UNIVERSITY OF LIMERICK
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Scoil an Altranais agus an Chnáimhseachais
School of Nursing and Midwifery

Practice Placement Allocations Office Frequently Asked Questions

Who are Allocations Team?

The Practice Placement Allocations Office in the School of Nursing & Midwifery is here to support you during your programme and help you get all the support you need to make your programme a success. On this Frequently Asked Questions page you will find helpful information, links to resources and tips to help you get the most out of your learning experience.

Name	Role
Aimee Cregan	▪ Assistant Allocations Officer
Gráinne Egan	▪ Practice Education Coordinator
Aoife Lynch	▪ Regional Placement Facilitator
Julie Madden	▪ Senior Administrator

Where is Practice Placement Allocations Office?

Office HSG-002, School of Nursing & Midwifery
Health Sciences Building, University of Limerick, Limerick, V94 X5K6

How can I contact Practice Placement Allocations Office?

Telephone. 061 213 368
Email. nmplacements@ul.ie

I cannot log on to my student portal, how do I resolve this issue?

Please log a call on the student hub here Academic Registry | University of Limerick (ul.ie), you may also need to log a call with ITD for assistance.

How can I get assistance with IT issues while I am a UL student?

Need some help accessing your UL Student email or perhaps you have forgotten your password or need help with printing - click on the following link - Student Computing Services & Information | University of Limerick (ul.ie) for assistance and guidance.

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How do I find contact details for Student Allocations Liaison Officers (SALOs)?

Each programme has a Student Allocations Liaison Officer. Please see below details for each programme.

Student Allocations Liaison Officer		
Programme	**SALO**	**Contact E-mail**
LM150 (Gen)	Catherine Cronin /Michele Ryan	alouhl@hse.ie
LM152 (MH)	Ciara Mulvihill	Ciara.Mulvihill@hse.ie
LM154 (ID)	Shelagh Meskell	allocations@avistaclg.ie
LM156 (MW)	Linda O'Mahony	linda.omahony@hse.ie

I want to know more about my placement area before I go on placement. Where can I get this information?

Placement Profiles and Learning Outcomes for each placement area are available on the Student Portal in the folders titled Placement Profiles and Learning Outcomes.
Students should review the information for their placement area before all placements.

How do I submit a change of Placement request?

If you need to request a change of placement request, there is a form, which must be completed and sent to your programme SALO. Change of Placement Request Form can be found on Student Portal in the Guidance Documents for Practice Placements folder.

Who can I contact regarding my expenses and travel allowances?

Please contact your Student Allocations Liaison Officer (SALO). Forms to be completed are on Student Portal in Expenses folder, and should be posted to your SALO. University of Limerick Practice Placement Allocations Office do not process expenses.

How can I find out about payment dates for my Subsistence Allowance?

SALOs will communicate with class groups regarding payment timelines.

I need a new uniform or I need my uniform altered – how can I arrange this?

Your SALO will provide you with guidance on any uniform query.
Contact Details for BSc Nursing (General) supplier are included on Student Portal.

When do I complete missed time for my placement?

Completion of placement time is at the discretion of the Associated Health Care Providers (AHCP). Completion of placement time is not possible during theory time.

Can my module assessment document be posted to me?

Competency books are not posted to students. You may request a classmate to collect your book on your behalf. Please do not request the Practice Placement Allocations Office to post your book to you.

Can I post back my module assessment document at the end of placement?
Competency books cannot be posted.
At the end of placement, Module Assessment Documents need to be dropped to Health Sciences Building in the drop boxes outside the porter's office on ground floor.

Occupational Health Appointments
As part of pre-placement requirements, appointments with Occupational Health will be scheduled. It is important you attend your scheduled date and time. Occupational Health Department will advise UL Practice Placement Allocations Office of students who do not attend scheduled appointments.

I need to get copies of my immunisation records.
This information is not held by the Practice Placement Allocations Office. Please contact the Occupational Health Dept. for your programme directly as outlined below.

BSc. Nursing (General) BSc. Nursing (Mental Health) BSc. Midwifery	BSc. Nursing (Intellectual Disability)
For vaccination / immunisation enquiries please contact Occupational Health Dept, HSE MW, Old Health Centre, St Nessan's Rd., Dooradoyle, Limerick V94 FX05, T: 061 482179 E: occupationalhealth.midwest@hse.ie	For vaccination / immunisation enquiries please contact Medmark, Limerick Office, Stanford Clinic 6 Steamboat Quay, Limerick V94 Y7YH T: 061 444888 E: limerick@medmark.ie

How do I access my Training Certification for Basic Life Support (BLS) or Moving and Handling training that I did through UL?
Practice Placement Allocations Office do not hold records of your training certificates. Students are furnished with certificates via email once training is successfully completed. Please retain these certs in a safe place for future reference. If you do not retain your certificates for the practical training sessions, you must contact the provider directly. For BLS online module, students can download the certificate yourself though the website that you completed your online learning on. A survey must be completed before the certificate is released.

Where can I get a letter confirming I'm a current student?
Please contact Academic Registry for this information, all details here Academic Registry | University of Limerick (ul.ie)

How do I find out my candidate NMBI registration PIN?
You can search your NMBI candidate registration pin through this link SearchCandidateRegister (nmbi.ie).

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How do I request a SUSI Letter

If you require a SUSI Letter, please complete the Student Request for Letter from UL Allocations Office template found on Student Portal. Email your request to nmplacements@ul.ie. Please note these can take up to 3 days to process.

How do I request a Driving Test Letter

If you require a letter to facilitate an early driving test for placement, please complete the Student Request for Letter from UL Allocations Office template found on Student Portal. Email your request to nmplacements@ul.ie. Please note these can take up to 3 days to process.

Can I get a copy of my garda vetting?

Any queries in relation to Garda Vetting must be directed to email ***ULStudentVetting@ul.ie*** and they will assist you best. Please do not request copies of Garda Vetting or updates on Garda Vetting status from the Practice Placement Allocations Office.

What are the dates of my exams?

For exam information please see - University of Limerick Module Exam Timetable via this link. You can also email your module leader to confirm exam dates and formats.

Can Practice Placement Allocations Office help with accommodation while I am on practice placement?

Practice Placement Allocations Office has compiled a list of recommended accommodation options that may be of use during practice placement. The list is available on Student SharePoint in the Documents folder / Accommodation.
Please note that this will be a database only. The Dept of Nursing and Midwifery will not be endorsing or quality controlling any of these properties and all contracts will be between the student and landlord or property agents. Furthermore, there will be no obligation on any student to stay in any of the properties lists on the information database. We hope this list will be of some help to you.
If you have any accommodation recommendations, please contact nmplacements@ul.ie

Graduation Dates

For further information regarding this event please go to https://www.ul.ie/ceremonies

Where do I register for annual repeats?

Please contact Academic Registry for this information, all details here Academic Registry | University of Limerick (ul.ie). Please ensure to contact Academic Registry for any queries in relation to examination grades or module registration.

I am thinking of exiting my programme or considering a leave of absence. Who should I talk to?

If you are thinking about exiting your programme, please contact your Course Director to discuss. Course Director details are available on Brightspace.

For leave of absence, please contact your Course Director and review the information regarding the Student Status Committee -
Student Status Committee | Leave of Absence - UL| SSP (topdesk.net)

Student Support Resources

Student Support Resources are available via UL website - Student Support Services | University of Limerick (ul.ie). There is also a Student Supports Folder in the Student SharePoint Documents folder.