

# COVID Student Data

**Clinical Professions – COVID-19 Training Data Tool**  
**Allied Health Professions Data Guidance (8 June 2020)**



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## Clinical Professions – COVID-19 Training Data Tool Allied Health Professions Data Guidance

To support the redeployment of allied health profession students safely into paid employment in support of the on-going COVID-19 emergency, Health Education England is asking education providers to submit a standardised dataset on the status of their allied health profession students.



### Background

We are currently delivering healthcare in exceptional times with unprecedented demands for frontline healthcare service delivery. There is work underway to increase the capacity of all healthcare professions to support such requirements. Emergency legislation was passed by the UK Government, giving the Health and Care Professions Council (HCPC) powers to automatically register former Allied Health Professionals (AHPs) who had de-registered in the last three years and final year AHP students on UK approved programmes who have successfully completed their clinical placements. The intention for the HCPC temporary Register is to ensure there are no regulatory barriers for former registrants and students in practising on a temporary basis in response to the COVID-19 pandemic.

A UK AHP community [joint statement](#) was published on 6<sup>th</sup> April 2020.

### The ask

HEE has worked collaboratively with the HCPC, professional bodies, Royal Colleges, Council of Deans of Health, Government departments of the four nations, NHS Employers and staff side representatives to consider how best to support AHP students to continue their studies and where appropriate use their skills and expertise to support the health and care system during this time of emergency in the safest possible way. HEE has published [national guidance for AHP students](#) which provides information on undergraduate and postgraduate programme progression and processes for AHP students deployed to support the healthcare system during the COVID-19 pandemic.

It should be noted that this is a fast-changing and emerging situation and advice may be subject to further development. Therefore, the principles contained in the national guidance should be used in conjunction with advice and guidance from students' higher education institutions (HEIs), the HCPC, professional bodies, Royal Colleges and trade unions.

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An essential dataset is required from each student, that should then be input into a new HEE online data portal, <https://covidstudentdata.hee.nhs.uk>. This portal is very similar to the one being introduced as part of HEE's new national Student Data Collection. The effectiveness of this system is dependent on effective collaboration with HEIs, HEE and students.

HEE has requested data on all eligible students, regardless of whether they are interested in providing the support or whether they are suitable to do so. This helps us report the current status of all AHP students. This information will be shared with the appropriate regional or devolved employment leads.

When the data is submitted, HEE will access it and, working with partners through the regional NHS Workforce Cells, place willing and suitable students with the most appropriate provider. Some students are likely to stay with their last placement provider, while others who have returned to a family home may wish to be placed elsewhere in the country.

AHP student support guidance outlining options for students to opt-in to undertake a paid employment opportunity has been published [here](#). A joint letter, from Suzanne Rastrick and Beverley Harden, outlining students' options and the employment offer, accompanies the guidance and can be accessed [here](#).

The NHS and HEE are grateful for your support; this activity will directly lead to an increase in health service capacity and support sustaining the care that the NHS provides.

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### Data scope

This guidance is relevant to the following Allied Health Professions: dietitians, occupational therapists, operating department practitioners, paramedics, physiotherapists, diagnostic radiographers, therapeutic radiographers, speech and language therapists.

Students training as podiatrists, art therapists, drama therapists, music therapists, orthoptists, prosthetists and orthotists and osteopaths should consult with their university about options to progress with their education programme and are not included within this data scope.

### **Students in Year 1 (postgraduate), Year 2 (undergraduate) and all final year students who have not completed all their clinical placements**

Students are invited to opt into a revised programme structure whereby they spend, for example, a maximum of 60% of their time in a support worker role, which would be remunerated, and a minimum of 40% of their time in academic study. HEIs will continue to maintain contact and provide support to students during the COVID-19 pandemic. Subject to HEI approval time spent in the support worker role may count towards their degree programme, the exact nature of the role to be undertaken will be agreed between the student, HEI and employer. Students on the revised programme structure will be remunerated in line with national guidance and in most cases, this will be NHS Terms and Conditions of Service (Agenda for Change) at Band 3 level. Students who are not able or eligible to opt in to the revised programme will be supported by HEIs to consider their options, which include, but are not limited to continuing academic elements of their studies through distance learning / online approaches or having an authorised break in their studies.

### **Students in their final year who have completed all their clinical placements (undergraduate and postgraduate)**

Final year students who have completed all their clinical placements to a satisfactory standard will be automatically included on HCPC's COVID-19 Temporary Register and contacted by their HEI (unless they explicitly ask for their name to be removed) to enable them to be employed as an AHP prior to graduating. No fees will be charged in relation to the COVID-19 Temporary Register. HEIs will be working with the HCPC to ensure that temporary registrants are enabled to complete their programme of study during or after this emergency period and to register fully once qualified. HEIs will continue to maintain contact and provide support to students throughout the COVID-19 pandemic. Final year students on the Temporary Register who are employed on an NHS contract will be paid at the starting point of Agenda for Change Band 5. Students who are unable to work face to face with patients / service users will be supported by their HEI to consider other opportunities to support and where relevant continue academic elements of their study through distance learning / online approaches.

**A copy of the Data Protection Impact Assessment for this project is available on request from your regional contact.**

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### Completing the data return

The following guidance defines what data should be inputted into each field.

**All fields are mandatory except where noted.**

Please note, a number of the fields refer to a LOV (Look Up Value) and the system will only accept the data contained within that particular tab. If a different combination is entered, the data will not be validated at the point of submission.

There is no field identifying the education provider because the upload system will complete this automatically within the reporting function as the data is submitted.

If learners decline to share their personal data with HEE, please provide a count of such instances as described in the Further Notes section below.

### Data Fields for Allied Health Professions Students:

#### Forename

The learner's legal forename.

#### Surname

The learner's legal surname.

#### National Insurance Number

It is recognised that this is not standard data held by all Education Providers, however employers will require this information. It will also be used as a unique identifier where two learners at the same institution studying the same course have the same name.

**Please ensure it is collected as you gather learner's intentions.**

If a student declines the offer to support, and declines to provide their National Insurance Number for identification purposes, please enter 'Declines to provide'. If the field is left blank, the data will not be validated at the point of submission.

#### Email address

The email address most readily accessed by the learner, which they can be consistently contacted through this process.

#### Telephone number

The telephone number most readily accessed by the learner, which they can be consistently contacted through this process.

#### AHP Profession

The name of the profession the learner is enrolled on, selected from the defined drop-down list to ensure consistency across Education Providers. Please use the tab LOV\_Course for reference.

#### Academic Year of Study

The academic year of study in which the student is currently enrolled – select from drop down menu.

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### Temporary HCPC Number

Not mandatory but can be updated once learner has been allocated such upon redeployment.

### Preferred Organisation for Deployment (1st Choice)

This is not mandatory but organisation to be selected from a dropdown list if this information is available. This refers to location or organisation in which the learner would prefer to work and where completed will be used to assign the student to the appropriate Regional Workforce Lead.

If the intended location of this student is not listed in the dropdown list, then 'Other' should be selected and the placement location should be noted in the 'Notes & Recommendations' column.

If the student is to be deployed through the St Helens and Knowsley 'lead employer' model, then '*PIVO (St Helens lead employer) - add to notes column*' should be selected from the dropdown list. The HEI should enter the details of the placement into the 'Notes & Recommendations' setting.

- Name of intended host employer;
- Main named contact at the employer;
- Contact details for the main named contact (telephone number and email address);
- Intended number of hours to work each week, and the number of placement hours still to be completed.
- Any reasonable adjustments/risks that have been identified with the student that the host employer will need to assess for on arrival.

The placement cannot be set-up unless all these details are provided.

If a HEI is making use of a different, locally arranged 'lead employer' model then '*PIVO (local arrangement) - add to notes column*' should be selected here.

### Preferred Organisation for Deployment (2nd Choice)

This is not mandatory but organisation to be selected from a dropdown list if this information is available. This refers to location or organisation in which the learner would prefer to work and where completed will be used to assign the student to the appropriate Regional Workforce Lead.

### Worked in This Environment Before?

This is not mandatory but yes or no to be selected from a dropdown list if this information is available.

### Has the Student Achieved the Required Number of Clinical Placement Hours to Complete the Course?

This is not mandatory but yes or no to be selected from a dropdown list if this information is available. By selecting 'yes', you are also confirming they are eligible to join the temporary register and work as a band 5.

### Postcode of Current Residence

The postcode where they are currently residing, from where they will be travelling to work if redeployed.

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### **Opt in to be an Employed Student**

Required field – please select either yes or no from the dropdown list. No, confirms that the learner has opted out of redeployment or is unable to be redeployed for any reason, e.g. an underlying health condition which makes redeployment unsafe. This opt in includes students who have completed their clinical placements and been added to the temporary register and will be eligible to work as a support worker.

### **Notes and Recommendations**

Not mandatory. Any other specific item that needs to be recorded for this individual in this process.

If the student is to be placed with a placement provider that is not listed in the 'Preferred Organisation for deployment' column, then the intended location of this student should be noted here.

If the student is to be deployed through the St Helens and Knowsley 'lead employer' model, then the details relating the host employer (as outlined under 'Preferred Organisation for Deployment') should be entered here.

### Further Notes

#### **Learner declines for personal information to be shared with HEE**

In such cases please log a cumulative count of such learners through the data portal.

On the home page for your Education Provider there is a menu of tasks on the left-hand side of the page. From this list, select “Declined to Share Data”.

The portal asks: “How many students have declined to share their data with HEE?” Enter a cumulative count and click save.

#### **Employment checks for deployed learners:**

The Department of Health and Social Care have confirmed that during this deployment process, students will be deemed to have had the following employment checks completed by the HEI:

- Disclosure and Barring Scheme checks;
- Occupational Health; and
- References.

It is important to note that while being paid as an employee, students will remain as students and their placement / deployment could be counted as part of the educational pathway.