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**FACULTY OF HEALTH STUDIES**

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<b>Subject:</b>	Students Experiencing Difficulty in Clinical/Lab Practice	<b>Date:</b>	April 6, 2005
<b>Department:</b>	Nursing Psychiatric Nursing	<b>Revised:</b>	April 30, 2014/ Oct 28, 2015/Nov 25, 2019
<b>Programs:</b>	Bachelor of Nursing Bachelor of Science in Psychiatric Nursing	<b>Approved at HS Faculty Council:</b>	November 25, 2019

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**DEFINITIONS:**

**Performance Improvement Plan:** A Performance Improvement Plan (PIP) is an approved document that is implemented for a student who is experiencing difficulties in clinical/lab courses. It is a template used to identify areas for improvement and strategies to address areas for improvement. Performance Notes may be utilized and referred to support the PIP. Attached is the approved PIP template.

**Performance Notes:** An objective record of the student's performance that may be completed independently by the student and the clinical instructor. Completed Performance Notes will be reviewed periodically by the student and the clinical instructor and both sets will become part of the Clinical Performance Evaluation Tool. Attached is a sample of a template for Performance Notes.

**POLICY:**

When a student experiences difficulty in meeting the expectations of a clinical practice/lab course, the instructor(s) will make a reasonable effort to assist the student to grow and develop competence. A Performance Improvement Plan (PIP) (a written document) will be developed for each student who is required to improve and enhance his/her clinical skills and performance in order to obtain a level of competence. .

The following procedure will be implemented:

- 1) The Faculty members) responsible for delivery of the course will meet with the student to discuss the situation. The student will be advised that their clinical file can be reviewed as necessary.
- 2) The Faculty members, in collaboration with the student , will develop and initiate a Performance Improvement Plan during the academic term. This plan will include:
  - evidence that the performance has been unsatisfactory,
  - Specific expectations for the student to meet in order to achieve a passing grade and a time frame for achieving these expectations
  - strategies to assist the student to overcome the clinical difficulties

- 3) The student will be given the opportunity to review the finalized plan.
- 4) The student, the Faculty members and the Preceptor, if applicable, will sign and date the plan, thereby agreeing to the conditions outlined.
- 5) The signed PIP will be placed in the student's clinical file. The student, the Faculty member(s) and the Preceptor, if applicable, and the Department Chair will receive a copy of the plan.
- 6) In the event that the PIP is seen but not signed by the student, the student will be temporarily removed from the clinical/lab area pending mediation between the student, Faculty member, the Department Chair and the Dean, as necessary.
- 7) An evaluation of student performance will take place with the Faculty member(s) and the Preceptor, if applicable, at the end of the time frame specified in the plan. The follow-up evaluation will be placed in the student's clinical file.
- 8) During implementation, the PIP may be amended as needed.
- 9) Following a VW or debarment from a course, it is the student's responsibility to notify subsequent clinical/lab instructor of an existing PIP, prior to the first day of the course.

Five options are available to the academic member(s):

- 1) If the student performance is considered to be satisfactory, at expected level, the plan is completed.
- 2) If the student shows some improvement in clinical/lab performance by the end of the course and meets minimum requirements in the clinical/lab course, the student will receive a passing grade and the PIP will follow the student into the next clinical course. The student will be notified that the PIP will be shared by the current Faculty member with the Faculty member involved in the subsequent clinical/lab course. The student will be required to contact the subsequent Academic member to address the PIP. The Faculty member of the subsequent clinical/lab course, in collaboration with the student, will review and amend the existing PIP.
- 3) If student performance does not improve and evidence of unsafe clinical/lab practice is apparent, the debarment policy is initiated.
- 4) Notwithstanding the above and the time frame set as part of the Performance Improvement Plan, the debarment policy may be invoked immediately if further evidence of unsafe clinical/lab practice is apparent.
- 5) If student performance is unsatisfactory, the student receives a failing grade in the course.

**The student is expected to continue to utilize strategies identified in the PIP to promote continued growth and satisfactory performance in subsequent clinical/lab courses.**