**TIMELINE AND PROCESESS FOR OCCUPATIONAL THERAPY PRACTICE PLACEMENTS OFFERS AND ALLOCATIONS**

| **TIMELINE** | **PROCESS** | **REASONING** | **ACTIONS:** |
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| **REQUEST FOR OFFERS UP TO START OF PLACEMENT** | | | |
| **START OF ACADEMIC YEAR AND THROUGHOUT THE YEAR** | 1. Quarterly newsletters are sent. The Spring and Summer newsletters will include upcoming placement dates as well as new ones for following academic year. 2. Dates for the year are available to view on our Educator Edublog site: [Placement dates | University of Brighton Supporting Health and Sport Students in Practice](https://blogs.brighton.ac.uk/uobsupportinghealthandsportstudentsinpractice/placement-dates/) | Practice partners are informed of upcoming placements continuously and informed well in advance of placement dates for the new academic year. | Practice coordinators are asked to distribute the newsletter to practice educators and offers for all placements are welcomed throughout the academic year. |
| **12-10 WEEKS before a placement** | 1. An email offer request made for upcoming placement. |  | An email request is sent to Practice coordinators, and we will request for offers to come in within 2-3 weeks.  **Actioned by:**   * OT placement administrator |
| **10-8 WEEKS before** | 1. Incoming offers continue to be monitored. |  | Requests continue to go out on a weekly basis via email.  **Actioned by**:   * OT placement administrator * Practice learning leaders |
|  | 1. We wait for enough offers to come in for all students for that placement. |  | **Monitored by:**   * OT placement administrator * Practice learning leaders |
| **8-6 WEEKS before** | 1. Finalising and ensuring enough offers FOR ALL STUDENTS in the cohort . | This is to ensure that placement allocations are made fairly, based on student learning experiences required, and for those who may have learning support plans, carer responsibilities and travelling concerns. | Requests continue to go out via emails, phone/online calls or social media.  **Actioned by**:   * Practice learning leaders * OT placement administrator |
| **ALLOCATION & CONFIRMATION OF PLACEMENTS** | | | |
| **6-5 WEEKS before** | 1. All offers are sent to students, and they are requested to make their preferences. | This allows, to some extent, that students can be allocated to a setting that they wish to go to, aims to meet their learning need and provides a range of experiences. | **Actioned by**:   * OT placement administrator |
| **5-4 WEEKS before** | 1. Students are allocated to a placement. | This takes into account factors such as learning support needs, personal circumstances, requirements for car drivers, gaps in placement experience. | **Actioned by:**   * Practice learning leaders |
|  | 1. Student details are confirmed with Service Practice Coordinators and Practice Educators first (2-3 days) **before** confirmed with students. | This allows some ‘wiggle room’ from practice educators if their circumstances have changed | Confirmation email sent to practice educators and coordinators with all necessary paperwork.  **Actioned by:**   * OT placement administrator |
|  | 1. Practice educators are informed that students will contact them within 2 weeks. | This allows some ‘wiggle room’ for changes to student circumstances. | This will be in a confirmation email **Actioned by:**  OT placement administrator |
| **4-3 WEEKS before** | 1. Placement and practice educator details confirmed with student. |  | An email is sent to each student confirming details of placement**.**  **Actioned by:**   * OT placement administrator |
|  | 1. Students are informed to contact practice educators and practice coordinators to introduce themselves. |  | Students email practice educators (and copy in coordinators) to introduce themselves with a copy of their placement passport and request any practical information and further reading.  **Actioned by:**   * Students |
|  | 1. If practice educators do not hear from students by 2 weeks, the educator can email the student or the university placement administrator. | Sometimes students forget to make contact with the practice educators. | **Actioned by:**   * Practice educators and * OT placement administrator if needed. |
| **HALFWAY VISITS** | | | |
| **Mid/halfway of placement** | 1. Each student is allocated a ‘visiting’ university tutor | To offer a point of contact and support from the university to both student and their practice educator. | An email is sent to all students informing them of who their visiting tutor will be, a reminder of the process for the visit and the halfway point.  **Actioned by:**   * Practice learning leaders |
|  | 1. Students are informed of who their tutor will be at the start of their placement and are asked to arrange a date that is suitable for a contact meeting with their practice educator and the visiting tutor. |  | Students are asked to  liaise between their practice educator and visiting tutor early in the placement to arrange this and to confirm with the visiting tutor.  **Actioned by:**   * Students * Visiting tutors may make contact if students forget to do so nearing the halfway visit week. |
|  | 1. The meeting is usually conducted online using MSTeams | This is seen as efficient and sustainable. However, If the educator and student would prefer a ‘physical’ visit they can discuss this and make a request with the visiting tutor. | **Actioned by:**   * Students * Visiting tutors * Practice educator |
| **EVALUATION/FEEDBACK** | | | |
| **1 WEEK after student return from placement** | 1. Students are reminded to send in their evaluation forms to the placement administrator within a week of completing their placements |  | Students are reminded of this continuously before each placement at the preparation session.  **Actioned and monitored by**:   * Practice learning leaders * OT placement administrator |
| **2-4 WEEKS after** | 1. We chase and wait for all evaluation forms to come in from students. | This is so that they can all be reviewed by the practice learning leader in one go. | **Actioned by:**   * Students * OT placement administrator |
| **4-5 WEEKS after** | 1. All evaluation forms are reviewed and checked. | To ensure that they are completed and written constructively. | **Actioned and monitored by**:   * Practice learning leaders |
|  |  | Sometimes if there have been issues on placements, students are advised to meet with their personal tutor to discuss the placement experience and review the evaluation form. | Practice learning leaders will liaise with the student and their personal tutors**.**  **Actioned and monitored by**:   * Practice learning leaders * Personal tutors * Students |
| **5-6 WEEKS after** | 1. All evaluation forms are sent to Practice coordinators to distribute to the appropriate practice educator. If there is no practice coordinator, then it will be sent directly to the practice educator. | This is usually at the request of larger Trusts and organisations who have requested that evaluations forms are sent through the practice coordinator. | Email sent to Practice coordinators to distribute to practice educators (and where there are no coordinators, directly to the educator).  **Actioned by:**  OT placement administrator |

Occupational Therapy practice placement team

University of Brighton

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