

Elective Placements Policy

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Partners in Care

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Elective Placement policy

1. Introduction

1.1 Elective placements are additional placements to those allocated and are available to any university student who is undertaking unpaid work within TSDFT as part of their degree. To be eligible for an elective placement, the individual must be registered as a student with one of the following professional councils: Nursing and Midwifery Council (NMC); Health and Care Professions Council (HCPC). Elective placements do not apply to any individual undertaking work experience, voluntary work or working under the terms of an honorary contract.

2. Purpose

2.1 This policy aims to set out the terms of elective placements for University students undertaking unpaid work experience within the trust.

2.2. This policy is for any individual applying for an elective placement within Torbay and South Devon NHS Foundation Trust (TSDFT).

3. Roles & Responsibilities

3.1. The Placement Development Lead will

3.1.1. Ensure that a Service Level Agreement document is seen and signed for all placements other than those from Plymouth University.

3.1.2. Ensure that the student has all necessary information

3.1.3. Try to locate a placement suitable for the student.

3.2. The student will:

3.2.1. Adhere to all trust policies and procedures

3.2.2. Wear the correct uniform/ dress code and Identification (ID) at all times

3.3. The mentor/ educator should be aware that the student must:

3.3.1. Work only within their level of understanding and competence.

3.3.2. Not participate in any procedure for which they feel they have not been fully prepared or without adequate supervision.

4. Elective Placement Process

4.1. Students are not guaranteed their first choice of placement as numbers are limited in certain areas. Where the demands are high, University of Plymouth students will be given priority.

4.2. Elective placements can be popular at certain times of the year so it is important that an application is received at least six weeks before the start of the proposed placement.

- 4.3. All students on elective placements are required to undertake a local induction on their first day.
- 4.4. ID must be worn, an ID badge can be provided by the Trust if necessary. Uniform, where worn should be provided by the Education Provider (University) and must be worn on site at all times.
- 4.5. Any student undertaking an elective placement must have the right to work in the UK. Evidence must be provided or signed by the University on the elective placement request form.
- 4.6. In order to participate in any clinical procedures, the Trust will require evidence of clinical competency. All students must therefore present their On-going Achievement Record (OAR) or equivalent documentation from the University.
- 4.7. Following a successful elective placement should the student wish to pursue employment within the Trust, we will help to facilitate this. However there is no guarantee of employment following placements.

5. Elective Placement Requirements

- 5.1. For all Universities (excluding Plymouth University) an offer of an elective placement is not confirmed until the Placement Development Lead has received the signed copy of the University's Service Level Agreement (SLA) with its Placement provider. Failure to return the SLA will result in the placement being cancelled.
- 5.2. If a SLA is not available then the following information will be required by the Placement Development Team (PDT):
 - Written learning objectives for the placement for PDT records and to help placement mentors support the student.
 - An written agreement from the placement
 - A letter from the student's tutor at the University, confirming that this is an elective placement and that the student will have completed all necessary practice assessments prior to the placement.
 - A character reference from the student's tutor confirming that the student is of "good character".
 - An honorary contract, signed by the student and the placement manager.
- 5.3. Priority will be given to students wishing to seek future employment with the trust.
- 5.4. Students will provide their own uniform and wear their identification badge at all times.

6. Training

- 6.1. The student should keep assessment documentation in their portfolio and update regularly.

7. Monitoring, Auditing, Reviewing & Evaluation

- 7.1. This policy will be reviewed in 2 years from ratification, and periodically thereafter.
- 7.2. The Clinical Education and Placement Lead will be responsible for monitoring and ensuring timely review.

8. References and Bibliography

Nursing and Midwifery Council (2006) Standards for supporting learning and assessment in practice

Nursing and Midwifery Council (2007) Essential Skills Clusters for Pre-registration Nursing programmes.

Nursing and Midwifery Council (2008) An NMC guide for students of nursing and midwifery.

The Mental Capacity Act 2005

The Mental Capacity Act provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they lack capacity in the future. It sets out who can take decisions, in which situations, and how they should go about this. It covers a wide range of decision making from health and welfare decisions to finance and property decisions

Enshrined in the Mental Capacity Act is the principle that people must be assumed to have capacity unless it is established that they do not. This is an important aspect of law that all health and social care practitioners must implement when proposing to undertake any act in connection with care and treatment that requires consent. In circumstances where there is an element of doubt about a person's ability to make a decision due to 'an impairment of or disturbance in the functioning of the mind or brain' the practitioner must implement the Mental Capacity Act.

The legal framework provided by the Mental Capacity Act 2005 is supported by a Code of Practice, which provides guidance and information about how the Act works in practice. The Code of Practice has statutory force which means that health and social care practitioners have a legal duty to have regard to it when working with or caring for adults who may lack capacity to make decisions for themselves.

“The Act is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive or controlling. It aims to balance an individual's right to make decisions for themselves with their right to be protected from harm if they lack the capacity to make decisions to protect themselves”. (3)

All Trust workers can access the Code of Practice, Mental Capacity Act 2005 Policy, Mental Capacity Act 2005 Practice Guidance, information booklets and all assessment, checklists and Independent Mental Capacity Advocate referral forms on iCare

http://icare/Operations/mental_capacity_act/Pages/MCA.aspx

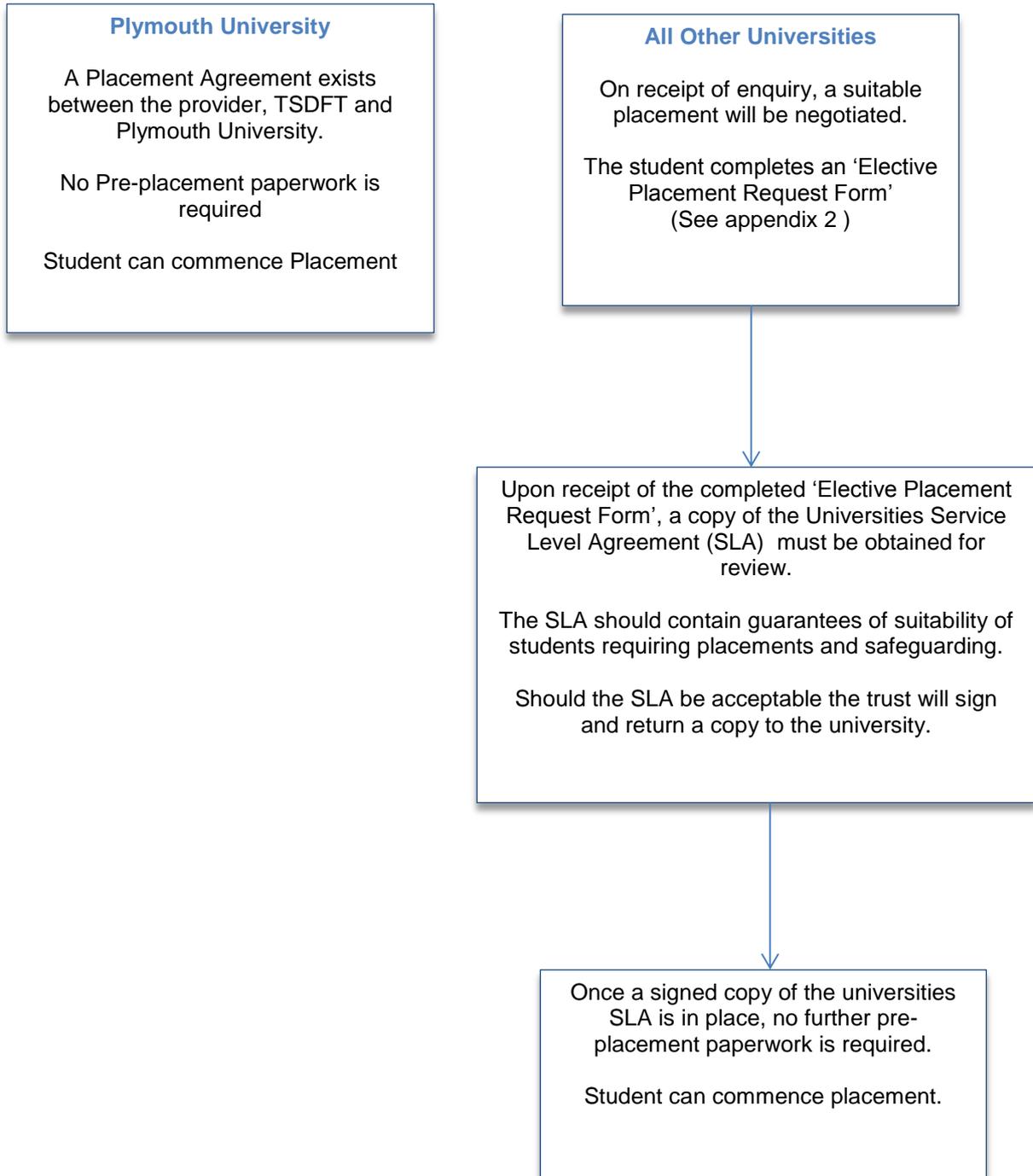
Infection Control

All staff will have access to Infection Control Policies and comply with the standards within them in the work place. All staff will attend Infection Control Training annually as part of their mandatory training programme.

Appendix 1.

Elective Placement Flowchart

For Torbay and South Devon NHS Foundation Trust (TSDFT).



Appendix 2.**Elective Placement Request Form**

For Torbay and South Devon NHS Foundation Trust.

This form should be completed by the University for any individual applying for an elective placement within the Torbay and Southern Devon area. To be eligible for an elective placement, the student must be seeking registration with one of the following: NMC; HCPC.

Student details			
Title		Surname	Forename
Email Address			
Address		Postcode	
Job Title		Department	
Start Date		End Date	
Area of preference		Hours	

University details	
Name of University	
Contact Name	
Job Title	
Email	
Phone	

Declaration			
I hereby declare that the above information is correct and all relevant checks and assessments have been conducted prior to placement.			
Signature		Date	