

Biomedical Science Student Placement Agreement

1. Placement Details

2. Purpose of the Agreement

This agreement establishes the terms and expectations for students undertaking a placement at Gloucestershire Hospitals NHS Trust as part of the BSc Biomedical Science programme at University of Gloucestershire (UoG).

3. Responsibilities of the Student

The student agrees to:

- i. Work as a trainee biomedical scientist and complete the IBMS Registration portfolio during the placement. The IBMS registration portfolio will be completed in accordance with IBMS Guidance and Procedures (available on the IBMS website) using OneFile.
- ii. Complete and pass a basic DBS check, have vaccination status assessed, and receive a hepatitis B vaccination course where deemed necessary. Complete University paperwork such as the placement agreement form.
- iii. Enrol at the University for the placement year and register for module NS5240.
- iv. Comply with all NHS Trust policies, including confidentiality, professional conduct, and health & safety.
- v. Complete the required number of placement hours/weeks.
- vi. Demonstrate professionalism and ethical conduct at all times.
- vii. Not use substantive AI (i.e rote outputs from GenAI) to complete Registration Portfolio work and will adhere to university regulations on citations and referencing where necessary.
- viii. Pay University fees in line with requirements for UoG Sandwich year degrees.
- ix. Engage with the UoG visiting placement tutor to allow for monitoring of placement.
- x. Maintain up-to-date contact information on Student Records at UoG and with the pathology training officer.
- xi. Work in accordance with the EU Working Time Directive (2003). If you are offered bank work, this will consist of 1 shift of 7.5 hours work per week maximum (band 2 level pay).

4. Responsibilities of the NHS Pathology Laboratories

The placement provider agrees to:

- i. Provide access to the IBMS Registration Portfolio, ensure that processes for external verification, laboratory audits and quality assurance of training are followed.
- ii. Provide a safe and supportive learning environment including a Health & Safety briefing.
- iii. Assign a departmental training officer and direct line manager to the student.
- iv. Provide a five week rotation across Clinical Biochemistry, Haematology & Transfusion, Cellular Pathology, Microbiology, and peripheral pathology services.
- v. Provide day-to-day supervision of the placement student to see that designated tasks are properly completed. They should make sure that students have a clear idea of what is expected of them and how they should approach their work and gathering of their evidence.

5. Responsibilities of the University

Whilst you enter into a contract of employment with your placement provider, you are still regarded as a student at the University. All facilities are still available to you such as the Library, Students' Union, Money Advice and student support, as well as access to academic and support staff.

The University agrees to:

- i. Ensure student is briefed on their roles and responsibilities before placement.
- ii. Provide support and advice to students whilst on placement in the form of placement visits and access to University estate, library, services, tutors, and support.
- iii. Coordinate the placement visit programme.
- iv. Provide advice to placement provider about all aspects of the placement programme.
- v. Arrange pre-placement briefings of students and mid-way student conference.
- vi. Provide student training in the use of Mahara (NS5240 001 assessment- IBMS Registration Portfolio) and provide assistance for the submission of placement year module assessment.

6. Health and Safety

- i. You must follow the training you have received when using any work items/equipment your placement provider has provided.
- ii. You will take reasonable care of your own and other people's health and safety.
- iii. You will co-operate with your employer on health and safety.
- iv. Please tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk
- v. Details will be confirmed about arrangements and use of ID badges, key fobs, codes and other security related matters. You will adhere to security requirements.

7. Confidentiality and Data Protection

- i. If you have any concerns about confidentiality or data protection you should seek advice from your pathology training officer/trainer or UoG placement tutor.
- ii. You should never disclose the identity of patients/clients to unauthorised people outside of the placement area or the School of Education and Science UoG.
- iii. If you are writing about a patient in any of your portfolio or other placement work you must make sure that the identity of the patient is made anonymous to maintain confidentiality of patients and staff.
- iv. You may wish to use documentation from your placement for portfolio evidence. If you wish to use documents such as SOPs, policies and procedures you must obtain the permission from the relevant document controller or training officer.
- v. You must never remove any form of documentation from the pathology laboratory and you may only photocopy with permission from the pathology trainer.
- vi. You must never use the laboratory IT system to access information about patients other than those from whom you have consent- i.e. through sample processing or result review. You must not access information about family, friends, neighbours, acquaintances and celebrities. If it found that you have gained inappropriate access to patient pathology files your placement will be terminated.
- vii. You will be briefed about patient confidentiality by the host laboratory as part of your training, however it is vital that you do not share personal or identifiable information on patients without explicit consent. This extends to the sharing of laboratory test results, microscopy/biopsy images etc. unless permission has been expressly provided beforehand and can be evidenced. For further guidance please view the [HCPC Standard of Proficiency 2023](#) (6.1-6.5) and [HCPC Standards of Conduct, Performance and Ethics 2024](#) (5.1, 5.2 & 9.1)

8. Sickness, Absence or Pregnancy

- i. You must communicate with the departmental management team or training officer if you are going to arrive late or be absent from your shift for any reason. Your department will provide specific guidelines for this. Medical evidence will be required when the absence for health reasons exceeds seven consecutive days.
- ii. If you have a dependant, you have a right to a reasonable amount of time off to deal with an emergency (sudden illness or accident) to make alternative care arrangements. As there is no legal definition of 'reasonable' this must be agreed by the departmental training officer and management team in line with NHS policy. If absence lasts longer than 3 days due to inability to make alternative arrangements the departmental training officer and UoG placement tutor must be notified and processes followed in line with sickness absence.
- iii. If you need to seek compassionate leave of longer than a day you should discuss the situation with the departmental training officer and management team.
- iv. If you become pregnant during your placement you and your baby may be at risk, so it is essential that you notify your departmental training officer or management team as well as the UoG placement tutor as soon as you are aware that you are pregnant. You will be advised to have an Occupational Health check to assess whether you need any reasonable adjustments to your placement experience.
- v. Students are entitled to 20 days annual leave, plus bank holidays.

9. Termination of Placement

- i. If you do not perform to an appropriate level (wilful or otherwise), engage in misconduct, or you have unauthorised absences from your placement you will be removed from the placement after consultation between the NHS provider and the University.
- ii. The vast majority of students are highly successful during their placement. However, please remember that, as an employee, you have a responsibility to your employer whilst on placement. This will be outlined in the NHS contract you will sign before embarking on your placement and is a legal responsibility.
- iii. Students who act unprofessionally in relation to their employer or the University in the execution of their placement duties may, in certain circumstances, jeopardise their right to continue with the placement scheme.
- iv. Examples of unprofessional conduct may include:
 - Dismissal due to disciplinary actions by the employer
 - Breach of contract
 - Gross misconduct

10. Signatures and Agreement

By signing below, all parties confirm that they have read, understood, and agreed to the terms outlined in this document. This agreement sets forth the expectations, responsibilities, and obligations for the duration of the placement.

Student name:

(Signature)

(Date)

University Representative name:

(Signature)

(Date)

NHS Trust Representative name:

(Signature)

(Date)