

Medical Student Honorary Contract

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This Honorary Contract supports your student placement at Torbay and South Devon NHS Foundation Trust.

This is not a formal offer of employment, but is a statement of the Terms and Conditions upon which you attend your attachment at Torbay and South Devon NHS Foundation Trust. Please read it carefully.

Your details:

Name:

Type of Placement: (ie. SSU/ Elective/ Shadowing etc.)

Department:

Supervising Consultant(s): [if known]

Period:

You will be accountable to your supervising Consultant during each placement. This person has overall responsibility for your work, and s/he will ensure that you work at all times under the immediate supervision and direction of a registered medical practitioner. On your 1st Day report to Emma Harvey or a member of the medical education team in the Horizon Centre no later than 9.00am.

It is a condition that you adhere to the appropriate policies and procedures during your Medical Student Placement with South Devon Healthcare NHS Foundation Trust. All Trust Policies and procedures are available on the intranet. There are also some notes annexed to this document to support your induction.

Specific Instruction:

You must in no circumstances:

- Question or examine a patient unless his/her prior consent has been obtained. If it is not practical to seek consent, you must seek authorisation in advance from one of your supervising doctors.
- Initiate, alter or stop the treatment of a patient on your diagnosis; any diagnosis you make must be confirmed by one of the doctors supervising you and they must confirm any treatment you give in advance.
- Prescribe, request radiological examinations or other diagnostic investigations, or request blood to be cross-matched; if you complete an order form for any of these purposes it must then be signed by one of the doctors supervising you before it is executed.
- Take any part in obtaining or witnessing the signature by or on behalf of a patient on a form of consent to treatment.
- Divulge to unauthorised persons matters relating to your work with the Trust, particularly information relating to the treatment, diagnosis and /or identification of patients.

Occupational Health & Medical Examination

This section will not apply to PMS students as they will already be covered by the Plymouth Occupational Health Policy.

The standard required for any medical student will be to meet key Department of Health (DoH) regulations for healthcare workers in the NHS namely:

- It is recommended that all staff be immunised for or have evidence they are immune to the following infections and have documentary evidence to demonstrate they have been vaccinated or are immune:
 - Tuberculosis (BCG vaccination)
 - Hepatitis B
 - Mumps
 - Measles
 - Rubella
 - Varicella zoster (chicken pox)

You or your medical school will need to provide documentary evidence to the Trust that the above vaccinations and/or immunity assessments have been completed before you start your placement.

If you are not immune to all the above infections your supervisor will assess if there is a need to restrict the work areas you will work in.

- Medical Students may undertake exposure prone procedures during their time in the Trust only if they are passed as fit to do so by the Trust occupational health department. To comply with current DoH guidance for healthcare workers performing exposure prone procedures you will need to provide the Trust occupational health department with reports from a UK laboratory, or a certificate from a UK occupational health department acceptable to this Trust, documenting that you are not infectious for HIV, Hepatitis B or Hepatitis C. The test results must be based on identity validated blood samples. Failure to produce the relevant documentation will result in you not being able to undertake any exposure prone procedures. You should arrange these tests before coming to the Trust.

If you cannot meet these standards then you must:

- contact Torbay Hospital, Occupational Health on 01803 653489/490 prior to your arrival and seek advice.
- ensure that your Host Consultant is aware of any limitations on your immunities.

Fees (*not applicable to PUPSMD, UEMS students or St Georges AHO placements*)

Any and all fees should be paid no later than 2 weeks before the placement starts.

There is an administration fee of £150 for your placement plus a fee of £50 per week your placement lasts (e.g. 8 weeks = £400 + £150 admin fee). This includes a non-refundable administrative fee for medical student placements of £100. If your placement is cancelled or cut short for any reason you will receive a refund of the remaining £50 plus any weeks over paid.

Certificate of Good Standing or DBS

All UK-based students should be able to produce an up to date DBS check (or previous CRB check). All overseas students will be asked to provide a Certificate of Good Standing from their local police authority.

Identification

It is a requirement of Torbay and South Devon NHS Foundation Trust that all employees and students/observers must wear an identification badge whilst at the hospital. You will be given instructions on collecting your identification badge on your first day in induction. At the end of your placement, your identification badge must be returned to the Estates Department (opposite Women's Health unit). If you lose your ID badge you must report it to Estates. The cost of a replacement badge is £5.

You must not keep your identification badge after undertaking a placement at Torbay Hospital, doing so will be a breach of hospital security and of this contract.

Before you first observe the examination or treatment of a patient, or attend a patient yourself, one of the doctors supervising you or a member of the nursing or midwifery staff will normally explain your status and the reason for your presence to the patient and seek his /her consent. A patient may decline to participate without prejudice to his / her treatment.

It remains necessary for you to introduce yourself to a patient and identify yourself as an observer.

Accommodation

During your placement with Torbay and South Devon NHS Foundation Trust, you will have the opportunity (dependant on availability) to live in the onsite accommodation.

If you are living offsite, please ensure that the Medical Education team has your contact details.

For all accommodation enquiries during your time with Torbay and South Devon Foundation Trust, please contact the Accommodation Office, Estates Department, Torbay Hospital, Torquay, TQ2 7AA or call them on telephone no: (+44)1803656805 or email: sdhct.generalservices1@nhs.net

Keys can be collected at any time on your first day and will be available at the Main Entrance Reception Desk, which is manned 24 hours a day at the Hospital's main entrance. If you are arriving over the weekend, keys will be made available as of the Friday night. Proof of identity must be shown when you collect your keys for your accommodation. You must vacate your room by 9.00 a.m. on the last day of your placement (usually a Friday).

Upon leaving please return your key to;

Accommodation Office

General Services

Estates Department

Torbay Hospital

TQ2 7AA

Meals

It will be necessary for you to pay for all meals eaten at the hospital. There is a Staff Restaurant which provides meals at reasonable prices – open 7 days per week.

Sickness and absence

If on a lengthy attachment, please register with a local GP; if seriously ill, Accident and Emergency is open 24hrs a day. If you are unable to attend work, you must notify your Consultant or one of his / her team well in advance of your normal starting time and, in any case, not less than 30 minutes before - only in exceptional circumstances will any notification be accepted after this time. If you are unable to phone, someone else may do so on your behalf.

You must also contact the medical education office to alert them to your illness.

If you are unable to contact your supervising Consultant or team then please contact the medical education team at tsdft.undergraduate@nhs.net

In case of an emergency please contact 999 in the first instance.

Policy on Alcohol

The consumption of alcohol is not permitted on Trust premises or work places with the following exception of specified areas such as residential accommodation and premises licensed for such consumption.

There is a general responsibility on all staff to ensure that alcohol is not consumed in such quantities before working, that it impairs their own abilities or interferes with the health, safety and welfare of others.

No Smoking Policy

Smoking by staff is not permitted anywhere within Trust Premises or grounds. This hospital is a no smoke zone and all students are required to adhere to such practice.

Health And Safety at Work Act 1974

The Trust is aware of its obligations to safeguard the Health and Safety of its employees, under the provisions of the Health and Safety Act 1974. Your attention is drawn to the written statement regarding Health and Safety at Work, which is issued by the Trust.

Health and Safety at work is everybody's responsibility.

On entering a new department introduce yourself and if you are not sure about anything – ask!

You must look at:

The Trust's and Department's Health and Safety Policy/Procedures - please examine how they apply to you and question them.

Relevant Health and Safety Codes of Practice - please check that you follow them in practice.

The Fire Procedure/Drill.

The Accident/Reporting Procedure.

Procedures for specialist hazards in the workplace.

Risk assessments including COSHH, Manual Handling etc.

Always ensure you understand the preventative / protective measures identified.

The GMC "Duties of a Doctor" – Health – If you have any doubts about your health or that of a colleague in relation to clinical work, you must consult Occupational Health on a confidential basis. Stress is common in healthcare workers. There are many charities that work to give support to those who need it. Do not "bottle it up"- ask for help early.

Text SHOUT to 85258 for support in a crisis. Whatever you're going through, call 116 123 for free, anytime.

Accidents at Work

If you are involved in an accident on Trust premises, you must inform your Consultant immediately and complete an Incident form on DATIX.

Sharps and Needle-stick Injuries - You must report sharps and needle-stick injuries immediately to the senior clinical person available in the area. Report the incident to occupational health in office hours, out of hours contact A&E but leave a message on the answer machine in occupational health so that appropriate follow up can be arranged. Telephone 01803 (6)53489 or 07768560058

Back Injuries – do not lift patients unless you have done the course on safe handling.

Latex Gloves – some people are allergic to latex. Consult Occupational Health if you have skin irritation.

Violence – walk away from any potential conflict; call for help/security by dialling 0 from an internal phone or 01803 614567 from an external phone and asking switchboard for Security. In an emergency call 2222 or 999.

Medicine, Chemicals and Medical Equipment – do not handle these unless under supervision.

Stress/Emotionally Distressing Incidents – please contact discuss with your supervising consultant.

Medical Emergencies – Internal 2222 or External 999

Loss of Property

South Devon Healthcare Trust accepts no responsibility for damage to or loss of or theft of personal property, (including motor vehicles on its premises), with the exception of small valuables handed to their officials for safe custody. You are therefore recommended to take out an insurance policy to cover your personal property.

Performance

The Consultant will have absolute discretion to expel you from the attachment at any time for misconduct or other substantial reason, including the interests of patient care. In such cases we will report directly to your registered Medical School.

Clothing, Jewellery

Clothing: You should ensure that clothes are clean and in a good state of repair. The following should be avoided: clothes that are revealing and may cause embarrassment or offence (i.e. above mid thigh length, showing the midriff or underwear). Other examples include clothes with logos or advertisements, sports clothing, shorts and jeans. Where a headscarf or veil is worn as part of a religious observance staff must ensure that the flow of the garment does not interfere with work practice. Ties in clinical areas pose an infection risk and should not be worn, unless clipped to the shirt.

Shoes: Sensible, comfortable low-heeled shoes should be worn. Open toes shoes are not permitted for safety reasons. Smart black trainers may be worn.

Jewellery: Rings other than a wedding/ commitment band should not be worn when undertaking clinical work. Earrings – one pair of studs or small sleepers only may be worn. Studs should be plain, yellow or white metal only. Wristwatches must be removed when undertaking clinical work and during hand washing.

Hair: Hair should be clean and tidy and worn off the collar. Beards must be kept neat, tidy and professional in appearance.

Make up and nails: Make up should be discreet. In the interests of health and safety, hygiene and infection control, nails should be short, clean and well maintained. No nail polish or nail art to be worn in the clinical area.

Body Art: You should not have any visible body art that could cause offence. Tattoos should be covered where they are extensive, or may be deemed offensive.

Grievances

Should you have any grievance relating to your attachment, you are entitled to discuss the matter in the first instance with the Consultant (or Consultants) to whom you are responsible, and where appropriate to consult, either personally or in writing, with the Head of Medical Education, Education Directorate, Horizon Centre, Torbay Hospital. The general procedure is contained in policy on the intranet.

Disciplinary Procedures

It is a requirement of the Employment Rights Act 1996 that reference be made in contracts of Employment to the disciplinary procedures that exist within an organisation. Section 40 of the General Whitley Council Handbook sets out an agreement on disciplinary procedures applicable to staff employed by Trusts and Health Authorities. Paragraph 1 of Section 40 makes special reference to the provisions of HC(82)13, HM (61) 112 and SHM/49/1968 concerning the professional competence of hospital medical and dental staff.

Confidentiality

Data Protection & Access Policy - 2019

3.5 All Staff need to be aware that confidentiality and security of information includes all information relating to the Health and Social Care Community, its patients, service users, carers and employees. Such information may relate to staff or patient/client's records, telephone enquiries about individual's, electronic databases or methods of communication containing personal identifiable information including mobile devices. Staff will be expected to:

- read and comply with the Confidentiality: Staff Code of Practice which forms part of their contract of employment(available on the intranet);
- adhere to this Policy and any associated procedures/guidelines;
- to attend all mandatory training and awareness programs;
- to ensure that all personal identifiable information is accurate, relevant, up-to-date and used appropriately on both electronic and manual records and devices;
- to share information on a 'need to know' basis only (see checklist in Appendix 2);
- to ensure that all personal identifiable information is kept safe and secure at all times and in line with the Trust's Retention & Disposal Schedule;
- be aware that personal and sensitive information should not be published on the Trust's website.
- It must be stressed that you must not take personal identifiable and/or sensitive data home with you or keep it at home, particularly on your home computer unless authorised to do so or when using home-accessible environments specifically designed to offer the necessary protections (e.g. NHSmail, Accellion, BoardPacks, Bring Your Own Device (BYOD)). Home computers can be easily compromised putting all the information at risk.
- If as an employee you are found to have made an unauthorised disclosure you may face disciplinary action, which could lead to your dismissal and legal action being taken against you.

Social Networking

Social Networking is the term commonly given to websites and online tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests.

Types of Social Networking include (but not exclusively): Blogs, Podcast, 'wikis' (e.g. Wikipedia), Message boards, Social Networking websites (e.g. facebook, Instagram, twitter), Content sharing websites (e.g. flickr, YouTube, Scribd), Video-conferencing applications (e.g. Skype), and any other such communication tools (Whatsapp etc) as may be developed in the future.

Do not upload or post any image of yourself or others in your work environment – this could breach the code of confidentiality.

Disclosing identifiable information about patients without consent on blogs, medical forums or social networking sites would constitute a breach of GMC standards and could call into question the fitness to practise of a doctor or medical student.

Trust Policy states that access to social networking sites for personal use on trust equipment should only be made during non-working time e.g. before commencing work, during lunchtimes or after work.

Students should consider adopting conservative privacy settings where these are available but be aware that not all information can be protected on the web.

Students should not accept friend requests on social media sites from current or former patients.

It is important that students exercise caution when discussing any details relating to specific medical cases. Doctors and medical students have a legal and ethical duty to protect patient confidentiality.

Students should consider how content on the web will reflect on themselves as physicians or future doctors and bear in mind the potential impact they could have on the public's trust in the medical profession as a whole. Medical Students need to be conscious about the image they present on social media.

NHS Indemnity

In accordance with guidance (HSG 96/48) NHS Indemnity applies in cases of clinical negligence involving :

- a health professional working under a contract of employment with the Trust where negligence occurred in the course of such employment.
- a negligent healthcare professional contracted to the Trust to provide services to persons to whom the Trust owes a duty of care. Where indemnity applies the Trust will be responsible for the full financial liability attached to the harm that has occurred.

In relation to students, NHS indemnity applies where students are working under the supervision of NHS employees. If you agree with these conditions, please sign the form of acceptance on this page and return this contract to me. The offer will be withdrawn if we do not receive your completed contract.

The Trust reserves the right to vary these terms and conditions.

Notes supporting induction to the trust

Library Facilities

All staff and placement students may use the library service to support their work, research or study. Please register with the library to become a member.

Help in using resources and finding information is available upon request. Online access to e-journals, e-books and databases is available – contact library staff for details. Once registered, library members can borrow books and wellbeing resources; items not available at this library can be requested from our network of other NHS libraries. Library members can access the library 24/7. The main library provides a quiet place to study, with computing and printing facilities.

For further information, visit the library website at sdhl.nhs.uk, email library.tsdf@nhs.net or phone 01803 656700.

Occupational Health Department – Ext 53489 or 01803 653489/490

For any occupational health queries please contact the department directly.

Fire Precautions and Procedures

Fires in hospitals have very serious, often disastrous consequences, and it is vitally important that they are prevented. However, should one occur its effects can be minimised by early detection and by a rapid and effective response by staff.

In the event of DETECTING or SUSPECTING a fire, you should:

Sound the nearest fire alarm

Inform switchboard by ringing 0 and give the location of the fire

Basic Security Precautions:

- To wear ID Badges
- Do not block open doors
- Do not use already secured doors
- Make sure all doors are secured behind you, checking ID's of any tailgaters
- Most thieves around hospitals are opportunists. Do not give them the opportunity
- Be more vigilant
- Familiarise yourself with the location of the fire alarm break glass call points and the fire extinguishers provided, and also how to use them
- Read the instruction notices posted in your Department and know what to do when the fire alarm has sounded

Bleeps

Bleeps are available from the Medical Education office. If you wish to have one please request this directly. This must be returned to the Horizon Centre on your departure or it will result in a charge being made against you.

IT Access/ Security

If you complete an IT form you will be given access to Trust PCs and you will be able to access the Intranet which has all Trust policies available for your reference.

You must use an encrypted USB stick on Trust computers. If you do not have access to one, there are a limited number available to borrow from the medical education team. You should not store any patient data on external hardware and you should not share **any** patient information via personal/university email accounts.

I have read and agree to the contents of this contract.

Student:

Signed.....

Date:

Name (printed).....

Office Use Only –

Director of Undergraduate Medical Education or Representative:

Signed:

Date:

Name (printed):