

## Pre-registration nursing (all fields) change of practice placement and locality requests

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](#)).

We understand that you may wish to request a change to an allocated practice placement because of exceptional circumstances. You may also wish to notify us of circumstances which you believe will impact on your ability to attend placements at your allocated locality.

Placement locations and the number of students allocated to each placement and locality are decided with our placement providers and are dependent on capacity and suitability with the aim of providing you with a good learning experience. The number of students allocated to each placement and locality is fixed, therefore, a placement or locality change following allocation is not a regular occurrence and should be avoided unless there are exceptional circumstances.

### **Exceptional circumstances can include:**

- Medical advice has been given to avoid working in specific practice areas
- Working in the practice placement or associated geographical area leads to personal risk
- A relative or significant other is working (or is a current patient/service user) in the practice placement
- You are, or have been, a patient/service user or received treatment in the practice placement
- You have significant and exceptional caring responsibilities for an immediate family member or dependant
- Change to your home address which is outside of your control

### **Circumstances which are not regarded as exceptional include:**

- When you choose to live in an area, or have chosen to move home, and this has located you at a distance from your practice placement or locality (e.g. when you elect to live in another locality from your placement area)
- When you are unwilling to travel to your practice placement. BU normally considers 40 miles one way within a given locality is the acceptable upper limit. Although at times students may be required to travel further in order to gain the clinical experience required to meet their programme outcomes.
- When you want to change your practice placement to accommodate paid employment

- When you say you cannot afford to travel to your practice placement (unless there is associated evidence of exceptional, genuine and severe financial hardship and no financial support is available)
- When you do not want to go to an allocated practice placement

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

1. Discussed with your academic advisor prior to submission of the request
2. Submitted by form to HSS Placements ([hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)), within 5 working days of the publication of your practice placement details, with accompanying evidence to support your claim of exceptional circumstances

**Evidence to support your claim of exceptional circumstances**

- 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 evidence that justifies the request

**Panel review**

A panel comprising of HSS Placement Team representatives and the programme lead or a year lead will be convened within 10 days of the publication of placements details for each cohort. Your request will be carefully considered and the panel will endeavour to change your practice placement or locality if your circumstances are considered exceptional. 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.

**How you will be notified of the decision**

You will receive an email to your University email account confirming the panel's decision.

**Appealing against the decision**

The panel 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. If you do not feel the guidance outlined above has been followed, you can request a review by a programme leader from another field or the Head of Practice Education.

<b>_Request for change of practice placement and locality</b>			
Name		Student number	
Programme		Group	
Name of practice placement or locality			
Change requested			
Reason for request			
Supporting evidence			
Signature and date			
Submitted the request to HSS Placements Support Team <a href="mailto:hssplacements@bournemouth.ac.uk">hssplacements@bournemouth.ac.uk</a> , usually within 5 working days of the publication of your practice placement details.			

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<b>Date request received</b>			
<b>Panel date</b>			
<b>Decision of Panel</b>	Enabled	Not possible	
<b>Comments</b>			
<b>Request new placement (if appropriate)</b>			
<b>Outcome of request sent to</b>	Student	Academic Advisor	Placement/locality (if applicable)
<b>Placement request form filed in student file</b>			
<b>Placement Support Officer signature and date</b>			