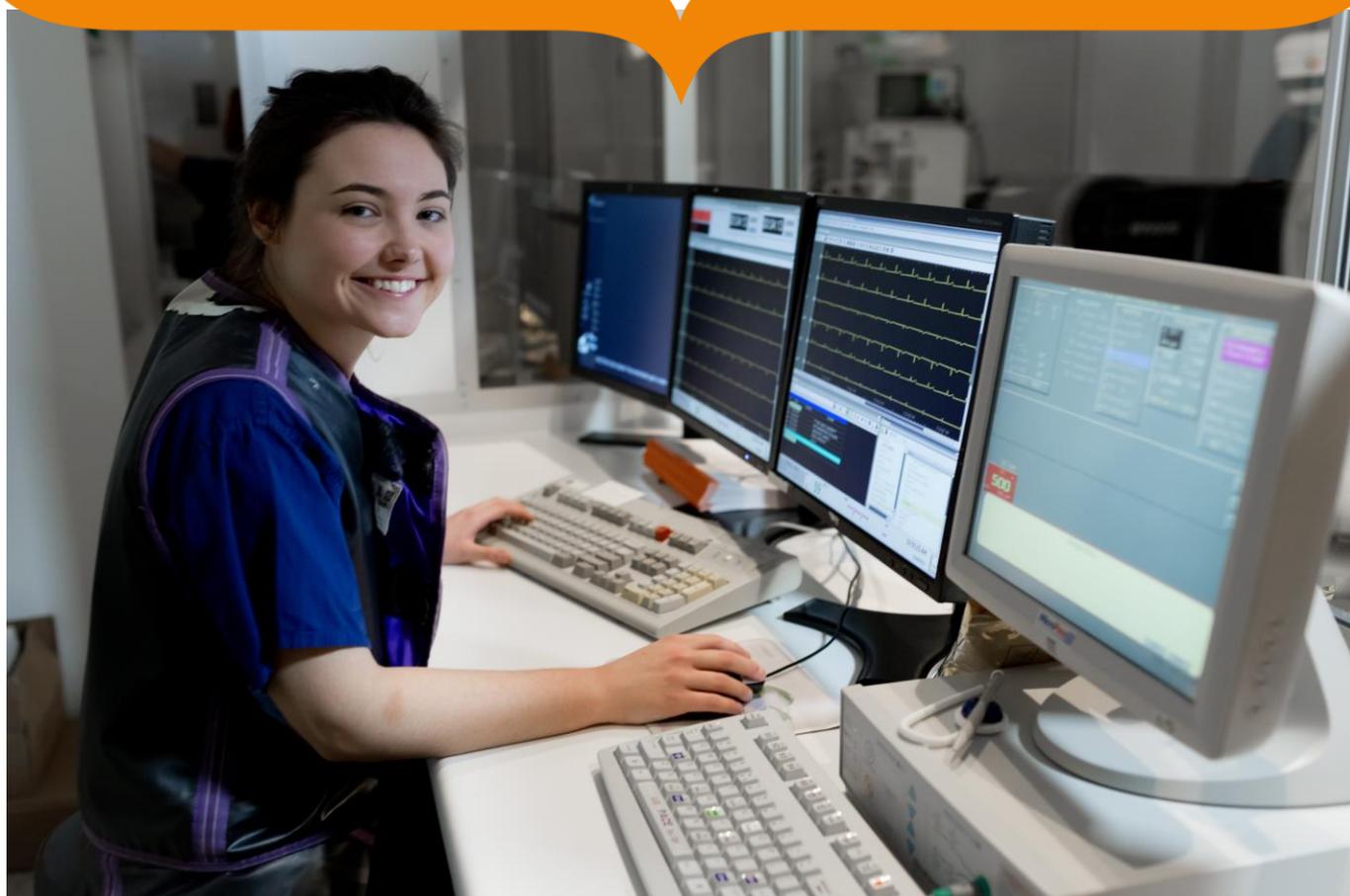


COVID Student Data

Clinical Professions – COVID-19 Training Data Tool
Healthcare Science (Practitioner Training Programme) Data
Guidance (8 June 2020)



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Clinical Professions – COVID-19 Training Data Tool Healthcare Science (Practitioner Training Programme) Data Guidance



Health Education England is asking education providers to submit a standardised dataset tracking the status and deployment of second year Healthcare Science (Practitioner Training Programme) students into paid-placements in response to the COVID-19 emergency.

Background

We are currently delivering healthcare in exceptional times with unprecedented demands for frontline healthcare service delivery. While work is underway to increase the capacity of all healthcare professions to support such requirements, the impact of COVID-19 is affecting the way students can train to join medical and clinical professions.

PTP students have key skills that can both support the NHS' response to the pandemic and provide additional skills to NHS providers as they work through the backlog of elective activity. At the same time, HEE is also hearing that traditional placements are being paused as placement providers concentrate on their COVID-19 response or because placement providers are unsure of the appropriateness of continuing with pre-existing placements.

HEE has worked collaboratively with the National School of Healthcare Science, the Academy of Healthcare Science, the Health and Care Professions Council and the Department of Health and Social Care to consider how best to support HCS PTP 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. The proposal to provide paid-placements for second year HCS PTP students supports them to re-join or remain with NHS providers as part of the workforce and receive the immediate benefits of employment protections while they continue with their educational progression.

The ask

HEE is asking HEIs to contact their second year PTP students and work to place them into paid-placements that can contribute to their course progression.

HEE has published [Student Support Guidance for HCS PTP students](#) which provides information on programme progression and processes for HCS PTP 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, and trade unions.

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 is requesting that HEIs contact all their second year PTP students to ask if they would like to opt-in to the paid-placement offer. We would like the details of all students contacted, and their preferences, to be entered onto the data tool. This includes students contacted who decline to opt-in. This helps us report the current status of all Year Two PTP students.

When the data is submitted, HEIs are asked to work with partners at their usual placement providers and in the regional NHS Workforce Cells to place willing and suitable students. 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.

HEIs and HEE Regional Workforce Cell colleagues may wish to liaise with their HEE regional Healthcare Science lead on matters related to HCS PTP placements in areas where they are unfamiliar, when necessary.

HCS PTP student support guidance outlining options for students to opt-in to undertake a paid placement has been published [here](#). A joint letter, from Berne Ferry and Sue Hill, 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.

Data scope

This guidance is relevant to the following PTP programmes:

- Audiology
- Blood sciences
- Cardiac Sciences
- Cellular Sciences
- Genetics
- Infection Sciences
- Neurophysiology
- Respiratory and Sleep Physiology
- Transfusion & Transplantation Science

Student Support Guidance

Students and HEIs should familiarise themselves with the full HCS PTP Student Support Guide; extracts of this guide are included below.

Students in the second year of their PTP programme

You will be given the option to opt into a revised programme structure as set out below. This is voluntary and if you do not feel able to opt in to this you will be supported by your university to consider the options available to you including continuing with the academic elements of your study through distance learning/online approaches, postponement of placements or, an authorised break in your studies. Universities are working on the principle of supporting all students, so they are not disadvantaged in progressing with their education programme based on whether they decide to opt into the revised programme.

HCS students will be invited to opt into a revised programme structure that includes paid employment combined with continued academic study. The time set aside for academic study will build in continued academic progression and a period of structured contact with your university to ensure ongoing academic and pastoral support during the COVID-19 pandemic. This will ensure that second year students will not be at a disadvantage compared to previous cohorts.

The exact nature of the paid employment and the level of supervision will be agreed between you, your university, and the organisation in which you will be working. Where possible the role will be aligned with the specialism that you are studying and if possible, may be with your previously agreed placement provider. However, it is likely that the paid role may be with a different employer/provider. In such cases you could be asked to undertake work that falls outside of what would be expected of a professional registrant in your specialism. However, time on paid employment may contribute to accumulation of placement time and should enable you to complete work-based learning outcomes e.g. in Professional Practice, understanding the patient pathway, working constructively and effectively as a member of a multi-disciplinary team, maintaining professional relationships.

Students in their first year of their PTP programme

Students in year one will continue with their studies and remain on their programme. However, the nature of the programme will be adapted so that students will see their academic studies continue but their clinical placement time will normally be paused. The method of academic delivery may change, this will be the responsibility of the University to decide.

As now, you may volunteer or undertake paid work within a healthcare setting while maintaining your academic study if you wish to do so. In line with current guidelines, volunteering or paid work will not normally be counted towards practice hours and experience.

Students in the final year of their PTP programme

Given the significant pressures on the system and the need to ensure that front line services are fully supported, it is not possible to continue to provide the current programme for students. Final year students who haven't completed all their placement hours can find ways to complete their degree without

undertaking further placements. This should be done in partnership with your University, who can advise on the specifics around this.

If you have completed all clinical placements, you may be able to graduate as normal.

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

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 PTP 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, through which they can be contacted through this process.

Telephone No.

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

PTP Specialism

The name of the student's healthcare science specialism, 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. This should be Second Year in all cases.

Current Home Placement provider

This term is used differently around the country. This should be the name of the Trust – or other organisation – which is the primary placement provider for the learner’s current academic year of study.

If Currently Employed / Working which Organisation?

Is the individual learner currently seconded into training from a Trust employer? If so, please name the Trust from the defined drop-down list in the LOV_PREFERRED tab for reference.

If job in place for June/July; which organisation?

Does the learner have a nursing job offered or agreed, pending qualification? If yes, please specify where this job will be from the defined drop-down list in the LOV_PREFERRED tab for reference. This may affect where they wish to be deployed.

Preferred Organisation for Deployment

Organisation to be selected from a dropdown list. This refers to location or organisation in which the student is to be placed, following discussion between the HEI and the student. When completed, this 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.

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 year 2?

This is not mandatory but yes or no to be selected from a dropdown list if this information is available. This will help inform how many students are able to end their paid-placement when the paid-placement system is drawn to a close.

Postcode of Current Residence

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

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/should not be deployed for any reason, e.g. an underlying health condition which makes deployment unsafe. 'No' should be selected if the HEI does not endorse the deployment of a student into a paid-placement.

This opt-in should include 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 & 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.