Nursing, Midwifery and the Allied Health Professions (NMAHP) Student Access and Management Policy

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## CONSULTATION AND DISTRIBUTION RECORD

### Contributing Author / Authors
- Senior Nurse Practice Education
- Clinical Learning Quality Team Lead
- Allied Health Professions Practice Education Lead

### Consultation Process / Stakeholders:
- Staff Brief
- NMAHP Senior Leaders Group
- Staff and Organisational Development Group

### Distribution:
- Policies Intranet site on Firstport
- NMAHP Senior Leaders Group

## CHANGE RECORD

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<th>Date</th>
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<tr>
<td>May 2018</td>
<td>Risk Department</td>
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1. INTRODUCTION

Nursing, Midwifery and Allied Health Professional (NMAHP) services in NHS Lanarkshire welcome students on practice learning experiences recognising that they:

- are valuable to practice improvement and development
- contribute to the care and experience of patients and public
- have great potential as future workforce
- are making a commitment to future NMAHP professional service provision.

This policy addresses requirements related to access and management of practice learning experiences undertaken by students within NMAHP services in NHS Lanarkshire.

It does not include work experience for school pupils or volunteering, both of which are governed by separate policies.

2. AIM, PURPOSE AND OUTCOMES

The purpose of the policy is to provide all student practice learning experiences with robust access and management arrangements, ensuring that NHS Lanarkshire exercises its statutory duty of care to the people it serves.

Whilst students are not employees of NHS Lanarkshire insofar as they require, as part of their learning programme, access to premises, patients and public and/or their health data it is crucial that public protection is of primary importance. Students include pre and post registration students; under and post graduates; further education students; Return to Practice or equivalent students and elective placement students who learn under the direction and supervision of NMAHPs in NHS Lanarkshire as part of their educational programme.

Students, obtaining access to NHS Lanarkshire NMAHP services, must be subject to arrangements comparable with employees of NHS Lanarkshire.

This policy aims to cover the required access and management arrangements pertinent to students accessing NMAHP services.

3. SCOPE

3.1 Who is the Policy intended to Benefit or Affect?

Patients and public served by NHS Lanarkshire
Students
NMAHPs
Professional Leaders and Managers
3.2 Who are the Stakeholders?

- NHS Lanarkshire Staff
- NMAHP Students
- Educational Institutions
- NHS Education for Scotland (NES)
- Scottish Government Health and Social Care Directorates
- Professional Regulatory Bodies

“NHS Lanarkshire take care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at [www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk) or ask a member of staff for a copy of our Data Protection Notice.”

4. PRINCIPAL CONTENT

The principal content covers:

4.5 Practice Learning Agreement with Educational Institutions
4.6 Letters of Authorisation for Students
4.7 Honorary Contracts/Letters of Access for Education Staff/Non NMAHPs students under supervision of NMAHPs
4.8 Co-ordination of Practice Learning Experiences
4.9 Staff Responsibilities within NHS Lanarkshire

4.1. Practice Learning Agreement with Educational Institutions

Prior to any student accessing learning experiences within NHS Lanarkshire NMAHP services, a Practice Learning Agreement (PLA) must be made with the Educational Institution with whom the student is registered.

A model PLA is available from the NMAHP Practice Development Centre. The content of any newly developed PLA must be checked by the Central Legal Office and the Educational Institution’s legal representatives prior to use as it covers conditions to be met by NHS Lanarkshire and the Educational Institution including liabilities, indemnities, health and safety, occupational health, PVG and other legal requirements such as Current Data Protection legislation, Freedom of Information and Intellectual Property.

4.2. Letters of Authorisation for Students

As students are not employees they are not governed by Contracts of Employment and so must co-sign with NHS Lanarkshire the Letters of Authorisation that underpin their personal access arrangements. Letters of Authorisation must highlight the scope and limits of students’ access and actions required in the event of, for example, care concerns being identified or concerns in respect of the student. A Model Letter of Authorisation is available from the NMAHP Practice Development Centre.

4.3. Honorary Contracts/Letters of Access for Education Staff/Non NMAHPs students under supervision of NMAHPs
Students undertake practice learning experiences as part of an educational programme. Staff from the student’s Educational Institution therefore may also require access to NHS Lanarkshire.

If the access does not include engagement in direct clinical activity with patients then a Letter of Access from NHS Lanarkshire is required for each named individual.

If direct clinical activity is involved an Honorary Contract is required.

Advice on process and delivery of Letter of Access or Honorary Contract can be obtained from the NMAHP Practice Development Centre.

Please note this does not cover access for research purposes as this is governed by NHS Research and Development requirements. Information related to this can be obtained from NHS Lanarkshire Research and Development Department.

4.4. Coordination of Practice Learning Experiences
All student practice learning experiences require co-ordination to ensure optimisation of learning and supervision with no compromise to patient care and experience. NHS Lanarkshire has underpinning strategic agreements with Scottish Government/NES to provide for a large number of NMAHP student learning experiences every year. These must take primacy over all other requests and access to NMAHP services by any student for practice learning experiences. All requests for practice learning experiences must be co-ordinated as follows:

For Nursing and Midwifery students:

- Pre registration Nursing and Midwifery students: Clinical Learning Quality Team (Practice Education Facilitators [PEFs] and Care Home Education Facilitators [CHEFs])
- Nursing and Midwifery Further Education students: Clinical Learning Quality Team (PEFs and CHEFs)
- Nursing and Midwifery Return to Practice/equivalent students: Clinical Learning Quality Team Lead (PEF Lead)
- Nursing and Midwifery Elective placements requests: Clinical Learning Quality Team Lead (PEF Lead)
- Post registration Nursing and Midwifery students: the relevant Associate Director of Nursing in association with Clinical Learning Quality Team Lead (PEF Lead)

For AHPs

- All AHP students: designated Professional Lead through each profession’s Practice Placement Education Group (in association with the AHP Practice Education Lead [PEL]).
5. ROLES AND RESPONSIBILITIES

The Executive Director of NMAHPs is the named Executive Lead for student practice learning experiences within NMAHP services of NHS Lanarkshire and is responsible for ensuring that appropriate access and management arrangements are in place and that these arrangements are monitored, reviewed and reported within the management and governance systems of NHS Lanarkshire.

The Director of NMAHP Practice Development is the named Strategic Lead and is responsible for ensuring management and governance arrangements are in place, monitored, reviewed and reported within the management and governance systems of NHS Lanarkshire.

In particular the Director of NMAHP Practice Development has responsibility for ensuring Practice Learning Agreements are in place with all relevant educational institutions; students co-sign 'Letters of Authorisation'; educational staff have Letter of Access or Honorary Contract status; practice learning experiences within NMAHP services are co-ordinated; regular meetings are convened or contacts maintained with Education Institutions to monitor and review Agreements and an annual report is provided on all related activity.

The Senior Nurse Practice Education, the Nursing and Midwifery Clinical Learning Quality and AHP PEL teams, managed within the NMAHP Practice Development Centre, are the named Operational Leads and are responsible for ensuring that NMAHP areas utilised for practice learning experiences meet the required standards; student access to practice learning experiences is appropriately coordinated; required arrangements are in place for student learning and assessment during placements; NMAHPs supervising students are appropriately prepared, updated and supported; and any care concerns raised by students follow due process.

Senior NMAHP Staff are responsible for ensuring that the Director of NMAHP Practice Development is notified of any matter of significance relevant to student practice learning experiences within NMAHP services; NMAHP services meet required standards for NMAHP students; sufficient numbers of NMAHPs are enabled to supervise students having undertaken the required preparation and updating as set by professional bodies, regulators and Education Institutions; the Nursing and Midwifery PEF or AHP PEL service is notified of service or personnel change or development that may impact on student practice learning experiences; and all NMAHPs comply with this policy.

NMAHPs are responsible for complying with this policy; notifying the Nursing and Midwifery Clinical Learning Quality or AHP PEL teams of any matters of concern in respect of practice learning experiences at the earliest opportunity; providing a clinical learning environment in line with NHS Education for Scotland Quality Standards for Practice Placements; and ensuring that students are welcomed into NHS Lanarkshire, receiving the highest quality of learning experience required of their programme.
6. **RESOURCE IMPLICATIONS**

These are as outlined in section 5 above for identified NHS Lanarkshire Staff.

In addition, NHS Lanarkshire requires to support the preparation of its NMAHP staff to the required standards for the provision of supervision and assessment of students during practice learning experiences as determined by regulatory and educational bodies and as determined within underpinning Practice Learning Agreements.

7. **COMMUNICATION PLAN**

NMAHP Senior Leaders Group  
Staff Brief  
Firstport  
NMAHP professional, Mentor and Practice Educator fora

8. **QUALITY IMPROVEMENT – Monitoring and Review**

The policy will be monitored through annual reviews intrinsic within the underpinning Practice Learning Agreements as well as internal and external annual reports.

The policy will be formally reviewed every three years.

9. **EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

This policy meets NHS Lanarkshire’s EDIA

(tick box)

10. **Summary or Frequently Asked Questions (FAQs)**

Not required.

11. **REFERENCES**

NMC, HCPC and Scottish Government HCSW Codes, Standards and related publications