SUSPENSION AND/OR EXCLUSION FROM PRACTICE POLICY

The Placement and Education Providers reserve the right to remove a student from a Placement Area without notice in any case in which it considers it appropriate to do so having regard to the Student’s conduct or professional suitability. The authority for exclusion will rest with the Chief Nurse/Head of Midwifery or nominated senior nurse/midwife.

In all cases the Chair/Deputy Chair Fitness to Practise Committee must be consulted and both parties must follow the Suspension and Exclusion policy. Every effort should be taken to minimise the disruption to the student’s programme of study at removal stage.

The Placement Provider and Education Providers must follow the process as attached.

Definition : What is the difference between Suspension and Exclusion?

Suspension:
Suspension is the temporary removal from placement whilst an investigation is completed. If the issues are resolvable the student may return to placement by agreement with the Placement Provider.

Exclusion:
Following suspension and investigation, if an issue cannot be resolved and further action is required, the student may not return to placement and is therefore excluded from practice.

Employer Organisation Sponsored Student Status

If a student is sponsored by an employer organisation, disciplinary action will follow the Education Provider’s policy and may also follow that of the Placement Provider. This will be agreed on an individual case by case basis and the student informed in writing. This would include students following the Foundation Degree in Health & Social Care: Associate Practitioner, Return to Practice & the Foundation Year Extended Degree in Evidence-Based Nursing programmes.

Reasons for Suspension and/or Exclusion could involve the following: professional behaviour, disability, failure to meet vaccination requirements, failure to attend mandatory sessions, concerns about the student’s health or the health and safety of patients/clients, failure to disclose CRB issues.

Suspension from practice for failure to comply with vaccination requirements remains the responsibility of Fitness to Practise Committee based on guidance provided by Occupational Health Services.

Should this subsequently result in a formal exclusion from practice, the authority for the exclusion will rest with the Chief Nurse/Head of Midwifery or nominated senior nurse/midwife.

The student should be encouraged to seek support from their Personal Supervisor/Link Lecturer (Midwifery) should they be suspended or excluded from practice. If the student feels that they cannot approach their personal supervisor/Link Lecturer (Midwifery) then they can seek assistance from the Academic & Welfare Coordinator at York University Students Union (YUSU) on (01904) 323720.
Suspension and Exclusion from Practice Process

Stage One

A mentor or other member of supervisory staff has sufficient concerns regarding a student that they wish to remove them from the practice setting and consider suspension.

This member of staff contacts the Senior Nurse/Midwife to discuss the decision to suspend the student from practice.

The student is sent home with an explanation of why this action has been taken and instructions to contact their Personal Supervisor (Nursing)/Link Lecturer (Midwifery) immediately (either that day or the next working day). This is recorded in the student’s CAP Document (under areas of concern), and is signed and dated.

The Senior Nurse/Midwife immediately notifies the student’s Personal Supervisor (Nursing)/Link Lecturer (Midwifery) that the student has been suspended pending a decision about whether to exclude or in the case of health, whether a health assessment is required.

Stage Two

The Personal Supervisor (Nursing)/Link Lecturer (Midwifery) notifies the Chair / Deputy Chair Fitness to Practise Committee that the student has been suspended from practice.

If the issue is one of health, the student is referred to the Chair/Deputy Chair Fitness to Practise Committee who will follow the Occupational Health Referral process

Occupational Health Service review the student and make a recommendation on fitness to practise to the Chair/Deputy Chair Fitness to Practise Committee

Where the student is deemed fit, the Chair/Deputy Chair Fitness to Practise Committee notifies the student in writing confirming fitness (and any other follow up requirements) which is copied to the Personal Supervisor (Nursing) / Link Lecturer (Midwifery)

Where the student is not fit to attend practice, a case conference will be held with the Chair/Deputy Chair Fitness to Practise, the Personal Supervisor (Nursing)/Link Lecturer (Midwifery), the Departmental Disability Advisor, Policy Advisor and the student

Following the meeting, the situation is deemed to be recoverable without progression to exclusion.

Following the meeting, if the situation is deemed to warrant exclusion from practice, the Chief Nurse/Head of Midwifery or nominated Senior Nurse/Midwife discusses the exclusion with the Chair/Deputy Chair Fitness to Practise Committee

A tripartite meeting is organised where an action plan is agreed and recorded in the student’s CAP document. The Action Plan should reflect the responsibility and expectations of placement staff and student.

The Personal Supervisor (Nursing)/Link Lecturer (Midwifery) writes to the student with the outcome of the tripartite meeting within five working days. The letter is copied to the Chair/Deputy Chair Fitness to Practise Committee and the

Fitness to Practise Committee will authorise an investigation. Following a report from the Investigating Officer, a decision will be made whether to convene a Fitness to Practise Committee Hearing.

The outcome of the Fitness to Practise Committee Hearing is communicated by the Chair/Deputy Chair Fitness to Practise Committee to the Chief Nurse/Head of Midwifery