**CHANGE OF LOCALITY and PLACEMENT**

**INFORMATION SHEET**

Your practice placements are planned carefully to ensure that you “work with and learn from a range of people in a variety of practice placements” to prepare you “to provide care to people with diverse needs” ([NMC 2018 p9](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/education-framework.pdf)).

In your BU Offer letter, you were made aware of their Placement Practice Area (localities) and the associated geographical area and placements this refers to. Your acceptance of a place on the programme means that you have also accepted that this will be your locality for the duration of your programme. As such, students **cannot** normallychange placement practice areas or localities unless there are exceptional circumstances.

Before formally requesting a change of placement or locality, it is important to consider the following support that is available for you to remain in your current placement or locality:

**Dual Accommodation**

Dual accommodation is available to home and eligible students only. Some students, for example, live in Bournemouth when at University and then find temporary accommodation (e.g. at Premier Inns, Airbnb) whilst on placement. This is known as dual accommodation and here you may be able to reclaim travel and/or accommodation costs of up to £82.50 a night. Please see here for further information: <https://www.gov.uk/government/publications/nhs-bursary-reform/nhs-bursary-reform> and here: Here is the link: <https://www.nhsbsa.nhs.uk/learning-support-fund/travel-and-dual-accommodation-expenses>

**Financial Support**

You may also wish to consider accessing BU’s Financial Hardship funds. If this is something you would like to consider, then please click here: <https://www1.bournemouth.ac.uk/students/help-advice/finance-support/bu-hardship-fund> Please discuss any application directly would with Student Support ([FHSS-studentsupport@bournemouth.ac.uk](mailto:FHSS-studentsupport@bournemouth.ac.uk)) and AskBU:

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| **Talbot Campus**  AskBU The Base, Poole House  **Tel:** +44 (0)1202 969696  **Email:** [askbu@bournemouth.ac.uk](mailto:askBU@bournemouth.ac.uk) | **Lansdowne Campus**  AskBU Bournemouth Gateway Building, Reception  **Tel:** +44 (0)1202 969696  **Email:** [askbu@bournemouth.ac.uk](mailto:askBU@bournemouth.ac.uk) |

If you decide to proceed and feel that you have exceptional circumstances, please complete the request form with evidence and send to the Placements Team: [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)

Please note that any successful request to change locality and placement will need to be discussed and agreed with the incoming Trust.

**Criteria for Exceptional Circumstances:**

There are many reasons which may be classified as exceptional circumstances, that is, unforeseen or unforeseeable, such as:

* Changes of living area outside of the student’s control, such as when required by national organisations (e.g. the Army) or where an employer have moved spouse’s work location or made spouse redundant, necessitating a move by the student too
* The student’s social situation has been deemed untenable (e.g. divorce) and a move of accommodation has been required which is outside of the placement area and/or working in the practice placement or associated geographical area leads to personal risk
* The student’s health (physical and/or mental) has changed since starting the programme and they need to move to accommodate this based on Occupational Recommendations and/or that medical advice has been given to avoid working in specific practice areas
* A relative or significant other is working (or is a current patient/service user) in the practice placement or you are, or have been, a patient/service user or received treatment in the practice placement
* Any other change to your home address or situation which is exceptional or unforeseen and outside of your control. These circumstances will be directly relevant to the request to change practice placement.

*Exceptionally, the university may be able to offer a temporary placement change, subject to the placement providers agreement, to respond to immediate challenges or crises affecting the student. This will be considered on a case-by-case basis.*

**What is NOT classed as an Exceptional Circumstance:**

* When a student has chosen to live in a location, or moved living accommodation, but not considered the information given in their BU offer booklet
* When a student has moved their living accommodation, which is within their control, and this has located them at a distance from placement area
* When a student has changed their mode of transport (e.g. sold their car)
* When a student chooses not to undertake a placement in an allocated

* When you want to change your practice placement to accommodate paid employment
* Practical or cost issues relating to travel, unless these have changed unexpectedly and dramatically since you accepted the placement (for cost issues there should be associated evidence of exceptional, genuine and severe financial hardship and no financial support is available).

**Evidence To Support Your Claim of Exceptional Circumstances**

All requests must be supported by appropriate evidence. Your request may be rejected if this is not supplied. It is your responsibility to identify and submit evidence of exceptional circumstances. Evidence can include any of the following:

* A medical certificate or letter
* A solicitor’s letter
* A police crime number with a brief explanation
* Independent evidence of a change of address and of the circumstances involved
* Other independent, verifiable evidence that justifies the request

**Any request to change practice placement or locality must be:**

1. Discussed with your Personal Tutor prior to submission of the request

2. Accompanied by evidence to support your claim of exceptional circumstances

**How You Will Be Notified of The Decision**

Your request will be carefully considered by your Programme Leader, and you will be notified of the outcome by email to your university email account. If your circumstances are considered exceptional, the university will work with the placement provider(s) to try to change your practice placement or locality. As practice placement and locality places are often at capacity, this may require you to be placed on a waiting list or offered a placement different to the one you may have requested.

**Appealing Against the Decision**

Your Programme Leader will have considered the complex requirements of practice allocation and whether your situation is considered exceptional on the basis of the information supplied in your form and evidence submitted. If you do not feel the guidance outlined above has been followed, you can request a review by the Head of Practice Education. Please contact the Placements Team: [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)

** Request For Change of Practice Placement/ Locality**

Please submit your request to HSS Placements within 5 working days of the publication of your practice placement: [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)

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| Name |  | | | | Student Number | |  |
| Programme |  | | | | Group | |  |
| Name of Current Practice Placement or Locality |  | | | | | | |
| Change Requested |  | | | | | | |
| Reason For Request |  | | | | | | |
| Details of Supporting Evidence (please submit copies with this form) |  | | | | | | |
| Signature And Date |  | | | | | | |
| FOR HSS PLACEMENTS OFFICE USE ONLY | | | | | | | |
| Date Request Received | |  | | | | | |
| Review Date | |  | | | | | |
| BU Decision | | Enabled | | Not Possible | | | |
| **Comments** | | | | | | | |
| **New Placement (If Appropriate)** | |  | | | | | |
| **Outcome of Request Sent To** | | Student | Programme Leader | | | Placement/ Locality (If Applicable) | |
| **Placement Support Officer Signature and Date** | |  | | | | | |