SCHEDULE 1

PART 1: PRACTICE PLACEMENTS: GENERAL REQUIREMENTS

This Part 1 is applicable where the HSB provides Practice Placements to Trainees and will therefore apply to all Programmes except the Postgraduate Medical and Non Medical Programmes.

1.1 The HSB will provide, in accordance with the terms of this Agreement, the agreed number of Practice Placements as set out in Schedule 2 so that Trainees receive practice education and training to a standard which complies with the quality standards set out in Schedule 4 and in accordance with the requirements of the Regulatory Body.

1.2 During the Contract Term, the Parties shall co-operate with each other and the Institution as appropriate so far as applicable in applying the principles of this Agreement to the provision of placements for Trainees who are registered with the Institution as appropriate under a Higher/Further Education Agreement except: where the HSB deems its Practice Placement environments to be inappropriate; or where patients object to the presence of or being examined or treated by Trainees and in the event of such an objection the HSB shall use all reasonable endeavours to place the Trainee within an alternative environment in order to comply with the terms of the agreed Practice Placement for that Trainee.

1.3 The HSB shall not move the Trainees from an agreed Practice Placement, except when necessary, without prior consultation with the Authority and the Institution as appropriate.

1.4 If the HSB cannot maintain an agreed Practice Placement the Institution as appropriate, in consultation with the Authority, will have the right to seek the HSB's agreement to re-allocate the Trainee to any other placement area.

2 Supervision, mentorship and assessment

2.1 The HSB will ensure that Trainees on placement are not put in a situation, either clinical or non-clinical which exceeds the level of the Trainees own qualifications and competence.

2.2 The HSB will make appropriate clinical and non clinical experiences available to Trainees to enable them to fulfil the learning requirements as defined in the Curriculum.

2.3 The HSB will make appropriate and sufficient staff available to ensure Trainees receive an educationally relevant experience through effective supervision, mentorship and assessment of practice learning as required by the Curriculum.

2.4 Where the HSB is required to provide Clinical Training during the course of the Practice Placement, the provisions of the Schedule 1, Part 2 will apply.

2.5 The HSB will support its staff with appropriate continuous professional development in accordance with the requirements of the Regulatory Body.

2.6 The HSB will encourage and support staff to engage with the Institution as appropriate to support wider curricula activities including Trainee examinations both written and practical.

2.7 The Authority will require the Institution as appropriate to provide information to staff in the HSB involved in the supervision, mentorship and assessment of practice learning on the specific requirements of the Curriculum.

3 Premises and Equipment

3.1 The HSB will provide the Services from its Premises and make available facilities at the Premises to support Trainees undertaking practice learning in their clinical and service areas, including access to clinical skills training and learning resource centres and information services in accordance with Schedule 5.

3.2 The HSB will ensure that where facilities have been provided by the Authority or Institution as appropriate specifically to support education and training, that education and training have priority in the use of these facilities. Facilities provided for a specific Programme must be used to support that Programme in the first instance.

3.3 The HSB will ensure that Trainees undertaking practice learning have, as far as reasonably practical, similar work facilities and amenities as those available to its employees.

3.4 The HSB will ensure that Trainees receive the training required to enable them to use any equipment safely.

3.5 The HSB will, wherever possible, make available at each of the premises where there is a placement setting an office space with a telephone where staff from the Institution as appropriate can meet Trainees in private.

3.6 Where the HSB provides residential accommodation to Trainees, it shall be of an appropriate standard as required by the Institution.

3.7 Where the HSB provides transport for travel between its different sites to its employees, Trainees will be entitled to equivalent access to it.

3.8 The Authority will require the Institution as appropriate to ensure that Trainees are provided with an appropriate uniform and means of identification.

4 Preparation and Induction of Trainees

4.1 The Authority will require the Institution as appropriate to ensure that Trainees undertaking practice learning have appropriate preparation, commensurate with the practice learning opportunity being undertaken.

4.2 The HSB will ensure that the Trainees receive an appropriate introduction and induction, both to the HSB and to the practice area in which the learning will take place.

4.3 The HSB will ensure that Trainees are aware of its policies, procedures and codes of practice and that these are made available to the Trainees.

4.4 The HSB in partnership with the Authority and the Institution as appropriate will be responsible for allocating placements to Trainees and will use all reasonable endeavours to ensure that Trainees have been appropriately prepared for the planned placement.

5 Development, Review and Quality Assurance of Programmes and Selection of Trainees for Programmes

5.1 The HSB will encourage and support appropriate staff invited to participate with colleagues from the Institution as appropriate and the Authority 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 in accordance with Schedule 4

5.2 The HSB will encourage and support appropriate staff to participate in the selection processes of Trainees for Programmes on the invitation of the Institution as appropriate.

6 Access

6.1 Staff of the Institution as appropriate, and staff of other HSBs involved in the supervision of Trainees undertaking practice learning at the HSB, will have access to all Practice Placements provided that patient care and confidentiality are not compromised.

6.2 The HSB will be given prior notice of planned visits by staff of the Institution as appropriate, and staff of other HSBs, other than routine visits to non – clinical areas.

6.3 The HSB will allow representatives of the Authority and relevant Regulatory Body and specified external examiners reasonable access to their premises and staff on reasonable prior notice, to enable them to monitor professional and teaching standards.

7 Insurance and Liability

7.1 The HSB will hold and maintain adequate public liability, employer liability, and such other appropriate insurance as are necessary to cover the HSB, the Authority the Trainees and the Institution in respect of personal injury or death, or injury, loss or damage to property, and vicarious liability arising in respect of the provision of the Services.

7.2 For the purposes or paragraph 7.1 the HSB is deemed to be the employer of Trainees undertaking Practice Placements, and of the staff of the Institution as appropriate engaged in the supervision of Trainees undertaking Practice Placements. The Trainees and staff of the Institution as appropriate will be deemed to hold honorary contracts with the HSB.

7.3 The Authority will require that the Institution as appropriate actively encourages Trainees to join the relevant professional defence organisation.

8 Health and Safety

8.1 The HSB will take steps to ensure the health, safety and welfare of Trainees undertaking Practice Placements, as they would for their own employees.

8.2 The HSB will notify the Institution as appropriate of any accident sustained by a Trainee or any untoward incident in which a Trainee is involved whilst undertaking a Practice Placement, depending on and within a time-scale appropriate to the seriousness of the situation.

8.3 The Authority will require the Institution as appropriate to inform Trainees of their individual obligations to comply with the policies of the HSB in relation to health and safety, complaints discipline and appeals procedure available for Trainees.

8.4 The Authority will require the Institution as appropriate to ensure that Trainees are appropriately prepared in all health and safety related subjects required by the Practice Placement as determined by the HSB and the Institution as appropriate and to ensure that Trainees are appropriately prepared to carrying out lifting, handling and moving tasks prior to undertaking practice learning.

8.5 The HSB or the Institution as appropriate, will have the right to require Trainees to leave any Practice Placement area if, in the view of the HSB or the Institution as appropriate, the Trainee is at risk or the Trainee's health status is putting staff or patients at risk. A party will immediately inform the other party of any such decision, as soon as is practicable.

9 Disciplinary Issues

9.1 The Institution as appropriate retains all employment obligations in relation to the Trainee however the HSB reserves the right to remove a Trainee from a placement setting in any case where it considers this is necessary having regard to the Trainee conduct or professional suitability. The HSB will inform the Institution as appropriate immediately in this case. The Institution as appropriate and the HSB will co-operate in any disciplinary proceedings taken in connection with a Trainee in a placement setting. Supervisory staff of the HSB should have the right to counsel a Trainee. However, any case where more serious disciplinary action may be contemplated will be referred immediately to the Institution as appropriate for the Institution as appropriate to take the required disciplinary action.

9.2 The Institution as appropriate will keep the HSB informed of any pending or current disciplinary proceedings taken in connection with a Trainee in a placement setting.

9.3 The HSB and the Institution as appropriate will co-operate in answering any patient complaint or defending any clinical negligence or personal injury claim involving a Trainee in a placement setting.

9.4 The HSB will encourage and support appropriate staff to participate in any disciplinary and appeals processes relating to a Trainee performance in practice, at the invitation of the Institution as appropriate.

10 Information/Communication

10.1 The HSB will provide information to the Institution as appropriate for the Institution as appropriate to distribute to Trainees including, but not exclusively:

- Lists of all placement settings and contact person for each

- Reasonable advanced warning of any changes to clinical/practice areas that will affect placements
- Information about library and information services
- Details of policies implemented by the HSB concerned with risk management and clinical governance, for example:

  - uniform and clothing requirements
  - infection control
  - the protection of children and vulnerable adults
  - Radiation and Ionisation
  - Moving and Handling
  - Fire Prevention
  - Security
  - Personal Safety
  - Confidentiality
  - Whistleblowing

10.2 The Authority will require the Institution as appropriate to provide information to the HSB including, but not exclusively:

- Planned developments and curriculum updates
- Learning outcomes for placement settings
- Planned numbers of Trainees for each placement setting for the next Contract Year
- Names of Trainees for each placement setting
- Updated lists of visiting/link tutors
- Policies of the Institution as appropriate which may impact on staff of the HSB
- Materials designed to support Trainees learning in practice settings
- Attrition rates
- Pass/Failure rates

11 Recruitment

11.1 The Institution as appropriate and/or the HSB will be responsible for selecting Trainees for training in accordance with the rules and standards as laid down by the relevant Regulatory Body. In particular, the Institution as appropriate and/or the HSB shall ensure that the Trainees:

11.1.1 possess at least the minimum entry requirements as required by the appropriate Regulatory Body; and

11.1.2 are medically fit to be trained; and

11.1.3 once selected are subjected to the relevant checks for suitability as outlined within paragraph 12.

11.2 The HSB shall be entitled to nominate their employees and/or potential employees (where applicable) for selection to the Programmes and the Institution as appropriate shall consider such nominees for enrolment as Trainees unless they fail to meet selection criteria laid down in Clauses 11.1.1 – 11.1.3.

11.3 The HSB shall have the opportunity to be involved in the selection process of Trainees, by a nominated practitioner (or their replacement) being involved in the

selection panel at interview, and the Authority will require the Institution as appropriate to enable the HSB to exercise this by requiring the Institution as appropriate to send the HSB timely information, including relevant access to candidate application forms on request and notification of interview dates) or as otherwise agreed between the parties.

11.4 The HSB will contribute to marketing the Practice Placements as may be appropriate to the specific Practice Placement.

12 CRB and Occupational Health Checks

12.1 Where Trainees have actual employed status with the HSB the HSB shall ensure that all relevant checks on Trainees are commissioned in accordance with extant Department of Health guidance, prior to the commencement of the Trainee on the Programme. For the avoidance of doubt, such checks will include Criminal Records Bureau Screening (Protection of Children and Adolescents (POCA)/Protection of Vulnerable Adults (POVA), Occupational Health checks and immunisations.

12.2 Where Trainees do not have actual employed status with the HSB, the Institution as appropriate shall ensure that all relevant checks on Trainees are commissioned in accordance with extant Department of Health guidance, prior to the commencement of the Trainee on the Programme, in accordance with paragraph 12.1 above.

12.3 The Institution as appropriate and/or the HSB will use all reasonable endeavours to ensure that the outcome of this check is received and evaluated by the Institution as appropriate (where applicable) and/or the HSB (where applicable) before the Trainee enters his/her first placement.

12.4 The HSB undertakes not knowingly to expose each Trainee to high risk situations where the Trainee would require enhanced immunisation beyond that required by routine occupational health screening at the beginning of the Programme.

12.5 The Authority will ensure that the Institution as appropriate informs the HSB before the Practice Placement starts or as soon as the information is known to the Institution as appropriate if later, of any limitation on a Trainee's physical or psychological ability to undertake a placement or which may place the Trainee, other Trainees, or patients or HSB staff at risk, statute and regulations allowing.

13 Monitoring and Review

13.1 The HSB acknowledges that the planning, organisation and management of the practice learning opportunities is the joint responsibility of the HSB, the Authority and the Institution as appropriate. The HSB acknowledges that it shall have systems in place for the monitoring and review of Practice Placements, as required in Schedule 4 of this agreement.