Athlone Institute of Technology nursing students attend clinical placement in the HSE Dublin Midlands Hospital Group (Tullamore & Portlaoise), Ireland East Hospital Group (Mullingar) and Community Healthcare Organisation Area 8, Longford Westmeath/ Laois Offaly Mental Health Services
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Introduction and Welcome

Dear Students

You are welcome to the Health Service Executive (HSE) Area of Laois, Longford, Offaly and Westmeath. The purpose of this handbook is to provide you with general information on clinical placements. It is intended that you will use this handbook as a resource over the next four years.

The management and staff of the HSE place a very high value on facilitating student nurses in the hospital and community settings and look forward to meeting you when you are on clinical placement. We aim to provide you with the experience and supervision necessary to meet your learning outcomes and become competent to register as either a General or Psychiatric Nurse.

It is important that you read this handbook and if you have any queries you may contact a Clinical Placement Co-ordinator (CPC) or the Student Allocation Liaison Officer (SALO). We look forward to working with you.

Student Allocation Liaison Officer,

Clinical Placement Co-ordinators,

Student Facilitators and

Nurse Practice Development Co-ordinators.
# Glossary of Terms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>ADON</td>
<td>Assistant Director of Nursing</td>
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<td>AIT</td>
<td>Athlone Institute of Technology</td>
</tr>
<tr>
<td>CMM</td>
<td>Clinical Midwife Manager</td>
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<tr>
<td>CNM</td>
<td>Clinical Nurse Manager</td>
</tr>
<tr>
<td>CPC</td>
<td>Clinical Placement Co ordinator</td>
</tr>
<tr>
<td>DMM</td>
<td>Divisional Midwifery Manager</td>
</tr>
<tr>
<td>DNM</td>
<td>Divisional Nurse Manager</td>
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<tr>
<td>DOM</td>
<td>Director of Midwifery</td>
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<td>DON</td>
<td>Directors of Nursing</td>
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<tr>
<td>ED</td>
<td>Emergency Department</td>
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<td>HSE</td>
<td>Health Service Executive</td>
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<td>GDPR</td>
<td>General Data Protection Regulations</td>
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<tr>
<td>NMBI</td>
<td>Nursing and Midwifery Board of Ireland</td>
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<tr>
<td>NMPD</td>
<td>Nursing, Midwifery, Planning and Development</td>
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<tr>
<td>NPDC</td>
<td>Nurse Practice Development Co-ordinator</td>
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<tr>
<td>PHN</td>
<td>Public Health Nurse</td>
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<tr>
<td>PLT</td>
<td>Protected Learning Time</td>
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<tr>
<td>PPPG’s</td>
<td>Policy Procedures Protocols and Guidelines</td>
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<tr>
<td>SALO</td>
<td>Student Allocation Liaison Officer</td>
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<tr>
<td>UCD</td>
<td>University College Dublin</td>
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Nursing Student Clinical Support Team

- CPC's/Student Facilitators
- Nurse Practice Development Co-Ordinators
- Preceptors
- All clinical placements
- SALO
- AIT Lectures and Allocation Officers
Student Nurse Clinical Support

**Clinical Placement Co-ordinators** are based in each of the three Acute Hospitals and in each of the Mental Health Sectors. They advise, encourage and facilitate students to achieve the maximum outcome from clinical placements. They are available to assist students in maximising the available learning opportunities during clinical placements. The CPC’s, in conjunction with Clinical Nurse Managers and Preceptors/Co-preceptors/Assigned Nurse, endeavour to create and maintain the optimum clinical environment conducive to learning. Where there is no CPC a student facilitator is available for student support.

**The Student Allocation Liaison Officer** in the HSE, in partnership with the Allocations Function Officer in Athlone Institute of Technology, will manage all clinical placements. Placements which are provided in both hospital and community based settings throughout the 4 counties.

A preceptor is a registered nurse or midwife who has undertaken preparation for the role and who supports undergraduate nursing or midwifery students in their learning in the practice setting and assumes the role of supervisor and assessor of the students’ achievement of clinical learning outcomes and competence (An Bord Altranais, 2016) A preceptor is assigned to each student for the duration of each clinical placement.

**The Nurse Practice Development Co-ordinators** maintain responsibility for the clinical learning environment by collaborating with the CPC’s and SALO to ensure each clinical area provides the optimum learning environment as set out by the HSE in conjunction with the Requirements and Standards determined by An Bord Altranais (2005).

**The Nurse Allocations Functions Officer in Athlone Institute of Technology** role is to co-ordinate the placement of students for clinical learning. This person liaises with nurse lecturers and health service providers to:

1. ensure that student placement allocations are regularly reviewed and monitored
2. maintain and develop placement areas and identify new placement sites
3. maintain records of placements and student allocations (Nursing Education Forum 2000).
Clinical Placement Information

The aim of clinical practice learning is to enable students develop the domains of competence to become safe, caring, competent decision makers willing to accept personal and professional accountability for evidence-based nursing/midwifery care (Nurse Registration Programmes Standards and Requirements NMBI 2016).

Clinical placements are assessed using the six domains of competence appropriate to the level of training the student is at. All six domains of competence represent the level a student must reach on completion of the education programme for entry to the Register maintained by (Nurse Registration Programmes Standards and Requirements NMBI 2016).

Supernumerary clinical placements during Year 1, 2, 3 and 4 are allocated within the academic year. The allocation of duty will be arranged at local level.

Supernumerary students must not arrange any annual leave inside the academic year.

In the 4th year of training, a 36-week internship placement is completed during which the 24-hour cycle of patient care is experienced. During internship students are employees of the HSE and will work a 39 hour week. During the internship period the intern students will have annual leave entitlement as per all HSE employees. This placement commences in January and ends in September. Clinical placements are assigned in Laois, Offaly, Longford and Westmeath and are planned and organised to meet the Nursing and Midwifery Board of Ireland Nurse Registration Programmes Standards and Requirements (2016).

Students are allocated to a diverse range of clinical placements (see list on the next page) and allocations are planned taking into consideration Nursing and Midwifery Board of Ireland Nurse Registration Programmes Standards and Requirements (2016).
## Overview of Clinical Sites

<table>
<thead>
<tr>
<th>Acute Hospitals</th>
<th>RH Mullingar</th>
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<tr>
<td></td>
<td>MRH Tullamore</td>
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<td>MRH Portlaoise</td>
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<tr>
<td>Older Persons Services</td>
<td>Cluain Lir Mullingar</td>
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<tr>
<td></td>
<td>Riada House Tullamore</td>
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<td></td>
<td>St Vincents Athlone</td>
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<td></td>
<td>St Josephs Longford</td>
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<td></td>
<td>St Vincents Mountmellick</td>
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<td></td>
<td>Birr Community Nursing Unit</td>
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<td>Intellectual Disability Services</td>
<td>St Hildas Athlone</td>
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<td>St Peters Longford</td>
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<td></td>
<td>Lough Sheever Mullingar</td>
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<td>Alvernia Laois</td>
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<td>Laois – Offaly Mental Health Services</td>
<td>St Fintans Hospital, Portlaoise</td>
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<td></td>
<td>St Brigids Hospital Shane</td>
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<td></td>
<td>St Vincents Mountmellick</td>
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<td></td>
<td>Variety of Day Centres, Hostels and specialist placements throughout Laois and Offaly</td>
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<tr>
<td>Longford-Westmeath Mental Health Services</td>
<td>St Lomans Hospital, Mullingar</td>
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<tr>
<td></td>
<td>Cluain Lir Mullingar</td>
</tr>
<tr>
<td></td>
<td>Variety of Day Centres, Hostels and specialist placements throughout Longford and Westmeath</td>
</tr>
<tr>
<td>Public Health Nursing</td>
<td>PHN placements: students are allocated to either an urban or rural health centre throughout Laois, Offaly, Longford and Westmeath</td>
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**Included at the back of this handbook are the contact details for the main clinical sites.**

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HSE Organisational Structures

[Diagram showing the organisational structure of the Health Service Executive (HSE) with various directorates, directors, and heads of different programmes and services, including National Director for Health, Director General, Executive Management Committee for Community Services, and Community Healthcare Organisations.]
Competency Assessment Document

There are two National Competency Assessment Documents which act as a record of achievement and are a fundamental component for the students successful progressing through the undergraduate nursing programme (Guideline for Completing the National Competency Assessment Document 2018). These are

- **Short Practice Placement Assessment Document**– 3 weeks or less
- **Long Practice Placement Assessment Document**– 4 weeks or more

Prior to practice placement the nursing student is to familiarise themselves with the HEI practice placement/Competency Assessment policy. In advance of the preliminary interview, the nursing student must complete their self-evaluation of learning needs and expectations in line with practice placement learning outcomes and identify their specific learning needs for the placement (Guideline for Completing the National Competency Assessment Document 2018). The self evaluation is included in the National Competency Assessment Document which students have to complete a prior to each clinical placement.

Students are advised to read the Guideline for Completing the National Competency Assessment Document (2018) as it provides information on:

- **Domains of Competency**
- **National Competency Document**
- **Nursing students responsibilities**
- **The competency assessment process**
The Importance of Effective Clinical Placements

Effective clinical placements promote learning and will enable the student to:

- Meet the criteria defined in the Nursing and Midwifery Board of Ireland Nurse Registration Programmes Standards and Requirements (2016).
- Achieve the required learning outcomes and competencies according to the Nursing and Midwifery Board of Ireland Nurse Registration Programmes Standards and Requirements (2016).
- Recognise the diversity of learning opportunities available within health and social care environments.
- Provide the full range of nursing care to patients/clients.
- Reach an appreciation of the dynamic nature of the clinical setting as a learning environment within a multi-discipline approach to care.
- Feel valued and safe within a culture that recognises the importance of adult learning. Maintain supernumerary status (except during Internship).
- Work alongside preceptor/assigned nurse to optimise learning opportunities in the clinical setting.
- Identify appropriate learning opportunities to meet learning needs within the practice setting.
- Utilise time effectively, creating opportunities to enable the application of theory to practice.
- Reflect contemporary thinking within modern health care to evaluate the effectiveness of care provided, based on research evidence.
- Continue to develop competence in both interpersonal and practical skills.
- Give an honest, evaluative feedback of clinical placement to assist the audit process for the clinical placement.

Aim of Clinical Placements (NMBI)

The aim of clinical practice learning is to enable students to develop the domains of competence and become safe, caring, competent decision-makers willing to accept personal and professional accountability for evidence-based nursing/midwifery care.

The broad standard for the clinical practice placement is that the placement must provide experience and supervision commensurate with enabling students to meet the learning outcomes of the programme. Experience, supervision and support are fundamental to learning in practice. Students learn primarily through the care experience that they encounter and the
extent of support provided to them. The clinical learning environment can significantly impact upon student learning and it is possible to facilitate quality clinical learning and discourage factors that restrict learning.

(Quality Clinical learning Environment- Professional Guidance. NMBI, 2015)

Points to remember during Clinical Placement

Come prepared and informed to all clinical placements – the following point are helpful for this

1. Familiarise yourself with the type of clinical placement you are about to undertake.
2. Review the theory learned in AIT in relation to this placement.
3. Review the learning outcomes and competencies expected at each stage of your specific programme of study (learning outcomes available on AIT Moodle).
4. Be enthusiastic about learning opportunities and be proactive in seeking out experiences appropriate to your stage of training and level of competence.
5. Identify your preceptor/co-preceptor and seek their guidance and support to enable you to achieve your learning outcomes.
6. The purpose of clinical placements is to allow students gain "hands on" experience of working with clients/patients under the supervision of a qualified nurse.
7. Remember that the patient is central to your learning experience while on clinical placement.
8. Ensure you have relevant documentation with you at all times.
9. Discuss your learning needs with your preceptor at the beginning of the placement. In particular any issues that may arise that will impact on your progress during the placement.
10. Be prepared to work as a team member.
11. Note feedback received from previous placements and utilise this feedback to enhance performance on this and future placements.
12. Adopt a questioning approach and an enquiring mind.
13. Highlight difficulties/concerns at the earliest possible opportunity.
14. Learn to express your needs.
15. Identify the appropriate person to ask for help.
16. Reflect regularly on experiences and make good use of Protected Learning Time (PLT)
17. Take responsibility for your learning making good use of learning opportunities.
18. Identify the dress code for each placement and strictly adhere to it.
19. Identify members of the multi-disciplinary team and how they can contribute to the achievement of your learning needs.
20. Keep a record of your own progress and the development of your confidence and competencies.
22. Remember learning in the clinical area is different to learning in college, as you are learning whilst working during clinical placement.
23. Recognise that safety is paramount in clinical practice and seek supervision for procedures you have not undertaken before.
24. Always be aware that patients need and are entitled to safe and effective care.
25. Act in a professional manner at all times

Familiarise yourself with and adhere to relevant policies, procedures, protocols and guidelines (PPPGs).
http://hsenet.hse.ie/Hospital_Staff_Hub/mullingar/PPPG's_Midland_Area/Central_Services/Nursing_Midwifery_Planning_Development_Unit_NMPDU/

Questions you could ask your preceptor at the start of the placement

- What do you expect of me during the placement?
- What are the most important things for me to achieve during this placement?
- Are there particular procedures specific to that area?
- What learning opportunities are available?
- Will members of the team supervise my undertaking of new skills if you are not available?
- What skills and health/medical /psychological conditions should I review?
- When will we meet for the intermediate and final interviews?

Information for Students who have a Disability

The disability support process only commences when a student discloses a disability to the disability officer in the AIT.

- HSE Dublin Mid Leinster HSE Dublin Midlands Hospital Group (Tullamore & Portlaoise), Ireland East Hospital Group (Mullingar) and Community Healthcare Organisations Area 8, Longford Westmeath/ Laois Offaly Mental Health Services together with Athlone Institute of Technology, are wholly committed to excellence in education and to providing a supportive, fair and appropriate environment in pursuit of the holistic development of our students.
- We will have a proactive approach to the provision of information regarding available reasonable accommodations in the clinical area. We acknowledge that the assessment of specific support requirements for the student should be done as early as possible in the placement and preferably before the placement commences.
• In the interest of student confidentiality, information regarding a student’s disability will not automatically pass from the college to the clinical placement unless there is prior consent from the student. Students have a responsibility to participate in any negotiation of reasonable accommodation and to communicate their needs to appropriate staff for them to avail of any supports.
• If a student limits their disclosure, they may restrict the reasonable accommodation that can be made available.
• Any reasonable accommodation provided for students or guidelines provided for clinical staff working with students with disabilities; do not in any way replace decisions made through professional judgement regarding student’s competence in practice.

**Pregnancy Notification for Maternity Leave**

It is in the best interest of the students to inform a CPC/SALO prior to commencing clinical placement of a pregnancy. This is to facilitate the completion of risk assessment and to ensure safety of mother and baby. Internship Students need to refer to the HSE Policy Terms and Conditions of Employment (2009) Maternity Leave Section.

**Supernumerary Status**

Clinical placements provide learning opportunities, which enable the achievement of the learning outcomes. The supernumerary status of the student during the period of clinical placement is an important factor in enhancing the educational value of the experience. The key features of supernumerary status are:

• Allocations to a clinical placement are driven by educational needs enabling the student to achieve stated learning outcomes.
• The student actively participates in giving care appropriate to the student’s level of knowledge and practical experience under the supervision and direction of a registered nurse.
• The student is surplus to the rostered compliment of nurses.
• The clinical placement allows for purposeful/focused learning where the student applies the theoretical knowledge to health care practice and develops the integrated knowledge and skills essential to a professional practitioner.

The student takes an active role in achieving the learning outcomes whilst acknowledging the interests/ rights of the patient (Nursing and Midwifery Board of Ireland Nurse Registration Programmes Standards and Requirements 2016).
Policy on Garda Vetting for Students

All student nurses are to be in receipt of full Garda Clearance prior to commencing their first clinical placement. The Allocation Officer (AIT) will work with you in obtaining Garda Clearance. There is a clear process that needs to be followed in order to obtain it and each student must take ownership for this process and follow the steps as outlined by the Garda Vetting Liaison Office.

Following any interruption to your training which causes you to take a year or longer out, then you must reapply for Garda Clearance before you can rejoin the programme.

Protected Learning Time Policy

Specific periods of protected time are allocated for reflection during supernumerary placements and the final internship clinical placement (Nursing and Midwifery Board of Ireland Nurse Registration Programmes Standards and Requirements 2016).

Reflective time equivalent to a minimum of 4 hours per week is subject to local arrangements to be used to enhance the consolidation of theory to practice. The time allocated for reflective practice during supernumerary placements and the structures in place for the implementation of protected time during the period of internship are outlined in the HSE Dublin Mid Leinster Laois Offaly Longford Westmeath policy. The Protected Learning Time Policy (NMPDU003) is available at local ward/unit level.
Clinical Placement Attendance Records

- There is an attendance sheet at the back of each “Student Assessment Workbook”.
- Students are required to keep a record of their attendance on a daily basis.
- The preceptor or allocated nurse signs the daily attendance record as verification that this record is correct.
- 100% attendance is expected on all clinical placements

Deferral of a Clinical Placement

Supernumerary Students

In the event of a placement being deferred or failed, the following will apply;

- Where a student’s attendance on any placement is less than required the student cannot receive a final assessment and must repeat the entire placement.
- In the event of a student not achieving competency on a clinical placement the following will apply: The overall result marked in the assessment document will read: Competency Achieved No □
- The student will return their incomplete document to their link lecturer in AIT.
- Following the examination board meeting the Allocation Function Officer in AIT will liaise with the SALO in the HSE in reorganising the clinical placement for the student. The clinical placement will have to be repeated in full.

Internship Students

In the event of an Internship Student failing a placement the following applies

“Students should be reminded that a minimum number of hours in theoretical and clinical instruction must be successfully completed before registering with the Nursing and Midwifery Board of Ireland. Failure to satisfy these requirements due to reasons other than certified sick leave or maternity leave will result in the student having to make up the lost hours and she/he will not be entitled to any further remuneration”

HSE HR Circular 030/2009 Arrangements for Undergraduate Nursing/Midwifery Students Undertaking the Continuous Thirty Six Week Internship.
Clinical Placement Attendance Policy

Clinical Placement Attendance Policy for Students undertaking the B.Sc(Hons) in General and Psychiatric Nursing in Athlone Institute of Technology

Note:

The Clinical Placement Attendance Policy is currently under review.
Clinical Placement Reporting Absence Policy

HSE and Athlone Institute of Technology

Due to different operational structures within the nursing services throughout the HSE the following steps for reporting absence are to be adhered to:

A. General students must contact the Clinical Placement Co-ordinator or Clinical Nurse Manager within the first hour of absence on the morning of the non-attendance.

B. When a general student attends community placement she/he must contact both the Assistant Director of Public Health Nursing and the Public Health Nurse in the assigned area within the first hour of absence on the morning of the non-attendance.

C. When a student attends care of the older person placement they must contact the Nurse in Charge/Student Nurse Facilitator/Clinical Placement Co-ordinator within the first hour of absence on the morning of non-attendance.

D. Psychiatry students attending placements in Laois-Offaly must contact the Clinical Nurse Manager 11 in the clinical area and the Clinical Placement Co-ordinator before 10 am on the morning of the non-attendance.

E. Psychiatry students attending placements in the Longford-Westmeath Community Sectors must contact the Clinical Nurse Manager 11 in the clinical area who in turn informs the Assistant Director of Nursing. The student should also contact the Clinical Placement Co-ordinator before 10 am on the morning of non-attendance.

F. Psychiatry student attending placement in St. Loman’s Hospital must contact Nursing Administration in St. Loman’s within the first hours of absence. Nursing Administration will record the call and contact the Clinical Nurse Manager 11 in the clinical area. The student should also contact the Clinical Placement Co-ordinator before 10 am on the morning of non-attendance.

G. When a general student attends for psychiatry placement she/he must adhere to the guidelines that are set for the psychiatry students.

H. When a psychiatry student attends for a general placement she/he must adhere to the guidelines that are set for the general students (Point A).

I. Certified sick leave certificates must be attached to the workbook and returned to AIT.

J. If a student fails to contact the Clinical Placement Co-ordinator while absent from duty the CPC will endeavour to contact the student to ascertain the reason for
non-attendance. Should the CPC be unsuccessful in contacting the student, next of kin will be contacted. Students have a professional obligation to inform relevant personnel of absence from placement.

K. All Students must inform the CPC of their intended date of return to work.

L. Students must report to the Clinical Placement Co-ordinator on return from absence.

M. If a student becomes ill while on clinical placement the Clinical Placement Co-ordinator must be informed.

N. On return to clinical placement a back to clinical placement interview will be conducted by the CPC/Student Facilitator.
Dress Code:
BSc General and Psychiatry Nursing Students

1.0 Policy Statement
You have the responsibility as a Nursing Student undertaking a programme leading to a professional qualification to dress in a manner that maintains the good name of the profession.

A strict dress code applies to BSc Nursing Student attending clinical placements. Students must adhere to the dress code that is outlined in this policy.

2.0 Purpose
To inform all Nursing Students of the correct dress code to be adhered to while clinical placement.

2.1 To ensure you maintain a professional appearance at all times.

2.2 To ensure the protection of you and the public.

2.3 To maintain a consistent standard of dress whilst respecting where possible, current practices and cultural beliefs.

2.4 To minimise the risk of cross infection and to facilitate good and effective hand decontamination.

2.5 To ensure uniforms are compatible with safe moving and handling.

3.0 Scope
3.1 All CPC’s, registered nurses/midwives involved in the supervision of BSc Nursing Students on clinical placement

3.2 All BSc Nursing Students on clinical placement.

3.3 Student Allocation Liaison Officer

4.0 Legislation/other related policies
- Safety, Health and Welfare at Work Act 2005
  https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/healthandsafetylegislation.html

- HSE Infection Control & other relevant PPPG’s
  http://hsenet.hse.ie/Hospital_Staff_Hub/mullingar/PPPG's_Midland_Area/Acute_Hospital_Services/Infection_Control/Information/
5.0 Glossary of Terms and Definitions

CPC - Clinical Placement Co-ordinator

CNM - Clinical Nurse Manager

CMM – Clinical Midwife Manager

SALO - Student Allocation Liaison Officer

6.0 Roles and Responsibilities

6.1 It is the responsibility of all BSc Nursing Students to adhere to this policy.

6.2 It is the responsibility of the CPC’s, CNM/CMM and all registered nurses/midwives to monitor the BSc Nursing Students adherence to this policy.

7.0 Procedure

7.1 At the beginning of the programme all nursing students will be provided with the following uniforms:

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<tr>
<th>Female General Students</th>
<th>Female Psychiatric Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: 3 tunics &amp; 2 pairs of navy trousers</td>
<td>Year 1: 3 tunics &amp; 2 pairs of navy trousers</td>
</tr>
<tr>
<td>Year 4: all female students get an additional tunic.</td>
<td>Year 4: all female students get an additional tunic.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Male General Students</th>
<th>Male Psychiatric Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: 3 tunics &amp; 2 pairs of trousers.</td>
<td>Year 1: 2 tunics, 2 pairs of trousers, 2 white short sleeve shirts &amp; 2 clip on navy ties.</td>
</tr>
<tr>
<td>Year 4: Male students get an additional tunic.</td>
<td>Year 4: Male students get an additional short sleeve shirt and clip on tie.</td>
</tr>
</tbody>
</table>
7.2 The uniform tunic is white with the following colour epaulettes:

<table>
<thead>
<tr>
<th>Year</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Yellow</td>
</tr>
<tr>
<td>Year 2</td>
<td>Green</td>
</tr>
<tr>
<td>Year 3</td>
<td>Purple</td>
</tr>
<tr>
<td>Year 4</td>
<td>Red</td>
</tr>
</tbody>
</table>

7.3 The approved uniform must be worn when on clinical placement in a hospital setting.

**Additional Uniform Requirements:**

<table>
<thead>
<tr>
<th>General Students</th>
<th>Psychiatric Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide their own V-neck navy jumper (male) /cardigan (female).</td>
<td>Provide their own V-neck navy jumper (male) /cardigan (female).</td>
</tr>
<tr>
<td>Students must not wear cardigans/jumpers in the clinical area.</td>
<td>Students may wear cardigan/jumper in the clinical environment, except while on placement in a General hospital.</td>
</tr>
<tr>
<td>Fleeces and hooded tops are not permitted when on clinical placement.</td>
<td>Fleeces and hooded tops are not permitted when on clinical placement.</td>
</tr>
<tr>
<td>Male Psychiatry students must wear uniform tunic/trousers whilst on general placements.</td>
<td>Male Psychiatry students wear the provided shirt/trousers/tie during in-patient psychiatry placements.</td>
</tr>
</tbody>
</table>

**Uniform requirements that apply to all students**

For Health & Safety/Prevention of Cross Infection reasons, you must adhere to the following:

Students provide their own shoes which must be flat, closed, navy or black in colour. Runners/canvas shoes are not permitted. Students must wear plain navy/black socks.

A high standard of personal hygiene and grooming must be maintained, make-up and perfume should be discreet.

Nails must be kept short, clean and nail varnish/shellac/false nails are not permitted. If facial hair is present, it must be well groomed otherwise face should be clean shaven and worn off the collar; long hair must be tied up and secured with a navy scrunchie, while on placement in the hospital setting.
Jewellery must be confined to stud earrings (earlobes only), fob watch and plain wedding band.

No other form of visible body piercing are permitted inclusive of tongue piercing.

Underwear must not be visible through the uniform.

7.4 Students are provided with sufficient uniforms to ensure a freshly laundered uniform is worn on each shift.

7.5 Students uniforms must be of an appropriate size not too large or small and of the appropriate length.

7.6 Maintaining uniforms and approved name badge is the responsibility of the student.

7.7 Students who need a replacement uniform, epaulettres or name badge must contact the SALO. All replacements are paid for by the student.

7.8 If you are considered to be inappropriately dressed or you have not observed the requirements of the Uniform and Dress Policy, you may be given a verbal warning and will be sent off duty. This will be reported as an absence until you return dressed appropriately. The time associated with these absences will need to be made up. Following this first verbal warning any second incident of breach in following the Uniform and Dress Policy will be considered unprofessional conduct.

7.9 Nursing students must wear the name badge that they are provided with on all clinical placements except when in a designated community placement.

7.10 Uniform must not be worn outside the hospital under any circumstances, unless accompanying a patient to another health care facility. Clothing must be changed in the accommodation provided and not in clinical areas.

7.11 When wearing personal clothes in non hospital settings

- Neat modest dress is essential, smart casuals include trousers/skirt and shirt/blouse.
- Lycra fabric clothing/jeans/leggings/combats are not allowed.
- The following footwear is not permitted sandals/high heels/runners any canvas type of shoe.

- Students can choose to wear their uniform trousers with an appropriate top.
- Service areas may establish additional requirements related to dress that best meet the needs of their patient population and nature of work.
- Where there are religious or cultural issues that affect adherence to this policy, or you have any other questions about your own appearance/dress not covered in this information, please discuss with the AIT/HSE Student Allocation Liaison Officer.

8.0 Implementation Plan

8.1 All BSc Nursing Students will be made aware of the Dress Code Policy and mandatory adherence to same.
8.2 The dress code policy will be included in the HSE Nursing Student Handbook and the Nursing Students information folder on all clinical placement sites.

8.3 All CNM/CMM and CPC’s will monitor the student’s adherence to the dress code.

9.0 Revision and Audit
This policy must be reviewed every three years.

10.0 References


Nursing and Midwifery Board of Ireland (2014) Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives.


Communication

Notice Boards

Notice boards are for official information. If you wish to use the notice boards, you must have the notice approved by your line manager.

Internet

The internet is a valuable resource and business tool. It should be used by students for educational use and related research only. Personal use of the Internet is not permitted whilst on duty. Nursing students must familiarise themselves with the “Guidance to Nurses and Midwives of Social Media and Social Networking available at www.NMBI.ie

Telephone Policy

- Telephones are not to be used for personal calls whilst on duty.
- If you wish to make a private call you must use your own mobile telephone, during break times only.
- You will be notified immediately of emergency calls.
- When answering the telephone whilst on clinical placement you must state your name, position, department name and at all times be polite.
- It is imperative that student nurses consult with registered nurse in relation to patient inquires.
- The use of a mobile phone device within HSE premises and other clinical/medical facilities should be checked before use for fear of interference with sensitive electronic medical equipment (HSE Mobile Phone Device Policy 2010).

For further information click on the links below which will bring you directly to the

“ICT Department HSE National IT Policies and Procedures” and Mobile Phone Policy’s:

http://hsenet.hse.ie/Hospital_Staff_Hub/mullingar/PPPG's_Midland_Area/Central_Services/ICT_Department/ICT_Department.html and the

Smoking and Health Policy

The HSE aims to protect the health of employees, clients and visitors through the promotion of a smoke free environment at all of its facilities. Student nurses have a duty to comply with this policy. While this policy seeks to promote compliance rather than prohibition, persistent failure to comply with the HSE's policy may result in the HSE invoking the normal disciplinary procedures. Smoking is only permitted in designated areas. Support for smokers can be accessed on the HSE website.

The Tobacco Free Campus Policy is already in place in many health facility campuses, with many hospitals and primary care facilities already ‘Tobacco Free’. Please use link to access further information.

http://www.hse.ie/tobaccofreecampus

Students Property

The HSE is not responsible for loss of employee property when on the work premises. This extends to damage to cars. Employees should report all property lost or found to their line manager (HSE Employee Handbook 2016/2017).

HSE/ Hospital Policies

Students must familiarise themselves, and comply, with all HSE rules, regulations and policies. While on clinical placement access to PPPG’s are available on the HSE internet/intranet and clinical areas.

http://hsenet.hse.ie/Hospital_Staff_Hub/mullingar/PPPG's_Midland_Area/Athlone_Institute_of_Technology/ATHLONE_INSTITUTE_OF_TECHNOLOGY_.html

Professional Conduct

The HSE is totally committed to the concept of integrity in all its dealings. Therefore it is essential that students conduct themselves, and are seen to conduct all activities, to the highest possible standard.

Student nurses must at all times be courteous when interacting with patients, visitors, clinical staff, colleagues and tutors/lecturers. Professional boundaries must be maintained in all interactions with patients/clients and local guidelines must be strictly observed.

Nursing and midwifery students should become familiar with the Code and its supporting
documents as part of their education (Code of Professional Conduct and Ethics 2014).

**Confidentiality**
Information regarding a patient’s history, treatment and state of health is privileged and confidential. Students must not disclose confidential information about patients obtained in the course of clinical placements.

**Staff Safety and Wellbeing**
Staff wellbeing includes Staff Safety, Health and Wellbeing

**Key Areas**

Information and Advisory Team

- Policy Team
- Training Team
- Inspection and Audit Team
- Helpdesk Request Form
- National Incident Management System

Go to [www.hse.ie/safetyandwellbeing](http://www.hse.ie/safetyandwellbeing) for further information.

The HSE endeavours to ensure so far as is reasonably practicable the safety, health and welfare of all employees through the provision and maintenance of a safe place of work, safe plant and machinery and safe systems of work. Nursing Students must familiarise themselves and comply with HSE policies and procedures pertaining to safety, health and welfare at work.

Each student must co-operate with Nurse Managers/Supervisors in matters of safety and strictly observe all safety regulations, instructions and approved methods of practice during clinical placement. Failure to comply with the terms of the Safety Statement may result in disciplinary action. In the case of an accident involving injury, however slight, while on clinical placement, the student must report it immediately to the Clinical Nurse Manager on duty and the relevant Clinical Placement Co-ordinator.

All students must adhere to moving and handling instructions whilst on clinical placement. In addition Psychiatry students must adhere to the Therapeutic Management of Violence and Aggression Policy (available in local PPPG folders).
Fire Prevention

Each student must read all notices regarding fire prevention and must acquaint himself/herself with the location of fire exits, fire extinguishers/appliances, means of raising alarms and assembly points in Clinical Placement areas. Students will be required to attend fire lectures and drill when specialised instruction in fire prevention will be given by the Fire Safety Officer. Unsafe conditions must be reported immediately to the supervisor.
GDPR

General Data Protection Regulations

The GDPR is European Union (EU) data protection legislation that came into law in Ireland on 25th of May 2018. The GDPR is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union (EU).

How we process nursing student’s information

Delivery and development of the BSC Nurse Registration Programme must be co-ordinated through joint Higher Education Institution (HEI) and Associated Health Care Provider (AHCP) governance mechanism, specified in a Memorandum of Understanding, to ensure compliance with NMBI Standards and Requirements and EU directives.

The HSE Dublin Midlands Hospital Group (Tullamore & Portlaoise), Ireland East Hospital Group (Mullingar) and Community Healthcare Organisations Area 8, Longford Westmeath/ Laois Offaly Mental Health Services Area are the Associated Health Care Provider (AHCP) partners to Athlone Institute of Higher Technology (AIT).

In order for the us as the AHCP with AIT effectively manage your nurse training programme the following personal information needs to be obtained and stored for the duration of your training or longer if necessary. All the information will be stored safely and securely. The information stored aides the AHCP to plan and manage clinical placements, when necessary communicate with you via phone, email or text message regarding these allocations or other relevant clinical placement information. Only staff that have direct contact with nursing students will have access to this information. Only the level of information necessary will be shared with staff working directly with student nurses.

Personal Information to be stored:

Name
Address
Email Address
Mobile Number
Date of Birth
In Case of Emergency Contact Name x 2 phone number
**Student’s rights**

You have a right to access the information we hold on you. You also have the right to rectification, erasure, restriction of processing and the right to object in certain circumstances. If you wish to exercise any of these rights, please contact Grainne.Keena@hse.ie Student Allocation Liaison Officer You can also contact the HSE’s Deputy Data Protection Offices for further information. The contact details are ddpo.dne@hse.ie for CHO 8 and ddpo.dml@hse.ie for the Ireland East Hospital Group and Dublin Midlands Hospital Group.

You also have a right to complain to the Data Protection Commission if you have a concern about how your data has been processed. You can visit their website [www.dataprotection.ie](http://www.dataprotection.ie) for more information in this regard.

Further information on how the HSE processes your personal information can be found in the HSE’s Privacy Statement on our website: [https://www.hse.ie/eng/gdpr/hse-data-protection-policy/](https://www.hse.ie/eng/gdpr/hse-data-protection-policy/)
Frequently Ask Questions - Supernumerary Students

**What do I do if I get injured/become ill at work?** Report the injury or illness immediately to the Clinical Nurse Manager, who will advise you on the procedure to be followed. The CPC should also be contacted.

**What do I do if I have an upcoming appointment i.e. medical, dental, optician etc?** All appointments should be scheduled for off duty time. If an emergency appointment occurs contact relevant Clinical Nurse Manager and CPC, who will organise time off to attend the appointment. Any hours missed will be deducted from attendance.

**If I have any concerns or worries related to clinical placement who do I talk to?** Preceptor, CNM, CPC, Student Facilitator, RNPDC or ADON (Psychiatry Services).

**What do I do with completed assessment documents?** All completed original documentation must be returned to The Department of Nursing and Health Science Athlone Institute of Technology by the student.

**Is there accommodation provided during clinical placement?** No, it is the responsibility of the student to organise accommodation if required.

**Is transport to clinical placements supplied?** No, it is the responsibility of the student to source and organise transport if required.

**Do I get paid clinical placement allowance?** All students are given an allowance while on clinical placement to help meet accommodation or travelling expenses. The SALO organises the payment of this with the HSE.

**Do I work Public Holiday’s?** Supernumerary student nurses do not work Public Holidays during clinical placement. Internship student nurses will work Public Holidays if they are rostered to do so.

**Do I work Good Friday?** Yes Year 1, 2, 3 and 4 (supernumerary) student nurses, who are on clinical placement when Good Friday occurs, must work it. Internship student nurses will be expected to work it if they are rostered to work that day.

**Do I work with the same nurse each day I am on placement?** Each student is assigned
What do I do if I need to change the location of my placement? If the preceptor is rostered off duty during the placement students will be assigned to work with another registered nurse.

**What do I do when I fail a placement?** Refer to the section titled “Failure of a Clinical Placement”.

**Will I have college work while on clinical placement?** Assignments may be required by AIT whilst on clinical placements.

**Who do I contact if I am having difficulty with a college assignment whilst on clinical placement?** Contact your relevant lecturer at Athlone Institute of Technology.

**What hours are worked whilst on clinical placement?** This depends on the clinical placement allocated and what stage of training the student is at. This will be outlined at orientation to the clinical placement.

**What do I do if I am asked to carry out a task I feel I am not capable of doing?** Inform preceptor or delegator of inability to perform the task and discuss requirements for further support / supervision with CPC and line manager.

**What do I do if I wish to make a complaint or report on a clinical related matter on a ward or unit?**

- If possible discuss firstly with the CNM on the ward.
- Discuss the issue with the CPC or student facilitator.
- If you wish you can discuss and report the incident to the relevant Nurse Practice Development Co-ordinator or relevant Director of Nursing.
- Refer to the HSE complaints procedure

**What happens if I lose my keys?** It is the responsibility of each student to look after ward keys and swipe cards given to them while on placement. In the event of keys being lost or misplaced the student is responsible for the full cost of replacing the keys and swipe card. All keys should be returned to the CPC at the end of each clinical placement.

**What is the frequency of contact with the CPC while on clinical placement?**

This will be discussed and outlined at the orientation section of each clinical placement.

**What do I do if I need to change the location of my placement?**
All students are required to do placements throughout Laois, Offaly, Longford and Westmeath health service area. However, if you need to change the location of a placement you must email the SALO or Allocation Function Officer a minimum of 1 month before the commencement date of placement, with details of your request and reasons for same. Whilst consideration will be given to your request we cannot guarantee that a change can be facilitated.

**Referral to the Emergency Department - who pays the fees if I am referred to it?**

All non work place injuries will incur a fee. Work related injuries will incur no fee if a student is referred to the ED Department. An incident form in the event of a work related injury has to be completed. The CPC also needs to be informed that an incident has occurred.
**Staff Contact Details**

**Regional Hospital Mullingar**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRH Mullingar Switchboard</td>
<td>044-9340221</td>
</tr>
<tr>
<td>Nursing Administration</td>
<td>044-9394552</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>044-9394552</td>
</tr>
<tr>
<td>Clinical Placement Co-Ordinators</td>
<td>044-9394553 or Bleep 114</td>
</tr>
<tr>
<td></td>
<td>044-9394553 or Bleep 023</td>
</tr>
</tbody>
</table>

**Midland Regional Hospital Tullamore**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRH Tullamore Switchboard</td>
<td>057-9321501</td>
</tr>
<tr>
<td>Nursing Administration</td>
<td>057-9358490</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>057-9358091</td>
</tr>
<tr>
<td>Clinical Placement Co-Ordinators</td>
<td>057-9358480 or Bleep 295</td>
</tr>
</tbody>
</table>

**Midland Regional Hospital Portlaoise**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRH Portlaoise Switchboard</td>
<td>057-8621364</td>
</tr>
<tr>
<td>Nursing Administration</td>
<td>057-8621364</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>057/8696763 or 057/8696434</td>
</tr>
<tr>
<td>Clinical Placement Co-Ordinators</td>
<td>057-8696065 or Bleep 051 / 136</td>
</tr>
</tbody>
</table>

**TO BLEEP THE CPC’s CONTACT THE SWITCHBOARD**

**Age Care Hospitals/Centres/Unit**

<table>
<thead>
<tr>
<th>Hospital/Unit</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluain Lir Mullingar</td>
<td>044-9394931</td>
</tr>
<tr>
<td>Clinical Placement Co-Ordinators</td>
<td>044-9394553</td>
</tr>
<tr>
<td>St. Joseph’s Hospital Longford Student Facilitator</td>
<td>043-33346211 or 0866010703</td>
</tr>
<tr>
<td></td>
<td>043-3332469 or 043 3332456</td>
</tr>
<tr>
<td>St. Vincent’s Care Centre Athlone Student Facilitator</td>
<td>09064-75301 or 0860452650</td>
</tr>
<tr>
<td>Birr Community Nursing Unit Student Facilitator</td>
<td>057-9123200 or 086 0453909</td>
</tr>
<tr>
<td>St. Vincent’s Hospital Mountmellick Clinical Placement Co-Ordinators the same as MRH Portlaoise</td>
<td>057-8624211</td>
</tr>
<tr>
<td></td>
<td>057-8696065 (Office)</td>
</tr>
<tr>
<td>Riada House Tullamore</td>
<td>057-9359984</td>
</tr>
<tr>
<td>Student Facilitator</td>
<td>057-9358480 (Office)</td>
</tr>
</tbody>
</table>

**St. Fintan’s Hospital (Laois/Offaly Mental Health Services)**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Fintan’s Hospital Switchboard</td>
<td>057-8696396</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>057-8692928</td>
</tr>
<tr>
<td>Clinical Placement Co-Ordinators</td>
<td>057 8692934 or 086 3803402</td>
</tr>
</tbody>
</table>

**St. Loman’s Hospital (Longford/Westmeath Mental Health Services)**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Loman’s Hospital Switchboard</td>
<td>044-9340191</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>044 9384375</td>
</tr>
<tr>
<td>Clinical Placement Co-Ordinators</td>
<td>044-9340191 or 086 8123209</td>
</tr>
</tbody>
</table>
# Intellectual Disability Services

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lough Sheever Centre, Mullingar</td>
<td>044-9384372</td>
</tr>
<tr>
<td>St. Hilda’s Services Athlone</td>
<td>090-6492981</td>
</tr>
<tr>
<td>Alvernia Services Portlaoise</td>
<td>0868062108</td>
</tr>
<tr>
<td>St Peters Services</td>
<td>043-3341300</td>
</tr>
<tr>
<td></td>
<td>087-2033486</td>
</tr>
</tbody>
</table>

# Public Health Nursing

<table>
<thead>
<tr>
<th>Position/Contact Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Public Health Nursing,</td>
<td>044-9395078</td>
</tr>
<tr>
<td>Longford &amp; Westmeath Student Facilitator</td>
<td></td>
</tr>
<tr>
<td>Asst. Director of Public Health Nursing</td>
<td>09064 83135</td>
</tr>
<tr>
<td>for Longford-Westmeath/</td>
<td></td>
</tr>
<tr>
<td>Director of Public Health Nursing</td>
<td>057 9346168</td>
</tr>
<tr>
<td>Student Facilitator</td>
<td>057 9123262</td>
</tr>
<tr>
<td>Asst. Director of Public Health Nursing</td>
<td></td>
</tr>
<tr>
<td>for Laois-Offaly</td>
<td></td>
</tr>
</tbody>
</table>

# Nursing & Midwifery, Planning and Development Unit

<table>
<thead>
<tr>
<th>Position/Contact Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of NMPD</td>
<td>057-9357808</td>
</tr>
<tr>
<td>NMPD Administration</td>
<td>057-9357866</td>
</tr>
<tr>
<td>Regional Nurse Practice Development</td>
<td>057-9357862</td>
</tr>
<tr>
<td>Co-Ordinator Mental Health Services</td>
<td></td>
</tr>
<tr>
<td>Regional Nurse Practice Development</td>
<td>057-9357863</td>
</tr>
<tr>
<td>Co-Ordinator Acute Hospital Services</td>
<td></td>
</tr>
<tr>
<td>Regional Practice Development Facilitator</td>
<td>057-9357860</td>
</tr>
<tr>
<td>PHN Nursing Services</td>
<td></td>
</tr>
<tr>
<td>Regional Nurse Practice Development</td>
<td>057-9357859</td>
</tr>
<tr>
<td>Facilitator for Intellectual Disability</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>Student Allocation Liaison Officer (SALO)</td>
<td>086-812157</td>
</tr>
</tbody>
</table>
References


Health Service Executive (2009) Dignity at Work Policy for the Health Service. Health Service Executive Dublin

Health Service Executive (2009) HSE Terms and Conditions of Employment. Health Service Executive Dublin

Health Service Executive (2010) HSE Mobile Phone Device Policy. Health Service Executive Dublin

Health Service Executive Dublin Mid Leinster (Counties Laois, Offaly, Longford, Westmeath) & Athlone Institute of Technology (2015) Joint Disciplinary Policy

Health Service Executive Dublin Mid Leinster (Counties Laois, Offaly, Longford, Westmeath) & Athlone Institute of Technology (2015) Pre-Registration Nursing Degree Programmes Student Welfare Policy.


Nursing and Midwifery Board of Ireland (2014) The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives. Dublin: Nursing and Midwifery Board of Ireland


General Data Protection Regulations (2018) www.dataprotection.ie
Appendix No 1

**This is a list of relevant web links:**

This link provides a link to the HSE Student Nurse page which has further links to PPPG’s, student evaluation forms, maps to local services, Student Information Book for Mental Health Students:

http://www.hse.ie/eng/about/Who/ONMSD/NMPDU/NMPDUml/BSc_Nursing_Degree_Programme_AIT/

This is the link to the HSE guideline on the use of social media (facebook):


This link provides a resource for student nurses with a disability:

Appendix No 2

Checklist for BSc General Student Nurses Prior To Commencing Clinical Placement

Contact the CPC / Student Facilitator for information on your duty Roster and orientation details the week prior to commencing placement.

- Some placement sites may require swipe cards and locker keys. Other areas may require you to bring your own lock and key. Enquire from CPC/ Student Facilitator the cost that may be involved in acquiring these items. Bring sufficient money with you on the first day.
- Be aware that you will need to coordinate your travel / accommodation arrangements and ensure all are in place prior to placement date.
- Mobile Phones are not permitted on your person while on duty at any time.
- Ensure uniform items are clean /ironed ready for placement including;
  - Black shoes and Navy / black socks
  - Navy cardigan (female students)
  - Navy v neck jumper (male students)
  - Hoodies/ Fleeces are not to be worn as a substitute for navy cardigans/
  - v neck jumpers
  - Fob watch, scissors, pen torch
  - Black pens, small note book, name badge as per dress code
  - A high standard of personal hygiene and grooming must be maintained, make up and perfume should be discreet
  - Hair should be brushed / combed and long hair must be tied up neatly.
  - All body piercings should be removed prior to reporting for duty. Wedding band and stud earrings are the only two items of jewellery permitted. Ensure you have read the necessary documentation for the 1st day of placement.

Place the following items in a folder marked Taught Clinical Placement

a) Copy of your lesson plans
b) All ABA guidelines and relevant publications
c) Student Competency Assessment Document
d) HSE Nursing Student Clinical Placement Handbook- to be downloaded yearly from AIT Moodle to ensure updated copy

Please bring this folder with you every day while on clinical Placement...

Student Nurse Signature ________________ Date _____________

Signed copy of this check list to be given to CPC/Student Facilitator on the first day of placement.
Appendix No 3

Health Service Executive Dublin Mid Leinster

(Counties Laois, Offaly, Longford, Westmeath)

&

Athlone Institute of Technology

Joint Disciplinary Policy

The BSc Nursing Programmes run by The Department of Nursing & Health Sciences in Athlone Institute of Technology, rely on a Health Care Provider to afford the students the opportunity to work in clinical environments that underpin their theory modules. This necessitates that Athlone Institute of Technology students are governed by The Disciplinary and Grievance Procedures and all relevant Policies of the Health Care Provider, when on Clinical Placements in addition to the Disciplinary Policy of the Institute.

A Joint Review Committee is to be established in accordance with The Memorandum of Understanding when required between The Health Service Executive Dublin Mid Leinster serving Laois, Offaly, Longford, Westmeath and the Department of Nursing & Health Science in Athlone Institute of Technology, to assess issues concerning potential cases of misconduct by nursing students, whilst on clinical placements (Appendix 1). This committee will report its findings to The Disciplinary Committee of Athlone Institute of Technology. Representation on the Joint Review Committee will consist of three members, one HSE Dublin Mid Leinster serving Laois, Offaly, Longford, Westmeath person and one Institute person and one third party. The Chairperson will be elected by the committee and have a casting vote if necessary. The Secretary will be appointed from the office of the Registrar of the Institute, for the purpose of recording events, but is not part of the Joint Review Committee. It should be noted that the Disciplinary Policy of Athlone Institute of Technology shall still apply to all cases of misconduct by nursing students, whether on clinical placement or not.

The purpose of this Joint Review Committee is to assess issues of misconduct and the consequences of that misconduct by students of the Department of Nursing and Health Science, Athlone Institute of
Disciplinary Procedure

Identification of the incident of concern. Please refer to Appendix 2 for Alleged Minor offence.

If necessary, a referral will be made to the Disciplinary Committee of Athlone Institute, that a student be suspended from accessing the clinical areas for a specific period of time.

The stages involved in this policy are as follows:

Stage One: Oral Warning for alleged minor offences;
Stage Two: Written Warning for alleged major offences;
Stage Three: Referral to Joint Review Committee.

‘In cases of violent misconduct, drug-related offences or similar offences, the President of Athlone Institute of Technology may suspend a student or students immediately, without the matter having been considered by the Joint Review Committee – Discipline or the Disciplinary Committee. Where such temporary suspension is imposed, the matter shall be investigated and, if appropriate, a hearing of the Disciplinary Committee arranged without delay.’ (AIT Student Handbook, page 37, Points 5.7.1 to 5.7.6: Disciplinary Policy)

In such cases where there are concerns of this nature, the appropriate Director of Nursing may liaise with the President of the Institute, or a person designated by him/her to have a student (s) removed immediately.

_A person who fails to comply with the penalty or sanction within the agreed time frame (one month) of receiving notice of the imposition of penalty or sanction, shall be guilty of a further offence, which may be punishable by further sanction or penalty._

Discipline

All students are required to observe the AIT Code of Discipline, NMBI Code of Professional Conduct and Ethics and the HSE Trust and Care.
Rights of Students:

The provisions of the Code are without prejudice to the legal rights of the students.

No member of the Joint Review Committee, shall be a witness in any case in which he or she is assigned to adjudicate involving a student.

In the case of the alleged offences, the student shall be given notice in writing containing details of the precise charge being made and the basic facts alleged to constitute the offence.

In the case of alleged offences, an accused person has the right to speak in his or her own defence and to call witnesses. He or she may also have representation of his/her choice at any hearing. The Joint Review Committee reserves the right to seek legal advice on any matter arising before or during the course of the hearing.

Offences:

Under the open disclosure policy all patients and families are to be informed in an incident occurs that concerns them. The student needs to be made aware of this policy.

CRIMINAL OFFENCES SHALL ALSO BE REFERRED TO THE APPROPRIATE AUTHORITIES.

In any case where an alleged criminal offence is referred to the Civil Authorities all procedures under these Regulations can be invoked immediately. The Joint Review Committee and the Disciplinary Committee (AIT) are entitled to proceed without having to await the outcome of any criminal prosecution.

Preceptors, Clinical Nurse Managers, Public Health Nurses, Community Facilitators and Clinical Placement Coordinators/designated link persons may use their discretion as to what other offences may be deemed inappropriate. Refer to Appendix 3 for guidance.
The foregoing lists are not definitive or exhaustive.

Minor Offences

- Littering
- Eating, drinking and smoking in unauthorised areas
- Deliberately or recklessly causing minor damage to property (up to 65 Euro replacement cost)
- Being in unauthorised areas without permission
- Failing to identify oneself on request
- Failure to adhere to policies/procedures/guidelines

Major Offences

- Students on Internship Year failing to adhere to HSE Dublin Mid-Leinster serving Laois, Offaly, Longford, Westmeath policies/procedures and guidelines
- Furnishing false information to the Institute or Health Care Provider with the intent to deceive
- Forging, alteration, or misuse of Institute/Health Service Executive documents, records or reports
- Physical abuse or assault of another person
- Inappropriate behaviour with patients/clients
- Displaying a lack of respect for patients/clients lifestyle /beliefs
- Inappropriate behaviour with colleagues
- Malicious destruction, damage or misuse of Institute/Health Service Executive property
- Off–campus/off-duty conduct likely to bring disrepute to Institute or Health Service Executive
- Theft/pilfering
- Being found to be under the influence of alcohol or any illegal substance while on duty
- Consumption of alcohol or any illegal substance while on duty
- Fraud
- Embezzlement
- Possession of illegal drugs
- Possession and/or use of offensive weapons
- Obscene behaviour or sexual harassment
- Breach of confidentiality
- Interference with safety equipment, fire fighting equipment or alarm systems
- Smoking in unauthorised areas
- Misuse of Social Media and non-adherence to the Social Media Guidelines of NMBI (2013)

PROCEDURE

(Adapted from Athlone Institute of Technology Student Handbook and the Discipline and Grievance Procedures of the HSE Dublin Mid Leinster Area)

When dealing with any incident of alleged misconduct, it is the intention of the Health Service Executive Dublin Mid Leinster (Laois Offaly Longford Westmeath) and the Department of Nursing &
Health Science in Athlone Institute of Technology to try to resolve problems initially through informal means.

In clinical areas where there are no Nurse Practice Development Coordinators or Clinical Placement Coordinators (NPDCs’ or CPCs’), the Director of Nursing or Manager of the Service will identify a suitable person(s) for these roles (Appendix 2).

Stage 1:

Oral Warning – (for alleged minor offences)

1.1 The alleged offence is reported to the Clinical Nurse Manager (CNM) /Public Health Nurse (PHN), by the witness to the alleged offence.

1.2 If the CNM/PHN is satisfied that he/she is able to resolve the issue(s), this is documented in the ‘Student Performance Record in the Clinical Competence Assessment Workbook’ (Student’s Workbook) and the student is informed of the resolved issue by the CNM/PHN. There is no further action.

1.3 If not resolved, the CNM/PHN informs the CPC/Community Facilitator and the Divisional Nurse Manager (DNM)/Assistant Director of Nursing (ADON) and records this communication in the Student’s Workbook.

1.4 The CPC/Community Facilitator will inform the Head of the Department of Nursing & Health Science of the alleged offence and the possibility of the issue of an Oral Warning to the student.

1.5 An opportunity should be given for consultation between the CNM,CPC or Practice Development the Head of the Department of Nursing & Health Science /Link Lecturer and the student.

1.6 The student is informed at least three days prior to the date of the meeting that an Oral Warning may or may not be issued in relation to the alleged
offence and invited to bring a representative of his/her choice to the meeting.

1.7 The CNM/PHN, DNM/ADON, CPC/Community Facilitator/Linl Lecturer/Practice Development will meet on the agreed date with the student and his/her representative.

1.8 If it is decided to issue an Oral Warning, this warning will clearly state the standard/conduct that the student is failing to achieve and, that repetition will result in further disciplinary action.

1.9 At this stage, the emphasis will be placed on establishing why the student is failing to meet the required standard(s) and, on helping him/her to determine how a recurrence can be prevented.

1.10 The DNM/ADON will issue the Oral Warning and record this in the Student’s Workbook.

1.11 The CPC/Community Facilitator will inform the relevant NPDC/ or other designated person and the Head of the Department of Nursing & Health Science/Link Lecturer of the outcome of the meeting.

1.12 If there is no improvement in conduct after the Oral Warning has been issued, **or** if there is an additional breach of rules relating to a major offence, a further meeting will be arranged with the student.
Stage 2:

**Written Warning – (For alleged major offences)**

2.1 The alleged offence is reported to the CNM and it is deemed to be a major offence.

2.2 The major offence that has occurred may necessitate the instant removal of the student in the interest of patient safety, from the clinical site. The above procedure is joint between AIT and the HSE.

2.2 The CNM/PHN will inform the CPC/Community facilitator and the DNM/ADON of the additional breach of rules and record this communication in the Student’s Workbook.

2.3 The CPC/Community Facilitator will inform the Head of the Department of Nursing & Health Science / Link Lecturer and the relevant NPDC or other designated person of the alleged offence(s) and the possibility of the issue of a Written Warning to the student.

2.4 The DNM/ADON will inform the relevant Director of Nursing/Service Manager of the additional breach of rules/alleged offence and the possibility of the issue of a Written Warning to the student.

2.5 The student is informed at least three days prior to the date of the meeting that a Written Warning may or may not be issued in relation to the alleged offence(s) by the Director of Nursing/Service Manager and invited to bring a representative of his/her choice to the meeting.

2.6 The CPC/Community Facilitator, Nurse Practice Development/ DNM/ADON and the Director of Nursing/Service Manager will meet on the agreed date with the student and his/her representative and the Head of Department of Nursing and Health Science/Link Lecturer.

2.7 If it is decided to issue a Written Warning, this warning will clearly state the standard/conduct that the student has failed on and, will be issued to the student by the Director of Nursing/Service Manager and the Head of Department of Nursing and Health Sciences who will also retain a copy.

2.8 The facts of the case, the student’s response and the necessity to issue a Written Warning will be recorded in the Student’s Workbook by the Director of Nursing/Service Manager.
Stage 3

Referral to the Joint Review Committee.

3.1 If there is no improvement in the student’s conduct after the Written Warning has been issued, the matter will be referred to the Joint Review Committee.

3.1.1 If there is no improvement in the students conduct after the written warning it may necessitate the removal of the student from the clinical practice area.

3.2 The student will receive written notification from the Joint Review Committee – Discipline, detailing the nature of the alleged offence(s), the person (s) who has/have made the complaint and the time and venue of the initial hearing at least three days prior to the aforementioned hearing.

3.3 The Director of Nursing/Service Manager, Assistant Director of Nursing or designated person, together with the Head of a Department and Lecturer from another Department will meet the student and his/her representative.

3.4 The facts of the alleged misconduct will be presented in a clear and logical manner to the student, his/her representative and the members of the Joint Review Committee – Discipline, by a designated person, who is not a member of the aforementioned committee.

3.5 These facts and the student’s response will be recorded in the appropriate manner by the secretary of the aforementioned committee.

3.6 The student will be given a copy of all minutes from the meeting.

3.7 If the decision is made to refer the matter to the Disciplinary Committee of
Athlone Institute of Technology, the student will be informed at the time and
the Disciplinary Policy of the institute will be followed.

Developed by the Local JOINT Working Committee comprising members from Athlone Institute of Technology’s Department of Nursing & Health Science and the HSE Dublin Mid Leinster Region serving Laois Offaly Longford Westmeath.

Reviewed at least every 2 years.

Last Date of Review March 2015.
Signed on Behalf of the Health Service Executive Dublin Mid-Leinster (Laois Offaly Longford Westmeath) Region

______________________________
Director of Nursing, Longford/Westmeath Mental Health Services
Date: _________________________

Signed on Behalf of Department of Nursing & Health Science,
Athlone Institute of Technology

______________________________
Head of Department of Nursing & Health Science.
Athlone Institute of Technology
Date: _________________________
Appendix 1:

JOINT REVIEW COMMITTEE – DISCIPLINE MEMBERSHIP

**HSE Dublin Mid Leinster serving Laois, Offaly, Longford, Westmeath**

A Director of Nursing from Hospital/Service area other than where the alleged offence took place

**Athlone Institute of Technology**

Head of a Department other than Nursing & Health Science

**Independents Person / Chair**

A third party not employed in either the HSE or Athlone Institute of Technology

Secretary appointed from the office of the Registrar in Athlone Institute of Technology records the events, but is NOT PART of this committee.

The Chairperson is appointed by this committee and will have the casting vote if necessary.
Appendix 2:

Joint Disciplinary Policy – Flow Chart

Stage 1: Alleged Minor Offence

1. Alleged offence reported to CNM/PHN
   - CNM/PHN resolves issue, documents in ‘Student Performance Record of Clinical Competence Assessment Workbook’ (Student’s Workbook), no further action
   - If issue unresolved, CPC/Link/Community Facilitator and Head of Dept. /LL is informed.
     - Recorded in Student’s Workbook
     - Head of Dept./LL CNM/NPD & student meet to discuss issue
     - Issue resolved, recorded in Student’s Workbook, no further action
     - Issue unresolved, student given 3 days notice of further meeting.
       - Invited to bring representative
         - Oral Warning issued by DNM/ADON and recorded in Student’s Workbook
           - Issue resolved, recorded in Student’s Workbook, no further action
           - CPC/Link/Community Facilitator inform relevant NPDC and Head of Dept./LL
Stage 2: Alleged Major Offence

Students may have to be removed immediately if it is a major offence and there is a patient concern.

- No improvement in conduct following oral warning or
- Additional breaches of rules relating to a major offence,

CNM/PHN informs CPC/Link/Community Facilitator/ADON of no improvement

Or additional breach of rules and records in Student’s

CPC/Link/Community Facilitator informs relevant NPDC/DON and Head of Dept. of alleged

Student is given days notice of further meeting and advised that a written warning may or may not be issues in relation to the alleged offences by the DON/service manager. The student is invited to bring a representative

Written warning issued by DON/Service manager will state the standard/conduct that the student has failed on and copies retained. Record by the DON/Service Manager in Student’s Workbook

CPC/Link/Community Facilitator inform relevant NPDC and Head of Department/LL of outcome of meeting
Stage 3: Referral to Joint Review Committee – Discipline

Students may have to be removed immediately if it is a major offence and there is a patient concern.

- No improvement in student conduct following written warning. Referred to Joint Review Committee Discipline
  - Student receives written notification from Joint review Committee Discipline detailing the nature of alleged offence and source of complaint and date and time and venue of initial hearing with 3 working days notice of meeting and invited to bring representative
    - DON /Service Manager / ADON/Designated Person of different hospital, together with Head of a Department and Lecturer from different Department, Secretary and student with representative meet
      - Joint Review Committee reviews case and interviews student with representative present.
        - Facts and students response recorded by the Joint Review Committee Secretary
          - Minutes of the meeting and copy is given to student
            - If a decision is made to refer to the Disciplinary Committee of AIT, the student will be informed at the time and the Disciplinary Policy of AIT will be followed
Appendix No 4

GLOSSARY OF TERMS:

Degree Programme:
Four year pre-registration degree programme leading to registration as a nurse.

Clinical Placement:
An approved clinical learning experience that provides nursing students with the practice elements of the nursing degree programme.

Clinical Nurse Manager (CNM):
Clinical Nurse engaged in the management of nursing services in a defined clinical area.

Community Facilitator:
Assistant Director of Public Health Nursing who co-ordinates nursing students clinical learning community placements.

Nurse Practice Development Co-ordinator (NPDC):
Appointed Senior Nursing Personnel with responsibility for leading and directing developments in nursing practice within a health service provider.

Clinical Placement Co-ordinator (CPC):
Appointed nursing personnel who guides and supports pre-registration student nurses and staff in assigned clinical areas to ensure that the clinical placement meet the requirements of the education programme with regard to planned experiences and learning outcomes.

Public Health Nurse (PHN):
A specifically qualified and appointed nurse designated to a defined community are with geographical boundaries with responsibility for providing clinical nursing services and primary, secondary and tertiary preventative services for a defined population.

Student Facilitator:
Designated nurse who supports and manages student nurse while on clinical placement.

Allocations Officers:
The Student Allocations Liaison Officer HSE Dublin Mid Leinster (Laois Offaly Longford Westmeath) (SALO HSE) and the Allocations Function Officer in Athlone Institute of Technology (AIT) liaise in the provision of clinical placements in the HSE Dublin Mid Leinster (Laois Offaly Longford Westmeath) region.

Preceptor:
A registered nurse who has been specially prepared to guide and direct student learning and conducts the competency assessment and acts as a role model and resource for a student who is assigned to him or her for a specific time span.
Appendix No 4

HEALTH SERVICE EXECUTIVE
DUBLIN MID LEINSTER
(LAOIS, OFFALY, LONGFORD, WESTMEATH)
&

ATHLONE INSTITUTE OF TECHNOLOGY
PRE-REGISTRATION NURSING DEGREE PROGRAMMES
STUDENT WELFARE POLICY

STUDENT WELFARE

Nurse education programmes leading to registration with the National Nursing and Midwifery Board are governed by requirements and standards as set down by both Irish and EU legislation. For the successful delivery of nurse education programmes that culminate in this registration, there has to be collaboration and cooperation between educational institutions and health care providers. This document sets out the agreement reached between the Department of Nursing & Health Science in Athlone Institute of Technology and The Health Service Executive Dublin Mid Leinster Laois Offaly Longford Westmeath to address all issues pertaining to the welfare of students undertaking the BSc in General and Psychiatric Nursing Programmes.

Student Welfare:
The Department of Nursing & Health Science in Athlone Institute of Technology and The HSE Dublin Mid Leinster Laois Offaly Longford Westmeath are both committed to providing the educational and personal support to students throughout the four years of the BSc in nursing programmes. Nursing students are required to comply with procedures documented in the Student Handbook of Athlone Institute of Technology including the:

• Students Complaints Procedure
• Student Charter
• Disciplinary Policy

Nursing students who undertake the clinical placements as part of the BSc in nursing programmes are required to comply with the policies, procedures and regulations pertinent to and governing the health care facility or placement site including:

• Nursing and Midwifery BOARD Guidelines.
• Current HSE Dublin Mid Leinster Staff (Laois Offaly Longford Westmeath) Handbook (2010).
• HSE Integrated Employee Wellbeing and Welfare Strategy (2009-2014)
• HSE Dignity at work for the Health Service (2009)
• HSE Trust in Care (2005)
• HSE Codes of Standards & Behaviour (2009)

Athlone Institute of Technology is committed to equality of opportunity and takes an interest in the academic and personal needs of students. There is a Counselling Service provided that offers advice, support and guidance to all students. All information provided by the student is
confidential and is not disclosed to any other person, without the permission of the student concerned.

The HSE Dublin Mid Leinster Laois Offaly Longford Westmeath Regional Occupational Health Service promotes the health and safety of all employees and students who are allocated for clinical placements as guided by the Health Services Executive Code of Conduct (2009). All Occupational Health Records are kept securely in the Regional Occupational Health Department and are strictly confidential. The confidentiality code is strictly adhered to at all times.

**Information for BSc in Nursing Students**

1. Each student is provided with student handbooks from Athlone Institute of Technology and the HSE Dublin Mid Leinster Laois Offaly Longford Westmeath on registration outlining all the services available to students.

2. Students are expected to register with a General Practitioner on commencement of their course of studies and should provide the name and contact details of their General Practitioner to the Regional Occupational Health Service, HSE Dublin Mid Leinster Laois Offaly Longford Westmeath.

3. The Occupational Health Department staff will provide nursing students with information on the range of services available to them and, how to access these services, before the student commences his/her clinical placements.

4. The Occupational Health Team consists of:-
   - A Specialist Occupational Health Physician
   - Occupational Health Nurse Manager
   - Occupational Health Nurse Specialists
   - Administration Staff

5. Occupational Health Services include:-
   - Hepatitis B Vaccination and Serological testing as appropriate (e.g Rubella, Varicella, Measles, Mumps Titre to check immunity).
   - Influenza Vaccine (September to January).
   - Tetanus Vaccination.
   - Assessment of Staff immunity to TB and TB contact tracing.
   - Ergonomic advice/Risk Assessments.
   - Pre-Employment Screening/Pre-Placement Screening.
   - Health Surveillance (e.g. Vision Screening, Spirometry and periodic medical examinations related to identified risk).
   - Occupational Health Educational Sessions.
   - Health Supervision at the place of work.
   - Sickness Absence Reviews/Fitness for Work Reviews.
   - Counselling.
   - Liaison with outside agencies e.g. An Bord Altranais
   - Appropriate follow up of all work related injuries, including Needlestick/exposure incidents.

**STUDENT WELFARE DURING CLINICAL PLACEMENTS**

1. Staff within the clinical placement setting who observe a student presenting with health concerns or personal problems related to, or having an effect on his/her clinical practice should raise the matter with the relevant CNM II/Public Health Nurse (PHN), who will inform the CPC/Community Facilitator. The matter will be discussed with the student and dealt with at local level if at all possible. The Head of Department of Nursing &
Health Science, AIT and the relevant Nurse Practice Development Co-ordinator (NPDC) will be informed of the matter by the CPC/Community Facilitator. Confidentiality must be maintained at all times.

2. The CPC/Community Facilitator should meet with the student to discuss the difficulties the student is having and to identify the initial appropriate action(s) that may be undertaken by the student.

3. Such actions may include advising the student to:
   
a. Visit his/her GP;
b. Avail of the counselling/support services at Athlone Institute of Technology;
c. Avail of the Employee Assistance Service at the HSE;
d. Avail of other support services deemed acceptable;
e. Referral to the HSE Occupational Health Department if deemed appropriate;
f. Contact the Head of the Department of Nursing & Health Science in Athlone Institute of Technology, if necessary.

4. If it is apparent that the student is failing to address his/her difficulties through the above or other appropriate routes, the CPC/Community Facilitator will consult with the relevant Director of Nursing/Service Manager, The Head of Department of Nursing & Health Science/Link Lecturer, AIT and the relevant Nurse Practice Development Coordinator to determine what action should be undertaken to support the student.

REFERRAL TO OCCUPATIONAL HEALTH SERVICES:

1. If deemed necessary and after consultation with the Director of Nursing/Service Manager and The Head of Department of Nursing & Health Science/Link Lecturer AIT will refer the student to the Occupational Health Service for consultation.

2. The Clinical Placement Co-ordinator/Student Facilitator will discuss the reasons for referral with the student and complete the referral form in the presence of the student.

3. The Head of the Department of Nursing & Health Science will be provided with a copy of the written report on the consultation between the student and the Occupational Health Service. This report will contain appropriate information regarding fitness for work/clinical practice and any restrictions recommended. The contents of the report will have already been discussed with the student and a copy of the report will be given to the student by The Occupational Health Nurse, who may then inform the DON.

4. Following absence from clinical placement due to illness/injury the HSE may request a letter from the students GP to state categorically that the student is fit to return to work in the clinical area and or College.

5. The Occupational Health Report will facilitate The Director of Nursing/Service Manager in determining the medical position of the student’s continued attendance on Clinical Placement.

6. Where the Clinical Placement is to be interrupted, the Director of Nursing/Service Manager (or a person designated by them) will notify the relevant NPDC and the CPC/ Community Facilitator and The Head of Department of Nursing & Health Science/Link Lecturer AIT. If necessary, the aforementioned persons will meet to clarify matters arising from the interruption to this and, subsequent clinical placements.

7. The Head of the Department of Nursing & Health Science will inform the Allocations Officer (AIT) and the Link Lecturer of the interruption to the clinical placement.
8. The relevant NPDC will inform the Student Allocations Liaison Officer (SALO) HSE of the interruption to the clinical placement. The SALO HSE will ensure that key personnel from the clinical placement setting are informed. Details of the student’s particular case will not be disclosed to clinical or support staff.

9. The Occupational Health Department will advise the Director of Nursing/Service Manager and the Head of Department of Nursing & Health Science AIT on when the student is fit to return to clinical placement.

10. In cases of student illness, a letter from a designated medical practitioner will be sent to the Head of Department of Nursing & Health Science, AIT stating that the student is fit to return to the BSc in Nursing programme and the clinical placement. The Head of Department of Nursing & Health Science, AIT will notify the Allocations Officer (AIT).

11. The Head of Department of Nursing & Health Science, AIT will inform the relevant Director of Nursing that a medical practitioner has deemed the student fit to return to his/her clinical placement.

12. The Allocations Function Officer (AIT) will contact the SALO HSE to organise the student’s return to his/her clinical placement.

13. During the total clinical placement allocation, the student is assigned to various clinical areas, if necessary the SALO HSE will furnish the Occupational Health Department with these various locations and work contact details of the student.

14. If the student who has been referred is required to attend the Occupational Health Service for ongoing or extended treatment, or to attend an External Specialist, the Occupational Health Department will inform The Head of Department of Nursing & Health Science, AIT, who will notify the relevant Director of Nursing/Service Manager. The student will be given follow up consultation/treatment appointments.

15. When the student has completed his/her treatment, the Occupational Health Service will inform The Head of Department of Nursing & Health Science, AIT, who will inform the relevant Director of Nursing/Service Manager.

16. If the student fails to attend an appointment, it may be necessary for the Occupational Health Service to contact the student through the SALO HSE or The Head of Department of Nursing & Health Science, AIT.

17. Where a student consistently refuses to attend for appointments, the Occupational Health Service will inform The Head of Department of Nursing & Health Science, AIT, who will inform the relevant Director of Nursing/Service Manager.

18. The Director of Nursing/Service Manager (or a person designated by them) will notify the relevant NPDC or other designated person and the CPC/Community Facilitator. If necessary, the aforementioned persons and The Head of Department of Nursing & Health Science will meet to discuss the implications of the student’s action(s).

19. Where a student refuses to comply with treatment, The Occupational Health Service will consult with The Head of Department of Nursing & Health Science, AIT, relevant Director of Nursing/Service Manager who will decide on what further action is to be taken. This may involve invoking the Joint Disciplinary Policy of the HSE and AIT.

20. The student has the right to appeal any decision and should formally contact the HSE Employee Assistance Service and/or the Students’ Union in AIT.
APPENDIX A GLOSSARY OF TERMS:

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Appointed Senior Nursing Personnel with responsibility for leading and directing developments in nursing practice within a health service provider.

**Clinical Placement Co-ordinator (CPC):**
Appointed nursing personnel who guides and supports pre-registration student nurses and staff in assigned clinical areas to ensure that the clinical placement meet the requirements of the education programme with regard to planned experiences and learning outcomes.

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A specifically qualified and appointed nurse designated to a defined community area with geographical boundaries with responsibility for providing clinical nursing services and primary, secondary and tertiary preventative services for a defined population.

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Designated nurse who supports and manages student nurses while on clinical placement.

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The Student Allocations Liaison Officer HSE Dublin Mid Leinster (Laois Offaly Longford Westmeath) (SALO HSE) and the Allocations Function Officer in Athlone Institute of Technology (AIT) liaise in the provision of clinical placements in the HSE Dublin Mid Leinster (Laois Offaly Longford Westmeath) region.

**Preceptor:**
A registered nurse who has been specially prepared to guide and direct student learning and conducts the competency assessment and acts as a role model and resource for a student who is assigned to him or her for a specific time span.
Appendix B

Developed by the Steering Committee comprising members from Athlone Institute of Technology's Department of Nursing & Health Science and the HSE Dublin Mid Leinster Region serving Laois Offaly Longford Westmeath.

Reviewed at least every 2 years.

Last Date of Review March 2015.
Signed on Behalf of the Health Service Executive Dublin Mid-Leinster (Laois Offaly Longford Westmeath) Region

Director of Nursing, Longford/Westmeath Mental Health Services

Date: _________________________

Signed on Behalf of Department of Nursing & Health Science,
Athlone Institute of Technology

________________________________________________________
Head of Department of Nursing & Health Science.
Athlone Institute of Technology

Date: _________________________