

## CLINICAL ATTACHMENTS / OBSERVERSHIPS TO THE TRUST POLICY

Approved by: **Trust Executive Committee**

On: **29 March 2017**

Review Date: **December 2019**

**Extension agreed due to  
COVID, April 2022**

Corporate / Directorate: **Corporate**

Clinical / Non Clinical: **Non-Clinical**

Department Responsible  
for Review: **Medical Education**

Distribution:

- Essential Reading for: **All Consultants  
Operational Managers  
Medical Education Team**
- Information for: **Human Resources Team  
Divisional Medical Staffing  
Administrators  
All other Medical and Dental Staff**

Policy Number:

*hu2017-001*

Version Number:

**3**

Signature:

**Chief Executive**

Date:

**30 March 2017**

# Burton Hospitals NHS Foundation Trust

## POLICY INDEX SHEET

<b>Title:</b>	<b>Clinical Attachments / Observerships to the Trust Policy</b>
<b>Original Issue Date:</b>	<b>May 2012</b>
<b>Date of Last Review:</b>	<b>December 2016</b>
<b>Responsibility:</b>	<b>Medical Education Centre Manager</b>
<b>Stored:</b>	<b>Trust Intranet</b>
<b>Linked Trust Policies:</b>	<b>Honorary Doctor Appointments</b>
<b>E &amp; D Impact Assessed</b>	<b>EIA 296</b>
<b>Responsible Group / Committee</b>	
<b>Consulted</b>	<b>All Consultants All Associate Directors All Operational Managers Research &amp; Development Team Medical Education Team Medical Workforce Team</b>

## REVIEW AND AMENDMENT LOG

Version	Type of change	Date	Description of Change
2	Update	Sept 2013	Annual review
3	Review	December 2016	Review and update

# CLINICAL ATTACHMENTS / OBSERVERSHIPS TO THE TRUST POLICY

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# Burton Hospitals NHS Foundation Trust

## CLINICAL ATTACHMENTS / OBSERVERSHIPS

### 1. INTRODUCTION

The Trust receives frequent requests from professionals wishing to observe clinical practice or undertake Clinical Observerships / Attachments; in the Trust and from professionals from other NHS Healthcare Organisations who may be invited to undertake particular procedures within the Trust.

The Trust wishes to encourage Clinical Observerships / Attachments; however there is a need to undertake the necessary processes to ensure that the required pre-employment checks are undertaken in order that the Trust can ensure that patient care is not compromised and the individual is properly indemnified for their authorised duties. All individuals are required to adhere to the Trust policies and procedures currently in force.

### 2. SCOPE OF POLICY

This policy applies to all medically or clinically qualified individuals (hereafter the Observer) who wish, or are invited, to observe clinical practice within the Trust.

This policy applies to those suitably qualified medical staff from abroad or within the UK who may wish to undertake a period of Clinical Observerships / Attachments prior to taking up a post in the UK.

This policy does not apply to:

- Overseas medical students seeking electives. These should be referred to the Medical Students administrator for advice
- Non – Clinical Observers
- Those wishing to undertake clinical research.

### 3. AIMS & OBJECTIVES

The purpose of this policy is to ensure that:

- Patient safety, infection control, information governance, security and confidentiality are maintained and all current policies in this respect are adhered to.
- The Clinical Observer / Attaché is aware of the limits of the Clinical Observerships / Attachments status.
- The Trust's obligations to such individuals, such as health and safety, are met.

## 4. DUTIES AND RESPONSIBILITIES

Description	Clinical Attachments	Clinical Observership
<p><b>Broad outline of role</b></p>	<p>A Clinical Attachment is a period of time [up to a maximum of six weeks] when a doctor is Observed to a clinical unit, with a named supervisor with the broad aims of gaining an appreciation of the nature of clinical practice within the UK and observing the role of the doctors in the NHS. This includes learning about the legal, ethical and cultural context of medical practice as outlined in the GMC's booklet "Duties of a Doctor". No extensions will be granted. This is due to immigration rules which came into effect in 2006.</p> <p>A Clinical Attachment does not constitute employment with the Trust or the provision of service to the Trust in either substantive or honorary capacity.</p>	<p>A Clinical Observership is for a short period of time, [normally from 1 day up to a maximum of four occasions], when a Clinical Observer requests a period of time to enable them to observe a certain procedure/practice within the Trust at an agreed date and time.</p> <p>A Clinical Observership does not constitute employment with the Trust or the provision of service to the Trust in either substantive or honorary capacity.</p>
<p><b>Purpose of role</b></p>	<p>Clinical Attachments serve as an introduction to the working of the NHS for those doctors who are new to the country or have not worked in the UK previously and will be supported only in the following situations: -</p> <ul style="list-style-type: none"> <li>• Referral under Deanery policy</li> <li>• Overseas doctors who wish to train in the UK or refugee doctors who wish to resume their careers and/or training</li> <li>• Doctors who wish to return to clinical practice after a long gap</li> </ul> <p>The following are duties that may be undertaken by those on a Clinical Attachment: -</p> <ul style="list-style-type: none"> <li>• Attendance at ward rounds, outpatient sessions and theatre as an Clinical Observer at the discretion of the sponsoring consultant</li> <li>• Take a patient's history; undertake a physical examination with the patient's consent and always under the supervision of a registered medical Clinical Observer [patients should be made aware of and agree to the Clinical Attaché]</li> <li>• Attendance at teaching sessions.</li> <li>• The Clinical Attaché must not under any circumstances perform invasive procedures, advise on patient treatment or initiate, alter or stop the treatment of a patient.</li> </ul>	<p>All requests for Observerships must be supported by the Trust's "sponsor" who will be a named Consultant under whose supervision the Observer will be throughout their stay in the Trust.</p> <p>The Clinical Observer will be authorised to observe a particular procedure or practice and must not under any circumstances perform a procedure, unless prior arrangements have been sought, agreed and necessary checks and a contract is in place.</p>

<p><b>Cost of Attachment</b></p>	<p>Clinical Attachments are unpaid; however an initial charge of £100 will be made for all periods of Clinical Attachments to cover administrative costs. Further costs will also be incurred as a result of carrying out DBS checks and health clearance costs.</p>	<p>Clinical Observerships are unpaid, and it is unlikely that there will be a charge as it is expected that those requesting Clinical Observerships have substantive posts within the NHS. However, clearances will be required and any associated costs will be borne by the individual.</p>
<p><b>Role of Sponsor</b></p>	<p>Clinical Attachments must have a Sponsoring Consultant and it is the responsibility of the Clinical Observer wishing to undertake the Clinical Attachment to approach a consultant who is willing to act as the sponsor. Sponsors should consider the impact on other staff and medical students attached to a specialty / firm before agreeing to accommodate Clinical Attachments.</p> <p>The sponsor is able to access necessary support and training from the Deanery where the Clinical Attaché is in attendance as a direct result of the Deanery allocation process.</p> <p>The sponsor should meet the doctor at the start of the Clinical Attachment to discuss arrangements and to identify what the aims and objectives are of the Clinical Attachment. The details of this meeting will be documented and a copy should be sent to the Medical Education Team for their personnel file. There should be a further meeting at the end of the Attachment to establish whether the aims and objectives have been achieved.</p> <p>The sponsor is responsible for the actions of the Clinical Attaché and must specify clearly what is considered appropriate work for the Clinical Attaché to undertake.</p>	<p>The Clinical Observer must have a Sponsoring Consultant. The sponsor will be responsible for ensuring that the conditions for Clinical Observerships are adhered to and for determining the degree of supervision required.</p> <p>Sponsors should consider the impact on other staff and medical students attached to a specialty/firm before agreeing to accommodate Clinical Observership.</p> <p>The sponsor is liable for the action of the Clinical Observer and must specify clearly what is considered appropriate during the Clinical Observership.</p>
<p><b>Role of Doctor requesting Attachment/ Observership</b></p>	<p>Doctors requesting Clinical Attachments should allow adequate time to enable clearance in line with all of the six NHS pre-employment checks and administration to be undertaken prior to commencing their placements (a minimum of 6 weeks).</p> <p>All non-EU doctors requesting a period of Clinical Attachment must have been successful in the International English Language Testing System (IELTS) within the scores required by the GMC (IELTS Score 7) and be eligible for registration with the GMC or be ready to sit Part II of the Professional Linguistic and Assessment Board examination (PLAB).</p> <p>Doctors undertaking Clinical Attachments will</p>	<p>Doctors requesting Clinical Observership should allow adequate time to enable clearance in line with all of the six NHS pre-employment checks and administration to be undertaken prior to commencing their placements (a minimum of 4 weeks).</p> <p>All non-EU doctors requesting a period of Clinical Observership must have been successful in the International English Language Testing System (IELTS) within the scores required by the GMC (IELTS Score 7) and be eligible for registration with the GMC or be ready to sit Part II of the Professional Linguistic and Assessment Board examination (PLAB).</p>

	be responsible for applying for any visa required to come to commence at the Trust. Any fees payable will be borne by the doctor.	Doctors undertaking Clinical Observerships will be responsible for applying for any visa required to come to commence at the Trust. Any fees payable will be borne by the doctor.
<b>Role of Education Centre</b>	Medical Education Centre staff shall liaise with the Doctor and Sponsor Consultant to ensure that the Clinical Attaché has all necessary clearances, a contract issued and an agreed start date and induction* process. All departmental induction forms should be returned to the Medical Education Centre staff.	Medical Education Centre staff shall liaise with the Doctor and Sponsor Consultant to ensure that the Observer has all necessary clearances, a contract issued and an agreed start date and induction* process. All departmental induction forms should be returned to the Medical Education Centre staff.
<b>Role of wider Trust</b>	Any member of staff expressing concerns regarding the conduct or poor performance by a Clinical Attaché or Observer should raise any concerns with the Medical Education Centre staff in order that this be escalated to the Sponsor Consultant. In cases of serious misconduct the individual will be required to leave the Trust premises pending investigation.	
<b>General requirements</b>	<p>In order to ensure that all Clinical Observerships / Attachments are dealt with in a timely manner and to reduce the impact on teams and other stakeholders, normally only one Clinical Observerships / Attachments at any one time within each Specialty will be agreed.</p> <p>Clinical Attachments / Observers are:-</p> <ul style="list-style-type: none"> <li>• Responsible for organising their own accommodation as it is unlikely that the Trust is able to provide this</li> <li>• Required to comply with all the Trust's policies and procedures</li> <li>• Covered by the Trust's public liability indemnity. However, the Trust will accept no liability for loss or damage of personal property</li> <li>• Required to abide by any directions which the sponsor or anyone acting on behalf of the sponsor's behalf may make</li> <li>• Included in the Trust's responsibilities to those on its premises under health and safety legislation, and is required to co-operate in discharging Trust's responsibilities and to take reasonable care for the health and safety of him/her and others</li> <li>• Required to be readily identifiable to all and wear identification prominently as provided</li> <li>• Required to agree any absence.</li> </ul>	

\* Orientation to the Trust need not be exhaustive and should be appropriate to the period of the visit. However it should as a minimum include details such as restaurant facilities, car parking arrangements, fire alarms and exit arrangements as well as any infection control principles pertinent to the area such as changing facilities etc. Every Attachment / Observership should be subject to review and consideration given to the content dependent on nature and length of placement. If a Trust induction is taking place within the Attachment placement, the Observer will be expected to attend on this date. If the Attachment / Observership is arranged in Paediatrics or Obstetrics & Gynaecology, it is a requirement that the Attaché / Observer has undertaken a relevant and recent Safeguarding Children / Vulnerable Adults session.

## **5. MEDICAL EDUCATION PROCESS FOR CONTRACT ISSUE**

- 51 Notification of a Clinical Observership / Attachment placement will be received from West Midlands Deanery (where applicable) or a direct request from the person wishing to undertake the Clinical Observership / Attachment will contact the Trust's Medical Education Department directly in order for an Attachment to be organised.
- 52 If a Consultant is approached directly by a person wishing to undertake an Clinical Observership / Attachment, the name and contact details must be passed to the Medical Education Department in order for the correct procedures to be followed for setting up the Clinical Observership / Attachment.
- 53 The Medical Education Department will write to the Clinical Attaché / Observer confirming the period of Clinical Observership / Attachment subject to satisfactory pre-employment checks being undertaken and receipt of a cheque for £100 made payable to Burton Hospitals NHS Foundation Trust.
- 54 If a doctor is coming from abroad they will be required to produce the original passport that indicates they have permission to stay in the UK for the duration of the Clinical Observership / Attachment. It is the doctor's responsibility to ensure that they apply for a visa to undertake the Clinical Observership / Attachment.
- 55 An Occupational Health Questionnaire must be completed by the doctor together with all immunisation documents including evidence of TB, Rubella, Measles, Varicella and Hepatitis B. If the evidence is not from a UK laboratory then the doctor would be required to have this undertaken by the Trust Occupational Health Department. The doctor would not be able to commence the Clinical Observership / Attachment until satisfactory evidence has been received.
- 56 The payment of £100 must be cleared prior to referral for health screening. Additional fees for undertaking health screening will be charged (a separate list of charges can be provided on request; please note that these costs are indicative and may be subject to change). However this fee may be waived if evidence is provided that immunisation has been undertaken in the UK and this is satisfactory to the Trust. In the event that pre-employment checks prove unsatisfactory to the Trust this fee will not be refundable.
- 57 If the Clinical Observer / Attaché is coming from outside the UK they would be required to produce an original certificate of good standing from the local police of their resident country which must have a notarised translation. However, if their Attachment will be in any of the PoCA specialties i.e. Paediatrics and Obstetrics & Gynaecology, then a Disclosure & Barring Service (formerly Criminal Records Bureau) check will need to be carried out. The cost of this will be borne by the applicant.
- 58 If the Clinical Observer / Attaché has been resident in the UK for 3 months or longer they will be required to undergo a Disclosure & Barring Service (DBS) check. If the Trust needs to carry out a DBS check then the cost of this will be borne by the Clinical Observer / Attaché. The current cost of a DBS is £48.20. In

the event that pre-employment checks prove unsatisfactory to the Trust this fee will not be refundable

- 59 Once all pre-employment checks have been completed satisfactorily then a mutually convenient date for the commencement of the Clinical Observership / Attachment will be agreed and a contract will be issued by the Medical Education Department.
- 5.10 The doctor will be required to attend the Medical Education Department on their first day so that the necessary forms can be completed for them to be issued with an ID Badge.
- 5.11 At the end of the Clinical Observership / Attachment, Medical Education should liaise with the Sponsor Consultant to obtain details of the final review and provided the Attachment was successful, the Medical Education Team will issue the Attaché with a certificate of completion.

## **6. RELATED DOCUMENTS**

Honorary Contracts.

## **7. DISSEMINATION**

Policy will be available on the intranet or by request.

## **8. MONITOR AND REVIEW**

Details of the Monitoring Matrix can be seen in Appendix 1.

## **9. POLICY REVIEW**

This policy will be reviewed in December 2018 or earlier by joint agreement between management and staff side or earlier if legislation dictates.

Should there be a delay in the renewal of this policy it will remain in force until superseded.

## Monitoring Matrix

## Appendix 1

Minimum policy requirements to be monitored	Process for monitoring e.g. audit	Responsible Individual/ Committee/Group	Frequency	Responsible Individual/ Committee/Group for review of results	Responsible Individual/ Committee/Group for development of the action plan	Responsible Individual/ Committee/Group for monitoring of the action plan
All Clinical Attachments /Observership doctors are cleared in line with policy requirements.	Random sample of doctors identified by database.	Medical Education Centre Manager	Annually	Medical Education Management Team.	Medical Education Management Team.	Medical Education Management Team.
All Clinical Attachments /Observership doctors have a signed current contract in place.	Random sample of doctors identified by database.	Medical Education Centre Manager	Annually	Medical Education Management Team.	Medical Education Management Team.	Medical Education Management Team.
All Clinical Attachments /Observership doctors have a named Consultant Sponsor recorded on appropriate Trust NHS database	Random sample of doctors identified by database.	Medical Education Centre Manager	Annually	Medical Education Management Team.	Medical Education Management Team.	Medical Education Management Team.
Any Clinical Attachments	Random sample of	Medical Education Centre Manager	Annually	Medical Education Management Team.	Medical Education Management Team.	Medical Education Management Team.

/Observership doctor's absence reported appropriately on appropriate Trust NHS database	doctors identified by database.					
Any reported concerns escalated appropriately to Sponsor	Random sample of doctors identified by database.	Medical Education Centre Manager	Annually	Medical Education Management Team.	Medical Education Management Team.	Medical Education Management Team.