

Instructions for discontinuation of on-site training

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**Karolinska
Institutet**



Instructions for discontinuation of on-site training

Contents

Anvisningar för avbrytande av verksamhetsförlagd utbildning **Fel! Bokmärket är inte definierat.**

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Instructions for discontinuation of on-site training

Instructions are linked to rules for examination and rules found in course syllabuses.

Introduction

The examiner¹ shall immediately discontinue a student's on-site training if the student demonstrates such a serious lack of knowledge, skills or approach that patient safety or patients' confidence in the healthcare services is jeopardised. A decision to discontinue on-site training means that the examination is failed, as on-site training is continuously examined throughout the on-site training period. The examiner must be authorised by the course syllabus to discontinue on-site training in this manner. Patient safety refers to "protection against iatrogenic harm" and iatrogenic harm is defined as "suffering, physical or mental harm or disease or deaths which could have been avoided if adequate measures had been taken during the patient's contact with the healthcare services".²

Examples include a student displaying:

- shortcomings in knowledge or skills which mean that patients are harmed or risk being harmed in connection with examination or treatment
- shortcomings in judgment so that patient safety is jeopardised due to the student acting carelessly or refusing to adhere to hygiene or safety regulations despite warnings
- shortcomings in approach resulting in patients or relatives having felt threatened or disrespected

The shortcomings in knowledge, skills and/or approach must always be assessed in relation to the course's entry requirements and intended learning outcomes.

The instructions can also be applied to other types of educational elements which are continuously examined, as long as the student displays such serious shortcomings in terms of knowledge, skills, or approach that it poses a risk to other persons' safety or there is a risk of significant economic damage.

Instructions

Documentation of the case

The department responsible for the course administers the case and is responsible for all information/documentation in the case being documented in registered decisions and official notes, and that these are continually archived. All documents in the case should share the same reference number.

¹ See Chapter 6, Section 18, second paragraph of the Higher Education Ordinance (1993:100)

² See Chapter 1, Sections 5-6 of the Patient Safety Act (2010:659)

The attached templates are recommended for decisions and action plans.

Procedure

1. The adjunct clinical lecturer (AKA), supervisor or equivalent contacts the examiner and course coordinator and reports the incident(s) at the on-site training where the student has displayed such serious shortcomings in terms of knowledge, skills, or approach that patient safety or patients' confidence in the healthcare services is jeopardised. Support for discontinuing the on-site training must be found in the course syllabus.

2. The examiner decides to discontinue the on-site training and fail the continuous examination. The student is informed of the decision as soon as possible. The decision shall be made in writing and shall be registered at the department responsible for the course. The decision shall state who prepared and reported the case (see decision form for discontinuing on-site training).

3. The examiner immediately informs the study counsellor and educational administrator of the decision.

As the student is also not authorised to carry out on-site training within other courses, the study counsellor shall inform the course provider in affected past or future courses that the student's on-site training has been discontinued.

4. The decisions are documented in Ladok, i.e. the grading decision Fail and reference number of the case are added as a note.

5. If the reason for the discontinuation decision is that the student has been under the influence of alcohol or drugs, an expulsion procedure shall be opened. A report including documentation of the case shall be given to the President who then decides whether the case shall be reported to the Higher Education Expulsions Board.

6. The examiner should summon the student to a meeting within two days. In the summons, the examiner shall inform the student about the reasons for the meeting, and who will be in attendance. The examiner shall also inform the student that they may bring a support person to the meeting. Information shall also be provided regarding study counsellors, student ombudsperson, and student health services being available to support the student. Only persons involved in the case should be summoned to the meeting.

The meeting begins with the examiner informing the student about the reasons for the meeting and the examiner's view of the incident. The examiner will explain the grounds of the decision, i.e. what serious shortcomings in knowledge, skill, or approach that have been noted and in what way this has jeopardised patient safety or patients' confidence in the healthcare services. The student is given an opportunity to give their view of the incident.

7. The reason for the on-site training being discontinued is documented, and an action plan is drawn up, stating which activities and knowledge checks are required before the student is allowed to continue their on-site training (applies

both to re-taking the on-site training on the current course and on-site trainings on subsequent or previous courses). The action plan is confirmed by the examiner. The action plan, which shall be drawn up swiftly, shall have the same reference number as the decision, and is decided on by the examiner (see decision form for action plan).

The programme director and study counsellor shall be informed of the action plan.

If a student has failed the last possible examination session for on-site training, no action plan will be drawn up.³

8. The examiner summons the student to a meeting to inform them of and review the action plan. The student is given opportunity to ask question about the action plan. Everyone involved in the meeting for the discontinuation decision should be present at this meeting. The student is entitled to bring a support person to the meeting.

9. The examiner is responsible for following up on the action plan. The examiner shall document the implementation of the knowledge checks and the results of these checks as official notes to the case.

10. The examiner decides whether or not the student may resume their studies (see decision form to resume/not resume studies after completing an action plan).

11. When changing examiner (i.e. the course switches examiners, or the student has requested a new examiner), the case will be handed over to the new examiner.

³ See Rules and instructions for examination, regarding the examiner's right to deviate from the course syllabus's regulations