

## Placements Database

It is proposed that information regarding placements should be kept at the most appropriate level i.e. department or faculty. In all cases however, the Faculty Director of Quality should know where placement information is held within the Faculty (or QSO should be advised of an alternative named contact for placements within the Faculty).

It is proposed that the minimum information to be held for each placement should be as follows:

- **Placement Organisation**

This is the name of the placement provider. In some cases this may require further breakdown to the level of Parent Body, Sub-Unit, Site, Sub-Site e.g. the placement organisation may be an NHS Trust and details could then be further broken down to name of hospital, hospital ward etc..

- **Nature of Placement (if applicable)**

This helps to identify different types of placement and would only be required if a specific range of placements are required to be undertaken by a student on a programme. Including this information would assist the department in identifying different types of placements and ensuring that a student undertook all of the required types of placement e.g. adult, children, mental health.

- **Address Details including phone and e-mail**

- **Primary Contact at Placement Organisation**

This is the name of the primary contact for the placement at the placement organisation. This should include name, role and contact details such as direct line telephone number.

- **Primary Contact at CCCU**

This is the name of the primary contact responsible for managing the placement at CCCU. The primary contact might be the same person for all placements within a department / programme or there may be individual named contacts for individual placement organisations.

- **Placement Type**

This should include information such as the programme / module, year of the programme / level of the module to which the placement relates.

- **Mentor Details**

The names of all of the placement mentors relating to this particular placement should be given. A Placement Mentor is a person who supports an individual student whilst on placement at the placement organisation. In some cases this may be the same person as the primary contact at the placement organisation however in other cases it may be someone more local to the specific placement.

- **Special Requirements**

This should include any specific information regarding the placement that may affect a student's ability to undertake the placement. This might for example include information such as whether the placement organisation is only accessible by car.

- **DBS Check Required**

This should indicate whether a Disclosure and Barring Service (DBS) check is required to be completed before a student can commence this placement or not. These checks were previously known as CRB checks. Further information regarding DBS can be found on <https://www.gov.uk/disclosure-barring-service-check/overview>. The placement organisation would also be able to advise as to whether a DBS check were required or not. Information regarding whether an individual student has a DBS check is recorded on QL against the individual student record.

- **Occupational Health Clearance Check / Medical Required**

This should indicate whether an occupational health clearance check or a medical is required to be completed before a student commences this placement or not. Again the placement organisation would be able to advise as to whether an occupational health clearance check were required or not. Information regarding whether an individual student has had an occupational health clearance check is recorded on QL against the individual student record.

- **Date of Initial Risk Assessment / Audit**

Before a student commences a placement, the placement must be assessed for both the capacity to deliver the educational objectives and a broader risk assessment. The Placement Policy and Guidance (<http://www.canterbury.ac.uk/support/quality-and-standards-office/regulations-policy-zone.asp#p>) provides further information regarding this including a template risk assessment form. This will include ensuring appropriate insurance arrangements are in place to cover the student whilst on placement. This will normally include a visit to the placement organisation but in some settings could be a desk-based exercise.

- **Date Placement Agreement Signed**

All placements must have a signed placement agreement. The Placement Policy and Guidance (<http://www.canterbury.ac.uk/support/quality-and-standards-office/regulations-policy-zone.asp#p>) provides further information regarding this including a template for a placement agreement. A placement agreement should have two elements, the first element being an agreement with a placement organisation to

provide placements and the second element relating to an individual student placement at the provider.

- **Date Placement Agreement Expires**

A Placement Agreement must have an expiry date and this needs to be tracked to ensure that a student does not undertake a placement where an agreement has expired. Under no circumstances should a student undertake a placement where a placement agreement is no longer valid.

- **Date of Last Visit / Review of Placement**

Placements must be reviewed on a regular basis to ensure that they remain fit for purpose and repeat risk assessments undertaken. The date of the last visit / review of placement enables the department to ensure that the appropriate reviews are undertaken. This will normally include a visit to the placement organisation but in some settings could be a desk-based exercise.

- **Link to Agreement**

There should be a link to the agreement so that any individual accessing the database knows where the signed agreement can be accessed.

- **Student Details**

Records of students undertaking a placement at a placement organisation must be kept. This should include student name and the specific dates of the placement.

Information could be kept in either a spreadsheet or database format.

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