

Terms and Conditions for Pre-Medical School Application Work (Learner Agreement)

Experience Programme

The main aim of the programme is to help you with your application to Medical School and a future NHS career.

This contract also incorporates a learning agreement and details clearly what you can expect from the Trust during the placement.

Attendance: Individuals attending for placements are expected to arrive promptly for placement as stipulated in the confirmation letter. Lunch is an hour unless agreed otherwise and must be agreed with the department supervisor. Lunch and travel expenses are not funded by the Trust and are therefore the responsibility of the student.

Sick Leave Arrangements: If you are unable to attend because of sickness or any other reason, you should inform the work placement advisor as soon as possible.

Identification Badges: It is a requirement that every person should display an identification badge when working on any site associated with the Trust. This will be issued to you before your placement commences and it must be returned at the end of the placement.

Dress Code/Control of Infection: Students should arrive for placement sensibly and professionally dressed. No jeans, T Shirts, heeled shoes or trainers please and jewellery must be kept to a minimum. Sleeves must be short or rolled up above the elbows. Protective aprons will be issued as and when required on the ward or department. Be prepared to have your dress corrected by a member of the clinical staff should it fall below the expected standard.

Confidentiality: Any matters of a confidential nature, in particular information relating to the name, address, diagnosis and treatment of patients, individual staff and/or content of patients records, must under no circumstances be divulged or passed on to any other person or persons.

Loss/Damage of Personal Effects: No liability can be accepted for loss or damage to personal property on Health Service premises by burglary, fire, theft, or otherwise.

Smoking: BFW Hospitals NHS Foundation Trust operates a controlled smoking policy. Smoking is not permitted except in designated areas.

Health and Safety at Work Act: You are reminded that in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to comply with the Trust policies in meeting these statutory requirements. A copy of the health and Safety policy is available for inspection on request.

Placement Instructions (incorporating risk assessment):

You are reminded that whilst on placement you must not:

- Lift or handle patients
- Administer injections, drugs or take blood
- Have any contact with sharps or toxic substances
- Have any involvement in violence or distressing situations
- Compromise patient dignity or privacy.
- Visit areas/departments outside the identified area without checking with the work placement advisor first. The following departments must not be visited under any circumstances:

Operating Theatres, Maternity Wards, A&E, Childrens' Wards and Intensive Care Unit.

As a prospective medical/nursing student:

- You may attempt to achieve the learning objectives as set out in the enclosed document

Student Expectations:

- Individuals on placement can expect support and guidance during their placement from both the work placement advisor and a nominated person on the ward or department that they have been assigned to.
- All placements offer structured objectives to ensure the student receives the best possible learning experience. A reflective portfolio will be issued to help the student gain evidence of this learning.
- The Trust is committed to equal opportunities and a copy of the equal opportunities policy is available, if required.
- Individuals on placement are sufficiently covered by the Trust's Public Liability cover.
- All placements are designed with patient dignity and health & safety as the main priorities.

Signed on behalf of BFW Hospitals NHS Foundation Trust:

_____ Title _____

Print name _____

Form of acceptance

I accept this placement on the terms and conditions outlined above and have retained a copy for my reference.

Signed: _____

Name: _____ (please print)

Date: ____/____/____

Please return to:

Julie Summers
Undergraduate Manager
Health Professionals Education Centre
Blackpool Teaching Hospitals NHS Foundation Trust
Whinney Heys Road
Blackpool
FY3 8NR