**Cause for Concern Process**

**Urgent 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.

Mentor 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/mentor/link lecturer.

**OBJECTIVES MET**

Mentor and student review action plan.

**OBJECTIVES NOT MET**

Mentor completes a Cause for Concern form and documents the following in student’s practice book:

- Identify clearly the failed practice outcomes
- Complete formative feedback
- Complete summative feedback, clarifying the reasons for failure.

Mentor to discuss the action plan required with Education Champion/link team.

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

- Collect photocopy of cause for concern form
- Check student practice document has been completed
- Inform personal tutor.

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

Revised May 2016
**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. (Mentors must always follow SUI policy)

  Mentor 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.

  Mentor 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 and Placement Education Lead
  - Review evidence
  - Decide on appropriate course of action
  - Inform Placement Education Lead of outcome within 5 working days of receiving evidence.

For examples of action plans, please visit the mentor portal at [www.anglia.ac.uk/mentors](http://www.anglia.ac.uk/mentors)

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

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