

Division of Diagnostics & Clinical Support

Student Learning Charter

Revision 001

Active 17.04.2019

Student Learning Charter

Summary

The Student Learning Charter outlines the responsibilities of both students on placement and Diagnostics and Clinical Support (DCS) staff. This is in relation to the core values and principles of learning, adhering to academic and Trust expectations and standards.

The Charter provides a guide to what students and the Trust can reasonably expect of one another. The aim is to encourage students to work under the direction of the Trust's vision and ethos, also highlighting what is in place to optimise the quality of training and education, to ensure the best possible student experience.

The Purpose of our Charter

To inform:

- What you can expect from us
- What we expect from you
- How to tell us your views about the education and training that we provide, and placement provision.

Our purpose is to provide high quality, appropriate education and training opportunities for all staff and students within DCS at East Lancashire Hospitals NHS Trust (ELHT). Our aim is to be the entry point to your career and development within this Division, and to make a contribution to the education of the future workforce. We will do this by providing a range of training opportunities, supported by a rigorous approach to quality.

DCS at ELHT sets out clearly our commitments to you. We are committed to the continual improvement of our services and we welcome your views about your experience with us.

It is expected that both Trust and departmental standards of conduct must be observed and adhered to at all time, particularly those around ethics and patient confidentiality.

The Charter is not a binding contract, but outlines a common set of principles that students and staff agree will result in an outstanding student experience.

We aim to provide:

- Leadership in learning and working, demonstrating the Core NHS and Trust Values
- Potential placement or work experience students with an opportunity to view our facilities and resources prior to application for a placement, to assist with their career choice
- Information describing the structure and content of the placement, when requested
- Opportunities to spend time in different sections/disciplines within your chosen directorate, where appropriate
- A hard-working, purposeful and enjoyable atmosphere for training with appropriate resources and facilities
- An experience of working life within your chosen DCS directorate
- The opportunity to achieve success during your placement, with the ultimate aim of gaining your expected qualification

As a student you can expect:

- An induction to both the Trust and your host directorate
- A designated Clinical Tutor/Practice Educator/Training Officer and departmental mentors to assist with your training
- An appropriate level of supervision at all times
- Allocation of breaks and access to staff rest facilities
- To be provided with all necessary Personal Protective Equipment
- Accurate and up-to-date information
- Access to computer and IT systems as necessary

- A structured rota/training programme to facilitate your training
- A supportive learning environment
- Regular University assessments (where applicable) with appropriately trained assessors
- Regular feedback on your progress
- Responses to any feedback you provide regarding placement matters
- Support with other work and project requirements as dictated by your University

As a student, we expect you to:

- Act in a professional manner. Support the ethos of the Trust, the HCPC, and any other professional or regulatory bodies as appropriate. Do not take any actions which could bring the reputation of any of these organisations into disrepute
- Adhere to the Trust confidentiality policy
- Comply with the departmental student supervision document/training plan
- Comply with all Health and Safety procedures
- Complete all mandatory training as required
- Comply with Annual Leave requesting procedures
- Inform us if you cannot attend due to sickness or any other absence, in accordance with local and University policies
- Comply with any Directorate specific policies and procedures
- Be aware that your placement will count as your 'primary employment', and you must ensure that any other employment or voluntary activities you undertake outside of the placement does not negatively impact your performance
- Abide by the Trust uniform policies, wearing the allocated uniform where applicable. Arrive suitably dressed if uniform is not required
- Abide by any deadlines set by your Clinical Tutor/Practice Educator/Training Officer
- Use any allocated study time for its intended purpose
- Carry your photographic ID badge with you at all times
- Not take mobile phones or other personal possessions into clinical areas, unless otherwise agreed

- Not consume food or drink in clinical areas, unless otherwise agreed
- Abide by the Trust's 'Smoke-Free' policy
- Be reliable and committed
- Be proactive, using your initiative and using your time constructively
- Help us improve by providing feedback on your placement experience.
Complete the PARE evaluation where appropriate
- Follow the Trust and University Information Governance policies

Please sign this charter to demonstrate your agreement with all the requirements.

DCS reserves the right to take action against students consistently failing to meet the documented requirements.

Student Name

University/Institution.....

Course Title.....

Signed (student).....

Date.....

Signed (Clinical Tutor/Practice Educator/Training Officer)

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Date.....