

## **Change of Placement Policy**

The Faculty carries out extensive planning and groundwork with placement providers to agree your placement allocation based on capacity, suitability, professional body requirements, and to ensure a well-rounded experience. Your placement is allocated in advance so that the Nightingale Student Hub can notify you at least four weeks in advance. As such, you will need to provide evidenced exceptional circumstances to request a change to your placement allocation. Requesting a change to your placement allocation may result in a delay in this being released and/or confirmed whilst the request is considered.

Please be aware, the Panel (see below) may agree that your exceptional circumstances merit a change to placement allocation. However, the change may not be possible due to constraints with the availability and capacity in placement providers.

*If you experience changes in your circumstances which may affect your ability to attend and engage in your allocated placement, it is vital you contact the [Nightingale Student Hub](#) at the earliest opportunity.*

### **What are exceptional circumstances?**

Exceptional circumstances are unforeseeable and unavoidable factors that will affect your ability to attend your allocated placement. These circumstances will be beyond the routine challenges of everyday life and will not include factors which are within your control, or which you might reasonably be able to avoid.

As a student on placement, you will be required to undertake a rounded experience in placements located across a wide geographical area. Your placement location will very likely vary across your trust location and may include a small number of placements with a different provider, so you must anticipate and prepare for a variable journey time over the course of your practice learning. A placement change following allocation is treated as a highly exceptional occurrence and will only be permitted in cases where you have clearly evidenced exceptional circumstances.

### **How will my request to change my placement allocation be considered?**

All requests must be accompanied by suitable documentary evidence (e.g. domestic disruption – a letter from King's support services who have been actively supporting you or a letter from an independent authority such as a social worker or counsellor).

The Change request will initially be considered by 2 members of the Panel, if there is agreement that the request and evidence aligns to the 'Acceptable exceptional circumstances to consider a change' this request will be considered approved. All other change requests will go to the full Panel for consideration.

The Panel will include the Associate Dean (Practice Learning), the Senior Programme Manager, the Associate Director (Education), and the Programmes Manager (Placements). In certain instances, other appropriate members of academic or professional services staff may deputise for members of the panel. The Panel will review all requests submitted for its consideration anonymously, though it reserves the right to lift anonymity if the case or its accompanying evidence need a further understanding of the student's circumstances.

Every change request will be considered on an individual basis. Where the Panel approves one request, this will not form a precedent or create the right for another or the same student to be granted a similar request. The panel may review a limited number of applications outside of the scheduled panel meetings where necessary.

All approved requests will be sent to the placement provider for consideration shortly after. Where availability and capacity at the placement area permit, these changes will be implemented and confirmation of the new arrangements will be sent to the student.

The Panel (or appropriate members of academic or professional services staff deputising) will help to ensure the respective placement areas consider and provide resolutions for approved requests within 5 working days. If after this period, requests have not had a resolution the Associate Dean (Practice Learning) or designated deputy will escalate the request/s to the respective Chief Nurse (or equivalent role holder) at the placement area for resolution within a further 5 working days.

Should approved requests not receive a resolution from placement areas within 10 working days, these requests will default to not agreed. For such requests, the Panel (or appropriate members of academic or professional services staff deputising) will meet with the student/s to ascertain other ways to support them.

**The Panel will normally consider the following as acceptable exceptional circumstances to consider a change request for placement allocation:**

- A journey time from your term-time address to your placement of more than 1 hour 40 minutes each way (3 hours 20 minutes in total per day). *Note:* students who live outside the M25 should reasonably expect to travel further to placement.
- A recently identified or reviewed disability where a reasonable adjustment is required.
- Unforeseeable and unavoidable financial hardship which may be reasonably deemed to have a significant and adverse impact on the student's ability to travel to their placement.
- Where you have a close friend or relative in the clinical area as either patient or member of staff.

**The Panel will not normally accept the following as acceptable exceptional circumstances for a change to placement allocation:**

- Ongoing arrangements for routine childcare
- An interest (or lack thereof) in a specific client group or prior experience with the client group
- Individual preferences
- Concerns over public transport, travel or shift time
- Changes to shared travel arrangements
- Residing or relocating to home or term time accommodation that is outside of the M25.
- Moving home (unless this results in a journey time of more than four hours in total per day)
- Constraints or perceived convenience in relation to paid work commitments elsewhere
- Minor illnesses/conditions or planned health appointments
- Disabilities for which reasonable adjustments have been made or where you have experience or time to manage the situation.

### **How do I request a change?**

You must submit your placement change request via the online form located in the Practice Learning KEATS site. The deadlines for submission are also available on the [Practice Learning KEATS site for reference](#). Students may submit a change request in any of the application deadlines.

Please note, it is essential that you complete the form as fully as possible and attach suitable documentary evidence. The Panel will not normally seek further information in cases where the details or evidence provided are insufficient without reasonable explanation.

### **How will I receive notification on the outcome of my change request?**

You will receive an email to your King's email account confirming the Panel's decision.

### **What happens if my change request is not agreed?**

The decision of the Panel will be final. There will be no right of appeal in relation to the decision, as the Panel will have considered your exceptional circumstances considering existing capacity within placement providers.

Following the outcome of your change of placement request, you may wish to seek further advice and support from the Placements Team in the Nightingale Student Hub or from your Personal Tutor where signposting or additional advice may be needed.

### **Change of Placement allocation initiated by the Trust**

Only in exceptional, unforeseen and unavoidable circumstances may the placement provider initiate a change of an allocation following release without this being requested by the student. Whilst these occurrences are rare, the Associate Dean (Practice Learning) or designated deputy will request a summary of why the change took place to ensure the change was unavoidable.

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