

FACULTY OF HEALTH STUDIES

Subject:	Students Experiencing Difficulties in Clinical/Lab Practice	Date:	April 6, 2005
Department:	Nursing Psychiatric Nursing	Revised:	Apr 30, 2014/ Oct 28, 2015/Nov 25, 2019/ Apr 7, 2022/Dec 9, 2025
Programs:	Bachelor of Nursing Bachelor of Science in Psychiatric Nursing	Approved at HS Faculty Council:	January 26, 2026
		Approved at Senate:	February 24, 2026

DEFINITIONS:

Performance Improvement Plan: A Performance Improvement Plan (PIP) is an approved written document that is implemented for a student who is experiencing more than expected difficulties in clinical/lab courses. The purpose of a PIP is to identify areas requiring support and strategies to achieve success. 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 more than expected difficulties, and are requiring additional support in order to meet the course objectives of a clinical practice/lab course, the Faculty member(s) will make a reasonable effort to assist the student to grow and develop competence. A PIP may be developed for a student who is required to improve and enhance their clinical skills and/or performance in order to obtain the required level of competence.

The following procedure will be implemented:

- 1) The Faculty member(s) 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 member(s), in collaboration with the student, will develop and initiate a PIP. This plan will include:

- Evidence that the performance has been unsatisfactory,
 - Specific expectations for the student 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. The signed copy of the plan will be held by the applicable faculty member.
 - 5) The student, the Faculty member(s), the Clinical Education Coordinator (if applicable), and the Preceptor (if applicable), and the Department Chair will receive an electronic copy of the plan.
 - 6) The departmental office assistant will place a PIP notification form in the student's clinical file.
 - 7) If the student refuses to sign the PIP, the PIP will remain in place and the Faculty member will note the date it was reviewed with the student and their decision to not sign the document. A copy of the PIP will be sent to the student's BU email account.
 - 8) 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. Once the PIP is closed, the final signed copy will be placed in the student's clinical file.
 - 9) During implementation, the PIP may be amended as needed.
 - 10) Following a Voluntary Withdrawal or removal 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, the student may receive a passing grade and the PIP will be carried forward 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/unprofessional clinical/lab practice is apparent, the Unsafe/Unprofessional Clinical/Laboratory Practice policy is initiated.
- 4) Notwithstanding the above and the time frame set as part of the Performance Improvement Plan, the Unsafe/Unprofessional Clinical/Laboratory Practice policy may be invoked immediately if further evidence of unsafe/unprofessional 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.