

Faculty of Medicine and Health Sciences

– Student Placement FAQs

What are placements?

Placements are compulsory professional learning experiences that form part of your programme and contribute to meeting professional requirements.

Who organises my placement?

Placements are organised by the Faculty Placements Team in partnership with academic colleagues and placement providers.

Can I choose my placement?

Placements are allocated to ensure learning outcomes, capacity and regulatory requirements are met. Requests may not always be possible. For some courses there may be placement modules with an element of student selection, and these may be able to be carried out abroad, but this will be communicated to you by your academic leads if applicable to your course.

What if I am unwell or unable to attend placement?

You must follow your programme's absence reporting process and inform the relevant placement team promptly via their communicated process.

Nursing and Midwifery – Students must inform the SNAM Placements Team and Academic Assessor of any absence. They must also notify their placement setting, in line with the Trust's absence reporting procedures.

Allied Health Professions – Students must inform Duty Cover of any absences. Students must also notify their placement provider following their absences procedures.

Pharmacy – Students must complete our MS Form prior to 9:30am on each day of absence. They must also contact their Placement Supervisor prior to 9:30am on each day of absence.

Medicine - A student reports their absence to the course admin inboxes and their placement provider and then submit an MS forms return to studies from sickness form upon their return.

Who do I contact if I have concerns?

Concerns should be raised as soon as possible with the Faculty Placements Team using the appropriate programme inbox email detailed on the web page.

What support is available during placement?

Placements are an important part of your programme, but we know they can sometimes bring additional challenges – whether it is adjusting to a new environment, managing finances, changes to your routine, or concerns about your wellbeing. Support is available to all Keele students, wherever your placement is based, 24 hours a day, 7 days a week.

If you need help

In an emergency, where there is an immediate danger to life, please **call 999 immediately**, and also inform the University as soon as it is safe to do so.

If you have urgent welfare or mental health concerns:

- Monday to Friday, 9am-5pm: Contact Student Services by calling 01782 734481
- Outside of these times and on weekends: Contact Campus Safety by calling 01782 733999.

If you have wellbeing concerns, please email student.services@keele.ac.uk, and your enquiry will be reviewed during office hours. For academic or placement-related issues, please contact your School or placement lead through the usual channels.

Our Student Services team is here to help you throughout your studies, including when you are on placement, with your wellbeing, mental health, finances, accommodation and more.

Find out more about support available to you >

<https://www.keele.ac.uk/students/studentssupportandwellbeing/studentsserviceshub/>

We also offer free 24/7 confidential support through Spectrum.Life - you can find out more about how to access this support on our [web pages](#).

Reporting inappropriate behaviour

If you need to report any inappropriate behaviour, safeguarding concerns, or would like to raise a concern anonymously, please visit our Raising Concerns web page [Raising concerns about a placement setting - Keele University](#).

The Faculty Placements Team can advise or escalate concerns to relevant academic colleagues where needed, please use the relevant email.

How do I claim back expenses incurred from placement?

Please refer to the student travel expenses on placement FAQs on the website.

What if I want to go on holiday outside of the placement?

Please discuss this with your academic assessor/ year lead in the first instance.

Can I change my placement allocation?

When you are sent or notified of your placement allocations, the relevant School team will advise how you can raise any concerns regarding your placement allocation and the process to follow.