Cause for Concern Process

Issues related to student progress

Student is struggling with elements of practice/professionalism. This needs to be identified early. This may be 2nd or 3rd week of placement or at any time prior to a formative/summative assessment.

Practice Assessor /Supervisor to discuss with student. Develop an action plan and agree a date for review. Document in student's practice book. If required, arrange tripartite meeting for student/practice assessor/academic assessor.

OBJECTIVES MET

NO FURTHER ACTION

OBJECTIVES NOT MET

Practice Assessor/Supervisor completes a Cause for Concern form, within the student Practice Assessment Document (PAD), and clearly identifies the following within the PAD:

• The failed practice outcomes
• Formative feedback
• Summative feedback, clarifying the reasons for failure.

Practice Assessor to discuss the action plan required with Academic Assessor and Education Champion.

Within 2 working days, Education Champion/Link Team to:

• Collect photocopy of cause for concern form and submit to DoS
• Check student practice document has been completed
• Ensure Personal tutor is aware

For examples of action plans, please visit the mentor portal at www.anglia.ac.uk/mentors
All action plans should relate to the practice outcomes that need further development.

Revised January 19
Cause for Concern Process

Urgent student concerns which impact on patient safety

Serious concerns/complaint about the student’s professional behaviour and/or there is a risk to patient & colleague safety.

OR

A serious incident occurs

Practice Assessor/Supervisor to discuss with student and complete either one or both of the following immediately following the discussion:

- Incident form in accordance with local policy
- Cause for Concern form.

Practice Assessor/Supervisor to contact Placement Education Lead & Education Champion within 24 hours to inform them Cause for Concern form completed.

Education Champion to:

- Inform Course Lead
- Collect photocopy of Cause for Concern form within 24 hrs
- In liaison with Placement Education Lead, gather all supporting evidence within 5 working days of receipt of form (See mentor portal for Supporting Evidence template www.anglia.ac.uk/mentors)

Course Lead presents evidence to Director of Studies within 5 working days of receipt of Cause for Concern form.

Director of Studies:

- Send holding email to student, Education Champion, Course Lead Practice Assessor, Academic Assessor and Placement Education Lead
- Review evidence
- Decide on appropriate course of action
- Inform Placement Education Lead and Practice Assessor and Academic Assessor of outcome within 5 working days of receiving evidence.

For examples of action plans, and template for supporting evidence please visit the mentor portal at www.anglia.ac.uk/mentors

All action plans should relate to the practice outcomes that need further development.

Revised January 19