

Procedure Underperforming Student Pathway:

- 1.** Prior to completing the Underperforming student form, please contact the practice tutor (*or practice education coordinator if no practice tutor available*) to arrange a date and time to complete the form together with the student.
- 2.** It is important to verbally tell the student that they are at risk of failing the placement, which would result in exiting the clinical placement.
- 3.** When outlining the areas of concern and the actions required to meet expected standards of competency, please be objective and specific in your feedback. Each action for the student needs to have a timeline.
- 4.** If the student discloses information around personal or health circumstances that may be impacting their ability to participate in their fieldwork practice, it is necessary to work with the practice tutor, practice education coordinator and the available University supports as appropriate for example:
 - a. Disability Support Services
 - b. Student Health and Well-Being Support Services
 - c. Student Financial Support Services
 - d. UCC Keep Well Website
 - e. UCC Chaplaincy
 - f. Personalised strategies to support the placement
- 5.** On completion of the form, ensure a review date is set (usually a one-week review date is appropriate at this point) and send a copy of the form to the practice education coordinator. The academic year coordinator and head of department will be informed that the student is underperforming and at risk of failing.
- 6.** At the review meeting, ascertain if the actions have been achieved or not by the student. Decide upon three possible options

- a. Actions have been achieved and the student is no longer on this pathway
 - b. Some actions have been achieved but there are some outstanding. The practice educator is confident that with some additional time these actions can be achieved. Overall, the practice educator is satisfied with the improvement in the student's performance. The student remains on this pathway
 - c. Actions have not been achieved and the student has failed the placement
- 7.** In the event of a fail, the placement is terminated with immediate effect and the student must exit the placement.
- 8.** If the student is continuing on this pathway, they have one final opportunity to demonstrate their competency. The outstanding concerns are discussed, and actions are detailed with a time frame for review.
- 9.** At the next and final review, the practice educator determines if the student has achieved satisfactory levels of competence and can come off this pathway or if they have failed the placement and must exit the placement.
- 10.** In the event of a fail, any supports that the student and/or practice educator requires will be offered by the practice education team. In the event that a student fails a placement, they will have one opportunity to repeat the placement over the summer months (Supplemental Examination Assessment) or repeat the module in the next academic year. Repeating placement over the summer months is contingent upon the practice education team being able to source a summer placement.

Additional Information

1.1 The University's Fitness to Practice Policy stipulates that occupational therapy students are deemed fit to practice on placement. This includes:

- a. Having the capacity to perform key skills and tasks
- b. Are healthy of body and mind so as to be able to practice their profession
- c. Conduct and behave themselves so as not to harm their service users or put them at risk
- d. Conduct and behave themselves in a manner likely not to harm the reputation of their profession

If there is a concern regarding Fitness to Practice of an Occupational Therapy student, this needs to be raised immediately with the practice tutor, practice education coordinator and head of department.

1.2 In some extreme circumstances, an immediate fail mark is decided; with the student exiting the placement with immediate effect. This is in the event that the practice educator considers the student's conduct to be unsafe, unprofessional or otherwise unsatisfactory. These examples include but are not limited to:

- a) Conduct that could bring into disrepute the profession of occupational therapy
- b) Breaches of confidentiality
- c) Inappropriate emotional involvement with clients
- d) Serious negligence which causes unacceptable loss, damage or puts the health and safety of clients, staff or visitors at risk
- e) Theft, deliberate issue of damage to equipment or materials
- f) Incapacity to work due to the influence of alcohol or possession of illegal drugs
- g) Unsafe practices

If there is a concern regarding unsafe or unprofessional practices, this needs to be raised immediately with the practice tutor, practice education coordinator and head of department.