

Belfast Trust Undergraduate External Elective Policy

1. The Belfast Trust welcomes receiving undergraduate medical students from medical schools outside Belfast, whether in the UK or abroad, for elective placements to allow them to enhance their medical skills and to observe local aspects of the practice of medicine.
2. Students from other medical schools will be expected to have received, within their own medical school, sufficient training in medicine to benefit from the proposed attachment, including, where appropriate, the ability to take medical histories and perform the basics of clinical examinations.
3. An attachment will be supervised by a consultant employed by the Belfast Trust, who will be responsible for overseeing the student's attachment, including ensuring that the student's role within the Trust is in keeping with the student's capabilities and experience. This will include ensuring that the student has adequate knowledge of ethics and patient safety for the purposes of the attachment.
4. The respective Associate Sub-Dean for the specialty will endeavour to identify a supervisor for every successful elective applicant within the Belfast Trust. If a student has already been in contact with a possible supervisor, it is essential to include this Consultant's name on their application form.
5. All students seeking elective studentships for June - August 2011 should submit their applications by **30th March 2012**.
6. Elective students are only allowed to apply for a placement during non-term time of Queens University Belfast, as the Belfast Trust works in partnership with this university to provide essential teaching. **Authorised elective dates will be from June – August every year, and during Christmas and Easter breaks.**
7. External elective attachments are limited to a maximum of 6 weeks.
8. The student will initially submit the External Elective Application form, an up-to-date CV and Letter of Medical Standing from their university. This will help us to identify a supervisor, if the student has not already done this.
9. Once a supervisor is identified and elective dates confirmed, the student will be required to submit an application for honorary contract (including proof of indemnity

Belfast Trust Undergraduate Medical and Dental External Elective Students

and no criminal record) and an occupation health questionnaire. A placement cannot be confirmed without submission of these documents

10. Human Resources will then issue the student with an honorary contract, which they will need to return before their placement can begin.
11. The student will be expected to adhere to the Belfast Trust hospital policies and procedures when they are on the wards, such as the dress code. Your supervisor will inform you of specific requirements prior to starting your elective placement.
12. The Undergraduate Education Department will record the nature and timing of attachments, and details of the honorary contract status of students undergoing elective attachments. The Department will also record contact details of next of kin to be contacted in an emergency
13. Elective students may request accommodation within the Trust, to be charged at a rate set by the Trust, but the Trust will be under no obligation to offer Trust accommodation or to assist in securing private accommodation. Students from Queens University Medical School will have first preference for accommodation within the Trust. Accommodation for elective placements will only be offered during non term time of Queens University (June – mid September). Please note accommodation is very limited within the Belfast Trust.
14. The total number of external elective students may be limited at the discretion of the Trust, as decided by the Undergraduate Education Department.

External Elective Application Form

Name	
Contact email address	
Contact Telephone Number	
Details of next of kin	
University you are training at	
Dates Requested for your elective placement	
Please indicate in less than 100 words your previous training in clinical medicine involving history taking and examination skills and your understanding of patient safety and ethics.	

Belfast Trust Undergraduate Medical and Dental External Elective Students

<p>Specialty Areas you are interested in. Please list your top 3 preferences</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p>If a supervisor has already been identified and confirmed, please indicate their name and hospital here</p>	<p>Supervisor Name:</p> <p>Hospital:</p>
<p>Please include the following documentation with your elective application form</p>	<p>a) A signed letter confirming your medical standing from your Medical School</p> <p>b) A short CV</p>
<p>Accommodation Requested. Please note accommodation is very limited and is only available during non term time of our local university (June – mid September) You will be required to pay normal rent charges for the accommodation.</p>	<p>Yes If yes please confirm definite dates required for your stay</p> <p>_____</p> <p>No</p>

Please sign and date this application form in the box below: -

<p>Signature of applicant: -</p> <p>Date: -</p>
--

Northern Ireland HPSS Occupational Health Services Pre-employment Questionnaire

The purpose of this questionnaire is to help the Occupational Health Practitioner to assess your fitness and suitability for the position for which you have applied. Information will be treated in confidence and be seen only by Occupational Health Staff.

Surname		Title	Sex M / F
Forename		Date of birth	
Previous name (if any)		National Insurance number	
Home Address			Tel No.
			Work
			Home
			Mobile
Post Code			
Name of your doctor Practice address			
Job applied for Full time / part time		12. Grade	
Employer			
Based at			
Have you ever had a health assessment for employment within the Health and Social Services <input type="text" value="Y / N"/>	(If yes give name of organisation and date if known)	Countries where you lived and/or worked in last three years	
Please list all past employment	From	To	
Job Title/Employer (continue on a separate sheet if necessary)			

Belfast Trust Undergraduate Medical and Dental External Elective Students

Please answer all of the following questions. If you answer yes please give details in the space provided on opposite page.

		YES	NO
1	Do you have any impairment that may affect your ability to work safely?		
2	Do you have any eyesight problems not corrected with spectacles/contact lenses?		
3	Do you have any hearing problems?		
4	Do you have any special needs to help you do your job, e.g. hearing aids or access requirements?		
5	Do you have any problems with your hands, arms, legs or feet which affect movement or normal use?		
6	Do you have any difficulty in standing, bending, lifting or other movements?		
7	Have you seen a doctor or any other health professional in the last 2 years for any kind of health problem?		
8	Are you having any treatment or investigations or have you had any in the past two years?		
9	Are you waiting for any treatment or investigation?		
10	Have you ever had any kind of skin problem?		
11	Have you any kind of back and/or neck problem?		
12	Have you ever had any kind of problem with your joints including pain, swelling or stiffness?		
13	Have you ever had any mental health or psychological problems e.g. anxiety, depression, stress, eating disorder?		
14	Have you ever had a problem with, or abused alcohol, drugs or other substances?		
15	Have you ever had fits, blackouts or epilepsy?		
16	Do you have any allergies e.g. to nickel, latex (rubber) or any other substances?		
17	Have you ever had asthma, bronchitis or chest problems?		
18	Have you, or any member of your family ever had Tuberculosis (TB)?		
19	In the past 12 months have you had a cough for more than 3 weeks, coughed up blood or had any unexplained loss of weight, fever or night sweats?		
20	Have you ever had hepatitis, jaundice, or blood disorders which affect the immune system e.g. HIV/AIDS?		
21	Do you have diabetes?		
22	Do you have any other medical condition/symptoms?		

Belfast Trust Undergraduate Medical and Dental External Elective Students

23	Are you currently taking any medication?		
24	Have you had any time off work due to sickness during the past two years?		
25	Have you ever had any illness or injury that may have been caused or made worse by your work?		
26	Have you ever been retired or had to leave work on the grounds of ill health?		
27	Do you have any current/recurring health condition/disability, which might affect your ability to do the proposed job?		

Use this section to provide further information on any of the questions to which you have answered 'Yes'

Details, which may be useful, include:

- A) How long have you had this problem?
- B) What type of treatment, if any, did you receive?
- C) Were you admitted to hospital, unable to work or prevented from carrying out your normal activities because of the problem?
- D) Does the condition continue to affect you in any way?

Question Number	Details

Please continue on a separate sheet if necessary

Please indicate if you have had the following vaccinations/tests

Vaccination		Date if known	Vaccination		Date if known
-------------	--	---------------	-------------	--	---------------

Belfast Trust Undergraduate Medical and Dental External Elective Students

Polio			Do you have a BCG scar?		
Rubella			Hepatitis A		
Varicella			Hepatitis B		
Diphtheria			1 st		
BCG			2 nd		
Heaf test			3 rd		
Tetanus			titre		
Typhoid			booster		
MMR					

To be completed by Food Handlers

1. Have you now, or have you over the last seven days, suffered from diarrhoea and/or vomiting ? YES/NO

2. At present, are you suffering from:
 - i) skin trouble affecting hands, arms, head scalp or face?
boils, styes or septic fingers? YES/NO
 - ii) discharge from eye, ear or gums/mouth? YES/NO

3. Do you suffer from:
 - i) Recurring skin or ear trouble? YES/NO
 - ii) A recurring bowel disorder? YES/NO

4. Have you ever had, or are you now known to be a carrier of, typhoid or paratyphoid? YES/NO

5. In the last 21 days have you been in contact with anyone at home or abroad, who may have been suffering from typhoid or paratyphoid? YES/NO

Employee Declaration

I declare that the answers are complete and accurate to the best of my knowledge and that no relevant information has been withheld. I understand that if any of my answers are false or misleading my suitability for employment may be reconsidered.

I understand that I may be required to undergo health screening by the Occupational Health Service, and that I may be asked to agree to further relevant information being obtained in confidence from my general practitioner or hospital doctor.

Signature _____ Date _____

Belfast Trust Undergraduate Medical and Dental External Elective Students

Please print full name _____

If you are called for a personal health assessment you must bring photographic identification with you to the appointment.

For official use.



HONORARY CONTRACTS PROTOCOL

Scope

Honorary contracts are issued to non-employees for the purpose of allowing individuals access to the premises, property or business of Belfast Health and Social Care Trust, usually for the purposes of self-development, career enhancement, or research. Such individuals are supernumerary and do not receive payment from Belfast Health and Social Care Trust. Honorary contracts may also be required for professional qualified individuals visiting Belfast Health and Social Care Trust, for the purpose of carrying out a procedure or assisting with the treatment of a patient. Advice on individual cases should be sought from the appropriate professional head or the Human Resources Directorate.

Honorary contracts are issued either: -

1. At the request of Belfast Health and Social Care Trust.

Contracts are issued to an individual on placement at Belfast Health and Social Care Trust, where the Trust has initiated the appointment and/or where it is deemed the individual will make a valued contribution to the organisation. Belfast Health and Social Care Trust will therefore accept any liability that may incur following such an appointment. Under the above, the Trust will be interpreted as meaning the appropriate Director/Senior Manager or other designated officer of the Trust.

2. At the request of the individual or their sponsor/organisation

Contracts are issued at the request of the individual/sponsor where they have initiated the approach to Belfast Health and Social Care Trust. In this situation the contract will state that the individual will indemnify Belfast Health and Social Care Trust, against any liability, which, may incur as a result of granting such an appointment. Proof of indemnity must be produced before the appointment commences.

3. Honorary Contracts are not issued to school pupils on work experience.

4. All individuals making requests to the Trust for Honorary Placements must complete an Honorary Placement Application Booklet, which requires the individual to provide the following information: -

- Mandatory Registration Details e.g. Professional, ISA
- Declaration of previous convictions
- Relevant information regarding disability
- Information regarding the provision of indemnity
- Pre-placement health assessment

Belfast Trust Undergraduate Medical and Dental External Elective Students

- References for those unknown to the organisation

5. In the case of a qualified professional being offered an honorary appointment, evidence must be produced to the Line Manager to verify their professional registration before the appointment commences. All NHS/Health & Social Care Staff involved in a regulated position must be registered with the Independent Safeguarding Authority (ISA). Registration must be checked before commencement.*
 6. All individuals working in an honorary capacity in both clinical and non-clinical settings must have a facilitator/supervisor/mentor for the period of their appointment.
 7. Individuals who, during the period of their honorary appointment, are likely to come into contact with children and/or vulnerable adults are subject to vetting procedures (Access NI check). These procedures can be carried out by Universities, Colleges, Trust's or other registered organisations. Vetting request forms and/or further information about vetting can be obtained from the Learning and Development Department. Managers must ensure that original documents have been inspected and if necessary complete the Access (NI) I.D. Validation Form available from their website. (See Para 18, Useful Information)
 8. Individuals working in an honorary capacity in both clinical and non-clinical settings must declare any previous convictions or cautions to the Trust prior to commencing a placement. Under the Rehabilitation of Offenders (Exceptions) Order N.I 1979 the Northern Ireland Health and Social Services are included in the list of excepted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when requesting a placement within the Health Service on the Placement Application Booklet.
 9. Managers are responsible for ensuring all honorary appointees are in receipt of an appropriate honorary contract.
 10. Where registration has not been identified, managers should carry out checks e.g. online to ascertain credentials. (Please see Useful Information)
- * Please note that ISA registration does not start for new workers or those moving jobs until July 2010 ISA Registration does not become mandatory for this group of workers until November 2010. All other staff will be phased in from 2011.*
11. Managers must seek references for individuals who are unknown to the organisation. These may take the form of a letter of recommendation from a sponsoring organisation. Referees must be listed in the Placement Application Booklet.
 12. When the BHSCT indemnifies individuals on placement, managers must ensure that a risk assessment and appropriate induction is carried out at the beginning of the placement period.

Belfast Trust Undergraduate Medical and Dental External Elective Students

13. The BHSCT reserves the right to carry out an Access NI check where it deems appropriate. (Subject to consent)

14. Procedure

- a) The Manager must issue an Honorary Placement Application Booklet to all individuals who request a placement.
- b) On return of the Placement Application Booklet, the Manager/Placement Supervisor must ensure all sections of the Application Booklet are completed along with the necessary indemnity forms and references. A completed copy of the Placement Application Booklets must be kept at Directorate level for information purposes.
- c) Managers should then make a request for an Honorary Contract on the appropriate Request for Honorary Contract Form. (Section 7 of the Honorary Contract Application Pack).
- d) The request for the Honorary Contract should be forwarded to the Learning and Development Section, 3rd Floor, McKinney House, Musgrave Park Hospital, Stockmans Lane, Belfast, BT9 7JB.
- e) Honorary Contracts will be issued once all relevant information has been received and all checks have been satisfactorily completed.

15. Honorary Contracts will be issued for a maximum period of 12 months.

16. Completed Application Packs should be received by the Learning and Development section with enough time to allow for processing before the placement occurs. Honorary Contracts will not be issued retrospectively.

INTELLECTUAL PROPERTY (IP)

Intellectual Property (IP) is the output of any intellectual activity (e.g. knowledge, design, a way of doing something, a technology, device, or treatment) that is new or previously un-described.

The Belfast Health and Social Care Trust (BHSCT) recognises that IP is a valuable asset and that such IP must be properly protected and managed. The Research Governance Framework for Health and Social Care requires the BHSCT to identify, and where appropriate protect, manage and exploit IP generated from BHSCT Research and Development and other clinical practice activity. The Research Governance Controls Assurance Standard highlights the importance of innovation and IP within the BHSCT as a means of ensuring that advances in health and social care are developed and made available to patients.

Belfast Trust Undergraduate Medical and Dental External Elective Students

The HSC Innovation Policy - Supporting Innovation in Health and Social Care in Northern Ireland clarifies the rules of IP ownership (Section 6) and the procedures that employees should follow (Appendix D – Staff Responsibilities) to ensure appropriate protection and development of healthcare innovations. The policy will also reward members of staff that have contributed substantially to the generation of IP, which has subsequently provided revenue through exploitation. Any ideas for a new healthcare product should be brought to the attention of the BHSC Research Office, Research Director or HSC Innovations www.crsc.n-i.nhs.uk/innovations. (Please see Useful Information)

Useful Information

Registration details can be checked on the following sites:

Medical Practitioners

<http://www.gmc-uk.org/register>

Allied Health Professionals

<http://www.hpcheck.org/lisa/onlineregister/MicrositeSearchInitial.jsp>

Social Workers/Social Care Workers

http://www.niscc.info/check_the_niscc_register-9.aspx

INDEPENDENT SAFEGUARDING AUTHORITY (ISA) AND VETTING AND BARRING SCHEME (VBS)

<http://www.isa-gov.otg.uk>

Intellectual Property

1. *Health and Social Care Northern Ireland Innovation Policy*, March 2008, available at: <http://www.crsc.n-i.nhs.uk/innovations>.

2. *Research Governance Framework for Health and Social Care*, December 2006, available at: http://www.centralservicesagency.n-i.nhs.uk/files/rdo_whats_new/file/RGF_061106.pdf.

3. *Research Governance Controls Assurance Standard*, April 2007, available at:

http://www.dhsspsni.gov.uk/standard_-_april_2007_pdf_162_kb

March 2010



Belfast Health and Social Care Trust

Honorary Contracts and Placements

Information Booklet and Placement
Application

BELFAST HEALTH AND SOCIAL CARE TRUST

HONORARY PLACEMENTS BOOKLET

PLEASE READ CAREFULLY

- SECTION 1: APPLICATION FOR HONORARY PLACEMENT**
Please complete this section
- SECTION 2: EQUAL OPPORTUNITIES**
Please complete the declaration in this section in relation to disability
- SECTION 3: INDEMNITY**
NOTE - If indemnity arrangements are not in place your Placement will not proceed
- SECTION 4: PRE-PLACEMENT HEALTH ASSESSMENT**
Please read this section carefully
- SECTION 5: REHABILITATION OF OFFENDERS (N. IRELAND) 1978
REHABILITATION OF OFFENDERS (EXCEPTIONS)
ORDER 1979 AND SAFEGUARDING VULNERABLE GROUPS (NI)
ORDER 2007**
Please complete the declaration in this section
- SECTION 6: INDEPENDENT SAFEGUARDING AUTHORITY (ISA)**
- SECTION 7: REFERENCES**
Please complete this section
- SECTION 8: PLACEMENT APPROVAL FORM**
**(To be completed by BHSCT PLACEMENT SUPERVISOR/LINE
MANAGER)**

Belfast Trust Undergraduate Medical and Dental External Elective Students

SECTION 1: APPLICATION FOR HONORARY PLACEMENT

TITLE: _____ **NAME:** _____

ADDRESS: _____

POST CODE: _____

TELEPHONE NO: _____

E-MAIL ADDRESS _____

1. What type of placement are you applying for?

2. Why are you applying for this type of placement?

3. What are your proposed dates of the placement?

From: _____ **To:** _____

DEPARTMENT _____ **LOCATION** _____

SECTION 2: EQUAL OPPORTUNITIES

It is the policy of the Trust to ensure equality for all irrespective of:

- Religious belief or political opinion
- Gender, marital status or dependant status
- Sexual orientation
- Disability
- Race or ethnic origin
- Age
- Trade Union Membership

In order to facilitate your placement, it is therefore necessary to ask the following questions.

Do you have a disability, which you consider to be relevant to the placement you have requested?

YES

NO

If you have indicated that you have a disability is there anything you would like to tell us about your disability which in your view may require the Trust to make reasonable adjustments, adaptations or to provide aids to assist you in the completion of the duties of the placement for which you have requested. Individuals on an honorary placement will have the opportunity to discuss their needs in detail with the Learning and Development Officer.

BELFAST HEALTH AND SOCIAL CARE TRUST IS AN EQUAL OPPORTUNITES EMPLOYER

SECTION 3: INDEMNITY ARRANGEMENTS

Honorary contracts are issued either:

1. At the request of the individual or their sponsor/organisation.

You will be issued with a contract that will state that the individual / sponsor will indemnify Belfast Health and Social Care Trust, against any liability, which may incur as result of granting the appointment. You will need to produce proof of indemnity before your honorary appointment commences.

2. At the request of Belfast Health and Social Care Trust.

Contracts are issued to an individual at Belfast Health and Social Care Trust's request where the Trust has initiated the appointment and / or where it is deemed that the individual will make a valid contribution to the organisation. In this case, Belfast Health and Social Care Trust will therefore accept any liability that may incur following such an appointment.

Who is providing the indemnity for your placement?

--

SECTION 4: PRE-PLACEMENT HEALTH ASSESSMENT

You will be visiting Belfast Health and Social Care Trust on placement in the near future. As you may come in contact with patients/clients it is important that your health does not pose any risks, either for yourself or the patients/clients and staff of the Trust.

I would therefore be grateful if you would consider if any of the following situations are relevant to you:

- If you are currently suffering from infections/illness such as Chicken Pox or German Measles (rubella)
- If you have recently been in close contact with someone suffering from such an illness
- If you have any illness or you are on any treatment that might make you vulnerable to infection

Do you have any history of health problems or a current health problem, which might affect your fitness to work with patients/clients or in a hospital environment?

If you think that any of these situations apply to you or you want other health advice relating to your placement, please contact the Occupational Health Department, Belfast Health and Social Care Trust, on 028 90329241 Ext. 2271 and ask to speak to the nurse in charge. Your call will be dealt with confidentially.

If your placement exceeds ten days, you will be required to complete a full health assessment form or attend for a health assessment.

In those undertaking exposure prone procedures (EPP) during their placement, proof of fitness to undertake EPP work will be required. This may include undertaking screening for blood borne viruses.

Exposure prone procedures (EPPs) are those where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker. These procedures include those where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

**SECTION 5: REHABILITATION OF OFFENDERS (NORTHERN IRELAND) ORDER
1978
REHABILITATION OF OFFENDERS (EXCEPTIONS) ORDER 1979**

The Rehabilitation of Offenders (Northern Ireland Order 1978), which came into effect on 1st July 1979, allow certain convicted persons who have not been subsequently reconvicted to be considered as rehabilitated persons and their convictions treated as 'spent'. The general effect of this is that under most circumstances no reference need be made to such a conviction or circumstances relating to it. The Order makes it a criminal offence to disclose information about spent convictions from official records without a valid official reason. A "Spent" conviction cannot normally be used as a reason for refusing to employ someone, on a permanent or honorary contract or dismissing him/her from employment. It should be noted however, that if a person is given a sentence of more than 30 months then that conviction can never be spent. A more detailed guide to the Order is available from the Northern Ireland Office.

A number of exceptions have been made by the Rehabilitation of Offenders (Exceptions) Order 1979 some of which are designed to ensure that protection of certain vulnerable groups of the public in particular circumstances. The exceptions include health service employees. Health service employers in both the public and private sector are therefore entitled to ask questions relating to the applicants whole past history when applying for an Honorary Contract:

- (a) where placement normally involves direct contact with people who are receiving a health service and
- (b) where the applicant is informed at the time the question is put that any spent convictions are by virtue of the Exceptions Order, to be disclosed.

Health Service employers are therefore able to take into account any previous convictions whether or not spent under the Order, in considering the eligibility of an applicant for a particular job or placement if patients/clients will be at any risk from the employment of such persons.

In view of the foregoing, the following notices are relevant to applicants, referees and members of selection panels:

NOTICE TO APPLICANTS

Because of the nature of the work you are applying for the post/placement is excepted from the provisions of the 1979 Order. Applicants are therefore, not entitled to withhold information about any convictions which for other purposes are "spent" under the provisions of the Order. In the event of employment/placement, failure to disclose such convictions could result in dismissal by the Trust. Any information given will be treated as strictly confidential and will be considered only in relation to any application for a placement where such an exception is appropriate.

INFORMATION ABOUT THE PROTECTION OF CHILDREN AND/OR VULNERABLE ADULTS AND CONSENT TO AN ACCESS (NI) CHECK

You have applied for a placement/post, which may be governed by Safeguarding Vulnerable Groups (NI) Order 2007. Before appointing anyone to such a placement/post, it is our policy to ask for the relevant check to be carried out by Access NI. This check is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed.

The check will tell us if you have a criminal record, or if your name is included on the Disqualification Lists. Any information received will be treated confidentially, and we will talk to you about it before a final decision is reached. After the decision is made the information will be destroyed. (Employment/Nursing Agencies and Employment Business will retain this information for 12 months).

You **must** tell us now if you have ever been **convicted** of a criminal offence, or **cautioned** by the police, or bound over. You **must** tell us about **all** offences, even minor ones such as motoring offences, and 'spent' convictions, that is, things that happened a long time ago. If you leave anything out it may affect your application. Please complete the section below and return it with your application. The form also asks you to give your written consent to the check. If you do not consent we will not accept your application.

CONSENT TO AN ACCESS NI CHECK FOR THE PURPOSES OF SAFEGUARDING VULNERABLE GROUPS

Do you have any prosecutions pending **YES/NO** (if yes please give details)

Have you ever been convicted at a court or cautioned by the police for any offence?
YES/NO

Belfast Trust Undergraduate Medical and Dental External Elective Students

If yes, please list below details of **all** convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court, which dealt with the matter.

Have you ever been the subject of an Adult or Child Abuse investigation? **YES/NO**

If yes, please list full details below. If possible please provide the approximate date/s.

I understand that an Access NI check (as specified above) must be carried out before an offer of appointment can be confirmed. This has been explained to me and I am aware that spent convictions must be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

SIGNATURE: _____ **DATE:** _____

IT SHOULD BE NOTED HOWEVER, THAT DISCLOSURE OF A CONVICTION DOES NOT NECESSARILY DEBAR ANY APPLICANT FROM OBTAINING A PLACEMENT/EMPLOYMENT WITH IN THE TRUST.

If applicable you should now complete the Access NI form.

SECTION 6: INDEPENDENT SAFEGUARDING AUTHORITY (ISA)

The ISA has been set up to oversee the implementation of the Vetting and Barring Scheme (VBS) and is specifically responsible for decisions about who should be barred from working with children and or vulnerable adults.

Decisions are legally binding and it is an offence to act contrary to these decisions.

All NHS/Health & Social Care staff working in regulated activity **must** be registered with the I.S.A.

Regulated activity can apply to substantive, temporary or volunteer positions.

ISA Registration will be phased in based on the following timetable:

- July 2010 – New Entrants / Employees who will work / volunteer with Vulnerable Groups in Regulated Activity **can** start to apply to become ISA Registered.
- November 2010 – New Entrants **MUST** become ISA registered before starting work / volunteering with vulnerable groups in Regulated activity.
- April 2011 – Existing workers start to become ISA Registered
- January 2014 – Government will recommend that individuals working in controlled activity should apply for ISA Registration. (The category of controlled activity will be reviewed by the Government and any changes will be reflected in legislation.)
- July 2015 – All staff/volunteers to be registered (Regulated and Controlled)

Belfast Trust Undergraduate Medical and Dental External Elective Students

SECTION 7: REFERENCES.

Belfast Health and Social Care Trust may pursue references for those individuals unknown to the organisation. Please name two referees below at least one of who has knowledge of your present work or education, for example a college tutor.

Relatives should not be named as references.

NAME: _____ **NAME** _____

OCCUPATION/DESIGNATION _____ **OCCUPATION/DESIGNATION** _____

FULL ADDRESS: _____ **FULL ADDRESS:** _____

TELEPHONE NO: _____ **TELEPHONE NO:** _____

Belfast Trust Undergraduate Medical and Dental External Elective Students

PLACEMENT APPROVAL FORM

SECTION 8:

THIS SHOULD BE COMPLETED BY THE APPROPRIATE PLACEMENT SUPERVISOR/LINE MANAGER

8.1 APPLICANT DETAILS

Title: Mr/Mrs/Miss/Dr/Other _____ Name: _____

Address: _____

Title of Honorary Post _____

Date of Placement/Appointment FROM: _____ TO: _____

Reason for Placement/Appointment _____

Location of Placement/Appointment _____

8.2 SUPERVISOR/LINE MANAGER CHECKS

Has evidence of professional registration / I.S.A. been produced?(where applicable)
YES/NO (PLEASE ATTACH)

Who will indemnify the individual:

- BHSCT
- University (within UK)
- Other (Please give details) _____

Where indemnity IS NOT provided by BHSCT
Please attach evidence of Indemnity Cover.

If applicable, has the individual 's health status been checked by Occupational Health
(see Section 4) YES / NO
Date of Completion (PLEASE ATTACH) _____

8.3 VETTING

Will the placement involve direct contact with children/vulnerable adults (Patient/Clients)
YES / NO

If 'YES' Please confirm when Enhanced Access N.I. Check completed (attach evidence) or confirm
Access N.I. Application Form is being completed/attached.

8.4 SUPERVISOR / LINE MANAGER DETAILS

Title: _____ Please Print Name: _____

Dept: _____ Location: _____

E-mail Address: _____ Contact No: _____

Signature: _____ Date: _____

**PLEASE ENSURE ALL SECTIONS ARE COMPLETED IN FULL AS OMISSIONS MAY LEAD TO A
DELAY IN PROCESSING**

External Elective Checklist

Name:

	YES	NO
Completed Application Form		
Consultant supervisor identified and notified		
Completed current Curriculum Vitae		
Letter of Medical Standing and training to date from University		
Letter from University regarding Indemnity for insurance		
Letter from local Police Dept (or from University) confirming no criminal record		
Belfast Trust Occupational Health Questionnaire		
Honorary Contract completed and sent for signature of supervisor		
Confirmation of interested areas, hospital and suggested dates for elective placement (no more than 6 weeks)		
Confirmation if accommodation is requested (please note accommodation is limited so it is advisable to apply as early as possible)		
Make sure you have fully read and understand the Belfast Trust Elective Policy		