

## The Newcastle upon Tyne Hospitals NHS Foundation Trust

### Work Experience (including Clinical access and Clinical Observer) and Honorary Contracts (including Letter of Access) policy

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Ratified By:	Heads of HR

#### GENERAL POLICY STATEMENT

As a socially responsible and leading health education and teaching organisation, the Trust will from time to time, engage the services of persons who are not paid employees, to carry out *regular* or *ad hoc* work on behalf of the Trust in addition to its core staff.

Further, the Trust recognises its obligation to increase employment opportunities for young people, graduates and a range of disadvantaged groups, and ensure equity of access for such applicants. It is very aware of its responsibility to the supporting those in the community it serves, and promoting careers in healthcare.

Therefore the Trust is committed to providing access to the following:

- Unpaid placement for a specific purpose, including pre-registration or post-graduate experience, higher education institute (HEI) employees who are required to undertake some clinical observation or practice, or visiting health professionals. This includes students under a Learning Agreement where Newcastle upon Tyne Hospitals NHS Foundation Trust is one of their 'home' Trusts.
- Work based experience to provide individuals with insight to inform their employment or career choice pathway and support their preparation and application for a health care professional further or higher education programme.

All persons undertaking work, as defined in this policy, are not considered employees and will receive no direct payment from the Trust. Except for those currently employed by another NHS organisation, work done at the Trust under this policy does not count as NHS service for the purpose of employment rights. Their terms and conditions of employment (including appraisal requirements) will be in accordance with those set out by their substantive employer/Higher Education Institution (HEI).

All individuals granted approval to undertake a placement within the Trust will be required to observe a high standard of personal and professional conduct, and perform any activity to the best of their ability, in a proper and efficient manner, and promote and maintain the interests and reputation of the Trust at all times.

Individuals must adhere to the policies and procedures of the Trust, including the Information Governance rules, Health and Safety rules, Security Regulations and the Control of Infection regulations of the Trust, set out in the expected standards of non-trust staff document.

All individuals approved to undertake a placement within the Trust must sign the Confidentiality of Medical Employment Records, E-mail and Internet Usage Statement which will be enclosed with any contract/placement offer.

Those persons confirmed as undertaking a placement as defined in this policy will be expected to perform that work in accordance with the Trust's policies and procedures.

This is an overarching policy applicable to a number of unpaid placements and work experience arrangements. Detailed requirements are set out in the Appendices as follows:

- Work Experience and Career Insight Placements Page 8
- Honorary Contracts Page 17
- Clinical Access Page 21
- Clinical Observation Page 26

This policy does not cover

- Volunteers (see [Volunteer Policy](#))
- Workers covered by a service level agreement between the Trust and a third party provider, e.g. contractors
- Researchers already covered under a separate Research Passport agreement (see [Research Passport Scheme](#) policy)
- Proctors (please contact the HR Medical and Dental team)
- International Medical Students – those who wish to apply for a placement at Newcastle upon Tyne Hospitals NHS Foundation Trust should apply via Newcastle University [medical.electives@ncl.ac.uk](mailto:medical.electives@ncl.ac.uk)

Research:

- Individuals who are not employed by the Trust and who wish to undertake **only** research activity within the Trust should refer to the [Research Passport Scheme](#) policy.
- Individuals who wish to undertake both clinical activity and research activity within the Trust should apply for an honorary contract under this policy.
- If an individual already holds a valid honorary contract with the Trust and subsequently wishes to undertake a research study within the Trust, they should refer to the [Research Governance Policy](#) to seek research approval.

No individual should be excluded from applying for, or from being granted, authorisation for an unpaid placement within the Trust on the grounds of their age, disability, race, nationality, ethnic origin, sex, sexual orientation, religion and belief, gender reassignment, marriage and civil partnership or pregnancy and maternity.

## 1 Aims

- To provide equality of access, and a fair and open approach to obtaining unpaid work, work experience, placement, or visit irrespective of school or personal contacts
- To ensure transparent governance and promote confidence between the Trust, its staff, patients and the community it serves.
- To ensure that where required, pre-engagement checks are carried out and satisfied in accordance with the NHS Employment Check Standards for all individuals who undertake work within the Trust under this policy (including an Honorary Contract, Letter of Access, Clinical Access or Observer Status).

## 2 Duties (Roles and responsibilities)

- 2.1 The Executive Team is accountable to the Trust Board for ensuring Trust-wide compliance with policy.
- 2.2 Directorate Managers and Heads of Service are responsible to the Executive Team for ensuring policy implementation.
- 2.3 Managers are responsible for ensuring policy implementation and compliance in their area(s). Managers must ensure an honorary contract or letter of access is obtained before allowing non-Trust employed person to undertake work on behalf of the Trust.
- 2.4 It is the responsibility of HR to process applications in accordance with this policy, including ensuring pre-engagement checks are carried out in accordance with the NHS Employment Check standards and retaining evidence of such checks.
- 2.5 It is the responsibility Education and Training to process and ensure receipt of relevant application forms, parental consent and medical declaration documentation before any person is permitted to participate in a period of work experience.
- 2.6 Staff and applicants are responsible for complying with this policy.

## 3 Definitions

- A “*direct bearing on the quality of care*” is defined as actions that could affect the type, quality or extent of prevention, diagnosis or treatment of illness, or cause injury or loss to an individual to whom the Trust has a duty of care.
- *Work experience*: an agreed period of time within a department under supervision of a qualified member of staff to observe a range of activities, approved by the supervisor, to provide insight into the healthcare working environment, and/or an understanding of a particular job role and responsibilities. A ‘learner’ will not be permitted to undertake activity due to complexity of tasks, safety or security reasons.

- *Young Person:* in Health and Safety law is anyone under age 18 years. A *child* is a person who has not reached the minimum school leaving age (MSLA) which pupils reach in the school year in which they turn age 16 years.
- *Mature Learner:* An individual who is aged 18 years or older.
- *Placement:* For the purposes of this policy the term placement covers 'unpaid work', 'work experience', 'honorary contracts', 'letter of access', 'observer status' and 'clinical access.'
- *Honorary Contract:* An honorary contract is appropriate where an individual is providing a service to the Trust and/or the attachment is likely to last longer than six months.
- *Clinical Access:* Usually for an individual to gain experience, provide supervision or contribute to an education programme where the contract holder is permitted to participate in clinical activity.
- *Clinical Observer:* Usually for an individual to gain experience, provide supervision or contribute to an education programme where the contract holder is not permitted to participate in clinical activity.

#### **4 Establishing the required route to submit an application**

- 4.1 The flowchart in Appendix 1 should be used to determine which route to take to process an application for individuals carrying out unpaid work within the Trust.
- 4.2 For Honorary Contracts, Clinical Access, Observer Status or Letter of Access placements, a minimum of two months should be allowed from the time of submitting an application to the proposed start date. This allows for all checks and authorisation to be completed prior to the anticipated start date. The proposed start day may have to be deferred where less notice is provided.

#### **5 Pre engagement checks**

- 5.1 Pre-engagement checks, in accordance with NHS Employment Check Standards, must be satisfied (refer to the [Pre-employment checks and use of the Disclosure and Barring Service](#) policy), prior to an individual commencing their placement with the Trust. With the exception of Clinical Access and Observer Status, such checks must be evidenced on ESR. Checks must be carried out by the HR Department in all circumstances.
- 5.2 If the individual is substantively employed by another NHS organisation, written confirmation from the substantive employer (that all required pre-engagement checks have been conducted in line with NHS Employment Check Standards) may be accepted (the [confirmation of pre-engagement checks pro-forma](#) should be used).
- 5.3 Where an individual who is applying for Clinical Access or Observer Status is registered on a programme leading to professional registration with an HEI, which is out with those covered by the learning agreement (see appendix 4), written assurance from a representative of the HEI that all pre engagement checks have been conducted in line with NHS Employment check standards

may be accepted. Such confirmation must be on either letterhead or from a formal email address which indicates the organisation they are representing. The confirmation must clearly state that pre-engagement checks have been undertaken in accordance with the NHS pre-employment check standards.

- 5.4 Where a DBS check is required in order to progress an application, provided the individual has previously had a DBS check which remains fit for purpose, i.e. is at the required level with the relevant List checks and this is confirmed by the counter signatory using Appendix 1 of the Trust's [Pre-Employment Checks & Use of the Disclosure and Barring Service](#) Policy then this will suffice.
- 5.5 Some exceptions to pre-engagement checks apply, particularly to observer status placements. These are outlined in the relevant appendices.

## **6 ID badge and access to electronic health care systems operating within the Trust (Honorary Contract and Clinical Access only)**

- 6.1 Once the application has been approved, the individual's supervisor or the Clinical Director (in the case of medical and dental placements) should complete the Non-Trust Staff ID Request Form and submit to: [humanresources.badgeID@nuth.nhs.uk](mailto:humanresources.badgeID@nuth.nhs.uk).
- 6.2 On the start date, the worker will normally report to the Human Resources Department to obtain a Trust ID Badge.
- 6.3 On the start date, the HR department (Registration Authority) will ensure that the worker is issued with the necessary access to electronic health care systems operating within the Trust, which require Smartcard access. IT Services will provide access to all other electronic healthcare systems.

## **7 Training**

Training will be provided by the Human Resources Department to managers following implementation of the procedure.

## **8 Equality and diversity**

The Trust is committed to ensuring that, as far as is reasonably practicable, the way services are provided and the way staff are treated reflects their individual needs and does not unlawfully discriminate against individuals or groups. This policy has been properly assessed.

Should an applicant require reasonable adjustments to undertake a placement, this should be discussed with the placement supervisor, at the point of application. Each individual case will be reviewed on its own circumstances.

## 9 Monitoring compliance

Standard / process / issue	Monitoring and audit			
	Method	By	Committee	Frequency
Monitoring of the process in relation to the types of check required ensuring that all-pre-engagement checks are completed in accordance with the NHS Employment Check Standards	Monitoring of ESR reports and random sample personal file audits	Director of Human Resources	HR Heads of Department	Annually

## 10 Consultation and review

This policy has been reviewed in consultation with the Employment Policies and Procedures Consultative Group

## 11 Implementation (including raising awareness)

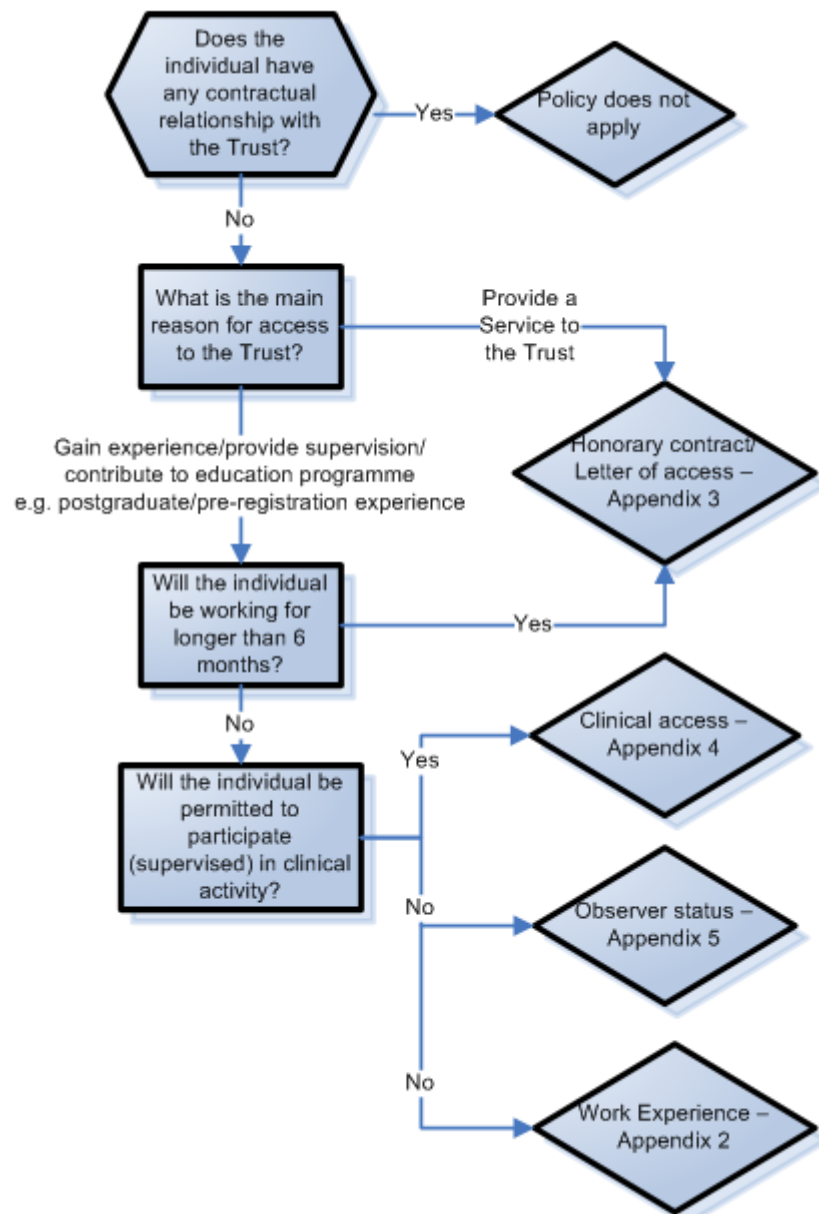
A summary of the key changes will be notified to managers following implementation. Further advice and guidance will be available from the Human Resources Department.

## 12 References

- NHS Employment Check Standards available at [www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx](http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx)

## 13 Associated documentation

- [Pre-employment checks and the use of the Disclosure and Barring Service policy](#)
- [Joint Protocol Between Newcastle University And Newcastle Upon Tyne Hospitals NHS Trust](#)
- [Research Passport Scheme](#)
- [Research Governance Policy](#)



**Work Experience and Career Insight Offer****Introduction**

The Trust is committed to providing work experience and placement opportunities. It is acknowledged that this enables individuals to gain insight into their potential career choice pathway, shape their future employment choices, and promotes working for the NHS.

This does not cover student placements on pre-qualifying health care education programmes, volunteers, job seekers, clinical access or secondment. Further, the Trust is also unable to support work experience requests from overseas learners due to the extensive occupational health clearance required.

The Trust also has collaborative partnership arrangements with specific schools in Newcastle to develop and support education-to-employment pathways. It also hosts Careers Open Days to showcase the wide range of careers and jobs available within the NHS and Newcastle Hospitals in particular to which Newcastle schools and colleges are invited to participate.

**1 Definitions****1.1 Work experience**

An agreed period of time spent within a Department under the supervision of a qualified member of staff, to observe or carry out tasks as appropriate; to experience a range of activities, as approved by the supervisor, to develop insight into the hospital environment. Learners receive no financial remuneration for this activity and the term work experience has no legal status.

**1.2 Work shadowing/observation**

1.2.1 An agreed period of time spent with a qualified employee, on a 1:1 basis to observe their practice, and gain an understanding of their job role and responsibilities. The placement is deemed observational, as the learners are not permitted to undertake activity due to the complexity of the tasks or for safety or security reasons. A member of staff must accompany the student at all times. Learners receive no financial remuneration for this activity and the term work shadowing/observation has no legal status.

1.2.2 Specific legislative requirements concerned with the protection of young persons include The Management of Health and Safety at Work Regulations (MHSW) 1999 and the Working Time Regulations 1998. The MHSW Regulations 1999 require the Trust as the employer to carry out a risk assessment to determine the risk young persons, ensure certain information is given to employees and to parents/guardians of children, and protect young persons from any risks at work.



### 1.3 Young person

A young person as defined in Health and Safety law is anyone under age 18 years. A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn age 16 years.

### 1.4 Mature learner

An individual who is aged 18 years or over.

### 1.5 Learner

A learner in this policy refers to any individual who may undertake work experience/shadowing/observation opportunities.

### 1.6 Project Choice

Project Choice provides individuals aged 16-24 years who have a learning disability/difficulty with the opportunity to gain work experience. More information is available from the Project Choice Coordinator and [intranet page](#).

## 2 Scope

2.1 The Trust will make a range of work experience and career insight placement opportunities available across the spectrum of roles/careers in the health service. For school aged students these will be available by application, through their school or Further Education College and indemnity will be required. The programmes available are:

- Year 10 'Introduction to a career in the NHS' day.
- Year 12/13 studying A Levels (or equivalent) - profession specific clinical observational placement under supervision.
  - Individual placements may be requested by a Trust employee outside a Trust programme. This will be by application directly to the Work Experience Coordinator and will only be agreed if satisfactory supervision arrangements are confirmed.
- Mature learners – normally a one day educational visit (directly to Work Experience Coordinator). Minimum of 8 weeks' notice required.
- Project Choice – one morning a week over 6 weeks. Please note that Project Choice offers specific work experience.

2.2 Year 10 career insight days will be available to learners who attend schools in the Newcastle area. Year 11/12 placement experience will be available to schools/colleges within Newcastle and North Tyneside as priority; Northumberland/Cumbria applications will be dependent on supervisor availability and school/college support/indemnity provision. Where the experience requested is specifically for a specialist service only available regionally within this Trust, then out of area students can be accommodated.

- 2.3 Due to placement capacity, there will be a set number of programmes each year, coinciding with the school curriculum requirements and taking place during the school term time to comply with school insurance/risk assessment requirements.
- 2.4 Mature learners will be accommodated for educational/career visits subject to supervisor/placement availability. Mature learners requiring a longer placement can do so through using the relevant section of the Clinical Access Policy.
- 2.1 Learners will not be permitted to have a placement in an area where a relative is work, nor be supervised by a relative.
- 2.2 Placements for young learners must not exceed 10 days duration. Such placements would be deemed extended placements requiring additional safeguarding checks.

### **3 Duties – roles and responsibilities**

- 3.1 Directorate/Departmental Managers/Clinical Directors/line managers' responsibilities:
- 3.1.1 Ensure that learners are supervised at all times and have a programme which provides them with an insight into the role and working within the health service.
- 3.1.2 Ensure that risk assessments are conducted prior to the learner attending the placement, and a programme is provided to meet the requested outcomes of the learner.
- 3.2 Supervisor responsibilities/support:
- 3.2.1 Requests for supervisors will be made to departments and individuals twice a year, a minimum 8 weeks prior to the programme/placement dates. Learners will require supervision at all times. Details regarding supervisor responsibilities will be provided by Education and Training once an application has been agreed. All learners must have a nominated supervisor responsible for:
- Arranging and monitoring them whilst on placement to ensure an appropriate and safe experience.
  - Ensuring that local induction is carried out.
  - Reporting any problems relating to behaviour or non-attendance to the relevant Trust coordinator (Work Experience/Project Choice Coordinator) and any accidents/incidents to the Risk Manager as per risk management arrangements.
  - Ensuring appropriate dress and appearance is maintained.
  - Ensuring that if a learner moves out of the department to another area that effective supervision is arranged and maintained.

- 3.2.2 For clinics, prior approval of the Consultant(s) whose clinic is to be observed, must always be obtained; the consent of patients must always be obtained in order to preserve patient confidentiality in line with the consent policy.
  - 3.2.3 Supervisors have the right to remove a learner from an area/ experience that they consider is unsuitable, and should notify the Work Shadowing Coordinator/Project Choice Coordinator, who will advise the school/college.
- 3.3. Learner responsibilities:
- 3.3.1 Learners are required to follow the application process included in this policy.
  - 3.3.2 Learners are required to adhere to trust policies including health and safety, infection control, dress and appearance code and confidentiality requirements. Failure to do so could lead to immediate termination of placement. For learners undertaking placements via Project Choice, the Project Choice Coordinator must be involved in any decisions regarding potential removal of a student.
  - 3.3.3 Reasonable adjustments will be considered and made on an individual basis as appropriate.
  - 3.3.4 Learners are responsible for ensuring they attend the preparation session (induction) prior to their placement on the dates agreed unless prevented from doing so, and are required to notify their school/college and the Work Experience Coordinator if they are unable to attend to explain why.
  - 3.3.5 Learners must attend and participate in the evaluation process including the completion of their learning log from their shadowing experience.
  - 3.3.6 All learners must return any uniform and ID badges provided before they leave the Trust.

## 4 Programmes available

- 4.1 'Introduction to careers in the NHS': A short programme for students in Year 10, which includes information about careers including nursing, midwife and allied health professions.
- 4.2 Introduction to Medical Careers: A programme to provide insight into the working life of a *doctor*, which includes observation of clinical practice within specified wards and departments.
- 4.3 Introduction to Nursing Careers: A programme aimed at introducing those interested in a nursing career into the daily life of a nurse. This programme is delivered once per year.
- 4.4 Healthcare science: A Biomedical Science programme (run in partnership for Newcastle University students). This is an annual programme for aspiring healthcare scientists.
- 4.5 Due to the nature of the patient care provision, requests for placements in Midwifery, Children's Nursing, Radiology or Rehabilitation Services will require additional review. The Work Experience Coordinator will provide guidance on local access learner numbers and availability of programmes. The application process is in line with this policy.
- 4.6 Out-of-hospital work based shadowing may be agreed through the coordinator. However, due to the nature of the working arrangements, supervisors of young people must have the relevant safeguarding checks in place. Parents/guardian will also be required to provide consent to the learner being in one to one situations with the supervisor on a frequent basis, including driving to patients' homes/other community bases.
- 4.7 Wider offer for career insights opportunities: The Trust will work in partnership with schools and wider stakeholders to meet local placement and employment demand and examples of programmes in place include Internships and careers events at schools. Many of our professional staff are happy to provide placement/programme opportunities including research, pharmacy and simulation and the Work Experience Coordinator can support this where the Trust has capacity.

## 5 Application process

- 5.1 All school age student placement and programme requests and confirmations will be managed in partnership with the school/Further Education College and the Work Experience Coordinator. An agreed schedule is set out below:

Placement Date Required	Application to School	Application to Trust	Approval by Trust
March	November	December	January/February
July	January	February	April/May
October	March	April	July

- 5.2 Mature learners are required to write directly to the Work Experience Coordinator detailing the reason for their request, and will need to provide a minimum of 8 weeks' notice of a placement request. Priority will be given to individuals actively seeking a health related career path and placements will be no longer than 10 days duration. To ensure equity of access, longer or additional placements will not be supported. See section 9.
- 5.3 College and University students aged 18 or over will require a recent DBS check. If the Trust receives confirmation directly from the HEI regarding the DBS, students may attend for observational placements for no more than 10 days duration.
- 5.4 Project Choice placement requests can be submitted throughout the academic year. All requests must be accompanied by a learner profile completed by the Special Education Needs Teachers (SEN). A matching process is undertaken to match learners to available placements. Confirmation of a placement is sent to the SEN via the Project Choice Coordinator 6 weeks prior to the placement commencement.
- 5.5 The Trust is required to process applications in line with NHS Careers Guidance documentation. No placement will be progressed or offered without receipt of the following completed documents:
- Application for placement/programme including the parental consent and medical declaration form.
  - Parents/ guardians will be required to give signed, written consent for year 10 – 13 learners as part of the application process. Any queries by parents regarding the placements must be directed to the schools liaison, **not** the Work Experience Coordinator.
  - If there is a medical condition declared, this will be referred to the Trust's Occupational Health service. The placement will not go ahead unless there is clearance by Occupational Health.
  - The Agreement will detail supervision arrangements and specific dates of placement/programme, and must be signed and returned prior to the start of the placement/programme
  - Two copies of the Agreement will be issued to and signed by the learner and returned to the Education Department. One copy to be kept by the Work Experience Coordinator and one will be passed to the manager of the department where the placement will take place.
  - Risk Assessments pertaining to the area of work. A copy of any important information relating to department risk assessments must be made available and be sent out with the Work Placement Agreement. It is important that parents/guardians have read the risk assessment.

\* For Project Choice Placement requests, learner profiles completed by the special Education Needs Teacher (SEN) are submitted in place of application forms.

## **6 Health and Safety**

- 6.1 A number of legislative and health and safety requirements have to be met as part of the process in agreeing to take a learner on placement. Learners/schools who do not return the documentation correctly completed will not be able to take up a placement.
- 6.2 In line with Health and Safety requirements, all work experience/placement programme learners must receive an induction before starting a placement. During induction, learners will be issued with local induction checklists which will be signed off by the Manager to provide evidence of compliance. At induction ID badges will be issued. Learners must wear their ID badge at all times.
- 6.3 Local Induction at departmental level must be carried out using the checklist at appendix 4 of the [Induction Policy](#) on the first day of placement and will cover:
- Introduction to relevant people/ colleagues.
  - Tour of department including fire exits, instructions for evacuation(s), first aid procedures.
  - Department information where appropriate
  - Awareness of any potential local health and safety risks
  - Any required standards of etiquette and expectations of the student
  - Need for confidentiality
  - Once complete, copies need to be kept at departmental level and a copy returned to the Work Experience /Project Choice Coordinator.
- 6.4 Under the Management of Health and Safety at Work Regulations 1999 (MHSW) Regulations the Trust must protect young persons from any risks to their health and safety, which are associated with the young person's lack of experience, lack of awareness of existing risks, or immaturity. Therefore, no 'hands on' patient contact is permitted during work experience placements; they will be of an observational nature only.
- 6.5 Risk assessments must be undertaken in areas accepting learners, taking into account the immaturity, inexperience and likely inquisitiveness of some learners. Advice as to what the risk assessment should include is available from the Trust's Health and Safety advisor or Risk Management Department.

## **7 Theatre and Mortuary Experience**

- 7.1 The Health and Safety Young Persons Regulations (HSE1997) identify young workers as being particularly at risk because of their exposure to experiences that they do not have the maturity or experience to deal with. The perioperative and mortuary environments are therefore considered high risk for these learners and are not deemed suitable to permit young people to observe surgical procedures within Theatres or mortuaries. This is based on two principles; the protection of the learner and preserving the privacy and dignity of patients undergoing surgical procedures.

- 7.2 It is noted that awareness of surgical intervention as part of learning outcomes of the work experience visit is valuable and alternative approaches to facilitating theatre experience may be used. Year 12/13 learners will only have access to this opportunity through the designated work experience programme, which forms part of this policy and in consultation with the relevant Theatre Manager or Mortuary Manager. This is currently through a live theatre link, within the education centre. No direct access in theatres/mortuaries will be provided.
- 7.3 Access to interventional/some treatment areas are restricted (e.g. radiology) to learners aged 16 or over at the discretion of the local manager.

## **8. Patient Consent**

For year 12/13 learners on a clinical work experience, it is the responsibility of the supervisor to ensure that the learner is identified and introduced to patients, and that verbal consent is obtained from the patient before the learner is allowed to observe any consultation. It must be clearly explained that the work experience learner is **not** a pre-registration student (doctor, nurse, AHP etc.). In the case where patients are unable to consent then the supervisor should exercise professional judgement in accordance with safeguarding, dignity and respect principles.

## **9. Mature/other Learners**

- 9.1 Mature learners who are college/university students over the age of 18 years will require a recent DBS check. If they have an existing recent check via their University, and the Trust receives direct written confirmation on the following, an agreed placement may proceed:
- a) There is nothing untoward on the DBS check
  - b) The learner may attend only for observational placements of no more than 10 days and no 'hands on' work is permitted.
  - c) They will be fully supervised monitored at all times.
  - d) The 'owning' University must provide full indemnity cover. Indemnity can be provided through CNST arrangements for non-college/university an individual, providing the learner is over 16 and on a programme in accordance with this policy.
- 9.2 Learners wishing to perform work during a placement will be managed in accordance with the Clinical Access policy through the Human Resources Department/Medical staffing as appropriate. For nursing related experience, agreement must be sought from the practice placement facilitators.
- 9.3 Learners already on a health related education programme are welcome to apply for additional experience via this policy, but placements are subject to availability, would be observational and no more than 10 working days in duration. Indemnity is required from the student's University/College.

## **10 Evaluation**

At Induction, all learners will be issued with an evaluation form to be completed during placement and sent to the Work Experience Coordinator.



## Honorary Contracts

### 1. Introduction

An individual is required to hold an honorary contract in order to conduct certain activities within the Trust and use the facilities of the Trust.

The award of an honorary contract from the Trust ensures that individuals are appropriately indemnified by the Trust for any NHS work activities undertaken under the honorary contract and that individuals are subject to the governance arrangements.

Honorary contracts will be issued for any pre-determined time period or no pre-determined time period and usually for longer than six months.

A letter of Access may be issued instead of an honorary contract, if it is determined that the purpose of access will not have a direct bearing on the quality of care, or it is considered that an honorary contract arrangement is not the appropriate option. Advice should be sought from the HR Officer. Where it is determined that a letter of access is more appropriate, the process outlined below must still be followed.

### 2. Application

- 2.1 To apply for an Honorary Contract, an individual must complete a Trust [Application Form for an honorary contract](#), ensure their substantive employer/university and the Supervising Officer/Clinical Director (in the case of medical and dental placements) complete the relevant sections and submit the full application form to the Trust's Human Resources Department (humanresourcesclinicalaccessobserversandhonoraries@nuth.nhs.uk for non-medical and dental staffing and the Medical and dental team for medical and dental staffing) for processing. A minimum of two months should be allowed from the time of submitting an application to the proposed start date. This allows for all checks and authorisation to be completed prior to the anticipated start date. The proposed start day may have to be deferred where less notice is provided.
- 2.2 The HR department will log the request locally, pending approval.
- 2.3 For Academic Honorary Consultant Contracts (i.e. where the individual is employed by the University), a decision on whether or not an honorary contract is to be requested is generally made at the time of the substantive University appointment. In these circumstances a Trust representative will have been invited to sit on the Appointments Committee.

2.4 From time to time the Trust will be approached to host a doctor, for the purposes of UK training, who will retain funding through their home government. The Directorate must complete an honorary application form to ensure the temporary arrangement is correctly tracked.

### 3. Processing applications

#### 3.1 Pre-engagement checks

3.1.1 Once approval is granted, the HR Department will take steps to ensure that the NHS Employment Check Standards are satisfied, in accordance with Section 7 of this policy, and will record completion of checks on ESR.

3.1.2 Individuals from overseas who come to work in the UK for an approved sponsor can also hold an honorary contract with the Trust. The individual **must** provide evidence of their right to work in the UK and a copy must be retained in the individual's file. An individual from overseas who holds an honorary contract with the Trust will be subject to the supplementary work provisions of the Home Office whereby:

- a) They are either in a job on the Shortage Occupation List **or** in the same sector and at the same professional level as the work for which their Certificate of Sponsorship was assigned, and
- b) They work no more than 20 hours per week, and
- c) Their work is outside of the normal working hours for which their Certificate of Sponsorship was assigned
- d) In addition, they must continue to work for the sponsor in the job recorded on their Certificate of Sponsorship.

An exception to provisions a-d will be Doctors employed under the Medical Training Initiative whereby placements in the MTI scheme might be funded by alternative sources such as the employer or government from the MTI Doctor's home country.

#### **Medical and Dental Staff employed by Newcastle University**

3.1.3 In the case of Medical and Dental applicants, where the substantive employer is Newcastle University, written confirmation that all pre-engagement checks have been conducted in line with NHS Employment check standards may be accepted, via the [confirmation of pre-engagement checks pro-forma](#).

## **Medical and Dental Staff employed by the Northumbria General Practice Training Programme (NGPTP)**

- 3.1.4 The Trust hosts trainees through the NGPTP who are substantively employed through a GP Practice. In these cases, the HR Department (medical and dental) will complete the pre-engagement checks directly.
- 3.1.5 The HR Department (medical and dental) will complete the pre engagement checks for Overseas Doctors employed by an overseas institution.

### **3.2 Approval**

- 3.2.1 Approval for non-medical and dental positions will be granted as long as the Supervising Officer supports the application and the HR department have confirmed that all pre-engagement checks have been satisfied.
- 3.2.2 For medical and dental positions, the Medical Director will approve the appointment (subject to the HR department confirming that all pre-engagement checks have been satisfied). For senior medical posts the Medical Director approval will be subject to ratification by the Trust Board.

If the request for the appointment is declined, the HR Officer will inform the appropriate parties.

## **4 Commencement of an Honorary Contract**

- 4.1 An individual must not commence activities within the Trust until all pre-engagement checks have been completed.
- 4.2 Once approval is granted, the HR Department will agree a start date with the individual and issue an honorary contract. A copy will be provided to the Supervising Officer of the Trust / appropriate Clinical Director and the applicant's main employer.
- 4.3 Honorary Contract holders (who are in attendance on Trust sites) are required to complete both the Trust and local induction and to comply with the Trust's mandatory training policy. The Supervising Officer of the Trust/appropriate Clinical Director must ensure they inform the Staff Development Team that the local induction has been undertaken, by emailing [training.administration@nuth.nhs.uk](mailto:training.administration@nuth.nhs.uk) and must use the appropriate induction pro forma (appendix 4) from the [Induction Policy](#) to ensure all relevant information has been imparted to the individual.
- 4.4 Staff with Honorary Consultant contracts will be required to have an appraisal in accordance with their substantive employer's policies and procedures.

## **5 Termination of an Honorary Contract**

- 5.1 Where the activity ends, or is terminated earlier than expected, or an individual terminates their employment with their substantive employer, the Supervising Officer/Clinical Director must notify the HR Department immediately. The Supervising Officer/Clinical Director will be responsible for ensuring the return of the individual's Trust ID badge and any Trust property.
- 5.2 Should any concern be raised about the conduct of an individual on an honorary contract and/or conduct which breaches the terms of the contract, the Trust reserves the right to suspend or terminate the honorary contract with immediate effect, following an appropriate procedure. For honorary contract holders who are employed by Newcastle University, the procedure outlined in the [Joint Protocol between Newcastle University and the Trust](#) will apply.
- The Trust reserves the right to withdraw access for individuals present under a Letter of Access with immediate effect, should there be any concerns affecting the nature of their access.
- 5.3 Should the individual, Trust or substantive employer wish to terminate the contract early on grounds other than conduct concerns, this will be in accordance with the notice agreed in the honorary contract. The notice period should be agreed by the Supervising Officer of the Trust, individual and substantive employer prior to the commencement of the honorary contract.
- 5.4 The Human Resources Department will:
- a) record the individual's termination on ESR
  - b) notify the IT Department to cancel network access (where applicable)
  - c) cancel the ID badge
- 5.5 If the individual's right to work for their substantive employer is via a Certificate of Sponsorship, then the Trust's Human Resources Department must notify the individual's substantive employer of any change in the contract holder's circumstances that may affect the continuation of their activities or status for migrant monitoring purposes (please refer to the [Trust's Prevention of Illegal Working Policy](#) for further details).

## **6. Extension of an Honorary Contract**

- 6.1 To extend an honorary contract beyond its expiry date, the Supervising Officer/Clinical Director must complete and sign the [pro-forma](#) and submit it to the HR department (non-medical should be emailed to [humanresourcesclinicalaccessobserversandhonoraries@nuth.nhs.uk](mailto:humanresourcesclinicalaccessobserversandhonoraries@nuth.nhs.uk)). In the case of medical and dental placements, the Medical Director will be asked for approval.
- 6.2 Following an extension request, the HR Department will review the honorary contract holder's file and ensure that all pre-engagement checks are up to date and all relevant documentation is on file.

- 6.3 If approved, the HR Department will issue an extension to honorary contract letter. If not approved then the HR Department will inform the individual and Supervising Officer/Clinical Director.

## Clinical Access

### 1. Introduction

- 1.1 *Suitably qualified practitioners* may be granted access to specified Trust sites or Trust departments for the purpose of gaining postgraduate experience or engaging in some other form of sponsored or agreed clinical activity.
- 1.2 Non-medical, external, elective placements are available for *pre-registration students* from a Higher Education Institute (HEI), who may be granted access to specified Trust sites or Trust departments for the purpose of gaining pre-registration experience.
- 1.3 Clinical access will only be granted for a pre-determined period of up to three months. If it is envisaged at the outset that a period of six months or more is required to achieve the objectives (or 12 months in the case of a fee based placement), an honorary contract should be requested.
- 1.4 The granting of Clinical Access does not confer on the recipient any other privileges or entitlement, unless given in writing, nor does it imply formal recognition of any status in respect of occupational grade.
- 1.5 Individuals are appropriately indemnified by the Trust for any NHS work activities undertaken during the clinical attachment.

### 2. Capacity

- 2.1 For students covered by the HEE Learning and Development Agreement, or bespoke agreements with education providers that cover pre-engagement checks and placement access, those students will not be required to complete the Clinical Access paperwork. They will make a request to the PPF/Education lead for that programme who will make the decision based on available clinical placements. Education and Workforce Development will provide Human Resources with a live list of applicable programmes but any queries regarding who is covered by these agreements should be directed to the PPF. There should be no more than one clinical attachment of three months to any one Supervising Consultant or appropriate Officer in the same period of time. If a request cannot be accommodated on the grounds of capacity the PPF/Education Lead will inform the individual in writing.
- 2.2 The Clinical Director will be responsible for identifying an appropriate quota for Medical and Dental placements and managing this within the Directorate.
- 2.3 The Directorate Manager/Clinical Director, following discussion with the relevant professional leads (and the Head of Education and Workforce Development in the case of fee based learning placements), will be responsible for identifying an appropriate quota for all other placements and managing this within the Directorate. Information relating to the agreed quota must be notified to HR.

### 3. Application

- 3.1 A minimum of two months should be allowed from the time of submitting an application to the proposed start date. This allows for all checks and authorisation to be completed prior to the anticipated start date. The proposed start day may have to be deferred where less notice is provided.
- 3.2 Clinical attachments should be structured with clear, measurable objectives and learning outcomes. These should be established with the Supervising Consultant/appropriate Supervising Officer prior to the start of the attachment.
- 3.3 Only in exceptional circumstances may applicants be granted more than one clinical attachment within the Trust in any twelve month period.
- 3.4 In the case of fee based placements, the arrangements for placement costs and income distribution must be discussed and agreed by the Head of Service or Directorate Manager, together with the Head of Education and Development.
- 3.5 **Non-medical and dental placements:** The [application form](#) should be completed and signed by the individual, relevant Head of Service or Directorate Manager. The form should then be returned to the HR Department (non-medical should be emailed to: [humanresourcesclinicalaccessobserversandhonoraries@nuth.nhs.uk](mailto:humanresourcesclinicalaccessobserversandhonoraries@nuth.nhs.uk)).
- 3.5.1 In the case of healthcare students (pre-registration or leading to voluntary registration) not covered by the agreements in paragraph 2.1 of this appendix, requests for placements should be made in writing to the PPF/Education Lead for the programme. Once approval has been granted, the application form should be completed by the applicant, the sponsoring employer or university, the Supervising Manager, the Directorate Finance Manager (for fee based placements), Directorate Manager and Head of Education and Development (for fee based placements) and returned to the HR Department.
- 3.5.2 If the request is approved by both the PPF/Education lead for the programme and supervising manager, the PPF/Education lead for the programme will advise the HR Department who will progress the application. The PPF will also confirm the arrangements with the placement office at the relevant training provider to ensure that audited capacity is not exceeded.
- 3.6 **Medical and dental placements:** The [application form](#) should be completed and signed by the individual, Supervising Consultant and Clinical Director. The form should then be returned to the HR Department who will see authorisation from the Medical Director (for visiting Consultants) or the Assistant Medical Director (Education) (for placements for Junior Doctors) for final approval.

## **4. Processing applications**

### **4.1 Approval**

- 4.2.1 Once approval is granted, the HR Department will take steps to ensure that the NHS Employment Check Standards are satisfied, in accordance with Section 7 of this policy and 2.1 of this Appendix and the pre-employment checks and use of the Disclosure and Barring Service policy.
- 4.2.2 Once the pre-engagement checks are satisfied, the HR Department will issue a formal letter to grant clinical access and set out the terms of the placement.
- 4.2.3 The HR Department will arrange an ID badge and ensure that a pre-agreed end-date is registered in WINPAK.

## **5. Commencement of Clinical Access placement**

- 5.1 Individuals on a clinical attachment will have authority to participate in patient care, however must be supervised at all times. Under no circumstances can an individual with Clinical Access be given responsibility for the clinical management and care of patients regardless of how experienced they may be.
- 5.2 Individuals must be supervised by an appropriately qualified mentor/educator or appropriately qualified person (as determined by the PPF or CLF), who will be held accountable at all times for the actions of the visiting student. The permitted activities and access to facilities are those appropriate to the experience and training as defined and limited by the Supervising Consultant or appropriate Officer.
- 5.3 **Induction**
  - 5.3.1 The Supervising Consultant, appropriate Officer of the Trust, mentor or educator must ensure that each individual receives an appropriate Trust induction (for placements of 3 months or more, i.e. where a placement has been extended) and orientation as soon as possible.
  - 5.3.2 The Supervising Consultant Officer of the Trust, mentor or educator must ensure they inform the Staff Development Team that the local induction has been undertaken and must email the Education and Workforce Development Administration team ([training.administration@nuth.nhs.uk](mailto:training.administration@nuth.nhs.uk)) to confirm this has taken place.
  - 5.3.3 For placements which are under three months, the agency/locum [induction check list](#) should be completed and notification submitted as above.



## 6. Extensions to Clinical Access placements

- 6.1 A review meeting should be held with the individual who is undertaking the attachment after two months, to ascertain if the predetermined objectives are being met and to provide feedback to the individual. If the objectives are unlikely to be met by the end of the placement then a decision to request an extension (six months maximum in total) to the placement may be taken if appropriate. It is anticipated that this should only be in exceptional circumstances. The objectives set at the outset should be achievable within a three month period (and in the case of fee based learning placements, within a maximum of a twelve month period).
- 6.2 All requests to extend the period of the attachment must be resubmitted for formal approval via a request on the [extension request form](#), to the Medical Director for visiting consultants, the Assistant Medical Director (Education) for junior doctors, the Directorate Manager/Clinical Director/Head of Department and the Head of Education and Workforce Development for fee based learning placements (who will discuss any request for extension with the relevant professional lead) or the PPF for pre-registration student Nurses, Midwives and OPDs and elective placements. Any such request should be submitted one month in advance of the termination date.
- 6.3 ID badges will not be extended without the written approval from the relevant authoriser, outlined in 6.2. The new agreed end date will be recorded in WINPAK.

## 7. Termination of Clinical Access placements

- 7.1 At the end of the placement it is the responsibility of the Supervising Consultant/appropriate Supervising Officer or mentor/educator to ensure the individual returns their ID badge to HR.
- 7.2 At the end of a **Medical/Dental placement**, the Supervising Consultant will be responsible for providing feedback to the individual. The Supervising Consultant should complete an [evaluation form](#) and meet with the individual to discuss the evaluation. The individual will add their evaluation of the attachment and the form should then be sent to the Supervising Consultant and the HR Department, who will forward it to the Medical Director or Assistant Medical Director (Education), as appropriate.
- 7.3 Should any concern be raised about the conduct of an individual on a clinical access and/or conduct which breaches the terms of the placement, the Trust reserves the right to terminate the clinical access placement with immediate effect.
- 7.4 At the end of a placement, the Human Resources Department will:
- a) Notify the IT Department to cancel network access (where applicable)
  - b) Cancel the ID badge

## Clinical Observation

### 1. Introduction

- 1.1 Individuals may observe the treatment of patients under the supervision of a particular member of the Consultant staff or appropriate Supervising Officer of the Trust, who will be held responsible at all times for the visiting practitioner.
- 1.2 Observer status placements will only be granted for a pre-determined period of usually three months. If it is envisaged at the outset that a period of six months or more is required to achieve the objectives (or 12 months in the case of a fee based placement), an honorary contract should be requested.
- 1.3 The granting of Observer status does not confer on the recipient any other privileges or entitlement, unless given in writing, nor does it imply formal recognition of any status in respect of occupational grade.

### 2. Capacity

- 2.1 For students covered by the HEE Learning and Development Agreement, or bespoke agreements with education providers that cover pre-engagement checks and placement access, those students will not be required to complete the Clinical Observer paperwork. They will make a request to the PPF/Education lead for that programme who will make the decision based on available clinical placements. Education and Workforce Development will provide Human Resources with a live list of applicable programmes but any queries regarding who is covered by these agreements should be directed to the PPF. There should be no more than one observer status attachment of three months to any one Supervising Consultant or appropriate Officer in the same period of time. If a request cannot be accommodated on the grounds of capacity the PPF/Education Lead will inform the individual in writing.
- 2.2 The Clinical Director will be responsible for identifying an appropriate quota for Medical and Dental placements and managing this within the Directorate.
- 2.3 The Directorate Manager, following discussion with the relevant professional leads (and the Head of Education and Workforce Development in the case of fee based learning placements), will be responsible for identifying an appropriate quota for all other placements and managing this within the Directorate. Information relating to the agreed quota must be notified to HR.

### 3. Application

- 3.1 A minimum of two months should be allowed from the time of submitting an application to the proposed start date. This allows for all checks and authorisation to be completed prior to the anticipated start date. The proposed start day may have to be deferred where less notice is provided

- 3.2 Observer status placements should be structured with clear, measurable objectives and learning outcomes. These should be established with the Supervising Consultant/appropriate Officer prior to the start of the attachment.
- 3.3 Only in exceptional circumstances may applicants be granted more than one observer status attachment within the Trust in any twelve month period.
- 3.4 In the case of fee based placements, the arrangements for placement costs and income distribution must be discussed and agreed by the Head of Service or Directorate Manager, together with the Head of Education and Workforce Development.
- 3.5 **Non-medical and dental placements:** The [application form](#) should be completed and signed by the individual, relevant Head of Service or Directorate Manager. The form should then be returned to the HR Department (non-medical should be sent to: [humanresourcesclinicalaccessobserversandhonorary@nuth.nhs.uk](mailto:humanresourcesclinicalaccessobserversandhonorary@nuth.nhs.uk)).
- 3.5.1 In the case of healthcare students (pre-registration or leading to voluntary registration) not covered by the agreements in paragraph 2.1 of this appendix, requests for placements should be made in writing to the PPF/Education Lead for the programme.. Once approval has been granted, the application form should be completed by the applicant, the sponsoring employer or university, the Supervising Manager, the Directorate Finance Manager (for fee based placements), Directorate Manager and Head of Education and Workforce Development (for fee based placements) and returned to the HR Department.
- 3.5.2 If the request is approved by both the PPF/Education lead for the programme and supervising manager, the PPF/Education lead for the programme will advise the HR department who will progress the application. The PPF will also confirm the arrangements with the placement office at the relevant training provider to ensure that audited capacity is not exceeded.
- 3.6 **Medical and dental placements:** The [application form](#) should be completed and signed by the individual, Supervising Consultant and Clinical Director. The form should then be returned to the HR Department who will seek authorisation from the Medical Director (for visiting Consultants) or the Assistant Medical Director (Education) (for placements for Junior Doctors) for final approval.

## 4. Processing applications

### 4.1 Pre engagement checks

- 4.1.1 Observer status pre-engagement checks are limited to:
- Right to work
  - Verification of identity
  - Occupational Health

4.1.2 Observer placements of 1-2 days will not require pre-engagement checks. This exception does not apply to Proctors attending the Trust to support the introduction of new interventional procedures, for which there is a separate process; please contact HR Medical and Dental for further information.

## 4.2 Approval

4.2.1 Once approval is granted, the HR department will take steps to ensure that the NHS Employment Check standards are satisfied, in accordance with Section 7 of this policy and 2.1 of this Appendix and the Pre-employment Checks and Use of the Disclosure and Barring Service policy.

4.2.2 Once the pre engagement checks are satisfied, the HR Department will issue a formal letter to grant Observer status and set out the terms of the placement.

4.2.3 The HR Department will arrange an ID badge and ensure that a pre-agreed end-date is registered in WINPAK.

## 5 Commencement of Observer Status placement

5.1 An individual granted observer status is not authorised to participate in patient care or treatment and should be supervised by a registered practitioner at all times. The permitted activities and access to facilities are those appropriate to the experience and training as defined and limited by the Supervising Consultant or appropriate Officer.

5.2 Any actions must at all times be checked by the Supervising Consultant, an appropriate Officer of the Trust or nominated deputy or, in the case of elective placements, the mentor/educator.

5.3 Individuals on Medical, Dental and Professional Placements under Observer Status are not permitted to prescribe drugs or initial other forms of treatment.

### 5.4 Induction

5.4.1 The Supervising Consultant, appropriate Officer of the Trust, mentor or educator must ensure that each individual receives an appropriate Trust induction (for placements of 3 months or more, i.e. where the placement has been extended) and orientation as soon as possible.

5.4.2 The Supervising Consultant Officer of the Trust, mentor or educator must ensure they inform the Staff Development Team that the local induction has been undertaken, maintain a record locally and must email the Education and Workforce Development Administration team ([training.administration@nuth.nhs.uk](mailto:training.administration@nuth.nhs.uk)) to confirm this has taken place.

5.4.3 For placements which are under three months, the agency/locum [induction check list](#) should be completed and notification submitted as above.

## **6 Extensions to Observer status placements**

- 6.1 A review meeting should be held with the individual who is undertaking the placement after two months, to ascertain if the predetermined objectives are being met and to provide feedback to the individual. If the objectives are unlikely to be met by the end of the placement then a decision to request an extension (six months maximum in total) to the placement may be taken if appropriate. It is anticipated that this should only be in exceptional circumstances. The objectives set at the outset should be achievable within a three month period (and in the case of fee based learning placements, within a maximum of a twelve month period).
- 6.2 All requests to extend the period of the placement must be resubmitted for formal approval via a request on the [extension request form](#) to the Medical Director for visiting consultants, the Assistant Medical Director (Education) for junior doctors, the Directorate Manager/Clinical Director or Head of Department and the Head of Education and Development for fee based learning placements (who will discuss any request for extension with the relevant professional lead) or the PPF for pre-registration student Nurses, Midwives and OPDs and elective placements. Any such request should be submitted one month in advance of the termination date.
- 6.3 ID badges will not be extended without the written approval from the relevant authoriser, outlined in 6.2. The new agreed end date will be recorded in WINPAK.

## **7 Termination of Observer status placements**

- 7.1 At the end of the placement it is the responsibility of the Supervising Consultant/appropriate Officer or mentor/educator to ensure the individual returns their ID badge to HR.
- 7.2 At the end of a Medical placement, the Supervising Consultant will be responsible for providing feedback to the individual. The Supervising Consultant should complete an [evaluation form](#) and meet with the individual to discuss the evaluation. The individual will add their evaluation of the placement and the form should then be sent to the Supervising Consultant and the HR department, who will forward it to the Medical Director or Assistant Medical Director (Education), as appropriate.
- 7.3 Should any concern be raised about the conduct of an individual on an observer status placement and/or conduct which breaches the terms of the placement, the Trust reserves the right to terminate the observer status placement with immediate effect.

7.4 At the end of the placement, the Human Resources Department will:

- notify the IT Department to cancel network access (where applicable)
- Cancel the ID badge

The Newcastle upon Tyne Hospitals NHS Foundation Trust  
**Equality Analysis Form A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

**PART 1**

1. **Assessment Date:** 1<sup>st</sup> August 2019

2. **Name of policy / guidance/ strategy / service development / Investment plan/Board Paper:**

Work Experience (including Clinical access and Clinical Observer) and  
Honorary Contracts (including Letter of Access) policy

3. **Name and designation of author:**

Karen Pearce, Head of Equality, Diversity & Inclusion - People

4. **Names & Designations of those involved in the impact analysis screening process:**

EPPCG / HR Heads

5. **Is this a:** Policy  Strategy  Service  Board Paper

**Is this:** New  Revised

**Who is affected:** Employees  Service Users  Wider Community

6. **What are the main aims, objectives of the document you are reviewing and what are the intended outcomes?** *(These can be cut and pasted from your policy)*

- To provide equality of access, and a fair and open approach to obtaining unpaid work, work experience, placement, or visit irrespective of school or personal contacts
- To ensure transparent governance and promote confidence between the Trust, its staff, patients and the community it serves.
- To ensure that where required, pre-engagement checks are carried out and satisfied in accordance with the NHS Employment Check Standards for all individuals who undertake work within the Trust under this policy (including an Honorary Contract, Letter of Access, Clinical Access or Observer Status).

7. Does this policy, strategy, or service have any equality implications? Yes  No

If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:

See below

8. Summary of evidence related to protected characteristics

Protected Characteristic	Evidence What evidence do you have that the Trust is meeting the needs of people in all protected Groups related to the document you are reviewing– please refer to the Equality Evidence within the resources section at the link below: <a href="http://nuth-vintranet1:8080/cms/SupportServices/EqualityDiversityHumanRights.aspx">http://nuth-vintranet1:8080/cms/SupportServices/EqualityDiversityHumanRights.aspx</a>	Does evidence/engagement highlight areas of direct or indirect discrimination? For example differences in access or outcomes for people with protected characteristics	Are there any opportunities to advance equality of opportunity or foster good relations? If yes what steps will be taken? (by whom, completion date and review date)
<b>Race / Ethnic origin (including gypsies and travellers)</b>	The policy is clear that it does not discriminate on the grounds of age, disability, race, nationality, ethnic origin, sex, sexual orientation, religion and belief, gender identity / expression, marriage and civil partnership or pregnancy and maternity.		
<b>Sex (male/ female)</b>	As above		
<b>Religion and Belief</b>	As above		
<b>Sexual orientation including lesbian, gay and bisexual people</b>	As above		
<b>Age</b>	As above – Work experience is aimed as specific audience – school age students but also covers mature students. There is a minimum age limit of 15 years due to indemnity requirements. Also limit of 16 years of age for theatre/mortuary access in response to Young Persons Act		



<p><b>Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section</b></p>	<p>As above</p>	<p>Evidence suggests that more than 1 in 4 adults is disabled, but only half are likely to be in employment with rates for disabled people being low around 48% compared with 78% of non-disabled adults.</p> <p>Reasonable adjustments are made where appropriate and possible, identified at application process</p> <p>The Trust operates Project Choice which provides young people with learning disabilities/difficulties and/or autism access to work experience (Stage 1) and a 12 month internship whilst studying for a work based qualification (stage 2). Work experience placements are offered to school aged children with learning disabilities, the internship is available to 16-24yrs. The programme assists students to gain transferable work based skills to gain future employment</p> <p>Trust has trained mentors to support students</p>	
<p><b>Gender Identity / Expression</b></p>	<p>As above</p>		
<p><b>Marriage and Civil Partnership</b></p>	<p>As above</p>		
<p><b>Maternity / Pregnancy</b></p>	<p>As above</p>		

9. Are there any gaps in the evidence outlined above. If 'yes' how will these be rectified?

Equality monitoring information is not collected. It is proposed to explore opportunities to collect monitoring data.

10. Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.

Do you require further engagement      Yes              No X

11. Could the policy, strategy or service have a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?)

No

**PART 2**

**Signature of Author**

K Pearce

**Print name**

Karen Pearce

**Date of completion**

1<sup>st</sup> August 2019

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified, please refer to the Policy Author identified above, together with any suggestions for action required to avoid/reduce the impact.)