

# Raising concerns } Practice Staff

**Concerns about a students professional values, absence, conduct or performance in practice**

PA / PS raises concern with the student and documents conversation in 'Record of Communication' (Nursing) / Record of Additional Meetings (Midwifery) section in Pebblepad with a date to review. PA/PS contacts Practice Education Team (where available) or the PLL team for support as required.  
If concern about placement absence please contact the PLL team to report any unreported absences [dohs-pll@york.ac.uk](mailto:dohs-pll@york.ac.uk).

If on spoke placement (Nursing) PS follows above process. On return from spoke to base the student / AA to liaise with the PA to discuss concerns raised and progress made.

**Concerns remain**

PA / LEM to contact the students AA and / or PLL team

Meeting arranged with AA and PA to implement action plan as needed (Note: action plans must be linked to students professional values and / or summative requirements)

Action plan progress is monitored by PA and AA

**Concerns resolved**

Document review meeting – no further action

**Student has witnessed or been involved in an incident in practice that requires further investigation or a statement**

Student or practice staff to contact PLL team and inform them of request for a statement

**Students should not write statements or attend meetings without University support**

[Statement writing guide](#)  
[dohs-pll@york.ac.uk](mailto:dohs-pll@york.ac.uk)

**Trust Practice Staff** to contact the Trust Practice Education Support team for support

**PIVO partners** to inform PLL team where further information or support is needed



**PA / PS or Ward / Area Manager have serious concerns about a students conduct, health or wellbeing which is thought to have a potential and serious impact on patient safety or the students safety and / or wellbeing**

Follow [Suspension from Practice by the placement provider](#) process.

**Please note: Suspension from practice should only be used where other options have been considered and there are serious concerns affecting the students health/ wellbeing or patient safety.**

Decisions to suspend a student from practice should be communicated urgently to Practice Education Teams (where available) and the Practice Learning Link Team.

Follow own organisational policy for incident reporting if student has been directly involved in clinical incident and inform Trust Practice Education team or if a PIVO Nurse in charge / Area Manager and the PLL team.

A plan for the students return to practice will be considered on a case-by-case basis, dependent on the situation and any appropriate investigations.

