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|  | **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 MCAD 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 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:

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| **Outcome** | **Description** |
| **Pass (P)** | Domains / Performance Indicators in NCAD or Principles / Assessment Criteria in MCAT have been achieved. |
| **Incomplete (IM)** | 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.  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.  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. |
| **Fail (F)** | Domains /Performance Indicators in NCAD or Principles /Assessment Criteria in MCAT have not been achieved during the practice placement. |
| **Extenuating Circumstances (IX)** | Domains/ Performance Indicators in the NCAD or Principles/ Assessment Criteria in MCAT 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. |
| **Absent (ABS)** | Failure to attend and/or present a completed NCAD / MCAT assessment document to the UCD personal tutor, with no evidence of extenuating circumstances.  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) |
| **No Grade (NG)** | 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. |

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.