1) DOCUMENT CONTROL PAGE

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Central Manchester University Hospitals NHS Foundation Trust is committed to promoting equality and diversity in all areas of its activities. In particular, the Trust wants to ensure that everyone has equal access to its services. Also that there are equal opportunities in its employment and its procedural documents and decision making supports the promotion of equality and diversity. Refer to section 8 for more detail on undertaking equalities impact assessment.

This document must be disseminated to all relevant staff, refer to section 10: Dissemination and Implementation

The Policy must be posted on the intranet: May 2010
1. Introduction

1.1. The Central Manchester University Hospitals NHS Foundation Trust (CMFT) is committed to promoting education and learning in the workplace.

1.2. CMFT has a contractual responsibility to NHS North West through the Learning and Development Agreement. The purpose of this Agreement is to ensure that the Provider provides an environment that supports the learning and development of its staff and all students who access the trust.

1.3. The Learning and Development Agreement ties the support for all students on placement to the funding provided by the Authority. The funding provided is dependent on the range of activities and availability of facilities for all students and staff on a multidisciplinary basis.

1.4. The Learning and Development Agreement endorses the principle that education, training and learning are integral to the delivery of the core business of the Trust and indeed of benefit to the Trust and reflects the active support for the principles of lifelong learning for its workforce.

1.5. Student learning in the organisation is the joint responsibility of NHS Northwest, CMFT and Education Providers.

1.6. CMFT and the Education Provider will be jointly responsible for selecting students for elective placements as appropriate and in accordance with the rules and standards as laid down by the relevant regulatory bodies.
2. Definitions

2.1. Authority - the North West Strategic Health Authority (NHS North West)

2.2. Central Manchester University Hospitals NHS Foundation Trust (CMFT) - an independent public benefit organisation established by the Health and Social Care (Community Health and Standards) Act 2003 which is authorised to provide goods and services for the purpose of the health service.

2.3. Education Provider - the provider of further or higher educational services commissioned by the Authority and includes Medical and Dental undergraduate and postgraduate education related to this agreement.

2.4. Elective Placement - a clinical placement chosen by the student as part of an approved pre-registration academic programme of training. This could be in any clinical area or department within a healthcare setting.

2.5. Erasmus Placement - Erasmus is the European Commissions flagship educational exchange programme for Higher Education students, teachers and institutions. It was introduced with the aim of increasing student mobility within Europe and forms part of the EU Lifelong Learning Programme (2007-2013). It encourages student and staff mobility for work and study, and promotes trans-national co-operation projects among universities across Europe.

2.6. Interprofessional Learning - interactive learning that takes place between members of different professional groups. The focus of the learning is the multi-professional perspective and contribution in professional practice.

2.7. Learning Environment - the geographical location in which active learning takes place.

2.8. Mandatory Training - a standardised framework against which to deliver and assess mandatory skills. For example, Manual Handling, Fire Safety Awareness and Health and Safety Awareness and others as determined by statutory and regulatory requirements.

2.9. NHS Organisations - NHS Providers and Primary Care Providers and including all other organisations that form part of the National Health Service.

2.10. Placement - a clinical practice learning experience or environment within a Placement Provider.

2.11. Placement Provider - an organisation providing practice learning experiences or environments for students on healthcare programmes funded by Authority.
2.12. **Premises** - Provider facilities funded by the Authority for the delivery of learning and development.

2.13. **Programme** - an agreed programme of study leading to an approved award as covered by the Agreement.

2.14. **Provider** - the organisation in receipt of the funding in this Agreement, these may include NHS and non-NHS organisations.

2.15. **Quality Assurance** - the process of ensuring that learning environments and programmes developed and approved in such a way as to meet the standard required by the NHS and its Education Provider and Placement Provider partners, and are delivered effectively in accordance with those standards.

2.16. **Regulatory Body** - a body which sets, monitors and maintains standards for the relevant profession

2.17. **Services** - the activity funded through the Learning and Development Agreement

2.18. **Student** - a person receiving education at a higher or further education institute.

3. **Purpose**

3.1. The following policy has been produced to identify the process to be followed by clinical placements in the acceptance of elective pre-registration students.

3.2. This policy is written for practice learning experiences in pre-registration and pre-qualification programmes in healthcare professions, funded by the Department of Health England. It is not profession specific.

3.3. All elective placements must be in accordance with this policy, which is to ensure all risks are assessed.

3.4. Elective placements enhance the learning experience of learners. They allow students to have experience of a placement that they may not have had in their training. It can enhance recruitment.

3.5. Clinical placement areas within the organisation are frequently approached by students to provide elective placements during their training. As an organisation we welcome and where possible support these requests.
3.6. All elective students (excluding Children’s Nurses) are additional to those allocated by the allocations departments of our related Universities. Elective students are accepted over and above the allocated number of students.

4. **Roles and Responsibilities**

4.1. CMFT has an identified named Executive Director who is accountable for the performance and provision of the Learning and Development Agreement and in turn the Elective Placement of Students.

4.2. The Education provider is responsible for verifying students are medically fit to be trained, including any screening, immunisations and vaccinations deemed necessary by programme standards set out by regulation and Department of Health guidance. In the case of seconded students this responsibility falls to the Provider.

4.3. The Education provider ensures all students are subjected to a Criminal Records Bureau and Protection of Vulnerable Adults clearance as identified by NHS Employers Best Practice. The Provider must ensure work permits or other requirements for overseas students are provided.

4.4. The Provider and the Education Provider will use all reasonable endeavours to ensure that the standards and supervision of the practice learning environment conform to the Quality Assurance standards.

4.5. The Provider in partnership with the Education Provider will ensure that there is an agreed support infrastructure to enable elective students to meet their learning outcomes.

4.6. The Provider shall maintain third party, public liability and other appropriate clinical risk insurance cover (to the standards set out in “NHS Indemnity Arrangements for Clinical Negligence Claims in the NHS” – HSG94/48 or subsequent guidance, standards, requirements or obligations), in respect of the students and education and training staff of the Education Provider, undertaking activity related to education and learning on the premises owned, controlled or for the time being, in use by the Provider.

4.7. The Placement Provider will determine whether the elective placement will be accommodated.

4.8. The Placement Provider through the Practice Education Facilitator Team will monitor the number and type by profession of elective placements provided by the Trust.

4.9. The Placement Provider will ensure that students undertaking elective practice learning have, as far as reasonably practical, similar work facilities and amenities as those available to its employees.
4.10. The Placement Provider may reserve the right to remove a student from a placement setting in any case where it considers this is necessary having regard to the student’s conduct or professional suitability. The Placement Provider will inform the Education Provider immediately in this case. The Education Provider and the Placement Provider will co-operate in any disciplinary proceedings taken in connection with a student in a placement setting. Supervisory staff of the Placement Provider should have the right to counsel a Student. However, any case where more serious disciplinary action may be contemplated will be referred immediately to the Education Provider.

4.11. The Placement Provider will take steps to ensure the health, safety and welfare of elective students undertaking practice learning, as they would for their own employees.

4.12. The Placement Provider will notify the Education Provider of any accident sustained by a student undertaking practice learning within a time-scale appropriate to the seriousness of the situation.

4.13. The Placement Provider and the Education Provider will co-operate in answering any patient complaint or defending any clinical negligence or personal injury claim involving a student in a placement setting.

4.14. The Placement Provider will encourage and support appropriate staff to participate in any disciplinary and appeals processes relating to student performance in practice, at the invitation of the Education Provider.

4.15. The Provider can demonstrate that elective placements are effectively planned, resourced and managed so that learning is maximised and probity and governance arrangements are transparent and effective.

4.16. The Provider can demonstrate that the learning experience meets the needs and learning outcomes of the elective student in all settings.

4.17. The Provider can demonstrate that assessment processes are transparent, consistent, equitable and reliable to enable successful completion of placement learning outcomes.

4.18. It is the responsibility of all elective students on placement to ensure they comply with all terms and conditions of their placement areas.

4.19. It is the responsibility of all CMFT staff to ensure this policy is followed if they receive any requests for elective placements in their area.
5  Detail of Strategy, Policy, and Procedure, Guideline or Clinical Guideline

5.1  Category 1

Requests for elective placements from partner universities i.e. the University of Salford, University of Manchester and Manchester Metropolitan University (Appendix A)

- Management of such placements are in accordance with the individual university process in conjunction with departmental/ward managers.
- Elective students are normally in addition to the allocated student numbers for the placement area.
- Relevant documentation if required needs to be completed prior to the placement. This documentation will be supplied by the student.
- The decision will be made by the departmental/placement manager and student informed of outcome.

Factors to be considered are:-
- Appropriateness of placement request
- Existing student numbers in the placement area
- Staffing levels and clinical supervisor/mentor numbers
- Copy of learning/unit outcomes to ensure these can be met in the placement area

Please note these students do not require evidence of pre-employment checks e.g. CRB, Occupational Health clearance, references

See Appendix A for flow chart outlining this process
5.2 Category 2

Requests for student elective placements from NHS North West affiliated Universities (Appendix B & C)

Management of such placements is in accordance with the process described below and overseen by the Departmental Manager in consultation with the Practice Education Facilitator team.

All students must request elective placements in writing. Containing the following:
- Students full name and address
- University details
- Date of elective placement
- Preferred elective placement area/speciality

A decision will be made in partnership with the Practice Education Facilitator and the departmental/placement manager.

Factors to be considered are:
- Appropriateness of placement request
- Existing student numbers in the placement area
- Staffing levels and clinical supervisors/mentor numbers.
- Copy of learning/unit outcomes to ensure these can be met in the placement area

A formal letter/email agreeing/declining the request must be provided to the student within 2 weeks of receiving the written request (Appendix D & E).

Agreement of the placement will only be provisional until the following are provided:
- Letter of support from the student’s University validating their student status and request for the elective placement with relevant University personnel contact details
- Evidence of current manual handling and Basic Life Support training
- Any information regarding additional support they might require

On commencement of the placement the following must take place:
- Comprehensive orientation to placement/Trust including relevant policies/fire safety/infection control
- Ensure that students have appropriate ID badge for the duration of the placement if greater than 6 weeks

See Appendix B for flow chart outlining this process
See Appendix C for NHS NW affiliated Universities
5.3 Category 3

Requests for student elective placements from outside of NHS North West affiliated Universities (Appendix F)

Management of such placements is in accordance with the process below and overseen by the Departmental Manager in consultation with the Practice Education Facilitator team.

All students must request elective placements in writing. Containing the following:-
- Students full name and address
- University details
- Date of elective placement
- Preferred elective placement area/speciality

The decision will be made in partnership between the Practice Education Facilitator and the departmental/placement manager.

Factors to be considered are:-
- Appropriateness of placement request
- Student numbers in the placement area
- Staffing levels and clinical supervisor/mentor numbers
- Copy of learning/unit outcomes to ensure these can be met in the placement area

A formal letter/email agreeing/declining the request must be provided to the student within 2 weeks of receiving the written request (Appendix D & E).

Agreement of the placement will only be provisional until the following are provided:
- Letter of support from the student’s University validating their student status and request for the elective placement with relevant University personnel contact details
- Evidence of enhanced CRB clearance
- Evidence of occupational health clearance including relevant immunisation screening
- Evidence of manual handling and Basic Life Support training
- Copy of learning/unit outcomes to ensure these can be met in the placement area
- Any information regarding additional support they might require

Practice Education Facilitator or departmental manager to complete elective placement checklist. (Appendix H)

On commencement of the placement the following must take place:
- Comprehensive orientation to placement/Trust including relevant policies/fire safety/infection control.
• Ensure that students have appropriate ID badge for the duration of the placement

See Appendix F for flow chart outlining this process

5.4 Category 4

Requests for student elective placements under the Erasmus programme (Appendix G).

Management of such placements is in accordance with the identified process of the Education Provider for the placement of international students and in liaison with the Practice Education Facilitator team.

The placement provided will be made in partnership with the Practice Education Facilitator, Education Provider Lead for Erasmus students and allocation officer.

Factors to be considered are:-
• Appropriateness of placement request
• Student numbers in the placement area
• Staffing levels and clinical supervisor/mentor numbers
• Copy of learning/unit outcomes to ensure these can be met in the placement area

All pre-placement mandatory high level checks will be managed and confirmed by the university prior to the start of placement.

Liaison with the Practice Education Facilitator will inform the placement area of the Erasmus programme and requirements.

On commencement of the placement the following must take place:
• Comprehensive orientation to placement/Trust including relevant policies/fire safety/infection control.
• Ensure that students have appropriate ID badge for the duration of the placement
• Student to meet with practice education facilitator

See Appendix G for flow chart outlining this process

5.5 All elective students must at all time work under direct supervision of a qualified practitioner.

5.6 All elective students will be expected to adhere to Trust policy.

5.7 Students will be expected to wear their own uniform and identity badge at all times. A CMFT ID badge should be obtained if the placement is over 6 week’s duration.
5.8 Students are to undertake working hours reflective of the placement area. Placement staff must be notified of any sickness and absence at the earliest opportunity.

5.9 All costs incurred for an elective placement student shall be met by the student. All accommodation, travel and other expenses are the responsibility of the student.

6 Equality Impact Assessment

6.1 CMFT is committed to promoting equality and diversity in all areas of its activities. In particular, the Trust wants to ensure that everyone has equal access to its services. Also that there are equal opportunities in its employment and its procedural documents and decision making supports the promotion of equality and diversity.

6.2 The initial Equality Impact Assessment (EqIA) – Assessment of Policy for Relevance for Promotion of Equality – Initial EqIA is found at Appendix I. This must be completed and submitted to the Equality and Diversity Department for ‘Service Equality Team Sign Off’

6.3 Please contact the Equality and Diversity Department if you have any queries on 0161 276 5651 or equality@cmft.nhs.uk.

7 Consultation, Approval and Ratification Process

7.1 Consultation and Communication with Stakeholders

The main internal stakeholders for the purpose of this Policy are the Trust’s Clinical Directorate and Corporate Services.

The external stakeholders are the Education Providers, NHS North West and Strategic Health Authorities within England.

All internal stakeholders will be given opportunity to comment before the ratification process.

7.2 Policy Approval Process

The draft policy will be circulated to the Nursing and Midwifery Professional Forum and all Allied Health Professions Professional Leads for approval.
7.3 Ratification Process

Once approved the Policy will be forwarded to the Trust Divisional Operational Managers Group (OMG) and the Trust Clinical Governance Meetings for ratification.

8 Dissemination and Implementation

8.1 Dissemination

- The policy and associated documents will be posted on the Trust intranet.
- The policy will be communicated by the Practice Education Facilitator Team to the following:
  - Associate Director of Clinical Governance
  - Director Manager Pathology
  - Director of Nursing (Adults)
  - Director of Nursing (Children)
  - Director of Pharmacy
  - Directorate Manager Radiology
  - Divisional Directors
  - Divisional Risk/Governance Leads
  - Head of Allied Health Professionals
  - Head of Legal Services
  - Health and Safety Adviser
  - Director of Corporate Services
  - Heads of Corporate Departments
  - Risk Management Team
  - Associate Director of Patient Services
  - Associate Director of Human Resources
  - All Placement managers/ departmental leads

8.2 Implementation of Procedural Documents

The Practice Education Facilitator Team will be responsible for raising awareness of the policy and ensuring understanding of individual responsibilities.

9 Review, Monitoring Compliance With and the Effectiveness of Procedural Documents

The effectiveness of this Policy will be audited by the Practice Education Facilitator Team on a six monthly basis and reported through the annual monitoring process required by the NHS North West in line with the Learning and Development Agreement.
10 Standards and Key Performance Indicators ‘KPIs’

The Policy will be reviewed at least every 3 years or when there are significant changes to the document or following new guidance or regulations.

11 References and Bibliography

Nursing and Midwifery Council (2008) Standards to Support Learning and Assessment in Practice. London. NMC


12 Associated Trust Documents

Learning and Development Agreement

CMFT Mentorship in Nursing and Midwifery Policy

Equality and Diversity in Employment

13 Appendices

Appendix A: Flow Chart for Elective Placement Request from University of Manchester, University of Salford & Manchester Metropolitan University

Appendix B Flow Chart for Elective Placement Request from NHS North West Affiliated Universities

Appendix C List of NHS North West affiliated Universities

Appendix D Trust Acceptance letter for Elective Placement

Appendix E Trust Letter to Decline Elective Placement

Appendix F Flow Chart for Placement Request from all other universities

Appendix G Flow Chart for Placement Requests from Erasmus Student

Appendix H Elective Placement Checklist

Appendix I Equality Impact Assessment (EqIA) – Assessment of Policy for Relevance for Promotion of Equality – Initial EqIA
ELECTIVE PLACEMENTS - MANCHESTER, SALFORD & MANCHESTER METROPOLITAN UNIVERSITIES.

Request for elective placement

Advise to put request to the relevant universities allocations officer (Elective students are accepted above the allocated number of students)

Request considered by Allocations Officer & Ward/Department Manager and decision made. Decision relayed to student by allocation officer

Student to supply copy of intended learning outcomes Trust ID badge if placement over 6 weeks Complete University Elective Information Document

Accepting placement area informed of elective student placement at least 4 weeks in advance
ELECTIVE PLACEMENTS - NHS NORTHWEST AFFILIATED UNIVERSITIES.

Request for elective placement

Student to put request in writing to departmental student lead

Request considered and decision made within 2 weeks
(Elective students are accepted above the allocated number of students)

Provisional acceptance offer dependant on written confirmation from University of ALL of the following:

- Letter from personal tutor stating student is undertaking the course and is of good character
- Copy of intended learning outcomes
- Manual Handling and BSL training evidence
- Trust ID badge if placement over 6 weeks
- Identification of any special needs

Accepting placement area informed of elective student placement at least 4 weeks in advance
NHS NORTHWEST AFFILIATED UNIVERSITIES.

Edge Hill University
Lancaster University
Liverpool John Moore’s University
Manchester Metropolitan University
Open University
University of Bolton
University of Central Lancashire
University of Chester
University of Cumbria
University of Liverpool
University of Manchester
University of Salford
York St John University
Date

Dear ………….,

Further to your letter requesting an elective placement within the Trust, I am pleased to be able to provisionally offer you a placement on

The placement will take place between ……………………. &……………………...…….

In line with the Trust policy on elective students, I will need to receive the following from you before I can firmly agree the placement.

1) A character reference / covering letter from your university.
2) A copy of any intended learning outcomes for the placement.
3) Proof of enhanced CRB clearance.
4) Evidence of manual handling and BLS training.
5) A copy of the University Elective Information Document.

I will need this information as soon as possible in order to proceed.

Yours truly,

Practice Education Facilitator.
Dear ……………,

Many thanks for your enquiry regarding the possibility of securing an elective placement within the Trust. Unfortunately, I am unable to offer you a placement at the time you requested.

Within this trust, we are keen to welcome elective students, and would not discourage you from enquiring again in the future. Indeed, now you have my contact details, if you wish in the future to contact me please do not hesitate to do so.

May I take this opportunity to wish you all the best for the future and good luck in your career?

Kind regards

Practice Education Facilitator.
ELECTIVE PLACEMENTS – ALL OTHER NATIONAL UNIVERSITIES OUTSIDE OF THE NORTHWEST

Request for elective placement

Advise to put request in writing to Practice Education Facilitator.

Request considered by Practice Education Facilitator & Ward/Department Manager and decision made within 2 weeks. (Elective students are accepted above the allocated number of students)

Provisional acceptance offered dependant on ALL of the following:

- Satisfactory enhanced CRB clearance
- Letter from personal tutor stating good character
- Copy of intended learning outcomes
- Manual Handling and BLS training evidence
- Evidence of occupational health clearance including any immunisation screening
- Trust ID badge if placement over 6 weeks
- Completion of University Elective Information Document

Accepting placement informed of elective student placement at least 4 weeks in advance

Practice Education Facilitator to complete elective placement checklist (Appendix H)
ERASMUS PLACEMENTS

Request for Elective Placement

Management of such placements is in accordance with the identified process of the Education Provider for the placement of international students and in liaison with the Practice Education Facilitator team.

The placement provided will be made in partnership with the Practice Education Facilitator, Education Provider Lead for Erasmus students and allocation officer.

All pre-placement mandatory high level checks will be managed and confirmed by the university prior to the start of placement.

Liaison with the Practice Education Facilitator will inform the placement area of the Erasmus programme and requirements.

On commencement of the placement the following must take place:

- Comprehensive orientation to placement/Trust including relevant policies/fire safety/infection control.
- Ensure that students have appropriate ID badge for the duration of the placement.
- Student to meet with Practice Education Facilitator.
### Elective Placement Checklist – Category 3

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Practice Education Facilitator ............................

Appendix H
**Central Manchester University Hospitals**

**Equality Impact Assessment (EqIA) – Assessment of Policy for Relevance for Promotion of Equality – Initial EqIA Appendix I**

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**6 Lead Person**

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**7 Does the Policy Benefit or have an Impact upon either Staff, the Public or Both?**

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Student Elective Placement Policy

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See the Intranet for the latest version. Version Number: 2
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<tr>
<td>Sexuality</td>
<td>The policy benefits all nursing, midwifery and AHP staff and students regardless of sexuality</td>
</tr>
</tbody>
</table>

### 12 Priority

<table>
<thead>
<tr>
<th>Total Score</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Low</td>
</tr>
</tbody>
</table>

### 13 Service Equality Team Sign Off

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
<th>Date of Sign Off</th>
</tr>
</thead>
</table>

### Priority

<table>
<thead>
<tr>
<th>Priority</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>0-9</td>
</tr>
<tr>
<td>Medium</td>
<td>10-29</td>
</tr>
<tr>
<td>High</td>
<td>30+</td>
</tr>
</tbody>
</table>

EqIA Registration No. IP11/2010