

Policy for Unpaid Placements

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(Includes the application process and details of pre-employment checks required. The pack needs to be completed and returned for processing)	
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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

February 2019 – Version 1 of this Policy was written

KEY WORDS

Unpaid Placement

Observer

Honorary Contract

Clinical Attachment

Letter of Authority

1 INTRODUCTION AND OVERVIEW

This document sets out the University Hospitals of Leicester (UHL) NHS Trusts Policy and Procedures for Unpaid Placements.

In addition to its core workforce, UHL Trust will, from time to time, engage the services of persons who are not paid employees, to carry out regular or ad-hoc work within the Trust. This policy provides guidance on the types of unpaid placements the Trust offers, in what circumstances and the procedures to be followed.

This policy and procedure aims to ensure that UHL satisfies all legal requirements and complies with NHS Employers pre employment check standards and requirements (<https://www.nhsemployers.org/your-workforce/recruit/employment-checks>)

2 POLICY SCOPE

This policy and procedure covers the engagement process for individuals who are not directly paid or employed by UHL, but are undertaking activities within the Trust, for example to carry out a procedure, teaching, visiting healthcare professionals, overseas Doctors wanting exposure in the NHS, individuals coming to observe a procedure or practice or University employees who have retained a requirement to undertake some clinical practice.

2.1 The following unpaid placements are covered by this policy and procedure:

- Honorary Contract
- Letter of Authority
- Observership
- Clinical Attachment

Please refer to appendix 1 for and outline of when these contracts are required

2.2 This policy does not cover:

- Research Passports/ Honorary Research Contract/ Letter of Access (please refer to Policy for Research Passports **B1/2010**)
- Work Experience Policy (please refer to policy for Work Experience **B7/2016**)
- Volunteers (please refer to policy for Volunteers **B23/2013**)
- Temporary staff employed through the staff bank or agency (Please refer to policy for temporary staffing **B58/2011**)

3 DEFINITIONS AND ABBREVIATIONS

HEI – Higher Education Institution
CMG – Clinical Management Group
EPIP - Exposure Prone Invasive Procedure
DBS – Disclosure and Barring Service
STR - Specialty Trainee
HR1 – New Starter HR form
ESR – Electronic Staff Record

4 ROLES

Responsibilities within the Organisation

a) Resourcing Lead

It is the responsibility of the Resourcing Lead to ensure the procedure for working at the Trust under an Unpaid Placement complies with current legislation, NHS guidance and recognised best practice.

b) Managers/ UHL Sponsors

It is the responsibility of managers to comply with this policy and to ensure a contract or letter is in place before allowing a non-Trust applicant to undertake work on behalf of the Trust. The application pack must be completed in full, and include authorisation from the CMG authoriser (please see appendix 7, Part 4 for approval levels).

It is the responsibility of the manager/ sponsor to ensure that either the work ceases at the end of the contracted period covered by the contract/ letter, or that a renewal is obtained prior to the expiry date.

At the end of the contracted period, it is the managers/ sponsors responsibility to retain any Trust ID cards and to remove all system accesses.

c) Recruitment Administrators

It is the responsibility of Recruitment Services to issue contract/ letters, only on completion of the appropriately authorised completed application pack and supporting evidence of pre-employment checks.

d) Unpaid Placement Applicants

It is the responsibility of the applicant to ensure the application pack is completed in full and returned to Recruitment Services for processing. They must be compliant in obtaining pre-employment checks within 3 months of the request, otherwise

Recruitment Services will presume they are no longer progressing with the placement.

5 POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

This policy is supported by the following processes/ procedure and associated documents found in the appendices, which must be used in conjunction with this policy.

- Flow chart to determine which contract is required in appendix 1
- Step by step guidance of the application process which can be found within the application pack in appendix 7.
- The pre-employment checks required can be found at appendix 2.

6 TYPES OF UNPAID PLACEMENTS

Please refer to the flowchart in appendix 7 to determine which contract type is required.

6.1 Honorary Contract

An honorary contract is issued by Recruitment Services to authorised workers who are not employed by an NHS organisation. Without an honorary contract the worker will not be covered by NHS indemnity. Workers undertaking such a role will be subject to the same level of pre-employment checks as a substantive employee in line with the principles of the Trust's Recruitment and Selection Policy (B43/2009) and NHS Employment standards. The worker will also need to attend Trust induction if they are contracted for over 8 weeks and complete statutory mandatory training. This contract is normally for a period of up to 2 years.

The application pack and process for honorary contracts is outlined in appendix 7.

6.1.2 Honorary Clinical Contract - Clinical Academic Posts (appendix 3)

Individuals with a substantive University contract and Honorary NHS contract are commonly referred to as 'Clinical Academics'. These individuals include medical staff, as well as other clinical staff. Clinical Academics do not need an Honorary Research Contract in order to undertake research in the partner NHS organisation where they undertake their clinical duties. This will be covered by their Honorary Clinical Contract.

In accordance with the recommendations of the Follett Report, Universities and NHS organisations responsible for medical education and research are expected to have joint strategic planning arrangements, with joint subsidiary mechanisms responsible for human resource policies and procedures for staff with academic and clinical duties. Therefore, when Clinical Academics wish to conduct research in other NHS organisations they should be treated as staff with substantive NHS contracts. Researchers who are clinical academics should submit their CV and the NHS to NHS pro-forma confirmation of pre-employment checks to UHL. UHL can then issue the individual with an Honorary Contract

The process for honorary clinical contracts is outlined in appendix 3.

6.2 Certificate of Fitness for Honorary Practice

For existing NHS Consultants undertaking short term work (i.e. no more than 2 weeks at a given time) a Certificate of Fitness for Honorary Practice can be used. These are

issued by the substantive employer after the request has been made at appraisal. The certificate is then held on the Consultants file, to be produced when invited to assist in patient care at another Trust.

The certificate is not intended to remove the need for an honorary contract of engagement between organisations, but aims to support Trust's by covering absences and responding to emergencies where there is no time to carry out employment checks. At the same time, it will allow Consultants to provide training or maintain their own skills by visiting another hospital. The certificate is valid for 15 months.

6.3 Medical Training Courses Comprising Interventional Procedures Involving Patients (appendix 4)

A clinical training course is a teaching / training course which involves patients. The participation in the course is not expected to alter the standards of care for patients. However, a number of other doctors, and/or nurses and possibly other healthcare professionals are expected to be present in the clinical area of treatment. These applicants are not there for the purpose of diagnosis and treatment, but for the purpose of training. Occasionally, a number of these applicants may take active part in diagnostic and/or therapeutic procedures, under the supervision of the organising Consultant(s).

The Clinical Director obtains CVs from participants to ensure they have the required level of qualifications and registration to take part in the course. As the course participants are usually currently employed by an NHS organisation, the NHS to NHS proforma is used and the ID is checked on the first day of the course. This is a short term agreement which will last for the period of the training course. Once the checks are complete, Recruitment Services will issue the Honorary Contract.

The process for medical training courses is outlined in appendix 4.

For further information please refer to UHL Policy Organisation and Governance of Medical Training Courses Comprising Interventional Procedures Involving Patients (B3/2013)

6.4 Letter of Authority (please see appendix 2 for further information)

A letter of authority is issued by Recruitment Services to authorised workers who are employed by another NHS organisation. As they are already an employee of the NHS, their current contract will provide the NHS indemnity for the work they do. The substantive employer will need to confirm that all pre-employment checks have been completed in line with the NHS Employment standards. This letter of authority is normally for a period of up to 2 years.

6.5 Observer Letter (please see appendix 2 for further information)

The observer letter is to be used when an individual comes to the Trust to observe a procedure or practice and has no hands on involvement with patients or staff. Pre-employment checks will need to be completed and confirmation is given from the

supervisor that the observer will be supervised at all times. This letter is normally for a

period of up to 6 weeks.

6.6 Clinical Attachments (please see appendix 2 for further information)

Clinical Attachments are normally for overseas Doctors who are looking for exposure to the NHS system, usually in one specialty, and are qualified in the own country of practice. They are attached to a sponsor who is usually a Consultant. They must be supervised at all times and pre-employment checks completed. If the applicant is from overseas, Occupational Health clearance must be given and a fee of £150 is payable by the Doctor to the Trust. This attachment is usually for a period of up to 6 weeks.

6.7 Emeritus Consultant (appendix 5)

An Emeritus Consultant is a retiring consultant who is invited by the Medical Director to return to the Trust to provide mentoring to UHL Consultants.

Recruitment Services advise the Medical Directors PA of the retiring consultant, who will then send a letter to the Consultant offering the opportunity to undertake mentoring to UHL Consultants and to have access to Trust facilities so the Consultants are able to contribute to the academic and social life of the Trust.

The process for Emeritus Consultants is outlined in appendix 5

6.8 Unpaid Internships, Traineeships and T level Placements

Unpaid Internships, Traineeships and T level placements are often for students or trainees to enable them to gain work experience or satisfy requirements for a qualification. If the placement is part of a qualification a memorandum of understanding between the Higher Education Institution (HEI) or Further Education (FE) Institute and the Trust will be in place for internship or traineeship placements confirming the accountability arrangements between the organisations. Students/ trainees will be identified by the Training team and then passed to Recruitment Services to have the appropriate pre-employment checks carried out and the contract and ID badge issued prior to commencement of the position. Internships and Traineeships should be supervised and supported by appropriate Trust employees, and supervised where appropriate. The Intern/Trainee will complete an Induction if the placement is 8 weeks or more, and mandatory training relevant to the role they will be undertaking.

Please see below for an explanation of each:

Internship - Internships are typically 8 weeks long unpaid placements arranged privately by an individual to gain experience for their CV/Career within a profession/working environment. The area of work typically provides the intern with a specific project to scope, explore, work independently on.

Traineeship - Traineeships are unpaid education programmes designed typically for 19 to 24 year olds and people up to academic age 25. Typically 4-8 weeks in length to prepare the future workforce for apprenticeships or jobs which they were applying for. Traineeships are designed to equip these people with the skills, confidence and attitudes necessary to thrive in a professional environment. Trainees learn and

complete specific tasks and role rather than just complete an experience of the work place.

T Level Placements - These are a new initiative that the Government is rolling out from 2020. There will be around 15 new pathways in technical education launched for post 16 learning. This will include a level for 'Health and Science'. Information on what these pathways cover is evolving nationally however the course will be at level 3 and made up with a combination of learning in an education environment plus work placements where the individual will be expected to learn and fulfil duties of a role. Typically this will be an 80:20 split (80% in education and 20% in work placements). The details for the pathway deliver and flow of placements will be decided for each course and each training provider.

6.9 Learning Development Agreement

Undergraduate or postgraduate students may conduct educational clinical placements within Trust premises as part of their healthcare studies. A memorandum of understanding between the Higher Education Institution (HEI) and the Trust will be in place for healthcare placements confirming the accountability arrangements between the organisations. Students on healthcare placements should have appropriate pre-employment checks conducted and the HEI should then confirm that satisfactory checks are in place before the student starts their placement in the Trust. Students should be supervised within clinical settings by appropriate Trust employees at all times.

7 PROCEDURE

7.1 Application Process

Applicants are required to complete the application pack (appendix 7) and abide by NHS guidelines.

The application part 1 is completed by the applicant, and then forwarded to the UHL Sponsor to complete part 2. CMG approval is required in part 3 and then the pack is sent to Employee Services within Recruitment Services for processing via email to employeeservices@uhl-tr.nhs.uk

If the applicant is currently employed, Recruitment Services will contact their HR department to have the pre-employment proforma completed and returned. If the applicant is not currently employed, Recruitment Services will complete full pre-employment checks as outlined in appendix 2. All applicants will be required to make an appointment to attend Recruitment Services for an Identity check.

Once all pre-employment checks are complete, Recruitment Services will issue the Honorary Contract / letter by email to the applicant and UHL Sponsor. This will outline the start and finish dates of the placement, which must be adhered to. A copy of the contract must also be accessible at all times so it can be produced for verification when requested. Application packs will be retained for 2 years from the contract end date.

7.2 ESR

If the placement is for a period of over 6 months, Recruitment Services will issue an HR1 form to complete with the applicant at ID check stage so that they can be placed on ESR for immigration and professional membership monitoring.

7.3 Trust Induction

If the placement is for a period of over 8 weeks, the applicant will also be booked on Trust Corporate Induction, by Recruitment Services. This is mandatory for placements over 8 weeks. The UHL Sponsor is responsible for completing the local induction and ensuring statutory and mandatory training is completed in line with Core Training Policy (Statutory and Mandatory Training) **B21/2005** including any role related mandatory training that is required for the individual to carry out the duties/role. Should the individual wish to request that they import or transfer their NHS Core Skill Framework mandatory training topics from an organisation on the Skills for Health authorisation list this can be looked at. Certificates from the NHS organisation should be provided to Recruitment Services prior to employment. Certificates should be shared with learning@uhl-tr.nhs.uk clearly stating that it is an importing or transfer of training request. The placement holder is responsible for ensuring that they receive a response on the transfer of training request and ensure that any non compliance is addressed at the earliest opportunity and no later than 1 month after placement starts.

7.4 ID Badges

ID badges are required to be worn at all times. These will be issued to the applicant upon commencement and will clearly show the agreed contract dates (this is not applicable to Honorary contracts for Clinical Courses).

7.5 Termination of Placement

Placements underpinned by an Honorary Contract/ Letter of Access/ Observer Letter can be terminated without notice on either side.

Letters of authority are based on the holder also having a substantive appointment with another NHS employer. It will therefore automatically terminate if the substantive appointment is terminated.

Where a placement is terminated earlier than expected, the Sponsor/Supervisor must notify Recruitment Services for the placement to be terminated.

On termination of an Unpaid Placement the Sponsor/Supervisor will be responsible for ensuring the recovery of the individual's Trust ID badge and any Trust property, along with removal of access to systems.

7.6 Extension of Placement

To extend an Honorary Contract/ Letter of Authority beyond its original expiry date the Sponsor/Supervisor must notify Employee Services within Recruitment Service at least 2 weeks before the original contract is due to expire. Recruitment Services will then issue an extension to contract letter.

8 EDUCATION AND TRAINING REQUIREMENTS

There are no formal training requirements in relation to this policy.

9 PROCESS FOR MONITORING COMPLIANCE

The Trust will use a variety of methods to monitor compliance with the processes in this document, including the following:

- To record all Unpaid Placements on a central spreadsheet, and record on ESR where placements are over 6 months.
- To monitor expiry dates from the central spreadsheet and send quarterly reports to the CMGs to ensure compliance to the contract dates.
- Quality control by having files spot checked monthly

10 EQUALITY IMPACT ASSESSMENT

- The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

11 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

This policy has been written in line with and in accordance with the requirements of the following:

Legislation

- General Data Protection Regulation

National Guidance

- NHS Employment Check Standards <https://www.nhsemployers.org/your-workforce/recruit/employment-checks>

Key UHL Policies

- Recruitment and Selection Policy **B43/2009**
- Work Experience Policy **B7/2016**
- Research Passport Policy **B1/2010**
- Volunteer Policy **B23/2013**

- Disclosure and Barring Service Policy **B2/2006**
- Core Training Policy for Statutory, Mandatory and Essential to Job Role Training **B21/2005**
- Policy for Corporate and Local Induction **B4/2003**

12 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

The Recruitment Services Team will initially review this policy at 12 months and thereafter every 3 years.

This document will be stored on the Trust's Insite documents and archived through the document system.

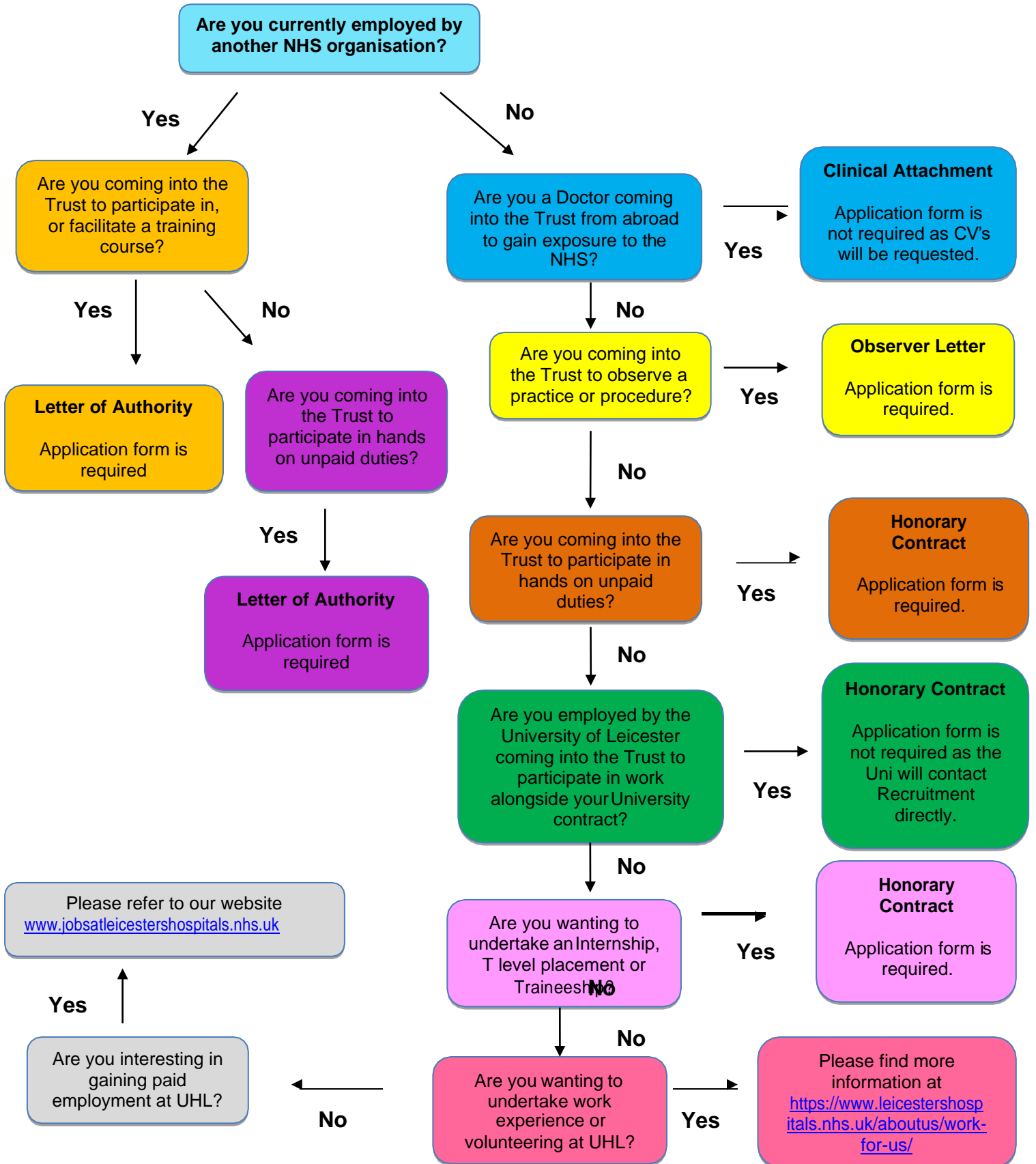
13 **POLICY MONITORING TABLE**

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements Who or what committee will the completed report go to.
Ensuring Pre-Employment Checks are carried out according to NHS Employment Check Standards.	Resourcing Lead	Recruitment Tracker spreadsheet and files in progress	Quarterly	Regular spot checks of applicants files stored electronically carried out by Recruitment Officers. Quarterly audit carried out by Resourcing Lead/ Recruitment Manager.
Ensuring Honorary contract dates are adhered to, or extended when required.	Recruitment Assistant	Running end date reports from the Recruitment Tracker spreadsheet	Quarterly	Quarterly reports are to be sent to the CMG with the details of whose contracts have come to an end, or are due to finish. The CMG will be expected to ensure that there are no contract holders working past their expiry dates within their service.
Compliance with the terms of this policy.	Resourcing Lead	Recruitment Tracker spreadsheet and files in progress	Monthly	Regular communications and support to managers/ sponsors when required.

Appendix 1

FLOW CHART TO DETERMINE WHICH CONTRACT TYPE IS REQUIRED

Please use the below guidance to determine which type of contract you need, and if you need to complete the Application Pack found at Appendix 7



AT A GLANCE PRE-EMPLOYMENT CHECK GUIDANCE

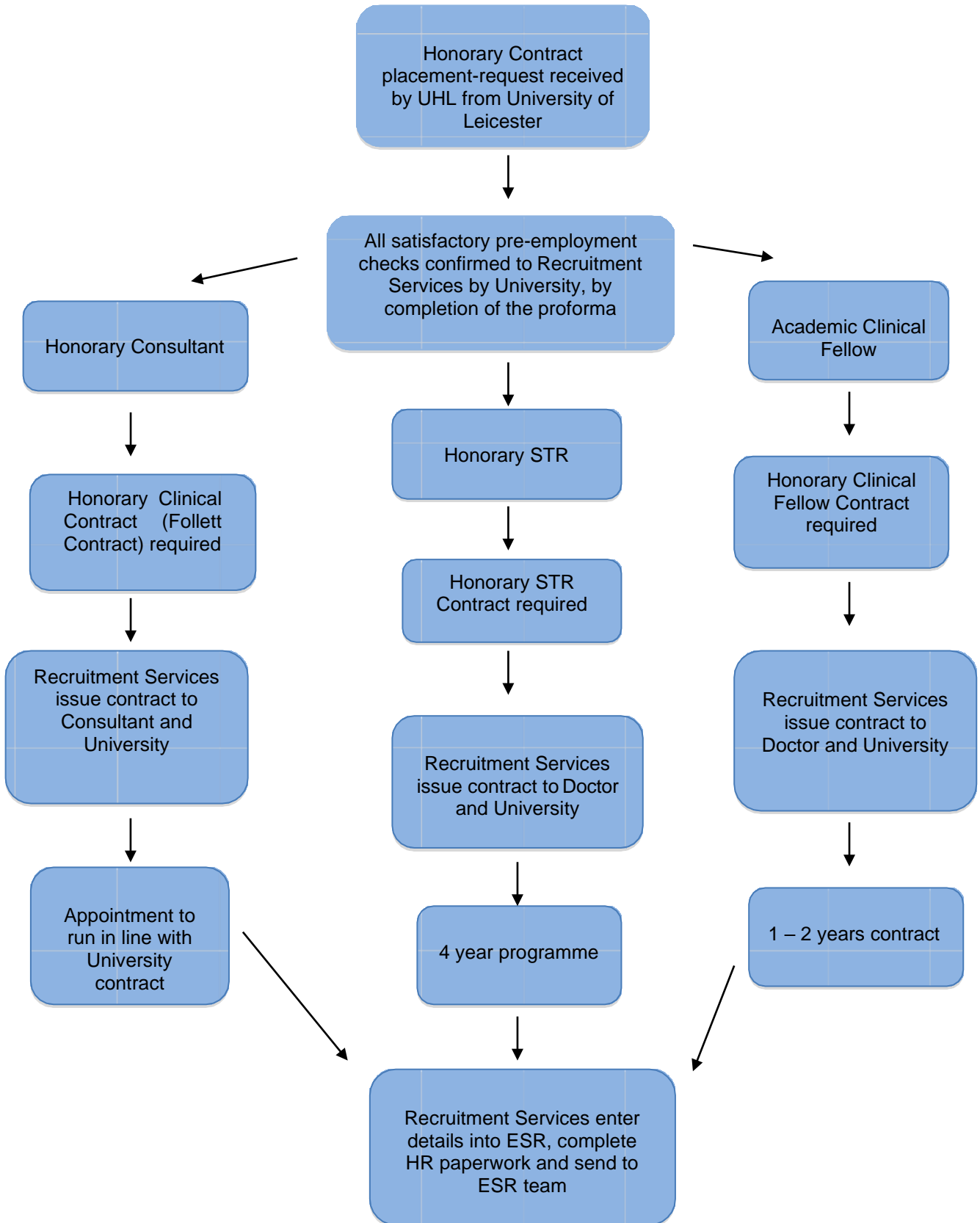
Description Of Each Contract Type And The Pre-Employment Checks Required

Type of Request	Brief Description	Pre-employment checks required	Current employer proforma (confirming current pre-emp checks already in place)	DBS	ID	Right to Work	References	UK Professional Registration	Dec A form	Occupational Health Questionnaire	Occupational Health Clearance Required	
Honorary Contract	For Non-NHS employed individuals, coming into the Trust to participate in unpaid duties <i>For a period of up to 2 years</i>		√			√				√	√	√ (If post involves EPIP procedures)
Honorary Contract	For individuals not currently employed , coming into the Trust to participate in unpaid duties <i>For a period of up to 2 years</i>			√	√	√	√	√	√	√	√	√ (If coming from overseas of if post involves EPIP procedures)
Honorary Clinical Contract - Clinical Academics	For individuals employed by the University of Leicester , coming into the Trust to work alongside their Uni contract <i>For a period of up to 2 years</i>		√			√				√	√	√ (If coming from overseas of if post involves EPIP procedures)

Medical Training Course	For individuals employed by the NHS coming into the Trust to participate in a Training Course			√							
Letter of Authority	For NHS employees coming into the Trust to participate in unpaid duties <i>For a period of up to 2 years</i>			√				√	√	√	(If post involves EPIP procedures)
Type of Request	Brief Description	Current employer proforma	DBS	ID	Right to Work	References	UK Professional Registration	Dec A form	Occupational Health Questionnaire	Occupational Health Clearance Required	
Observer Letter	For an individual coming into the Trust to observe a procedure or practice with NO hands on involvement and must be supervised at all times <i>For a period of up to 6 weeks</i>			√	√		√ (if UK resident)	√	√	√	(If coming from overseas you must not commence without OH appointment and clearance)
Clinical Attachment	For Doctors who are looking for exposure to the NHS system. They are attached to a sponsor and must be supervised at all times			√	√			√	√	√	(If coming from overseas you must not commence without OH appointment and clearance)

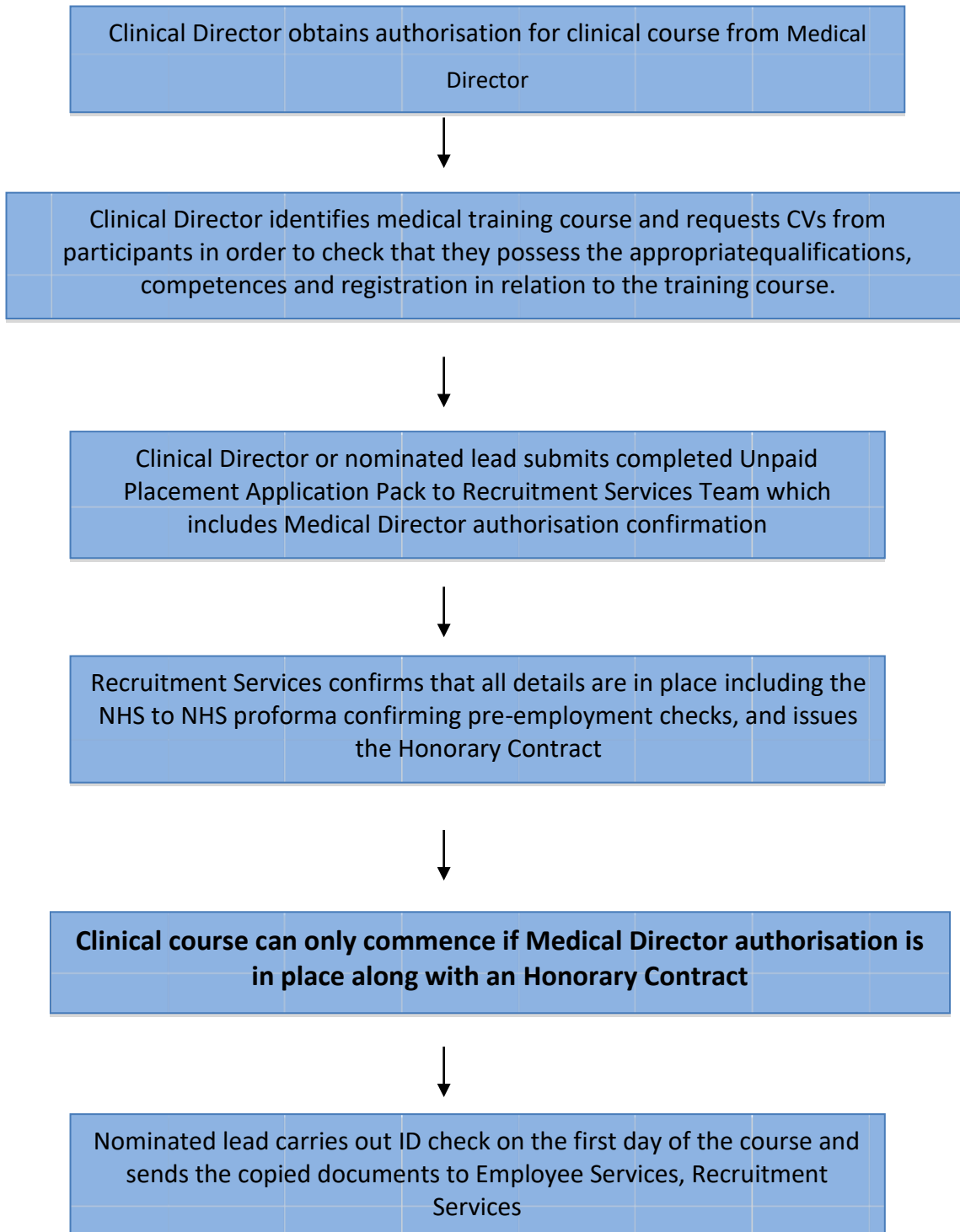
	<p><i>For a period of up to 6 weeks</i></p> <p><i>£150 payment is to be made to the Cashiers and receipt provided to Recruitment Services</i></p>										
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ACADEMICS APPOINTED TO CLINICAL ACADEMIC POST



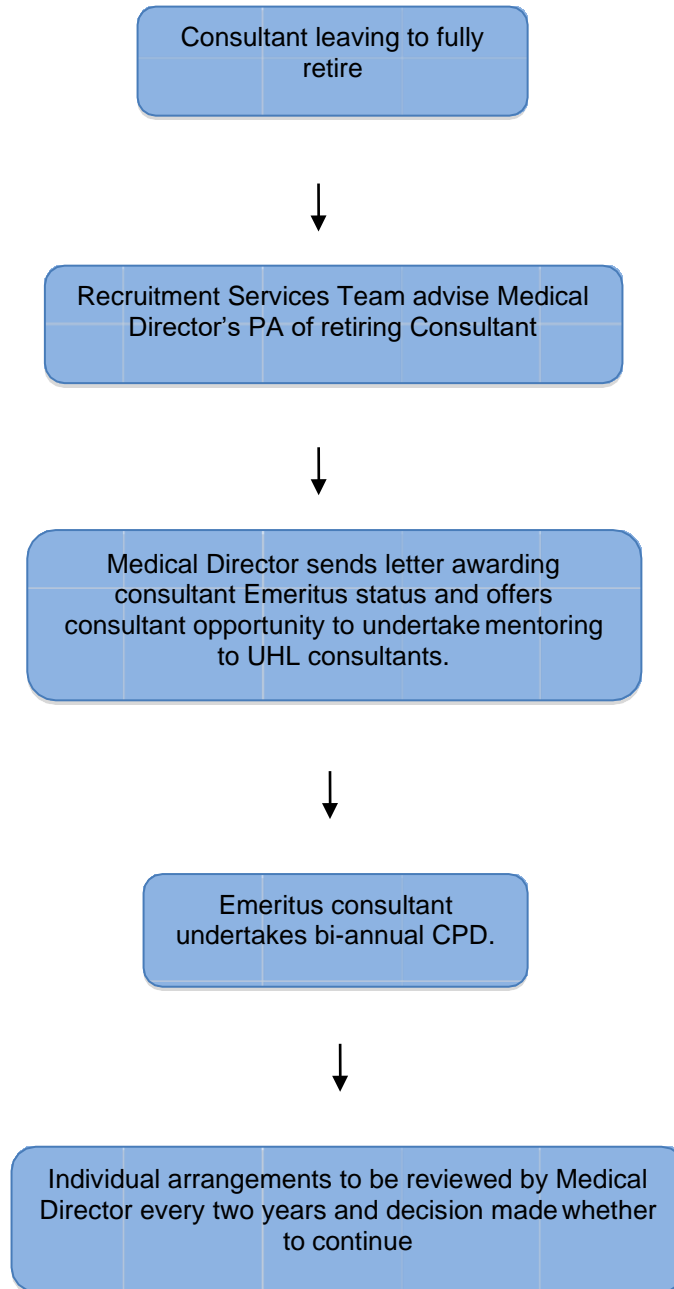
Appendix 4

HONORARY CONTRACT PROCESS FOR MEDICAL TRAINING COURSES INVOLVING PATIENTS

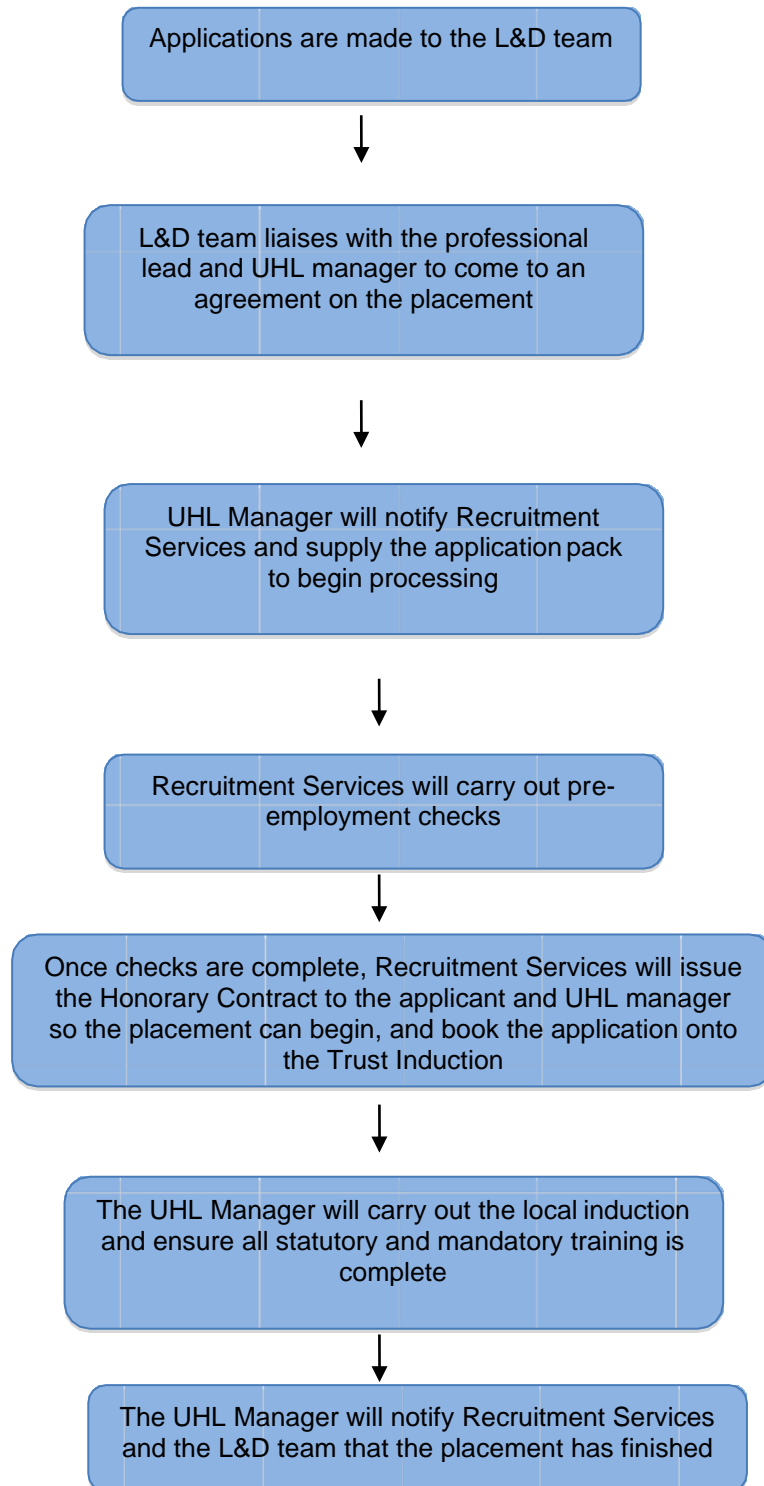


Appendix 5

EMERITUS CONSULTANT STATUS PROCESS



T Level Students



Unpaid Placement Application Pack

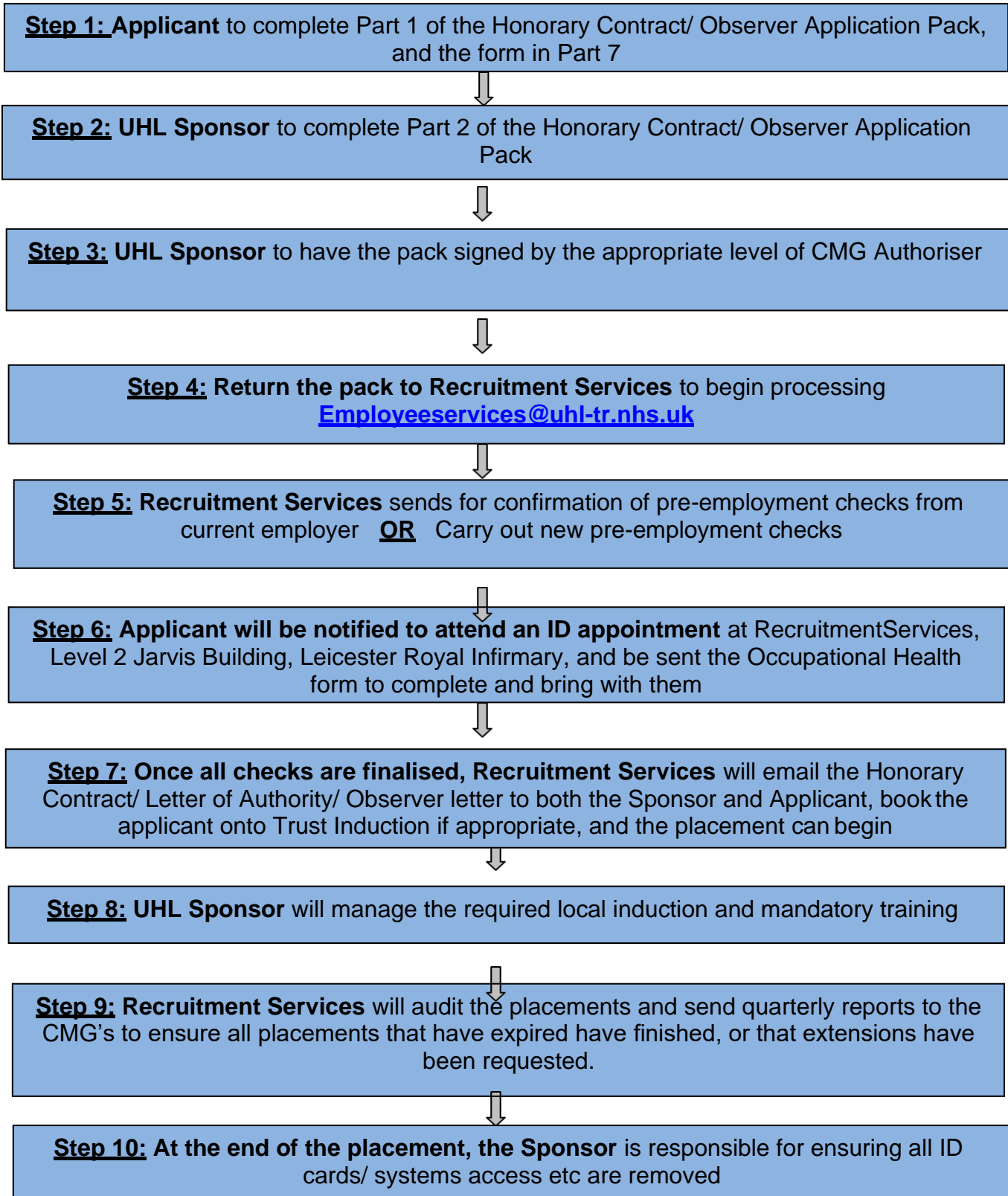
Once you have determined you need to complete the Application Pack from following the guidance on Appendix 1, please complete the pack in full and return to Recruitment Services. The full process can be found under Part 1 (Page 23)

Contents

Part 1	Application Process Flow Chart
Part 2	Application form to be completed by Applicant
Part 3	Application form to be completed by UHL Sponsor
Part 4	For completion by the CMG Authoriser
Part 5	NHS TO NHS proforma - Confirmation of pre-employment clearances to be completed by the current employer
Part 6	Non NHS proforma - Confirmation of Pre-employment checks to be completed by the current employer
Part 7	Declaration A form to be completed by the Applicant

Part 1 – Procedure and Definitions

APPLICATION PROCESS



*If the individual does not have an honorary contract, letter of authority or Observer letter they are **not** authorised to work in the requested capacity with University Hospitals of Leicester NHS Trust.*

Detailed pre-employment check requirements, as outlined in appendix 2 of the policy.

- **References** – required to cover the last 3 years of employment/ training.
- **Right to work** – A passport/ visa/ biometric card or other relevant document that shows the applicant has the right to work in the UK. A full list can be requested from Recruitment Services.
- **ID documents** - A combination of documents to confirm the applicants' identification. This is a combination of photographic and addresses documents such as driving licence, utility bills, bank statement. A full list can be requested from Recruitment Services.
- **Professional Registration** – The appropriate professional body website will be checked by Recruitment Services.
- **DBS** – If the proforma is being completed the substantive employer will confirm the DBS details. If this is not available, Recruitment Services will need to carry out a new DBS application.
- **Occupational Health Clearance** – If relevant, an Occupational Health appointment will be made prior to checks being finalised (If applicant is not a UK resident, or if the role involves EPIP procedures).
- **Declaration A form** – the form is included in this application pack and needs to be completed in full.
- **Occupational Health Questionnaire** – the form will be sent to you by email and needs to be completed and returned in full.

How to use the Pre employment check proformas:

1.

If the applicant is an **NHS employee**, the proforma in **part 5** can be completed by the current employers HR department and returned with this pack.

2.

If the applicant is **not an NHS employee**, but still has a **substantive employer** then the proforma in **part 6** can be completed by the HR department and returned within this pack

3.

If the proforma is not completed in full, or if the pre-employment checks cannot be verified in full by the current employer, then Recruitment Services will need to carry out their own checks.

The UHL sponsor is responsible for initiating the process at least 6 weeks before the proposed start date of the agreement. The sponsor is responsible for ensuring the prevention of any activity being undertaken by the applicant until approval has been confirmed by Recruitment Services and the contract/ letter has been issued

Once the applicant and the sponsor has completed this form in full, please return it to Recruitment Services for processing – employeeservices@uhl-tr.nhs.uk

If they have not received the application pack in full within 3 months, they will presume you are no longer proceeding with the request

Please note –

The contract/ letter will only be issued once all of the required clearances and checks have been completed and the appropriate authorisation given by the department. Work **must not** be undertaken until a start date and contract has been issued. **Contracts will not be issued for more than 2 years.** Application packs will be retained for 2 years from the contract end date.

At the end of this time the post should be reviewed and if a contract is still required, a renewal can be requested by contacting the above email address.

For applicants taking part in placements over 2 months, please be aware that you will need to attend a Trust induction within 4 weeks of commencing the placement. Inductions take place every Monday.

Part 2 – To be completed by Applicant

Unpaid Placement Application Form

<p>Contact Details</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Address:</p> <p>Telephone Number:</p> <p>Email Address:</p> <p>Date of Birth:</p>	
<p>Type of placement required: (please circle)</p> <p><i>see appendix 2 for further information</i></p>	<p>Honorary Contract</p> <p>Letter of Authority</p> <p>Observership</p> <p>Clinical Attachment</p> <p>Clinical Course</p>
<p>Current NHS employee:</p>	<p>Yes / No</p> <p>If Yes: Job Title:.....</p>
<p>Substantive Employer /Educator</p> <p style="text-align: right;">Name and Address:</p> <p style="text-align: right;">Email :</p> <p style="text-align: right;">Supervisor contact details:</p>	
<p>Substantive Employer HR Department</p> <p style="text-align: right;">Contact Name:</p> <p style="text-align: right;">Email Address:</p> <p style="text-align: right;">Telephone number:</p>	
<p>Professional registration details (Registered body and registration number)</p>	

Part 3 – To be completed by UHL Sponsor

Post Title of Placement		
Please confirm type of Contract required (please tick) <i>Please see appendix 2 for further information</i>		Letter of Authority (Applicant is currently employed by another NHS Trust)
		Honorary Contract (Applicant is not currently employed by a NHS organisation)
		Observer Letter (Applicant will be supervised whilst observing with no hands on involvement)
Department		
CMG		
The start and end dates for the Unpaid Placement	Start Date	
	Finish Date	
Will the post holder have patient contact?	Yes / No	
Will the post holder be undertaking exposure prone procedures?	Yes / No	
Will the post holder have unsupervised access to children or vulnerable adults?	Yes / No	
Is this Unpaid Placement to participate in a <u>Clinical Training Course</u> and you have received approval from the Medical Director? If Yes , Please confirm the Course title	Yes / No _____	
Is the Unpaid Placement part of a <u>I Level programme</u> and have you received the approval of the Senior Learning and Development Manager? If yes, please confirm T level course title.	Yes / No _____	
Is this Unpaid Placement to participate in an Internship/ Traineeship?	Yes / No	

Number of Hours: (if not known then please put "ad-hoc")	
Your Details (sponsor/ supervisor):	
Name:	
Job title:	
Tel No:	
Email address:	
Declaration:	
<ol style="list-style-type: none"> 1. As the Responsible officer at University Hospitals of Leicester NHS Trust employee for the honorary appointee, you are accountable for the actions of the honorary appointee whilst they are undertaking duties which fall under the capacity in which they are authorised to work. 2. It is your responsibility to ensure the documents for pre-employment checks have been provided to Recruitment Services or the employer confirmation of satisfactory checks being in place. 3. It is your responsibility to ensure that the individual has received the appropriate clearance in accordance with their role and that clear guidelines exist regarding the capacity in which they are authorised to work. 4. In addition, it is your responsibility that the individual receives adequate supervision and adheres to the Legal and Trust guidelines as detailed in honorary contracts. 5. It is your responsibility to ensure that the individual honorary appointee does not commence duties without an honorary contract in place, issued by Recruitment Services. 6. Finally, it is your responsibility to ensure the appointee does not continue to work past their designated end date, and that when they leave the Trust you must retain any ID badges and any system access is removed. 	
By signing the application, you are agreeing to abide by points 1-6	
Name:	Signature:
Date:	

Part 4 - For completion by the CMG Authoriser

Please sign below to authorise the Honorary Appointment	
Name:	Signature (or provide covering email) :
Designation:	Date:

Level of authorisation for unpaid work placements at UHL:

<u>Staff Group</u>	<u>Sponsor</u>	<u>Authorisation</u>
Consultants	Clinical Director	Associate Medical Director
Doctors in training	Lead Consultant	(CMG) Clinical Director
Clinical Observer	Lead Consultant	(CMG) Clinical Director
Nurses/ Midwives – band 7 – 8	Ward Manager, Matrons	(CMG) Head of Nursing/ Midwifery/ Director of Nursing
Nurses/ Midwives – band 5 – 6	Ward Manager	(CMG) Head of Nursing/ Midwifery
Other clinically qualified staff	Service Manager	Head of Department
Non clinically qualified staff	Department Manager	Head of Department

Part 5 – NHS TO NHS Proforma - Confirmation of pre-employment checks

CONFIDENTIAL

<u>Details of Applicant</u> (clearances completed on behalf of)
Applicants Name:
Job Title:
Workplace and postal address:

As the representative of the NHS employer of the above-named person, I can confirm that s/he is employed by this organisation. I understand that the responsibility for ensuring that the appropriate pre-engagement checks have been undertaken rests with us as the individual’s substantive employer. I can confirm that the appropriate pre-engagement checks have been completed, commensurate with her/his job description and proposed research role in your NHS organisation, and in line with NHS employment checks standards. Please tick

*I confirm that their NHS Core Skills Framework Mandatory Training is up to date for all the 11 topics and any role related training needed for their substantive role. **(Please attach Mandatory Training certificate when returning this form)*** Please tick

Please confirm the level of DBS carried out - Standard/ Enhanced plus barred (adults/ childrens/ both)

Name of employer’s representative: _____

Job Title: _____

Workplace address: _____

Tel: _____

Official Stamp of Employing Organisation:

Part 6 – Non NHS Proforma - Confirmation of Pre-employment checks

CONFIDENTIAL

<u>Details of Applicant</u> (clearances completed on behalf of)	
Surname:	Forename:

1. Verification of Identity

A combination of photographic personal identification and documents confirming address

2. Right to Work

A) UK or EU Passport.

B) Passport of Non-EU National containing a visa or a UK residence permit or Biometric Card

3. Professional Registration & Qualifications

Evidence obtained on appointment to post **Yes/ No** (please circle)

4. Employment History & Reference Checks

Satisfactory references obtained on appointment to post **Yes/No** (please circle)

5. DBS

Level: _____

Issue Date: _____

Disclosure Number (if available): _____

6. Occupational Health

Health Cleared:	Yes/No	(please circle)
EPP Cleared (where applicable)	Yes/No	(please circle)
Clearance Date:	_____	

Signed: _____

Name of employer's representative: _____

Job Title: _____

Workplace address: _____

Tel: _____

Official Stamp of Employing Organisation:

Part 7 – Declaration A form**Confidential****UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST
DECLARATION FORM (A)****STANDARD / ENHANCED DBS**

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales).

When **University Hospitals of Leicester NHS Trust** is assessing your character and suitability for any such appointment, it is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. You are not legally obliged to declare any convictions or cautions which are protected under the Exceptions Order. Employers must not ask for, or consider any such information as part of their recruitment process. Before completing this form it will be important for you to read the useful guidance section on page two which provides additional advice about the type of criminal history information you must declare.

Where relevant to the role, the organisation may also ask you to provide any information about any investigations and/or formal action taken against you by a regulatory or licencing body which may have had an impact on your professional registration and/or fitness to practise in your chosen profession.

Any information you declare when completing this form will be verified by undertaking a follow-up check with the relevant body. It will also include carrying out a standard or enhanced disclosure through the Disclosure and Barring Services (known as a DBS check).

Enhanced disclosures may also include other non-conviction information which may be held on central police databases, where this is regarded as relevant to the position you are applying for. If the position has, in addition, been identified as a 'regulated activity' under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), the enhanced disclosure will also include any information that may be held about you on the children's and/or adults barred list(s).

The University Hospitals of Leicester NHS Trust aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civilpartnership.

The organisation does not discriminate unfairly against applicants on the basis of criminal conviction or other such information declared. If we believe that the information you have declared is relevant to the position you are applying for, we will discuss this with you prior to making our final recruitment decision. If information is not raised with you, this is because we do not believe that this should be taken into account. In any event, you remain free to discuss the matter with the recruiting manager or human resources department should you wish to do so.

All information will be examined on a case-by-case basis alongside the full range of information we gain about you as part of our recruitment process. It is important to stress that answering yes to any of the questions in the attached form does not mean that you will be prevented from taking up an appointment in the NHS.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account. In any event, you remain free to discuss the matter with the recruiting manager or human resources department should you wish to do so.

All information will be examined on a case-by-case basis alongside the full range of information we gain about you as part of our recruitment process. It is important to stress that answering yes to any of the questions below does not mean that you will be prevented from taking up an appointment in the NHS

How will my information be used?

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998. It will only be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

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If you have declared any information relating to criminal convictions or other such offences, we will consider the following:

- The relevancy of the conviction/offence to the position being applied for.
- The seriousness of the offence(s).
- Your age when you committed the offence(s).
- The length of time since the offence(s) occurred.
- If there is a pattern of offending behaviour.
- The circumstances surrounding the offence(s).
- Any evidence you provide to demonstrate that your circumstances have changed since the offending behaviour.

It is important to be aware, that the failure to disclose all spent and unspent convictions which you are legally obliged to declare (i.e. those that are not protected by Exceptions Order of the Rehabilitation of Offenders Act (as amended in England and Wales), could result in disciplinary proceedings or dismissal.

Useful guidance

If you have a criminal history, it will be important for you to refer to the easy to read guidance documents <http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>

Unlock is a charity body that provides information and advice to individuals to help them gain a greater understanding about the type of information employers are likely to seek about their criminal history, which convictions and cautions are protected under the Exceptions Order (i.e. will never be disclosed as part of a DBS check and do not need to be declared when completing this form) and their rights.

Please answer all of the following questions. If you answer 'yes' to any of the questions, please provide full details in the space indicated.

Answering 'yes' to any of the questions below will not necessarily prevent your appointment within the NHS. This will depend on the nature of the position for which you are applying and the particular circumstances.

"Should there be changes to the information you have provided above and / or your application for employment with University Hospitals of Leicester NHS Trust, you must inform the Trust of these changes immediately. Failure to do so could result in the withdrawal of an offer of employment or dismissal if you have already commenced in post"

The cost of undertaking a DBS disclosure at the required level and associated processing costs will be met by the individual/applicant. To expedite the process the Trust will meet the initial costs of the disclosure which will be deducted from the individual's salary over a three month period commencing on their first months payment.

<p>1. Are you currently bound over, or have you ever been <u>convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?</u></p> <p>Please note: you do not need to tell us about parking offences</p>	<p>Yes</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>No</p> <p style="text-align: center;"><input type="checkbox"/></p>
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If **YES**, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing.

<p>2. Have you ever received a <u>police caution, reprimand or final warning in the United Kingdom or in any other country?</u></p>	<p>Yes</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>No</p> <p style="text-align: center;"><input type="checkbox"/></p>
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If **YES**, please provide details of the caution, reprimand or final warning, including the date and reason administered.

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<p>3. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?</p> <p>Please note that you <u>must</u> inform us immediately if you are charged with any offence in the United Kingdom or in any other country <u>after</u> you complete this form and <u>before</u> taking up any position offered to you. You will also need to notify us <u>throughout</u> your employment with the Trust</p> <p>Please note: you do not need to tell us about parking offences</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
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If **YES**, please provide details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

<p>4. Are you aware of any current investigations being undertaken by the police following allegations being made against you in the United Kingdom or in any other country?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
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If **YES**, please provide details of the nature of the allegations made against you and, if known to you, any action to be taken against you by the police.

<p>5. Have you ever been investigated by the NHS Business Services Authority (formerly NHS Counter Fraud and Security Management Services) or any other investigatory body resulting in a current or past conviction or any formal action being taken against you?</p> <p>Investigatory bodies may include:</p> <p>HM Revenue & Customs, the Financial Services Authority, Department for Business, Energy and Industrial Strategy (formerly the Department of Trade & Industry), Department of Work and Pensions, Home Office, UK Visas and Immigration and local authorities.</p> <p>This list is intended as a guide only; <u>you must</u> declare any investigation conducted by an investigatory body.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
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If **YES**, please provide details of the offence, including any dates

<p>6. Have you ever been dismissed by reason of misconduct from any employment, volunteering, office, or other position previously held by you?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
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If **YES**, please provide details of the employment, volunteering, office, or other position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

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<p>7. Are you currently subject to a fitness to practise investigation and/or proceedings of any nature by a regulatory or licensing body in the UK or in any other country?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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If **YES**, please provide the reasons given for the investigation and, where applicable, the details of any warnings, conditions or sanctions (including limitations, suspension or any other restrictions) that apply to your professional registration and, the name and address of the regulatory or licensing body concerned.

<p>8. Have you ever been removed from a professional register, or have conditions or sanctions been placed on your registration, or have you been issued with a warning by a regulatory or licensing body in the UK or in any other country?</p> <p>You should tick no, where any right to appeal has been upheld and where that appeal has resulted in your case being fully exonerated.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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If **YES**, please provide details of any conditions or sanctions (including limitations, suspension or any other restrictions) that apply to your registration and/or any warnings issued, where relevant and, the name and address of the regulatory or licensing body concerned.

<p>9. Are you subject to any other prohibition, limitation, or restriction that means we are/or may be unable to consider you for the position for which you are applying?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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If **YES**, please include details of the nature of the prohibition, restriction or limitation and by whom it was made.

Continuation:

If you have answered yes to any of the questions above, please use the space below to provide any additional information you wish us to consider as part of your application

DECLARATION

Data Protection Law requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Law defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings,

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disposal or sentence and any barring decisions made against the Children's or Adults Lists under the terms of the Safeguarding Vulnerable Adults Act (2006), (as amended by the Protection of Freedoms Act 2012).

The information that you provide in this declaration form will be processed in accordance with Data Protection Law. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Once a decision has been made concerning your appointment **the University Hospitals of Leicester NHS Trust** will not retain this declaration form any longer than required. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the trust who are authorised to view it as a necessary part of their work.

In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

I consent to the information provided in this declaration form being used by **the University Hospitals of Leicester NHS Trust** for the purpose of assessing my application, and for enquiries in relation to the prevention and detection of fraud.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.

Please sign and date this form.

SIGNATURE.....

NAME (in block capitals)

DATE.....