



## Guidelines for 'Elective' Placements for Pre-registration Students

### Introduction

The aim of these guidelines is to identify the process for the placement of 'elective' pre-registration students within The Christie NHS Foundation Trust. They have also been produced to assist students, ward managers and unit education coordinators to understand their obligations within the process. This is to ensure the health and safety of prospective student nurses and protect Trust staff and patients.

### Definition

An elective placement is a clinical placement that is chosen by the students. This could be in any clinical area or department within a healthcare setting. It is the sole responsibility of the student to approach the clinical area of their choice to arrange their elective placement. This placement generally occurs within the 2<sup>nd</sup> or 3<sup>rd</sup> year of the student's training depending on which University they are studying with.

### Process

In all instances the Ward Manager and Unit Education Coordinator(s) for the relevant area should manage the process.

### ***It is of paramount importance, in considering requests for 'elective' placements that***

- 1. The ward manager/unit education coordinator is aware of the number of other students that may be received from the local universities during the elective request period (generally students will approach clinical areas about 7 months in advance of the elective placement dates).*
- 2. The number of elective students accepted within any area should not impact on the quality of learning experience received by any student allocated to that clinical area, whatever stage of training the student is at.*

## The Process

**The student** contacts clinical area directly, requesting an 'elective' placement (either in person or by telephone) speaking to the Ward Manager or the Unit Education Coordinator



**Ward Manager/Unit Education Coordinator** must take into consideration other student allocations. If in doubt contact the Practice Education Facilitator - 0161 918 7367



**If placement agreed** the student completes the first section of The Christie Elective Placement Application Form



**The Ward Manager/Unit Education Coordinator** then completes section 2, agreeing in principle to the elective placement. Returning the form to Mathew Stephenson, Practice Education Facilitator, School of Oncology



**The Practice Education Facilitator** then contacts the University to confirm the following:

- That the student nurse has had the appropriate DBS checks
- That the student has completed moving and handling and basic life support training within the previous 12 months
- Details of specific assessments documentation, disability or learning needs.



On receipt of the above information, the **Practice Education Facilitator** will inform the Unit Education Coordinators and the student nurse in writing that the placement has been confirmed and amend the allocations SharePoint page

**NB** To ensure fair assessment of a student performance, they should not be permitted to attend a clinical placement where a partner, close friend or relative is a member of staff or patient.