

School of Nursing and Midwifery, Trinity College Dublin, 24 D'Olier Street, Dublin 2

Tel: + 353 (0)1 896 2692 | Fax: + 353 (0)1 896 3001

Email: nursing.midwifery@tcd.ie | Web: nursing-midwifery.tcd.ie/

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TCD SNM

The building is not open at weekends or during College holidays.

This course handbook should be read in conjunction with the University of Dublin Calendar. Contents are subject to change. © School of Nursing and Midwifery and associated Health Service Providers.

Alternative formats of this course handbook can be made on request.

September 2023

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Information contained in this Course Handbook relates to a standard year structure and delivery.

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#### 1. Welcome

Welcome to the Honours Degree programme in Bachelor in Science (Midwifery) (B.Sc. (A. Obs.)) and Bachelor in Science (Nursing) (B.Sc. (Cur.))/Bachelor in Science Children's and General Nursing Integrated. This handbook, in conjunction with the College Calendar, provides students with information which they require as they proceed through their courses. The course teams wish you every success as you pursue your studies with the School of Nursing and Midwifery and our associated Health Service Providers.

In the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in this Course Handbook, the provisions of the General Regulations in the Calendar will prevail:

http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf

All queries relating to the nursing or midwifery programmes can be emailed to the undergraduate administrative team at: mnugrad@tcd.ie

All queries relating to **practice placement/clinical allocations** should be emailed directly to: **TCDAllocations@tcd.ie** 

## Always include your year and student number in all correspondence with the course team.

Director of Undergraduate Teaching and Learning	Dr Aileen Lynch
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Director of Midwifery Programmes	Dr Vivienne Brady
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Junior Fresh (First Year) Course Coordinator	Dr Margarita Corry
Senior Fresh (Second Year) Course Coordinator	Ms Fiona Murphy
Junior Sophister (Third Year) Course Coordinator	Dr Melissa Corbally
Senior Sophister (Fourth Year) Course Coordinator	Dr Patricia Cronin

Administrative Officer, Undergraduate Programmes Karen Smith

Executive Officer Junior Fresh	Bethan Kavanagh
Executive Officer Senior Fresh	Tamara Pullen-Byrne

Executive Officer Junior Sophister Otley Cullen Executive Officer Senior Sophister Ken Coogan

Senior Executive Officers

Lisa Battersby

Erica Campbell

Clinical Allocations Officer and

Head of International Student Clinical Placements

Administrative Officer Clinical Allocations (Junior Fresh)

Administrative Officer Clinical Allocations (Senior Fresh)

Administrative Officer Clinical Allocations (Junior Sophister)

Administrative Officer Clinical Allocations (Senior Sophister)

Mary Kelly

Prof Amanda Phelan

#### 2. Course Structure

Throughout the midwifery and nursing programmes, students will study the following components: Midwifery or Nursing, Biological Sciences, Sociology and Psychology. This content is organised into modules that are delivered over the academic year. The academic year consists of two semesters over three terms: Michaelmas term (Aug-Dec), Hilary Term (Jan-Apr) and Trinity term (April-May). The modules are either shared (relevant to both the midwifery and nursing professions) or profession/discipline specific (relevant to either the midwifery or nursing profession). At the end of each year of the course, students will receive a finalised mark for each of their modules. Students are required to pass all modules to progress to the next year of their course.

Teaching and assessing strategies used in the midwifery and nursing courses are varied and correlate with the level of learning expected as students progress through their courses. These strategies include lectures, tutorials, practicals, seminars, interactive discussions, group work, simulations, online learning and assessment, and reflective practice. A list of modules for each course is available in **Appendix 1 Assessment Schedules**. Assessment schedules are subject to change and students will be notified of updates by email to their TCD email account. Module descriptors are available for all students to review on the Student Information and Timetabling System (SITS). To access module descriptors, go to <a href="https://my.tcd.ie/">https://my.tcd.ie/</a> and use student College login details.

The Year Planners summarise when the theory and practice components of each course are delivered each year. The Year Planners can be viewed in **Appendix 2**.

## 3. Registration

Students **must** register as students of Trinity College Dublin, the University of Dublin, (see Trinity College Dublin, the University of Dublin Calendar, Part II - Undergraduate Regulations) by the end of the first week of the programmes. The Academic Registry issues an 'Invite to Register' intray message to all new entrants and continuing students eligible to register for the forthcoming academic year through their <a href="https://my.tcd.ie/">https://my.tcd.ie/</a> portal (<a href="https://mww.tcd.ie/academicregistry/student-registration/">https://mww.tcd.ie/academicregistry/student-registration/</a>).

All midwifery/nursing undergraduate students must be registered/eligible to register with College <u>before</u> commencing practice placement in their allocated health service provider. The dates of commencement of practice placement for each course are available in the year planner (refer to Appendix 2 Year Planners). Students who are not registered or not eligible to register will <u>not</u> be permitted to attend practice placement. Garda clearance must be successfully completed before students can enter clinical placement. The Trinity College Dublin student identity card must be carried by students at all times while in Trinity College Dublin and within the partner health service providers.

**Junior Fresh year only** - Within thirty days of the commencement of the nursing/midwifery registration education programme, the student is required to apply to the Nursing and Midwifery Board of Ireland to have their name entered on the Candidate Register and be issued with a Personal Identification Number (PIN). The Student (Candidate) User Guide is

available here: <a href="https://www.nmbi.ie/NMBI/media/NMBI/NMBI-Student-(Candidate)-User-Guide.pdf?ext=.pdf">https://www.nmbi.ie/NMBI/media/NMBI/NMBI-Student-(Candidate)-User-Guide.pdf?ext=.pdf</a>.

## 4. European Credit Transfer System (ECTS)

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility, and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a **measure of the student input or workload** required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, clinical skills classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits (ECTS). One credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

## ECTS credits are awarded to a student only upon successful completion of the course year.

Progression from one year to the next is determined by the course regulations. Students who fail a year of their course will not obtain credit for that year even if they have passed components of the courses. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed. The Trinity Graduate Attributes represent the qualities, skills and behaviours that students have the opportunity to develop as a Trinity student during the entire university experience (see **Appendix 3** Trinity Graduate Attributes).

## 5. Support services for students

The University provides a wide range of student facilities including a health service, counselling services, family friendly /work-life balance initiatives, chaplaincy, accommodation, careers advice, students' union and study skills workshops. These services are freely available to all students, as is the College's unique tutorial support service <a href="https://www.tcd.ie/seniortutor/about/">https://www.tcd.ie/seniortutor/about/</a>. You can ask your Tutor for advice and guidance about anything and they will point you in the right direction. Student Services has summarised the support services provided to students: <a href="https://www.tcd.ie/seniortutor/about/">Student Services</a>.

## **5.1 Essential Resources**

* Blackboard Learn	https://mymodule.tcd.ie
MyZone (Student Email)	https://myzone.tcd.ie/

Student Information and	https://my.tcd.ie
Timetabling System (SITS)	

## **5.2 Academic Support**

* Student Learning Development; Appendix 4	http://student-learning.tcd.ie/
The Library	http://www.tcd.ie/library/
Disability Service; Appendix 5	http://www.tcd.ie/disability/
Careers Service	http://www.tcd.ie/Careers/

# **5.3 Health and Wellbeing Support**

Student Counselling	http://www.tcd.ie/Student_Counselling/
Health Centre	http://www.tcd.ie/collegehealth/
Sport	http://www.tcd.ie/Sport/
Healthy Trinity	http://www.tcd.ie/healthytrinity/
Student2Student; Appendix 6	http://student2student.tcd.ie/
Chaplaincy	http://www.tcd.ie/Chaplaincy/

# 5.4 Getting Involved

Students' Union	http://www.tcdsu.org/
Clubs	http://www.tcd.ie/Sport/student-sport/
Societies	http://trinitysocieties.ie/
Volunteering	http://www.tcd.ie/civicengagement/
Entrepreneurship/Tangent	http://www.tcd.ie/tangent/

# **5.5 Financial Support**

Senior Tutor's Office	http://www.tcd.ie/seniortutor/students/undergraduate/fi
	nancial-assistance/
Students' Union Welfare Loans	http://www.tcdsu.org/welfare-equality
Bursaries/Prizes (Undergraduate)	http://www.tcd.ie/calendar/undergraduate-studies/ (Part D: Prizes and other awards)
Scholarships	http://www.tcd.ie/study/undergraduate/scholarships- funding/

## **5.6 Administrative Support**

Undergraduate Administrative Office	mnugrad@tcd.ie
* Your Tutor	http://www.tcd.ie/seniortutor/
Academic Registry	http://www.tcd.ie/academicregistry/

<sup>\*</sup> Further details below.

**Blackboard Learn** is a virtual learning environment and course management system used to communicate and share content relating to the nursing and midwifery courses. https://mymodule.tcd.ie

## **Student Learning Development**

Student Learning Development supports Trinity students reach their academic potential and offers a range of services including individual appointments, workshops and skills events. These services are designed to develop your skills in areas such as academic writing, self and time management, exam and assessment skills for students: <a href="https://student-learning.tcd.ie/">https://student-learning.tcd.ie/</a>.

The Student Learning Development **Blackboard module** has been developed to provide you with a range of resources that will help you develop your independent learning and academic skills. In this module, you will find audio and video files, downloadable documents as well as interactive websites and useful links on topics such as Essay Writing, Critical Thinking, Thesis Writing, Exam Skills, Literature Reviewing and much more. You can also find copies of presentations for all the workshops that are run over the academic year. The module is a self-enrol module and click on the 'Blackboard enrolment' link on the left for instructions on how to enrol: <a href="https://student-learning.tcd.ie/blackboard/">https://student-learning.tcd.ie/blackboard/</a>
Please also see **Appendix 4** for further details.

### **Tutorial Service**

Students undertaking a full-time undergraduate degree are normally assigned a College Tutor when they are admitted to College <a href="https://www.tcd.ie/seniortutor/about/">https://www.tcd.ie/seniortutor/about/</a>. Each College Tutor is a member of the academic staff who is appointed to look after the general welfare of the student and deal with student issues in an efficient and confidential manner. The College Tutor's role is to offer help and confidential advice on personal or broad academic issues. The College Tutor also acts as the student's advocate before the College authorities. Students are advised to contact their College Tutor early in their course of study and to maintain contact with them throughout their course of study.

Please note: The College Tutor is not a supervisor of studies. Students who require specific advice on course content or assessments are advised to consult with the Module Leader/lecturer or Course Coordinator as appropriate. Students may only change their College Tutor with the approval of the Senior Tutor. If a student has not been assigned a College Tutor, the Senior Tutor is the student's point of contact (email: <a href="mailto:stosec@tcd.ie">stosec@tcd.ie</a>). Refer to <a href="mailto:https://www.tcd.ie/seniortutor/students/undergraduate/">https://www.tcd.ie/seniortutor/students/undergraduate/</a> for more information on the role of the Tutorial Service.

### 6. Timetables

Timetables will be published on Blackboard Learn (https://mymodule.tcd.ie) and the student portal (my.tcd.ie) before the start of the academic year. Timetables are subject to change and students will be notified of updates by email to their TCD email account. Students are obliged to check their TCD email account on a regular basis.

## **6.1 Tutorial Groups**

Undergraduate students will be assigned to a tutorial group as soon as they register. These groups are used for mandatory skills, tutorials, practical classes, and workshops. If students are not assigned to a tutorial group on the system their my.tcd.ie timetable will not be accurate. Tutorial group information will be circulated to students and placed on Blackboard Learn as soon as they are assigned (https://mymodule.tcd.ie). Students must ensure that their name is included on the list and that they are attending classes for the correct group.

Please report any timetabling or tutorial group issues/queries as soon as possible to the School of Nursing and Midwifery Timetabling Officer: **Gillian O'Hanlon, email:** doylegi@tcd.ie

# 7. Professional Conduct, Social Media Guidance and Disciplinary Issues 7.1 Code of Professional Conduct and Ethics

All midwifery and nursing students are required to comply with the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2021) https://www.nmbi.ie/NMBI/media/NMBI/Code-of-Professional-Conduct-and-Ethics.pdf?ext=.pdf

## 7.2 Social Media Guidance

Students should familiarise themselves with NMBI's *Guidance to Nurses and Midwives on Social Media and Social Networking* (NMBI 2013) <a href="https://www.nmbi.ie/Standards-Guidance/Social-Media-Social-Networking">https://www.nmbi.ie/Standards-Guidance/Social-Media-Social-Networking</a>

## 7.2.1 Social Media and Social Networking: Top Tips for Student Nurses and Midwives



 $Image\ taken\ from: \underline{https://www.nmbi.ie/nmbi/media/NMBI/Publications/Tips-on-social-media-and-social-networking-for-nurses-midwives.pdf?ext=.pdf$ 

## 7.3 Disciplinary Issues

The regulations for all Trinity College students are set out in the in the University of Dublin Calendar https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf.

Any breach of the Code of Conduct and/or College regulations may be referred in the first instance, to the Director of Undergraduate Teaching and Learning in the School of Nursing and Midwifery. If College regulations have been breached, the matter may be reported to the Junior Dean. Cases raising Fitness to Practice (FTP) issues will be referred to either the Junior Dean or to the School of Nursing and Midwifery Fitness to Practice Committee as appropriate. Cases raising Fitness to Study issues will be managed as summarised in **Appendix 7**.

## 8. Attendance

Attendance at lectures, tutorials and practice placements is monitored. In order to progress to the next year of the course, students must ensure that their course work and their attendance at lectures, tutorials and practice placements is satisfactory and complete. Where a student's attendance is non-satisfactory over two semesters, the Senior Lecturer may refuse the student permission to sit annual assessments and the student may have to repeat the year (refer to the University of Dublin Calendar, Part II). Failure of the year due to non-compliance with attendance regulations cannot be used as grounds for an appeal.

Please note that full attendance is required at formal lectures, tutorials, practicals and practice placements on courses leading to registration in the nurses or midwives division of the Register of Nurses and Midwives in Ireland maintained by the Nursing and Midwifery Board of Ireland.

### 8.1 Attendance at Theory

Attendance at theory classes is monitored throughout the year by several methods including electronic card reader systems using student ID cards, sign-in sheets, random attendance spot checks and monitoring of online sessions. Absences will be recorded and monitored throughout the year. Students must always have their student card on their person when attending College. If a student's ID card is lost/stolen/not working, students must contact Academic Registry without delay for a replacement card <a href="https://www.tcd.ie/academicregistry/service-desk/id-cards/">https://www.tcd.ie/academicregistry/service-desk/id-cards/</a>.

For any period of absence, students should submit medical certificates to their College Tutor and to the Executive Officer for their year (<a href="mailto:mnugrad@tcd.ie">mnugrad@tcd.ie</a>) within three days of returning from an absence, so that it may be recorded. It is considered a breach of conduct to wrongly declare attendance for yourself or a colleague.

## 8.2 Attendance at Mandatory Clinical Skills Training

Mandatory clinical skills training which students complete in JF and JS are Heartsaver CPR (JF & JS), Patient Moving and Handling (JF & JS), CPI Safety Intervention (JF & JS) and Hand Hygiene (JF & JS). Failure to complete these mandatory clinical skills within the correct timeframe will result in students not being able to attend practice placement (refer University of Dublin Calendar, Part II).

Junior Fresh & Junior Sophister students are required to complete mandatory clinical skills before commencing practice placement. Due to hospital regulations, midwifery and nursing students will not be allowed on placement without having successfully completed mandatory skills and be in possession of the required certification. Certificates are issued on successful completion of the Heartsaver, CPI Safety Intervention, Patient Moving & Handling and Hand Hygiene sessions.

If absent from a mandatory skill session there may be a charge to repeat that skill training, unless a medical certificate or letter is provided.

Please report any issues/queries regarding clinical skills training as soon as possible to the School of Nursing and Midwifery Clinical Skills Manager: Freda Neill: <a href="mailto:neillf@tcd.ie">neillf@tcd.ie</a>.

#### 8.3 Attendance in Practice Placement

Prerequisites: students must comply with the regulations of the Health Service Provider regarding health screening, vaccinations and Garda vetting prior to commencement of practice placement. Failure to comply with health screening, vaccinations requirements or delays in Garda vetting, will result in the Health Service Provider refusing to allow the student attend practice placement.

Students **must complete online courses via HSELand** before proceeding to clinical placement. These online courses will be outlined to students when commencing the programme in September 2023.

In order to be eligible to progress to the next academic year, all time owing in practice must be repaid by Week 52 (as per the academic year planner). Permission to repay time owing in practice placements is awarded at the discretion of the Court of Examiners. Students who incur time owing/absences in practice placements are advised to consult the shared guidelines for further information, which are available in the Allocations folder on Blackboard Learn. Students should be mindful that any practice placement time owing must be repaid during their summer vacation.

In order to meet the requirements of NMBI, **Midwifery students ONLY** are permitted a 2-week grace period after the planned completion date of placement to complete any outstanding time.

Please see **Appendix 8** which summarises the support structures available to students while on clinical placement.

## 9. Participation and etiquette

## 9.1 Participation

Students must actively participate in all academic work throughout the period of the course. This includes participation in group work, discussions, projects, professional practice and any other course-related activity.

Students undertaking courses that lead to registration in a division of the Nurses' or Midwives' Register should be aware that The Nursing and Midwifery Board of Ireland requires the University and Health Service Providers to ensure that the student meets the educational and practice requirements of the course.

#### 9.2 Classroom and practice etiquette

In order to maintain an atmosphere that is conducive to education and learning for all students, classroom and practice etiquette must be observed. Students are expected to attend on time for all timetabled sessions, both theory and practice. If a student must leave prior to the end of a timetabled session, they must inform the lecturer/preceptor/relevant supervisor *prior to* the commencement of the session. Students arriving late may not be permitted to enter the session. Interactions and discussion within the teaching session should be curtailed to the content of the teaching session. Questions and comments should be directed to the lecturer and the class as a whole. Students should be respectful of the contribution of other students and the lecturer by actively listening to their views and opinions and refraining from talking.

Unless indicated by the lecturer/preceptor/relevant supervisor, use of mobile phones and pagers is considered inappropriate, and they must be turned off during all timetabled sessions.

**Recording of any content is not permitted without permission**. Students with disabilities may be permitted to record lectures and tutorials if as part of the needs assessment, it is

deemed a reasonable adjustment by the Disability Service. Students are advised that all recordings remain the property of the University and are for personal use only. https://www.tcd.ie/disability/support-and-resources/permission-to-record-lectures/

## 9.3 Consumption of food and beverages in classrooms

The consumption of food or beverages, with the exception of bottled water, is strictly prohibited in all teaching rooms and laboratories. Chewing gum is also prohibited.

#### 9.4 Misconduct and noise in rooms

All occupants of rooms in College will be held responsible for any misconduct in the rooms. This will include the making of noise deemed to be excessive.

## 10. Interruptions to the course

An interruption refers to any leave (other than annual leave and public holidays) which includes, but is not limited to sick leave, parental leave, maternity leave, compassionate leave, special leave, going off books or deferral of a year of the course. Considerations of any interruptions to the midwifery or nursing courses should be discussed with your College Tutor in the first instance.

All leave (excluding specified annual leave and public holidays) is considered an absence from the course. This includes all occasions where a student, for whatever reason, cannot attend the course's timetabled sessions and professional practice (i.e. sickness, negotiated special leave, transport problems, maternity leave, paternity leave etc.).

Students must apply through their College Tutor if they wish to go off books for any period, or if they wish to defer their course for a year. Please refer to the University of Dublin Calendar, Part II, General Regulations for further details pertaining to these procedures (https://www.tcd.ie/calendar/undergraduate-studies/).

Prior to returning from certified sick leave to practice placement, students must submit a medical certificate/doctor's letter stating that they have been deemed medically fit to do so (<a href="https://www.tcd.ie/academicregistry/student-cases/assets/world/fitnesstostudy.pdf">https://www.tcd.ie/academicregistry/student-cases/assets/world/fitnesstostudy.pdf</a>). The student is required to meet with their Nurse/Midwifery Practice Development Coordinator in the first week of returning to practice placement. It is the student's responsibility to contact their Nurse/Midwifery Practice Development Coordinator to arrange the relevant meeting. Please refer to the University of Dublin Calendar, Part II (<a href="http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf">http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf</a>) for further information.

It is the responsibility of individual students returning from certified sick leave to ensure that they are informed of any missed coursework.

### 10.1 Professional Reorientation

In certain cases, students who have been off books for any duration, with the permission of Senior Lecturer, may be required to undertake a **professional reorientation programme** 

before proceeding to the next year of their course. A professional reorientation fee may be levied.

In the interest of health and safety, students who are pregnant are required to notify their College Tutor, Course Coordinator and Allocations Office of their pregnancy at least **eight weeks** before their baby's expected due date. The Health Service Provider will then be informed by the School of Nursing and Midwifery so that an appropriate clinical placement can be arranged for the student.

Further information on the Supports for Student Parents, Student Carers and Students Experiencing Pregnancy can be found here: www.tcd.ie/about/policies/assets/pdf/student-parent-carer-and-pregnancy-policy.pdf

#### 11. Medical Evidence

Students who find themselves incapacitated by illness and unable to attend lectures, tutorials, examinations/assessments or practice placement should see their doctor immediately and request a medical certificate for the appropriate period. Such medical certificates should be copied to the student's College Tutor and to the Executive Officer for the year of the course (mnugrad@tcd.ie) and must be submitted within three working days. Please refer to the University of Dublin Calendar, Part II

(http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf) for further information.

### 12. Methods of Assessment

Students are assessed by a variety of methods e.g., examinations, projects, assignments, workbooks and practice placements.

The Assessment Schedule is provided in **Appendix 1 Assessment Schedules** and an **Assessment Criteria Grid** is available on Blackboard Learn and in **Appendix 9**.

The pass mark for all modules with a numerical mark is 50%.

Some modules are assessed using a variety of assessment methods/subcomponents, for example, a multiple-choice exam, an assignment and an online learning activity. **All module components must be attempted** to achieve a pass mark in that module. Progression is on an annual basis. Within a year students may carry failed modules from one semester to the next but not from one academic year to another; that is, they will not be able to rise to the next year of their programme until they have successfully completed the preceding year(s). For support and assistance regarding student learning, students are advised to contact the Student Learning Development Unit website: www.tcd.ie/Student\_Counselling/student-learning/.

Students who have permission to not submit an assessment at the Annual Session will be recorded as 'Absent' and will be required to resubmit the assessment in the Reassessment Session.

If a student is absent from an assessment in the Reassessment Session, there is no automatic right to a second attempt and therefore, students will fail the year and be required to repeat the year in full (Senior Sophister students cannot repeat SS year in full). Students who are absent from an assessment without permission from the Senior Lecturer may be excluded from the course.

Students are expected to read and comply with the policy on Academic Integrity in the Trinity College Dublin, the University of Dublin Calendar, Part II. Please also see Section 13 below.

## 12.1 Assignments

These regulations relate to essays, projects, case studies, care studies, dissertations, research critiques, research proposals, portfolios and other written assignments as part of course assessments. Individual assignment guidelines will be communicated to students during the academic year by the module leader/module team.

Assignments must have a title page that includes the following: student's name, ID number, assignment title, module title and course title. An assignment greater than 10% over the word limit may incur a penalty deduction of 10% from the grade awarded. This will also apply to re-submitted assignments.

Information on formatting assignments is available on Blackboard in the Admin Folder for each cohort and is also summarised below in 12.1.1. Students must adhere to these formatting guidelines.

**Students must keep a copy of all submitted work** for their own records and in case of loss or damage to the submitted assignments, and this may be requested at a later date. Assessment deadlines are final unless a student has formally applied for, and received, an approved extension in writing from the Course Coordinator (see 12.1.2 below).

### 12.1.1 Format of assignments

Students will be provided with specific information regarding the submission date, guidelines for completion, supervision etc. for each assignment at least four weeks prior to the assessment/submission date. An **electronic copy** of all assignments must be submitted on or before the designated time on the date of submission. The electronic copy must be submitted via Blackboard Learn. Students will be provided with instructions regarding electronic submissions by the module leader or undergraduate team.

All assignments should be typed using either Verdana, Arial or Calibri typeface and font size 12 for the main text. Larger font sizes may be appropriate for headings, titles of tables and figures. A smaller size font i.e. size 11 is used for a block quotation. One-and-a-half (1.5) line spacing must be used except for the reference list where single spacing is used (refer to the College Referencing System Guidelines).

### 12.1.2 Extension of the coursework submission date

Extension of the submission date may be allowed in **exceptional circumstances only**. Students must formally apply, through their College Tutor, to the relevant Course Coordinator to submit work after the official submission date. Ideally, applications should be made **at least one week** prior to the submission date but no later than 48 hours prior to the submission deadline. All requests for an extension must be accompanied by a completed "**Request for Extension Form**" and supporting evidence (a medical certificate in the case of illness). Medical certificates will not be accepted as an explanation for poor performance. When permission is given to a student to submit work later than the published submission deadline (for medical or other reasons), a written record of the new submission date must be entered on the "Request for Extension Form". *Students will be informed by email of any change to this process*.

#### 12.2 Assessments

### 12.2.1 Examinations as part of continuous assessment

Students may be required to undertake examinations throughout the programmes as part of the continuous assessment process. Examinations which are part of continuous assessment are subject to the same rules as other College examinations and ALL assessments must be attempted.

#### 12.2.2 Formal Assessment Sessions:

There are formal University assessment sessions following the end of teaching terms in semester one (in Michaelmas term) and in semester two (in Trinity term). Students are assessed at the end of semester one in all modules that are taught only in semester one and at the end of semester two in all year-long modules and all modules that are taught only in semester two.

**Annual Assessment Session:** Annual examinations are held at the end of each Semester, usually in Michaelmas and Trinity Terms. Students who do not submit an assessment at the Annual Session will be recorded as 'Absent' and will be required to resubmit the assessment in the Reassessment Session.

Reassessment Session: Depending on the course of study, students who were absent with permission from any part of the annual examination, or who failed to achieve a pass grade may be permitted to undertake an assessment in the Reassessment Session, which is usually held at the beginning of Michaelmas term. This facility is not available to students who have been given an opportunity, prior to the Court of Examiners to retake a failed assignment/examination. If a student is absent from an assessment in the Reassessment Session, there is no automatic right to a second attempt. Therefore, JF/SF/JS students will fail the year and will be required to repeat the year in full (Senior Sophister students cannot repeat SS year in full).

All undergraduate results are published by student number. The results for assessments completed in semester one are provisional until moderated by the Court of Examiners in Trinity term. The end of year or degree result moderated by the Court of Examiners must be returned and recorded on the student record.

#### 12.2.3 Assessment timetables

All students must ensure they are available for the full assessment session; individual assessment dates may not be available until later in the academic year. **The onus lies on each student to establish the dates, times and venues of their own assessments.** No timetable or reminder will be sent to individual students by the School of Nursing and Midwifery. Students are expected to familiarise themselves with the assessment submission requirements and deadlines, and location of every examination venue to which they have been assigned. The annual assessment timetables are usually published by Academic Registry in advance of the assessment session and are available via the student portal (my.tcd.ie).

## 12.2.4 Student conduct during examinations

Please refer to the Examinations & Timetables Office website for procedures and regulations relating to examinations.

https://www.tcd.ie/academicregistry/exams/student-guide/

## 12.2.5 Assessment fees

Please contact Academic Registry regarding assessment fees. https://www.tcd.ie/academicregistry/contact/

## 12.2.6 Past examination papers

The annual examination papers set in each calendar year, with certain exceptions such as some multiple-choice examination papers, may be viewed through the College website at: https://www.tcd.ie/academicregistry/exams/

#### 12.3 Deferrals

Students who are unable to complete assessment components necessary to complete a module or modules at the end of the appropriate semester due to certified illness, disability, or other grave cause beyond their control may seek, through their College Tutor, permission from the Senior Lecturer to present at the Reassessment session. Where certified illness, disability, or other grave cause beyond their control prevents a student from completing at the Reassessment session they may seek, through their College Tutor, permission from the Senior Lecturer to repeat the year.

## 12.4 Assessment of professional practice

These regulations relate to both continuous and episodic assessments of professional practice including the professional practice of nursing, midwifery and teaching.

#### 12.4.1 Meeting the requirements for the assessment process

It is the student's responsibility to ensure that assessments of professional practice are completed by the appropriate due date and that all relevant documentation is completed prior to submission. The student needs to negotiate with the assessor(s) a suitable date and time for each component of the assessment. Where required, the student must ensure that all stated criteria (i.e., minimal attendance, hours required to practice with preceptor, identification of learning needs / goals, achievement of clinical learning outcomes etc.) are met prior to completing each component of the assessment.

## 12.4.2 Professional and ethical behaviour

Professional ethics and standards of conduct must be observed in relation to assessment of professional practice. Client's/patient's/woman's rights always take precedence over student education and assessment processes. Patients/clients/women have the right to refuse to have a student participate in caring for them and their wishes must be respected. If a student is completing an episodic assessment of practice involving a patient/client/woman as part of the assessment process, the individual involved must be fully briefed on the assessment process and informed consent obtained. If at any stage prior to/during the episodic assessment, the student/assessor(s) consider that in the interest of the patient/client/woman it is inappropriate to continue with the assessment, they should make this known immediately to the student and assessor. If

during the assessment the student becomes concerned about issues that are arising and that are outside their scope of practice, they should immediately seek advice from the assessor(s).

In the event of the assessor(s) deeming that the student is behaving unprofessionally or putting the patient/client/woman at risk, the assessment will be immediately terminated and may be recorded as fail.

## 13. Academic Integrity and Referencing Guide

## 13.1 Academic Integrity

While studying in Trinity College Dublin students will develop and write assignments that require research. Students' ideas will be expressed through words, images, diagrams and other multi-media forms. As students research, they will be expected to understand and build upon the work of others. This requires acknowledging correctly and fully the contributions of others to the student's own scholarship. Regardless of the profession/discipline in Trinity College Dublin, the cornerstone of its scholarship is academic honesty. Therefore, no matter what form students' scholarly writing takes, students are expected at all times to take responsibility for the integrity of their work as they advance knowledge in their field of study.

Plagiarism is viewed as a form of academic dishonesty and may be defined as stealing or borrowing from the writings or ideas of others and passing them off as one's own. Any failure to acknowledge other people's ideas and statements in an assessment is viewed by the University as academic fraudulence. It is regarded as a major offence for which a student may be referred to the Disciplinary Committee of the University and may be expelled from the University. It is important to understand that stating that the student's intention was not to cheat and that the student did not understand what constituted plagiarism will not be accepted as a defence. It is the action and not the intention that constitutes plagiarism.

Work cannot be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit may be considered self-plagiarism.

Students are required to familiarise themselves with Trinity College Dublin's Academic Integrity homepage: <a href="https://libguides.tcd.ie/academic-integrity">https://libguides.tcd.ie/academic-integrity</a>
In addition, **students are required to complete an online tutorial** 'Ready, Steady, Write' **on avoiding plagiarism, which** is located at: <a href="https://libguides.tcd.ie/academic-integrity/ready-steady-write">https://libguides.tcd.ie/academic-integrity/ready-steady-write</a>. When you submit coursework, you will be asked to confirm that you completed the tutorial: declaration: <a href="https://libguides.tcd.ie/academic-integrity/declaration">https://libguides.tcd.ie/academic-integrity/declaration</a>.

## 13.2 Referencing Guide: APA 7th Style

It is **essential** to identify and acknowledge all sources of information and to acknowledge other people's ideas and statements used in any written submission. Students are required to use the **American Psychological Association 7**<sup>th</sup> **Style**. This is more commonly called the **APA 7**<sup>th</sup> **Reference Style**.

To support referencing, students should refer to the following Libguide: https://libguides.tcd.ie/c.php?g=667857&p=5103306

#### 14. Practice Placements

## 14.1 General regulations for practice placements

Students of the School of Nursing and Midwifery are expected, while on practice placements, to comply with the code of conduct for nursing and midwifery students of the School of Nursing and Midwifery, with the disciplinary rules of the health service provider where the placement is located and with the regulations of Trinity College Dublin relating to student conduct (see General Regulations and Information, III Conduct and College Regulations). When on practice placements students are reminded that the patient's or client's interests and safety, and their right to confidentiality and privacy take precedence over students' education. Health service providers have the right to refuse a student(s) access to their practice areas for educational purposes pending the investigation of or as a result of a breach of the above code, rules or regulations. Where a health service provider has permanently refused a student access to their practice area following full disciplinary procedures, it will not be possible for students to continue their course in the School of Nursing and Midwifery.

Breaches of the code of conduct for nursing and midwifery students, the health service provider disciplinary rules, or the College regulations may result in a temporary or permanent suspension from the practice area, or in expulsion from the course. Any such breaches will be referred, in the first instance, to the Director of Undergraduate Teaching and Learning. If College regulations have been breached, the matter will be reported to the Junior Dean and notified to the Director of Midwifery/Nursing for consideration of the implications for the student continuing in practice while the alleged breach of regulations is being investigated. Breaches of the code of conduct for nursing and midwifery students and/or the disciplinary rules of the health service provider while on practice placement will be regarded as a breach of College regulations and will be referred to the Director of Undergraduate Teaching and Learning in the first instance and thereafter may be referred to the School of Nursing and Midwifery Fitness to Practise Committee.

Students suspended from a practice placement for any period shall be deemed as not completing the requirement for that particular placement and will be required to make up this time during the vacation period or before progression onto the next year or completion of the course.

Practice placements will take place throughout each year of the midwifery and nursing courses. Students are assessed using different assessment scales and they must achieve the required levels to pass their practice placements.

Midwifery and nursing students are required to pass practice placement and cannot compensate with any other form of assessment. Students who fail a practice placement may be granted permission to repeat that placement. However, a practice placement cannot be repeated more than once in any academic year.

The Clinical Allocations Office in partnership with the Health Service Provider will arrange all clinical placements. It is the student's responsibility to confirm the details of each of their practice placements prior to their scheduled start date using the ARC system. Please note that practice placement details are subject to change up to the Friday before the placement is due to start. For queries regarding placements in the ARC system, students are advised to

contact the Administrative Officer in the School Allocations Office in advance of commencement of placements (<a href="mailto:TCDAllocations@tcd.ie">TCDAllocations@tcd.ie</a>). All practice placement details are available from the ARC system on the School of Nursing and Midwifery website: <a href="mailto:nursing-midwifery.tcd.ie/clinical-allocations/">nursing-midwifery.tcd.ie/clinical-allocations/</a>

It is the student's responsibility to ensure that the Competency Assessment documents for their practice placement are fully completed by the student and preceptor. Students should pay particular attention to ensure that:

- Timesheet Management System (TMS) online timesheets are completed and submitted electronically in time each week;
- All supporting evidence and assessments are signed and dated by the appropriate person;
- Competency Assessment Documents are submitted no later than 48 hours upon completion of a clinical placement;
- Practice placement guidelines and attendance are strictly adhered to.

Students must submit their Competency Assessment Documents no later than 48 hours after completion of the clinical placement via the Blackboard submission process outlined by the Clinical Allocations Office. Clinical Competency assessments are formal College assessments and late submissions will not be processed and will be returned as either Absent (Fail) or AR (Absent Re-assess at Reassessment Session).

### Students must attend 100% of their practice placement.

All absences must be accompanied by a medical certificate. Any non-medical absence must be explained in full via email to the relevant Administrative Officer in the Clinical Allocations Office in the School of Nursing and Midwifery, <a href="mailto:TCDAllocations@tcd.ie">TCDAllocations@tcd.ie</a>. Excessive absence for any reason including sick leave will be reviewed by the Student Cases Committee in the School of Nursing and Midwifery.

\*Please note that all hours' absence for any reason must be repaid in the summer months following the end of College term in order to rise to the next year. <u>Midwifery students ONLY</u> are permitted a 2-week grace period after the planned completion date of placement to complete any outstanding time.

The result of the practice placement assessments will be published following the Court of Examiners. Students who fail any placement will be returned as a Fail at the Annual Assessment Session and may be provided with a repeat placement in the summer months at the discretion of the Court of Examiners. Failed practice placements cannot be carried from one year to the next. All practice placements must be completed and passed by week 52 of each year (except Senior Sophister CGIDP). Failure to do so will incur a Fail outcome at the Court of Examiners at the Reassessment Session.

Irrespective of each student's associated hospital, Midwifery and Nursing students may be required to travel to clinical placements to meet the NMBI requirements of the programme. Please note some practice placements are geographically located outside of Dublin. Examples include, but are not limited to, the following areas; Loughlinstown, Naas,

Portlaoise, Drogheda, Cavan and Kildare. Students may avail of a travel allowance. These allowances are the responsibility of the Student Allocation Liaison Officer (SALO) in the affiliated hospital. For further information, students should contact the SALO in their affiliated hospital.

Any time absent from practice placement is considered as time owing and must be repaid in full. All time owing must be completed to ensure all students have sufficient clinical practice weeks. Failure to comply with the above will result in a failed practice placement at the end of the year. Please see the Clinical Allocations Office's webpage for further information: https://nursing-midwifery.tcd.ie/clinical-allocations/.

## 14.2 Internship Nursing

In Senior Sophister year, nursing students will spend one 6-week supernumerary period in the practice area and an additional 36 weeks internship/rostered placement where the status of the student changes to that of employee. In Senior Sophister year, nursing students are required to pass practice placement and cannot compensate with any other form of assessment. Students who do not meet the required standard in a practice placement may be granted permission to repeat that placement. However, a practice placement cannot be repeated more than once in any academic year.

Students who fail the last supernumerary placements at the beginning of Senior Sophister year, will be permitted one repeat at the start of the internship period, which will result in extending the internship period. A second practice placement failure is an exit point of the course.

Two failed competencies in the internship component of the Senior Sophister year are an exit point from the programme (i.e., failure of a second placement is an exit point of the programme).

Failing the last placement in the internship component of Senior Sophister year, or Year 5 (Final year) CGIDP, is an exit point from the degree programme.

For Senior Sophister nursing students and Year 5 Children's and General Integrated Degree Programme students over the course of the internship practice placements, the student will make up all interruptions of more than 24 hours, notwithstanding the terms of any individual Health Service Provider's policy.

Any student who misses time from their practice placement will be required to submit medical certificates to the TCD Allocations Office to support the absence (TCDAllocations@tcd.ie). Students must complete this time prior to completing the internship period. The total number of hours of interruptions (includes any leave other than annual leave and public holidays), including sick leave, maternity leave, parenting leave, compassionate and special leave of more than 24 hours must be repaid in full, notwithstanding the terms of any individual Health Service Provider's policy. COVID-19 illness during the internship component of the Senior Sophister year can be discussed with the Student Allocations Liaison Officer in each Health Service Provider.

Internship students undertaking reassessment examinations are strongly advised to come off placement for the two weeks prior to, and the week of the examination. If students do not wish to avail of this opportunity, they must formally write to the hospital Student

Allocations Liaison Officer informing them of same. Students are permitted to return to practice placement following the assessment week. Time absent from practice placement is considered as time owing and must be repaid in full.

Students who become aware that they may not complete the internship component must notify their College Tutor at the earliest possible date. Circumstances should be conveyed to the Course Coordinator and Clinical Allocations Office (<a href="mailto:TCDAllocations@tcd.ie">TCDAllocations@tcd.ie</a>) as soon as possible. Remuneration is the responsibility of each Health Service Provider and making up required time or repeating internship placements may not be remunerated. It is at the Health Service Provider's discretion whether students are remunerated for repeating internship placements or for making up interruptions during the internship placement.

Students will be asked to sign a contract with their training hospital prior to the commencement of the internship. Please read these contracts in full, especially in relation to sick leave, COVID-19 leave, COVID-19 symptom management, entitlements, and salary. Contracts will differ across the Health Service Providers.

### **14.3 Internship Midwifery**

In Senior Sophister year, midwifery students will spend one 6-week supernumerary period in the practice area and an additional 36 weeks internship/rostered placement where the status of the student changes to that of employee. During the 6-week supernumerary placement, students will gain experience in a variety of practice placements, including core midwifery and specialist placements. During the 36-week internship/rostered placement, students will gain experience in all core midwifery areas (i.e. antenatal, intranatal and postnatal) and must be deemed competent in all of these areas by the end of the Senior Sophister year. Practice placements during the 36 week Internship period will be a minimum of 8 weeks duration and students are required to complete an Assessment of Midwifery Competence (assessed as formative or summative) while on placement. Any student who misses time from their practice placement will be required to submit medical certificates to the Clinical Allocations Office to support the absence (TCDAllocations@tcd.ie). Students must complete this time prior to completing the internship period. The total number of hours of interruptions (includes any leave other than annual leave and public holidays), including sick leave, maternity leave, parenting leave, compassionate and special leave of more than 24 hours must be repaid in full, notwithstanding the terms of any individual Health Service Provider's policy.

Internship students undertaking reassessment examinations are strongly advised to cease placement for the two weeks prior to, and the week of the examination. If students do not wish to avail of this opportunity, they must formally write to the Midwifery Student Allocations Liaison Officer in their affiliated hospital informing them of their decision. Students are permitted to return to practice placement following the examination week. Time absent from practice placement is considered as time owing and must be repaid in full. Students who become aware that they may not complete the Internship component must notify their College Tutor at the earliest possible date. Circumstances should be conveyed to the Course Coordinator and Clinical Allocations Office (TCDAllocations@tcd.ie) as soon as possible. Remuneration is the responsibility of each Health Service Provider and making up the required time or repeating internship placements may not be remunerated. It is at the

Health Service Provider's discretion whether students are remunerated for repeating internship placements or for making up interruptions during the internship placement. Students will be asked to sign a contract with their training hospital prior to commencement of the internship. Please read these contracts in full, especially in relation to sick leave, entitlements, and salary. Contracts will differ across the Health Service Providers.

During the 6-week supernumerary placement, students will be allocated to practice placements for a minimum of 32.5 hours per week or 65 hours per fortnight. During the 36-week internship period, students will be allocated to practice for 39 hours per week which includes 4 hours reflection time. Students will be required to practice for 3 long days/nights per week. Reflective practice time will include both structured and unstructured elements and will be facilitated by the School of Nursing and Midwifery, Trinity College Dublin, The Coombe Hospital and The Rotunda Hospital.

## 15. Compensation at the Court of Examiners

Midwifery and nursing students can pass modules in three ways:

- on the first submission/sitting;
- by compensation at the Annual Court of Examiners, within certain parameters;
- by resubmitting/re-sitting during the Reassessment period, normally at the beginning of Michaelmas Term (late August/early September).

There is no compensation allowed between theoretical and clinical/practice components. There is no compensation in modules that are awarded a Pass/Fail grade.

### 15.1 Compensation in Junior Fresh year

Please refer to Appendix 1: Assessment Schedule for Junior Fresh for a list of modules that can/cannot be compensated.

# Compensation is NOT permitted between theoretical and practice assessments. In order to rise with their year, students:

- are required to obtain an overall pass by accumulating 60 ECTS and achieving an overall pass mark of 50%;
- are required to obtain a minimum of 50 ECTS at grade pass or above AND may accumulate a maximum of 10 ECTS at Qualified Pass (QP), where the mark lies between 45-49% (the pass mark is 50%), and the student has the required marks in another module to do so;
- are required to achieve a PASS in the required number of assessments of midwifery or nursing competence;
- must demonstrate an acceptable level of professional conduct;
- are required to have a satisfactory level of attendance/course work in both the theoretical and practice components of the programme.

Following the Annual Court of Examiners, the overall results of the Junior Fresh year will be published on the Student Portal and/or via Blackboard Learn using students' identification number. These results will indicate if the student must sit a reassessment examination

and/or resubmit an assessment during the Reassessment Session which is usually at the beginning of Michaelmas Term (late August/early September).

Students are required to present for reassessment at the Reassessment Session when:

- they obtain in excess of 10 ECTS at qualified pass (marks between 45-49);
- any ECTS at grade fail (marks between 0-44);
- they do not obtain an overall pass.

Students who do not achieve an overall pass grade must present for reassessment at the Reassessment Session. If a student has achieved both Fail and Qualified Pass (45-49%) marks in the annual examination session, they must present during the Reassessment Session for reassessment in <u>all</u> components and in <u>all modules</u> for which they obtained a Qualified Pass or Fail. In summary, a Fail outcome in any module will overwrite a potential Qualified Pass in another module. Therefore the student will be required to repeat all modules which they failed and qualified passed. The same compensation regulations apply at the Reassessment Session as at the Annual Session.

## 15.2 Compensation in Senior Fresh year

Please refer to Appendix 1: Assessment Schedule for Senior Fresh for a list of modules that can/cannot be compensated.

# Compensation is NOT permitted between theoretical and practice assessments. In order to rise with their year, students:

- are required to obtain an overall pass by accumulating 60 ECTS and achieving an overall pass mark of 50%;
- are required to obtain a minimum of 50 ECTS at grade pass or above AND may accumulate a maximum of 10 ECTS at Qualified Pass (QP), where the mark lies between 45-49% (the pass mark is 50%), and the student has the required marks in another module to do so;
- are required to achieve a PASS in the required number of assessments of midwifery or nursing competence;
- must demonstrate an acceptable level of professional conduct;
- are required to have a satisfactory level of attendance/course work in both the theoretical and practice components of the programme.

Following the Annual Court of Examiners, the overall results of the Senior Fresh year will be published on the Student Portal and/or via Blackboard Learn using students' identification number. These results will indicate if the student must sit a reassessment examination and/or resubmit an assessment during the Reassessment Session which is usually at the beginning of Michaelmas Term (late August/early September).

Students are required to present for reassessment at the Reassessment Session when:

- they obtain in excess of 10 ECTS at qualified pass (marks between 45-49);
- any ECTS at grade fail (marks between 0-44);
- they do not obtain an overall pass.

Students who do not achieve an overall pass grade must present for reassessment at the Reassessment Session. If a student has achieved both Fail and Qualified Pass (45-49%) marks in the Annual Examination Session, they must present during the Reassessment Session for reassessment in <u>all</u> components and in <u>all modules</u> for which they obtained a Qualified Pass or Fail. In summary, a Fail outcome in any module will overwrite a potential Qualified Pass in another module. Therefore, the student will be required to repeat all modules which they failed and qualified passed. The same compensation regulations apply at the Reassessment Session as at the Annual Session.

## 15.3 Compensation in Junior Sophister year

Please refer to Appendix 1: Assessment Schedule for Junior Sophister for a list of modules that can/cannot be compensated.

# Compensation is NOT permitted between theoretical and practice assessments. In order to rise with their year, students:

- are required to obtain an overall pass by accumulating 60 ECTS and achieving an overall pass mark of 50%;
- are required to obtain a minimum of 50 ECTS at grade pass or above, AND may accumulate a maximum of 10 ECTS at Qualified Pass (QP), where the mark lies between 45-49% (the pass mark is 50%), and the student has the required marks in another module to do so;
- are required to achieve a PASS in the required number of assessments of midwifery or nursing competence;
- must demonstrate an acceptable level of professional conduct;
- are required to have a satisfactory level of attendance/course work in both the theoretical and practice components of the programme.

Following the Annual Court of Examiners, the overall results of the Junior Sophister year will be published on the Student Portal and/or via Blackboard Learn using students' identification number. These results will indicate if the student must sit a reassessment examination and/or resubmit an assessment during the Reassessment Session which is usually at the beginning of Michaelmas Term (late August/early September).

Students are required to present for reassessment at the Reassessment Session when:

- they obtain in excess of 10 ECTS at qualified pass (marks between 45-49);
- any ECTS at grade fail (marks between 0-44);
- they do not obtain an overall pass.

Students who do not achieve an overall pass grade must present for reassessment at the Reassessment Session. If a student has achieved both Fail and Qualified Pass (45-49%) marks in the annual examination session, they must present during the Reassessment Session for reassessment in <u>all</u> components and in <u>all modules</u> for which they obtained a Qualified Pass or Fail. In summary, a Fail outcome in any module will overwrite a potential Qualified Pass in another module. Therefore, the student will be required to repeat all modules which they failed and qualified passed. The same compensation regulations apply at the Reassessment Session as at the Annual Session.

## 15.4 Compensation in Senior Sophister/Final year

Students must pass both the theoretical and clinical components of Senior Sophister/Final year and Internship period without compensation. Compensation is not permitted in Senior Sophister/Final year and there is no compensation between the theoretical and clinical components. All modules must be passed independently of each other.

## 16. Issuing of Assessment Results

All results published throughout the year are provisional until ratified by the Court of Examiners at the Annual or Reassessment Session. Provisional results of assessments will not be published within the two-week period prior to the formal annual assessment session. Ratified results will be published on the Student Portal (<a href="http://my.tcd.ie">http://my.tcd.ie</a>) and/or via Blackboard Learn (<a href="http://mymodule.tcd.ie">http://mymodule.tcd.ie</a>) using the student's identification number. The onus is on each student to check for their own results. Please note that results will not be given to students over the telephone, verbally or by e-mail. Students who have any outstanding fees will not be able to view their results and a comment "Withheld, see College Tutor" will be published.

## 17. Student Appeals

Students may appeal decisions of the Court of Examiners relating to academic progression at the Court of First Appeal. The Appeals committee will not hear requests for recheck/remarking of assignments or examinations. These should be processed according to the regulations set out in The University of Dublin Calendar and made through their College Tutor.

The student has the responsibility of advising their College Tutor in good time of their intention to make an appeal in order to ensure that the student and College Tutor/Senior Tutor have sufficient time to prepare the required documentation, indicating the precise grounds upon which the appeal is being made and what the appeal is attempting to achieve on the student's behalf. If the College Tutor is unwilling or unable to act, students may make an appeal directly through the Senior Tutor. Students should consult The University of Dublin Calendar (https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf) for further information in relation to the Court of First Appeal and College Academic Appeals.

#### 18. Feedback on Assessments

Students are entitled to receive feedback on submitted coursework in line with the *Return of Coursework Policy*. See <a href="www.tcd.ie/teaching-learning/academic-policies">www.tcd.ie/teaching-learning/academic-policies</a>. All correspondence regarding feedback will be available on Blackboard Learn or sent to the student's Trinity College Dublin email address. Where possible, feedback will be issued within 20 working days after the assessment submission deadline/examination or as soon as possible thereafter. In the event of a delay in the issuing of feedback, students will be notified via email. Queries regarding the content of the feedback should be directed to marker(s). Feedback is an important part of a student's ongoing academic, professional and personal development. As such, students are advised to incorporate assessment feedback into their continuing development throughout the course.

#### 19. Reassessment

Students who were absent with formal permission from College from any part of an annual assessment, or who fail to achieve a pass grade for the year may be reassessed at the Reassessment Session, which is usually held at the beginning of Michaelmas term.

• The pass mark for all reassessments is 50%.

Students are required to present for re-assessment at the Reassessment Session when:

- they obtain in excess of 10 ECTS at qualified pass (marks between 45-49);
- Marks less than or equal to 44 in modules of any ECTS (fail);
- they are absent from an assessment with permission
- they do not obtain an overall pass.

The Senior Tutor's website has helpful information for students regarding assessments and exam procedures: https://www.tcd.ie/seniortutor/students/undergraduate/

## 20. Repetition of an Academic Year

A student who has failed the reassessment theoretical component and/or practice component of the midwifery or nursing course may be permitted to repeat the year or withdraw from the course. Permission to repeat the year will normally be granted only to those students who are considered to have made a serious attempt at their examinations and assignments, or who have been able to furnish the Court of Examiners/Senior Lecturer with acceptable reasons for absence from examinations (refer to the University of Dublin Calendar, Part II). Repetition of the year requires full attendance at all lectures, tutorials and practice placements. Students may not repeat any academic year more than once and may not repeat more than two academic years, except by special permission of the University Council (University of Dublin Calendar, Part II). Midwifery and nursing students cannot repeat Senior Sophister year.

Should a student have to repeat the year, please note that any coursework/assessments previously submitted and marked may not be re-submitted. A copy of this previous coursework must be submitted along with the new assignment/project work (refer to the University of Dublin Calendar, Part II). Students who repeat an academic year may be required to pay the tuition fee (refer to the University of Dublin Calendar, Part II).

## 21. Award of Honours Degree and Classification

The award of the Bachelor in Science (Midwifery)/Bachelor in Science (Nursing) B.Sc. (Cur.)/Bachelor in Science Children's and General Nursing Integrated will be made in accordance with the following classification:

70%+	l	First Class Honour
65-69%	II.1	Second Class Honour 1st Division
60-64%	11.2	Second Class Honour 2 <sup>nd</sup> Division
50-59%	Ш	Third Class Honour

The degree classification for Bachelor in Science (Midwifery) and Bachelor in Science (Nursing) (B.Sc. (Cur.)) (i.e. General Nursing, Mental Health Nursing or Intellectual Disability

Nursing) students will be based on the combined mark of the student's work during the Junior Sophister and Senior Sophister years as outlined:

- ➤ Junior Sophister 30%
- Senior Sophister 70%

The degree classification for Bachelor in Science Children's and General Nursing students will be based on the combined mark of the student's work during the Junior Sophister and Senior Sophister years, and successful completion of the Internship in Year 5.

- ➤ Junior Sophister 30%
- Senior Sophister 70%

Please note all years of the midwifery and nursing courses must be passed independently.

## 21.1 Award of Ordinary Bachelor's degree (Level 7)

Students who have successfully completed their Junior Sophister year may be permitted to apply to be conferred for the award of Ordinary B.A.

Students who have been unsuccessful in their Senior Sophister/Final year or who choose not to complete the Senior Sophister/Final year may be eligible to apply for the award of the Ordinary B.A. This option will be based on the successful completion of their Junior Sophister year, and a special recommendation to that effect made by the Court of Examiners.

Students are advised to contact the Course Coordinator and their College Tutor to discuss this option. To apply for the award of Ordinary B.A. the student must apply to the Senior Lecturer through their College Tutor.

The Ordinary B.A. degree does not carry a license to practice midwifery or nursing, or lead to registration with The Nursing & Midwifery Board of Ireland.

## 22. Transcripts

Academic transcripts are issued to students upon completion of the midwifery/nursing courses, after graduation. In exceptional circumstances, documentation may be issued before graduation, provided compelling evidence is submitted. Please be advised that transcript requests take a minimum of two weeks to process.

Transcripts are official University of Dublin documents and care should be taken to ensure they are not lost or damaged. There may be a charge for additional copies of transcripts.

An academic transcript will confirm the successful completion of the Nursing and Midwifery Board of Ireland requirements. More specific details of any particular practice area must be sought directly from the practice (clinical) site.

Requests for transcripts should be made via the School of Nursing and Midwifery website https://nursing-midwifery.tcd.ie/undergraduate/transcripts/index.php

Please ensure all relevant details are included when completing the online request form. Transcripts may take up to two weeks to process and during busy periods this may take longer. The undergraduate team will endeavour to process requests as quickly as possible. All transcript requests are processed on a first come, first served basis.

#### 23. Prizes and Awards

The following is a list of nursing and midwifery prizes that are awarded from the School of Nursing and Midwifery. All awards are subject to the proviso that sufficient merit must be shown and that the practice placement component has been successfully completed. In the case where two or more students achieve the same mark for a prize, the mark will be viewed at two decimal places to identify the student who achieves the highest mark in line with the prize regulations.

## 23.1 Nursing Prizes and Awards

## Junior Fresh Prizes and Awards – Nursing:

Prize	Criteria
Hannah McDowall	Named in honour of the late Nurse Hannah McDowall (1976-2001),
Nursing	the Adelaide Hospital Society awards the Hannah McDowall nursing
Scholarship	scholarship to the Junior Fresh nursing student within Tallaght University Hospital, who achieves the highest Junior Fresh overall year mark at distinction level in the first-year annual examination session. The scholarship, to promote excellence in nursing studies, is open to all nursing students attached to Tallaght University Hospital.  Value: €2,000
School of Nursing	The School of Nursing and Midwifery awards one prize to the
& Midwifery	student who achieves the highest overall year mark at distinction
Student Awards	level at the relevant Court of Examiners. The prize is awarded to the relevant student in each discipline in each year of the four years (JF to SS) of the course.
	In addition, one prize is awarded to the student who gets the overall highest place at distinction level in each year.  Value: Book voucher €100.
First Class Book	Awarded to students who obtain an overall First Class Honours
Prize	grade at the Annual Examination Session in the non-final year, non- degree year.
	Book prizes may be collected from the Academic Registry by the award holder in person.

## **Senior Fresh Prizes and Awards – Nursing:**

School of Nursing	The School of Nursing and Midwifery awards one prize to the
& Midwifery	student who achieves the highest overall year mark at distinction
Student Awards	level at the relevant Court of Examiners. The prize is awarded to the
	relevant student in each discipline in each year of the four years (JF
	to SS) of the course.
	In addition, one prize is awarded to the student who gets the overall
	highest place at distinction level in each year.
	Value: Book voucher €100.

First Class Book	Awarded to students who obtain an overall First Class Honours
Prize	grade at the Annual Examination Session in the non-final year, non-
	degree year.
	Book prizes may be collected from the Academic Registry by the
	award holder in person.

## Junior Sophister Prizes and Awards – Nursing:

Julior Sopilister 11120	s and Awards – Nursing.
School of Nursing	The School of Nursing and Midwifery awards one prize to the
& Midwifery	student who achieves the highest overall year mark at distinction
Student Awards	level at the relevant Court of Examiners. The prize is awarded to the
	relevant student in each discipline in each year of the four years (JF
	to SS) of the course.
	In addition, one prize is awarded to the student who gets the overall
	highest place at distinction level in each year.
	Value: Book voucher €100.
First Class Book	Awarded to students who obtain an overall First Class Honours
Prize	grade at the Annual Examination Session in the non-final year, non-
	degree year.
	Book prizes may be collected from the Academic Registry by the
	award holder in person.
Caitríona Nic	Caitríona Nic Philibín (RIP) joined the School of Nursing and
Philibín Bursary	Midwifery in 2001 as a lecturer, and subsequently Assistant
	Professor in Mental Health Nursing (2001-2021). Caitríona served,
	as Director of Undergraduate programmes in the early stages of the
	school's development. As Caitríona's passion was in the area of
	child and adolescent mental health, having previously worked in the
	area in Scotland prior to returning home to Ireland, she was
	instrumental in the development of the Child and Adolescent
	Masters Strand in the Masters in Mental Health.
	The award will be made at the Reassessment Session to the student
	mental health nurse, who has completed the Junior Sophister year
	and is in good standing. Students must pass both Mental Health-
	specific modules (MNU33014 and MNU33015) at first attempt. The
	award is based on the highest combined result from the Mental
	Health-specific modules in Junior Sophister year.
	Value: €200

# Senior Sophister Prizes and Awards – Nursing:

Gold Medal (B.Sc. (Cur.) Nursing Only)	Overall mark of 75% and above in Award of Degree. Students must pass all modules and clinical placements on first attempt in JS and SS years.
School of Nursing & Midwifery Student Awards	The School of Nursing and Midwifery awards one prize to the student who achieves the highest overall year mark at distinction level at the relevant Court of Examiners. The prize is awarded to the relevant student in each discipline in each year of the four years of the course.

	In addition, one prize is awarded to the student who gets the overall highest place at distinction level in each year.  Value: Book voucher €100.
Margaret Huxley Prize, St. James's Hospital	Ms Margaret Huxley (1854-1940) was the Matron of Sir Patrick Dun's Hospital from 1884 until 1902. She was a pioneer in the development of nurse training programmes in Ireland during the nineteenth century. In 1912 the Board of Sir Patrick Dun's Hospital awarded an annual nursing prize in her name. With the rationalisation of the Health Service in the mid 1980s, Sir Patrick Dun's Hospital, along with the associated prize transferred to St. James's Hospital.  The prize is presented to a newly graduated nurse who completed the clinical component of the degree within St. James's Hospital and achieved the highest Senior Sophister overall year mark in the final examinations. Presentation of the prize occurs at the presentation of hospital badges and nursing certificates ceremony held by St. James's Hospital.  Value: €200.
St. Patrick's Mental Health Service Award	This prize is awarded to the student who completed the clinical component of the degree (at first attempt) within St. Patrick's Mental Health Services and achieved the highest Senior Sophister overall year mark in the final examinations.  The prize will be presented at the presentation of certificates and hospital badges in St. Patrick's Mental Health Services.  Value: €200.
First Class Book Prize	Awarded to CGIDP students who obtain an overall First Class Honours grade at the Annual Examination Session in the non-final year, non-degree year. Book prizes may be collected from the Academic Registry by the award holder in person.

# Year 5 Prizes and Awards – CGIDP Only

<b>Gold Medal</b>	Overall mark of 75% and above in Award of Degree. Students must
	pass all modules and clinical placements on first attempt in JS, SS
	and Year 5.

## 23.2 Midwifery Prizes and Awards

## Junior Fresh Prizes and Awards – Midwifery:

Prize	Criteria
School of Nursing	The School of Nursing and Midwifery awards one prize to the
& Midwifery	student who achieves the highest overall year mark at distinction
Student Awards	level at the relevant Court of Examiners.
	Value: Book voucher €100.

First Class Book	Awarded to students who obtain an overall First Class Honours
Prize	grade at the Annual Examination Session in the non-final year, non-degree year.
	Book prizes may be collected from the Academic Registry by the award holder in person.

## **Senior Fresh Prizes and Awards – Midwifery:**

School of Nursing & Midwifery Student Awards	The School of Nursing and Midwifery awards one prize to the student who achieves the highest overall year mark at distinction level at the relevant Court of Examiners.  Value: Book voucher €100.
First Class Book Prize	Awarded to students who obtain an overall First Class Honours grade at the Annual Examination Session in the non-final year, non-degree year.  Book prizes may be collected from the Academic Registry by the award holder in person.

# Junior Sophister Prizes and Awards – Midwifery:

School of Nursing & Midwifery Student Awards	The School of Nursing and Midwifery awards one prize to the student who achieves the highest overall year mark at distinction level at the relevant Court of Examiners.  Value: Book voucher €100.
First Class Book Prize	Awarded to students who obtain an overall First Class Honours grade at the Annual Examination Session in the non-final year, non-degree year.  Book prizes may be collected from the Academic Registry by the award holder in person.

# Senior Sophister Prizes and Awards – Midwifery:

School of Nursing & Midwifery Student Awards	The School of Nursing and Midwifery awards one prize to the student who achieves the highest overall year mark at distinction level at the relevant Court of Examiners.  Value: Book voucher €100.
Dr Lorraine Andrews' Award	Awarded to the student who has successfully completed the Senior Sophister year and is in good standing, who demonstrates the values, behaviours and philosophy that are consistent with midwifery values and philosophy. Peer nominated and elected. Value: Medal and Bursary of €250

## Senior Sophister Prizes and Awards - Midwifery:

The Coombe Hospital		
Gold medal	1 <sup>st</sup> place in academic achievement for the programme (Theory).	
Silver medal	2 <sup>nd</sup> place in academic achievement for the programme (Theory).	
Tim Healy	Best achievement in midwifery practice for the programme (Practice).	
The Rotunda Hospital		
Raymond Cross Gold Medal	1st place in academic achievement for the programme (Theory).	
Solomon's Gold and Bronze Medals	Best achievement in midwifery practice for the programme (Practice) 1 <sup>st</sup> and 2 <sup>nd</sup> place.	

### **Open to all Undergraduate Nursing and Midwifery Students:**

- p	
The Carole King	Founded in 2015 to encourage interest in spirituality in healthcare
Annual Award	among students in the School of Nursing and Midwifery, the award
	consists of complimentary registration for the annual Spirituality in
	Healthcare conference and a gift token, which is presented at the
	School Awards Ceremony.
	Application for the award is open to all undergraduate nursing and
	midwifery students.

## 24. Foundation Scholarships

Scholars are selected on the basis of special examinations, typically taken at the beginning of Semester Two in Senior Fresh (second) year of undergraduate study. These examinations are not compulsory, and midwifery or nursing students must show exceptional commitment, discipline and motivation if they are to display sufficient merit to be selected to the position of Scholar.

The announcement of each year's New Scholars and New Fellows is made by the Provost from the steps of the Examination Hall on Trinity Monday, one of the most important days in the University of Dublin Calendar.

Scholars enjoy significant benefits including Commons free of charge, rooms free of charge for up to nine months of the year and, where a student is not in receipt of outside scholarships or grants, fee remission for up to five years to the value of the EU fee level.

Applications to sit the Foundation Scholarship examinations must be submitted online to the Assessment team in the Academic Registry in Michaelmas Term. Students who intend to register for the Foundation Scholarship examinations must notify their associated health service provider, by a certain date, of their intention to sit the examinations. This date is communicated to students by email in Semester One (Michaelmas Term).

Further information regarding Foundation Scholarship can be found on the Academic Registry website: https://www.tcd.ie/academicregistry/exams/foundation-scholarship/

# Important clinical allocation information regarding students applying for Foundation Scholarship Examinations:

Immediately upon completing an online application for the annual Foundation Scholarship examinations, nursing and midwifery students are required to inform the Student Allocations Liaison Officer in the allocated partner hospital of their intention to take the Foundation Scholarship examinations in Semester Two of Senior Fresh year, and if known, the exact dates they will be sitting the examinations. This will prevent the Student Allocations Liaison Officers allocating students to a priority clinical site during this extraordinary exam period. Students sitting the Foundation Scholarship examinations will be facilitated with this priority placement elsewhere during their year and this will not impact on their year planners. However, some time-owing may occur due to the College Foundation Scholarship examination week and clinical placement weeks occurring at the same time; this is unavoidable.

A student who is intending to sit the Foundation Scholarship examinations in Senior Fresh year will not be permitted to take up an Erasmus/International placement in Senior Fresh year as there are insufficient weeks to complete this due to the timing of the College examinations. However, these students will have another opportunity to apply for international placements in Junior Sophister year.

If a student withdraws from their scheduled Foundation Scholarship examinations at any time during the application process, they must immediately inform the Student Allocations Liaison Officer in their allocated partner hospital, as not to do so may impact directly on planned clinical placement allocations for the Senior Fresh year, and may in certain cases, result in students owing clinical time during the summer months.

#### 25. Erasmus

The Head of Student Clinical International placements manages the process for Erasmus clinical exchange which occurs only in year 2 and year 3 of the programme. Year 2 students can go on an Erasmus clinical exchange for 6 to 8 weeks and year 3 students for 6 to 8 weeks. Students are only permitted to go on Erasmus once in their programme and are only permitted to go for clinical placements.

## 26. University Regulations, Policies and Procedures

The following are links of where to find further information on University regulations, policies, and procedures that you may find useful as a student:

- Academic policies and procedures: http://www.tcd.ie/teaching-learning/academic-policies/
- Student Complaints Procedure: <a href="https://www.tcd.ie/about/policies/Student%20Complaints%20Procedure.php">https://www.tcd.ie/about/policies/Student%20Complaints%20Procedure.php</a>
- Dignity & Respect Policy <a href="https://www.tcd.ie/equality/policy/dignity-and-respect-policy/">https://www.tcd.ie/equality/policy/dignity-and-respect-policy/</a>
- Equality Policy: <a href="https://www.tcd.ie/equality/policy/equality-policy/">https://www.tcd.ie/equality/policy/equality-policy/</a>

### 27. Confidentiality Guidelines

#### 1. Confidentiality guidelines while on clinical placement

The concept of respecting confidentiality is integral to the professions of Midwifery and Nursing, and as such it is imperative that students adhere to confidentiality guidelines in all aspects of their undergraduate training.

# Breeches of confidentiality are considered a serious offence and will be subject to disciplinary procedures.

Students are absolutely required to follow confidentiality guidelines in all aspects of the Midwifery and Nursing programmes, and particularly so for their practice education placements.

Patient/client and site data protection is of utmost importance during practice education placements, but equally important during class-based work where service users may make presentations to the students.

Under no circumstances should a student take any patient/client files or any patient/client personal data (or copies thereof) from the hospital or practice placement site, either in hard copy (case files, reports, notes etc.) or electronic form (email, USB, hard drive, photograph etc.). This rule also applies to documentation and/or templates in both hard copy and electronic forms that are the property of the Health Service Provider.

Students should not, in any circumstances discuss (either verbally or via social or electronic media) persons they are working with during practice education placements outside of direct clinical discussions with their practice educator and multi-disciplinary team.

# Student should not, in any circumstance discuss or express opinions on their placement site and/or practice educators on personal electronic or social media.

Students should also be aware that placement sites may have their own confidentiality agreements or requirements. Students are bound by these requirements also, both on and off the placement site.

For any assignments where a student may refer to patients/clients/service-users/mothers/families or health service providers they have worked with during their placement, they must ensure that they do not disclose any information that may lead to the identity of the person or health service provider being exposed. The person's name, address, date of birth etc. should not be disclosed. Nor should the name of the health service provider be disclosed, as this may lead to the person's identification being disclosed also.

Any other information (blank assessment forms, treatment protocols etc. that have been developed by a particular health service provider/placement site) remain the intellectual property of the placement site and must not be removed or copied by the student. This applies to hard and electronic versions of documentation. The student must seek **written** permission from their clinical placement supervisor before copying any such information; this applies to hard copy and electronic format.

# 2. Presentations and/or written assignments based on students' clinical placement experiences

Students may be required to make presentations and/or write assignments about people they have cared for as part of the learning experiences on placement.

Please consider the following guidelines when completing any assignments during the course where you are applying information gained while on clinical placement.

Any academic class-based work or assignments that may require the student to draw on experience from their clinical placement must adhere to the following guidelines:

There must be no documentation of the following:

- No names of patients/clients/service-users/mothers/families (including forenames or surnames);
- No demographics which may identify patients/clients/serviceusers/mothers/families e.g. address or Eircode. No date of birth or personal identifiers;
- No name or address of the health service provider (instead state acute (psychiatric) hospital, geriatric day care, rheumatology clinic, special school, forensic setting, rehabilitation centre, community mental health, etc.);
- No dates of admission or discharge (instead, indicate the length of your involvement with the patient/client/service-user/mother/family;
- No data related to assessment results and/or outcome measures which identify the person or health service provider;
- No data related to the person or health service provider's legal status in the case of a high-profile case and/or one which was made known to the public;
- No diagnosis in a case of a very rare diagnosis which would have a media profile
  e.g. Facebook page, fundraising pages etc. (instead explain the condition is rare
  and pertains to a particular type of disorder or disability);
- No specific and unusual set of characteristics in any written work or presentation that may identify the person or health service provider, or that which may compromise the person's confidentiality and/or rights to data protection.

#### **Visual Images**

There are particular issues regarding the inclusion of visual images (photographs or videos) such as faces in presentations or reports; this applies to visual images of adults as well as children. Under no circumstances should a child's face be shown in any presentation or assignment. Adults must give **written permission** for their face to be shown, and those adults with additional challenges (e.g., cognitive decline, learning disabilities) have additional requirements insofar as consent must be co-signed by their caregiver.

WRITTEN PERMISSION MUST BE SOUGHT from the person themselves and/or a proxy to include information about them which includes visual images. In a clinical situation, the student should confirm with the relevant staff member that all sharing of information is in keeping with the ethical and data protection guidelines of their health service provider.

#### 28. Data Protection

Data protection legislation safeguards the privacy of individuals in relation to the processing of their personal data. The General Data Protection Regulation (GDPR) came into force on 25 May 2018, replacing the existing data protection framework under the E.U. Data Protection Directive. The GDPR was transposed into Irish Law by the Data Protection Act 2018. The GDPR provides a legal framework for the collection and processing of personal data within the E.U. and of E.U. residents outside the E.U. The GDPR places an emphasis on transparency, security and accountability by data controllers and processors, while standardising and strengthening the right of European citizens to data privacy. All College members are required, in addition to observing their obligations under the legislation, to comply with the terms of the College's data protection policy and any regulations which may from time to time be laid down by the Board of the College. Further information is available from the College website at www.tcd.ie/dataprotection.

#### 29. Alumni

The School of Nursing and Midwifery values our links with our students and hopes to maintain contact after you graduate. We wish to keep you informed and involved in our School activities and to provide information of special interest to you.

Students will receive information regarding graduation and becoming "Alumni" of Trinity College Dublin following successful completion of courses. The term "Alumni" means graduates or former students of a School, College or University. Trinity College's Alumni community consists of over 90,000 graduates in over 130 countries around the world.

We need your support to build and deepen our relationship with Alumni. One of our main priorities is to establish and sustain Alumni activities and to create a strong Alumni and University community. The School is committed to giving our graduates opportunities to learn, share and collaborate, as well as inviting Alumni to professional and social events.

There are several ways in which you can keep up to date and in contact with us:

- On successful completion of your programme of study and formal graduation you
  will become Alumni of the School of Nursing and Midwifery and can update your
  details at <a href="https://www.tcd.ie/alumni/news-events/update-alumni-details.php">https://www.tcd.ie/alumni/news-events/update-alumni-details.php</a>
- You can also "Like" us on the School of Nursing and Midwifery Facebook page: www.facebook.com/TCD.Nursing.Midwifery
- Via our Alumni webpage: nursing-midwifery.tcd.ie/alumni/

We wish you every success in your course and we look forward to continuing our relationship with you. We believe very strongly that as graduates of this University, your link with the School of Nursing and Midwifery, and with Trinity College Dublin, will remain. Your connection as Alumni is established for life.

Nursing and Midwifery Career Guide: A guide for newly qualified nurses and midwives in the Republic of Ireland

http://www.nursing-midwifery.tcd.ie/assets/resource-documents/nursing\_midwifery\_career\_guide\_volume1\_2018.pdf

Please also see **Appendix 10** on Postgraduate Studies and **Appendix 11** Career Advice.

### 30. Emergency Procedure and Security

In the event of an emergency, dial Security Services on extension 1999.

Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

#### 30.1 Security and safety of personal belongings

Students and visitors to College buildings including the School of Nursing and Midwifery should always keep their personal belongings with them. All personal belongings should not be left unattended.

# **Appendices**

# **Appendix 1: Assessment Schedules**

### Assessment Schedule Junior Fresh

Year	Discipline	TEP Module Code	Module Title	ECTS	Assessment Details	Assessment Date	Module Leader(s)	Reassessment	Compensatable/ Non-Compensatable between Modules
		MNU11010	Biological Sciences Underpinning Health and Wellbeing	10	MCQ examination (40%) - week 11 MCQ examination (60%) - week 16	Semester 1	Aileen Lynch	1 Hour MCQ examination	Yes
	Shared	MNU11011	Health Promotion, Essential Knowledge for Skills and Practice	10	1.5 hour formal in person examination - Week 16: Drug Calculations 10 MCQ (10%) and 30 MCQ (30%) Essay 1,000 words online submission (60%) - Week 16	Semester 1	Gobnait Byrne	If overall mark is <50% repeat assessment (all components)	Yes
		MNU11012	Psychosocial Foundations for Care	10	Unseen online exam - 50 MCQ	Semester 2	Damien Brennan & Jan De Vries	Repeat assessment	Yes
		MNU11013	Foundations for Professional Practice	10	Reflection on a communication experience in clinical practice – written assignment 1,500 words	Semester 2	Paul Horan	Resubmit	Yes
	General	MNU11004	Introduction to General Nursing in Acute Care Setting	10	Assignment 1,500 words Clinical competency assessment (Pass/Fail)	Semester 1	Melissa Corbally	Resubmit	No
resh	Ger	MNU11005	General Nursing Care Across the Lifespan	10	Online based assessment 2,250 words (100%) Clinical competency assessment (Pass/Fail)	Semester 2	Louise Daly	Resubmission of all three workbooks	No
Junior Fresh	CGIDP	MNU11001	Foundations in Children's Nursing Practice	10	Assignment 1,500 words (100%) Clinical competency assessment (Pass/Fail)	Semester 2	Thelma Begley	Resubmit	No
	Mental Health	MNU11008	Understanding Mental Health, Distress and Illness and Approaches to Care	10	Unseen formal in person examination - 2 hours Part 1 - 2 short answer questoins (60%) Part 2 - MCQ (40%) Clinical competency assessment (Pass/Fail)	Semester 1	Louise Doyle	Repeat assessment	No
	Ment	MNU11009	Psychotherapeutic Skills and the Recovery Approach within Mental Health	10	OSCE Pass/Fail Clinical competency assessment (Pass/Fail)	Semester 2	Peter Kelly	Repeat assessment	No
	Intellectual Disability	MNU11002	Foundations of Person Centred Intellectual Disability Nursing Practice	10	Part A - Assignment 1,500 words (60%) Part B - Poster (40%) Clinical competency assessment (Pass/Fail)	Semester 1	Sandra Fleming	Resubmission of both assignment and poster	No
	Intellectu	MNU11003	Principles of Intellectual Disability Nursing Across the Lifespan	10	Part A - MCQ (Online MOOC Course) 40% Part B - Assignment 1,000 words 60% Clinical competency assessment (Pass/Fail)	Semester 2	Paul Horan	Repeat Part B assessment	No
	Midwifery	MNU11006	Introduction to Midwifery 1	10	2 hour formal in person examination 2 out of 3 questions (100%) - Week 16 Clinical competency assessment (Pass/Fail)	Semester 1	Kathryn Muldoon	Repeat assessment	No
	Mid	MNU11007	Introduction to Midwifery 2 - Sharing the Woman's Experience	10	Assignment 2,000 words (100%) Clinical competency assessment (Pass/Fail)	Semester 2	Vivienne Brady	Resubmit	No

### Assessment Schedule Senior Fresh

Year	Discipline	TEP Module Code	Module Title	ECTS	Assessment Details	Assessment Date	Module Leader(s)	Reassessment	Compensatable/ Non-Compensatable between Modules
		MNU22016	Enhancing Professional Practice	10	Making Every Contact Count Certificate (Pass/Fail) Individual Poster (100%)	Semester 2: Week TBC - MECC Cert Week 35 - Poster	Jacqueline Whelan	Repeat failed components	Yes
	Shared	MNU22017	Managing Care in Practice	10	Online asessements: Part A: 1,500 word assignment (60%) - Week 16 Part B: MCQ (40%) - Week 16	Semester 1	Patricia Kavanagh	Both components must be attempted to pass module.  If overall mark is <50% - repeat Parts A and B.	Yes
		MNU22018	Practice Placement (Clinical)	15	Competency documentation completed & submitted	N/A	Allocations Office	Must be completed by week 52	No
	General	MNU22010	Principles of Adult Nursing Care (Across all care settings)	10	MCQ online exam (100%)	Semester 1	Tom Noone	Repeat assessment	Yes
	Ger	MNU22011	Nursing Care for Adults with Altered Health 1	10	3 out of 5 Patchwork test assessments (100%)	Semester 2	Margarita Corry	Resubmit	Yes
	CGIDP	MNU22001	Principles of Children's Nursing Care	10	OSCE (Pass/Fail)	Semester 2	Eleanor Hollywood	Repeat assessment	No
	Health	MNU22014	Essentials of Communication in Community Mental Health Setting	10	Workbook 2,500 words	Semester 2	Roisin Reilly	Repeat assessment	Yes
	Mental Health	MNU22015	Physical Health and Pharmacology in Mental Health	10	Assignment 2,500 words (100%)	Semester 1	Michael Nash	Resubmit	Yes
Senior Fresh	Intellectual Disability	MNU22002	Person-Centred Support Across the Lifespan	10	Student to devise a person-centred plan demonstrating the main contents of this module (communication, person-centeredness and empowerment) 2,000 words	Semester 1	Martin McMahon	Resubmit	Yes
Senio	Inte	MNU22003	Contemporary Health and Wellbeing in Intellectual Disability Nursing Practice 1	10	OSCE (100%)	Semester 2	Carmel Doyle	Repeat assessment	Yes
	fery	MNU22012	Managing Care in Midwifery Practice 2	10	Unseen 3 hour formal examimation (100%)	Semester 1	Margaret Dunlea	Repeat assessment	Yes
	Midwifery	MNU22013	Complex Perinatal Care 1	10	Online case study 2,000 words	Semester 2	Joan Lalor/ Louise Gallagher	Repeat assessment	Yes
		MNU22005	Perspectives in Deafness	5	5 Online assessments using Blackboard	Semester 1	John Bosco Conama	Resubmit	No
		MNU22006	Statistics for Healthcare Professionals	5	MCQ (100%) - in class	Semester 1	Catherine Comiskey/ Eimear McGlinchey	Repeat assessment	No
		MNU22007	Introduction to Theories of Race and Ethnicity	5	Assignment 1,500 words	Semester 1	Robert O'Keeffe	Resubmit	No
	Electives	MNU22008	Contribution to Society	5	Completed attendance sheet Documentation outlining the organization profile and agreed learning outcomes 500 word reflective account of their experience with reference to how identified learning outcomes were achieved	Semester 2	Catherine McCabe	Repeat assessment (placement and assignment)	No
		MNU22020	Global Health Engagement	5	500 word reflective account of the students' global experience on their personal and professional development. Formal confirmation of attendance/ participation in the relevant programme.	Semester 2	Frances O'Brien	Written assignment (details TBC)	No

## Assessment Schedule Junior Sophister

Year	Discipline	TEP Module Code	Module Title	ECTS	Assessment Details	Assessment Date	Module Leader(s)	Reassessment	Compensatable/ Non-Compensatable between Modules
	Shared	MNU33016	Clinical Judgement, Professional Practice, Foundations of Management	10	Online Scenario based workbook 2,500 words	Semester 2	Jan De Vries & Kathleen Neenan	Resubmit	Yes
	Sk	MNU33017	Practice Placement (Clinical)	25	Competency documentation completed & submitted	N/A	Allocations Office	Must be completed by week 52	No
		MNU33010	Nursing Care of Adults with Altered Health 2	10	Completion of 3 out of 4 online worksheets 3,000 words	Semester 1	Fiona Murphy	Resubmit	Yes
	General	MNU33011	Nursing Care of the Deteriorating and Critical III Adult	10	Part A - Certificates of successful completion of:  1. National Early Waring System (INEWS) V2: Nursing/HCSP Focus (pass/fail)  2. National Sepsis e-learning programme (non pregnant adult patients) (pass/fail)  3. Understnadning Tracheostomies (anatomy, physiolgy, idications, precedures) (pass/fail)  4. Mandatory participation in 3hr timetabled simulation sessions (pass/fail)  Part B - Case Study 2,500 words (100%)	Semester 2	Catherine McCabe	Repeat failed component	Yes
	CGIDP	MNU33001	Nursing Care of Children with Altered Health	10	Unseen 2 hour formal examination (100%)	Semester 2	Maryanne Murphy	Repeat assessment	No
	Mental Health	MNU33014	Working with People with Serious Mental Health Problems	10	Part A - Online Unseen Assessment (30%) Part B - Case Study - Podcast (70%)	Semester 1	Mark Monahan/ Michael Nash	Repeat failed component(s)	Yes
	Ment	MNU33015	Working with Specialist Groups who have Multiple & Complex Needs	10	Online worksheet. Complete 2 out of 3 worksheets. 1,000 words per worksheet.	Semester 2	Brian Keogh	Resubmit	Yes
ter	Intellectual Disability	MNU33002	Contemporary Health and Wellbeing in Intellectual Disability Nursing Practice 2	10	OSCE (100%)	Semester 1	Eilish Burke	Repeat assessment	Yes
Junior Sophister	Intell	MNU33019	Individualised Dynamic Support Mechanisms	10	Assignment (3,000 words)	Semester 2	Eimear McGlinchey	Resubmit	Yes
Junior	wifery	MNU33012	Managing Care in Practice 3 – Sociological Perspective	10	Assignment (3,000 words)	Semester 1	Colm O'Boyle	Resubmit	Yes
	Midv	MNU33013	Complex Perinatal Care 2	10	Unseen 3 hour formal examination (100%) OSCE (pass/fail)	Semester 2	Sunita Panda	Repeat failed component(s)	Yes
		MNU33004	Understanding Drug and Alcohol Addiction	5	Online Group presentation	Semester 1	Catherine Comiskey/ Peter Kelly	Repeat assessment	No
		MNU33005	Digital Healthcare	5	Online group poster presentation	Semester 1	John Dinsmore	Repeat assessment	No
		MNU33006	Nutrition and Wellness	5	Case Study (500 words)	Semester 1	Louise Gallagher	Repeat assessment	No
		MNU33007	Patient Safety & Human Factors in Healthcare	5	Submission of certificate of completion for each of the IHI Modules with an assignment submission form	Semester 1	Anne-Marie Brady	Resubmit	No
	Electives	MNU33008	An Appreciation of Contemporary Poetry in English	5	Assignment (500 words)	Semester 1	Paul Keenan	Resubmit	No
		MNU33018	Contribution to Society	5	Completed attendance sheet Documentation outlining the organization profile and agreed learning outcomes 500 word reflective account of their experience with reference to how identified learning outcomes were achieved	Semester 2	Catherine McCabe	Repeat assessment (placement and assignment)	No
		MNU33020	Global Health Engagement	5	500 word reflective account of the students' global experience on their personal and professional development.  Formal confirmation of attendance/ participation in the relevant programme.	Semester 2	Frances O'Brien	Written assignment (details TBC)	No

## Assessment Schedule Senior Sophister

Year	Discipline	TEP Module Code	Module Title	ECTS	Assessment Details	Assessment Date	Module Leader(s)	Reassessment	Compensatable/ Non-Compensatable between Modules
	Shared		Using Research to Enhance Nursing and Midwifery Practice	20	Capstone Project: Literature Review 6,000 words		Sylvia Huntley-Moore & Patricia Cronin	Repeat assessment	No
		MNU44004	Applied Clinical Management and Interprofessional Practice	10	Assignment 3,000 words	Semester 1	Anne-Marie Malone & Margaret McAdam	Repeat assessment	No
Senior Sophister	СБІБР	MNU44001	Applied Children's Nursing	10	Document analysis 3,000 words	Semester 1	Thelma Begley	Repeat assessment	No
	B.Sc. (Cur.) General / Mental Health / Intellectual Disability Nursing and B.Sc. Midwifery Only	MNU44005	Linking Education Practice Year 4 (LEAP4) - B.Sc. (Cur.) General/Mental Health/ Intellectual Disability Nursing and B.Sc. Midwifery students only	30	Competency documentation completed and submitted	N/A	Allocations Office	Must be completed by week 52	No
	ССІБР		Linking Education Practice Year 4 (LEAP4) - CGIDP students only	20	Competency documentation completed and submitted	N/A	Allocations Office	Must be completed by week 52	No
CGIDP Final Year	CGIDP		Linking Education Practice Year 5 - CGIDP students only	10	Competency documentation completed and submitted	N/A	Allocations Office		No



# B.Sc. (Cur.) General/Mental Health/Intellectual Disability Nursing - Junior Fresh Year Planner 2023/2024

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B.Sc. Midwifery - Junior Fresh Year Planner 2023/2024

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B.Sc. Children's and General Nursing Junior Fresh Year Planner 2023/2024

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B.Sc. (Cur) General/Mental Health/Intellectual Disability Nursing - Senior Fresh Year Planner 2023/2024

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B.Sc. Midwifery - Senior Fresh Year Planner 2023/2024

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Senior Fresh (2nd Year)	Reassessment Week *	Orientation/Theory	Clinical	Cinical	Cinical	Cinical	Chical	Study/Review	Theory	Theory	Theory	Theory	Theory	Revision Week	Assessment Week *	Christmas Period	Christmas Period	Christmas Period	Cincal	Cincal	Onical	Cincal	Cinical	Chical	Cinical	Study/Review	Theory	Theory	Theory	Theory	Revision Week	TRINITY WEEK	AssessmentWeek *						Stu	ident Sur	nmer V	'acation						Danasananani Mack +	Neek Orientation/Theory	Theory
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Senior Sophister (4th Year)	Reassessment Week *	Orientation/Theory	Cinical	Cirical	Olinical	Olinical	Oinical	Study/Review	Theory	Theory	Theory	Theory	Theory	Revision Week	Assessment Week *	Christmas Period	Christmas Period	Christmas Period	Internship Clinical	Memship Cincal	memship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Olinical	Internship Olinical	Internship Clinical	Internship Clinical	Internship Olinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Inemship Olinical	Internship Clinical	Internship Olinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Olinical	Internship Clinical	Internship Clinical	Internship Clinical	memship Clinical	Internship Clinical
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#### B.Sc. Children's and General Nursing - Senior Fresh Year Planner 2023/2024

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B.Sc. (Cur) General/Mental Health/Intellectual Disability Nursing - Junior Sophister Year Planner 2023/2024

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B.Sc. Midwifery - Junior Sophister Year Planner 2023/2024

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2024-2025	26th Aug	2nd Sept	9th Sept	16th Sept	23rd Sept	30th Sept	7th Oct	14th Oct	21st Oct	28th Oct	4th Nov	11th Nov	18th Nov			9th Dec	16th Dec	23rd Dec	30th Dec	6th Jan						17th Feb				17th Mar	24th Mar			14th Apr				19th May	26th May	2nd Jun	9th Jun	16th Jun	23rd Jun	30th Jun	7th Jul	14th Jul	21st Jul		4th Aug		18th Aug	25th Aug	1st Sept	8th Sept
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Senior Sophister (4th Year)	Reassessment Week *	Orientation/Theory	Oinical	Oinical	Olinical	Olinical	Olinical	Oinical	Study/Review	Theory	Theory	Theory	Theory	Theory	Revision Week	Assessment Week *	Christmas Period	Christmas Period	Christmas Period	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internship Clinical	Internating Clinical	Internship Cinical																		
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B.Sc. Children's and General Nursing - Junior Sophister Year Planner 2023/2024

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B.Sc. (Cur) General/Mental Health/Intellectual Disability Nursing – Senior Sophister Year Planner 2023/2024

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B.Sc. Midwifery – Senior Sophister Year Planner 2023/2024

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B.Sc. Children's and General Nursing Senior Sophister – Senior Sophister Year Planner 2023/2024

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### **Appendix 3 Trinity Graduate Attributes**

The Trinity Graduate Attributes represent the qualities, skills and behaviours that you will have the opportunity to develop as a Trinity student over your entire university experience, in other words, not only in the classroom, but also through engagement in co- and extra-curricular activities (such as summer work placements, internships, or volunteering). <a href="https://student-learning.tcd.ie/assessments/graduate-attributes/">https://student-learning.tcd.ie/assessments/graduate-attributes/</a>

The four Trinity Graduate Attributes are:

- To Think Independently
- To Act Responsibly
- To Develop Continuously
- To Communicate Effectively



#### Why are the Graduate Attributes important?

The Trinity Graduate Attributes will enhance your personal, professional, and intellectual development. They will also help to prepare you for lifelong learning and for the challenges of living and working in an increasingly complex and changing world.

The Graduate Attributes will enhance your employability. Whilst your degree remains fundamental, also being able to demonstrate these Graduate Attributes will help you to differentiate yourself as they encapsulate the kinds of transversal skills and abilities, which employers are looking for.

#### **How will I develop these Graduate Attributes?**

Many of the Graduate Attributes are 'slow learned', in other words, you will develop them over the four or five years of your programme of study. They are embedded in the curriculum and in assessments, for example, through undertaking independent research for your final year project, giving presentations and engaging in group work. You will also develop them through co-curricular and extra-curricular activities. If you help to run a club or society you will be improving your leadership skills, or if you play a sport, you are building your communication and teamwork skills.

#### **Health Sciences only: Interprofessional Learning**

If you study within the Faculty of Health Sciences, you will have the opportunity to engage in interprofessional learning. Interprofessional learning describes occasions when two or more professionals learn with, from and about each other to improve collaborative practice and quality of care. Interprofessional learning within the Faculty of Health Sciences runs as a common theme incorporated throughout all Schools and comprises a series of teaching and learning initiatives that are integrated within existing modules on the undergraduate programmes. As part of interprofessional learning, you will work with other healthcare disciplines as part of multidisciplinary teams, discussing patient-case studies to understand how multidisciplinary teamwork may benefit patient care.

Helpful resources to achieve the graduate attributes via LinkedIn Learning: https://www.tcd.ie/hr/learning-and-development/linked-in-learning/catalogues/lil-graduate-attributes.php

### **Appendix 4 Student Learning Development**



Student Learning Development (SLD) supports Trinity students reach their academic potential. SLD offers a range of services including individual appointments, workshops and skills events.

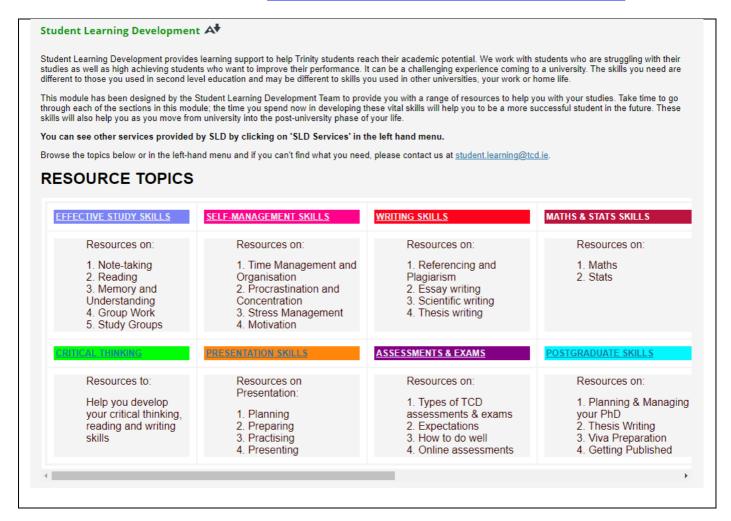
These services are designed to develop your skills in areas such as academic writing, self and time management, exam and assessment skills for undergraduate students.

SLD services are detailed here: https://student-learning.tcd.ie/services/

**SLD** has developed a **Blackboard module** to provide you with a range of resources that will help you develop your independent learning and academic skills. These resources are available 24/7 from wherever you are.

In this module, you will find audio and video files, downloadable documents as well as interactive websites and useful links on topics such as Essay Writing, Critical Thinking, Thesis Writing, Exam Skills, Literature Reviewing and much more. You can also find copies of presentations for all the workshops that SLD run over the academic year.

SLD's Blackboard module enrolment: <a href="https://student-learning.tcd.ie/blackboard/enrolment/">https://student-learning.tcd.ie/blackboard/enrolment/</a>

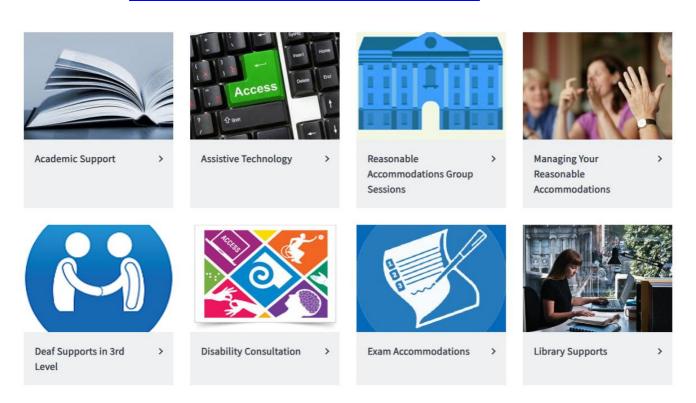


### **Appendix 5 Trinity Disability Service**

### Support Provision for Students with Disabilities

Trinity College's **Disability Service** (<a href="https://www.tcd.ie/disability/">https://www.tcd.ie/disability/</a>) is committed to ensuring that, as far as possible, students with disabilities will have full access to the same facilities for study as their peers and that where necessary, reasonable accommodations will be provided. In any field of study, it is expected that all students will follow the same course, but individual needs will be taken into consideration when organising examinations and/or clinical placement, and special arrangements can be made for students as appropriate.

The range of **supports and resources** provided by Trinity Disability Services are detailed here and illustrated below: <a href="https://www.tcd.ie/disability/support-and-resources/">https://www.tcd.ie/disability/support-and-resources/</a>



Trinity has adopted a Reasonable Accommodation Policy that outlines how supports are implemented in Trinity College. Students seeking reasonable accommodation whilst studying in Trinity must apply for reasonable accommodations with the Disability Service via their student portal (my.tcd.ie). Based on appropriate evidence of a disability, and information obtained from the student on the impact of their disability and their academic course requirements, the Disability staff member will identify supports designed to meet the student's disability support needs. Following the Needs Assessment, the student's Disability Officer prepares an Individual Learning Educational Needs Summary (LENS) detailing the Reasonable Accommodations to be implemented. The information outlined in the LENS is communicated to the relevant School via the student record in SITS.

#### Examination accommodation and deadlines

Students should make requests as early as possible in the academic year.

### Student responsibilities for School assessments/course tests

Students are required to initiate contact with the School and request reasonable accommodations
as per their LENS report for particular assessments for School/ Department administered
assessments. Students are advised to make contact at least two weeks prior to the assessment
date to enable adjustments to be implemented.

### **Professional Courses - Professional Learning Education Needs Summary - PLENS**

For students with disabilities on professional courses in receipt of reasonable accommodations, the Disability Service will issue a PLENS report. In the background section of the PLENS the following text is included:

Student is encouraged to discuss any disability supports required on placement/internship with the Academic contact and/or Placement/Internship Co-ordinator of their course. Student can be referred back to Disability Service for placement/internship planning supports - Level 2 - Placement/Internship Planning, if and when required.

Please note: no reasonable accommodation can be provided outside the procedures outlined in the Trinity Reasonable Accommodation Policy.

More detailed text on placement planning and supports can be found at the following link: <a href="https://www.tcd.ie/disability/support-and-resources/placementinternship-planning/">https://www.tcd.ie/disability/support-and-resources/placementinternship-planning/</a>

### **Appendix 6 Student 2 Student**



S2S is a **student-led initiative** designed to ensure any student in Trinity can get information and support from another student, find a friendly face to have a chat, talk things through or just ask a few questions when you are not sure who to approach.

From the moment you arrive in College right through to your end of year exams Student 2 Student (S2S) Mentors are available to make sure your first year is a great foundation for the rest of your time in Trinity.

You will meet your S2S Mentors in Freshers' Week and they will introduce you to other people in your course. They will keep in regular touch with you throughout your first year and invite you to events on and off campus.

S2S is supported by the Senior Tutor's Office and the Student Counselling Service.

Please see how mentoring works, here: <a href="https://student2student.tcd.ie/mentoring/">https://student2student.tcd.ie/mentoring/</a>

#### Contact:

https://student2student.tcd.ie/contact/

If you would like to contact the S2S office, or if you would like to request a Peer Supporter, you can email <a href="mailto:student@tcd.ie">student@tcd.ie</a>.

### **Appendix 7 Fitness to Study**

The following reporting pathways should be used as a guide in considering a Fitness to Study case and should be used in consultation with the College Fitness to Study Policy available at:

https://www.tcd.ie/teachinglearning/assets/pdf/academicpolicies/Fitness%20to%20Study%20Policy.pdf

The Relevant Person is notified where a concern regarding a student's Fitness to Study arises. The Relevant Person is the Director of Undergraduate Teaching and Learning (DUTL) for undergraduate students or the Director of Postgraduate Teaching and Learning (DPTL) for postgraduate students

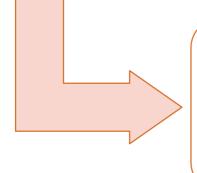
#### Level 1

The student will be notified by the DUTL/DPTL of the nature of the concerns expressed.

The DUTL/DPTL resolves matters or refers to Level 2

At Level 1, the DUTL/DPTL will attempt to resolve the matter by informal discussions with the student, at which the student's tutor or representative from the PG student Advisory Service may also be present, as the student wishes.

Refer to Section 8.2 of the Policy for Level 1 operational details.



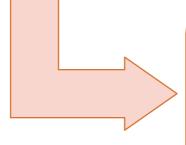
### Level 2

The Decision Maker resolves matters or refers to Level 3

A student can appeal a Level 2 decision to Level 3

**Decision Maker**: Senior Lecturer for UG students; Dean of Graduate Studies for PG students

Refer to Section 8.3 of the Policy for Level 2 operational details.



### Level 3

Fitness to Study Panel reviews the case

Refer to Section 8.4 of the Policy for Level 3 process details.

For all Levels, the DUTL/ DPTL, the Decision Maker, and the Fitness to Study Panel, may seek the advice of the Fitness to Study Advisory Group. These requests should be made to the Dean of Students.

### **Appendix 8 Support Structures for Students on Clinical Placement**

This algorithm sets out the supports available to students while on clinical placement for students who wish to raise an issue of concern or for students who are experiencing emotional distress

#### Student wishes to speak about an issue of concern

- Student identifies and speaks to an appropriate support person about the issue of concern
- · Student is assured that concern will be taken seriously and confidentiality will be maintained

#### **Key Supports**

- Preceptor
- Clinical Placement Coordinator
- Link Lecturer (midwifery only)
- College Tutor/Senior Tutor (TCD)
- Postgraduate Advisory Service (TCD)

May need to escalate to other supports

#### Other Supports

- CMM1/CNM 1
- CMM2/CNM2
- CMM3/CNM3
- Practice Development Coordinator
- Relevant year course Coordinator (TCD)

#### Student and support person discuss issue of concern

- Issue is resolved or unresolved
- Student advised of supports available to them in TCD and HSP

Senior Tutors Office: Tel 01-8962004 or email <a href="mailto:student-counselling">student-counselling</a>: Tel 01-8961407 or email <a href="mailto:student-counselling@tcd.ie">student-counselling@tcd.ie</a>

**Treatment of student in crisis:** The counsellor will speak with the student over the telephone. In the event of a risk being identified, a plan will be agreed with the student and appropriate contact made with other support services and next of kin or another identified person. Student counselling can offer the student an emergency appointment in College or arrange an emergency appointment in their local area.

**Out of hours support**: College Emergency Number 01-8961999; Niteline every night of Term 9pm-2.30am. <a href="www.niteline.ie">www.niteline.ie</a> or Tel: 1800793793. See also <a href="https://www.tcd.ie/Student Counselling/support-services/after-hours/">https://www.tcd.ie/Student Counselling/support-services/after-hours/</a> for a range of other out of hours, internal and external supports.

#### **Issue Resolved**

Reiterate supports available to student:

- College Services (TCD)
- Student Union (TCD)
- Employee Assistance Programme (HSE)

#### Issue resolved - process ends

#### **Towards Resolution**

- Action(s) taken relevant to the issue
- Action(s) align with other mechanisms and policies in the HSP and/or TCD, i.e. the Dignity & Respect at Work Policy
- Progress plan updating persons involved is implemented until resolution achieved

#### **Issue Unresolved**

Issue reported to:

- Director of Midwifery/ Director of Undergraduate Teaching & Learning, TCD
- Director of Midwifery/ Nursing (HSP)

Policy relating to the issue of concern initiated, if appropriate, including the relevant Dignity & Respect at Work Policy in the HSP and/or TCD Nurse Practice Development will inform the Director of Undergraduate Teaching & Learning DUTL, School of Nursing and Midwifery, Trinity College Dublin, when policy is initiated.

Reiterate supports available to student:
College Services (TCD)
Student Union (TCD)
Employee Assistance Programme (HSE)

# Appendix 9 Assessment Criteria Grid

Presentat	ion & style				
% Grade	Grade Class- ification	1. Presentation	Clarity of expression (incl. accuracy, spelling, grammar, punctuation)	Communication and presentation     (appropriate to discipline)	4. Presentation (visual & or oral)
		Descriptions		1	
70+	1	Is polished, imaginative & logical.	Fluent writing style appropriate to document. Grammar and spelling	Engages effectively in debate in a	Material is imaginatively presented
			accurate.	professional manner. Work is detailed and	resulting in clarity of message
				coherent in a variety of formats.	And information.
65-69	II.1	Carefully & logically organised.	Language fluent. Grammar and spelling accurate.	Communicates effectively, reports in a clear and concise manner. Relevant information in a variety of formats.	Material is carefully structured with clear message and visual effect/audible & pace appropriate.
60-64	II.2	Shows organisation & coherence.	Language mainly fluent. Grammar and spelling mainly accurate.	Communicate effectively and reports in a clear and concise manner with all relevant information.	Material is structured and relevant to topic / Visual aspect of presentation is limited. Pace and audibility satisfactory.
50-59	III	Shows some attempt to organise in a logical manner.	Meaning apparent but language not always fluent. Grammar and/or spelling contain errors.	Some communication is effective. Can report in a structured way.	Material presented is relevant but lacks structure or visual impact. Pace/audibility is generally satisfactory.
Fail	F	Disorganised/incohere nt.	Meaning unclear and/or grammar and/or spelling contain frequent errors.	Communication is unstructured and unfocused.	Not all material is relevant and/or is poorly structured and/or poorly paced and inaudible.

Conformin	g to instruct	ions/clarity of objectives			
% Grade	Grade Class-	Conforming with instructions     (e.g. word length)	2. Attention to purpose	3. Referencing	4. Clarity of objectives and focus of work
	ification	Descriptions			

70+		Work has been submitted within time boundaries and within prescribed parameters.	Purpose of the assignment addressed comprehensively and imaginatively.	Referencing is mainly accurate.	Objectives clearly defined and comprehensively addressed throughout work.
65-69	II.1		Addressed the purpose of the assignment coherently with some attempt to demonstrate imagination.	Referencing is mainly accurate.	Objectives defined and addressed throughout work.
60-64	11.2		Has addressed the main purpose of the assignment.		Objectives outlined and addressed at the end of the work.
50-59	III	Deviates slightly from the required parameters.	Some of the work is focused on the aims and themes of the assignment.	Some attempt at referencing with some inaccuracies.	Provides generalised objectives and focused the work on the topic area.
Fail	F	Deviates significantly from the required parameters.	Fails to address the task set.	Referencing is absent/unsystematic and/or many inaccuracies.	No information provided.

Content ar	nd knowledge Grade	e of subject  1. Content and range	2. Use of literature/evidence	3. Knowledge of theory	4. Subject's limitations and	5. Context in
70 <b>C. G.</b>	Class- ification		of reading	or memorage or meory	boundaries/relation to other frameworks	which subject is used
		Descriptions				
70+	I	Comprehensive/detailed knowledge of topic. In depth awareness of provisional nature of knowledge.	Has developed and justified using own ideas based on a wide range of sources which are critically analysed.	Assignment demonstrates integration and innovation in the selection and handling of theory.	Subject boundaries and relationships with other disciplines/frameworks explored/tested. Examples provided.	Takes account of complex context and selects appropriate technique.
65-69	II.1	Reasonable knowledge of topic and an awareness of a	Critically appraises the literature from variety of	Insightful and appropriate selection of theory in key areas.	Some boundaries explored and relevance of relationships with other	Takes some account of context and selects some

		variety of ideas/contexts/frameworks.	sources, developing own ideas in the process.		disciplines and frameworks recognised.	appropriate techniques.
60-64	II.2	Evidence of factual and/or conceptual knowledge base and appropriate terminology.	Clear evidence and application of readings relevant to the subject; uses indicative texts.	Most key theories are included in the work in an appropriate manner.	Awareness of subject boundaries. Some connections with other disciplines/frameworks identified.	Recognises defined context and uses standard techniques for that context.
50-59	III	Evidence of limited knowledge of topic and some use of appropriate terminology.	Literature presented uncritically, in a descriptive way and indicates limitations of understanding.	Selection of theory is appropriate but some key aspects absent.	Limited awareness of subject boundaries and/or relationships with other disciplines/frameworks identified.	Context acknowledged but not really taken into account.
Fail	F	Lacks evidence of knowledge relevant to the topic and/or significantly misuses terminology.	Either no evidence of literature being consulted or irrelevant to the assignment set.	Inaccurate or inappropriate choice of theory.	Lacks awareness of subject boundaries or relationships.	Context not recognised as relevant.

% Grade	Grade	1. Analysis	2. Conceptualisation	3. Critical reasoning	4. Reflection/evaluation
	Class- ification	Descriptions			
70+	I	Analyses new and/or abstract data and situations without guidance. Uses a range of techniques.	Recognises consistency and reconcile inconsistency between information using cognitive and hypothesising skills.	Consistently demonstrates application of critical analysis well integrated in the text.	Critically reviews evidence, supports conclusions/recommendations. Investigates contradictory information with possible rationale.
65-69	II.1	Analyses range of data with minimum guidance, applies theories, compares methods for obtaining data.	Consistent understanding demonstrated in a logical, coherent and lucid manner.	Clear application of theory through critical analysis/critical thought of the topic area.	Selects appropriate evaluation techniques. Evaluates the relevance and significance of data collected.

60-64	II.2	Can analyse with guidance using given classification/principles.	Demonstrated understanding in a style which is mostly logical, coherent and flowing.	Demonstrates application of theory through critical analysis of the topic area.	Can evaluate the reliability of data using defined techniques and/or tutor guidance.
50-59	III	Analyses limited range of data with guidance using classifications.	Attempts to demonstrate logical/coherent understanding of subject. Some points confused/undeveloped.	Some evidence of critical thought/critical analysis and rationale for work.	Limited and only partially accurate evaluation of data using defined techniques and/or tutor guidance.
Fail	F	Fails to analyse information.	Understanding of assignment unclear. Lacks logical/coherent structure. Subject is confused/undeveloped.	Lacks critical thought/analysis/reference to theory.	Fails to evaluate or use techniques of evaluation, or evaluations are totally invalid.

% Grade	Grade	5. Synthesis	6. Flexibility	7. Conclusions
	Classification	Descriptions		
70+	I	Transform abstract data and concepts towards a given purpose with novel solutions.	Independently presents multiple perspectives showing ability to develop/adjust personal view.	Analytical and clear conclusions well grounded in theory/literature showing development of new concepts.
65-69	II.1	Reformats a range of ideas/information towards a given purpose.	Recognises multiple perspectives which may affect personal view point.	Good development shown in summary of arguments based in theory/literature.
60-64	II.2	Collects/collates & categorises ideas and information in a predictable and standard format.	Can recognise alternative perspectives.	Evidence of findings and conclusions grounded in theory/literature.
50-59	III	Partially collects/collates and categorises information in a structured way.	Limited ability to see alternative perspectives.	Limited evidence of findings and conclusions supported by theory/literature.
Fail	F	No organisation of ideas and information.	Fails to recognise alternative perspectives.	Unsubstantiated/invalid conclusions, or no conclusions.

Methodolog	Methodology/ies					
% Grade	Grade Classification	1. Analysis				

		Descriptions
70+	1	Methodology used is the most appropriate. Process and rationale for its selection is provided.
65-69	II.1	Attention is given to the selection of a methodology and the method chosen is appropriate to the task.
60-64	II.2	Methodology is appropriate to the task.
50-59	III	Methodology lacks clarity and/or may not be the most appropriate but there is evidence of a planned approach.
Fail	F	Issue of methodology not addressed and/or inappropriate and/or little planning used to complete the task.

% Grade	Grade Class-	1. Performance Skills	2. Client Satisfaction	3. Data/information gathering/processing	4. Imagination/Creativity	5. Originality
ification Descriptions						
70+	ı	Confidently/consistently performs complex skills. Choose appropriate response and evaluates own and others' performance.	Understood Clients problems/needs. Developed specific realistic objectives to meet these.	Selects and processes information with confidence and imagination.	Uses imagination, and appropriate creative techniques to explore many perspectives and enhance thinking.	Uses creative and lateral thinking to develop and present original ideas which have been critically evaluated.
65-69	II.1	When given a complex task can choose and perform an appropriate set of actions. Can evaluate own performance.	Understood clients needs but has developed unrealistic objectives.	Selects and processes information with confidence and imagination.	Uses imagination to go beyond boundaries and applies creative techniques	By taking a variety of perspectives presents an original idea which has been evaluated.
60-64	II.2	Performs basic skills with awareness of the necessary techniques and potential uses and hazards. Needs external evaluation.	Has developed objectives which for the most part meet the clients needs.	Makes a selection from information and applies processing tools.	Uses imagination and a limited range of creative techniques.	Use imagination to produce an idea with elements of originality.

50-59	III	Able to perform basic skills with guidance on the necessary technique. Needs external evaluation.	Uses objectives given by the client without reflection on how appropriate or realistic they are.	Collects some information and makes some use of processing tools.	Shows little imagination. Aware of some creative techniques and uses them with limited success.	Originality is marginal to the basic idea.
Fail	F	Fails to perform even basic skills.	Little or no attempt to ascertain clients needs and develop a workable brief.	Random information gathering. Inappropriate use of processing tools.	Lacks imagination. Does not demonstrate creative skills.	No real attempt at originality.

% Grade	Grade Class- ification	6. Self-criticism (include. reflection on practice)	7. Independence/Autonomy (include. planning and managing learning)	8. Self-Presentation	9. Time management/self-management	10. Interactive and group skills (include. Teamwork, Negotiation/micropolitics & empathy)
Descriptions						
70+	I	Confident in application of own criteria of judgement and in challenge of received opinion in action and can reflect on action.	With minimum guidance can manage own learning using full range of resources. Seeks and utilises feedback.	Adopts a style of self- presentation and selects from a range of appropriate interpersonal skills relevant to the context.	Plans well ahead, sets self- determined deadlines, and uses contingency planning.	Interacts effectively within a learning/professional group. Recognises, supports, is proactive in leadership. Negotiates and handles conflict.
65-69	II.1	Evaluate own strengths and weaknesses; can challenge received opinion and begins to develop own criteria/judgement.	Identifies strengths of learning needs and follows activities to improve performance. Is autonomous in straight forward study tasks.	Is flexible in the style of presentation adopted and interpersonal skills used.	Always meets deadlines. Plans management of work and monitors progress against plan.	Interacts effectively within a learning group. Contributes and responds to ideas with modified responses where appropriate.
60-64	11.2	Is largely dependent on criteria set by others but begins to recognise own strengths and weaknesses.	Can work independently within a relevant ethos and can access and use a range of learning resources.	Can adopt both a formal and informal style, and uses basic interpersonal skills appropriately.	Almost always meets deadlines. Makes plans and implements them in a satisfactory manner.	Meets obligations to others (tutors and/or peers). Offers and/or supports initiatives. Recognises/assesses alternative options.

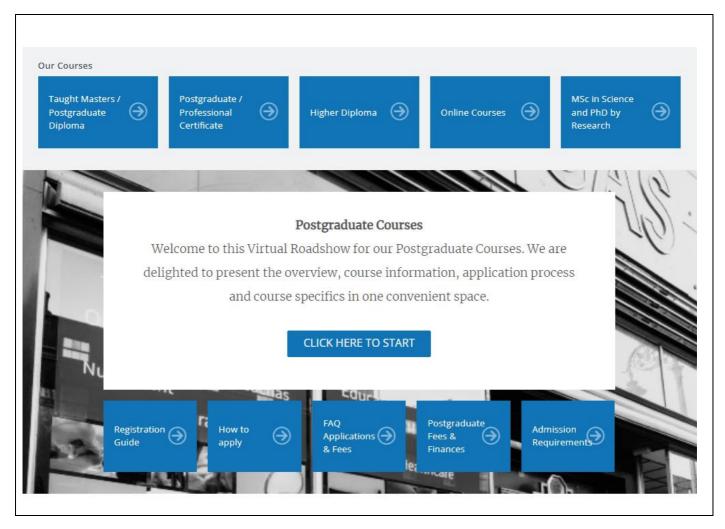
50-59	III	Dependent on criteria set by others. Begins to recognise own strengths and weakness.	Undertakes clearly directed work independently, with some guidance, and using standard learning resources.	Uses formal and informal styles, and uses basic interpersonal skills but not always matching the needs of the situation.	Usually meets important deadlines, but often despite lack of planning.	Makes efforts to develop interactive skills. Uses basic interactive skills appropriately.
Fail	F	Fails to meaningfully undertake the process of self criticism.	Unable to work independently, needing significant guidance on methods and resources.	No obvious sense of self and/or interpersonal skills and/or skills used inappropriately.	Rarely meets deadlines. Unable to make and implement plans.	Has problems working with others/avoids work with others. Does not contribute or contributes inappropriately in groups.

Practical/Interpersonal Skills (Continued)							
% Grade	Grade Class- ification	11. Communication and Presentation (appropriate to discipline)	12. Critical review (to be used in peer assessment)	13. Initiative (imagination, leadership, taking action, independence)	14. Rationale		
		Descriptions					
70+	I	Can engage effectively in debate in a professional manner and produce detailed and coherent project reports.	Assesses/examines the work of others using broad ranging criteria. Provides commentary on marks and further development.	Uses imagination to assess the needs of the situation and underlay a series of actions to achieve goals.	Uses all available data to evaluate the options. Clear criteria are applied to demonstrate reasons for final decision/choice/outcome.		
65-69	II.1	Communicates effectively using an appropriate format. Reports in clear/concise manner with relevant information & format.	Assesses and studies work of others and judge against criteria, areas for improvements.	Can assess needs of the situation and takes action towards goals.	Uses data to evaluate options and selections of final outcome clearly follows from evaluation.		
60-64	II.2	Communicates effectively using appropriate format. Reports practical procedures in a clear/concise manner with relevant information.	Examines work of others and identifies its strengths and weaknesses.	With guidance can assess needs of situation and take action necessary to achieve goals.	Uses data to evaluate some options and selection of final outcome is linked to the evaluation.		
50-59	III	Some communication is effective appropriate format. Reports practical procedures in a structured way.	Comments in general terms on the work of others.	With guidance undertakes tasks that require some imagination/independence.	Presents benefits and disadvantages of some potential outcomes but		

					without sufficient clarity/rationale.
Fail	F	Communication is unstructured and unfocussed and/or in a format inappropriate to the discipline.	Unable to make reasoned comment on the work of others.	Unable to undertake tasks beyond routine and standardised.	Little explanation of how the final outcome/choice was made OR no indication of final outcome/choice.

### **Appendix 10 Postgraduate Courses**

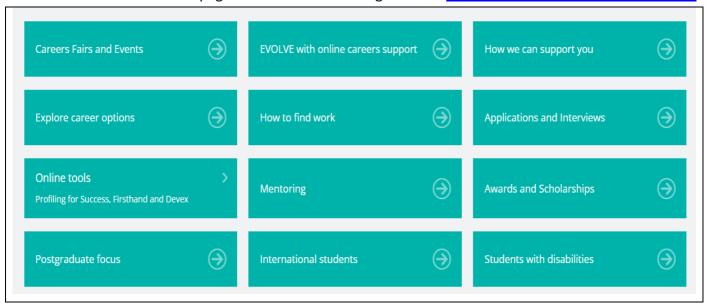
Take the opportunity to study at the TCD School of Nursing & Midwifery which is ranked 42nd in the World in the QS World University Subject Rankings 2022, where your world-class education will be matched with an unrivalled student experience.



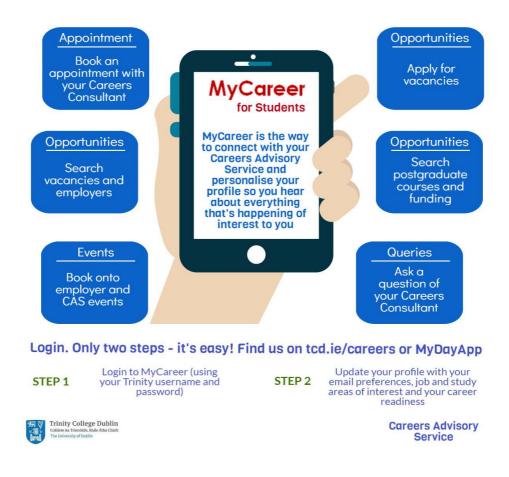
https://nursing-midwifery.tcd.ie/postgraduate/

### **Appendix 11 Trinity Careers Service**

Visit the Careers Services webpage to access the following services: <a href="https://www.tcd.ie/Careers/students/">https://www.tcd.ie/Careers/students/</a>



**MyCareer** is the way to connect with the Trinity Careers Service - personalise your profile so you hear about everything that is happening of interest to you: <a href="https://www.tcd.ie/Careers/mycareer/students.php">https://www.tcd.ie/Careers/mycareer/students.php</a>



Contact: <a href="https://www.tcd.ie/Careers/contact/">https://www.tcd.ie/Careers/contact/</a>

Trinity Careers Service, 7-9 South Leinster Street, Dublin 2

Email: careers@tcd.ie; Tel: 01 896 1721