**UCC Student Placement Policy Risk Assessment: DClinPsych Programme 2024 – 2025**

***Under Irish employment law, employers and those who manage workplaces must identify hazards in the workplaces under their control and assess any risks presented by the hazards. Employers must perform written risk assessments of such hazards. This form is to be used in parallel with employer risk assessments in keeping with the UCC student placement policy.***

1. Placement Risk Assessment Form – Trainee Details:

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| --- | --- | --- | --- |
| Placement Organisation: |  | Title of Placement: |  |
| Location(s) of Placement: |  | Duration: |  |

|  |
| --- |
| Brief Description of Placement: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Assessment of Risk | | |  |
| Risk category | Risk | Consequence | Risk Owner | Current Controls | Impact | Likelihood | Score | Further Controls/Actions |
| Work |  |  |  |  |  |  |  |  |
| Travel & Transportation |  |  |  |  |  |  |  |  |
| Location and/or Regional Factors |  |  |  |  |  |  |  |  |
| General/Environmental Factors |  |  |  |  |  |  |  |  |
| Insurance Limitations |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |

**Additional Placement Information:** Document any additional information relevant to the placement activity

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**Specific Student Information**: Document any information specific to the student.

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**Assessment carried out by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signature: |  | Review date: |  |
| Position: | | | |

**Assessment Authorised by Head of School:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signature: |  | | |

1. Pre-Placement Preparation of the Student

Please confirm the following:

I have received written and verbal information and instruction about placement policy and procedure prior to starting placement **Yes/No**

I have understood it **Yes/No**

I will comply with it **Yes/No**

I will not bring the good name of either UCC or my placement organisation into disrepute **Yes/No**

I have been advised that UCC Student Rules apply while I am on placement **Yes/No**

Trainee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Monitoring and Communication during the Student Placement

Is there a plan for mid-placement and end of placement meetings, with relevant documentation stored on MS Teams? **Yes/No**

Have the student and placement supervisor been advised they can contact UCC at any time if there are concerns about how the placement is progressing?

**Yes/No**

Placement tutor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Critical Incident Handling

A critical incident is an event, or the threat of such (within or outside Ireland), which causes extreme stress, fear or injury. It is an event that causes individuals to experience a strong emotional reaction that interferes with their usual coping skills. The event has a level of trauma that is beyond the normal living experiences of those affected. The resulting stress reaction may include emotional, physical, behavioural and cognitive changes evident either at the time of the incident or later. The impact of a critical incident may affect any member of the University, not only those most directly involved.

During the Student Placement, if a Student(s) is affected by a Critical Incident the Member of UCC managing the University response will carry out the following steps:

a. verify the information received;

b. establish the facts of the situation;

c. collaborate with the placement organisation and the trainee’s employer to assess the risk;

d. communicate with third parties;

e. manage the ongoing situation;

f. deal with queries from the media or other external parties;

g. perform a post-incident review.

A critical incident report will be completed and distributed appropriate to the level of risk. All communications during the handling of the Incident must be documented. Critical Incident handling should be undertaken in keeping with the Critical Incident Handling procedure (see section 5 below).

1. Feedback and Debrief Post-Placement

After completion of the Student Placement, Students and Placement Organisations should be required to provide feedback to the UCC contact person on their Student Placement experience. In light of the feedback a review of the Placement process and experience, including the risk assessment, should be carried out. The Student, UCC and the Placement Organisation should be involved in the review process. The review should be documented. The risk assessment should be regularly reviewed and updated based on the feedback and debrief process.

Placement feedback surveys will be distributed to placement supervisors and DClinPsych students and placement supervisors following each placement.

1. Documentation and recording

Documentation and recording of information must be completed throughout the entire Student Placement Process and stored centrally on MS Teams. This includes but is not limited to:

a. Placement Organisation risk assessment;

b. Student preparation sign-off;

c. agreement with the Placement Organisation(s);

d. any communications during the Student Placement;

e. any incidents arising;

f. Post-Placement review.

Data protection legislation should be considered and complied with during the whole Student Placement Process.