**School of Health and Well Being**

**Termination and Suspension of placement procedures[[1]](#footnote-1)**

**1. Introduction**

This document contains termination and suspension of placement procedures for the School of Health and Wellbeing. This should be read in conjunction with course guidance and regulations specific to the programme of study, and the School of Health and Wellbeing Suitability Panel procedures. Termination or suspension of placement should only occur in exceptional circumstances, and is normally a last resort if informal measures to resolve problems have failed, or a student’s conduct is considered to be either sufficiently unsafe or so unsatisfactory as to warrant immediate removal of the student from the placement whilst a full investigation is carried out. Students are advised to seek impartial help, advice, guidance and support from the Students’ Union during such an investigation.

**2. Criteria for the suspension or termination of placements**

A placement can be terminated or suspended for any of the following reasons:

1. Serious breach of code/s of professional practice/placement policies and procedures, for example:
   1. The student has taken advantage of their role or abused a person who uses services
   2. The work of the student has fallen well below the standard expected with serious or repeated mistakes
   3. The conduct of the student is subject to criminal charges or alleged offences which may affect the student’s performance or calls into question their suitability to practise into question.
   4. It is considered that the practice of the student is bringing or has brought the placement provider or profession into disrepute.
   5. The practice of the student is damaging and or dangerous to patients, service users, or colleagues.
2. The student is deemed to be at risk to themselves or from others, for example:
   1. The student is experiencing an immediate health problem
   2. A serious breach of health and safety requirements by the placement provider puts the student at risk.
3. It is considered that the practice learning opportunities are inadequate.

Students are not allowed to terminate their own placement. Students terminating their own placement without prior approval will be considered to have failed the placement.

**3. Procedure**

**3.1 Termination or suspension of placement**

1. Termination or suspension of placement should occur in consultation between the placement provider and either the Professional Lead (Subject Head[[2]](#footnote-2)) or School of Health and Wellbeing Practice and Innovation Manager or representative[[3]](#footnote-3).
2. The safety of the patient/service user is paramount, and in exceptional circumstances, for example if university staff are not available, or a delay in contacting them would compromise patient/service user safety, a placement can immediately be suspended by the placement provider. In such circumstances the relevant university staff must be notified at the earliest opportunity.
3. The Chair or Deputy Chair of the Suitability Panel must be notified if a termination or suspension of placement is considered, where this is not possible they should be notified as soon as reasonably possible.

**3.2 Notification of termination or suspension of placement**

1. The student must be notified in writing if a placement is suspended or terminated stating the reasons why. This will normally be done by the university. **In cases where a placement provider exceptionally suspends a placement without consultation with the university the placement provider is responsible for notifying the student.** The letter must state the reasons for suspension under 2.1 above, and provide specific reasons detailing actions/inactions leading to the termination and suspension of placement. A copy of the letter should be sent to the Chair of the School of Health and Wellbeing Suitability Panel and placement learning unit.
2. All termination and suspension of placements should be documented in the continuous assessment of practice document/portfolio and/or student file, detailing reasons for suspension and any subsequent actions required.

**3. Investigation and subsequent action following termination or suspension of placement:**

1. If termination or suspension of placement is because of 2i, 2ii, above, investigation will be in accordance with the School of Health and Wellbeing Suitability procedures. This would not normally be longer than 25 working days after the termination or suspension of the placement. Students will not be eligible to return to placement or to be considered for another placement until the outcome of the suitability panel is known.
2. If a placement is terminated or suspended under 2i above, and if proven following investigation under the suitability procedures, the student will automatically be deemed to have failed the placement.
3. Termination of placement due to inadequate placement learning opportunity will be carried out by the university following consultation with the placement provider.
4. Investigation following termination or suspension of placement will be in accordance with the SHaW Suitability Panel procedures.

1. Suspension of placement normally occurs as a precaution whilst a full investigation is carried out, if it is considered to be in the interest of the student or other parties involved, or following an investigation pending the decision of the SHaW suitability panel. Suspension may lead to a permanent termination of placement with or without the opportunity of another placement. [↑](#footnote-ref-1)
2. This will normally be the Head of the relevant field of nursing, midwifery or social work. [↑](#footnote-ref-2)
3. This may include the placement learning module leader for Social Work. [↑](#footnote-ref-3)