**HONORARY CONTRACT FOR STUDENTS ON HEALTH CARE PROGRAMMES BSc (Hons) Occupational Therapy**

**1. STATUS**

You will be accorded ‘Student’ status throughout the period of your course, which will be in accordance with the requirements of the Department of Health, various statutory bodies and University of Northampton.

**2. RULES AND REGULATIONS**

You will be subject to and required to abide by the Rules and Regulations currently in force and as amended from time to time, relevant to your course e.g:-

a) Rules and Regulations of the Faculty of Health & Society including Course Regulations

b) Rules as determined by the University of Northampton Student Handbook

c) Statutory and European Community requirements

d) Local rules and regulations of the participating NHS Trusts and other bodies hosting clinical practice.

University and Course regulation and procedures, student handbook and Student Partnership Agreement with the Student Union is part of pre-enrolment and are available at [Student & Academic Regulations](http://www.northampton.ac.uk/about-us/governance-and-management/university-policies-procedures-and-regulations).

**3. EQUAL OPPORTUNITIES POLICY**

University of Northampton is committed to an Equal Opportunities Policy. Students are required to adhere to this Policy, and any breach of which will be dealt with under the Student Disciplinary Procedures.

**4. TRAVEL TO CLINICAL PLACEMENTS**

You may be entitled to Travel expenses in accordance with the NHS Bursary Learning Support Fund. Please note that if you are using a car to travel to placement, it is your responsibility to ensure your car is roadworthy, that you hold a current UK driving licence and that adequate insurance is in place (Typically Business Insurance) for using your car for placement travel.

**5. INDEMNITY DURING PRACTICE PLACEMENTS/HEALTH AND SAFETY**

During practice placements students are indemnified by the host authority in respect of industrial injuries and insurance cover aspects, with regard to any act, neglect or default whilst engaged in clinical work, as though they were employees of that authority. Students are reminded that, in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and others through your work activities and that you are to comply with the Health and Safety Rules operating within each NHS Trust, placement area and at University of Northampton. Please note that voluntary placements taken within annual leave time are not covered by the University Indemnity Insurance.

**6. HOST SITES**

If applicable to your programme of study, acceptance of host site allocation by students is made prior to the course starting. Placements will typically be in the geographically location that is managed by that host site, but you may be required to undertake placements and training within other host site locations. The acceptance of a host site is for the duration of the course and is non-transferrable.

**7. DBS/HEALTH SCREENING**

It is your responsibility to ensure timely submission of required documentation in response to DBS and Health Screening. All students who have not received their DBS disclosure or health clearance by the time of their first placement will result in a delay in starting placement. Students will be required to complete outstanding placements in the designated consolidation weeks.

**8. HEALTH SCREENING AND EXAMINATION**

It is a condition of acceptance onto the course programme that you submit to a medical examination at any time and to any tests and/or chest X-rays arising therefrom. In addition, continuation of service is conditional on you being vaccinated and re-vaccinated or inoculated against infection as deemed necessary at any time by the University of Northampton. You are responsible for notifying your Personal Tutor, Course or Year Leader if you have come into contact with a notifiable disease. The University of Northampton reserves the right to withdraw the offer of a place, or discontinue a student’s programme of training, if at any time the student’s personal health/immunisation status is deemed to be at risk to patients or clients. You will be charged if you fail to notify Occupational Health Services of appointments you are unable to attend

(£70 per missed appointment)

**9. NHS TRUST ACCOMMODATION**

If you occupy NHS Trust residential accommodation, arrangements will be made to deduct the appropriate amount directly from your bank account. Your contract of residence is with the NHS Trust concerned and is only for the duration of the course.

**10. STAFF ASSOCIATION/STUDENT UNION**

You are advised of your right to join a Students Union and/or Professional Organisation or Trade Union.

**11. PROFESSIONAL BEHAVIOUR**

Students are expected to behave professionally both at University and in placement areas, in accordance with your professional regulatory body. This includes adhering to policies and procedures at the University and those associated with placement areas. Students suspected of behaviour unbecoming may lead to a fitness to practice investigation which may result in termination of this Honorary Contract, NHS Learning Support Fund, and from your programme.

As part of their professional behaviours, students are expected to share any changes in their health or personal circumstances that may cause concern for them to undertake training and clinical practices. The University provides each student with a Personal Academic Tutor, as well as access to services and support provided by Student Services.

**12. MANDATORY TRAINING (UNIVERSITY)**

All students are expected to engage and attend mandatory training which relate to both University student induction and course requirements. A charge for nonattendance may occur. Nonattendance may result in suspension or cancellation of a placement.

**13. MANDATORY TRAINING (IN CLINICAL PRACTICE)**

All students are expected to attend mandatory and induction training in connection with their NHS Trust, and/or other placement areas. Nonattendance may result in suspension or cancellation of the placement.

**14. ANNUAL LEAVE**

It is your responsibility to be fully aware of all re-examination/resubmission requirements and dates, and to be available for any scheduled resits during the annual leave period. Nonattendance at examinations or non-submission of coursework due to holidays cannot be used as mitigating circumstances. Arrangements for taking leave will be determined by the Faculty of Health & Society.

**15. PLACEMENTS**

The BSc (Hons) Occupational Therapy course includes compulsory periods in each academic level in which students undertake practice education. In order to give students a wide range of placement experiences there is a nationwide network of practice placements.

Placements are allocated in order to ensure each student receives a balanced programme of experience which meets the demands of the course and the needs of the student. We work very closely with students when allocating the placements and we will take into consideration any family commitments and any significant health needs.

Most placements are within a 30 mile radius from the university. Some placements are within daily commuting distance of Northampton and the surrounding area, but the numbers are limited and cannot be guaranteed to students. Students must be prepared to take the placement allocated to them.

The learning activities attached to the appointment will be assigned to you by the teaching staff and the manager of any department in which you are undertaking clinical placement. These activities must be carried out in accordance with the directions and limitations outlined by your nominated teacher(s). Students must be aware and plan accordingly for attendance outside their normal hours of study to enable them to gain the necessary experience of shifts. During placements arranged for learning experience, students are required to attend and conform to the codes of behaviour and appearance established by the manager of the placement. They are expected to support the philosophy of care being administered and to refer any matters which give them concern, to their immediate teacher/supervisor at the time. Within the terms of their learning contract and defined objectives as to learning outcomes, the student must accept the instructions of the teacher/supervisor(s) appointed to the clinical placement.

**16. ATTENDANCE RECORDS**

Daily Attendance records must be completed and agreed by a designated mentor. Seconded students are required to share their attendance records with their employer as proof of hours spent on placement.

**17. ACCIDENT REPORTING**

Should you, whilst working on University of Northampton, NHS Trust, other placement areas or other premises related to your course, have an accident or be subject to an untoward occurrence which may or may not have resulted in injury, you must report this immediately to the appropriate senior manager or representative. An accident form must be completed as soon as possible and retained by the organisation. A copy will be forwarded to the Dean, Faculty of Health & Society.

**18. LOSS OF PERSONAL EFFECTS**

No liability can be accepted for loss or damage to personal property by burglary, fire, theft or otherwise. Students are advised accordingly to provide their own insurance cover.

**19. REMOVAL OF NHS TRUST OR UNIVERSITY OF NORTHAMPTON PROPERTY BY STUDENTS**

No material or goods which are the property of University of Northampton or the NHS Trust, or other placement areas, are to be removed unless it is in the normal course of duty and if the necessary authority has been obtained. Breach of this condition will result in disciplinary action, which could include termination of the Honorary Contract, NHS Learning Support Fund, and from your programme and repayment of any monies due.

**20. PROPERTY/EQUIPMENT**

On completion/termination of your course, all University of Northampton, NHS Trust and other placement area property supplied or loaned to you must be returned, otherwise an invoice will be issued.

**21. CONFIDENTIALITY**

During your course you will become aware of, and have access to information relating to patients/clients, members of staff etc. of a confidential nature. You must maintain confidentiality at all times in accordance with the University and host organisations rules and procedures. This includes inappropriate use of social media. Any breach of confidence will be viewed most seriously and may result in termination from the Honorary Contract, NHS Learning Support Fund, and from your programme.

**22. 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 Detail | Organisational Shared with | Purpose |
| Name, Email address, Telephone number, Date of Birth | Placement ProvidersOccupational Health Services | Placement Learning Opportunities |
| Your mode of travel to placement | Placement Providers | Placement Learning Opportunities |
| Programme status and attendance monitoring on placement | Placement providers | Placement Learning Opportunities |
| Successful outcome of your degree for professional registration | Health & Care Professions CouncilRoyal College of Occupational Therapists | To complete your professional registration |
| Name, Email address, telephone number, postal address, Date of Birth | Health & Care Professions CouncilRoyal College of Occupational Therapists | To complete your professional registration |
| Name, Email address | [My Knowledge Map](http://www.myprogressapp.com/media/1127/myprogress-privacy-statement-and-terms.pdf) | Placement Attendance |

A list of placement providers used by the University of Northampton can be found here <https://www.northampton.ac.uk/new-students/work-based-learning-and-placements>.

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 Workbased Learning placements@northampton.ac.uk

**22.1 Personal Data – Occupational Health and DBS Information**

We will hold information relation to DBS or Occupational Health checks, and conversations we may have with you during and after your enrolment with the University. The reason we do this because it is a professional requirement that we check the character and suitability of the student for the Occupational Therapy profession. We retain this information for a period of three years’ post-graduation as justification that you were a fit and proper person to complete the degree. This information is only ever shared within the limited team of professionals within the Faculty of Health and Society or where there is a contractual or legal justification for further sharing. This may include, for example, sharing with placement providers or Law Enforcement agencies

Under the General Data Protection Regulation the University needs to explain which Article 6 condition it is relying on for holding and processing personal data. In the instance of the OH and DBS information that we process the lawful processing condition is 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 shall retain, and may process, this information for the duration of your degree. We will share details of the DBS and the OH assessment with placement providers in order to fulfil our obligations to them and your contractual and professional obligations to such providers. This information will be held for three years after your degree to demonstrate that the University and you have fulfilled relevant obligations.

The University expects that the student will themselves provide the DBS and OH data to the placement provider. However, students should be aware that in the event that this is not possible for whatever reason, this data will be shared by the University of their behalf.

If you have any concerns regarding sharing OH or DBS data please discuss this with Head of Placements and Workbased Learning by emailing placements@northampton.ac.uk

There exists though an exemption within the GDPR that allows organisations to share information about students to placement providers where the student may be working with children and/or adults at risk of harm. Therefore, please be aware that there are very few circumstances where the University could support withholding information from placement provider relating to health or criminal activity.

**23. CONTRACT**

This honorary contract is in addition to & in accordance with your contract of enrolment with the University of Northampton.

**I HEREBY ACCEPT THE TERMS AND CONDITIONS OUTLINED IN THIS HONORARY CONTRACT**

**NAME………………………………...SIGNATURE ……………………………………**

**COURSE……………………………………………………………………………………..**

**DATE………………………**

Please email this document to healthplacements@northampton.ac.uk