

PLACEMENT & WORK EXPERIENCE PROCEDURE

PROCEDURE REFERENCE NUMBER:	HRPG23	
VERSION NUMBER:	1.2	
KEY CHANGES FROM PREVIOUS VERSION:	Further 1 month extension Feb 21 due to Standing Committee cancellation; further 1 month for approval	
AUTHOR:	Head of Workforce, Education and Training	
CONSULTATION GROUPS:	Clinical Governance Committee, Workforce and Organisational Development Group and the Corporate Affairs Senior Management Team	
IMPLEMENTATION DATE:	October 2017	
AMENDMENT DATE(S):	November 2019 (NMC Student Supervision amendments, Sept 19)	
LAST REVIEW DATE:	N/A	
NEXT REVIEW DATE:	October 2020 February March April 2021	
APPROVAL BY EXECUTIVE OPERATIONAL COMMITTEE:	11 th October 2017	
RATIFICATION BY FINANCE AND PERFORMANCE COMMITTEE:	19 th October 2017	
COPYRIGHT	2017	
PROCEDURE SUMMARY		
<p>The purpose of this procedure is to set out clear guidance for Student / Learner placements and work experience opportunities within EPUT Trust services. It will also ensure that all Student / Learners are treated fairly, and supervised appropriately in order to minimise the risk to themselves, our staff, service users and the Trust. This procedure will ensure a supportive and meaningful learning experience is offered to all Students / Learners undertaking a placement or work experience within the organisation.</p> <p>All placements will be offered taking into account equal opportunities for all and managed in accordance with Trust policies, guidelines, service level agreements with external partners and Strategic Transformation Partnership (STP) agreements.</p>		
The Trust monitors the implementation of and compliance with this procedure in the following ways:		
<p>Placements are monitored and recorded by the Workforce Development and Training Service, who also maintain databases in accordance with the guidance from professional bodies relating to mentors and practice educators.</p>		
Services	Applicable	Comments
Trustwide	✓	

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

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Assurance Statement

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All placements will be offered taking into account equal opportunities for all and managed in accordance with Trust policies, guidelines, service level agreements with external partners and Strategic Transformation Partnership (STP) agreements.

Within this procedure any placement that is an intrinsic part of a professional program, Apprenticeship or a requirement of professional registration, will be termed a practice placement e.g. (Nursing, Allied Health Professional, Social Care and Pharmacy). Any other placement will be termed a work experience placement and will be covered in this document.

1.0 CO-ORDINATION OF PLACEMENTS

1.1 Practice Placements

- (a) EPUT requires a formal practice agreement to be established with the education provider prior to a placement commencing. For apprenticeship programs this may also be part of an STP rotational apprenticeship agreement.
- (b) Where individual disciplines are requested to accommodate student placements from outside of the local formal education agreements, a written request is to be sent from the requesting establishment stating the placement requirements, the number of placements, how the student/s needs to be supported, the point of contact in the organisation, that the student/s have in date DBS clearance documentation that enables them to be in a practice area and is available to view. Also that they have undertaken the required elements of mandatory training. This notification also informs us that the point of contact in the Trust has the capacity to accommodate the placements.
- (c) All practice placements must be registered and approved with Workforce Development and Training Service prior to commencement in order that proper and accurate records can be maintained.

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- (d) Staff who are approached with regard to a placement should contact Workforce Development and Training Service for the formalisation of this process.
- (e) Once a pre-registration placement has been agreed the supervisor / practice Co-ordinator will refer to the appendix relevant to their discipline.

1.2 Work experience placements

- a) In the first instance, all enquiries should be made in writing by the Student / Learner before they can be processed.
- b) All requests for work experience placements will be administered and managed by Workforce Development and Training Service.
- c) All placements must be registered with and approved by Workforce Development and Training Service prior to commencement.
- (d) Staff who are approached with regard to a placement should discuss with their manager in the first instance and then contact Workforce Development and Training Service for the formalisation of the process.

2.0 PRACTICE PLACEMENT AND WORK EXPERIENCE PLACEMENTS PROCESS
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- 2.1 All Student / Learners must have a designated practice educator / supervisor and or practice assessor dependant on program, where necessary this must meet the regulatory body's requirements.
- 2.2 When not working directly with the Student / Learner the practice educator / supervisor / has the responsibility to ensure that the Student / Learner is allocated to an appropriate member of staff.
- 2.3 In the event of an emergency situation where the placement is not viable Workforce Development and Training Service will be contacted and guidance sought.
- 2.4 Practice educator / supervisors / should ensure all Student / Learners conform to the Trust / University dress code. All Student / Learners will wear identification badges at all times on Trust sites. If these requirements are not met the placement may be discontinued temporarily.
- 2.5 Student / Learners have a responsibility to inform their practice educator / supervisor of any health-related issues or special needs that they may have which could impact on their placement. This must be disclosed before the commencement of the placement.
- 2.6 Student / Learners are expected to attend placements as planned. If they are unable to attend a placement on any occasion, they must inform their practice educator / supervisor as soon as possible (preferably before the expected arrival time). Where necessary this must also comply with the education provider's pre-set guidance.

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- 2.7 Practice educators / supervisors should monitor Student / Learners' attendance during their placement following any prescribed protocol from their education provider. For work experience placements practice educators / supervisors should inform Workforce Development and Training Service of any absence.
- 2.8 All objectives will be set prior to commencement of the placement. Student / Learners are expected to take responsibility for achieving their learning objectives.
- 2.9 Student / Learners should familiarise themselves with relevant Trust policies and local procedures and complete a local induction process, following guidance from their practice educator/ supervisor and should work within these guidelines at all times.

3.0 EVALUATION

- 3.1 Workforce Development and Training Service will create an action log following dissemination and feedback on placement evaluations. The log will request further actions where this is deemed necessary.
- 3.2 For pre-registration students, once the action is closed the education provider will be asked to feedback the outcomes to the Student / Learners.

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