

## SAFETY ISSUES on PLACEMENT

### WHAT CONSTITUTES UNSAFE PRACTICE?

The majority of safety issues relate to repeated behaviour. Occasionally a student will have a „one-off“ event that is serious enough to warrant an immediate fail.

The following points should be taken into consideration when assessing safety:-

- \* Safety is not a clear cut matter of pass/fail.
- \* The student should be made aware immediately that they have been deemed to have been unsafe in practice. The word unsafe should be used so that the student is left in no doubt. The event should be documented under **safety/professional warnings** on the placement assessment form. Both the Clinical Educator and student must date and sign this warning.
- \* If a student has been deemed to be unsafe on one occasion they should be given the opportunity to redress the situation, but only if through reflection (written or verbal) on the event the student demonstrates an understanding of the principles involved and can show that learning has occurred. The student may be required to write a critical reflection at the educators discretion. A copy should be returned with the assessment form. (*Appendix V*).
- \* Consider the items listed as indicative of unsatisfactory performance under the safety criteria.
- \* Other performance criteria should also be considered, for instance is unsafe practice occurring due to unsatisfactory knowledge, assessment and evaluation or professionalism.
- \* When a student continues to repeat unsafe practice or a „one off“ event that is serious to warrant an immediate **critical incident** the procedure below is put into place.

#### Procedure adopted: -

1. Student and Clinical Educator should jointly record the unsafe incident on a University Incident form (*Appendix V*). This is obtained via the Visiting Tutor, or by contacting the Faculty Employability and Placement Unit.
2. Attach the form to the report form, which is returned to the University at the end of the placement.
3. Student writes up the unsafe practice as a critical incident and presents this to their Clinical Educator for consideration.
4. More than one incident during a placement should be given careful consideration as constituting enough evidence to support failure in this area.

Additional Trust Critical Incident forms may need to be completed which is the decision of the Clinical Educator.

**BSc (Hons) PHYSIOTHERAPY**
**COVENTRY UNIVERSITY STUDENT**
**INCIDENT REPORT FORM**
**INCIDENT DETAILS**

Type of Incident (please tick)	Near Miss	Accident	Unusual Incident
Date:	Time:		am / pm
Location / Hospital:	Ward/Department:		
Name of Reporting Person:	Reported to:		

**DESCRIPTION OF INCIDENT AND IMMEDIATE ACTIONS TAKEN BY LINE MANAGER (please state only facts not opinions continue on an extra sheet if necessary)**

Placement Connect

**TYPE OF INCIDENT (Please tick)**

Patient handling/moving/ Carrying	Handling/moving (not involving a patient)	Contact with needle or other sharps	Slip, trip or fall on the same level
Fall from height	Hit by moving/falling object	Contact with electricity	Exposure to or contact with a harmful substance
Unsafe practice – please specify.... Or near miss		Other – please specify	

**DETAILS OF ANY INJURY/ILL HEALTH AND TREATMENT SUSTAINED**

Injury sustained:	Yes	No	None Apparent
Type of Injury: Please specify			
Other Injury:	Area of Injury:		
Date:	Time:	am / pm	Casualty No:

Type of Treatment: Please specify	
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**ACTION TAKEN BY MANAGER/INVESTIGATION DETAILS**

Did the accident occur on duty?	Yes / No	Clinical Educators Name:
Hospital incident form completed?	Yes / No	Designation:
Date entry made:		Signed:
University informed?	Yes /No	Date:
Visiting Tutors Name:		

**CLINICAL EDUCATORS REPORT / INVESTIGATION** (details of investigation undertaken and preventative action taken, please continue on separate sheet if necessary)

**STUDENT TO COMPLETE CRITICAL INCIDENT**

Student completed report for professional development diary to include:	What happened?	What did I learn?	What would I do differently next time?
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**DATA PROTECTION ACT 1998:** The data supplied on this form will be used to enable the University to comply with its statutory obligations, to process insurance claims, to monitor health and safety and to implement appropriate remedial actions. Summary data (anonymised) will be collated and used as health and safety statistics.

**TOP COPY: TO BE RETURNED TO COVENTRY UNIVERSITY / ATTACH TO STUDENT ASSESSMENT FORM**  
**2<sup>ND</sup> COPY: TO BE KEPT BY STUDENT**  
**BOTTOM COPY: TO BE KEPT BY PLACEMENT**

## REFER PROCESS

In the event of a student failing a placement, they are automatically re-entered for a re-sit placement. Students do not need to submit a res-sit form.

If further details are required, please contact the Course Administrator or Programme Director for the physiotherapy BSc(Hons) course.

Where it is appropriate for a student to undertake a referred or deferred placement this will normally occur at sometime during the summer vacation period and students must NOT make any other arrangements over the summer period until they have been notified of the placement date. In case of a referred placement it will occur within the same speciality that the student was referred but on a different clinical site.

Normally a referred placement will be of 4 weeks duration and deferred placements will last 5 weeks.

## TERMINATION OF PLACEMENT DUE TO UNSATISFACTORY PERFORMANCE

In the event of a placement being terminated by either the University or the Clinical Educator due to performance, the placement will be recorded as a "fail" i.e. a mark less than 40. Depending on how much of the placement is completed, an appropriate mark may be awarded, i.e.:

Less than half the placement completed – zero mark

Two and a half-five weeks, mark < 35

If at any time, the placement is terminated due to safety issues, then the mark awarded is zero and a fail recorded. Clear reasons for safety fails must be documented and Trust and University incident forms completed. (Refer to section in handbook). The university is required to inform the students next placement that the student failed due to safety issues.

If the placement is terminated due to other reasons such as staff absence or student absence, then the student must apply for a defer. Details of how to apply for a defer are available on the University website **www CU Online (found on Registry homepage – Assessment & Examinations and Extenuating Circumstances including Examinations and Deferral Requests)**. It is the **student's responsibility** to ensure that any defer applications are made in accordance with the University process and made in a timely manner, with supporting evidence. Defers made after the end of a placement will not be considered.

Any queries regarding student absence should be directed to the Clinical Placement Team as soon as possible.