

Placements During University/Courses Guidelines

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Equality, Diversity And Human Right Statement	The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment.		
To be read In conjunction with / Associated Documents:		Information Classification Label	<input type="checkbox"/> Unclassified
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1. Purpose

This policy has been produced in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety Regulations (1999) for the health, safety and welfare at work for staff and those on elective placements.

This policy applies to all students and trainees aged 18 years and over attending medical and non – medical elective placements within The Royal Liverpool and Broadgreen University Hospitals NHS Trust. The Trust is committed to engaging with students in the area to encourage them to become our workforce of the future by gaining valuable experience of the NHS and the working environment.

Medical and non – medical elective placements are a major part of a student's learning and can often be an integral part in assisting a student in their career path and offering support.

Students must not be used to replace staff, and every effort should be made to provide a structured programme of experience. The purpose of this policy is therefore to ensure that the Trust provides a safe, stimulating and purposeful work experience / medical shadowing placement.

Any staff who allow students into their work area without the proper procedures in place may be subjected to Trust Disciplinary Policy. Please see the Work Experience and Pre – University / Course Placement Guidelines for young people aged 14 – 19 years old wish to attend work experience or medical shadowing with the Trust whilst at school.

1.1 Aims and Objectives

The aim of this Policy is to provide a uniform and equitable approach to the processing of medical and non – medical electives. Failure to follow this policy correctly when a placement is requested could put the Trust, patients and the student at risk.

2. Scope

This policy applies to all categories of medical and non-medical electives. If a student is going to attend the Trust on an elective this policy must be followed.

The Trust views the offer of high-quality electives as a positive opportunity to contribute to the learning and development of our future workforce. Electives provide an opportunity for students to consolidate work-based learning skills and are often an essential part of their studies. Reasonable adjustments will be made in order to ensure students with a disability are able to actively participate in work experience opportunities within the Trust.

In the event of an infection outbreak, flu pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their manager and all possible action must be taken to maintain ongoing patient and staff safety.

3. Policy Content

3.1 Definitions

Students requesting an elective placement should be currently on a recognized university course.

All **Placements** within the Trust must be administered via an educational board, for example, university or college which must be part of the student's course.

For the purposes of this policy "**student**" refers to the person undertaking either Medical, Nursing, Allied Health Professionals, or a Modernising Scientific Careers degree course.

An **elective placement** is a clinical placement that is requested by the student. This could be in any clinical area or department within a health care setting. It is the responsibility of the student to approach the Education Leads in the Speciality with their request for placement in order to ensure capacity and availability.

A **medical elective** placement is an opportunity for medical students from the UK and overseas to undertake elective study within the Royal Liverpool and Broadgreen University Hospitals NHS Trust. The placement will involve the observation of trainee doctors and Consultants in all aspects of clinical work.

3.2 Process

3.2.1 Medical Electives Process

All medical electives will be coordinated by Medical Education.

Application Process

Prior to agreeing a medical elective students will be required to complete an application form and submit to Medical Education at medical.electives@rlbuht.nhs.uk along with a curriculum vitae (CV). Once the application has been provisionally accepted by Medical Education, the file will be passed to Recruitment who will then ask the student to submit the following documents:

- Completed verification of documents form (to be signed and stamped by the students university)
- A copy of the students CV
- Verified copies of:
 - Photographic identification and a valid passport and relevant visa pages
 - Letter of recommendation from the students medical school with the following important information:
 - they are currently a medical student
 - the year of study

- duration of the programme to include start and end dates
- Up to date home country police check document (if not from the UK)
- Birth certificate
- Proof of address (e.g. utility bill or bank statement within the last three months)
- Evidence of English language proficiency - certificate if applicable

Once the placement has been confirmed the medical student will be asked by Recruitment to complete an Occupational Health questionnaire prior to the placement commencing. Overseas students will be asked to send a translated immunisation document. In cases where this documentation is not provided, the student will be asked to make an appointment with occupational health which will delay the start date.

All electives will be subject to DBS checks which will be arranged by Recruitment.

Managers within the speciality will be asked to complete a Risk ID form for each medical student.

An honorary contract will be issued which gives permission for the placement to proceed and binds students to certain standards of behaviour. Failure to observe this code may mean instant termination of the placement. A copy of the honorary contract can be found at appendix 4 and will be issued by Recruitment to notify successful candidates of the terms of their agreement.

Visa Applications - IMPORTANT INFORMATION

All overseas students wishing to obtain a medical elective placement at the Royal Liverpool and Broadgreen University Hospitals NHS Trust must arrange their own visa. The Trust is unable to provide students with a CAS number, but will help by providing the student with a confirmation of placement (Subject to health clearance) letter.

Fees

An administration fee of £150 is charged per student for the elective placement. Please note that this fee is non-refundable if they choose not to proceed with the placement. This will be administered by Medical Education for medical students.

The education lead for specific professions will deal with administration for AHP and the PEF team for nursing electives.

Non-medical elective fees can be paid via General office. General Office deal with cash, cheque, and card payments. Card payments can be made at the counter or direct line by phone – 0151 706 2790. Cheques should be received a week in advance made payable to RLBUHT NHS Trust.

Duration of Placement

Electives are from two to four weeks of study dependent on the specialty. In special circumstances, a six-week placement may be facilitated.

On the first day of the Placement

The student will receive a local induction within the placement speciality. They will be issued with an identity badge and should wear it at all times and return it at the end of the placement.

3.2.2 Non-Medical Electives Process

Non – medical elective placements are available within the Trust for undergraduate student nurses, allied health professionals and scientists. Education Leads will facilitate placements and the professional education will be responsible for their own area.

Student Placements

There are four categories of students which are as follows:

1. Students (excluding Medical Students) from the Northwest Region who are covered under the LDA agreement
2. Students (excluding Medical Students) from the rest of the UK
3. Students (excluding Medical Students) from Europe who participate in Erasmus Exchange
4. Students (excluding Medical Students) from outside of Europe.

3.2.3 Application Process for the Northwest Region for Student Nurses/AHP

Prior to agreeing a non - medical elective, students will be required to complete an application form and submit to the PEF Team/Education Lead who will confirm whether we are able to support the placement. Once the application has been provisionally accepted the students tutor will be asked for verification.

Students from the Northwest will not require occupational health checks or DBS checks to be carried out by the Trust as these are completed by the Universities as part of the LDA and will be confirmed by the PEF's.

Students will not be able to commence their placement until they have attended Core Skills and Conflict Resolution at University. If students have been unable to attend this with their university arrangements can be made for the student to complete core skills E- learning modules prior to commencing placement. In exceptional circumstances students can attend Core Skills at the Trust.

All students on placement will be asked to provide learning outcomes verified by their tutor and will be allocated a mentor / educator or supervisor for the entirety of the placement.

Duration of Placement

Duration of the placement will be specified by the Education Lead and agreed prior to the placement commencing.

On the first day of the Placement

The student will receive a local induction within the placement speciality. The students will be required to wear their university identity badge at all times while on placement.

3.2.4 Application Process for the rest of the UK

Prior to agreeing a non - medical elective for students outside of the Northwest Region, students will be required to contact the Education Leads to agree an allocation. The Education lead will advise the student if the elective placement request can be confirmed and if the fee referred to in section 4.2.1 is applicable to their University. Each AHP profession receives students from varied Universities in the Northwest. The fee will only apply to a university outside that profession's normal placement circuit. Once the application has been provisionally accepted the student will be asked to submit a letter of recommendation from the student's university tutor.

Once the placement has been confirmed the Education Lead will liaise with Recruitment and the non - medical student will be required to complete an online allocation form. The university will be asked to provide confirmation of a DBS check prior to the placement commencing. In circumstances where a DBS is not available then the placement offer will be withdrawn.

Upon successful completion of the OH questionnaire and DBS the recruitment team will issue an honorary contract which gives permission for the placement to proceed and binds students to certain standards of behaviour. Failure to observe this code may mean instant termination of the placement.

All students under this category will be asked to attend Trust Induction and Conflict Resolution to national curriculum standard if not already completed.

3.2.5 Students from Erasmus Exchange and the rest of the World

The application procedure for students from Erasmus Exchange and the rest of the World will be the same process as for Medical Electives, however, will be managed by the Education Centre and Recruitment (Section 4.2.1). This will include the administration fee which is payable upon receipt of the application.

3.3 General Information

Trust Policies and Procedures

All students will be asked to behave in accordance with the Trust's Policies and Procedures.

Uniform and Dress Code

The student will be expected to follow the Trust Uniform and Dress Code Policy.

Identification Badges

All students will be required to wear their student Identity Badge (ID Badge) upon commencing their elective placements. The ID badge must be worn at all times and returned at the end of the placement.

Reporting Sickness

It is the responsibility of the student to notify their placement if they are unable to be present.

Misconduct

All students are expected to behave in a manner appropriate to the work environment; any issues of inappropriate behaviour should be reported to the student's university. In the event of serious misconduct, the student's placement will be terminated with immediate effect

Pay

Medical and Non – Medical placements are undertaken as part of the students training; therefore, the individual does not receive a financial reward or remuneration and is not considered an employee. Anyone undertaking an elective will be afforded all the rights of protection regarding health and safety as any member of the public entering the Trust's premises.

Accommodation

The Trust does not provide accommodation for elective students while on placement with the Trust.

4. Exceptions

There are no exceptions.

5. Training

The Trust acknowledges the importance of awareness and skills training for managers to ensure the effective implementation of this Policy. Working in partnership the Human Resource Service will provide appropriate support through a variety of means including formal skills training, informal Policy Briefings or Guidance Toolkits.

6. Monitoring of compliance

Minimum requirement to be monitored	Process for monitoring e.g. audit/ review of incidents/ performance management	Job title of individual(s) responsible for monitoring and developing action plan	Minimum frequency of monitoring	Name of committee responsible for review of results and action plan	Job title of individual/ committee responsible for monitoring implementation of action plan

The Business Human Resources Team will be responsible for the management of this policy, on behalf of the Joint Negotiating Group - HR Policy. The formal review of all HR Policies will be undertaken on two year basis in accordance with the Trusts HR Policy Review Programme. In addition, the effectiveness of this policy will be monitored by Business HR and the policy may be reviewed and amended at any time if is deemed necessary. Notification of any changes to policies will be communicated to all staff.

Staff should be aware that the Trust intranet site version of this document is the only version that is maintained and controlled. Any printed copies should be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

7. Relevant regulations, standards and references

7.1 Relevant Legislation

Health and Safety at Work Act 1974
Equality Act 2010
Management of Health and Safety Regulations (1999)

7.2 Associated Policies and Guidance Documents

Safer Recruitment Policy
Disciplinary Policy
Uniform and Dress Code Policy
Infection Control
Health and Safety Guidance
Standards of Business Conduct

7.3 Useful Contacts

Practice Education Facilitator
Tel: 0151 706 3248

Medical Education
Email: medical.electives@rlbuht.nhs.uk

Recruitment
Tel: 0151 706 4666

Infection Control
Tel: 0151 706 4416

Business HR
Tel: 0151 706 4682

Health and Safety
Tel: 0151 706 3535

8. Equality, diversity and human right statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This SOP should be implemented with due regard to this commitment.

To ensure that the implementation of this policy does not have an adverse impact in response to the requirements of the Equality Act 2010 this policy has been screened for relevance during the policy development process and a full impact assessment conducted where necessary after appropriate consultation. The Trust will take remedial action when necessary to address any unexpected or unwarranted disparities and monitor workforce and employment practices to ensure that this policy is fairly implemented.

This policy and procedure can be made available in alternative formats on request including large print, braille, moon, audio cassette, and different languages. To arrange this please contact Business Human Resources in the first instance.

The Trust will endeavour to make reasonable adjustments to accommodate any employee with particular equality and diversity requirements in implementing this policy and procedure. This may include accessibility of meeting venues, providing translation, arranging an interpreter to attend meetings, extending policy timeframes to enable translation to be undertaken, or assistance with formulating any written statements

8.1 Recording and Monitoring of Equality & Diversity

The Trust understands the business case for equality and diversity and will make sure that this is translated into practice. Accordingly, all policies and procedures will be monitored to ensure their effectiveness.

Monitoring information will be collated, analysed and published on an annual basis as part of our Single Equality and Human Rights scheme. The monitoring will cover all strands of equality legislation and will meet statutory employment duties under race, gender and disability. Where adverse impact is identified through the monitoring process the Trust will investigate and take corrective action to mitigate and prevent any negative impact.

The information collected for monitoring and reporting purposes will be treated as confidential and it will not be used for any other purpose.

9. Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

Appendix 1: Equality impact assessment

Title	
Strategy/Policy/Standard Operating Procedure	
Service change (Inc. organisational change/QEP/ Business case/project)	
Completed by	
Date Completed	

Description *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

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Who will be affected *(Staff, patients, visitors, wider community including numbers?)*

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The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service or project(Inc. organisational change/Business case/ QEP Scheme);**
- **Reviewing or changing an existing policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme):**
 - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required and the EIA review date should be set at the date for the next policy review;
 - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required;
 - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative or neutral) on groups from any of the protected characteristics listed below.

When considering any potential impact you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations or direct engagement activity. You should also consult available published research to support your analysis.

Section 1 – Initial analysis

Equality Group	Any potential impact? Positive, negative or neutral	Evidence <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i>
Age <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>		
Disability <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical and social barriers)</i>		
Gender Reassignment <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i>		
Marriage & Civil Partnership <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>		
Pregnancy & Maternity <i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i>		
Race <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i>		
Religion or belief <i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief or no belief)</i>		
Sex <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i>		
Sexual Orientation <i>(Consider any benefits or opportunities</i>		

<i>to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay or Bisexual)</i>		
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If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.

Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

<u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u>	Y/N
Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?	Y/N
Who and how have you engaged to gather evidence to complete your full analysis? (List)	
What are the main outcomes of your engagement activity?	
What is your overall analysis based on your engagement activity?	

Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table; all actions should be added to the Risk Register for monitoring.

Action required	Lead name	Target date for completion	How will you measure outcomes

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

Section 4 – Organisation Sign Off

Name and Designation	Signature	Date
Individual who reviewed the Analysis		
Chair of Board/Group approving/rejecting proposal		
Individual recording EA on central record		

Appendix 2: Roles and Responsibilities

Role	Responsibility
<p>Students</p>	<ul style="list-style-type: none"> • Students must adhere to Trust policies and procedures on infection control and confidentiality at all times. Students must maintain confidentiality at all times. • Students are expected to behave in a manner appropriate to the work environment; any issues of inappropriate behaviour should be reported to the student's university. In the event of serious misconduct, the student's placement will be terminated with immediate effect
<p>Line Manager</p>	<ul style="list-style-type: none"> • Line Managers must ensure that the area is suitable for the placement by completing a risk assessment, which should be updated on an annual basis. • If a student states that they have an infectious disease which may affect others during their placement the line manager and student must contact the OH department for advice prior to being accepted on any placement • Should inform the student if the ward or department is closed for any reason and ensure the placement is cancelled. • Should ensure that the student is aware of appropriate policies and procedures on confidentiality and infection control and provide appropriate protective clothing where necessary. • Should devise a suitable work plan for the student
<p>Education Leads/Local Supervisor</p>	<ul style="list-style-type: none"> • Will follow the application process detailed in section 4.2.2 – 4.2.5 • Will induct the students into the Trust, emphasising health and safety, infection control, fire exits and alarms, facilities e.g., toilets, canteen, expectations of behaviour, dress code, confidentiality and data protection. • Any unacceptable behaviour or matters of discipline will be referred to the university. • If a student fails to arrive for their placement or leaves the site before the agreed hours the university will be informed • If there is serious misconduct by the student, the Education Lead is responsible for terminating the placement and raising the misconduct with the university. • A programme of activities should be developed by the line manager and the Education Lead.

<p>Medical Education</p>	<ul style="list-style-type: none"> • Will follow the application process detailed in section 4.2.1 • Any unacceptable behaviour or matters of discipline will be referred to the university. • If a student fails to arrive for their placement or leaves the site before the agreed hours the university will be informed • If there is serious misconduct by the student, Medical HR is responsible for terminating the placement and raising the misconduct with the university. • A programme of activities should be developed by the line manager
<p>Recruitment</p>	<ul style="list-style-type: none"> • Will complete pre-employment checks for any non – medical placement outside of the Northwest • Will issue honorary contracts to students outside of the Northwest.

Appendix 3: Work Experience Flow Chart for Students attending University/Courses

