required to inform UCD SNMHS PPAO via email if the requirement for a repeat practice placement & its duration. As early as is convenient on the 2<sup>nd</sup> attempt at practice placement, the student and new preceptor will hold a preliminary interview/initial interview with the student.
- The CPC may attend this meeting. During this meeting the student must present the 'Final Learning Plan' to their new preceptor, outlining their documented

learning needs and the areas in which the student requires additional support. The mid interview (NCAD) / intermediate interview (MCAT) initiates the same protocol as step 1 if the student is having significant difficulties.

- If a student does not meet the required domains / performance indicators in the NCAD or principles/ assessment criteria in the MCAT in this repeat practice placement, the final meeting follows the same protocol as outlined in step 2.

### **Step 6 - Implementing a 'Final Learning Plan' after a 2nd 'Unsuccessful' Practice Placement**

- Step 3 is followed with the following exception in relation to the duration of the repeat placement\*.

\*A supernumerary practice placement (2nd attempt) requires a new NCAD/MCAT and is of the same duration as the original practice placement (i.e. a 6 week original practice placement will be a 6 week repeat placement)<sup>3</sup>.

### **Step 7 - Presentation to The UCD Personal Tutor: NCAD/MCAT**

The student presents this NCAD/MCAT to their personal tutor at an agreed date. The student must contact the UCD SNMHS PPAO through the UCD SNMHS website, [ucd.ie/nmhs/studentlife/howyouwilllearn/practiceplacement/](http://ucd.ie/nmhs/studentlife/howyouwilllearn/practiceplacement/) to submit the details of subsequent practice placement requirements.

- The 'grade' is presented at the next available examination board.
- The student with a fail grade will be offered a 3<sup>rd</sup> attempt at the practice placement/ clinical module.
- A new NCAD/MCAT is required and the duration of the practice placement is the same as the original practice placement (i.e. an original 8-week practice placement will be an 8 week repeat placement). The duration of the *repeat* practice placement will have been documented in the final learning plan.
- The repeat practice placement will incur a repeat fee.

### **Step 8 - Repeat Clinical Placement Final and 3rd Attempt**

- The student is offered a third and final opportunity to repeat the practice placement/ clinical module.
- As early as is convenient on practice placement, the student, CPC and new preceptor will hold a preliminary interview / initial interview with the student<sup>4</sup>.
- During this meeting the student must present the 'Final Learning Plan' to their new preceptor, outlining their documented learning needs and the areas in which the student requires additional support.
- The mid interview /initial interview initiates the same protocol as step 1 if the student is having significant difficulties. This is the student's final opportunity in the practice placement/clinical module. The UCD personal tutor/UCD nominee in their supportive role shall engage with the student at a convenient time soon after the mid interview/intermediate interview.
- If a student does not meet the required domains /performance criteria in the NCAD or principles/ assessment criteria in the MCAT in a repeat practice placement, the final meeting follows the same protocol as outlined in step 2.

<sup>3</sup> Students can contact the UCD SNMHS school office to organise the collection of a new NCAD/MCAT.

<sup>4</sup> In an exceptional circumstance that a CPC cannot attend the preliminary interview of a practice placement that is the student's final opportunity, the UCD personal tutor/UCD nominee will be informed of this and will attend.

- Presentation of NCAD/MCAT to the personal tutor is mandatory.
- A student being unsuccessful in this third 'final' repeat attempt, the student will be considered ineligible to continue in the nursing/midwifery programme.
- No subsequent attempt can be considered except with written agreement of Director of Nursing/Midwifery of the Allied Healthcare Providers and through application to the Taught Governing Board.

## FINAL LEARNING PLAN - FOLLOWING AN UNSUCCESSFUL CLINICAL ASSESSMENT

**Purpose:** To discuss with the student their learning needs and draw up a *Final Learning Plan* that will guide and support them in their subsequent clinical learning.

**The Personal Tutor is responsible to bring the 'Final Learning Plan' document to the meeting and ensure all parts are completed**

<b>Date:</b>	<b>Placement Area:</b>	<b>Unit:</b>
<i>Please document the Learning Outcomes and Professional Values that were <b>not</b> achieved</i>		
<b>Learning Outcomes:</b>		
<b>Professional Values:</b>		
<b>Action/Supports Needed:</b>		
Signature of Preceptor/Co- Preceptor:	Signature of Student Midwife:	Date/Time:
Signature of CPC:	Signature of Personal Tutor:	

## FINAL LEARNING PLAN – CONTINUED

Please document the Learning Outcomes and Professional Values that were **not** achieved

## FINAL LEARNING PLAN - FOLLOWING AN UNSUCCESSFUL CLINICAL ASSESSMENT

**Purpose:** To discuss with the student their learning needs and draw up a *Final Learning Plan* that will guide and support them in their subsequent clinical learning.

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<i>Please document the Learning Outcomes and Professional Values that were <b>not</b> achieved</i>		
<b>Learning Outcomes:</b>		
<b>Professional Values:</b>		
<b>Action/Supports Needed:</b>		
Signature of Preceptor/Co- Preceptor:	Signature of Student Midwife:	Date/Time:
Signature of CPC:	Signature of Personal Tutor:	

## FINAL LEARNING PLAN – CONTINUED

Please document the Learning Outcomes and Professional Values that were **not** achieved

## FINAL LEARNING PLAN - FOLLOWING AN UNSUCCESSFUL CLINICAL ASSESSMENT

**Purpose:** To discuss with the student their learning needs and draw up a *Final Learning Plan* that will guide and support them in their subsequent clinical learning.

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<b>Learning Outcomes:</b>		
<b>Professional Values:</b>		
<b>Action/Supports Needed:</b>		
Signature of Preceptor/Co- Preceptor:	Signature of Student Midwife:	Date/Time:
Signature of CPC:	Signature of Personal Tutor:	

## FINAL LEARNING PLAN – CONTINUED

Please document the Learning Outcomes and Professional Values that were **not** achieved