

The Newcastle Upon Tyne Hospitals NHS Foundation Trust

Clinical Access & Observer Status Procedure For External Non – Medical Elective Placements

Effective: October 2009

Review: October 2012

1. Introduction

The Trust regularly receives requests for clinical placements from pre-registration health care profession students attending Higher Education Institutions from outside the region. This policy has been developed to ensure appropriate checks are made by the organisation to ensure the protection of:

- the patient and their confidentiality
- the individual practitioner
- the Trust
- the intellectual property of the organisation

All such requests should be sent to Patient Services, RVI, for consideration by the Practice Placement Facilitators, who will determine whether there is the necessary placement capacity to accommodate the request.

This policy sets out the conditions, which must be applied prior to the approval of an external elective placement request, and outlines the processes to be followed.

2. External Elective Placements: Clinical Access

2.1 Definition

Clinical access for external elective placements defines the arrangement whereby, subject to the conditions set out below, pre-registration students from a Higher Education Institute (HEI), other than those with which the Trust has a formal agreement, may be granted access to specified clinical areas for the purpose of gaining pre-registration experience.

Clinical access will only be granted for a pre-determined period, which should be stated in the application.

2.2 Conditions

- a) Clinical Access implies authority to participate in patient care under the supervision of an appropriately qualified named mentor/clinical educator, who will be held accountable at all times for the actions of the visiting student.
- b) Recipients of clinical access during an elective placement will be afforded access to such clinical facilities and professional activities in the Trust's hospitals as may be determined by the Trust.

- c) Clinical access will only be granted for a pre-determined period, which should be stated in the visiting elective student's application.
- d) The granting of Clinical Access does not confer on the recipient any other privileges or entitlement.
- e) Applicants for Elective Placement must provide a letter from their respective University, which confirms status as a student on one of their programmes. Applicants for Elective Placement will be subject to confirmation of CRB status as per Trust Policy 'Criminal Records Bureau Pre-Employment Checks Policy'
The individual / "seconding" university are required to meet associated costs.
- f) Compliance with the Health and Safety rules, Security Regulations and the Control of Infection regulations of the Trust is a condition of the award of external elective placement clinical access, and the visiting pre-registration student will not be permitted access to clinical areas unless he/she is passed fit to do so. All elective placement applicants will, therefore, be required to receive medical clearance by the Occupational Health Department and the visiting pre-registration student must complete a health questionnaire, which will be treated in strict confidence.

The individual / "seconding" university are required to meet associated costs.

3. External Elective Placements: Observer Status

Observer status for external elective placements defines the arrangement whereby pre-registration students from an HEI, other than those with which the Trust has a formal agreement, may be granted access to specified clinical areas for the purpose of observation only. *An observer should not therefore initiate or participate in patient care or treatment and should be under the direct supervision of a Registered practitioner at all times.* The individual must at all times remain the responsibility of a named supervising practitioner.

Observer status is granted subject to the conditions set out in 2.2b),2.2c) 2.2d) and 2.2e) and medical clearance by the Occupational Health Department and compliance with the Health and Safety rules, Security Regulations and the Control of Infection regulations is required as in 2.2 f) above.

4. Procedure for requesting Observer Status or Clinical Access (Nursing, Midwifery and ODP students - Appendix 1)

Applications for elective placements from students attending HEI's other than *Northumbria University* must be received in writing.

All requests for external elective placements are to be forwarded to the Practice Placement Facilitators (PPF's). The clinical area **must not** accept students directly as this will impact upon student numbers already allocated.

Once a decision has been made by the Practice Placement Facilitators that the placement could *potentially* be accommodated (subject to external processes), it will be discussed with the placement manager.

In cases where the PPFs have deemed the request cannot be accommodated, on the grounds of capacity, the PPF will inform the student in writing, offering alternative dates if available.

On final agreement between PPF and placement manager that the request can be accommodated, the PPF will advise Personnel that the elective placement can go ahead confirm these requirements with the applicant in writing, subject to processes as 4.5, copied to Personnel and the Placement Manager.

The Personnel Department will then be responsible for confirming this with the applicant in writing, forwarding this Policy, the application form and all documentation in respect of required clearances as follows:

- Process a health questionnaire for medical clearance through the Occupational Health Department
- Initiate verification of CRB Disclosure forms from other organisations via the counter signatory from that organisation and a counter signatory from this trust using the standard letter in the Trust's policy **or** process a CRB Disclosure application form if required

It is essential that the Disclosure has been processed for the correct level i.e. Standard or Enhanced, AND that, where appropriate, this has included a check for working with children and/or vulnerable adults.

It is a requirement that all staff groups with access to patients must undergo a Criminal Records Check. The cost of this application must be paid by the applicant prior to the application being made.

Subject to the above, Personnel will issue a formal letter granting observer status / clinical access for an elective placement to the visiting student and setting out the terms of access.

The PPF will confirm the arrangement with the Placements Office at Northumbria University to ensure that audited capacity is not exceeded.

The PPF will inform Portering & Security Manger for the relevant site, copied to placement manager, of details and dates relating to the issue of a Trust Identification badge.

5. Indemnity Cover

The Trust has financial responsibility for the negligent acts of its staff in the course of their bona fide activities.

This responsibility is protected under indemnity schemes similar to insurance. These schemes cover clinical and non-clinical liabilities for harm caused to patients, visitors and employees. This protection extends to individual staff employed by the Trust.

It extends further to include staff holding honorary appointments with the Trust plus those who have been granted clinical access and observer status *provided* they follow Trust and Departmental policies, procedures and rules as they are applicable.

Where harm is caused through a negligent act and policies, procedures and rules have been breached, an individual and/or organisation supporting them may be held financially responsible by the Trust.

6. Monitoring

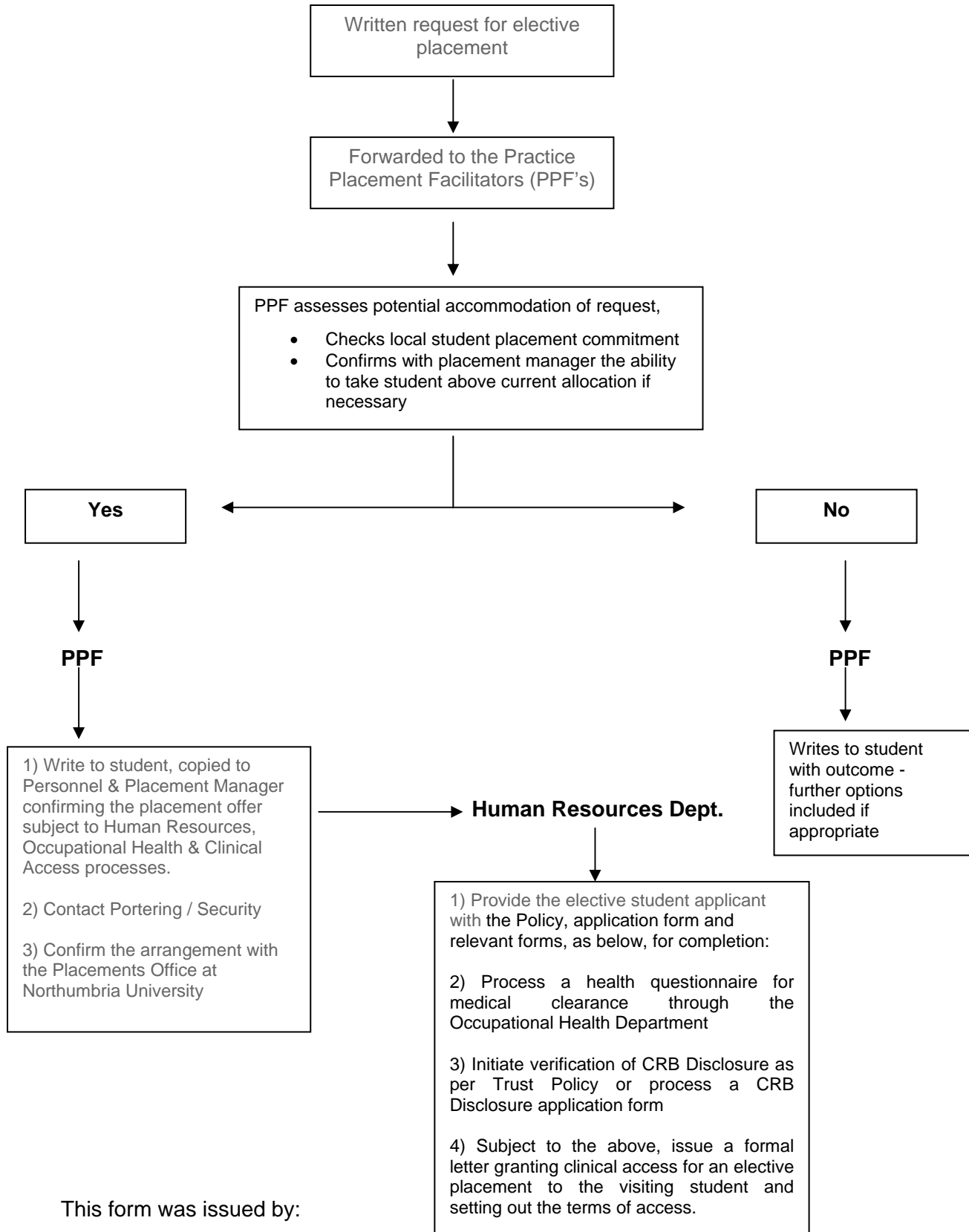
This policy will be audited on an annual basis by collating elective student documentation.

Author: Practice Placement Facilitator

Appendix 1

External Elective Placements Process

Nursing, Midwifery and ODP students



THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
APPLICATION FORM FOR PRE-REGISTRATION NURSE ELECTIVE PLACEMENT:

(SEE ATTACHED EXPLANATORY NOTES ON PROCEDURE)

PART A (To be completed by the Applicant for Elective Placement)

Surname: (Block Capitals) _____

First Name: _____

Date of Birth: _____

Course and University:

Placement request:

Clinical Access or Observer Status required during placement? Please state which: ___

NB – for the achievement of practice competencies, Clinical Access is required.

Period of placement: From: _____ To: _____

ADDRESS: (1) Permanent home address: (Please also state a contact telephone no)

(2) During period of attachment: (Please also state telephone no) _____

I have read and accept the General Conditions relating to Clinical Access/Observer Status

Signature: _____ Date: _____

PART B: Applicant to ensure that the following is completed

(To be completed by HEI representative i.e. Personal Tutor / Programme Manager)

Name of the individual requiring elective placement:

Confirmation of student status and stage of programme

Purpose of the placement:

Is this placement summative or formative?

I have read the conditions relating to student's elective placement and agree to the terms and conditions.

Signature: _____

Name: (Block Capitals) _____

Position _____

University _____

Contact Details _____

Date: _____

University Stamp:

To be returned to:

Practice Placement Facilitators
Patient Services
Peacock Hall
Royal Victoria Infirmary
Newcastle upon Tyne
NE1 4LP

