



# Placement Experience within Clinical Areas Policy

**Author: Placement Manager**  
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## Document Information

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A = Approved D = Draft

Document Author = Samantha Smithson – Placement Manager  
 David Rowbottom – Acting Head of YAS Academy  
 Claus Madsen – Associate Director of Education and Learning

Associated Documentation:

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## Staff Summary

<ul style="list-style-type: none"><li>• YAS is committed to providing quality assured placement experiences for learners.</li></ul>
<ul style="list-style-type: none"><li>• YAS is committed to maintaining a structured and formal process for all placement activity, including visitors to the Trust, to ensure governance and to allow YAS to meet the workforce planning commitments.</li></ul>
<ul style="list-style-type: none"><li>• YAS is committed to ensuring that the essential security checks and relevant paperwork is in place to provide assurance and governance over learners, YAS visitors, staff and patients. This is specifically in relation to safety and confidentiality.</li></ul>
<ul style="list-style-type: none"><li>• YAS will comply with the quality assurance requirements for placements as set by the Yorkshire and Humber LETB and partnership universities.</li></ul>
<ul style="list-style-type: none"><li>• YAS are committed to informing relevant parties and gaining consent where necessary for persons to undertake placement experiences within YAS.</li></ul>
<ul style="list-style-type: none"><li>• YAS will ensure that all learners should have set and agreed learner outcomes to achieve from placement experiences.</li></ul>
<ul style="list-style-type: none"><li>• YAS will ensure that crews are aware of the objectives of the learner for their placement experience and how they can support them.</li></ul>
<ul style="list-style-type: none"><li>• YAS will implement good practice initiatives to ensure that learners are appropriately managed.</li></ul>

## **1 Introduction**

- 1.1 The Yorkshire Ambulance Service (YAS) is committed to embedding quality placement experiences. The Placement Experience Policy outlines the Trust's commitment to ensuring that all learners receive appropriate supervision and mentoring during placement experiences within the Trust, whilst encompassing patient and staff safety. The policy outlines the processes by which YAS will manage and supervise all placement activity within the Trust.
- 1.2 This policy is designed to ensure that there is a single consistent process for all placements, including visits from external parties, Very Important People (VIPs) and celebrities, whatever their purpose or whoever within YAS is initially approached. The policy outlines how the Trust will ensure that all parties accessing educational or research placements receive appropriate supervision and mentorship, and that the Trust fulfils legal and corporate governance responsibilities relating to the provision of placements under the Health Education Yorkshire & Humber 'Learning and Development Agreement' (LDA).

## **2 Purpose/Scope**

- 2.1 The purpose of this policy is to ensure that an efficient, effective and transparent system for arranging and monitoring the number and quality of placements is in place, in order to:
- Support the development of clinical skills within the Trust and partner organisations
  - Enable people from within the Trust and partner organisations to understand how their role supports delivery of the service
  - Help stakeholders to understand what the service does and how resources can best be used
  - Promote careers within the ambulance service
  - Enable appropriate research to take place to enhance clinical practice and the services provided
  - Provide learners with the appropriate level of supervision and support during placement
  - Minimise risks to health, safety and welfare of visitors, staff and patients involved in placements
  - Enable the Trust to fulfil legal and corporate governance responsibilities, relating to the provision of placements under the Health Education Yorkshire & Humber LDA
  - Protect staff and patient confidentiality in the event of visits from external parties, VIPs/celebrities

## **3 Process**

- 3.1 A process will be implemented, managed and coordinated by the Education and Learning department to ensure that:
- Appropriate people with specified learning objectives are able to access placement experiences within YAS

- Placements are quality assured
  - Mentors/supervisors are aware and prepared to support the learners
  - All placement activity is managed in order to fulfil organisational contracts and to attract funding streams
  - Patient confidentiality is adhered to
- 3.2 The Operations Directorate will ensure that appropriate support is provided by the Clinical Supervisors, Locality Managers, Duty Team Leaders and Managers, to arrange mentors in conjunction with the YAS Placement Team and to support learners whilst undertaking placement experiences.
- 3.3 The Trust accepts that whilst the provision of health care is not risk free, the aim will be to minimise the adverse effects by ensuring that learners are not put under any undue risk.
- 3.4 Clinical programmes that are validated by the Health Care Professions Council (HCPC), Nursing & Midwifery Council (NMC) and General Medical Council (GMC) stipulate that Practice Education be provided for students by qualified Practice Educators/preceptors. This is also a recommendation of the College of Paramedics. This policy has been developed with regard to requirements for mentorship highlighted in the standards of proficiency produced by the HCPC for registrants.
- 3.5 The Training and Development sub-group will be the authorising group for any new procedures or practices in regard to changes of practice or the introduction of new practices/procedures.
- 3.6 The process identified in Appendix A will be used for arranging and managing placement experiences.
- 3.7 Please see Appendix B for some useful definitions relating to this policy.
- 3.8 The checklist and confidentiality agreement (Appendix C) will be used for any visits from external partners and parties including VIPs and celebrities.

#### **4 Application Process for Learners not Employed by the Trust**

- 4.1 All applications must be submitted to the YAS Placement Team by email at [YASplacements@yas.nhs.uk](mailto:YASplacements@yas.nhs.uk) using the placement form depicted in Appendix D at least six weeks prior to the proposed placement date or timeframe. The application must be accompanied by:
- Two forms of identification (including one photographic)
  - Confirmation that the individual is aged 18 or over
  - Confirmation that the individual has undertaken an enhanced Disclosure and Barring Service (DBS) check within the previous 12 months where the placement involves patient contact
  - A reference statement from the individual's line manager/education institution supporting the request
  - Learning outcomes to be achieved whilst undertaking the placement experience.

- 4.2 On receipt of this information, the YAS Placement Team will check that the application meets the agreed criteria (as set out in Section 6 below) and if appropriate, will send the learner a health and safety guidance form, which they are required to sign and return to the YAS Placement Team for recording.
- 4.3 The majority of applications, such as those through Higher Education Institutes where the Trust has an established relationship, will be approved by the Placement Manager.
- 4.4 Should the Placement Manager have any concerns regarding the approval of a request for placement, members of the Placement Approvals Panel will be consulted to decide whether the request should be approved.
- 4.5 Where a placement is felt to be inappropriate, a letter should be formulated giving reasons for refusal.
- 4.6 If the application is approved, the Placement Team will allocate placement shifts to the learner in consultation with the Clinical Supervisor/Locality Manager.
- 4.7 Observers/students will not be put on placement with relatives or friends.
- 4.8 Where the request is from the media, a politician, celebrity or other official, this will be referred to the Associate Director of Communications who will deal with the request, and researchers will be referred to the Deputy Medical Director. Once approval to undertake a placement has been given, these departments will then pass responsibility for organising the placement back to the YAS Placement Team, who will make the necessary arrangements, record the details and monitor the placement.
- 4.9 Once a placement has been arranged, the YAS Placement Team will send a placement confirmation letter (Appendix E) to the learner, outlining:
  - Details of their placement
  - Information about the station/department they are due to attend on placement
  - Placement guidelines
- 4.10 The YAS Placement Team will email the mentors/placement contacts and Clinical Supervisors/Locality Managers with a memo to placement area (Appendix F) containing the details of the learner and their learning objectives, and will also email the Clinical Supervisors/Locality Managers details of the learners' emergency contact details (Appendix G), which are to be destroyed upon completion of placement.

## **5 Application Process for Trust Employees**

- 5.1 All requests must be submitted to the Placement Team by email to [YASplacements@yas.nhs.uk](mailto:YASplacements@yas.nhs.uk), at least six weeks prior to the requested placement date/timeframe.
- 5.2 If the placement request is approved, the relevant forms will be sent out to the learner, including the personal details form shown (Appendix H) and health and safety guidance notes (Appendix K), which must be completed and returned prior to placement. All details will be electronically recorded and stored.

- 5.3 Any requests that don't meet the criteria for placement as outlined in Section 4 will go to the Placement Approvals Panel for consideration.
- 5.4 If the application is approved, the Placement Team will allocate placement shifts to the learner in consultation with the relevant manager, and the following information will be issued:
- Placement confirmation letter
  - Health and Safety guidance notes
  - Memo for placement and emergency contact details to the mentors, Locality Managers and Clinical Supervisors.

## **6 Criteria for Placement Approval**

- 6.1 The learner must be aged 18 or over.
- 6.2 All applicants must complete the relevant application form and provide photographic identification (preferably their employment I.D badge) with their application.
- 6.3 All external applicants must provide evidence of a recent DBS clearance (within the previous 12 months) to enhanced level where possible.
- 6.4 All applicants must declare whether they are occupational health cleared to exposure prone procedure level, and if not they must declare that they would be attending placement at their own risk.
- 6.5 All applicants must provide emergency contact details.
- 6.6 All applicants must provide specific learning objectives to be achieved from the placement experience, this will form part of the approvals process.
- 6.7 For educational placements, the student must be able to demonstrate that the placement forms part of a planned experience that is required as part of their course in order to achieve registration or further clinical qualifications, and that their request has come via the agreed placement scheme.
- 6.8 The objectives and outcomes required by researchers must have been agreed by Trust Research Department as meeting the requirements of the "Research in the NHS - Human Resources (HR) Good Practice Resource Pack".
- 6.9 Requests from journalists and politicians will be considered by the Associate Director of Communications, who will follow guidance on the Freedom of Information Act and requirements for patient confidentiality, as well as data protection where appropriate.
- 6.10 Those wishing to undertake placement experiences to enhance their role must demonstrate that they have specific learning objectives to achieve and feedback to their manager or team.
- 6.11 Please note we do not put observers or students out with relatives or friends.
- 6.12 Observers/students will not be placed at the same stations as family members.

## 7 Criteria for Accessing Placements within YAS

7.1 There are seven distinct types of placement requests that will be considered by YAS:

1. Requests from Non-Executive Directors and other NHS stakeholders, including VIPs and celebrities - the visitors must be able to provide clear objectives to be achieved from the placement experience/visit and go through all relevant security checks, as per external or internal process detailed in this policy. Such requests will be considered by the Associate Director of Communications and checklist and confidentiality agreement (Appendix C) completed. Approval must be sought from the relevant Executive Director for the area to be visited. At all times visitors (namely, YAS/NHS partner and stakeholder organisations, VIPs and celebrities) will be chaperoned/accompanied by the designated manager.
2. Requests from clinical students for educational placements - the student must be able to demonstrate that the placement forms part of a formal experience required as part of their course to achieve registration or further clinical qualifications towards a recognised healthcare qualification.
3. Requests from individuals who are qualified healthcare professionals wishing to improve their knowledge of pre-hospital care or multidisciplinary team working as part of their continued professional development.
4. Requests from researchers or individuals in academic institutions where a placement would be beneficial to their research or study. The objectives and outcomes required by researchers must have been agreed by the Trust Research and Development Department as meeting the requirements of the "Research in the NHS - Human Resources (HR) Good Practice Resource Pack".
5. Requests from other external sources, such as journalists, members of parliament etc. such requests will be considered by the Associate Director of Communications. Guidance on the Freedom of Information Act must be adhered to.
6. Requests for familiarisation visits for those on recognised NHS Graduate Training Schemes.
7. Requests from YAS employees and volunteers such as Community First Responders (CFRs) (see Appendix I for their learning objectives), and from partner organisations such as St. John Ambulance and Police Firearms Officers - TACMED (see Appendix J for more information on TACMED), to gain an understanding of roles they support or with whom they interact. Such requests must demonstrate that the understanding of the roles observed will add benefit to their role and potentially improve patient care. Examples would be between EOC and A&E, and between CFRs and A&E.

7.2 The purpose and outcomes of the placement must be clearly identified by the learner, in order that a decision can be made regarding whether their placement is appropriate, i.e. that the outcomes meet the criteria as defined by this policy.

7.3 If the placement is agreed, confirmation may be sought that any necessary pre-engagement checks have been conducted by the learner's substantive employer prior to the start of placement (e.g. DBS checks for learners whose placements will involve contact with patients). YAS will require evidence of a clear, enhanced DBS check prior to acceptance.

7.4 Arrangements are organised with everyone involved receiving clear, written instructions about times and locations, and provided with supervision and support during the placement. The learner on placement is provided with the relevant information on:

- Health and safety
- Patient confidentiality
- The requirement to wear uniform and personal protective equipment (where necessary)
- Other information to ensure governance

The guidance notes that are issued to all learners prior to placement can be found in Appendix K. These guidance notes are to be read and signed by the learner, and then returned to The YAS Placement Team for recording prior to placement commencement.

- 7.5 Those on educational placements are provided with a short induction on arrival. Appendix L shows the local induction checklist that needs to be completed.
- 7.6 Comprehensive records are maintained of all those attending placements, including emergency contact details and the learning objectives to be achieved.
- 7.7 Placements are regularly audited and evaluated to ensure quality is maintained.
- 7.8 Regular reports are provided to the Trust Board on the number and quality of placements provided.

## **8 Implementation Plan**

- 8.1 The latest approved version of this policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted on how to find and access this guidance during Trust induction.

## **9 Monitoring Compliance with this Policy**

- 9.1 All monitoring of training requirements will be linked to the current edition of the UK Ambulance Services Clinical Practice Guidelines, awarding body/accreditation requirements and will be monitored by the Placement Manager, Education Governance, Quality Assurance, CPD and Post Qualifications Manager and Head of YAS Academy. Please see Appendix M for a complete list of roles and responsibilities linking to this policy.

Auditable Requirements	Methodology of Audit	Frequency of Audit	Reported To
Process for checking that effective supervision is in place for all learners on placements throughout all areas of the organisation.	The monitoring of the supervisory and support regimes will be undertaken by the Placement Manager and any areas of concern will be highlighted back to the Education and Training group.	Annually	Education and Training Group via the Placement Manager
All placement activity will be captured using the Placement Experience Database.	Quarterly reports will be submitted to the Head of YAS Academy to form part of the Education and Training groups' quality monitoring requirements.	Quarterly	Education and Training Group
Process for placement auditing will be undertaken using the HEEYH funded Regional Educational Audit Tool (REAT)	To ensure that the appropriate support and facilities are in place to support learners on placement, the Placement Manager will highlight any areas of concern back to the Education and Training Group.	Annually	Education and Training Group
Placement experience evaluations will be conducted using the HEEYH funded Practice Placement Quality Assurance Programme for nursing student programmes.	To capture the feedback to enable the necessary improvements to be made to placement experiences. Reports to highlight the number of placements and any areas of concern will be produced for the Education and Training Group.	Quarterly	Education and Training Group
Placement experience evaluations for all other placements will be conducted using an internal evaluation form.	To capture the feedback to enable the necessary improvements to be made to placement experiences. Reports to highlight the number of placements and any areas of concern will	Quarterly	Education and Training Group

Auditable Requirements	Methodology of Audit	Frequency of Audit	Reported To
	be produced for the Education and Training Group.		
Placement experience Mentor evaluations will be conducted using an internal evaluation form.	To capture the feedback to enable the necessary improvements to be made to placement experiences. Reports to highlight any areas of concern will be produced for the Education and Training Group.	Quarterly	Education and Training Group
Process for monitoring compliance with all of the above.	The Placement Team will conduct an annual audit to ensure compliance with the standards as set out in this policy. Confirmation and findings of the audit will be reported annually to the Education and Training Group for information. Actions to address any identified deficiencies will be noted in the minutes.	Annually	Education and Training Group

9.2 The Trust's Resource Management System will be utilised for recording placement attendance with A&E crews, from which, total placement attendance hours can be reported if required.

## 10 References

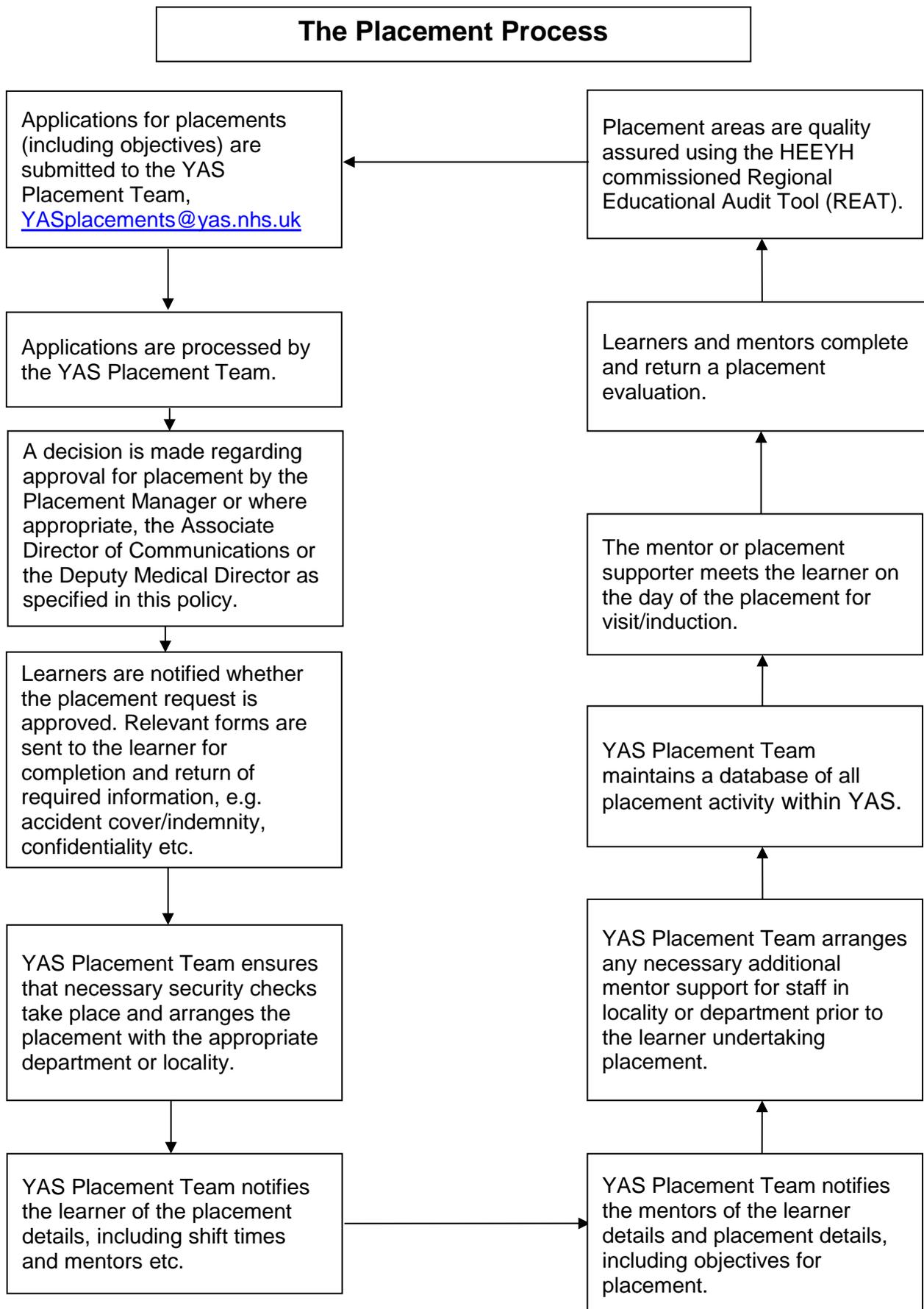
- NHS Litigation Authority (NHSLA) Risk Management Standards for Ambulance Services 2013 – 2014. Available at [www.nhsla.com](http://www.nhsla.com)

## 11 Appendices

- Appendix A - The Placement Process
- Appendix B - Definitions
- Appendix C - Standard Operating Procedure Visitor VIPs and Celebrities
- Appendix D - Placement Experience Application Letter and Form
- Appendix E - Placement Confirmation Letter
- Appendix F - Memo for Placement
- Appendix G - Emergency Contact Details Information

- Appendix H - Personal Details Form for Internal Staff
- Appendix I - Community First Responder Learning Objectives
- Appendix J - TACMED Scope of Practice
- Appendix K - Guidance Notes
- Appendix L - Local Induction Checklist
- Appendix M - Roles and Responsibilities

## Appendix A – The Placement Process



## **Appendix B – Definitions**

### **Definitions**

#### **Placement Experience**

For the purpose of this document, a placement experience is defined as a visit to a department within the Trust by either a Trust employee or someone (such as a journalist) with no contractual relationship to the Trust. The placement experience would be for a defined temporary period for one of the following purposes:

- To observe the work of the Trust in an official capacity i.e. CCG members, politicians or journalists, member of the NHS Graduate Training Scheme or people from within the Trust and partner organisations.
- To undertake educational placements as part of a university clinical programme.
- To carry out research as part of an agreed research programme.

#### **Learner**

A learner is an individual visiting the Trust for one of the above purposes.

#### **YAS Placement Team**

The Placement Manager and the YAS Placement Team are responsible for the organisation and administration of all placements within the Trust.

#### **Placement Supporter**

For short placements, usually for a day or less, a staff member will be assigned as 'Placement Supporter' to accompany the learner on placement. They will ensure that the objectives for their visit are achieved and that the safety and security of the visitor, staff and patients are not compromised by the placement.

#### **Practice Educator**

For placements arranged for educational, work experience or research purposes, the learner will be assigned a mentor or supervisor to support them during the period of their placement. They will undertake the same duties as the placement supporter, but as these placements will normally be for a longer period, the mentor will have additional responsibilities to monitor the progress of the visitor and support them to achieve their learning objectives. In some cases, mentors or supervisors will need to be given additional training to carry out this role.

## Appendix C – Standard Operating Procedure for Visitors/VIPs and Celebrities



<b>Visitor/VIP and Celebrity Checklist</b>		
Organiser on behalf of YAS: (include contact details)	Name: Contact details:	
Full name of visitor:		
Contact details of visitor:	Email: Telephone:	
Organisation requesting visit:		
Proposed date and time of tour:		
Confirmed date and time of visit:		
Reason for visit: (Please explain what you would like to achieve from this visit so we can try to tailor it to your needs, and also who they would like to meet)		
Requested sites: (please indicate)	Trust Headquarters	
	Emergency Operating Centre	
	NHS 111	
	Fleet	
	Ambulance station (Please state which one)	
Groups: Include names for all group members <b>(Groups cannot consist of more than six people)</b>	1.	4.
	2.	5.
	3.	6.
Bringing an interpreter?	YES/NO	
Media interest anticipated?	YES/NO	
Confidentiality agreement signed?	YES/NO	
Do you have any mobility issues we need to be aware of? YES/NO If yes, please describe any special requirements:		
YAS approval:		
Visit approved by: Director of		
Name of assigned operational manager responsible for chaperoning/escorting visitor for duration of visit:		
Name of assigned Corporate Communications lead:		
Outcome (to be updated by the Corporate Communications lead):		

## Appendix D – Placement Experience and Application Form



Yorkshire Ambulance Service  
Burn Hall  
Tollerton Road  
Huby  
York  
YO61 1JB

Tel: 01904 666095

Dear Applicant,

Thank you for expressing your interest in an observer placement with Yorkshire Ambulance Service (YAS).

YAS has now implemented a new policy and process for observer placements, managed centrally through the YAS Placement Team, in order to enable the Trust to maintain governance over all observers.

To be eligible for an observer placement with YAS you must meet set criteria and clear the necessary security checks in order to ensure that comprehensive records are maintained, and that patient and staff safety are upheld at all times.

Please complete the attached application form, enclosing copies of a recent DBS clearance, reference and forms of identification as specified, and return to the YAS Placement Team either by email to [YASplacements@yas.nhs.uk](mailto:YASplacements@yas.nhs.uk) or by post to the following address:

YAS Placement Team  
Yorkshire Ambulance Service  
Burn Hall  
Tollerton Road  
Huby  
York  
YO61 1JB

Once your completed application has been received, the application will go through an approval process. Should your application be successful, the YAS Placement Team will make the necessary arrangements to facilitate your observer placement, working to a standard timeframe of six weeks to account for the operational challenges that the Trust faces. Please be aware that due to such operational pressures, you may only be advised of your placement details at short notice, and there may also be occasions when observer requests and arranged placements cannot be supported, in which case you will be notified at the earliest possible opportunity.

Many thanks and we look forward to receiving your application in due course.

Kind regards,

*Samantha Smithson*

Samantha Smithson  
Placement Manager

*Jayne Pinder*

Jayne Pinder  
Placement Coordinator



**YORKSHIRE AMBULANCE SERVICE OBSERVER REQUEST APPLICATION FORM**

**PERSONAL DETAILS**

Name		Date of Birth	
Address		Postcode	
Contact Number		Email Address	

**EMPLOYMENT DETAILS**

Employer / University Name		Line Manager/Tutor's Name	
Your Current Role		Line Manager/Tutor's Contact number	
Address and Postcode		Line Manager/Tutor's Email	

**PLACEMENT REQUEST DETAILS**

Which department do you wish to be placed with (e.g. ambulance crew, EOC etc.)?		Which locations / stations within the region are you able to attend for placement?	
Which shift do you have a preference for (e.g. day, twilight, night)?			
Please specify 3 set dates when you would be available for placement for us to choose from (minimum of 6 weeks' notice please)		If there is a specific person that you wish to shadow on placement, please state why and your relationship to them	

**CRITERIA FOR APPROVAL**

Are you a healthcare professional or studying for a healthcare qualification?	YES	NO	Are you employed by the NHS?	YES	NO
Are you a researcher or member of academic institution?	YES	NO	If NO to all 3 questions, please state professional reason for application		

Please specify your reasons for requesting a placement experience with YAS	
--	--

Please state the objectives you wish to achieve from the placement (or enclose a copy)	
--	--

Have you enclosed a copy of your objectives with your application?	Enclosed YES / NO	
--	-------------------	--

SAFE EMPLOYMENT CHECKS			
<b>Disclosure and Barring Service (DBS):</b>			
Please state the date of your latest DBS check (Enhanced)		Please state your unique DBS Number	
Please enclose a copy of your latest DBS clearance		Enclosed YES / NO	
<b>Proof of Identity:</b>			
Please enclose a copy of photographic I.D. (i.e. Passport / Driving License / Employment I.D badge)		Enclosed YES / NO	
<b>Reference Check:</b>			
Please enclose a reference (i.e. a letter from your employer or university to support your application in terms of the suitability of a placement with YAS to your role, and to provide proof of your employment / student status)		Enclosed YES / NO	
<b>Occupational Health Clearance:</b>			
Please delete as appropriate:			
I declare that <b>I AM / AM NOT</b> up-to-date with all relevant occupational health clearances to Exposure Prone Procedure level. (Please note that if you are not up-to-date, you are undertaking placement at your own risk)			
Sign .....		Date .....	
EMERGENCY CONTACT DETAILS			
Emergency Contact Name		Relationship to you	
Emergency Contact Address			
Emergency Contact Number			
DECLARATION			
<b>I confirm that the above information is true and correct and agree to the sharing of this information with all necessary departments in order to arrange a placement experience in relation to my request.</b>			
Print Name		Manager/Tutor's Signature	
Signature		Date	

Please return the completed form by email to [YASplacements@yas.nhs.uk](mailto:YASplacements@yas.nhs.uk)

Or post to:  
 YAS Placement Team  
 Yorkshire Ambulance Service  
 Burn Hall  
 Tollerton Road  
 Huby  
 York  
 YO61 1JB

## Appendix E – Placement Confirmation Letter



Yorkshire Ambulance Service  
Burn Hall  
Tollerton Road  
Huby  
York  
YO61 1JB

Tel: 01904 666095

DATE

Dear NAME

### **Letter of confirmation for placement at Yorkshire Ambulance Service (YAS)**

This letter confirms your arranged placement experience with YAS on the terms and conditions set out below. The right of access is only for the dates specified within this letter. You will need to take a copy of this letter and your I.D badge with you, in order to gain access to the premises.

#### **Details of placement**

Location:

Division/Department:

Mentor/Contact name:

Date and Shift:

Please be aware that if attending an ambulance station for a shift with a crew, although the shift start time is as shown above, many stations have a 15 minute handover time. It is therefore advisable to arrive on station a minimum of 15 minutes prior to the shift start time.

Whilst on your placement it is expected that you wear suitable clothing and footwear as detailed in the placement guidance notes.

Please ensure that you take refreshments with you as there may not be an opportunity to go to a shop on your break.

Please note that YAS accepts no responsibility for damage to/loss of personal property.

We may terminate your right to attend placement at any time, either by giving written notice to you, or immediately without any notice, if you:

- Breach of any of the terms and conditions described in this letter
- Commit any act that we reasonably consider to amount to serious misconduct
- Are disruptive and/or prejudicial to the interest and/or business of this Trust
- Are convicted of any criminal offence
- Are in breach of confidentiality

## **Clauses**

You are considered to be a visitor to YAS premises. You are not entitled to any form of payment or access to other benefits provided by this Trust to employees, and this letter does not give rise to any other relationship between you and the Trust, in particular that of an employee.

You are required to co-operate with YAS in discharging its duties under the Health and Safety at Work Act 1974 and other health and safety legislation, and to take reasonable care for the health and safety of yourself and others whilst on YAS premises.

Although you are not a contract holder, you must observe the same standards of care and propriety in dealing with patients, staff, visitors, equipment and premises, as is expected of a contract holder. You must act appropriately, responsibly and professionally at all times.

You are required to ensure that all information regarding patients or staff remains secure and strictly confidential at all times.

You must ensure that you understand and comply with the requirements of the NHS Confidentiality Code of Practice [www.dh.gov.uk/assetRoot/04/06/92/54/040609254.pdf](http://www.dh.gov.uk/assetRoot/04/06/92/54/040609254.pdf) and the Data Protection Act 1998. Furthermore, you should be aware that under the Act, unauthorised disclosure of information is an offence and such disclosure may lead to prosecution.

Whilst travelling in any Trust vehicle it is your responsibility to ensure that you are seated at all times and wearing a seat belt.

If your circumstances change in relation to your health, criminal record, professional registration or any other aspect that may impact on your suitability to conduct observations, or your role changes, you must inform the organisation that employs you through its normal procedures. You must also inform the Placement Manager for Yorkshire Ambulance Service.

Yours sincerely

Placement Team  
YAS Academy  
Yorkshire Ambulance Service

## Appendix F – Memo to Placement Area



### Memo to Placement Area

#### Details of Placement Learner

To: Crew / Clinical Supervisor  
 From: Placement Manager

I would like to confirm that the following learner will be attending:

**STATION** Ambulance Station  
**DATE** for **SHIFT** with **CREW/MENTOR**

Please see below for details of the learner, including emergency contact details. This form is confidential and should be destroyed once the placement has been completed. On arrival, the learner should receive a brief induction including the fire procedure, local health and safety issues (see Induction Checklist) and their objectives should be discussed.

Please remember that patient consent should be requested for the learner to be present in a treatment area or to listen in to calls in EOC or 111.

#### PLACEMENT LEARNER DETAILS

Name		Contact Number	
------	--	----------------	--

#### EMPLOYMENT DETAILS

Employer/University Name		Role	
Contact Person Number		Contact Person Email Address	

#### PLACEMENT REQUEST DETAILS

Reasons for requesting a placement with YAS	
Objectives to achieve from the placement with YAS	

**ADD PHOTO I.D OF LEARNER HERE**

## Appendix G – Emergency Contact Details Information



### CONFIDENTIAL - FOR MANAGERS ONLY

These emergency contact details are confidential and should be destroyed once the placement has been completed.

#### (Learner's Name) - EMERGENCY CONTACT DETAILS:

Emergency Contact Details	
<b>Name (Relationship)</b>	
<b>Address</b>	
<b>Contact Number</b>	

**Appendix H – Personal Details Form for Internal Staff**



**INTERNAL STAFF PERSONAL DETAILS FORM FOR OBSERVING**

**Personal Details**

Full name:

Job role:

Base:

Mobile telephone:

Personal email:

Work email:

Do you hold a current DBS:        YES/NO

I am Occupational Health cleared to Exposure Prone Procedure Level:    YES/NO  
(If no, you are undertaking this placement at your own risk, please see guidance notes for risks)

**Emergency contact details**

Name of person to contact:

Relationship to you:

Address:

Contact numbers:

**Approval**

Observer Signature:

Date:

Line Manager's Approval:        YES/NO

Line Manager's Name:

Line Manager's signature:

Date:

Line Manager's contact number:



### Community First Responder Observer Development Objectives

Yorkshire Ambulance Service (YAS) recognises the important role that the Community First Responders (CFRs) play within the Trust and are keen to support the CFRs in their development in this role. It has been highlighted that observing with an A&E crew on either a Rapid Response Vehicle (RRV) or an ambulance would be useful for the CFRs to allow them to gain a better understanding of how A&E crews work and interlink with their role. As part of this development it is important that both you and the crew are clear on what you want to achieve from the experience.

Listed below are a set of objectives to be achieved whilst on placement. Most of these objectives can be achieved through discussion with your placement supervisor. It **may not** be possible to achieve all of these objectives. Please take this information with you on placement.

Development Objectives (for discussion with your supervisor to improve your knowledge)	Met	Not met
1. Improving communication links with ambulance staff		
2. Improving your knowledge of the different clinical roles within YAS and their scope of practice		
3. The patient journey – what happens from arriving on scene to leaving the patient at hospital		
4. Alternative patient pathways – what are they, and what they mean for the patient		
5. Signs and symptoms of specific medical conditions – history taking skills		
6. PCR completion and clinical audit – the importance of this		
7. Improve your scene safety, knowledge, and techniques		
8. Vehicle and equipment familiarisation – what equipment is used on an Ambulance. Mobile Data Terminal (MDT).		
9. The YAS Trust – What does the future hold for YAS?		
10. Return of spontaneous circulation (ROSC) – what this means		

On completion of your observer placement, please identify which objectives you have/have not managed to achieve. Please note that these are not competencies so you do not need to be signed off by crews as competent.

Please complete the enclosed observer evaluation document to highlight how you were able to meet the development objectives. The evaluation form should be returned with a copy of this form to your Community Defibrillation Officer or Community Defibrillation Trainer within one week of observer placement completion.



### TACMED Police Armed Fire Officer Scope of Practice

Listed below are the core competencies that the TACMED Armed Fire Officer (AFO) police officer has been assessed in. These have been achieved on a Yorkshire Ambulance Service Trust TACMED course.

#### Stepwise airway management:

- Moving patients safely and manual handling techniques
- OP airway
- NP airway
- Suction
- BVM
- SGA

#### Oxygen therapy (15 litres):

- Unconscious casualty
- Cardiac arrest
- Trauma

#### BLS/AED:

- UK Resuscitation Guidelines

#### Stepwise UK Ambulance Services Clinical Practice guidelines trauma assessment (primary and secondary):

- CABABCDE approach and ATMIST handover/pre-alert

#### Stepwise haemorrhage control:

- Sterile pressure bandage/elevation
- Celox gauze
- Tourniquet

#### Patient assessment skills:

- Airway assessment
- Respiratory assessment
- Rate, rhythm, depth, FLAPS/TWELVE
- Pulses
- Capillary refill
- Consensual light reflex

*This list is not an exhaustive list of skills of the TACMED officer but the ones that are most likely to be utilised during placement with a YAS clinician.*

## **Possible objectives during placement**

### Stepwise airway management:

- Manual technique
- OP airway
- NP airway
- Suction
- BVM
- SGA

### Administer oxygen therapy (15 litres):

- Unconscious casualty
- Cardiac arrest
- Trauma patient

### BLS/AED UK Resuscitation Guidelines:

- Maintenance of patient airway
- Ventilation of the patient
- Cardiac compressions
- Use of AED if appropriate

### Stepwise UK Ambulance Services Clinical Practice Guidelines trauma assessment:

- CABCADE approach
- Primary assessment
- Secondary assessment
- ATMIST handover/pre-alert

### Stepwise haemorrhage control:

- Sterile pressure bandage/elevation
- Celox gauze
- Tourniquet

### Patient assessment skills:

- Airway assessment
- Respiratory assessment: rate, rhythm, depth, FLAPS/TWELVE
- Pulses: rate, rhythm, volume
- Capillary refill
- Consensual light reflex

**The TACMED trained officers are allowed to practice the above skills under the supervision of a paramedic whilst undertaking their refresher placement with YAS.**



## **GUIDANCE FOR INDIVIDUALS UNDERTAKING A PLACEMENT EXPERIENCE**

### **1. Introduction**

1.1 Whilst on placement you must carry your I.D badge, signed copies of this guidance, and placement confirmation letter with you at all times and show these to the mentor or staff member assigned to be responsible for you on arrival at the placement. Please be aware that failure to do so will result in you not being allowed on the placement.

### **2. Risks Associated with Placements**

2.1 When applying for a placement with the Trust, please be aware that there are risks that individuals may encounter:

- Travelling at high speed
- Exposure to infections
- Exposure to chemicals e.g. petrol/diesel
- Stressful situations including traumatic incidents and fatalities
- Abusive and confrontational situations
- Potential for slips, trips and falls
- Potential for sharps injuries
- Potential for trapping hazards
- Police/witness statements may need to be given

2.2 This is not an exhaustive or exclusive list, and should any of the above risks cause you concern from either a medical, physical or psychological perspective then you should reconsider your request.

### **3. On Starting the Placement**

3.1 You should provide the 'Placement Confirmation Letter', proof of identification, and a signed copy of this guidance when you arrive at your placement location. You must carry I.D at all times.

3.2 Discuss the learner outcomes to be achieved on the placement with your allocated mentor or placement supporter.

3.3 Ensure that your mobile phone is switched off and that no audio or visual recording equipment is used (with the exception of media observers where prior permission has been granted by Corporate Affairs for use of recording equipment within strict guidelines).

### 3.4 You should also be aware that:

- Shifts may extend beyond the stated finish time (due to the nature of the business and operational requirements YAS cannot guarantee that crews will end their shifts on time).
- There may be a requirement to switch mentors or move to a different base station at any time.
- YAS reserves the right to cancel or terminate a placement at any time due to operational demands.

3.5 You should be aware that patient consent will be requested for you to be present during incidents and examinations or listening in to calls in EOC and 111 and if the patient declines consent you will not be permitted to be present or to listen in to the call.

3.6 Speak to your mentor or staff member accompanying you if any distressing incidents are experienced, or you are upset by what you have witnessed whilst undertaking a placement so that support can be provided.

3.7 If after a placement you become upset by what you have witnessed, please contact your academic tutor, line manager, or the Placement Manager for support.

3.9 You will be required to provide an evaluation about your clinical placement.

3.8 Please advise the mentor or placement supporter if you feel unable or unqualified to carry out an instruction.

## 4. Dress Code

4.1 Patients and the wider public should have complete confidence in the cleanliness and hygiene of their healthcare environment. The way staff dress is an important influence on people's overall perceptions of the standards of care they experience. Your clothing should be clean and professional in appearance. Patients and others also like to know who is who in the care team. Uniforms and name badges can help with this identification.

4.2 Please follow the Trust's dress code outlined below if your placement involves contact with patients in a clinical situation.

4.3 You will be supplied with a hi-visibility tabard/jacket on arrival at station. Should you arrive on station inappropriately dressed for the placement then the member of staff assigned to be responsible for you will refuse to continue your placement.

Dress code	Rationale
All learners should wear a minimum of black boots or sturdy footwear, preferably leather upper with a non-slip sole (no trainers).	To comply with PPE regulations and the health and safety of the learner.
The learner's I.D badge should be worn at all times whilst on placement.	For the safety of YAS staff, patients, and the learner.
Hair longer than shoulder length must be tied back. No nail polish or jewellery to be worn other than a plain wedding band. YAS operates a bare below the elbow policy.	To minimise cross infection.

A YAS hi-visibility fluorescent jacket or tabard should be carried and worn in appropriate situations.	To comply with PPE regulations and the health and safety of the learner.
Suitable clothing to be worn, trousers to be worn in all cases (no denim). NHS issued uniform is acceptable.	For ease of movement, modesty and protection against inclement weather conditions.
Depending on the weather conditions, learners should provide their own jacket, plain, dark coloured wool hat/baseball cap and sun cream, minimum factor 15.	To protect head and skin from prolonged exposure to hot or cold weather.
A set of spare clothing should be brought to the placement.	For infection control compliance; contaminated clothing may have to be removed or disposed of.

## 5. Code of Conduct

- 5.1 Whilst on placement you are bound by the principles of the Trust's Code of Conduct (available on Pulse), as it applies to all operational and non-operational staff. In particular, all information gained on a YAS placement should be considered confidential and should not be discussed, including on social networking sites such as Facebook, without prior agreement from the Trust. Patient confidentiality should be upheld at all times.
- 5.2 Learners should uphold and promote the reputation of Yorkshire Ambulance Service whilst on placement.
- 5.3 Learners should exercise honesty, integrity, diligence, appropriate behaviour and maintain professionalism at all times.
- 5.4 Learners must treat colleagues with dignity and respect irrespective of age, gender, colour, sexuality, religion, disability, ethnic origin or religious beliefs.
- 5.5 Learners must comply with the provisions of all Health and Safety at Work legislation.
- 5.6 Personal mobile phones, whilst on placement, should be used appropriately and within reason, and should not be used for personal reasons whilst dealing with patients or customers of the Trust.
- 5.7 All learners are subject to a 'common law of confidentiality' and must abide by this. The duty of confidence only applies to personally identifiable information and to anonymised data.
- 5.8 The Trust and all personnel undertaking placements within the Trust are governed by law and the following code of practice relating to confidentiality:
- The Data Protection Act 1998: covers the protection of identifiable service user information.
  - Caldecott principles: covers the protection and use of patient identifiable information and the establishment of a Caldecott Guardian within the Trust who takes overall

responsibility for systems and processes for the protection and use of patient identifiable information.

- The Human Rights Act 1988: Article 8: states that “everyone has a right to respect for his/her private and family life, his/her home and his/her correspondence.”

5.9 In respect of the above, learners shall not, for their own benefit or gain, divulge to any persons or organisation whatsoever, information relating to patients or customers of the Trust and/or information relating to the financial or commercial activities of the Trust.

5.10 Accompanying YAS staff have the right to terminate the placement if the learner ignores instructions or puts themselves or others at risk. If at any time the crew or other YAS employee feels that the safety or dignity of patients is compromised, or that the public or staff are being compromised by your actions/behaviour, they will stop the placement at the earliest opportunity and report this immediately to the locality line manager for arrangements to be made for the placement to cease.

5.11 Smoking, drinking or purchasing alcohol whilst wearing any YAS uniform, which is not covered with a non-uniform outer layer of clothing is not permitted. YAS operates a Smoke Free policy.

## **6. Patient Consent**

6.1 Where a patient is being assessed or undergoing treatment all patients must be informed that a learner is undertaking a placement with the Ambulance Service and that they have the right to refuse their involvement. In the case of refusal you should not enter the treatment area, and when the patient is being transported, travel in the passenger seat in the cab of the vehicle. If you know the patient you should declare this and a decision will be made regarding whether you attend the patient.

6.2 When on placement in EOC and 111, Patient consent will be requested for you to listen in to the call. If consent is declined you will be requested not to listen any further. Please comply with all instructions given by mentor and managers.

## **7. Health and Safety Requirements**

- The learner must carry out all instructions given to you by the crew or other departmental representative immediately and in full.
- The learner must not perform tasks that involve the handling or moving of patients or equipment unless requested to do so by a YAS staff member and feel confident and are competent to do so.
- Learners should not go onto any YAS vehicles on station unless accompanied by a member of staff.
- Learners should always wear a seat belt when travelling in a Trust vehicle.
- Learners should not use any piece of YAS equipment unless accompanied or supervised by a member of staff.
- Whilst YAS staff have a responsibility to guard learners against obvious injury, there is an obligation on the learner's part to ensure that they are following reasonable and safe working practice.

- In certain circumstances the ambulance crew may instruct the learner to either remain in or return to the vehicle (i.e. for incidents where there is potential for violence and aggression) or to move to a place of safety away from the vehicle (i.e. for incidents involving road traffic collisions on public highways/motorways). The learner may also be instructed to return to the vehicle (or other place of safety) if no appropriate protective equipment is available (for instance, if the incident has occurred on a building site and there is no protective helmet/hard hat available for the learner). In all circumstances the learner must immediately adhere to all instructions given by the ambulance crew.
- Should the learner sustain an injury they must report this immediately to the ambulance crew who will then arrange any treatment necessary. They must also complete any incident reporting documentation as instructed by the ambulance crew.
- At all times the learner must wear the appropriate protective clothing issued prior to starting the duty.
- The learner should not to bring high value personal items to placement. Anything brought will be at their own responsibility. YAS accept no responsibility for loss or damage of any items.
- If the learner is not sure about anything, ask a member of staff.

**DECLARATION**

I ..... have read the above guidance and understand my responsibilities to myself and any person in charge. I understand that I may experience distressing situations and will consider my health and wellbeing accordingly.

I accept that YAS will not be held liable for any damage or loss of personal property whilst visiting a YAS establishment or whilst being on a YAS vehicle in the course of its duty.

Signed .....

Date .....

## Appendix L – Local Induction Checklist – Observer Placements



### Local Induction Checklist – Observational Placements

<b>Name</b>	
<b>Job Title</b>	
<b>Employer</b>	
<b>Date of Placement</b>	
<b>Name of Mentor/Supervisor</b>	

This checklist is to ensure that all aspects of your induction are covered in a timely and effective manner. As each item is discussed it will be signed off by the person providing the information, and by yourself, once you feel the information has been adequately covered. If any item does not apply to your role please mark 'N/A'. If you feel that any area has been missed, and you require further information, please bring it to the attention of your mentor/supervisor.

Once the induction is complete, you and your mentor/supervisor should sign the checklist.

Completed and signed checklists should be sent to the Placement Team at Burn Hall Training Centre, Tollerton Road, Huby, York, North Yorkshire, YO61 1JB or email to: [YASplacements@yas.nhs.uk](mailto:YASplacements@yas.nhs.uk)

The following should be completed and signed off by the observer and mentor/supervisor on the day of placement:

	Signature of mentor	Date	Signature of observer	Date
<b>Introductions</b>				
Introductions to immediate work colleagues and working environment				
Tour of building including : <ul style="list-style-type: none"> <li>• Toilet</li> <li>• Rest and refreshments</li> <li>• Lockers</li> <li>• First Aid</li> <li>• Car Parking</li> </ul>				
Explanation of security arrangements e.g. building security, security pass/codes/fobs and name badges				
Vehicle overview				
Brief overview of scope and responsibilities of YAS operational staff				
Brief overview of structure of the service				
<b>Fire and Workplace Procedures</b>				
Location of escape routes				
Location of assembly points				
Location of policy of fire evacuation				
Location of fire alarm points				
Location of fire extinguishers				
Location of local hazards e.g. gases in the workplace and on the vehicle				
Explanation of fire alarm sounds and test routines				
Designated smoking areas				
How and where to dispose of waste				

	Signature of mentor	Date	Signature of observer	Date
<b>Conditions of Service</b>				
Uniform/dress code and standard of appearance				
Data protection including personally identifiable information of staff, patients and organisation				
<b>Vehicle and Equipment Introduction</b>				
Ensure familiarisation with both automatic and manual ambulances as appropriate				
Introduction to standard vehicle cab				
Introduction to MDT terminal				
Introduction to airwaves vehicle set and personal airwaves set				
Mobile phone location and security procedures if applicable				
<b>Rear of Vehicle</b>				
Introduction to location of equipment (consumables, gases etc.)				
Safety aspects of the tail lift operation				

## **Appendix M – Roles and Responsibilities**

### **Roles and Responsibilities**

#### **Director of Workforce and Organisational Development**

Holds overall responsibility for the effective implementation of the Placement Experience Policy.

#### **Executive Medical Director**

Holds overall responsibility for clinical governance and is the Caldecott Guardian.

#### **Executive Director of Standards and Compliance**

Holds overall responsibility for matters relating to patient safety and information governance.

#### **Executive Director of Operations**

Holds overall responsibility for the supervision of learners undertaking placements in an operational environment.

#### **Education and Learning Department, YAS Academy**

Will oversee and provide support during educational placements, providing mentorship to support visitors to meet their required objectives.

#### **Placement Manager**

Responsible for the organisation of all placements and implementation of agreed procedures, maintaining records and quality assurance of placements.

#### **The Manager of the Host Division/Department**

Hold management responsibilities for all visitors undertaking placements in their area. They will ensure supervision, notification and support to staff of outcomes to be achieved by visitors undertaking placements within their area.

#### **Research and Development Department**

Will ensure appropriate levels of supervision and support are in place for all parties undertaking research activity within YAS, which must have prior approval. The department will also provide reports to the Clinical Effectiveness Group regarding researcher access.

#### **Placement Approvals Panel**

The Placement Approvals Panel is currently made up of the Head of YAS Academy, the Education Governance, Quality Assurance, CPD and Post Qualification Manager, the Placement Manager and representatives from Operations and HR. The group will be responsible for approving placement experience applications, and for monitoring and supporting the implementation of the policy.

#### **Placement Supporter or Practice Educator**

Will ensure the safety and supervision of the visitor and support the visitor to achieve their learner outcomes on placement.

#### **Learners undertaking placements within YAS**

To follow the instructions of their mentor and follow the guidance outlined in Appendix J - TACMED Police Armed Fire Officer Scope of Practice.