



Crumlin | Temple Street | Tallaght | Connolly

CHI Guideline on Supporting Nursing Students with a Disclosed Disability on Clinical Placement

Area of use:	All of organisation <input checked="" type="checkbox"/>	CHI at Connolly <input type="checkbox"/>	CHI at Crumlin <input type="checkbox"/>
	CHI at Herberton <input type="checkbox"/>	CHI at Tallaght <input type="checkbox"/>	CHI at Temple Street <input type="checkbox"/>
Lead author & title:	Name: Naomi Bartley Title: Nurse Tutor, Centre of Children's Nurse Education		
Approved by & title:	Name: Grainne Bauer Title: Chief Director of Nursing		
Version:	Version 1	Approval date:	2 nd February 2023
Qpulse reference:	CHINEC-SDDCP-02-2023-V1	Revision due:	February 2026
Version History			
Version:	Date approved:	Summary of changes:	Author:

Contents

1.0	Guideline Statement	3
1.1	Clinical Contact Person (CCP) for Disability.....	3
1.2	Acknowledgements.....	3
2.0	Scope	3
3.0	Purpose of this Guideline	3
4.0	Guidelines on Supporting Nursing Students with a Disclosed Disability on Clinical Placement	4
4.1	Confidentiality	4
4.1.1	Retention of records	4
4.2	Reasonable Accommodations.....	4
4.3	Key Support Staff	4
4.4	Role of the Clinical Contact Person (CCP)	5
4.5	Role of Clinical Placement Coordinator (CPC) / Post-Registration Programme Clinical Coordinator (PRCC).....	5
4.6	Role of Student Allocation Liaison Officers.....	5
4.7	Role of Nurse Practice Development Coordinators	5
4.8	Role of Clinical Staff	5
4.9	Role of the Student	6
4.9.1	Disclosure	6
4.10	Additional Expectations of Nursing Students.....	6
5.0	Support Pathway to Clinical Practice	6
6.0	Glossary of acronyms, terms and definitions Definitions/Terms	7
6.1	Legislative Background.....	8
7.0	Monitoring, Audit and Evaluation	8
8.0	Key Stakeholders	8
9.0	Communication and Training	8
10.0	References	8
Appendix 1: Disability Procedures of Affiliated Higher Education Institutes		10
Appendix 2: Meeting record for Review of Needs Assessment & Reasonable Accommodations		11
Appendix 3: Clinical Contact Person (CCP) for Disability in CHI		13

1.0 Guideline Statement

In Ireland, 13.5% of the population has a disability (NDA 2018) and the numbers of students with a disclosed disability in third level education are increasing annually (Association for Higher Education Access and Disability (AHEAD) 2022a). Children's Health Ireland (CHI) is committed to promoting clinical learning environments that support nursing students with a disability during their clinical placements. Students with a disability are assessed at the same standard as their peers and they are required to fulfill the required competencies for their programme. The purpose of this guideline is to provide information for nursing students and staff members on supporting students who disclose a disability, and also to provide a structured and standardised process through which this support is delivered. This guideline supports the full participation of nursing students with a disability in the workplace and a collaborative approach between the student and CHI as an organisation. The guideline should be used in partnership with the relevant policies and procedures of affiliated Higher Education Institutes (HEIs), displayed in Appendix 1.

1.1 Clinical Contact Person (CCP) for Disability

The clinical contact person for students with a disclosed disability may differ across CHI sites (for example, this person may be employed as a Clinical Placement Coordinator (CPC), Post-Registration Programme Clinical Coordinator (PRCC), Nurse Practice Development Coordinator (NPDC)). For clarity, the term Clinical Contact Person (CCP) is used throughout this guideline to represent the designated contact person for all nursing students with a disclosed disability in their individual clinical site, regardless of their working/local title.

1.2 Acknowledgements

This guideline is adapted and developed from original work of Naomi Bartley, Nurse Tutor in the Centre of Children's Nurse Education, and Doris O'Toole, Clinical Placement Coordinator in CHI at Temple Street.

2.0 Scope

These guidelines are applicable to:

- Nursing students with a disclosed disability, undertaking a nursing registration programme (level 8)
- Registered nurses and staff who support nursing students with a disclosed disability in clinical learning environments

2.1 Employees: All full-time, part-time and fixed term employees employed by Children's Health Ireland are covered by this guideline.

2.2 Agents: Agents may be employees of suppliers, volunteers, students on placement or any other individuals associated with Children's Health Ireland. All such agents are covered by this guideline.

3.0 Purpose of this Guideline

The purpose of the guideline is to promote a standardised support structure for nursing students with a disclosed disability. The guideline will ensure that nursing students who have disclosed a disability:

- Are supported to participate fully in their clinical placements
- Receive appropriate, standardised support
- Are treated with respect and dignity
- Receive equitable opportunities, in line with all nursing students in the clinical learning environment
- Are assured of confidentiality, in accordance with Data Protection legislation (further information: 4.1)
- Are protected in line with relevant disability legislation (further information: 6.1)

This is a controlled document. While this document may be printed the electronic version posted on Qpulse is the controlled copy and can only be guaranteed for 24 hours after downloading.

4.0 Guidelines on Supporting Nursing Students with a Disclosed Disability on Clinical Placement

4.1 Confidentiality

All information in relation to a student's disclosed disability is treated in confidence, in accordance with Data Protection legislation (Government of Ireland 1988- 2018). Once registered with their HEI disability support service, the student will agree what information will be shared and with whom. Not all information about a student's disability may be relevant to clinical placements and should therefore only be shared if/when required. This will be reviewed regularly by the student in conjunction with their HEI's disability support service, as changes may emerge as their registration programme progresses. At all times, there must be written agreement with the student on what information will be shared and with whom. The relevant staff member who is responsible for nursing students with a disability in the clinical environment will be informed of a student's requirement for reasonable accommodations, when and if the student consents in writing to sharing this information. The student is encouraged to discuss these issues with relevant clinical staff as necessary during their placement. Confidentiality should be protected at all times.

4.1.1 Retention of records

The *Review of Clinical Needs Assessment & Reasonable Accommodations* form (Appendix 2) should be filed electronically in a secure folder on a password-protected computer for the duration of the student's programme. This document will be deleted 13 months after the student has completed the programme or exited the programme, **or sooner** if specifically requested by the student.

4.2 Reasonable Accommodations

Nursing students with a disability may need reasonable accommodations to enable them to fully participate in their clinical placements. A reasonable accommodation is a modification that reduces any disadvantage caused by an impairment or medical condition (AHEAD 2022b) and is defined as:

'A reasonable accommodation can be any means of providing special treatment or facilities if, without such accommodations it would be impossible or unduly difficult for the person to avail of the service provided by the educational establishment' (The Equal Status Act 2000, Section 4, p 9).

Legislation requires CHI and HEIs to provide appropriate measures to enable nursing students with a disability to undertake and participate fully in their training programme, unless these accommodations cause a disproportionate burden (Employment Equality Acts 1998-2015). Examples of reasonable accommodations include; time allowances, providing/facilitating the use of assistive technology, shift preferences, or providing a quiet space for completing documentation. Further examples and specific information on reasonable accommodations can be found within Appendix 1. Students are individually assessed by the disability support/liaison team in their HEI to determine if they require reasonable accommodations, following which clinical staff are informed as/when necessary.

4.3 Key Support Staff

Key support persons include:

- Clinical Contact Person
- Clinical Placement Coordinators (CPCs)
- Post-Registration Programme Clinical Coordinators (PRCCs)
- Student Allocation Liaison Officers
- Nurse Practice Development Coordinators (NPDCs)
- Clinical Staff

4.4 Role of the Clinical Contact Person (CCP)

A CCP is a designated and specific role to oversee the standardised support processes required to effectively support nursing students with a disclosed disability. Details of CCPs in CHI sites are available in Appendix 3. Responsibilities of this role include:

- Coordination of communication between the clinical site, HEI staff, HEI disability support staff, the student and others as required
- Review of HEI reports, which outline a student's support needs and/or reasonable accommodations and consider individual reasonable accommodations (**Note:** *While the title of these documents vary across the HEIs, the principles are similar.*)
- Facilitate a pre-placement meeting with the student (to discuss their required reasonable accommodations and support needs, and identify which clinical staff need to be made aware of accommodations).
- Record the content and outcomes of this meeting on *the Review of Clinical Needs Assessment & Reasonable Accommodations form* (Appendix 2).
- Arrange for the required reasonable accommodations to be implemented in the clinical area.
- Provide disability information and training to members of the clinical staff involved in teaching and supporting students with disabilities, as required.
- Advise and support both staff and students throughout clinical placements
- Meet with individual students, to discuss the effectiveness/availability of reasonable accommodations
- Review reasonable accommodations at the end of each placement and in line with HEI requirements

4.5 Role of Clinical Placement Coordinator (CPC) / Post-Registration Programme Clinical Coordinator (PRCC)

The CPC/PRCC is a key support role and source of information for students and staff. Once the student consents to information-sharing with the CPC/ PRCC, they can discuss reasonable accommodations with the relevant clinical staff/student and review the effectiveness of support available. CPCs and PRCCs aim to ensure full inclusion and participation for the student throughout their placements.

4.6 Role of Student Allocation Liaison Officers

Allocation officers are available to support any required adjustments to the student's clinical placements or working hours, while ensuring the standards and requirements of nursing programmes are met.

4.7 Role of Nurse Practice Development Coordinators

Nurse Practice Development Coordinators (NPDCs) are available as a source of information and support for both staff and students. They hold an oversight role to ensure the standards and requirements of nursing programmes are met. In some sites, NPDCs may hold the CCP role.

4.8 Role of Clinical Staff

Clinical staff include: preceptors, staff nurses (SNs), Clinical Nurse Managers (CNM) and Clinical Nurse Education Facilitators (CNEF). The CCP /CPC /PRCC liaise with clinical staff to ensure reasonable accommodations are in place and give relevant information and support. All clinical staff are available to support the student and are required to maintain confidentiality.

This is a controlled document. While this document may be printed the electronic version posted on Qpulse is the controlled copy and can only be guaranteed for 24 hours after downloading.

4.9 Role of the Student

4.9.1 Disclosure

The student is strongly advised to disclose their disability in order to avail of support and reasonable accommodations. It is important to note that if a student chooses not to disclose their disability, they are unable to avail of any required reasonable accommodations (Halligan and Howlin 2016, UCD 2015, TCD 2013). There is no legal obligation for an individual to disclose their disability (TCD 2013, AHEAD 2008). The student has the right to choose whether or not to disclose, when to disclose, what information to disclose and to whom. If the student prefers, the CCP can disclose to clinical staff on their behalf, but there must be consensus about the extent of the information to be shared and with whom.

Nursing students must consider the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (2021);

'You are responsible and accountable for your own health and wellbeing. If you become aware that your own health is affecting your ability to practice safely, you must get help to manage your condition' (NMBI 2021, p15)

'You must be competent to practice safely as a nurse or midwife. If there are limitations to your competency, you and your employer should address them so that you can practice safely and within your scope of practice' (NMBI 2021, p 16)

Where a student does not wish to disclose their circumstances beyond the CCP, but their disability may pose a potential risk to patients or staff, the CCP should advise the student that confidentiality may be overruled in the interests of patient safety (UCD 2016). In some cases, consideration may need to be given to whether the clinical placement can proceed. Any concerns should be discussed with the student, relevant HEI disability support staff, and the student's personal/link tutor.

4.10 Additional Expectations of Nursing Students

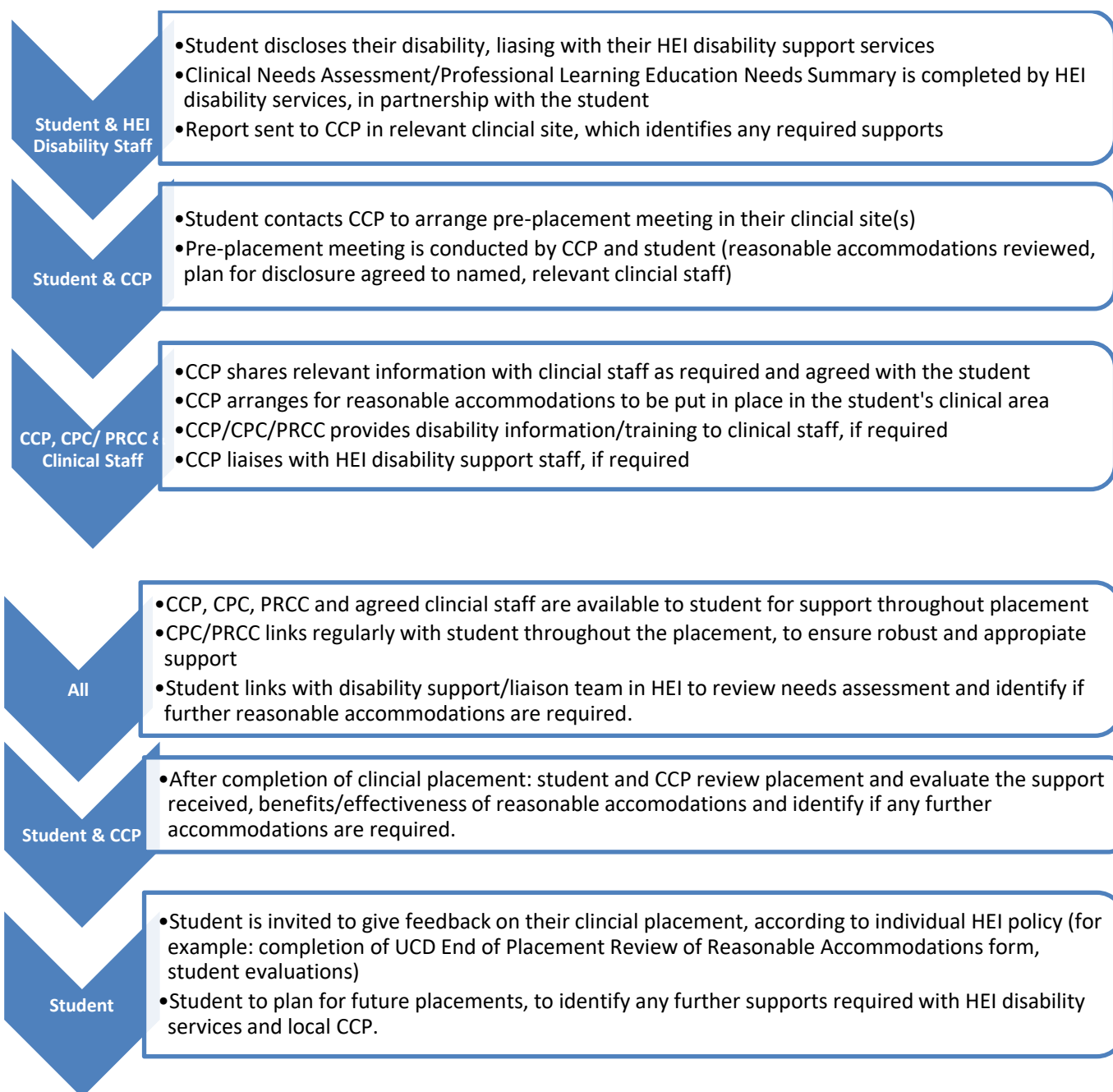
Seek advice and support when required, in a timely manner

- Update the HEI disability service/ CCPs of any changes in their support needs, in a timely manner
- Regularly review individual reasonable accommodations, especially before commencing new clinical placements (UCD 2015)

5.0 Support Pathway to Clinical Practice

A structured pathway is followed once a nursing student discloses a disability and a HEI disability team identifies that reasonable accommodations are required during clinical placements. This pathway outlines a structured and standardised process for effectively managing students with a disclosed disability in CHI and identifies how relevant information is shared. The pathway is illustrated in Figure 1 overleaf.

Figure 1: Support Pathway to Clinical Practice



6.0 Glossary of acronyms, terms and definitions Definitions/Terms

Disability is defined as: “A substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State, or to participate in social or cultural life in the State, by reason of an enduring physical, sensory, mental health or intellectual impairment.” (Government of Ireland 2005:6).

Clinical Contact Person (CCP) for Disability: The designated contact person for nursing students with a disclosed disability in their clinical site.

6.1 Legislative Background

Legislation exists to protect individuals with a disability. The legislation requires employers to take reasonable steps to accommodate the needs of employees with disabilities. The key Acts relating to disability are:

- The Employment Equality Acts (1998-2015)
- The Equal Status Acts (2000 -2015)
- The Disability Act (2005)

7.0 Monitoring, Audit and Evaluation

This guideline will be reviewed and updated at least every three years by the document author, or earlier if required due to updated guidance, evidence or legislation. Compliance with key principles or procedures described within this guideline should be audited by NPDCs/CCPs on an annual basis. Evaluation and Audit includes:

- Feedback from nursing students with a disclosed disability
- Feedback from support staff on these guidelines; to contribute to ongoing guideline development

8.0 Key Stakeholders

The following Key Stakeholders were consulted in, and contributed to, the development/review of this document:

Name	Title / Role	Department / Organisation
Dr Stacey Power Walsh	Lecturer/Assistant Professor	UCD
Doris O’ Toole	Clinical Placement Coordinator	CHI at Temple Street
Dr Claire Magner	Lecturer/Assistant Professor	UCD
Caitriona Dennehy	Nurse Tutor	CCNE
Members of: A) The Short Life Working Group on Student Allocations B) CHI Nurse Education Committee		

9.0 Communication and Training

All approved PPPGs will be available on the hospital platform. Clinical Nurse Managers must ensure that their staff are aware of all PPPGs relevant to their role and have access to same. Education and training will be delivered within the Preceptorship Programme in the Centre of Children’s Nurse Education (CCNE) and within clinical areas when required (by CCPs, CPCs, PRCCs, CNEFs).

10.0 References

Association for Higher Education Access and Disability (2022a) *Students with Disabilities Engaged with Support Services in Higher Education in Ireland 2020/21*. AHEAD, Dublin.

Association for Higher Education Access and Disability (2022b) *Reasonable Accommodations at Work*. AHEAD, Dublin. Available at <https://ahead.ie/employer-accommodations> (last accessed 13/10/22).

AHEAD (2008) *Good Practice Guidelines for the Providers of Supports and Services for Students with Disabilities in Higher Education*. AHEAD, Dublin

Association for Higher Education Access and Disability (2013) *A Guide to Disclosure*. AHEAD, Dublin.

This is a controlled document. While this document may be printed the electronic version posted on Qpulse is the controlled copy and can only be guaranteed for 24 hours after downloading.

Halligan, P. and Howlin, F. (2016) *Supporting Nursing and Midwifery Students with a Disability in Clinical Practice: A Resource Guide*. Dublin: UCD.

Government of Ireland (1988, 2003, 2018) *Data Protection Acts*. Available at: <https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html> (last accessed 29/09/22)

Government of Ireland (2005) *Disability Act 2005*. <https://www.irishstatutebook.ie/eli/2005/act/14/enacted/en/html> (last accessed 29/09/22)

Government of Ireland (1998-2015) *Employment Equality Acts 1998 to 2015*. Available at: <https://www.irishstatutebook.ie/eli/1998/act/21/enacted/en/html> (last accessed 29/09/22)

Government of Ireland (2020-2015) *Equal Status Acts*. Available at: <https://www.irishstatutebook.ie/eli/2000/act/8/enacted/en/html> (last accessed 29/09/22)

National Disability Authority (2018) *NDA Factsheet 1: Disability Statistics*. Available at: <https://nda.ie/file-upload/nda-factsheet-disability-statistics-briefing-information.pdf> (last accessed 13/10/22)

Nursing and Midwifery Board of Ireland (2021) *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives*. NMBI, Dublin.

Trinity College Dublin (2013) *Guide for Students with Disabilities on Professional Placement*, TCD; Dublin. Available at: <https://www.tcd.ie/disability/assets/doc/pdf/Guide%20for%20Students%20with%20Disabilities%20on%20Placement.pdf> (last accessed 13/10/22)

University College Dublin (2015) *UCD Access & Lifelong Learning Placement Planning Guidelines for Students with Disabilities*. UCD: Dublin.

Appendix 1: Disability Procedures of Affiliated Higher Education Institutes

The guideline should be used in partnership with the relevant policies and procedures of affiliated Higher Education Institutes (HEIs), displayed in this appendix.

Dublin City University (DCU)

- Dublin City University Disability and Learning Support Service (DLSS): <https://www.dcu.ie/disability>
- Dublin City University (2022) *Planning for Clinical Placements*, available at: <https://www.dcu.ie/disability/placement-planning>
- Dublin City University (2014) *Student Nurses Guidelines. Steps for Student Nurses with Disabilities before attending Clinical Placement*. DCU: Dublin. Available at: https://www.dcu.ie/sites/default/files/students_disability/DCU%20SSNDP%20Guidelines%20for%20Student%20Nurses%202014.pdf
- Dublin City University (2014) *Disability & Learning Support Service. Code of Practice for Students*. DCU: Dublin, Available at: <https://www.dcu.ie/disability/policies-and-procedures>

Trinity College Dublin (TCD)

- Trinity College Dublin Disability Services: <https://www.tcd.ie/disability/>
- Trinity College Dublin (2019) *Information for Teaching & Professional Staff*, TCD: Dublin. Available at: <https://www.tcd.ie/disability/teaching-info/index.php>
- Trinity College Dublin (2013) *Guide for Students with Disabilities on Professional Placement*, TCD; Dublin. Available at: <https://www.tcd.ie/disability/assets/doc/pdf/Guide%20for%20Students%20with%20Disabilities%20on%20Placement.pdf>
- Trinity College Dublin (2018) *Reasonable Accommodation Policy for Students with Disabilities and the associated Code of Practice (Appendix 1)*. TCD; Dublin. Available at: <https://www.tcd.ie/disability/assets/pdf/RA-Policy.pdf>

University College Dublin (UCD)

- University College Dublin Access & Lifelong Learning Services: <https://www.ucd.ie/all/ucdstudents/support/disabilitysupport/>
- Halligan, P. and Howlin, F. (2016) *Supporting Nursing and Midwifery Students with a Disability in Clinical Practice: A Resource Guide*. UCD: Dublin.
- UCD (2015) *UCD Access & Lifelong Learning Placement Planning Guidelines for Students with Disabilities*. UCD: Dublin. Available at: <https://www.ucd.ie/all/t4media/Placement%20Planning%20Guidelines%20For%20Students%20with%20Disabilities.pdf>

Appendix 2: Meeting record for Review of Needs Assessment & Reasonable Accommodations

REVIEW OF CLINICAL NEEDS ASSESSMENT & REASONABLE ACCOMMODATIONS

Student Name			Student Group & Year	
CHI base (parent) hospital	Crumlin <input type="checkbox"/>	Temple Street <input type="checkbox"/>	Tallaght <input type="checkbox"/>	
University	DCU <input type="checkbox"/>	TCD <input type="checkbox"/>	UCD <input type="checkbox"/>	
Clinical Placement		CHI Site (✓ all that apply)	Crumlin <input type="checkbox"/>	Temple Street <input type="checkbox"/>
			Tallaght <input type="checkbox"/>	Connolly <input type="checkbox"/>
Placement Commencement Date				

Reasonable Accommodations Discussed & Clarified (as per HEI Clinical Needs Assessment)

Yes No (If 'no' please explain in comments section below)

Reasonable Accommodations identified in Clinical Needs Assessment *Include list from the HEI Clinical Needs Assessment report*

- [Add in reasonable accommodations]
- [Add / delete lines as needed]
- [Add / delete lines as needed]
- [Add / delete lines as needed]

Permission from the student to discuss reasonable accommodations with clinical staff in relevant Children's Health Ireland sites (tick as many as appropriate)

Role	Permission to inform	Comment
Preceptors	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Clinical Nurse Manager 1	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Clinical Nurse Manager 2	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Clinical Nurse Education Facilitator	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Clinical Placement Coordinator / Post-registration Programme Clinical Coordinator	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Student Allocations Liaison Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Others (Give details)		

Reasonable accommodations while on clinical placement: *discussed and agreed between the Student and the Clinical Contact Person*

Click or tap here to enter text.

Additional Comments

Click or tap here to enter text.

To be completed by student

I agree to discuss any reasonable accommodations I require with the specified staff members upon commencing my placement.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that it is my responsibility to disclose and discuss my disability to relevant staff members.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to the Clinical Placement Coordinators / Post-registration programme Clinical Coordinator / Clinical Contact Person discussing issues around my disability and reasonable accommodations with relevant staff members, as indicated above and as required prior to or during my placement	Yes <input type="checkbox"/> No <input type="checkbox"/>

Student Signature:

Date: Click or tap to enter a date.

Clinical Contact Person

Signature:

Date: Click or tap to enter a date.

Role:

Appendix 3: Clinical Contact Person (CCP) for Disability in CHI

The list below displays the designated CCP in CHI sites.

CHI Site	Clinical Contact Person	Contact Details
CHI at Connolly	Siobhan O Connor, Nurse Practice Development Coordinator	Siobhan.OConnor@tuh.ie
CHI at Crumlin	Carol Hilliard, Nurse Practice Development Coordinator	Carol.hilliard@olhc.ie
CHI at Tallaght	Siobhan O Connor, Nurse Practice Development Coordinator	Siobhan.OConnor@tuh.ie
CHI at Temple Street	Doris O Toole, Clinical Placement Coordinator	Doris.O'Toole@cuh.ie