

This Protocol Pertains to The Following Events:



a) **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**

b) **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

BSc Midwifery

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 issue 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identified during the remainder of the placement period, then the original successful NCAD/MCAT module outcome will be rescinded i.e. the pass grade will become a Fail Grade and a repeat placement with a new NCAD/MCAT will be required.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 amid 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 NACD/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

Placement¹

- The student, CPC, UCD Personal Tutor/ nominee and preceptor² 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).
- 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

¹ 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

² 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.

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/
- The 'Fail grade' is recorded at the next available examination board.
- The student is offered a repeat supernumerary practice placement. The duration of a 2nd 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 may incur a repeat fee.

Step 5 - Repeat Practice Placement: 2nd Attempt at The Practice Placement

- The student is offered a 2nd attempt at the practice placement /clinical module.
- The duration of a 2nd 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 2nd 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 placement³.

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

The student presents this NCAD/MCAT to their personal tutor on an agreed date. The student must contact the UCD SNMHS PPAO through the UCD SNMHS website, 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 3rd 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

³ Students should contact the UCD SNMHS school office to organise the collection of a new NCAD/MCAT.

hold a preliminary interview / initial interview with the student.⁴

- 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.
- 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.

⁴ 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.