

The Failing Student – What to do

This flowchart provides a process to ensure you follow the correct documentation required when faced with a student who is not performing at an acceptable level and is not progressing to a satisfactory standard. It is important that all discussions are documented to ensure there is an audit trail to demonstrate that the student was aware they were failing and were appropriately supported throughout.

Practice Educator Identifies an Issue

- Use the performance appraisal criteria to identify the areas of performance that are not at an acceptable level
- Reflect and be clear what your expectations are for the student to be at an acceptable level

Inform the student

- Inform the student as soon as possible, discussing the problems using the performance appraisal criteria. Make it clear to the student that they are currently performing at an unacceptable standard to pass and are at risk of failure.
- Document the discussion, clearly stating that you have informed the student that they are at risk of failure (this can be written in the Professional and Safety Warnings section) and ensure it is signed and dated by educator and student.

Inform the Visiting Tutor

- The visiting tutor must be informed as soon as possible. They are there to support you with your decision making, discussions with the student and the implementation of the action plan. They are also in the position to support the student.
- If required the visiting tutor can visit to provide face to face support.
- Any discussions or extra visits must be recorded by the visiting tutor - this is done via e-mail, summarising the actions taken.

Action Plan

- An agreed action plan (by the practice educator, visiting tutor and student) is developed and implemented. This is documented, signed and dated by the practice educator and student.
- The consequences must be made clear in discussion and documentation, that no improvement will result in failure of the placement
- Regular meetings should be set up to discuss the student's progress in meeting the action plan. These meetings need to be documented.

Failure to respond to Action Plan

- This may deem the placement "failed" and require the placement to be terminated. Do use your visiting tutor to support you with your decision making.
- The student must be informed as soon as possible. The visiting tutor can be present.
- The final performance appraisal assessment should be completed, dated and signed. It should be clear from this how the student is not performing at an acceptable level and why it constitutes a fail.

Please refer to the Placement Handbook for more details including incident forms and marking a failed student please do involve your visiting tutor to help you.