

Placement Change Requests

BNurs/MNurs/MSc Programmes

**Practice Learning Unit
Division of Nursing, Midwifery and Social Work
The University of Manchester**

July 2022 (Version 5)
Review Date: July 2024

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Glossary of Roles and Terms used within this Guide

Title	Role / Remit
Academic Advisor	The student's first point of contact in the Division for pastoral, general academic and professional development support. Monitors performance and offers guidance to the student to assist progress towards professional practice.
Academic Lead for Practice Development	University member of staff who is the strategic lead for practice learning development.
Academic Lead for Student Experience	University member of staff who is the strategic lead for the student experience.
Practice Learning Unit (PLU)	Division's unit responsible for the co-ordination of student placement allocations and the administration of policies and frameworks for the monitoring and enhancement of the student practice learning experience.
Programme Director	University member of staff who co-ordinates all activity relating to the students' programme of study across the years. Provides additional support to the student should they have particular difficulties or requests for support.
Field Lead	University member of staff who leads on the representation of field of study across the nursing programme
Disability Champion	University member of staff who leads on the awareness raising of existing systems and processes dedicated to disability support and reasonable adjustment, working in conjunction with the Disability Advice and Support Service (DASS), academic and PSS colleagues.
Student Support Officer	University member of staff providing general and academic support to the student. The Division's administrative link with the Disability Advice and Support Service (DASS).

Allocation process

The allocation of placements is a Division based decision which takes account of educational appropriateness and placement availability. The role of the Practice Learning Unit is to ensure that student nurses have the required range of experiences across their programme. It is important to remember, that each practice learning journey will be unique to that student.

All nursing practice learning environments are classified as one of three 'setting' types to meet NMC requirements;

- Inpatient
- Outward facing
- Complex care

Students will have at least one experience of each. The setting may be in the NHS, private or voluntary sectors and learning will depend on the student's position in their practice learning journey, the learning opportunities relevant at that stage and the provider, university & NMC requirements at that point.

Students in each field of nursing will have a different range of experiences within these settings;

Adult	Child	Mental Health
Surgery	Surgery	Primary
Medical	Medical	Secondary
Complex Care	Complex Care	Forensic
		Specialist

NB. Mental Health students will be allocated to physical health environments at times to help facilitate achievement of NMC required proficiencies.

Although the Division is not obliged by any University regulations to consider placement change requests, a process has been put in place to ensure that we are appropriately supportive in instances where there is a genuine issue or problem, as judged against clear criteria.

A request to change placement must be submitted in **exceptional circumstances** only.

Placement Change Request criteria

A request to change placement can only be submitted for one of the following reasons:

1. Excessive travel time - you live in Greater Manchester and your travel time exceeds the Division's agreed 90 minute standard (one way). If you live outside Greater Manchester, your travel to placement may be greater than 90 minutes (one way), but every effort will be made to ensure that you have been placed in a provider as near to your term time postcode as possible.
2. You believe that your personal health and/or safety will be put at risk by attending this practice learning environment. Third party evidence may be required.
3. A relative is a service user or works within the practice learning environment to which you have been allocated. Third party evidence may be required.
4. You are, or have been, a service user of the practice learning environment to which you have been allocated. Third party evidence may be required.
5. You have a recognised DASS / Occupational Health recommendation which precludes you from attending your placement allocation. This information may need to be confirmed, with the student's consent, and confidentiality will be maintained at all times.
6. You believe you have been allocated to the same practice learning environment in either of your last two allocations. Please note, some services may have similar titles or they may have changed due to reconfiguration. Please contact the practice learning environment and/or Practice Education Facilitators for further information prior to submission of a change request.

Placement Change Request process

Allocations are usually released to students four weeks prior to the start date. In order to request a change, students must:

1. Contact their Academic Advisor to inform them of the intention to request a placement change.
2. Identify the relevant criteria which they believe they meet, and be prepared to provide supporting evidence.
3. Complete the online Placement Change Request form within five working days of the release of the allocation, unless there is an urgent and unavoidable change of circumstance after this.
4. Supporting evidence should be submitted via email to nursingplacementchange@manchester.ac.uk

Placement Change Requests will be reviewed by the Academic Lead for Practice Development and the Practice Learning Unit team in the first instance. They will consider all change requests, as well as any additional information submitted.

The following staff will be asked for advice / comment as applicable;

- The Programme Director
- The Academic Lead for Student Experience
- Student Support Officer
- Disability Champion
- Field Leads
- Academic Advisor

The Programme Director and relevant Academic Advisor will be informed of all change request decisions.

Approved	Declined
If a request to change placement is approved, an appropriate alternative placement – depending on availability - will be allocated. No further changes will be facilitated following this.	As the Placement Change Request process is the process for appealing a placement allocation, if a request to change placement is declined, the decision of the panel is final.

Process for Submitting a Placement Change Request

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Notification of your placement allocation is received
(All placement notification dates are available via the Practice Learning community gateway in Blackboard)

Does the reason to change meet the placement change request criteria?
(See page 5)

Yes

No

Discuss the circumstances
with your AA

Placement Change
Request not submitted

Complete the online Placement Change Request Form
within 5 working days of the date you were notified
of your placement allocation

Submit any supporting evidence to
nursingplacementchange@manchester.ac.uk

Email from the Practice Learning Unit confirming receipt of your Placement
Change Request

The Placement Change Request is considered by the ALPD/PLU

The decision is emailed to the student, Programme Director & Academic
Advisor from the Practice Learning Unit