Schedule 4b

Practice Learning Provision for the Training and Education of Postgraduate Medical Professionals

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1. Introduction

1.1 The SHA has entered into agreements with Education Providers, including East Midlands Healthcare Workforce Deanery, for the provision of education and training for existing and prospective healthcare staff of Service Provider Organisations within the SHA. The listing of pre and post registration contracts can be found on the SHA website at http://www.eastmidlands.nhs.uk/education-commissioning-unit/contracts/ (accessed 28th September 2010). These agreements have been entered into on behalf of, and in consultation with, Service Provider Organisations and require collaboration between the Education Provider, the SHA and the Service Provider Organisation to ensure Learners gain the requisite knowledge, skills, aptitude and qualifications to be competent practitioners. The level of provision entered into for these agreements is service driven and is determined through consultation with the Local Health Community (LHC) and informed by their workforce planning.

1.2 Schedule 4b of the Learning and Development Agreement applies to all postgraduate medical Learners on programmes funded by the SHA.

2. Terms of the Schedule

2.1 The Service Provider Organisation has a responsibility, in accordance with the principles of partnership working negotiated with partners, to ensure:

2.1.1 All Supervisors and other members of the educator workforce engaged in the teaching, support, facilitation, mentoring and assessment of Learners are trained to the minimum standards required by their professional, statutory and regulatory bodies (PSRB) as well as other relevant local and national standards.

2.1.2 All Supervisors and other members of the educator workforce are appraised on an annual cycle, or as is reasonably practicable, for their educational role, and any training needs are recorded in their personal development plan and action taken.

2.1.3 All Supervisors are enabled to undertake educator updates as required by their PSRB, or biennially if no PSRB standards exist.

2.1.4 A live register of all Supervisors and other members of the educator workforce is maintained to enable scoping of capacity and to ensure compliance with minimum standards required by their PSRB as well as other relevant local and national standards.

2.1.5 Sufficient numbers of suitably trained Supervisors are available to ensure timely provision of effective Practice Learning.

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2.1.6 Effective and robust mechanisms exist within the Service Provider Organisation for the self-assessment and improvement of the quality of practice learning in line with local, regional and national professional healthcare education guidance.

2.1.7 Learners' experience of the Practice Learning Opportunity, including feedback received from Education Providers, is monitored and where appropriate, acted upon with relevant partners.

2.1.8 Maintenance of data and records as appropriate and necessary to accurately demonstrate on a timely basis the quality of healthcare education provided.

2.1.9 Processes are in place to ensure Practice Learning Opportunities are educationally audited, regularly reviewed and any identified issues acted upon with partners.

2.1.10 Timely contribution to processes which ensure that Education Providers and the SHA are able to effectively demonstrate accountability to PSRBs as required.

2.1.11 Effective processes and relationships exist for the sharing of resources and data between and across partner organisations.

2.1.12 Policies, processes and supporting relationships are in place to ensure equality and diversity is established, monitored and promoted for all staff and Learners.

2.1.13 Policies, processes and supporting relationships are in place to prevent harassment and bullying. All incidents shall be investigated and appropriate action taken, including reports to the SHA.

2.1.14 Policies and processes for training, monitoring and up-dating all Learners and staff in appropriate health and safety and other mandatory training are in place.

2.1.15 Staff, Learner, patient and client safety is maintained at all times.

2.1.16 All Learners will receive appropriate introduction and induction to their practice setting within their first week.

2.1.17 Detailed reports of any clinical incidents involving Learners, including patient and / or staff complaints or serious untoward incidents, and their subsequent investigation and conclusions, shall be reported on a timely basis to the relevant Education Provider Organisation and the SHA. All clinical incidents involving Learners that are identified as meeting the Service Provider Organisation's requirement for investigation shall be investigated to conclusion by the Service Provider Organisation where

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the incident occurred, in partnership with the Learner's employing organisation if this is different, and the Education Provider Organisation.

2.1.18 Relevant Education Providers and the SHA are notified of any accident and/or incident sustained by a Learner undertaking practice learning within a time-scale appropriate to the seriousness of the situation, especially where the involvement of a Learner calls into question their fitness for training or practice.

2.1.19 Where possible and appropriate, Practice Learning Opportunities promote inter-professional learning which develop a 'fit for purpose' workforce

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2.1.20 Key personnel are identified within the Service Provider Organisation to work in partnership with LHC workforce development colleagues and appropriate personnel within the Education Provider Organisation to ensure that all partners are alerted in a timely manner to changes that may impact upon Practice Learning Opportunity capacity (e.g. department closures, team re-configurations, services commissioned).

2.1.21 Effective communication exists between the Service Provider Organisation, LHCs, all appropriate Education Providers and the SHA.

2.1.22 Regular attendance at strategic meetings with the SHA and/or appropriate Education Provider, by senior Service Provider Organisation staff enabled to make corporate decisions with regard to provision of quality healthcare education.

2.1.23 Regular attendance at operational meetings with the appropriate Education Provider by Service Provider Organisation staff with the relevant knowledge, experience and decision making responsibility with regard to the provision of quality healthcare education.

2.1.24 Staff of Education Provider Organisations involved in the supervision of Learners undertaking practice learning at the Service Provider Organisation, or liaising with staff involved in the supervision, mentorship and assessment of practice learning, will have access to all appropriate placement settings (having first notified the person responsible for the placement setting).

2.1.25 Active participation in the negotiation and implementation of formal Partnership Agreements, with Education Provider Organisations as appropriate.

2.1.26 Active and timely management, in partnership with Education Provider Organisations as appropriate, of Learners with performance or competence issues.

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