

**Birmingham City University**

**Paramedic Science Programme**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for your application to study at Birmingham City University. Prior to confirming you as a student on the Diploma of Higher Education in Paramedic Science with Birmingham City University it is a condition that we require some further information from yourself and where applicable your employer. Therefore, you are required to complete all aspects of this form and return it in order for us to assess your suitability on this programme.

We require this information in order for us to not only ensure that you are receiving the correct support in gaining clinical exposure which compliments the achievement of your competencies but also your success on the course. As a student of Birmingham City University there are several expectations that will be required of you. Completing this form will ensure that you are fully informed of your role during your time at the University and ready for a career as a registered Paramedic.

Should we require any further information or need clarification in order to quality assure the evidence submitted, then we will contact you via the details you have provided during the admissions process. Once completed please return the memorandum of understanding forms enclosed below to: paramedicadmissions@BCU.ac.uk

Yours Sincerely,



James Graveson

Paramedic Education Lecturer – Placement and Simulation Lead

School of Allied and Public Health Professionals

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**Birmingham City University**

**Paramedic Science Programme**

**Practice Placement Memorandum of Understanding (MOU) between the candidate**

**named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Birmingham City University**

1. **Purpose:**

The purpose of this MOU is to clearly highlight the expectations of each party in ensuring that there is the appropriate support to successfully complete the practice element of the Diploma of Higher Education in Paramedic Science.

In particular, this MOU is intended to:

* Establish the criteria needed for completing hours
* Identify the support necessary
* Reduce the chance of failure to achieve competencies
* Enhance the overall learning experience
1. **Background:**

The College of Paramedics Curriculum Guidance (2015) highlights that the experiential or practice element of Paramedic education is vital for producing clinicians that are ‘fit-for-purpose’ and ‘fit-for-practice’. It is therefore a requirement that 750 hours of clinical exposure through practice placements is met during this course to compliment the learning at University.

While 375 (50%) of these hours can be within specialty placements, 375 (50%) hours must be with a trained and registered paramedic on an ambulance. Individuals who followed a traditional “in-house” route will not necessarily require 100% of practice placements to be conducted whilst supernumerary due to their existing clinical experience. For those who hold a current IHCD Technician qualification or a recognised equivalent, it is expected that 225 hours (30%) will be undertaken while supernumerary. The supernumerary status ensures that for every patient encountered there is an opportunity for learning.

The University will allow for 5% of hours to be completed in University. This will be on an individual basis and through simulated learning. This equates to 37.5 hours where we can review and assess the competencies as neccessary.

1. **Breakdown of Practice Placement Hours:**
2. **Candidate’s Responsibilities under this MOU:**
	1. Provide all the relevant documentation and qualifications required for enrolment at Birmingham City University *(including proof of IHCD technician qualification or satisfactory equivalent).*
	2. Liaise with current employer *(where applicable)* to negotiate a plan of action/support network for achieving the number of practice hours required. *(Further information needed and can be found in the next section).*
	3. Undertake and hold a suitable DBS check. This must be presented in person at University so a copy can be taken and retained on your eventual student file. Failure to comply will result in withholding practice placement support and any clinical practice hours will not be accredited until this has been done. All hours undertaken before this will not be counted.
	4. Attend appointments and complete Occupational Health clearance at the University as necessary. This is a requirement prior to practice hours beginning. Hours completed before clearance is given will not be counted.
	5. Arrange non-paramedic placement opportunities, except in the case of the Birmingham area where the advice of the course Placement Lead should be sought before making contact to ensure appropriate communication channels have been followed. This should be done as early as possible and support will be given by the Placement Lead once enrolled on the course, given clearance by Occupational Health and we have seen a satisfactory DBS.
	6. Provide the University with any changes in circumstances, regular updates of practice hours and competencies achieved to monitor and ensure progression.
	7. Consistently adhere to the professional standards set forth by the Health and Care Professions Council’s Standards of Proficiency: Paramedics and the Guidance on Conduct and Ethics for Students.
	8. Comply with reasonable requests made by Birmingham City University in a timely manner, including action plans or attending tutorials when requested.

Failure to comply with any of these could jeopardise your place on this course. If it is deemed that you are failing to comply or that your behaviour and standards do not mirror those set out by the Health and Care Professions Council, your fitness to practice could be called into question resulting in a formal hearing. Please sign below to say you have read and understand your responsibilities as listed above:

Candidate’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Action Plan / Support from Employer (where applicable):**

To ensure that candidates are able to meet the practice requirements of the Paramedic Science course, the University requires assurance from a candidate’s employer that support will be given. If candidates are unemployed as a technician or do not work for a service where there is the opportunity to work regularly with and be supported by a Paramedic mentor, then it may be possible to undertake practice placement hours within a trust. Candidates must discuss this with the course’s Placement Lead at the earliest opportunity.

This memorandum should be provided to employers during initial discussions to identify the appropriate level of support that is needed, as well as to highlight responsibilities and outline the amount of practice hours needed as stated previously in this document. The person involved in the discussion should have the level of authority to action the support needed. The University will liaise with this person to confirm the accuracy of this agreement.

Please identify and provide the name / registration number of the proposed mentor who will assess overall competency and support learning whilst on placement. If a mentor has not yet been allocated by an employer then this should be documented below. In this instance the University would like the assurance from a senior manager that support will be provided and a mentor will be identified and assigned promptly. Failure to achieve the practical elements of this course could result in withdrawal from the course which is why support is needed from the outset and this agreement is necessary.

|  |  |
| --- | --- |
| Mentor’s name: | Professional registration number: |
| Reason if this cannot be provided at this time: |

As a representative the employer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I agree to support the candidate in achieving their clinical practice placement hours during the course, until such time that they leave our employment or have finished on the course.

Manager’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s current job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Birmingham City University’s Responsibilities under this MOU:**
	1. Deliver the necessary knowledge and skills, so candidates may practice competencies, if safe to do so, whilst on placement.
	2. Formatively or summatively assess, on an individual basis, competencies which may need to be simulated. The course start date will determine the latest assessment regulations that will be used. Standard Undergraduate Assessment Regulations specify how many attempts are allowed before withdrawal from the course.
	3. Provide feedback and support. At times where appropriate the faculty may refer candidates to other services within the University for additional support.
	4. Support named and associate mentors in the learning and assessment of competencies. A mentor support site is available alongside supporting information from the practice portfolio. Mentors can contact the Placement Lead at any point if additional information or support is needed. This includes support in action planning or in causes for concern.
	5. In addition to the Programme Lead and Placement Lead, a personal tutor will be assigned to candidates for the duration of the course. Tutorials can be arranged with each of these on request, if time permits.
	6. Where needed the University will provide Occupational Health or counselling if made aware it is applicable. This will be discussed prior, but if it is believed to be in a candidate’s best interest, attendance can be enforced.
	7. The University will support candidates in negotiating practice placement opportunities once the initial contact has been made. The Placement Lead will liaise with practice areas directly to provide confirmation of student status. Indemnity insurance if requested is not the University’s responsibility.
	8. The University holds the right to hold formal meetings with candidates on request, with the potential for a fitness to practice hearing, if an incident or breech of these conditions is occurs.
2. **It is Mutually Understood and Agreed by the Candidate and Birmingham City University that:**
	1. The candidate is responsible for adhering to the responsibilities highlighted in section IV.
	2. The University will support the candidate whilst on practice placements, provide guidance as necessary and provide it’s responsibilities as highlighted in section VI.
	3. Insurance and finances relating to placements, if necessary, will be the sole responsibility of the candidate and not the University. Advice can be given in the case of financial difficulties and candidates may wish to assess their eligibility for either a student loan, military resettlement or equivalent support.
3. **Commencement and Expiry of this MOU:**

This MOU shall be effective upon the signature of both the candidate and an academic representative of the Paramedic Science programme at Birmingham City University. This MOU will expire upon whichever of the following occurs first:

* successful completion of the course
* course failure
* withdrawal from the course

A new MOU must be signed if there if any of the following occurs:

* interruption of the course
* change in employment circumstances
1. **Effective Date and Signatures of MOU:**

By signing below, you certify that you have read this agreement, that you understand the meaning and intent of this agreement and that you are entering this agreement knowingly and voluntarily. You are also certifying that the information provided is to your knowledge accurate and any misrepresentation could result in exclusion.

Candidate’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative from the Paramedic Science programme at Birmingham City University:

Academic’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic’s job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Additional Information:**

If there is the need to clarify any section within this MOU then please contact the Placement Lead for the Paramedic Science programme. Once completed please return this MOU to: paramedicadmissions@BCU.ac.uk. This will then be scanned for your student file and a copy will be emailed to you for your own records. Information provided will be kept confidential with access only to those permitted working for Birmingham City University and will only be shared with another party if there is a legal obligation to do so.