



# **Progression Policy for Nursing Students when undertaking practice component of practice placement module**

As approved by the  
Academic Council on 13 June 2016  
and by the Governing Body on 16 June 2016

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## **1 POLICY STATEMENT**

- 1.1** Galway Mayo Institute of Technology (GMIT), Health Service Executive (HSE W), Saolta Hospital Group and associated health care providers are committed to educating undergraduate nursing students to the required standard of Nursing Practice competence.
- 1.2** This policy outlines the criteria for nursing students' progression when undertaking the practice component of the practice placement module, through each year of the BSc (Hons) in General and Psychiatric Nursing programmes.
- 1.3** GMIT/HSE West/Saolta/associated health care providers reserve the right to delay/extend, withhold or terminate a practice placement. Patient safety overrules all other considerations with regard to student performance in the clinical area (DoHC 2012).

## **2 PURPOSE OF POLICY**

- 2.1** To make explicit the procedure regarding nursing students' progression on the practice placement module through each year of the BSc (Hons) in the General and Psychiatric Nursing programmes.

## **3 SCOPE OF POLICY**

- 3.1** All Nursing Students undertaking the B.Sc. (Hons.) General/Psychiatric Nursing programmes in the GMIT/HSE West partnership
- 3.2** Directors of Nursing (DoN) / Assistant Directors of Nursing (A/DoNs)
- 3.3** Nurse Practice Development Co-ordinators (NPDC)
- 3.4** Clinical Placement Co-ordinators (CPC)
- 3.5** Clinical Nurse/Midwifery Managers (CNM)
- 3.6** Clinical Nurse Specialists (CNS)/Advance Nurse Practitioners (ANP)
- 3.7** Allocation Liaison Officer (ALO)
- 3.8** Registered Nurses/Midwives (RN/M)
- 3.9** Local Joint Working Group (LJWG), GMIT & HSE W
- 3.10** Registrar and Progression and Award Board of GMIT
- 3.11** Head of Department of Nursing, Health Sciences and Social Care(HoD), GMIT

**3.12** B.Sc. (Hons) in General and Psychiatric Nursing programme board members, GMIT

**3.13** Allocation Functions Officer, GMIT (AFO)

## **4 LEGISLATION/OTHER RELATED POLICIES**

**4.1** Nursing & Midwifery Board of Ireland (2016) Requirements and Standards for Nurse Registration Education Programmes

**4.2** GMIT, B.Sc. (Hons) in General/Psychiatric Nursing undergraduate curricula

**4.3** GMIT, Student Assessment Marks and Standards Academic Code of Practice No. 3.

**4.4** GMIT, Code of Student Conduct

**4.5** GMIT/HSEW Policies, Procedures, Standards and Guidelines

**4.6** LJWG, Memorandum of Understanding GMIT & HSE W

**4.7** GMIT, Approved Programme Schedule

## **5 GLOSSARY OF TERMS AND DEFINITIONS**

**5.1** B.Sc. (Hons) in General and Psychiatric Nursing are stage based programmes and therefore progression is the advancement to the next stage of the programme.

**5.2** On successful completion of all elements of the programme the student shall be awarded the relevant Honours Bachelor of Science qualification.

## **6 ROLES AND RESPONSIBILITIES**

**6.1** It is the responsibility of the DON/DONM, ADON, NPDC, CPC & ALO to be familiar with and adhere to this policy

**6.2** It is the responsibility of BSc (Hons) in General and Psychiatric Nursing Programme Board members and the AFO, GMIT to ensure they are familiar with and adhere to this policy.

**6.3** It is the responsibility of GMIT Department of Nursing, Health Sciences and Social Care to ensure students are aware of this policy and have access to it.

**6.4** It is the responsibility of the nursing student to read, understand and adhere to this policy.

## **7 PROCEDURE**

- 7.1** A nursing student may progress from one stage to the next once s/he has fulfilled all conditions specified by the Institute in its Quality Assurance Framework and Programme Documentation.
- 7.2** In order for a student to be recommended for progression within the practice placement module, the following criteria must be met:
- 7.2.1** All requirements of the Clinical Competency Assessment Records must be achieved and verified.
  - 7.2.2** All required practice placement hours must be completed with relevant evidence of recorded documentation.
  - 7.2.3** The relevant academic assessment component must be passed.
- 7.3** No compensation can be exercised into or out of the practice placements module.
- 7.4** It is mandatory that nursing students pass both components of the module i.e practice placement and academic course work. Nursing students will not be able to progress unless both elements are passed.
- 7.5** Each student is considered on the basis of results presented on the broadsheet at the Progression and Award Board meeting. Results are approved by Academic Council.
- 7.6** All theory and supernumerary placements must be successfully completed prior to students undertaking Internship.
- 7.7** If a nursing student has not completed all of the placement requirements, his/her academic standing shall not be considered by the Progression and Award Board until all requirements have been completed and recorded.
- 7.8** Eligibility to apply for registration with the Nursing and Midwifery Board of Ireland is based on successful completion of the programme, which includes the successful achievement of both the theoretical and practice placements (NMBI, 2016).
- 7.9** A nursing student must complete the programme within six years of commencement inclusive of deferrals and exclusive of authorised leave e.g., maternity leave.

## **8 Procedure when an undergraduate nursing student fails to achieve the required level of competence in a supernumerary/internship clinical placement on his/her first attempt (first failed practice placement).**

- 8.1** When an undergraduate nursing student has failed a practice placement on the first attempt the Head of Department, the Allocations Officers and the relevant Nurse Practice Development Co-ordinator/Director of Nursing will be informed by the relevant link lecturer and CPC.
- 8.2** The student will be informed by the Head of Department that s/he will have one further opportunity to repeat the practice placement.
- 8.3** The HoD will meet with the student to clarify further supports which may be necessary e.g. student services and outline the consequences of a fail on the repeat practice placement.
- 8.4** The duration of the repeat placement will be the same as the original placement.
- 8.5** The timing of the repeat clinical placement will be managed by the Allocations Officers in conjunction with the student. The Head of Department and the relevant Director of Nursing will be informed of the timing of the repeat placement.
- 8.6** The Nursing Student is responsible for photocopying the action plan from the Clinical Competency Assessment Record and informs the relevant Clinical Nurse Manager of his/her action plan on commencement of the repeat clinical placement.

## **9 Procedure when an undergraduate nursing student fails to achieve the required level of competence in a repeat supernumerary/internship practice placement.**

- 9.1** When a student is deemed ineligible to progress, as verified by the Progression and Award Board, as a result of having failed a repeat attempt of the practice placement, the student will be required to exit the programme.
- 9.2** The student will be invited to a meeting with the Head of Department and the relevant NPDC. The purpose of the meeting is to inform the student that s/he must exit the nursing programme. The student shall be informed in advance of the nature and purpose of this meeting.
  - 9.2.1** The student will have the opportunity to attend the meeting and maybe accompanied by e.g. A family member, Chaplin, counsellor or student union representative.
  - 9.2.2** The Head of Department will give an overview of the facts and reiterate the decision of the Progression and Award Board.

9.2.3 The student will be made aware of the services available to them in GMIT to support him/her in this regard.

9.2.4 The student will be made aware of their right of appeal.

## **10 APPEALS**

**10.1** The student may appeal the decision that s/he must exit the nursing programme.

**10.2** The student will be required to write to the Registrar of GMIT and submit the grounds for the appeal in writing within 7 days of being notified of the original decision.

**10.3** The appeals body can only address Procedural deficiencies and the Registrar in consultation with the health care provider will decide the validity of the appeals application.

**10.4** The student shall forfeit his/her right of appeal if the appeal is not submitted within the prescribed period.

**10.5** The Registrar will convene an Appeals Board to manage the appeal.

**10.6** The Appeals Board will consist of the following:

10.6.1 HSE Senior Manager who shall act as chair of the Appeals Board

10.6.2 One nominee from the Director of Nursing Midwifery MUH.

10.6.3 One nominee from the Area Director of Mental Health Nursing.

10.6.4 One member of Academic Council

10.6.5 A GMIT Registrar's nominee.

**10.7** The Appeals Board shall receive all documentation relating to the matter and may hear any evidence it deems appropriate.

**10.8** The Appeals Board will decide whether to confirm, vary or reverse the original decision.

## **11 Nursing Students who, following a period of absence/ deferral/interrupted study are returning to the programme**

**11.1** At the time when a student formally applies to the Institute to defer from the programme, the Head of Department (HoD) GMIT will furnish him/her with a standard letter attaching a checklist outlining all the conditions/requirements necessary before returning to the programme. It will be made explicit that a return to the programme may be delayed if the student does not meet these requirements within a specified timeframe.



- 11.2** The student will be asked to sign that s/he will undertake to communicate, in writing to the HoD his/her intention to return or not at least five months in advance of his/her proposed return date.
- 11.3** If the student intends to return to the programme they must:
- Contact the ALO at least five months in advance of proposed return for advice on the process of re-obtaining Garda vetting
  - Contact the AFO in writing to complete all necessary college documentation and to ensure all college requirements are in order including mandatory skills updates. This may involve the student sourcing updates privately if skills dates have expired
  - Contact Occupational Health (HSE) to ensure his/her vaccinations are up to date
  - Complete a Health Declaration Form and return same to Occupational Health (HSE)
  - Contact the GMIT Admissions Officer.
- 11.4** Nursing students who are returning to the programme following one year or more of absence must complete a minimum two week non assessed supernumerary placement in advance of returning to the programme. NPDC in consultation with the HoD will decide the duration of the placement if it is going to exceed the minimum of two weeks. The ALO will arrange the placement. The student will have a preceptor and learning objectives and a learning contract will be developed to support the student's re-orientation to practice. The nursing student will adhere to the GMIT/HSE/Saolta Policies during this placement.

## **12 IMPLEMENTATION PLAN**

- 12.1** This policy shall be disseminated to all areas one month prior to implementation to allow line managers and staff an opportunity to familiarise themselves with the manner in which this policy will operate.
- 12.2** This policy will be disseminated as per GMIT/HSE Standard on access and dissemination of policies, procedures, standards and guidelines.

## **13 REVISION AND AUDIT**

- 13.1** This policy will be reviewed in three years or sooner if there is a change in legislation or national policy.

## **14 REFERENCES/BIBLIOGRAPHY**

Nursing & Midwifery Board of Ireland (2016) Requirements and Standards for Nurse Registration Education Programmes. Dublin, Nursing & Midwifery Board of Ireland

Department of Health and Children (2012) Report of the Review of Undergraduate Nursing and Midwifery Degree Programmes. Government Publications, Dublin.

Galway Mayo Institute of Technology (2013) Bachelor of Science (Honours) in Psychiatric Nursing, NQAI LEVEL 8 Award, Castlebar, Co Mayo.

Galway Mayo Institute of Technology (2013) Bachelor of Science (Honours) in General Nursing, NQAI LEVEL 8 Award, Castlebar, Co Mayo

GMIT, Student Assessment Marks and Standards Academic Code of Practice No. 3.

GMIT, Code of Student Conduct

GMIT/HSEW Policies, Procedures, Standards and Guidelines.

LJWG, Memorandum of Understanding GMIT & HSE West.

Dundalk Institute of Technology (DKIT), (2011) Progression Policy for Undergraduate Nursing students/Midwives in the Department of Nursing, Midwifery and Health Studies.

## 15 APPENDICES

### Appendix I: Signature Sheet

I have read, understand and agree to adhere to the attached: Progression Policy for nursing student undertaking practice component of practice placement module.

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

## **Appendix II: Peer Review**

I acknowledge the following:

- I have been provided with a copy of the policy described above.
- I have read the policy document.
- I agree with the policy and recommend its approval by the GMIT/HSE P+P for undergraduate nursing programme group.

Nurse Practice Development Co-ordinators (General/Psychiatric Nursing).

Allocations Liaison Officer (ALO)

Head of Department Nursing, Health Sciences and Social Care, GMIT

Allocations Functions Officer (AFO)

Registrar & Academic Council, GMIT





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GALWAY-MAYO INSTITUTE OF TECHNOLOGY



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