

# Academic Policies and Procedures



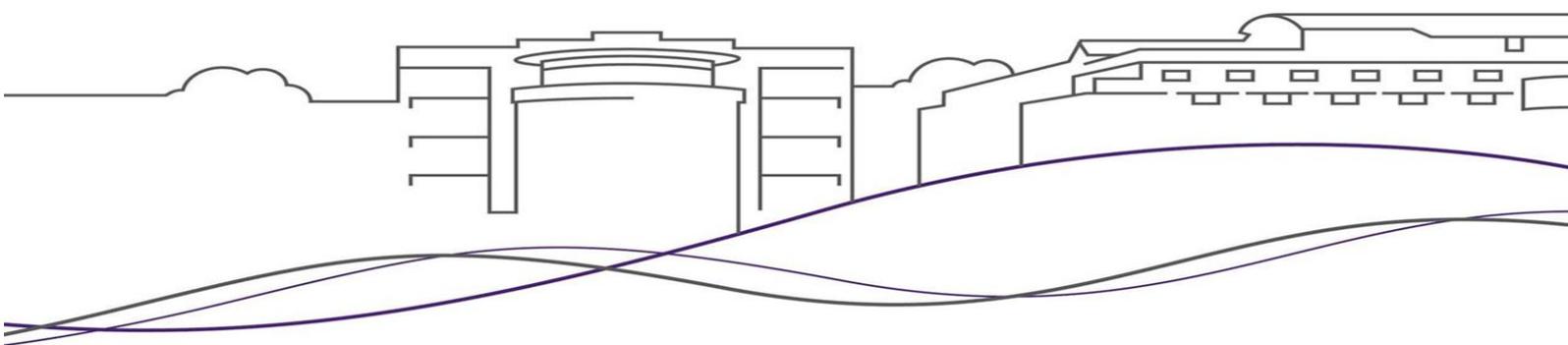
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## University Centre South Devon Clinical Education

### Guidance for Supporting Students Requiring Reasonable Adjustments due to Disability in Practice Placements

This document is applicable solely to Clinical Education Programmes



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## Contents

Introduction.....	4
Reasonable Adjustments and Meeting Professional Standards.....	4
Disclosure.....	5
Reasonable Adjustments and Confidentiality in the Placement Setting.....	5
Procedure for Establishing Reasonable Adjustments for students Placement.....	5
Practice Placement Sharing Of Information Consent Form.....	9
Pre-Placement Assessment of Student’s Requirements Form .....	10
Practice Placement Support Agreement.....	17

## Introduction

Clinical Education at South Devon College aims to promote a climate where diversity and difference are valued and where attitudes to learning and placement experiences are flexible. This guidance has been produced to help safeguard equality of placement provision for disabled students, to ensure disabled students have access to fulfilling placement experiences.

## Reasonable Adjustments and Meeting Professional Standards

There is no requirement to compromise professional standards; rather it is the methods by which those standards are to be assessed or performed that may require reasonable adjustment.

Under the Equality Act 2010, it is unlawful to discriminate against disabled people, or treat a disabled person less favourably because of a disability. This applies to work-based placement that places duties on both universities and placement providers not to discriminate against disabled students whilst on placement and to **make reasonable adjustments to ensure the placement is accessible**.

It is the Students responsibility to disclose a disability; however, the College is ultimately responsible for making the placement provider aware of the requirements of the placement student, the need to make reasonable adjustments and for ensuring, as far as possible, that disabled students are not disadvantaged before, during or after placement.

A reasonable adjustment represents the method by which discrimination against a disabled person can be avoided. This may involve, for example, removing a physical barrier or providing extra support to make sure that, as far as is reasonable, a disabled worker has the same access to everything that is involved in doing and keeping a job as a non-disabled person.

Not all disabled students require reasonable adjustments on placement, however under the law, placement providers have to make reasonable adjustments even though the student is not a paid employee. However, the placement provider would not be expected to fund expensive reasonable adjustments for a student who is there for a short time.

Individual circumstances will dictate what is seen as a 'reasonable adjustment.'

Some students will be happy to suggest their own reasonable adjustments based on prior experience. Some reasonable adjustments may be useful for a range of disabilities/impairments, for example, flexibility over start time may be helpful for a student who has mental health difficulties or chronic fatigue syndrome.

Consideration should also be given to the setting and the workload of each placement, as this may alter the reasonable adjustment required. For example, a student who has difficulties processing information may require a smaller caseload in a busy acute hospital, to allow time for writing up notes. However, this may not be necessary if working with a smaller caseload over a longer period of time, for example in an assertive outreach setting.

## **Disclosure**

- Students are required to disclose health conditions for Occupational Health screening, or to OH if subsequently emerges.
- As trainee professionals, disabled and non-disabled students alike have a duty of care in relation to the care and support of patients/service users/carers. This means that seeking disclosure advice and support regarding a disability, particularly in preparation for placement learning, is seen as safe practice and is thus an essential part of personal and professional development. There are a number of reasons why a person may choose not to disclose, including fear of discrimination/stigma. Also, some students may not identify themselves as disabled (for example, a student with dyslexia or a hidden disability like epilepsy). Some students may feel that reasonable adjustments are not required.
- College policy ensures that students are actively encouraged, to disclose disabilities so that they can benefit from the support of reasonable adjustments (if these are required).
- They may also choose to disclose their reasonable adjustments and not their disability. In terms of confidentiality, only key staff on the placement may need to know with the agreement of the student

## **Reasonable Adjustments and Confidentiality in the Placement Setting**

Some students will use assistive technology in the academic setting as a reasonable adjustment to support their learning. Laptops and digital voice recorders should also be considered as reasonable adjustments by placement providers, consideration should be made in relation to infection control when using devices.

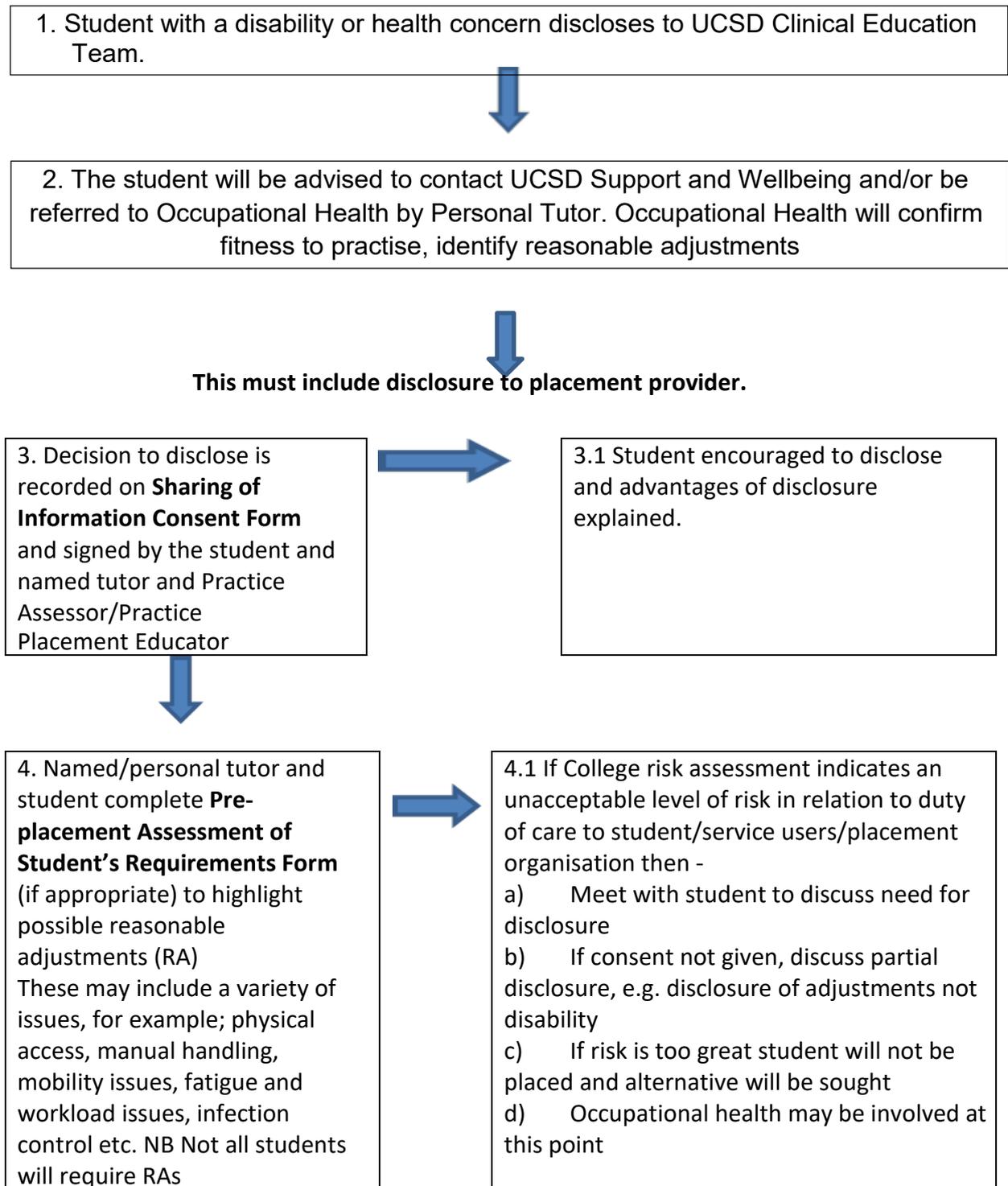
In order to keep information confidential, a strategy may need to be negotiated between the College, the student and the placement provider.

## **Procedure for Establishing Reasonable Adjustments for students Placement**

There is a degree of flexibility within this procedure as students' needs may vary according to a number of factors, including the placement setting, level of study and the current state of the student's health.

If a student's Practice Assessors (nursing) / Practice Placement Educators (AHP) find that by following the procedures, they are unable to resolve them, please contact the Programme Coordinator, placement tutor contact or personal tutor

## Pre-Placement



5. Named/personal tutor or student disclose to Practice Assessor/Practice Placement Educator, clarify who and what is to be disclosed. Named/personal tutor or student to negotiate **Practice Placement Support Agreement**



Some students with less complex needs may be able to negotiate adjustments themselves.



6. Named tutor or student writes up **PPSA. Tutor/Student and Practice Assessor/Practice Placement Educator sign.** Copies given to all parties.



### **During Placement**

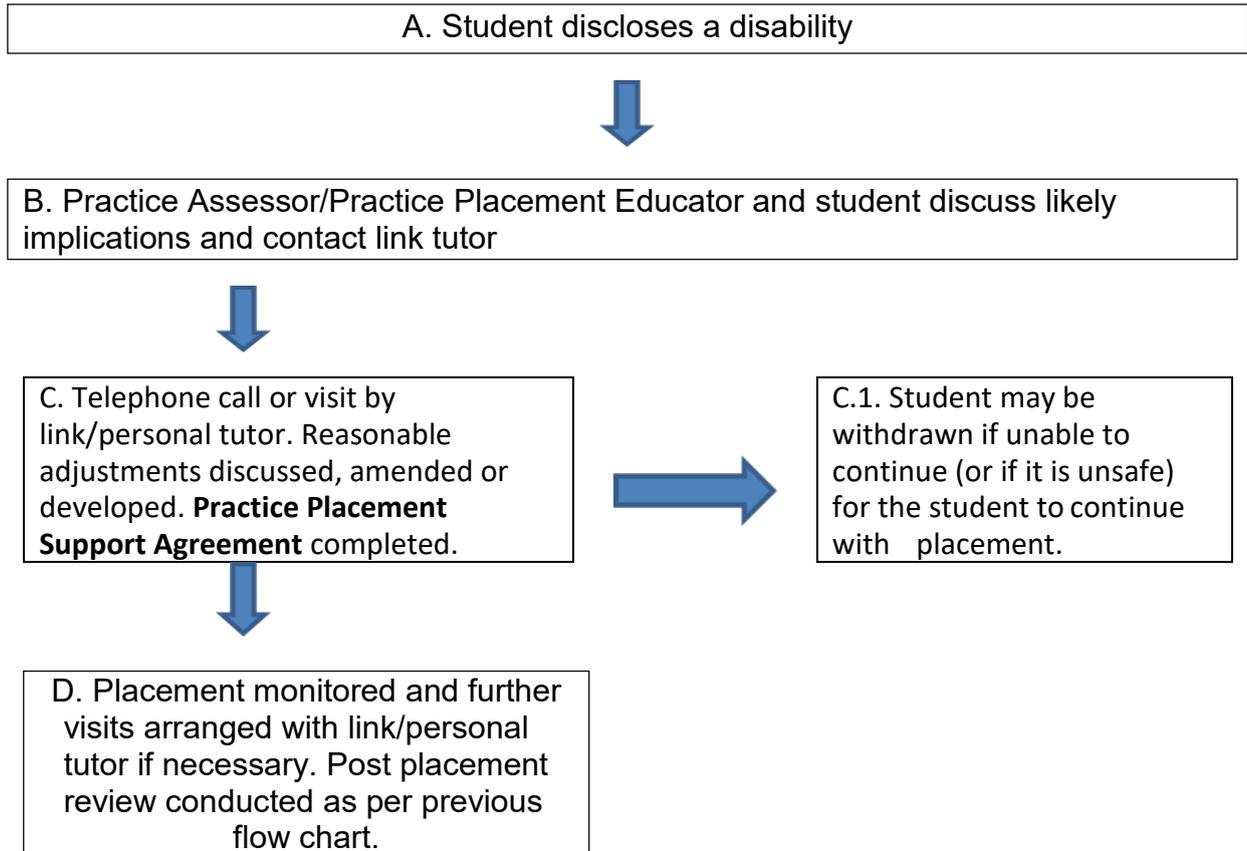
7. Student commences placement and is monitored by link/personal tutor. Early visit made if necessary to check progress and modify **PPSA**



5.1. If student has complex needs it may be necessary to discuss these with the Practice Assessor/Practice Placement Educator to check they are able to accommodate possible adjustments before allocating the student. For example, arranging a later start time. When a student has complex needs it may be necessary to arrange a pre placement visit with student and PA/PPE. Placement provider organisation may wish to follow local policies or risk assessment. If it is likely that funded taxis or study support is required, involve H&WB representative. **Practice Placement Support Agreement (PPSA)** negotiated between all parties.

**Post-Placement**  
8. **PPSA reviewed** and recommendations made for further placements.

## 1. If a Student Discloses a Disability during Placement





## Practice Placement Sharing Of Information Consent Form

Student Name: Student

Number: Programme

and Year:

I authorise the College to pass on details of my disability to my practice placement assessor / educator.

I understand that a meeting may be held between me, my practice assessor/ educator and a College tutor to discuss my needs and the adjustments required.

Student Signature:

Date

Tutor Signature:

Date

I do not authorise the College to pass on details of my disability to my practice placement assessor / educator.

I understand that Plymouth College and the practice placement may not be able to make reasonable adjustments for me and that I can change my decision at any time in which case I will contact the College.

Student Signature:

Date

Tutor Signature:

Date

## Pre-Placement Assessment of Student's Requirements Form



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Student Name:

Student Number:

Programme and Year:

<b>Placement Related Area</b>	<b>Support Required</b>	<b>Support Available</b>	<b>Additional Support</b>
Transport arrangements and accommodation			
Work environment and Accessibility			
Specialist equipment and Software			
Format of material, print/electronic			
Support worker/enabler requirements			

Working hours and arrangements including rest breaks			
Work load planning			
Other (E.g. manual handling, infection control).			

## Practice Placement Support Agreement



Student Name:

Name of Placement Provider:

Dates of Placement:

Practice Assessor/Practice Placement Educator:

**The following adjustments will be made for the duration of the placement:**

Adjustment	Provider/Funder of Adjustment

**TUTOR**

The named tutor will monitor progress and support.

Named Tutor:

Date:

Contact details:

**STUDENT**

I agree with the adjustments above and I understand that I should notify my placement Assessor/Educator if, for any reason I am unable to attend my work placement.

Student:

Date:

**PRACTICE AESSOR/PLACEMENT EDUCATOR**

I agree with the adjustments above and I understand the need to contact the named tutor if any problems arise with the placement.

Practice Assessor/Placement Educator:

Date:

Following Assessment and the Support Agreement. Please place a copy in the students' personal file