

## SUSPENSION FROM PRACTICE PROCEDURE (BY THE FITNESS TO PRACTISE COMMITTEE)

The Chair/Deputy of the Fitness to Practise Committee reserve the right to remove a student from a Placement Area without notice in any case in which they consider it appropriate to do so, having regard to the student's conduct/behaviour or professional suitability. Every effort should be taken to minimise the disruption to the student's programme of study at removal stage.

### 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/Seconded Student Status

If a student is sponsored/seconded 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, Certificate of Higher Education in Health & Social Care, Return to Practice\*

*\* These students may not be 'technically' a 'sponsored student'.*

**Reasons for Suspension** could involve the following: unsafe professional conduct/behaviour, disability, failure to meet vaccination/immunisation requirements, failure to attend mandatory sessions, concerns about the student's health or the health and safety of patients/clients, failure to declare Disclosure & Barring Service (DBS) issues.

The following **DO NOT** constitute reasons for suspension: failure to meet NMC outcomes as listed in the ongoing record of achievement, failure to progress with an action plan identified in the ongoing record of achievement.

Suspension from practice for failure to comply with vaccination/immunisation requirements remains the responsibility of Fitness to Practise Committee based on guidance provided by York Teaching Hospitals NHS Foundation Trust Occupational Health & Wellbeing Service.

The student should be encouraged to seek support from their Personal Supervisor (Nursing)/Link Lecturer (Midwifery) should they be suspended from practice. If the student feels that they cannot approach their Personal Supervisor (Nursing)/Link Lecturer (Midwifery) then they can seek assistance from the Academic & Welfare Manager/Development Coordinator at York University Students Union (YUSU) on (01904) 323720 or [asc@yusu.org](mailto:asc@yusu.org). If the student is a graduate, they can gain support from the Graduate Students' Association (<http://www.yorkgsa.org/site>). If a student is based at York College then they should be encouraged to contact York College Student Services for advice and guidance [customer-service@yorkcollege.ac.uk](mailto:customer-service@yorkcollege.ac.uk)

## Suspension from Practice Procedure (by the Fitness to Practise Committee)

Chair/Deputy of Fitness to Practise Committee has sufficient concerns regarding a student that they wish to remove them from the practice setting and consider suspension. The details of the suspension are recorded in the student's e-portfolio/ongoing record of achievement.

Chair/Deputy Chair of Fitness to Practise Committee immediately notifies the student's Personal Supervisor and the link lecturer (Nursing)/Link Lecturer (Midwifery) and the Placement Mentor that the student has been suspended, and the reason for suspension.

Chair/Deputy Chair of Fitness to Practise Committee meets with the student and the YUSU/GSA representative to explain the process for dealing with the student's suspension, and the consequences for the student's time away from the clinical area. Policy is followed. <https://hswebstaff.york.ac.uk/docs/committee/ftp>



Is the decision to suspend the student related to behaviour or a health issue?

If the issue is one of conduct/behaviour, the Fitness to Practise committee will authorise an investigation.

If the issue is one of health, the student is referred to Occupational Health.

Referral to Fitness to Practise using the referral form

The Chair/Deputy of Fitness to Practise meets with the student and the YUSU/GSA representative to explain the process for the investigation, and the consequences for the student's time away from the clinical area. Policy is followed.

<https://hswebstaff.york.ac.uk/docs/committee/ftp>



Outcomes of the investigation

No case to answer and the student returns to practice

Warning placed on student's file and agreed action plan. Recorded in e-portfolio/ongoing record of achievement.

Full Fitness to Practise hearing. The Chair/Deputy of Fitness to Practise meets with the student and the YUSU/GSA representative to explain the process for the full Fitness to Practise hearing.



Outcomes of the hearing

No case to answer and the student returns to practice.

Sanction on student's file and agreed action plan. Recorded in e-portfolio/ongoing record of achievement.

Recommendation to Board of Studies for Discontinuation



Student has an appointment at Occupational Health, and OH makes recommendations on the student's fitness to practise to the Chair/Deputy of the Fitness to Practise committee.

Where the student is deemed fit to return to practice the Chair/Deputy Fitness to Practise committee notifies the student in writing confirming fitness (and any follow-up requirements or reasonable adjustments), which is copied to the Personal Supervisor (Nursing)/Link Lecturer (Midwifery). A case conference may be required.

Student returns to practice with a tripartite meeting arranged.

Student deemed not fit to return to practice

Student meets with his/her Personal Supervisor (Nursing)/Link Lecturer (Midwifery) and Fitness to Practise to discuss options.

Leave of Absence

Recommendation to Board of Studies for discontinuation

Withdrawal

The Leave of Absence return policy may stipulate that the student has to attend OH and have a review appointment on return. A case conference may be required.

At these points in the process the student will be advised of the implications for the NMC practice hours and the additional University Policy and Support mechanisms (i.e. YUSU/GSA).