

EDUCATION PROVIDER AGREEMENT

SCHEDULE 2 - PRACTICE PLACEMENT AGREEMENT

(Incorporating the requirements of the Model National Partnership Agreement between Education Providers and NHS Placement Providers and other organisations involved in the provision of practice learning experiences)

Between

the University of Southampton (*the Education Provider*)

and

(*the Placement Provider*)

Dated

2014

1. Purpose of the Agreement

- 1.1 The provision of quality education and training of healthcare professionals depends on an effective partnership between the Education Provider, Strategic Health Authorities (SHAS) and the NHS Trust and/or Other Organisations involved in providing practice learning experiences.
- 1.2 The Partnership Agreement is designed to supplement the Agreement between the Education Provider and the SHA for the provision of the education, and the Agreement between the Trusts/Other Organisations and the SHA in Schedule 1, the Learning and Development Agreement.
- 1.3 Practice learning experiences are provided in a wide range of NHS and other organisations including NHS Trusts, Primary Care Trusts, GP Practices, Social Services, voluntary and independent sector settings. In this Agreement, the words 'Placement Provider' is used for all organisations providing practice learning experiences for Students on healthcare programmes funded by the Department of Health.
- 1.4 This Agreement is written for practice learning experiences in pre-registration and pre-qualification programmes in healthcare professions, funded by the Department of Health, However, if the Strategic Health Authority requests the Placement Provider to provide practice learning experiences for HEFCE funded students enrolled on programmes at the Education Provider, these placements will only take place if agreed by the Parties to this Agreement, and the same terms and conditions will apply as for students on programmes funded by the Department of Health. This Agreement is not profession specific..

2. Supervision, mentorship and assessment of practice learning

- 2.1 The Placement Provider will make appropriate and sufficient trained staff available to ensure Students receive an educationally relevant experience through effective supervision, mentorship and assessment of practice learning.
- 2.2 The Placement Provider will provide appropriate professional development opportunities for their staff to value and communicate their professional practice to Students.
- 2.3 The Placement Provider will encourage and support sufficient appropriate staff to undertake education and training programmes in the supervision, mentorship and assessment of practice learning.
- 2.4 The Education Provider will provide flexible education and training programmes that reflect the needs of organisations and staff who provide supervision and mentorship support related to supervision, mentorship and assessment of placement learning.
- 2.5 The Education Provider will provide relevant, accessible and timely information to staff in the Placement Provider involved in the supervision, mentorship and assessment of practice learning on the specific requirements of the practice learning in the education programmes.
- 2.6 The Placement Provider will maintain an up-to-date Register of all staff who have undertaken mentor/educator development preparation and update sessions with annotation, where appropriate, for those who meet the "sign-off" criteria.
- 2.7 Education Providers shall maintain an up-to-date Register of all Nursing and Midwifery staff working in the Private, Voluntary and Independent sector who have undertaken mentor/educator development preparation and update sessions with annotation, where appropriate, for those who meet the "sign-off" criteria.
- 2.8 Education and Placement Providers together are responsible for the provision of mentor (or equivalent) updates on an annual basis where this is a mandatory requirement and regularly, as agreed together, where this is viewed as good practice.

3. Facilities

- 3.1 The Placement Provider will make available facilities to support Students undertaking practice learning in their clinical and service areas, including access to multi-professional learning resource centres where available and information services in line with the 'Library Charter for Students on Placement in NHS South Central' (as far as is practicable for the non NHS sector).
- 3.2 The Placement Provider will ensure that Students undertaking practice learning have, as far as reasonably practical, similar work facilities and amenities as those available to its employees.
- 3.3 The Placement Provider will, wherever possible, make available at each of the premises where there is a placement setting a suitable area with a telephone and IT access, where staff from the Education Provider can meet Students in private.
- 3.4 The Placement Provider will agree to make any/all reasonable adjustments to accommodate Students with disabilities.

4. Preparation and Induction of Students

- 4.1 The Education Provider will ensure that Students undertaking practice learning will have appropriate preparation, commensurate with the practice learning opportunity being undertaken.
- 4.2 The Placement Provider will ensure that the Students receive an appropriate introduction and induction to the practice area in which the learning will take place.

5. Development, Review and Quality Assurance of Programmes and Selection of Students for Programmes

- 5.1 The Placement Provider will encourage and support appropriate staff invited to participate with colleagues from the Education Provider and the SHA in activities supporting the education and training. Such activities will include:
 - Development of the curricula of programmes
 - Membership of course and programme committees
 - Quality Assurance Processes
 - Contributing to Annual review/Contract Monitoring of programmes
 - Contributing to the development of systems and processes supporting practice placements (e.g. web-based applications for placement allocation; web based tools for quality assurance of healthcare education).
- 5.2 The Placement Provider will encourage and support appropriate staff to participate in the selection processes of Students for programmes on the invitation of the Education Provider.
- 5.3 The Placement Provider shall encourage and support members of its staff who wish to participate in the agreed NHS-wide Quality Assurance Processes, for instance by acting as reviewers of the quality of learning provision in other clinical or academic centres.
- 5.4 The Placement Provider will provide a range of placements to enable Students to experience healthcare that reflects the provision of services i.e. 24hrs per day and 7 days per week where appropriate, taking into account health and safety issues associated with lone-working and travel.
- 5.5 The Education Provider will undertake formal Student and mentor evaluations and feedback the results of these to Placement Providers in a timely manner, as agreed between both parties.

- 5.6 The Education Provider will ensure that [Link/Visiting or other] Lecturers undertaking roles in the placement setting have current registration/are appropriately qualified with relevant professional, statutory and licensing bodies.

6. Access

- 6.1 Staff of the Education Provider involved in the supervision of Students undertaking practice learning at the Placement Provider, and liaison with staff involved in the supervision, mentorship and assessment of practice learning, will have access to all placement settings (having first notified the person responsible for the placement setting).
- 6.2 The Placement Provider will provide access to external approving bodies (e.g. HPC, NMC, General Dental Council) where it is necessary to inspect placement premises pertaining to named courses.
- 6.3 Placement providers will provide access to Students to all facilities in the same way and at no greater cost as those available to Trusts' own staff, subject to availability.

7. Insurance and Liability

- 7.1 The Placement Provider will hold and maintain adequate public liability, employer liability, and such other appropriate insurance as are necessary to cover the Provider, its staff, and the Education Provider in respect of personal injury or death, or injury, loss or damage to property, and vicarious liability.
- 7.2 For these purposes the Placement Provider is deemed to be the employer of Students undertaking practice learning opportunities, and of the staff of the Education Provider engaged in the supervision of Students undertaking practice learning, and liaison with staff of the Placement Provider. The Students and staff of the Education Provider will be deemed to hold honorary contracts with the Placement Provider.
- 7.3 The Education Provider shall agree annually with NHS Placement Providers a list of Healthcare Academic Staff who will not be involved in clinical interventions and therefore do not require honorary contracts, but whose names will be included in a licence to attend which shall be attached to the Practice Placement Agreement between the Education Provider and the NHS Placement Provider.

8. Health and Safety

- 8.1 The Placement Provider will take steps to ensure the health, safety and welfare of Students undertaking practice learning, as they would for their own employees.
- 8.2 The Placement Provider will notify the Education Provider of any accidents or reportable incidents sustained by a Student undertaking practice learning within a time-scale appropriate to the seriousness of the situation.
- 8.3 The Education Provider and Placement Provider will undertake dual reporting of any incident under Clause 8.2 that is notifiable under Riddor F2508 or any other HSE directives in any investigations of any accidents or incidents.
- 8.4 The Education Provider will inform Students of their individual obligations to comply with the policies of the Placement Provider in relation to health and safety.
- 8.5 The Education Provider will take all reasonable care to ensure that Students are appropriately prepared to carrying out moving and handling tasks prior to undertaking practice learning as well as all other essential training as outlined in the approved course documents.

9. Disciplinary Issues

- 9.1 The Placement Provider may reserve the right to remove a Student from a placement setting in any case where it considers (in the reasonable opinion of a senior staff member

with competent authority) this is necessary having regard to the Student's conduct or professional suitability or where patient safety is compromised. The Placement Provider will inform the Education Provider immediately of both the removal and the reason for the removal. The Education Provider and the Placement Provider will co-operate in any disciplinary proceedings taken in connection with a Student in a placement setting. Supervisory staff of the Placement Provider should have the right to counsel a Student. However, any case where more serious disciplinary action may be contemplated must be referred immediately to the Education Provider.

- 9.2 Where the Placement Provider has concerns in relation to the performance of a Student over time, the Education Provider will be notified as soon as is reasonably practicable.
- 9.3 The Placement Provider and the Education Provider will, in partnership, co-operate in investigating and answering any patient complaint or defending any clinical negligence or personal injury claim involving a Student in a placement setting.
- 9.4 The Placement Provider will encourage and support appropriate staff to participate in any disciplinary and appeals processes relating to Student performance in practice, in partnership with the Education Provider, including professional suitability panels.

10. Information/Communication

- 10.1 The Placement Provider will provide relevant, accurate and timely information to the Education Provider including:
 - Name of link person for the Placement Provider
 - List of all placement settings and contact person for each
 - Number and location of mentors/supervisors/assessors
 - Reasonable advanced warning of any changes to clinical/practice areas that will affect placements
 - Details of policies implemented by the Placement Provider concerned with risk management and clinical governance, for example:
 - special uniform and clothing requirements
 - infection control
 - Radiation and Ionisation
 - Moving and Handling
 - Fire Prevention
 - Security
 - Personal Safety
 - Confidentiality
- 10.2 The Education Provider will provide relevant accurate and timely information to the Placement Provider including:
 - Planned developments and curriculum updates
 - Learning outcomes and assessment requirements for placement settings
 - Planned numbers of Students for each placement setting for the next year
 - Names of Students for each placement setting where possible at least six weeks before start date
 - Updated lists of visiting/link lecturers
 - Policies of the Education Provider which may impact on staff of the Placement Provider
 - Materials designed to support Students learning in practice settings
 - Assurance that Students meet all current DH guidelines for Occupational Health and ISA/CRB checks prior to first placement.
 - Details of Students requiring reasonable adjustments to allow them to undertake their practice experience.

11. Practice Placements

- 11.1 Without prejudice to the particular obligations placed on the Parties in this Agreement with regard to practice placements, the Parties acknowledge that the co-operation between them, and between the Parties and the Placement Providers is essential to the successful planning, organisation and management of Practice Placements.
- 11.2 The Authority and the Education Provider shall use all reasonable endeavours to ensure that the standards and supervision of the Practice Placements conforms to the Standards laid down in **Schedule 3**.
- 11.3 As identified locally in Schedule 5, the Education Provider shall be responsible for allocating Practice Placements to Students and shall use reasonable endeavours to ensure that Students have been appropriately prepared for their Practice Placement. The Education Provider shall have no obligation to contribute to the cost of providing Practice Placements other than any necessary preparation, training and support of Practice Placement Supervisors/assessors and annual Mentor updates.
- 11.4 The Education Provider shall be responsible for ensuring that audits of Practice Placements are conducted before Students are placed with a new Placement Provider, ensuring an agreed audit schedule is implemented which complies with DH, professional, statutory and regulatory body requirements.

SIGNED BY:

For the University of Southampton	For the NHS Organisation
Signature:	Signature:
Full name: (Print)	Full Name: (Print)
Title or position held in organisation:	Title or position held in organisation:
Date:	Date:
Witnessed by: (Signature)	Witnessed by: (Signature)
Full Name: (Print)	Full name: (Print)
Occupation:	Occupation:
Address:	Address: