**For Modules:**

**NURM145 Advanced Assessment and Consultation Skills**

**NURM146 Applied Assessment and Clinical Reasoning**

**NURM078 Assessment and Management of Minor Injury**

**NURM089 Assessment and Management of Minor Illness**

**Work-based Learning (WBL) Agreement Form**

**Part 1: To be completed by the student**

**Your details**

Student name: Student Number:

Address at time of WBL:

E-mail:

Home Telephone: Mobile:

**Details of the organisation for your WBL placement - please review requirements within WBL introductory information which can be found in the Manager letter.**

Name of organisation:

Type of organisation:

Address:

Phone Number:

E-mail address:

Line Manager:

Name of the Clinical Supervisor agreed to monitor and guide you during your WBL:

Contact e-mail:

Qualifications of Clinical Supervisor:

Pin number (GMC/NMC/HCPC):

**If you need to undertake an element of your WBL away from your normal work environment, please complete this section.**

**Please note: The student is responsible for arranging any additional locations for their WBL in agreement with their employer. It is the student’s responsibility to arrange an Honorary Contract (if needed) for this additional location.**

Name of organisation:

Type of organisation:

Address:

Phone Number:

E-mail address:

Line Manager providing agreement for additional element:

Signature: Date:

Name of the Clinical Supervisor agreed to monitor and guide you during additional WBL:

Contact e-mail:

Qualifications of additional Clinical Supervisor:

Pin number (GMC/NMC/HCPC):

Signature of additional Clinical Supervisor:

Date:

Skills and Knowledge for the role that you will be required to perform:

Please provide a brief explanation as to what you aim to achieve during your WBL (This should be discussed with your clinical Supervisor):

**Assessing the suitability of the WBL organisation**

Work-based Learning environments are responsible to ensure that all relevant staff are competent to support the student’s learning and assessment. Also to ensure that the student receives feedback on their performance in a time frame appropriate to the activity performed, to meet the specified learning outcomes required by the module as set by UON as the education provider.

Work-Based Learning environments are responsible for ensuring appropriate and sufficiently qualified staff are available to support and supervise students to complete the required elements of assessment. This will enable the development and testing of the competencies required to meet the module outcomes.

Students are responsible for immediately notifying the education provider (via module lead or personal tutor) of any employment or service provision changes that might affect their ability to meet the learning outcomes identified for the module and organise alternative location(s).

**Sharing Personal Details**

In accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679, The University of Northampton needs to explain which Article 6 condition it is relying on for holding and processing personal data.  The University will process personal data in accordance with the performance of contractual arrangements you as a student have with us (including your obligations to the professional body).  (Art 6 1(b)).  The University of Northampton also has a legitimate interest (as defined by Art 6 1(f)) to share your personal details before and during your programme with other organisations, details of which are outlined below:

|  |  |  |
| --- | --- | --- |
| Personal Details | Organisation Shared With | Purpose |
| Name, Email address, Telephone number, | Placement Organisations | Placement learning opportunities |
| Programme status and attendance monitoring on placement | Placement Organisations | Placement learning opportunities |
| Name, Email address | My Knowledge Map | Placement Attendance |

You have the right to make representation to the University and at any time during your enrolment on your programme. Should you have any concerns in relation to sharing your personal data in relation to your placement, you can do so by contacting Head of Placements and Work-based Learning [placements@northampton.ac.uk](mailto:placements@northampton.ac.uk)

**Emerging concerns**

Supervisors /Managers are responsible to notify the module lead of any serious untoward incidents where involvement of any student calls into question their fitness to practice; or incidents which may adversely affect health or wellbeing of the student; within a timescale appropriate to the seriousness of the situation and in any event within two (2) Business Days.

The conduct of any disciplinary or Fitness to Practise proceedings will be the sole responsibility of the employer who shall determine the processes to be followed in accordance with its own, and Regulator policies and procedures.

**Part 2: Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Does the WBL organisation comply with the following:** | Yes | No |
| 1 | Have a written Health and Safety Policy? |  |  |
| 2 | Have a policy regarding health and safety training for people working in your undertaking, including use of vehicles, plant and equipment, and will they provide all necessary health and safety training for you? |  |  |
| 3 | Is the organisation registered with: |  |  |
|  |    the Health and Safety Executive or |  |  |
|  |    the Local Authority Environmental Health Department? |  |  |
| 4 | Insurance: |  |  |
|  |   Is Employer and Public Liability Insurance held? |  |  |
|  |   Will insurance cover any liability incurred by you as a University of Northampton student as a result of your duties? |  |  |
| 5 | Risk Assessment: |  |  |
|  |   Have they carried out a risk assessment of work practices and premises to identify possible risks whether to employees or to others within their undertaking? |  |  |
|  |   Are risk assessments kept under regular review? |  |  |
|  |   Are the results of risk assessments implemented? |  |  |
| 6 | Accidents and Incidents: |  |  |
|  |   Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR? |  |  |
|  |   Are there procedures to be followed in the event of serious and imminent danger to people at work in their undertaking? |  |  |
|  |   Will they report to the University all recorded accidents involving you? |  |  |
|  |   Report to the University any sickness involving you which may be attributable to your work in the setting? |  |  |
| 7 | Supervision and support |  |  |
|  | Fd Allow the student to observe and participate in the role as details above |  |  |
|  | Provide supervision as needed |  |  |
|  |   In providing the student with a placement for the minimum number of hours stated above |  |  |
| 8 | Other: |  |  |
|  |  |  |  |
|  | Any other issues or requirements, please list below |  |  |
|  |  |  |  |
|  |  |  |  |

**Part 3: to be completed by Student, Organisation and Tutor**

Signing this document confirms that all parties agree that the placement is suitable to meet the requirements of the student’s programme and agree with the details outlined above.

Signed Student: Date:

Print Name:

Signed Clinical Supervisor: Date:

Print name:

Signed on behalf of the organisation: Date:

Print Name/ Position:

Contact for queries or further information regarding the work-based learning for modules:

[advancedpractice@northampton.ac.uk](mailto:advancedpractice@northampton.ac.uk)

The student must submit a copy of this document with their application and keep a copy for their own records. The organisation should also retain a copy.