



NHS

**Yorkshire
Ambulance Service**
NHS Trust



Placement Experience within Clinical Areas Policy

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Staff Summary

YAS is committed to providing quality assured placement experiences for learners.
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.
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.
YAS will comply with the quality assurance requirements for placements as set by NHS Yorkshire and Humber and partnership universities.
YAS are committed to informing relevant parties and gaining consent where necessary for persons to undertake placement experiences within YAS.
YAS will ensure that all learners should have set and agreed learner outcomes to achieve from placement experiences.
YAS will ensure that crews are aware of the objectives of the learner for their placement experience and how they can support them.
YAS will implement good practice initiatives to ensure that learners are appropriately managed.

1.0 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 learner and observer placements, including Paramedic students, Nursing students, Trainee Nurse Associates as well as 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 NHS England Education Funding Contract.
- 1.3 The Trust may have individual agreements with University partners for specific programmes for Paramedics, Nursing and Trainee Nurse Associates, but the principles of the placement support and guidance will align to this document.

2.0 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 NHS England Education Funding Contract.
- Protect staff and patient confidentiality in the event of visits from external parties, VIPs/celebrities.

3.0 Process

- 3.1 A process will be implemented, managed and coordinated by the YAS Placement Team to ensure that:
- Appropriate people with specified learning objectives are able to access placement experiences within YAS
 - Placements are quality assured
 - Practice Educators/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 Team Leaders and Area Operations 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 Clinical Portfolio Governance Board (PGB) 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.

4.0 Application Process for Learners not Employed by the Trust

- 4.1 All applications must be submitted to the YAS Placement Team by email at yas.yasplacements@nhs.net using the placement form and Health and safety guidance 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 whether 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)
- 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 Clinical PGB 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 Team Leader.
- 4.7 Observers/students will not be put on placement with relatives or friends or at the same station as family members to avoid a conflict of interest.
- 4.8 Employees who are Self-funding an Undergraduate Paramedic programme will be treated the same as all other undergraduate students. They will not be able to plan their own placements or Practice Educators. If they retain a paid contract with YAS they will be placed at a different station to their contracted base. This is to stop any cross over of scope of practice, reduce any risk of bias behaviour and to allow the student to progress at their own level.
- 4.9 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 Head of Research. 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.
- 4.10 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

4.11 The YAS Placement Team will email the mentors/placement contacts and Team Leaders with a memo to placement area (Appendix G) containing the details of the learner and their learning objectives and will also email the Team Leaders details of the learners' emergency contact details (Appendix H), which are to be destroyed upon completion of placement.

5.0 Application Process for Trust Employees

5.1 All requests must be submitted to the Placement Team by email using the appropriate application form to yas.yasplacements@nhs.net at least six weeks prior to the requested placement date/timeframe.

5.2 Any requests that don't meet the criteria for placement as outlined in Section 4 will go to the Clinical PGB for consideration.

5.3 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, Area Operation Managers and Team Leaders

6.0 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 should where possible provide evidence of a recent DBS clearance (within the previous 12 months) to enhanced level.

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 have Line Manager approval and be able to 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.

7.0 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 such as Nursing students, Paramedic students or Trainee Nurse Associates - 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 J for their learning objectives), and from partner organisations such as Police Firearms Officers - TACMED (see Appendix M 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 may 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 (PPE) (where necessary)
 - Other information to ensure governance
- 7.5 The guidance notes that are issued to all learners prior to placement are part of the application form. 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.
- 7.6 Those on educational placements are provided with a short induction on arrival. Appendix N shows the local induction checklist that needs to be completed.
- 7.7 Comprehensive records are maintained of all those attending placements, including emergency contact details and the learning objectives to be achieved.
- 7.8 Placements are regularly audited and evaluated to ensure quality is maintained.
- 7.9 Regular reports are provided to the Trust Board on the number and quality of placements provided.

8.0 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.

9.0 Pandemic Information

- 9.1 Learners and observers will be expected to adhere to all the latest Trust guidance in relation to COVID 19 or other pandemic precautions to ensure the safety of staff attending YAS sites and patients. Please follow Trust guidance if you develop symptoms of COVID prior to attending your placement.
- 9.2 All student Paramedics are FIT tested and issued with level 3 PPE prior to starting placements.
- 9.3 Student Paramedics are given any Covid/Pandemic specific information prior to placement including the latest IPC guidance.
- 9.3 During the pandemic, observer requests from people not undertaking a Clinical Education programme where the placements are not an essential part of the programme will be suspended to the risks involved.

10.0 Monitoring Compliance with this Policy

10.1 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 O 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 Clinical PGB.	Annually	Clinical PGB via the Placement Manager
All placement activity will be captured by the Placement Team and recorded on GRS.	Quarterly reports will be submitted to the Head of YAS Academy.	Quarterly	Head of YAS Academy
Process for placement auditing will be undertaken using the HEEYH funded Practice Assessment Record & Evaluation (PARE) database.	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 Clinical PGB.	Annually	Clinical PGB
Placement experience evaluations will be conducted using the NHS England funded PARE database unless the University has their own system.	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 can be produced for the Clinical PGB.	Annually	Clinical PGB
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 be produced for the Clinical PGB.	Annually	Clinical PGB
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 can be produced for the Clinical PGB.	Annually	Clinical PGB
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 Clinical PGB for information. Actions to address any identified deficiencies will be noted in the minutes.	Annually	Clinical PGB

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

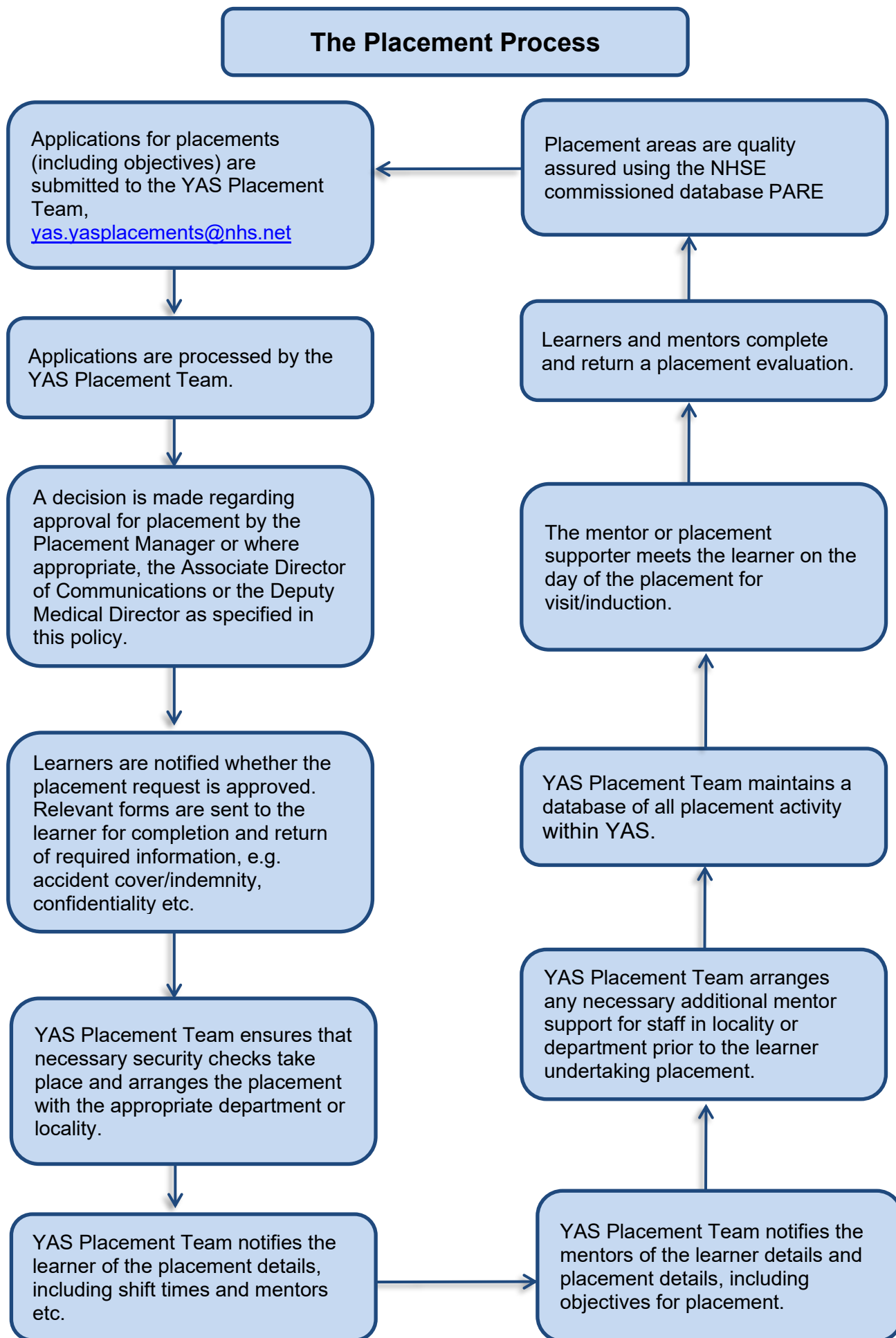
11.0 References

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

12.0 Appendices

- Appendix A – The Placement Process
- Appendix B – Definitions
- Appendix C – Standard Operating Procedure Visitor VIPs and Celebrities
- Appendix D – Placement Experience Guidance
- Appendix E – Placement Experience Application Form
- Appendix F – Placement Confirmation Letter
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Appendix A – The Placement Process



Appendix B – Definitions

<p>Placement Experience</p>	<p>For the purpose of this document, a placement experience is defined as a visit to an Ambulance station 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:</p> <ul style="list-style-type: none"> • 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.
<p>Learner</p>	<p>A learner is an individual visiting the Trust for one of the above purposes. Includes Paramedic students, Nursing students, Trainee Nurse associates and Medical students etc.</p>
<p>YAS Placement Team</p>	<p>The Placement Manager and the YAS Placement Team are responsible for the organisation and administration of all placements within the Trust.</p>
<p>Placement Supporter</p>	<p>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.</p>
<p>Practice Educator/Mentor</p>	<p>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.</p>

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



Visitor/VIP and Celebrity Checklist		
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 (Groups cannot consist of more than six people)	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 Guidance

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1.0 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.

2.0 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.

3.0 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 always.
- 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 (except for 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.
- 3.8 You will be required to provide an evaluation about your clinical placement.
- 3.9 Please advise the mentor or placement supporter if you feel unable or unqualified to carry out an instruction.

4.0 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 in the care team is. 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.

5.0 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. 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 always upheld.
- 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 always maintain professionalism.
- 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. Photographs or videos of Patients or incidents should not be taken.
- 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.

6.0 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.

7.0 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 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.

Appendix E – Placement Experience and Application Form



YORKSHIRE AMBULANCE SERVICE EXTERNAL OBSERVER REQUEST APPLICATION

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

Personal Details

Full name:	Date of Birth:
Address:	Postcode:
Mobile telephone:	Email address:
Do you have a spouse or any relatives that work operationally with YAS?	YES / NO
If YES who and where?	

Disclosure and Barring Service (DBS):

Are you DBS cleared (Enhanced):	YES / NO
Date of your last DBS Check and Reference Number:	
Please enclose a copy of your latest DBS clearance:	Enclosed YES / NO

Proof of Identity:

Please enclose a copy of photographic I.D. (i.e. Passport / Driving License / Employment I.D badge)	Enclosed YES / NO
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Occupational Health Clearance:

Please delete as appropriate:

I declare that I AM / AM NOT 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).

If you have any requirements that may need reasonable adjustments, please explain.

Signature	Date
-----------	------

Placement Request

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?	
If there is a specific person that you wish to shadow on placement, please state why and your relationship to them:	

Please specify three dates that you would be available for placement for us to choose from, giving at least six weeks' notice including if these dates need to be **days/nights** (please circle):

1.	Days: YES / NO	Nights: YES / NO
2.	Days: YES / NO	Nights: YES / NO
3.	Days: YES / NO	Nights: YES / NO

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

Reference Check:

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
--	-------------------

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.

Print Name	Manager/Tutor's Signature
Signature	Date

Emergency Contact Details

Emergency Contact Name:	
Relationship to you:	
Emergency Contact Address:	
Emergency Contact Number:	
Your Name:	Your Contact Number:
Signature:	Date:

DECLARATION

I have read the 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.

Signature	Date
-----------	------

Appendix F – 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 or YAS issued I.D badge with you, in order to gain access to the premises.

(Insert – Date, Shift times, Location and supervisor details)

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 amounting to serious misconduct
- Are disruptive and/or prejudicial to the interest and/or business of this Trust
- Are convicted of any criminal offence or in breach of confidentiality

Due to the nature of the service, there may be short notice changes to your planned observational shift. We will keep you updated were possible.

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 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 G – Memo to Placement Area

Information is emailed to the crew



Memo to Placement Area

Details of Placement Learner

To: Crew / Team Leader
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 H – Emergency Contact Details Information

Information is emailed to team leaders



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	
Name (Relationship)	
Address	
Contact Number	

INTERNAL STAFF APPLICATION FORM FOR OBSERVING

Personal Details

Full name:	Date of Birth:
Address:	Postcode:
Mobile telephone:	Email address:
Do you have a spouse or any relatives that work operationally with YAS?	YES / NO
If YES, who and where?	
Are you DBS cleared (Enhanced):	YES / NO
I am Occupational Health cleared to Exposure Prone Procedure Level:	YES / NO <i>(If no, you are undertaking this placement at your own risk, please see guidance notes for risks)</i>

Placement Availability

Please specify three dates that you would be available for placement for us to choose from, giving at least six weeks’ notice including if these dates can be **days/nights** (please circle):

1.	Days: YES / NO	Nights: YES / NO
2.	Days: YES / NO	Nights: YES / NO
3.	Days: YES / NO	Nights: YES / NO

Preferred location or department for placement:

Emergency Contact Details

Emergency Contact Name:
Relationship to you:
Emergency Contact Address:
Emergency Contact Number:

Approval (to be completed by line manager)

Is the applicant up to date with all mandatory training:	YES / NO
If NO , reason why?	
Is this observational shift to be attended as part of their working hours?	YES / NO
If YES , who is the contact for updating the applicants timesheet?	
Line Manager Approval:	YES / NO
Line Manager Name	
Line Manager Contact Number	
Line Manager Email	
Line Manager Signature	
Date	

Community First Responder Observer Placements

Yorkshire Ambulance Service (YAS) recognises the importance of Community First Responders (CFRs) within the Organisation and is keen to support CFRs in their development with the role. It has been highlighted that observing with an A&E crew on an Ambulance would be useful for the CFRs to be able to gain a better understanding of how A&E crews work and interlink with their role.

The following process has been set out to ease and simplify the arrangement of CFR Observer placements:

Step One

CFR expresses an interest in observing to your CDT/CDO. Please note that a CFR can apply for one observation shift per year.

Step Two

CFR completes the observation application form and emails it to their CDT/CDO.

Step Three

CDT/CDO will review the application and send the approved application to yas.yasplacements@nhs.net

Step Four

YAS Placement Team to make the necessary arrangements to facilitate the CFR observer placement, working to a standard timeframe of 4 – 6 weeks to account for the Operational challenges that the Organisation faces. Please note that due to 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 the CFRs will be notified at the earliest possible opportunity.

Step Five

YAS Placement Team to issue the CFR with a letter to confirm their observation shift details, which must be taken to your placement on the allocated date and time as proof of arrangement. Please also ensure you take your ID card, Hi viz jacket and wear suitable clothing.

YAS have a number of Ambulance stations throughout the region; however not all stations are suitable to support placement opportunities. The following table highlights the Ambulance stations that have been selected for this process:

<u>Location</u>	<u>Ambulance Station</u>
East Ridings of Yorkshire & Humber	Hull East
	Hull West
	Sutton Fields
	Willerby
	Brough
	Goole
	Beverley
	Bridlington

Central Vale of York	York
	Haxby
	Selby
North Yorkshire Area	Harrogate
	Northallerton
	Thirsk
	Richmond
Craven Area	Skipton
North Yorkshire Coastal Areas	Scarborough
	Whitby
West Yorkshire	Leeds
	Bradford
	Halifax
	Huddersfield
	Keighley
	Dewsbury
	Castleford
	Wakefield
	South Kirkby
South Yorkshire	Middlewood
	Longley
	Batemoor
	Rotherham
	Maltby
	Wath
	Barnsley
	Hoyland
	Doncaster

Appendix K - CFR Observation Application Form



Personal Details

Name:	Date of Birth:
Address:	Postcode:
Contact Number:	Email Address:
ESR Number:	Scheme:
ID Card Number:	CDT

Placement Request Details

Which department do you wish to observe? (e.g. A&E, RRV etc.)		Please specify three stations within the region, you are able to attend for placement?	
Please specify three set dates when you would be available to observe for us to choose from (minimum of six week's notice)	Dates	Day/Night	(If applicable) Please specify a person that you wish to observe with and your relationship to them

Declaration

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 observational placement in relation to my request.			
Print name		Current Role	
Signature <i>(Name if sending by email)</i>		Date	

CDT/CDO Authorisation

Applications will be approved providing all the below requirements are met.	
Has the CFR completed a minimum of 20 hours of on call availability?	YES / NO
Is the CFR compliant with their requalification's, DBS, and driving licence?	YES / NO
Confirm the CFR has not had an observation placement within the last 12 months.	YES / NO

Print Name		Role	
Signature <i>(Name if sending by email)</i>		Date	

Emergency Contact Details

Emergency Contact Name:	
Relationship to you:	
Emergency Contact Address:	
Emergency Contact Number:	
Your Name:	Your Contact Number:
Signature:	Date:

Observer Name:	
Observer Contact Number:	
Signature:	Date:

Appendix L – 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.

Appendix M – 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):

- CABCADE 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.

Local Induction Checklist – Observational Placements

Name	
Job Title	
Employer	
Date of Placement	
Name of Mentor/Supervisor	

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 emailed to the Placement Team at yas.placements@nhs.net

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
Introductions				
Introductions to immediate work colleagues and working environment				
Tour of building including : <ul style="list-style-type: none"> • Toilet • Rest and refreshments • Lockers • First Aid • Car Parking 				
Explanation of security arrangements e.g. building security, security pass/codes/fobs and name badges				

	Signature of mentor	Date	Signature of observer	Date
Vehicle overview				
Brief overview of scope and responsibilities of YAS operational staff				
Brief overview of structure of the service				
Fire and Workplace Procedures				
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				
Conditions of Service				
Uniform/dress code and standard of appearance				
Data protection including personally identifiable information of staff, patients and organisation				
Vehicle and Equipment Introduction				
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				

	Signature of mentor	Date	Signature of observer	Date
Mobile phone location and security procedures if applicable				
Rear of Vehicle				
Introduction to location of equipment (consumables, gases etc.)				
Safety aspects of the tail lift operation				

Appendix O – 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 Quality and Chief Paramedic

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.

YAS Academy Placement Team

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.

Clinical Portfolio Governance Board

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/Mentor

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 M - TACMED Police Armed Fire Officer Scope of Practice.