



School of Nursing Midwifery and Health Systems

Protocol for returning to Practice Placement following a Leave of Absence or Readmission to Programme

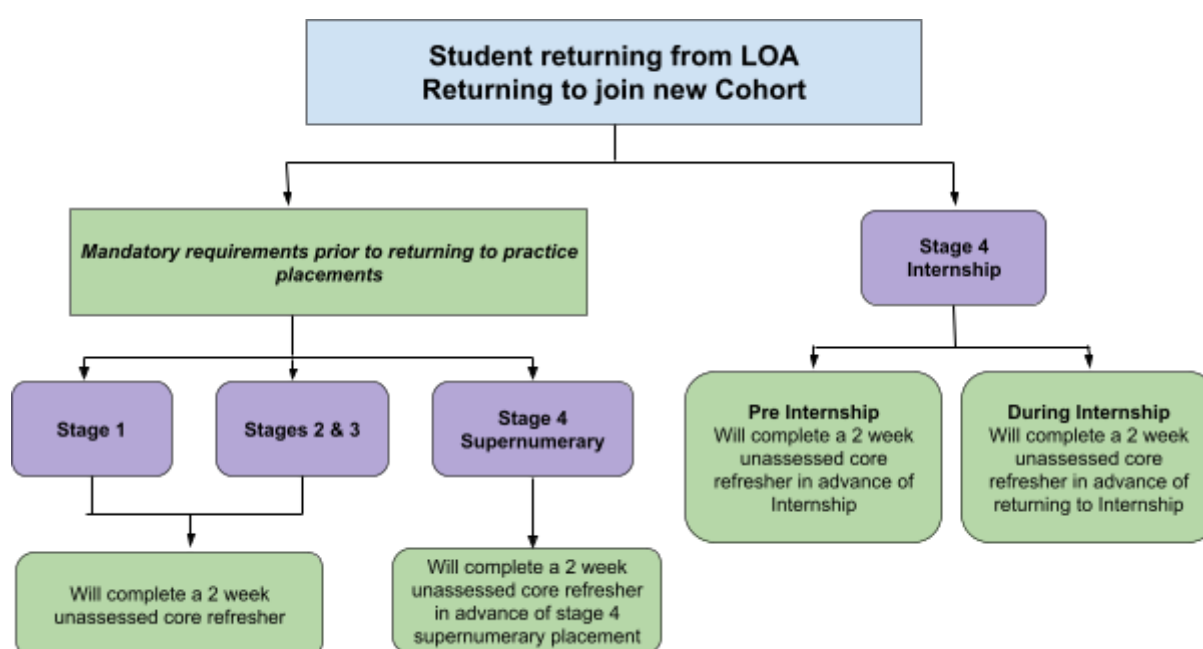
Context

A student returning to practice placement post a leave of absence (LOA) that changes the cohort group they join will need to complete a 2 week non assessed refresher prior to attending assessed practice placements.

Students who are accepted for readmission to the programme will also need to complete a 2 week non assessed refresher prior to attending assessed practice placements.

The rationale for this is that it provides an opportunity for the students to become re-oriented with the clinical environment prior to an assessed practice placement.

Note: This 2 week non assessed refresher is in addition to the minimum weeks as set down by the Nursing and Midwifery Board of Ireland (NMBI)



LOA Non Assessed Refresher		
Stage	Conditions	Timing
1 General, Mental Health and C&G Programmes	Applies to students who have completed their first practice placement prior to the LOA	Refresher will occur in Spring Trimester while other Stage 1 students are on their first practice placement
1 Midwifery Programme	Applies to students who have completed their first MCAT prior to the LOA	Refresher will occur in Spring Trimester while other Stage 1 students are on their first practice placement
2 & 3	2 week non assessed refresher will be scheduled as part of the normal practice placement period, reducing the overall assessed period by 2 weeks The decision regarding the practice placement(s) that will contain the unassessed refresher week(s) will be based on the practice placements available and previously completed by each individual student *	Refresher will occur at the start of the practice placement period for the cohort. <i>* Students who have completed all of their NMBI required core weeks previous to LOA will have to complete 2 weeks unassessed refresher at the beginning of their cohort practice placement period. This will result in students having to complete the 2 weeks remaining of their required NMBI placements during the subsequent summer</i>
4 Supernumerary	Students will need to attend the 2 week non assessed refresher during the summer prior to their return to Autumn Trimester and while on LOA	Refresher will occur at least 2 weeks prior to the commencement date of Stage 4 supernumerary practice placements and at the availability of the Clinical Site
4 Internship	Students will need to attend the 2 week non assessed refresher during Autumn Trimester and may occur while on LOA This is to ensure that students can begin their internship in line with the new cohort they will join	Refresher will occur in August/September while other Stage 4 students are completing their 4 week supernumerary placements at the availability of the Clinical Site
4 Internship	Applies to students who have completed 4A, 4B or 4C prior to the LOA For midwifery students, this applied to students who have completed 4A or 4B prior to the LOA	Refresher will occur at least 2 weeks prior to the commencement date of the return to the next Internship at the availability of the Clinical Site This may occur while the student is still on LOA

Readmission Non Assessed Refresher		
Stage	Conditions	Timing
2 Readmission	Students will need to attend the 2 week non assessed refresher during Spring Trimester practice placement period It is recommended that students being readmitted to the programme should complete all the allocated weeks of practice placement for that particular stage alongside the cohort they are joining, regardless of any practice placements previously completed at that stage prior to withdrawal from the programme	Refresher will occur in Spring Trimester practice placement period at the availability of the Clinical Site This will require students to attend for at least 2 weeks assessed placement during the summer months in order to meet NMBI requirements
3 Readmission	Students will need to attend the 2 week non assessed refresher during the Stage 3 Autumn Trimester practice placements period It is recommended that students being readmitted to the programme should complete all the allocated weeks of practice placement for that particular stage alongside the cohort they are joining, regardless of any practice placements previously completed at that stage prior to withdrawal from the programme	Refresher will occur in Autumn Trimester practice placement period at the availability of the Clinical Site This will require students to attend for at least 2 weeks assessed placement during the subsequent summer months in order to meet NMBI requirements

Mandatory prerequisites for completion prior to return to Practice Placements, including 2 week unassessed refresher

Students returning to the programme following a LOA or following a successful application for readmission must complete the listed requirements below before they can attend any practice placements:

Mandatory Requirements	Process	Timing	Contact/Responsibility
National Vetting Bureau (NVB) Garda Vetting	Online application through UCD Vetting and NVB Review and approval required by DON(s)/DOM on receipt of disclosure from NVB	Process must be completed in its entirety in advance of return to unassessed or assessed practice placements In May for those returning to Stages 3 or 4 practice placements in Autumn Trimester In September for those returning to Stages 1 or 2	UCD Student Vetting/PPAO
Basic Life Support (BLS) Certification	Online Heart Code theory first followed by practical on campus skills training session	In May for those returning to Stages 3 or 4 practice placements in Autumn Trimester * In Autumn Trimester for those returning to Stages 1 or 2 *	Clinical Skills Managers/Students <i>*Students who fail to engage with Clinical Skills within the timeframe detailed will be required to source external certification at their own expense to avoid any delays to their return to practice placements</i>
Patient Moving and Handling Certification	Online theory first followed by practical on campus skills training session	In May for those returning to Stages 3 or 4 practice placements in Autumn Trimester * In Autumn Trimester for those returning to Stages 1 or 2 *	Clinical Skills Managers/Students <i>*Students who fail to engage with Clinical Skills within the timeframe detailed will be required to source external certification at their own expense to avoid any delays to their return to practice placements</i>

Mandatory Requirements	Process	Timing	Contact/Responsibility
Children's First Certification	Online certification	In May for those returning to Stages 3 or 4 practice placements in Autumn Trimester In Autumn Trimester for those returning to Stages 1 or 2	Clinical Skills Managers/Students
Prerequisites to Practice Placements	Mandatory student self-declarations to be completed before commencing practice placements	In May for those returning to Stages 3 or 4 practice placements in Autumn Trimester In Autumn Trimester for those returning to Stages 1 or 2	PPAO/Students
Mandatory education and training prior to commencing your practice placement	AMRIC Infection Prevention and Control modules - listed on Prerequisites to Practice Placements	Annually for all students In May for those returning to Stages 3 or 4 practice placements in Autumn Trimester In Autumn Trimester for those returning to Stages 1 or 2	Students