

What to do if you are concerned that your student is displaying unsafe practice.

If your student demonstrates unsafe practice:

- 1) **Prompt feedback in private** - As soon as possible after the incident take your student to a private area to discuss matters. Initially you should try to let the student analyse their action in order to work out what the issues are. If you feel that the student does not have a full understanding of the consequences of their actions you should explain to them, as clearly as possible, *exactly* what they have done wrong and why it was wrong so they are in no doubt as to the focus of the conversation. You may use the reflective practice form to help both you and the student analyse the situation and agree on the necessary course of action and, if appropriate, the time frame this action should take place in. Using this form in a non threatening way will help the student access deeper levels of learning and it may also be used in their portfolio as evidence of the progression of their clinical reasoning.
- 2) **Complete Reflective Practice form** – Once you are happy with the analysis of the incident try to let the student come up with a plan of action points. These are the points that they will implement in order to make the necessary changes in their practice and avoid a repeat of the safety incident. Obviously you are free to give guidance where you feel it is needed. By encouraging the student to create their own action plan you will; encourage a deeper level of learning, be able to check the students understanding of what you have discussed and importantly you may be able to end the discussion on a more positive note. As soon as possible after completing the form you will need to arrange a suitable time in the future (for example, the end of that week or at the ½ way mark) to sit down with the student and review the progress of their action plan. Note: if, following the incident you are not happy with the performance of your student you should bring any planned review forwards to address issues as they arise.
- 3) **Contact the Clinical Tutor for your area** – Ideally this should be done soon after the completion of the reflective practice form. For minor incidents this would require no more than a brief e-mail outlining the incident and confirming that the form has been completed and an action plan agreed. If you wish to discuss the matter with your tutor personally please indicate this during your e-mail leaving your contact details at the end. The tutor will contact you as soon as possible after viewing the message. Alternatively please feel free to phone directly on the numbers provided below. For major incidents you may wish to contact the Tutor before agreeing an action plan with the student (or perhaps before you sit down to debrief the student). If so, please use the urgent contact details below. Clinical tutors will be in a position to advise on the safety policy within the School of Sport, Exercise & Rehabilitation Sciences, they will also be more than willing to come to your place of work to offer support and guidance to both you and the student.

Practice Placement Assessment Form (PPAF) Marking Guide.
This PPAF marking guide is to be used alongside general marking criteria.
NB: The descriptors given are examples only and not inclusive.

4) Review Action Plan in private – This is an opportunity for you and the student to evaluate their progress in terms of safe practice. Hopefully most issues will have been addressed and the rest of the placement will proceed without incident. However if a safety incident then occurs *following* the review, go back to start again at point 1 of this safety protocol by discussing the incident in private, and drawing up an additional reflective practice agreement and review date as before.

What to do if your student has not met their goals by the review

- First, contact your clinical tutor before the review to discuss the student's performance. Discussion with the Tutor will centre around the appropriate course of action based upon the performance of the student on the placement up to that point. The Tutor will offer to be present at the review (assuming a suitable meeting time can be agreed with all parties) to offer support to both you and the student.
- During the review the student should be clearly informed which areas they have been deficient in and why.
- The student will have an opportunity to discuss their performance (providing supporting evidence if they wish)
- A decision will be taken by you as the Educator in conjunction with the Clinical Tutor and conveyed in clear terms to the student.

For example this may be a decision to:

- Alter the goals/action plan and set a date for the next review.
- Keep the same goals/action plan, giving the student more time to achieve these aims. However the student may be informed that failure to achieve the agreed goals by the date chosen may lead to failure of the placement on the grounds of safety.

Note: The above are only examples. As each situation will differ, decisions will be considered on a case by case basis.

- If by the end of the placement the student displays a:

“Consistent failure to practice safely within scope of practice with limited evidence of the ability of the student to recognize the pertinent issues and bring about the necessary changes in behaviour.”

PPAF Marking Guide (2008)

- They should fail the placement on the grounds of safety.
- In such a case, please complete the PPAF:
- Work out all grades/marks and enter them on the form in the usual way, except for the final mark.
- On the back of the form next to 'Health, Safety & Security' ensure you circle “FAIL”.
- On the front of the form do not enter a final mark in the box provided, instead write - “Safety Fail”
- The form is returned to the School of Sport, Exercise & Rehabilitation Sciences in the usual way.

Clinical Tutor – Contact Details

<p>Christina Anderson Lead Clinical Tutor in Physiotherapy School of Sport, Exercise and Rehabilitation Sciences Telephone +44 (0) 121 415 8613 Email c.b.anderson@bham.ac.uk Area - Central & Sandwell SWBH BCH Acorns (Selly Oak +/- Walsall) Edward St/Heath Lane Sandwell PCRT Sandwell Respiratory Care Team Sandwell Paediatrics Sandwell MSK</p> <p>Paul Jepson Clinical Tutor in Physiotherapy School of Sport, Exercise and Rehabilitation Sciences Telephone +44 (0)121 4147583 Email p.d.jepson@bham.ac.uk Area - West and South DGH – RHH, Corbett Brierley Hill Kidderminster Stourbridge Private Practice Sunflower Centre Alexander Hospital, Redditch Evesham Hospital Worcester Royal Princess of Wales Hosp, Bromsgrove Other Worcester placements Droitwich Birmingham Community Paediatrics</p>	<p>Marianne Hensman Clinical Tutor in Physiotherapy School of Sport, Exercise and Rehabilitation Sciences Telephone +44 (0)121 415 8591 Email m.y.hensman@bham.ac.uk Area - Central West Mids Rehab Centre QE BSMHT Moseley Hall Hospital ROH Priory Hospital West Heath Hospital</p> <p>Lizzie Gibbens Clinical Tutor in Physiotherapy School of Sport, Exercise and Rehabilitation Sciences Telephone +44 (0)121 414 2873 Email e.m.gibbens@bham.ac.uk Area - North and East Heartlands Solihull & Solihull Single Point of Access Royal Star and Garter (Solihull) Balsall Common and associated clinics GHH Walsall Community West Park Wolverhampton Paediatrics Jaffray Centre Queens, Burton Birmingham Community Trust (Pain Service, MSK, Other)</p> <p>Norma Jones Physiotherapy Placements Administrator School of Sport, Exercise and Rehabilitation Sciences Telephone +44 (0)121 414 3508 Email n.j.jones@bham.ac.uk</p>
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In order to access information about students coming to you on placement and other information held about your placement area we encourage you to use our clinical placements database. Please visit:

<http://mymds.bham.ac.uk/Portal/Clinical/FacilitatorsAccessArea/login.asp?URL=/Portal/Clinical/FacilitatorsAccessArea/index.asp>

On entering your password you will be able to view:

- Offers you have made for forthcoming placements.
- Names of students coming to you on placement in the next six weeks.
- Student placement evaluations.
- Placement information held by the university and provided to students.
- Change your password and contact details.

If you do not have a password, please contact:

Norma Jones

Telephone +44 (0)121 414 3508

Email n.j.jones@bham.ac.uk

If you require any changes to be made to your placement information please speak to Norma Jones, or contact the Clinical Tutor for your area.

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REFLECTIVE PRACTICE FORM

Event Summary

What was done well?

What could have been done better?

What were the potential consequences of your actions?

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Action Plan – What would you do differently in the future?

Support needed

To be reviewed: _____

Student – Signature _____

Date _____

Educator – Signature _____ Date _____

Review of Action Plan (Summary)

Student – Signature _____

Date _____

Educator – Signature _____ Date _____