Practice Educator Checklist 2024-25

It is the role of the practice educator to ensure that their student has access to the required equipment and relevant systems when they begin their placement. The ASC workforce development team have created this checklist to support you in organising initial set up arrangements for your student’s placement. Laptops for student placements are available through our team, and in due course mobile phone devices will also be available.

**It is important that you plan for your student in advance of placement, and we would advise that you start completing these forms and make these arrangements the week before your student’s start date. Please note the ASC workforce development team are not able to assist with IT issues or queries, these must be directed to the relevant IT departments either within the NCA (0161 206 4250) or Salford City Council (0161 793 3993).**

|  |  |  |
| --- | --- | --- |
| **Required** | **Form** | **Where to send** |
| **Corporate welcome****(Half day)** | Email the student’s details to the Talent and Organisational Development Team. The student needs to attend the corporate welcome day ideally on the first day of placement, or soon after placement commences. | Roz.Lawson@nca.nhs.uk  |
| **SRFT Code of Conduct Form = NCA email address** | NameJob TitleDepartmentPermanent or temp (if temp, student)Employed by us or externalIndicate if Induction completed(**See appendix 1**) | Digital.ServiceDesk@nca.nhs.uk |
| **Download Adult Social Care folders onto laptop** | No form needed  | Ring NCA NHS IT services via 0161 206 4250 |
| **Salford City Council Access for the below:** | CLO details for SRFT partner account (this will result in an SCC Network ID) (**See appendix 2**) | The following CLOs assist:* Integrated teams and hospital teams

helen.lorenc@nca.nhs.uk * LD, Transitions, Sensory

martine.greenhalgh@nca.nhs.uk* Review and Extra Care

Zoe.wilkinson@nca.nhs.uk |
| **Liquid Logic Access** | Name NCA emailSCC network IDManager detailsTeam The student will receive an email with the relevant E-Learning links for the LL induction training.  | Liquid logic account cannot be requested until an SCC partner position account has been created.Manager to raise a Rubix request via [I have a new starter, what should I do? (digital support) (salford.gov.uk)](https://myzone.salford.gov.uk/people-zone/ddat/i-have-a-new-starter/) : further detailed under ‘scenario 1’. If there are difficulties, contact the following for support:* Integrated teams and hospital teams

helen.lorenc@nca.nhs.uk * LD, Transitions, Sensory

martine.greenhalgh@nca.nhs.uk* Review and Extra Care

Zoe.wilkinson@nca.nhs.uk |
| **EPR access** | Email request:Name:Job title:Department:Personal contact number for the booking form:Have you worked here before?If yes, did you have EPR accountPerm/Temp?If temp, what is your finishing date?Have you been given your SRFT (computer log in /email)What is your SRFT Username:What is your SRFT Email:What will you/ this user be doing in EPR? | Systems.Training@nca.nhs.uk |
| **ID badge** | <https://www.northerncarealliance.nhs.uk/about-us/work-us/id-badge-application-form> | idbadge.replacement@nca.nhs.uk idbadge.newstarter@nca.nhs.uk |
| **Mobile Phone** | In due course there will be 10 mobile phones available for student use and these will be accessible via the ASC workforce development team. In the interim, please ask your line manager if there are any spare mobiles within the team for student use or if possible, please share your work mobile with the student. | Mobile phones are currently on order, updates will be provided once the devices become available. |
| **Laptop** | There are 10 laptops available for student placements and these can be requested from the ASC workforce development team using the laptop request form contained in **appendix 3**. Collection will be at 1 City Approach, 8th Floor. | Completed form to be sent to:ASCWorkforcedevelopment@nca.nhs.uk  |
| **Personalised Workplace Adjustments Policy** | If the student has a disability or requires any ‘reasonable adjustments’, then this should be clearly outlined in the university reasonable adjustments plan and discussed in the pre-placement and learning agreement meeting. The team manager will need to agree any reasonable adjustments and may need to consult HR.  | <https://www.northerncarealliance.nhs.uk/application/files/1416/3171/7521/NCAHR03421_V1_Personalised_Workplace_Adjustments_Policy.pdf> |
| **Provide new starter details to the following individuals/teams to be added to the ASC email distribution lists** | Name:Role:Email:Manager:Team: | Adult Social Care Contact Team social.services@nca.nhs.uk ASC Workforce Development Team -ASCWorkforcedevelopment@nca.nhs.ukLisa Sherlock (Senior Management Support Officer) -lisa.sherlock@nca.nhs.uk |
| **Outlook calendar** | Please ensure all students know how to share their calendar with the team.  | 1. At the bottom of the page, select. to go to Calendar.
2. At the top of the page, select Share, and choose the calendar you want to share. ...
3. Enter the name or email address of the person with whom you want to share your calendar.
4. Choose how you want this person to use your calendar: ...
5. Select Share.
 |
| **Email Signatures** | The brand guidelines, style guide and digital version of the corporate stationery templates are all saved [here](http://nww.pat.nhs.uk/Programmes-and-Projects/group-and-co-templates.htm) on the intranet.  | **First Name and Surname**Job Role: Student Social WorkerDepartmentSalford Care OrganisationPart of the Northern Care Alliance NHS Foundation TrustTel No:     Email:    Web:[www.northerncarealliance.nhs.uk](http://www.northerncarealliance.nhs.uk)Twitter: @NCAlliance\_NHS |
| **Microsoft Teams**  | Please Ensure all students are aware of how to update their MST Status, this should include where they are and a contact number. Support from the digital literacy team is available via: Digitalliteracy@srft.nhs.uk | 1. Open Microsoft Teams.
2. Select your profile picture towards the top.
3. Select your status and select what you want to update to: Available. Appear away. Appear offline. Reset status.
4. Select “set a status message” and add the date, your contact number, and your location.
 |
| **Freedom to Speak Up (FTSU)** | **More information:**[NCAHR01319\_V1\_Freedom\_to\_Speak\_Up\_Guardian\_Standard\_Operating\_Procedure.pdf (northerncarealliance.nhs.uk)](https://www.northerncarealliance.nhs.uk/application/files/4916/2264/1099/NCAHR01319_V1_Freedom_to_Speak_Up_Guardian_Standard_Operating_Procedure.pdf) | Concerns can be raised with the Adult Social Care FTSU Guardian: Joanna Splaine Joanna.Splaine@nca.nhs.uk |
| **Mandatory Training**  | An external learner request must be made to enable students access to ESR to undertake mandatory training (**see appendix 4**). Students must complete all mandatory training as listed in **appendix 5**. It is advised students undertake the mandatory training after they commence placement in their induction period, not beforehand.**Appendix 5** also contains other training opportunities and a link for students to create an account to access resources from Research in Practice | The completed form is sent to learning@nca.nhs.uk |

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| **Appendix 1** |  |

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| **SRFT Systems Access Code of Conduct Form**\*To be Completed by the Trust Sponsor\* | **SRFT-Logo-Full_colour_[web500]** |
| **Classification:** Code of Conduct**Lead Trust Sponsor:**  (Name/Title/Department/Role)**Sponsor’s Service:** **Contact details:**  |
| **Scope:** Active Directory (Domain Logon)**Applicant:** (Name/Title/Department/Role)**Applicants Role:** (eg Locum/Agency/Contract Staff/Student/Research representative)**Applicants Employer:** **Contact No.**. |
| **Associated Documents:** * All associated documents must be listed. Include Unique ID for Trust documents if known. (specific Data Sharing Agreement/Trust policies)
 |
| **Unique Identifier: CofC:** **Issue number:** **Authorisation date:****Start date:****End Date:** |
| **Purpose of Document:**This section briefly describes the key purpose of the Code of Conduct. Relevant details could include reference to guidelines from national organisations/ societies, patient safety incidents, recommendations from the Dept. of Health or HM Coroner or findings from local audit. To clarify the scope of the Code of Conduct. ‘Scope’ could refer to:* The Type of Access being given (read only, read/write access)
* Audit controls in place to monitor appropriate access
* The legitimate legal purpose for allowing access to the Trust system(s)
 |
| **Endorsement**Once the Code of Conduct has been endorsed by with the SIRO/Head of Information Assurance the document should be sent to the appropriate Trust Sponsor to obtain signatures from the applicantEndorsed by:NamePosition of EndorserDate |

**CODE OF CONDUCT FOR PERSON(S)**

**(Including Locum, Agency & Contract Staff):**

**DATA PROTECTION AND CONFIDENTIALITY**

**All persons accessing Trust systems are required to read this Code of Conduct and signify their agreement to comply with the Code by signing and returning a copy of it to [the Sponsor (names above) / Information Governance Department].**

1. All persons accessing Trust Systems are obliged to comply with any legal requirements in respect of their use of Trust information, be that personal data within the meaning of the Data Protection Act 1998, information belonging to the Trust or otherwise. This includes any requirements pursuant to the Data Protection Act 1998, Access to Health Records Act 1990, common law duty of confidence and, as the Trust is a public body, the Freedom of Information Act 2000.

Furthermore, use of information must be in accordance with relevant professional codes of practice by which persons accessing Trust Systems are bound and any legal requirements relating to intellectual property rights, such as the use of copyrighted material pursuant to the Copyright Designs and Patents Act 1998

In particular: -

1. You agree to comply with the Trust’s Information Governance policies (and/or Terms of a Data Sharing Agreement or contract under which this access is given) copies of which may be obtained from the Trust’s Intranet homepage
	* <http://intranet.srht.nhs.uk/policies-resources/trust-documents/trust-wide-general/imt/>
2. You also agree that, except in the proper course of your duties, as authorised or required by law or as authorised by your line manager, the line manager of the service(s) you are working for or the Trust sponsor, either during your appointment / period of access to the Trust or at any time after that appointment / access, you will not:
	* Process or use any confidential information (including, but not limited to, information in any form relating to conduct of the Trust’s business, information relating to others including personal data of patients, other employees or agents of the Trust and any information marked or described as sensitive personal or confidential or which could reasonably be expected to be confidential);
	* Make or use any copies of personal, sensitive personal or confidential information (including in written, oral, visual or electronic form); or
	* Disclose any such personal, sensitive personal or confidential information to any person, company or other organisation.
3. You shall also use your best endeavours to prevent the use or communication of any such personal, sensitive personal or confidential information by any other person, company or organisation, except in the proper course of their duties, as required by law or as otherwise authorised by the Trust, and shall inform the Information Governance Manager if you become aware or suspect that any such person, company or organisation has used or communicated any personal, sensitive personal or confidential information.
4. In addition: -
	* You shall not attempt to access any restricted areas (areas giving access to information to which you do not have a legitimate working need to access) of the Trust / or Trust systems, unless specifically authorised by your line manager / area manager / Trust Sponsor to do so.
	* You shall not remove from Trust premises, copy, save or otherwise transfer (in writing, orally, visually or electronically) any Trust information (including patient information) except as part of the proper course of your duties or with the prior written permission of your line manager/Trust Sponsor. For the avoidance of doubt, this includes “burning” any information onto a CD, DVD or Blu-Ray disc or copying or saving information to the local drive of a PC or laptop.
	* You shall not give your allocated password to anyone, even another member of staff
	* If you have been issued with or allowed to use a computer, laptop, PDA, telephone or any other device, you shall take reasonable steps to ensure that it is kept secure, never leaving it logged on whilst unattended or in an unlocked area.
	* You shall not download or install any software from external sources without authorisation from the Information Governance Manager
	* You shall not attach any device or equipment to Trust systems [without authorisation and prior screening by the IT department], including but not limited to a MP3 player, iPhone, mobile telephone, PDA or external drive.
	* You shall forward, as soon as possible, any formal written request from a person for access to their personal data (a “Subject Access Request”) to the Information Governance Team. This includes the situation where patients request to see their case notes. Any verbal requests by a person for access to their cases notes or other personal data should also be passed to [the Information Governance team] who will assist that person to make a Subject Access Request.

**Signature \*To be completed by the user\***

I, the undersigned, confirm that I have read, understood and will comply with the provisions within this Code of Conduct. Understand that any breach of the Code of Conduct could result in disciplinary action by Salford Royal (or my own Trust/Company) and termination of access to the system.

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **Appendix 2** |  |

**Partner workers**

Partner workers are those staff who need full access to our network but who work for our partner organisations, e.g., the NHS.

**Partner accounts must be approved by a manager/sponsor to authorise licence costs. The cost is £213.50 for the first year and £121.50 per year thereafter. Additional system licence charges may also apply.**

A CLO will need to request a position number from HR, as this will be needed to create a network account. You will also need their name, the location and contact number of where they'll be working. As with paid employees, you will also need to name one of their colleagues, who must work in the same team or have recently left, to base the new account on.

**How to request a position number**

You must be a CLO to be able to request a partner position number:

* visit the [request it, report it](file:///C%3A%5Cpeople-zone%5Cict-help%5Creport-itrequest-it%5C) page
* click the **standard changes** link
* scroll down to the **network access** section and **new partner position** link
* complete the form, nominating a **sponsor** when prompted
* **submit** the form

This will send an email to the sponsor requesting approval. Once approved, a request is sent to HR for a partner position number. Once you have this number, you can create the account.

**How to create the account**

* visit the [request it, report it](file:///C%3A%5Cpeople-zone%5Cict-help%5Creport-itrequest-it%5C) page
* click the **standard changes** link
* scroll down to the **network access** section and click the **new/transfer user account** link
* complete and **submit** the form

This is an automated process. When it's completed, the CLO and the customer will receive the new username and password for the partner worker. The password must be changed when the user first logs on.

# Details needed for ICO staff Partner Position Network Accounts

This form should be completed and sent to your Customer Liaison Officer (CLO) to request a new network account.

|  |  |
| --- | --- |
| NamePlease include a middle initial if it’s a common name |  |
| Known asAllows a name other than their formal first name e.g. Bob instead of Robert |  |
| Job title |  |
| SRFT Email addressRequired to process partner position number |  |
| Service groupOr division if in customer & support services |  |
| Contract start dateThe date they are due to start |  |
| LocationWhere the user will be based |  |
| Telephone numberMain number of office base |  |
| Name of colleague to base the user on |  |
| Partner organisationWho they work for or where they study if a student |  |
| Contract end dateThe **date** they are due to finish (max 12 months) |  |
| Internet access required |  |
| COST CENTREThis is used to charge the partner account to and will be used by the CLO for Internet access charge |  |
| Further requirementsList any specialist software needed, membership of any group mailboxes, OCS, access to additional folders or other special requirements | Access to Liquid Logic  |

***NB: An email will be sent to the person’s manager a month before the account is due to expire to ask if it needs to stay activated – NIL response results in the de-activation of the account***

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| **Appendix 3** |  |

STUDENT PLACEMENT LAPTOP REQUEST FORM

This laptop has been provided for the use of the student when on their social work placement. At the end of the placement the laptop must be returned to the ASC Workforce Development Team. Contact ASCworkforcedevelopment@nca.nhs.uk to arrange returning the laptop. (PE payment forms will not be processed until the laptop is returned).

Please make the student aware:

* Equipment is provided for the sole use of the student.
* Ensure the laptop is stored securely when not in use (e.g do not leave in your car)
* If the laptop is damaged or broken this must be reported to ASCworkforcedevelopment@nca.nhs.uk
* The laptop must only be used for work purposes and within working hours, they are not for the students personal use.
* When using the Internet only appropriate sites must be visited.
* Passwords must be kept safe.
* The student must undertake mandatory Information Governance and Data Protection.training.

Name of Student:

Team where Student will be based:

PE Name:

Start Date of Placement:

Expected End Date of Placement:

Laptop Number:

Date Laptop Collected:

By:

Signature:

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| **Appendix 4** |  |



**External Learner Request Form**

**Please complete this proforma to request access to ESR Learn as an External Learner.**

**Once complete please send to** **learning@nca.nhs.uk** **for processing. You will be emailed with your log in details and a ESR Learn user guide for further assistance.**

|  |  |
| --- | --- |
| Title:(Dr, Mrs, Ms, Miss, Mr) |  |
| Full Name: |  |
| Gender: |  |
| Date of Birth: |  |
| National Insurance Number: |  |
| Email address: |  |
| Name of Line Manager: |  |
| Signed:(by External Learner) |  |
| Date: |  |

|  |  |  |
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| **Appendix5** |  |  |





Does your student have an ESR account? 

If not complete this form and then email to learning@nca.nhs.uk

**Mandatory Training**

All students are required to complete the below mandatory training:

|  |  |
| --- | --- |
| **Title** | **Format** |
| Conflict Resolution | eLearning |
| Corporate Welcome | Face to Face |
| Equality, Diversity and Human Rights | eLearning |
| Fire Safety | Face to Face |
| Fraud Awareness  | eLearning |
| Health Safety and Welfare | eLearning |
| Infection Prevention and Control | eLearning |
| Information Governance | eLearning |
| Local Induction  | Face to Face |
| Moving and Handling | eLearning |
| Oliver McGowan Learning Disability and Autism  | eLearning |
| Prevent Level 3 | eLearning |
| Resuscitation Adults Level 1 | eLearning |
| Safeguarding Adults Level 1, 2 and 3 | eLearning |
| Safeguarding Children Level 1, 2 and 3 | eLearning |

**Optional ESR Training Opportunities**

* **Sage and Thyme Level 1 Communication training** (listed under NCA Palliative Care NES).
* **Advanced Care Planning** (listed under NCA Palliative Care NES).
* **Dementia** (listed under NCA Dementia Training).

**Additional CPD Training Opportunities**

* Welfare Rights - [Welfare reform workshops • Salford City Council](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.salford.gov.uk%2Fadvice-and-support%2Fwelfare-rights-and-debt-advice-service%2Fwelfare-reform-workshops%2F&data=05%7C02%7CShoyley.Chowdhury%40nca.nhs.uk%7C1db6efe53ca749a4589f08dcfcdbf6c0%7C9a12677ec2e94deba58aee1c59ac0161%7C0%7C0%7C638663268887756936%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=8od3jYm1HZEdOyd4xI4BY2vAG7aFvBj8Sh%2BhzPbx1lg%3D&reserved=0) Contact kate.anstee@salford.gov.uk for further information and booking details
* Prevent training including Incel violence and hate crime [Prevent training • Salford City Council](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.salford.gov.uk%2Fpeople-communities-and-local-information%2Fthe-prevent-duty%2Ftraining%2F&data=05%7C02%7CShoyley.Chowdhury%40nca.nhs.uk%7C1db6efe53ca749a4589f08dcfcdbf6c0%7C9a12677ec2e94deba58aee1c59ac0161%7C0%7C0%7C638663268887792075%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ZTZmtltDBh6DQjqAGkmR9nJSl95wsWuU%2FzXhGqy9vZg%3D&reserved=0) Contact debbie.hulme@salford.gov.uk
* Domestic Abuse/MARAC/DASH/Trauma [SSCP Training Programme | Salford Safeguarding Children Partnership](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsafeguardingchildren.salford.gov.uk%2Fprofessionals%2Fmulti-agency-training%2Fsscp-training-programme%2F&data=05%7C02%7CShoyley.Chowdhury%40nca.nhs.uk%7C1db6efe53ca749a4589f08dcfcdbf6c0%7C9a12677ec2e94deba58aee1c59ac0161%7C0%7C0%7C638663268887821602%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=fZcRo3cL6zZdIx9AtMo%2BKHIe3oIQqxpkS6pl0iIQe6E%3D&reserved=0)
* [Domestic abuse toolkit | Salford Safeguarding Children Partnership](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsafeguardingchildren.salford.gov.uk%2Fprofessionals%2Fdomestic-abuse%2Fdomestic-abuse-toolkit%2F%23%3A~%3Atext%3DThis%2520toolkit%2520was%2520created%2520to%2CYoung%2520people&data=05%7C02%7CShoyley.Chowdhury%40nca.nhs.uk%7C1db6efe53ca749a4589f08dcfcdbf6c0%7C9a12677ec2e94deba58aee1c59ac0161%7C0%7C0%7C638663268887848321%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=t3igNM0AZn4WOk6AzSRu0kPl%2FA60JMEnP9vP2i7kNo8%3D&reserved=0)
* Research in Practice – lots of useful resources including webinars, briefings, videos etc, To set one up an account click on the link [set up an account](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.researchinpractice.org.uk%2Fregister%2F&data=05%7C02%7CShoyley.Chowdhury%40nca.nhs.uk%7C1db6efe53ca749a4589f08dcfcdbf6c0%7C9a12677ec2e94deba58aee1c59ac0161%7C0%7C0%7C638663268887875311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=KUhdqdgLwvirA9nJ4f0LU3fxBODIxhFLyosYe%2B%2BgHbE%3D&reserved=0) It’s free to join and open to all ASC students.