

Practice Placement Adjustment Plans (PPAP).

For students with support needs on placement.

This process aims to empower and support students who need reasonable adjustments when on placement.

**NB. For Medicine students DA to initiate PPAP meeting by contacting Russell Peek** [**r.peek@worc.ac.uk**](mailto:r.peek@worc.ac.uk)

1: The student interacts with DDS to arrange a Reasonable Adjustment Plan (RAP). [Link to relevant DDS webpage.](https://www2.worc.ac.uk/disabilityanddyslexia/support.html)

2: Student informs PAT of RAP. Either the student or PAT identifies the need for a PPAP to be created.

3: PAT books a PPAP meeting with the student and a Disability Adviser (DA) using the online booking system

* [‘Support on Placements and PPAP Meetings’](https://www2.worc.ac.uk/disabilityanddyslexia/507.html)

4: During the PPAP meeting the DA facilitates and suggests appropriate adjustments that the PAT helps to translate into clinical practice. The PAT completes this document during, or just after, the meeting.

5: The PAT shares the PPAP document with the student for approval, then provides a copy to the placement team, to help them allocate suitable placements. The student then takes ownership of the PPAP document.

6: The placement team allocate accordingly. Students are encouraged to share PPAP & open discussion with the Practice Educator/Mentor about what this might look like in this particular area of practice.

7: Student completes placement.

8: Student reflects on the appropriateness of PPAP, adds/removes adjustments as appropriate with the support of the Placement Educator/Mentor or PAT. The placement team should be provided with updated PPAP if they need to be aware of changes.

9: The student shares updated PPAP with their next Practice Educator/Mentor.

**Practice Placement Adjustment Plan**

for supporting students with a disability when on placement.

**For completion by PAT in discussion with Student and Disability Adviser**

This plan should be completed for all students who disclose a need for reasonable adjustments to be made during their placement. Such adjustments may be due to a disclosed disability or the result of the Occupational Health assessment. The plan should outline suggested reasonable adjustments which will need to be made on placement, or to identify appropriate placements, but is NOT a guarantee that a placement can be identified that is able to meet all of these needs.

**Students are encouraged to request a pre-placement visit and discuss the completed form with their Placement Educator/Mentor at this time. If this does not occur, the form should be reviewed during the initial interview.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Name:** | | | | | | | |
| **Programme of Study:** | | | | | | | |
| **Year of Study:** | | | | | | | |
| **Nature of identified need (1)** |  | How is this currently managed? |  | Are there any identified aggravating factors? |  | Recommended Reasonable adjustments |  |
| **Nature of identified need (2)** |  | How is this currently managed? |  | Are there any identified aggravating factors? |  | Recommended Reasonable adjustments |  |
| **Nature of identified need (3)** |  | How is this currently managed? |  | Are there any identified aggravating factors? |  | Recommended Reasonable adjustments |  |

**For completion with placement staff (ie: practice educator / on-site supervisor)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nature of identified need (1)** | How can the identified  reasonable adjustments be accommodated in the allocated placement area? |  | Support  required from service managers or  infrastructure |  | Support required from  University |  | Outstanding difficulties |  |
| **Nature of identified need (2)** | How can the  identified  reasonable adjustments be accommodated in the allocated placement area? |  | Support  required from service managers or  infrastructure |  | Support required from  University |  | Outstanding difficulties |  |
| **Nature of identified need (3)** | How can the identified  reasonable adjustments be accommodated in the allocated placement area? |  | Support  required from service managers or  infrastructure |  | Support required from  University |  | Outstanding difficulties |  |

**End of placement review of reasonable adjustments**

|  |
| --- |
| **Have adjustments been effective?** |
| **What other strategies have been effective?** |
| **Any other suggestions that may help for the next placement?** |

|  |  |  |
| --- | --- | --- |
| **For Completion by student in collaboration with Personal Tutor ACTION PLAN FOR NEXT PLACEMENT** | | |
| * **Continue with existing PPAP for next placement**     YES / NO | * **New PPAP to be developed for next placement**     YES / NO | * **Further support from DDS required**   YES / NO |