

FACULTY OF HEALTH AND HUMAN SCIENCES

Overseas Optional Placement Handbook

Guidelines for undertaking international Optional Placements for School of Nursing and Midwifery students

This document outlines the process to be followed when planning and obtaining agreement for Optional Placement experiences which are not mandatory parts of programme

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Introduction

Dear Student

The University of Plymouth is committed to enhancing the student experience and as part of this we endeavour to make your programme of study relevant not just for future employers but also to you. Understanding the international context of professional practice is part of our mission. To that end, an Optional Placement may provide an opportunity for you to experience work in a totally new environment, both socially and culturally and can help you develop personally as well as professionally. Optional Placements require careful planning. We will require you to discuss plans with your Personal Tutor. While you are registered with the University you remain as a student for whom we have a **legal duty of care**. That means that we have liability for our students while on an Optional Placement.

There are many potential risks when travelling, and there are some issues that have to be addressed. Your health is important as is the safety of those you may work with. You will need to think about immunisations, HIV risk, blood borne diseases, visa requirements as well as any cultural sensitivity you may encounter.

Please refer to this handbook for much of the information you require.

1. Useful Faculty contact details

Please complete:

Programme Lead contact	Adult Valda.harding@plymouth.ac.uk MentalHealth Jon.perry@plymouth.ac.uk Child Rachel.carter@plymouth.ac.uk Midwifery Alison.james@plymouth.ac.uk
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SCHOOL OF NURSING AND MIDWIFERY Programme Administrators

snamstudentplacements@plymouth.ac.uk

Emergency Contact Details

When you are on your Optional Placement there may be an emergency situation which requires you to contact us for advice or just to let us know that you are safe. If you experience any problems during your Optional Placement you should contact:

01752 588400

(University Emergency Number – 24 Hour Security number)

Before you leave, please ensure you carry the relevant contact numbers with you. Remember that you can also contact the local British consulate for advice in difficult situations <http://www.fco.gov.uk> then follow the links to Travel and Living Abroad/Travel Help. Please note that not all countries have British consulates.

2. What can you do on your Optional Placement?

Optional Placements are to be linked with meeting learning objectives from your module or programme or for example a practice placement as appropriate. You will need to discuss the precise outcomes expected with your Personal Tutor or module teacher. You may wish to undertake a project, join a module, observe and/or engage in practice or be interested in language development. Whatever you decide this must be agreed before you go.

To maximise the opportunity of your Optional Placement, while at the same time keeping the highest standard of ethical practice, it is essential that you are appropriately supervised and guided by an appropriately qualified individual in the host country. Your supervisor is very important and this applies especially where there may be limited back up.

Do not provide care for which you have not been adequately trained and follow the NMC Code and Standards.

As you go into any setting you are an ambassador for Plymouth University and therefore we draw to your attention the fact that you must apply the highest standards that the course has prepared you for.

Finally, think also of further enjoying your trip by taking leave at the same time. Bear in mind that while on leave as a private individual you will be individually liable for actions and omissions as a private citizen of the UK as well as having responsibilities as a registered student of Plymouth University.

3.

Where can I go?

Some of you will want to arrange a placement abroad close to family or friends so you can also stay with them. We recommend that you consider selecting a European country or one that provides similar healthcare training or use a reputable agency that offers preparation, mentoring and access to advice /help such as Work the World <http://www.worktheworld.co.uk>

Students may not undertake Optional Placements in areas of risk

The Foreign and Commonwealth Office (FCO) website at <http://www.fco.gov.uk/> provides guidelines on the risks associated with travel to these countries. The countries are listed alphabetically and you should download the information for the country you wish to visit and submit this information with your application (Appendix 1) and again when undertaking your risk assessment (Appendix 3).

<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country?action=noTravelAll#noTravelAll>

OR

<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country?action=essentialTravelParts#essentialTravelParts>

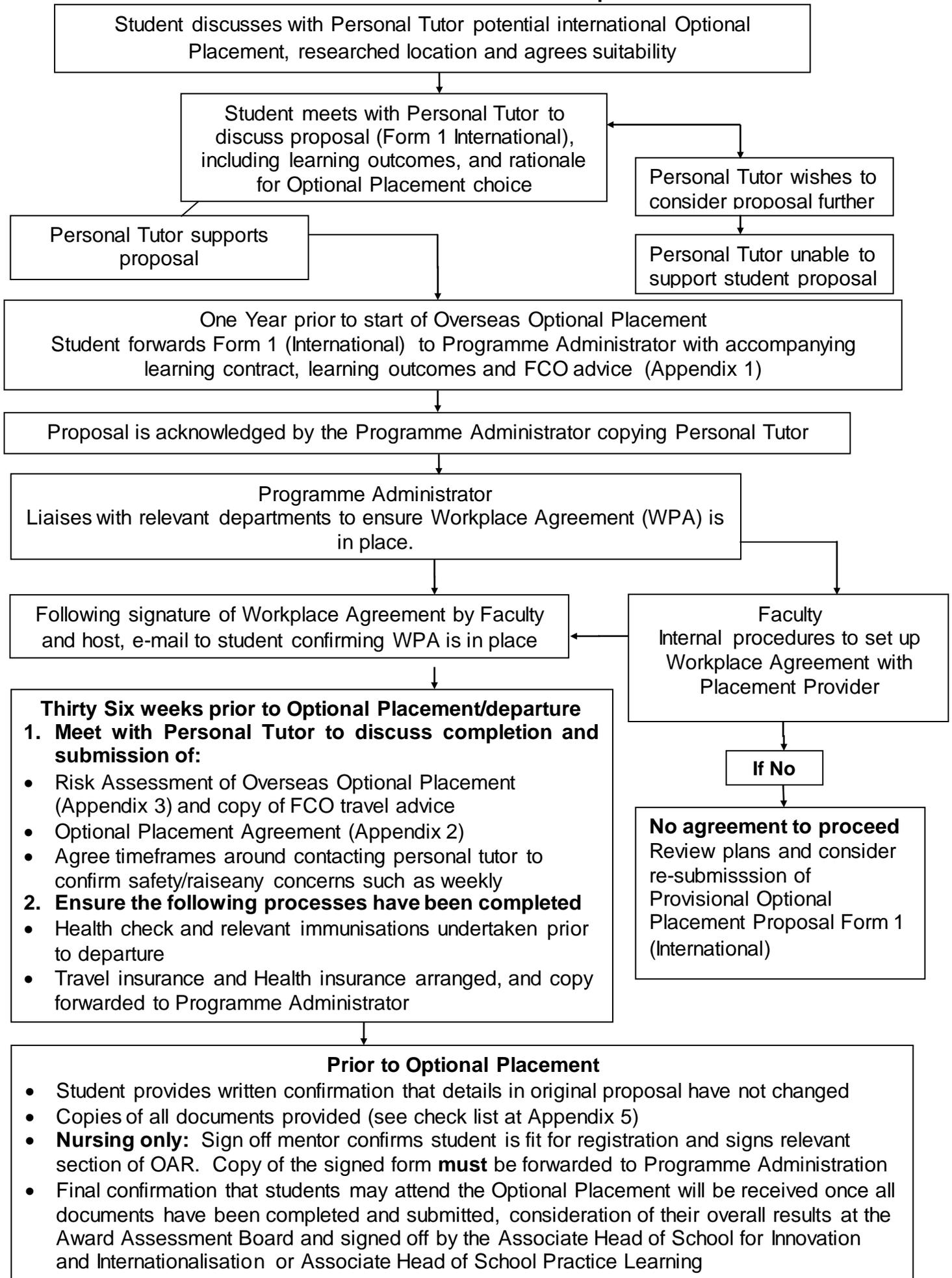
The Department of Health website: also has specific advice, (search for travel advice).
<http://www.dh.gov.uk>

You may still feel it would be beneficial to join charitable or other agencies working around the world. If the university is not in a position to support, we may advise you to choose to do this once your programme is complete before starting your first job.

4. Governance

Students will be subject to the governance arrangements pertaining in the host organisation. In some settings, such arrangements may be rudimentary at best. Students who are undertaking an Optional Placement are advised of all relevant governance advice provided by the NHS and Faculty of Health and Human Sciences. This is undertaken whilst completing the Risk Assessment of Overseas Optional Placement (Appendix 3).

5. Dates and Deadlines: Flow Chart of Overseas Optional Placement Process



Student discusses with Personal Tutor potential international Optional Placement, researched location and agrees suitability

Student meets with Personal Tutor to discuss proposal (Form 1 International), including learning outcomes, and rationale for Optional Placement choice

Personal Tutor wishes to consider proposal further

Personal Tutor supports proposal

Personal Tutor unable to support student proposal

One Year prior to start of Overseas Optional Placement
Student forwards Form 1 (International) to Programme Administrator with accompanying learning contract, learning outcomes and FCO advice (Appendix 1)

Proposal is acknowledged by the Programme Administrator copying Personal Tutor

Programme Administrator
Liaises with relevant departments to ensure Workplace Agreement (WPA) is in place.

Following signature of Workplace Agreement by Faculty and host, e-mail to student confirming WPA is in place

Faculty
Internal procedures to set up Workplace Agreement with Placement Provider

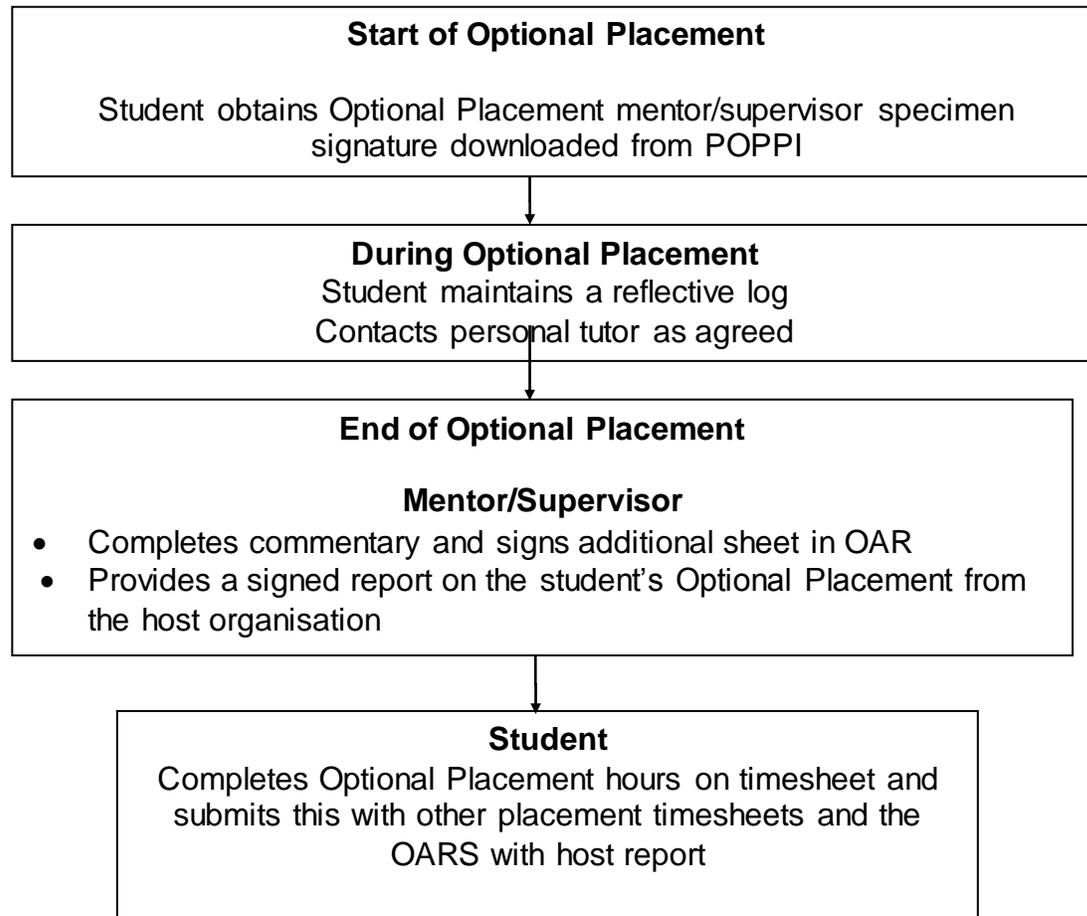
If No

No agreement to proceed
Review plans and consider re-submission of Provisional Optional Placement Proposal Form 1 (International)

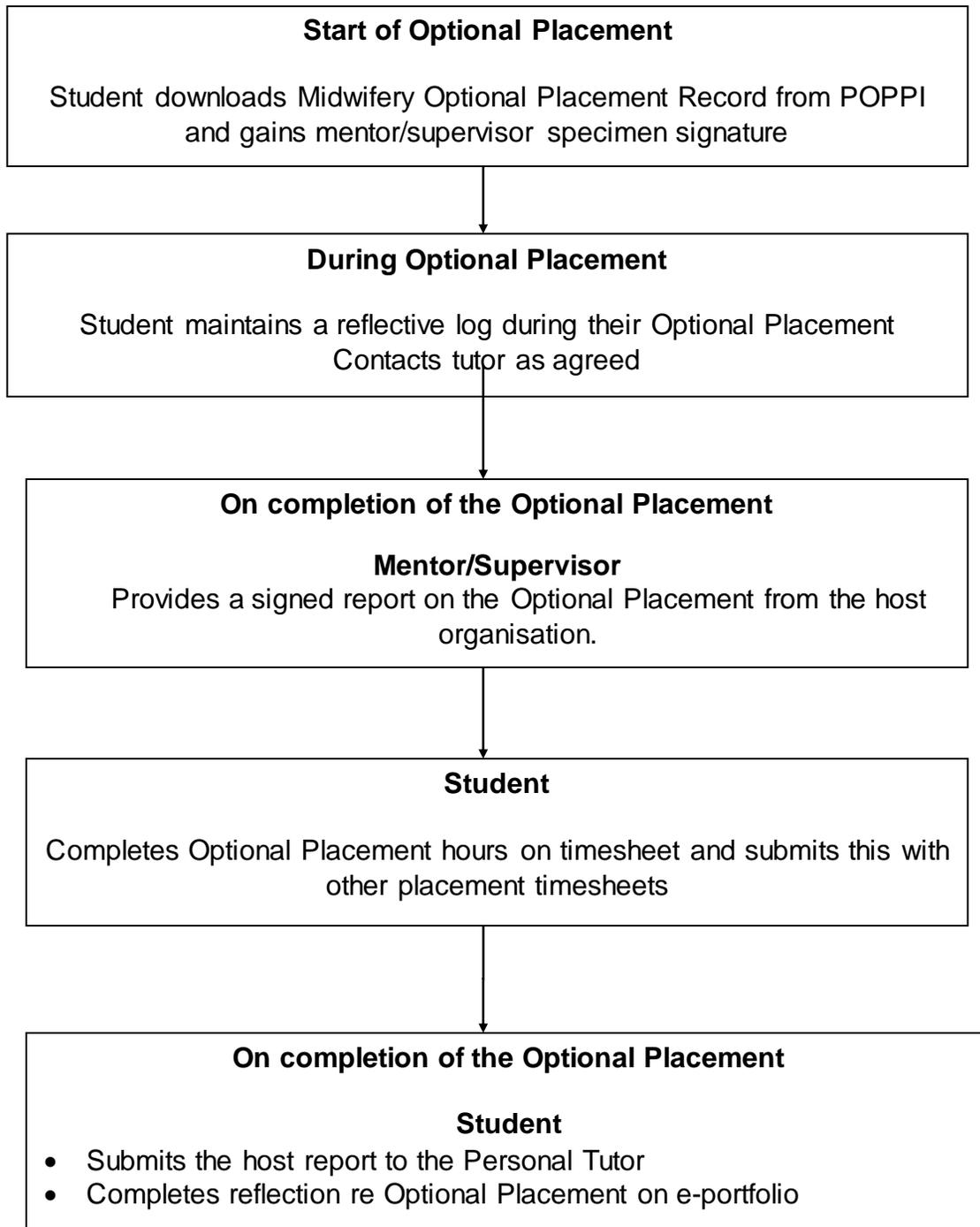
Thirty Six weeks prior to Optional Placement/departure
1. Meet with Personal Tutor to discuss completion and submission of:
 • Risk Assessment of Overseas Optional Placement (Appendix 3) and copy of FCO travel advice
 • Optional Placement Agreement (Appendix 2)
 • Agree timeframes around contacting personal tutor to confirm safety/raise any concerns such as weekly
2. Ensure the following processes have been completed
 • Health check and relevant immunisations undertaken prior to departure
 • Travel insurance and Health insurance arranged, and copy forwarded to Programme Administrator

Prior to Optional Placement
 • Student provides written confirmation that details in original proposal have not changed
 • Copies of all documents provided (see check list at Appendix 5)
 • **Nursing only:** Sign off mentor confirms student is fit for registration and signs relevant section of OAR. Copy of the signed form **must** be forwarded to Programme Administration
 • Final confirmation that students may attend the Optional Placement will be received once all documents have been completed and submitted, consideration of their overall results at the Award Assessment Board and signed off by the Associate Head of School for Innovation and Internationalisation or Associate Head of School Practice Learning

DURING AND AFTER OVERSEAS OPTIONAL PLACEMENT EXPERIENCE (NURSING STUDENTS)



DURING AND AFTER OVERSEAS OPTIONAL PLACEMENT EXPERIENCE (MIDWIFERY STUDENTS)



5.1 Provisional Optional Placement proposal (Form 1 International) (Appendix 1)

The proposal should comprise a 500 word learning plan and proposed learning outcomes. A copy of the Foreign and Commonwealth Office advice should be provided at this time. The proposal should be discussed with your Personal Tutor and approved as satisfactory and submitted one year before the proposed start of the overseas Optional Placement.

5.2 Using the Optional Placement Agreement (EA) form (Appendix 2) and Risk Assessment of Overseas Optional Placements (RAOE) (Appendix 3)

The Optional Placement Agreement form and Risk Assessment of Overseas Optional Placement need to be completed, following discussion with your Personal Tutor, and submitted 36 weeks before departure. The proposal should outline the educational value and take into account the foreseeable risk.

Please remember that your Optional Placement should not consist of more than one geographical location, that you do not carry out high risk procedures in areas of high HIV prevalence and that approval will not be given in areas deemed unfit by the FCO.

5.3a Confirmation of proposal

Ten weeks prior to your Optional Placemen, students must confirm in writing, or via e-mail, the details provided in their original proposal are correct and have not changed.

If at any time you do not meet the criteria for attendance on your Optional Placement it is essential that you advise your Personal Tutor as this may affect your ability to attend the placement.

5.3b Workplace Agreement (WPA)

The Workplace Agreement is prepared by the Faculty of Health and Human Sciences for signature by the Dean of the Faculty and the host organisation. A signed copy of the Workplace Agreement must be returned to the Faculty by the host organisation prior to your attendance on an Optional Placement. You will be informed when this has been received. You may also be required to sign an agreement/Honorary contract relevant to the organisation that provide you with your Optional Placement.

5.3c Notification of Student Overseas details

Emergency Contact Points (**Appendix 4**) to be submitted ten weeks prior to start of overseas Optional Placement. A copy will be forwarded to Plymouth University security office.

5.3d Documents

Copies of all documents must be provided to Programme Administration to be kept in your student file (**Appendix 5**)

5.4 Host report

Please obtain a signed report from the host organisation at the time you obtain their signature for your Ongoing Achievement Record. This report must be submitted with the Ongoing Achievement Record (Nursing students) or with the reflective report (Midwifery students) when you return to the UK (see flowcharts pages 7/8).

5.5 Public Liability Insurance - Practice **and/or observation –**

Students must be aware that different arrangements will be needed if there is more than an observation element to the experience.

If the student intends to interact with the public or undertake professional practice then Public Liability Insurance is needed. Plymouth University has a duty of care to students who are undertaking these visits as part of their course and the liability insurance will be checked when workplace agreement is set up.

6. Financial Arrangements

6.1 The Parties acknowledge and agree that neither the University nor the Company shall be obliged to pay any sum to the Provider in respect of the Clinical Placements.

7. Liability and Indemnity

7.1 Nothing in this Agreement shall be construed to limit or exclude any Party's liability:

7.1.1 for death or personal injury caused by its or its employees' negligence;

7.1.2 for fraud.

7.2 Subject to Clause 7.1 each Party's total aggregate liability in connection with this Agreement (whether in contract, tort, including negligence, breach of statutory duty or howsoever arising) shall be limited to £50,000,000.

7.3 Subject to Clause 7.2:

7.3.1 the University and the Company shall indemnify and keep indemnified the Provider against all Loss arising as a result of the negligent acts or omissions of the University or the Company; and

7.3.2 the Provider shall indemnify and keep indemnified the University and the Company against all Loss arising as a result of the negligent acts or omissions of the University or the Company or the breach of this Agreement by the Provider.

8. Insurance

8.1 The Provider shall take out and maintain in force throughout the period of this agreement with a reputable insurance company such insurance to meet the

Provider's liabilities under this Agreement as in the Provider's opinion is reasonably practicable taking into account the cost and availability of insurance. The University and Company reserve the right to request a copy of such documentation.

- **If the student intends to undertake professional activities then students should check the host country's national, local policies and regulations regarding practice. The clients, the host, or the student must not be put at risk by undertaking the placement without appropriate insurance cover and, if necessary, permission from the various regulatory bodies.**
- **If any assessment of professional practice is to take place, this must be part of the assessment strategy for the programme, and must be discussed and planned in advance (in accord with the QAA code of practice).**

Please Note: It is a requirement that you have successfully completed all practice requirements prior to undertaking this placement.

If the visit is something pursued in your own time and if you are going to undertake any professional activities in the country being visited, you should check that the host organisation has Public Liability Insurance that will cover you whilst on this placement.

A letter confirming this should be obtained by you and placed in your personal file. If this is not available then you must take out such a policy. Again a photocopy of this should be placed in your file.

8.2 Health and Travel Insurance, Visa and Passport

Ensure your passport is valid for travel on your proposed Optional Placement dates.

Please check with the host country's embassy or high commission which type of visa is required. Please forward a copy to Programme Administrator (**Appendix 5**).

If you are considering undertaking an Optional Placement experience outside the United Kingdom there are some important precautions you should consider to protect your health during this time. Please see the relevant information on the DOH website.

<http://www.direct.gov.uk/Homepage/fs/en>

You must have personal health and travel insurance for the period of the visit/Optional Placement. A copy of the relevant documents should be supplied to the Programme Administrator (Appendix 5).

If the experience is deemed as University business, i.e. necessary for the award of a degree or diploma, and is part of the course, then insurance cover is provided by the University's Group Personal Accident/Travel Policy for students.

Please note

Optional Placements abroad in current Bachelors of Nursing and Midwifery programmes are not necessary for the award or a necessary part of the course and therefore the University Group Personal Accident Policy does not apply.

There is a need for an **E128** form prior to departure in the EU since it covers **ANY** treatment. A copy of the form should be forwarded to Programme Administrator (**Appendix 5**).

Students can apply for an E128 at:

**Inland Revenue
National Insurance Contributions Office**
Centre for Non-Residents
Benton Park View
Newcastle Upon Tyne NE98 1ZZ
Telephone 0845 302 1479

9. Useful sources of information and advice on Optional Placements

1. The Foreign and Commonwealth office. <http://www.fco.gov.uk/travel>
2. Department of Health. <http://www.dh.gov.uk/Home/fs/en>
3. Government travel advice: <http://www.direct.gov.uk/Homepage/fs/en>
4. The World Health Organisation. <http://www.who.int/en>
5. Medical kits and personal checklists. <http://www.masta.org>
6. Centre for Disease Control and Prevention (USA) <http://www.cdc.gov/travel/>

Appendix 1

**PROVISIONAL OVERSEAS OPTIONAL PLACEMENT PROPOSAL
Form 1 (International)**

Name:	Uni Number:
Programme	Personal Tutor
Base:	Cohort/Year commenced

Truro/ Plymouth		
Mentor/Supervisor Name		Mentor/Supervisor e-mail address
Proposed Optional Placement (Country/Institution)		
Proposed Optional Placement address		
Proposed dates of Optional Placement	From (date):	To (date):
Successful completion of Year 1 and Year 2 and practice hours confirmed		
Year 3 Successful completion of all practice assessments		
Year 3 Theory: Passed all theory or referred in the theory component of one module only		
Confirmation that sickness hours do not exceed 20 days (Nursing students only)		
Achieved all EU requirements (Midwifery students only)		
Attach module/ programme learning outcomes and FCO advice		
Attach Learning Contract (500 words)		(date discussed with Personal Tutor)
Please state, briefly, why you wish to undertake this Optional Placement, and complete a 500 word learning contract with your Personal Tutor:		

This document to be signed by both student and Personal Tutor and lodged in the student's file. It is **not confirmation that the Optional Placement is approved.**

Foreign and Commonwealth Office advice checked

YES / NO

Supported/Not Supported

.....
Personal Tutor's Signature

Date

.....
Student's signature

.....
Date

Please submit the signed Form 1, 500 word learning contract and supporting documents to the Programme Administrator for your Programme including appropriate advice from the Foreign and Commonwealth Office.

Further action required

(please check the timescales for the provision of these documents):

- Complete the Risk Assessment of Overseas Optional Placements (RAOE) (Appendix 3) - to be submitted to Personal Tutor and Programme Administrator
- Complete the Optional Placement Agreement (EA) (Appendix 2) – to be submitted to the Personal Tutor and Programme Administrator
- The University and the Host organisation identified by the student will need to sign a Workplace Agreement. This is required before final confirmation of your Optional Placement can be given.
- Emergency contact details (Appendix 4) to be submitted to Personal Tutor and Programme Administrator.

[Type text]

OPTIONAL PLACEMENT AGREEMENT (EA) – Overseas or Europe

This agreement provides confirmation that the requirements and terms and conditions for undertaking an overseas Optional Placement have been achieved in accordance with the procedures and provision of the documents stated within the Overseas Optional Placement handbook.

Further an Optional Placement may only take place when the relevant, signed, Workplace Agreement has been received and for the period indicated in the application. You may also be required to sign an agreement/honorary contract relevant to the organisation that provides you with your Optional Placement.

1. Name of student

- Programme

2. This agreement is effective for the period of the Optional Placement dates:
Commencing on

- Completion date

3. Name and Address of Optional Placement provider:
Name of Supervisor:

- Address of Optional Placement:

-

I confirm that this application has been made in accordance with the requirements and terms of conditions required to undertake an overseas Optional Placement.

Name:

Signature:

Date:

RISK ASSESSMENT OF OVERSEAS OPTIONAL PLACEMENTS (RAOE):

A: GENERAL INFORMATION

Name of Student	
Date of Birth	
Gender	
Programme	
Year of Study	
Permanent Address (UK address)	
Next of Kin	
Name	
Relationship	
Address	
Telephone	
Fax	
Email	
Overseas Address whilst on placement:	
Telephone	
Email	

B. OPTIONAL PLACEMENT DETAILS

Proposed Start Date	
Proposed End Date	
Optional Placement Provider	
Contact Person	
Name	
Position/Status	
Address	
Telephone	
Fax	
Email	
Brief description of the nature of the Optional Placement and tasks to be undertaken	
Governance Awareness of governance advice provided by NHS and Faculty	
Public Liability Insurance Are you aware of the employer liability and your liability in the workplace? Have you considered the hazards and risks involved in the work you will be doing and what can be done to reduce the risk.	Is this required YES/NO If Yes, please supply evidence
Country and locations to be visited (all locations to be stated)	
Any relevant Foreign and Commonwealth Office advice to	No / Yes (please indicate):

travellers to the country/location	
Nature and Extent of Student Supervision at each location	
Name and contact details of student supervisor at each location (not the initial contact person)	
Arrangements for regular contact between the student and the overseas contact person	
Arrangements for regular contact between the student and University Tutor	

C. TRAVEL AND ACCOMMODATION

Travel Arrangements	
<p>How are you going to travel from UK to base in host country?</p> <p>Purchase of travel insurance: Yes/No Consider insurance Limitations - Are you covered for recreational activities? Have you checked the exemption of any activities?</p> <p>Provide copy to Programme Administrator</p>	
<p>Arrangements for student's reception on arrival in host country</p>	
<p>Travel from location to location in host country</p>	
<p>Type and standard of accommodation at each location in host country:</p>	
<p>General Environmental Health Do you know the area? What are the safety risks? Accommodation: is this in a safe location and accessed safely? Weather conditions? Food and Drink? Language, culture, religion, local laws</p>	

D. Personal Health Protection

HAZARDS	
Has the student any medical/dental (or other) conditions likely to affect his/her participation in the Optional Placement activities or place him/her at greater risk than the local population?	No Yes (State)
Has the student any allergies?	No Yes (State)
Are the overseas contact person and local supervisors aware of the student's health status?	No Yes
Is there a need to draw the student's attention to any infectious diseases endemic to the country/location to be visited? This is to include blood borne viruses, infection control and HIV risk.	No Yes (Explain)

<p>Is the standard of sanitation at each location to be visited equivalent to that found in the UK?</p>	<p>Yes No (Explain)</p>
<p>Is the standard of medical/dental care at each location to be visited equivalent to the available in the UK? (the following factors must be considered:</p> <ul style="list-style-type: none"> • Nature and level of care (first aid/paramedic/doctor/hospital) • Travel distance/time to medical care • Travel arrangements • Name and status of hospital (or indication of population served) 	

RISK ASSESSMENT	
<p>Is there an increased risk of disease/injury to the student as a result of him/her visiting the host country/locations?</p>	<p>No Yes: Is this: Low/Medium/High? Rationale for ranking:</p>

RISK MANAGEMENT		Arrangements Made to minimize hazzard
Has the student sought medical advice on required vaccinations?	No Yes	
What evidence is available to show that the student has had all the required vaccinations?		
Has the student sought medical advice on personal health care/sanitation whilst overseas?	No Yes (Explain)	
Has the student had a dental check up prior to leaving the UK?	No Yes	
Has the student visited their GP and discussed any health implications (including any existing conditions)?	No Yes	
Is confirmation from a GP of fitness to undertake an Optional Placement required?	No Yes	

Has the student purchased a personal medical kit (where this has been advised by a medical practitioner)?	No Yes	
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What arrangements are in place for emergency medical transfer to the UK?		
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Has the student taken out adequate medical/healthcare insurance	No Yes	
Copy of insurance policy to be attached	No Yes	
E128 completed?	No Yes	
Copy to be provided to Programme Administration		

How will any pre existing medical/dental conditions be managed overseas?		
--	--	--

Will the student have easy access to an adequate standard of medical/dental care at each of the overseas locations visited?	Yes No (explain)	
---	---------------------	--

E. RECREATIONAL TRAVEL

Does the student intend to undertake recreational travel during the period of the Optional Placement?	No Yes (explain)
Has the student been advised on the associated health care/personal security risks and their management?	No Yes (explain)

DECISION

I believe that this an accurate risk assessment and the information on which it is based is both complete and accurate: I acknowledge that I am responsible for my wellbeing in the workplace during my placement

Student signature

Date:

After telephone contact made with the host:

'To the best of my knowledge and as far as I am aware the information gathered in the RAOE and the risk assessment is both complete and accurate' :

Personal Tutor Signature

Date.....

This Optional Placement is Approved by Associate Head of School Innovation and Internationalisation or Practice Learning

..... **Date:**

Approved subject to the following conditions:

..... **Date:**

Not approved for the following reasons:

..... **Date:**

Student has been informed

..... **Date:**

Please note that final confirmation that you may attend the overseas Optional Placement will be given by the Award Assessment Board for your subject area.

Once completed, and no later than 36 weeks prior to the Optional Placement, please forward the form to your Personal Tutor/Programme Administrator

**EMERGENCY CONTACT POINTS
OPTIONAL PLACEMENT PERIOD – (please insert)**

Student Overseas contact details		
Student Name and Uni Number	Overseas Host and Accommodation address	Overseas telephone number

University - Office Hours Contact Details		
Programme Lead	Personal Tutor	Administration
Name	Name	Name
Telephone	Telephone	Telephone
e-mail	e-mail	e-mail
Location	Location	Location

UNIVERSITY OUT OF HOURS CONTACT NUMBER
<p>+44-01752 588400 University Emergency Number – 24 hour Security number Please request contact with: Duty Manager for Faculty of Health and Human Sciences</p>

- Please take a copy of this form with you when you attend your Optional Placement
- A copy of this form, duly completed, should be forwarded no later than 10 weeks prior to the Optional Placement to your Personal Tutor /Programme Administrator
- A copy of the form will be forwarded to Plymouth University Security office security@plymouth.ac.uk

CHECK LIST FOR DOCUMENTS

Appendix 5

The following documents need to be completed and submitted to the Programme Administrator for your programme:

Plymouth University Forms

Document	Submitted
Optional Placement Form 1 (International) (Appendix 1)	
Optional Placement Agreement (EA) (Appendix 2)	
Risk Assessment for Overseas Optional Placement (RAOE) (Appendix 3)	
Emergency Contact Form (Appendix 4)	
Written confirmation that the details provided in Optional Placement Form 1 remain unchanged	

Documents to support Optional Placement

Document	Action required	Copy to Programme Administration
Foreign and Commonwealth Office (FCO) advice for country to be visited	Must accompany submission of RAOE	
Copy of passport	Must cover relevant period in line with FCO advice	
Copy of visa, if appropriate	As required by relevant country	
Travel Insurance		
Health Insurance		
Details of travel arrangements		
E128 (if travelling Europe)		
Public Liability insurance (if appropriate)		
Nursing only Copy of OAR sign off		