

## PLACEMENT & WORK EXPERIENCE POLICY

<b>POLICY REFERENCE NUMBER:</b>	HR23
<b>VERSION NUMBER:</b>	1.2
<b>KEY CHANGES FROM PREVIOUS VERSION:</b>	Further 1 month Covid extension as Standing Committee cancelled; further 1 month extension for approval
<b>AUTHOR:</b>	Head of Workforce Planning, Education and Training
<b>CONSULTATION GROUPS:</b>	Clinical Governance Committee, Workforce and Organisational Development Group and the Corporate Affairs Senior Management Team
<b>IMPLEMENTATION DATE:</b>	October 2017
<b>AMENDMENT DATE(S):</b>	November 2019 (NMC Student Supervision amendments, Sept 19)
<b>LAST REVIEW DATE:</b>	N/A
<b>NEXT REVIEW DATE:</b>	<del>October 2020</del> February March April 2021
<b>APPROVAL BY EXECUTIVE OPERATIONAL SUB-COMMITTEE:</b>	10 <sup>th</sup> October 2017
<b>RATIFICATION BY FINANCE AND PERFORMANCE COMMITTEE:</b>	19 <sup>th</sup> October 2017
<b>COPYRIGHT</b>	2017

<b>POLICY SUMMARY</b>		
<p>This policy and its associated procedural guidelines and appendices, set out clear guidelines for those undertaking or supervising learner placements and work experience opportunities within EPUT Trust services.</p> <p>It will also ensure that all Students / learners are treated fairly, and supervised appropriately in order to minimise the risk to themselves, our staff, service users, and the Trust.</p> <p>The policy ensures a supportive and meaningful learning experience is offered to all Students / learners undertaking a placement or work experience within the organisation.</p>		
<b>The Trust monitors the implementation of and compliance with this policy in the following ways;</b>		
<p>Placements are monitored and recorded by the Workforce Development and Training Service, who also maintain data bases in accordance with the guidance from professional bodies relating to mentors and practice educators.</p>		
<b>Services</b>	<b>Applicable</b>	<b>Comments</b>
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is  
Executive Chief Operating Officer**

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**PLACEMENT & WORK EXPERIENCE POLICY**

**CONTENTS**

- 1.0 INTRODUCTION**
- 2.0 DUTIES**
- 3.0 DEFINITIONS**
- 4.0 PRINCIPLES**
- 5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE**
- 6.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION**
- 7.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES**

SAMPLE ONLY

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**PLACEMENT & WORK EXPERIENCE POLICY**

**Assurance Statement**

This policy and its associated procedural guidelines and appendices, set out clear guidelines for those undertaking or supervising Students / Learner placements and work experience opportunities within EPUT Trust services.

It will also ensure that all Students / learners are treated fairly, and supervised appropriately in order to minimise the risk to themselves, staff, service users, and the Trust.

The policy ensures a supportive and meaningful learning experience is offered to all Students / learners undertaking a placement or work experience within the organisation.

**1.0 INTRODUCTION**

1.1 This policy and associated procedural guidelines apply to Students / learners undertaking developmental opportunities and all staff supervising Students / learners within the Trust.

1.2 Where Students / learners are part of a pre-registration course delivered by a Higher Education Institution, formal arrangements must be in place. Practice placement agreements must be agreed between EPUT and the Education provider. Learning Development Agreements must be agreed between EPUT and Health Education England, or other commissioning body. Apprenticeship programs offered as part of the Strategic Transformation Partnerships (STP's) will be accepted as part of the agreed rotational apprenticeship agreement, signed by all parties within the STP partnership.

1.3 If an honorary contract is necessary to meet the requirement of the placement, Human Resources should be contacted by the learner's supervisor once the placement has been agreed.

Placements must be arranged through the Workforce Development and Training Service (WDTS) and agreed by the supervising department manager before the placement may commence.

## 2.0 DUTIES

### The Trust

The Trust is committed to working in partnership with:

- Providers of pre-registration education
- Local schools, colleges and training providers
- Individuals seeking personal, developmental opportunities
- Other organisations seeking information or placement opportunities within the Trust
- All Trust staff will ensure that Students / learners will be treated in line with the Trust **Equality, Inclusion & Human Rights Policy**.

### Senior Managers

Whilst undertaking any form of developmental placement or opportunity, all Students / learners will be expected to adhere to all relevant Trust policies and guidelines. Students / learners and supervisors will also work in line with professional regulating body guidance appropriate for the placement.

### Supervisors and Practice Assessors

Supervisors and Practice Assessors will take into account any academic targets or objectives the students / learners have. There must be a review at the midpoint and end of the placement.

### Individual Students / learners

Whilst undertaking any form of developmental placement or opportunity, all Students / learners will be expected to adhere to all relevant Trust policies and guidelines. Both students / learners and supervisors will also work in line with professional regulating body guidance appropriate for the placement.

## 3.0 DEFINITIONS

**Work Experience** can be defined as “placement on an employer’s premises in which a pupil carries out a range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience” (Department for Education and Skills).

**Volunteers** can be defined as non-employees who provide their free time, without expectation of financial reward to help in a variety of ways throughout the hospitals/units. These may be retired members of staff or former patients, people with part-time work, people wanting a career change or break, or those wanting experience in a field they are considering as a career. Volunteering may be for a limited time to complete a particular project, or on an ongoing basis.

People or persons undertaking a placement or work experience opportunity will be referred to as ‘Students / learners’ throughout this document.

**A Placement**, is when a learner is allocated to a practice / working environment where learning will take place under supervision of a suitably qualified individual.

**Apprenticeship Placements** are where students are on an identified apprenticeship program, placements can be within their current work base and also in external placements that may be within the employing trust or within an STP partnership Trust.

**University Practice Placements can be** defined as a placement where a learner is on an accredited course leading to professional registration, where the learner applies theory to practice and develops practical skills and professional competence and proficiency in the work place, to enable them to achieve their learning outcomes and gain professional registration.

### 4.0 PRINCIPLES

With the exception of pharmacy pre-registration trainees for whom EPUT is their training establishment or apprentices, Students / learners undertaking placements or work experience are not employees and do not have a contract of employment with the Trust.

This policy follows the guidance set out in Health & Safety legislation, including the separate guidelines for Students / learners less than 18 years of age.

All Students / learners must have a designated supervisor/mentor prior to commencement of any placement.

All placement documentation must be fully completed and returned to Workforce Development and Training Service before the placement commences.

In the absence of the agreed mentor/supervisor, the shift/team leader, or an appropriate designated member of staff will assume responsibility for supervision. In all cases, responsibility for the Health and Safety of the learner, any member of staff or client, lies with all team members, not just the supervisor.

All Students / learners on placement must receive an induction, details of which must be recorded.

EPUT retain the right to terminate or suspend any placement or work experience opportunity, giving reasons for termination.

The Workforce Development and Training Service will hold a register of all work placements and Students / learners placed within the Trust.

Whenever a learner is involved in practice with a client, appropriate consent must be obtained (in accordance with Trust **Consent to Examination or Treatment Policy**).

In order to support best practice and equality of access, under normal circumstances placements will not be permitted in areas where direct relatives or members of their household are working. Relationships between learner and any member of EPUT should be disclosed before the placement is agreed. In addition, each work experience placement will usually be no longer than 15 days, however, follow-on placements in different service areas may be considered.

### **Unsupervised clinical practice is not permitted under any circumstances.**

The supervisor/mentor must maintain contact with Workforce Development & Training and raise any concerns regarding Students / learners on placement immediately.

Students / learners will not undertake any work activity that has not been directed by a supervisor/mentor.

Students / learners are not permitted to undertake paid employment during allocated study days between the hours of 9am and 5pm.

Students / learners are reminded that bank shifts must not impinge on their work and/or training commitments.

## **5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE**

Placements will be evaluated for the purpose of maximising the benefits obtained by both the Trust and Students / learners themselves. The Workforce Development and Training Service will monitor placement and oversea placement capacity within the organisation and ensure that evaluations are correlated and feedback is provided to the placement areas to ensure positive outcomes are shared and for lessons to be learnt when required.

## **6.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION**

- Health and Care Professions Council (2012) “Standards of Education and Training Guidance”. HCPC: London
- Nursing and Midwifery Council (2008) “*Standards to support learning and assessment in practice*”. NMC standards for mentors, practice teachers and teachers. NMC: London
- Nursing and Midwifery Council (2009) “*Guidance on professional conduct: for nursing and midwifery students*” NMC: London
- Royal College of Nursing (2007) “*Guidance for mentors of nursing students and midwives: an RCN toolkit*” Second Edition. RCN: London
- Code of ethics and Professional Conduct College of Occupational Therapists (Revised Edition 2015)
- Health and Care Professions Council (2012) “Standards of Education and Training Guidance”. HCPC: London
- General Pharmaceutical Council “Pre-Registration Manual”

## HR23 – Placement & Work Experience Policy

- General Pharmaceutical Council (2011) “Future Pharmacists. Standards for the initial education and training of pharmacists”
- General Pharmaceutical Council (2010) “Standards for the initial education and training of pharmacy technicians”

### **7.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES**

- Equality, Diversity and Human Rights Policy
- Secondment and Acting Up Policy
- Supervision and Appraisal Policy
- DBS Policy
- Recruitment and Selection Policy
- Induction & Mandatory Training Policy
- Consent to Examination or Treatment Policy
- Consent Policy Bedfordshire
- Consent to Treatment Policy Essex
- Adverse Incident Policy
- Grievance Policy
- Corporate Health and Safety Risk Assessment Policy
- Health and Safety of a Young Person Policy (RM15)
- Apprenticeship Policy
- Risk Assessment Policy (RM11)

**END**