

# **The University of West London**

College of Nursing, Midwifery and Healthcare

## **Student Learning Terms and Conditions**

## **1. Introduction**

This Student Learning Terms and Conditions does not apply to those who are on an apprenticeship professional health course. If you are an apprentice undertaking an apprenticeship professional health course, you will be asked to sign the College's Apprentice Learning Terms and Conditions.

As a student of the College of Nursing Midwifery and Healthcare ("CNMH") at the University of West London ("University"), you are entering both an academic university course and a professional career pathway. As a student nurse, midwife, Operating Department Practitioner (ODP), or paramedic (together referred to as "professional Health Courses or each as Professional Health Course") you are preparing to accept responsibility as a trained health professional for upholding the Code of Professional Conduct, for your professional body, and will be accountable for your personal actions at all times in protecting the public.

Nurses, midwives, ODP's, and paramedics provide care for people of all ages at vulnerable periods of their lives. There are, therefore, expectations of your behaviours as a student, whether you are in practice, in the University or in public places. You are in addition an ambassador/role model for the University and the Practice organisation with whom you will be undertaking your placements.

It is important that you understand that your Professional Health Course is governed by statutory and professional bodies in both health and education, and by legislation both in this country and the European Community. Evidence of fulfilment of the requirements of these bodies and your satisfactory conduct will have to be submitted by the University to the applicable regulatory bodies, the Nursing and Midwifery Council ("NMC"), and Health and Care Professionals Council ("HCPC") on completion of your Professional Health Course.

As health involves teamwork, collaborative relationships with colleagues from a variety of disciplines and respect for clients, patients and their families, your conduct will be an important indicator of your success as a professional. There are a number of sources of guidance about expectations of students both in practice environments and in the University. Details of the guidance can be found under the references section of this Student Learning Terms and Conditions so you can access the entire text when you want or need to.

## **2. Purpose**

The purpose of the Student Learning Terms and Conditions is to:

- a) Outline the responsibilities of nursing, midwifery, ODP, and paramedic students and the University both before the Professional Health Course begins and when on the Professional Health Course.
- b) Confirm that you understand and agree to follow the practice and behaviour of a nurse, midwife, ODP, or paramedic as stated in the regulatory bodies professional code and the University Regulations Student Handbook.

**All students wishing to study for a nursing, midwifery, ODP, or paramedic qualification at University are required to sign and comply with the Student Learning Terms and Conditions, prior to commencing the Professional Health Course and thereafter, annually.**

If you have questions relating to the Student Learning Terms and Conditions, please raise them with your Personal Tutor or Course Leader.

### **3. College of Nursing, Midwifery and Healthcare Responsibilities**

- 3.1 The College of Nursing, Midwifery and Healthcare (“College”) aims to ensure that the Professional Health Courses are planned to support students to meet the academic and practice requirements of nursing, midwifery, ODP and paramedic professions.
- 3.2 The College will:
  - 3.2.1 Provide comprehensive information about your Professional Health Course, module, placements, assessments, regulations, policies and procedures via the University’s website and in University communications.
  - 3.2.2 Work in partnership with you and stakeholders to create a positive and safe learning environment.
  - 3.2.3 You will have access to a range of learning resources and academic and practice-based support for the duration of your course.
  - 3.2.4 Provide suitably qualified teaching and support staff, and teaching that is up to date, well planned and centred around your learning needs.
  - 3.2.5 Provide you with access to appropriate support from Personal Tutor/Course Leader/Module Leader and student services.
  - 3.2.6 Provide you with access to relevant Professional Health Course and student handbooks electronically (via Blackboard) and to inform you of any changes in the University regulations.
  - 3.2.7 Designated holiday entitlement will be timetabled into the Professional Health Course. Timing of this may not be negotiable because of the timetabled practice and theory sessions.
  - 3.2.8 Give consideration to serious, unanticipated events affecting the ability of any individual student to comply with this Student Learning Terms and Conditions, and in certain circumstances, it may be appropriate to defer or withdraw the student.
  - 3.2.9 In conjunction with stakeholders provide you with practice experience to meet the Professional Health Course requirements. When undertaking practice

placements, support for students will be available from several sources within the University and placement areas.

3.2.10 Provide regular opportunities for you to feedback and evaluate the Professional Health Course, through a variety of quality assurance mechanisms.

Constructive student feedback is encouraged and is always given serious consideration in line with the requirements of the relevant regulatory body (NMC/HCPC).

3.2.11 The College is committed to being honest, polite and respectful to you, your peers, practice colleagues and patients/clients. College staff will communicate effectively and work within the appropriate academic, professional and practice guidelines.

3.2.12 The College will confirm the modules that have been successfully completed on the course of study and the expected date of completion as part of a reference for a future employer.

## **In Practice Placements**

3.3 A supportive and safe learning environment will be provided in the following way:

- a. Access to appropriate experiences and resources to facilitate your learning as a health professional.
- b. Support from a qualified health care professional who will provide supervision and who will carry out assessment of learning on an on-going basis.
- c. Support from the University in the form of an academic assessor/Link lecturer.
- d. Timely feedback from practice staff on your progress and on-going learning needs.
- e. Practice based learning experiences which will help you to achieve the expected learning outcomes.
- f. An opportunity to evaluate your practice experience and the University will feedback to the practice placement where appropriate (anonymised form) to assist with improvement to the practice experience.

## **4. Health and Character Requirements**

4.1 Applicants and students of Professional Health Courses are required to have satisfactory character and health to undertake such courses, and to apply to register with the applicable regulatory body. Where we reference health within this Student Learning Terms and Conditions, we are referring to both physical and mental health.

4.2 You are required to disclose to the University:

- a. any investigation by the police and/or health care establishment and criminal convictions (including spent convictions, cautions reprimand, bind-overs orders, and warnings); and

- b. health conditions and/or disability information

for DBS and health clearance.

For further information, please see relevant Course webpage, “*Regulations for the Consideration of Criminal Convictions for Courses Leading to a Professional Registration policy*”, “*Guide to Immunisation, Screening and Health Clearance*” and “*Fitness to Practice regulations*”.

## Before Commencing the Professional Health Course

### Criminal Convictions

- 4.3 You are required to inform the Admissions Office immediately in writing, if you are under investigation by the police or any health care establishment, or have been warned, cautioned, reprimanded, bind-overs, charged with, or convicted of a criminal offence prior to commencement of the course and you understand that this may affect your fitness to commence the Professional Health Course.
- 4.4 You are required to undertake an enhanced Disclosure and Barring Service (DBS) application (previously CRB) and provide the College with a copy of the DBS certificate and agree to further checks being undertaken as deemed necessary, in the reasonable opinion of the College.
- 4.5 If you have declared criminal convictions to the University or the DBS certificate discloses criminal convictions, your offer of a place to study on the Professional Health Course is subject to DBS Screening Panel clearance. The DBS Screening Panel will consider your criminal convictions and any mitigating circumstances in accordance with the University’s “*Considering Criminal Convictions for Applicants on Courses Leading to Professional Registration*” policy.

### Health

- 4.6 You are required to disclose to the University appointed occupational health provider information regarding your health and/or disability and may be required to undergo an occupational health assessment to obtain occupational health clearance.

The occupational health provider will assess any health conditions and/or disability disclosed to determine whether such condition will **affect or could affect** your ability to undertake and meet the requirements of the Professional Health Course.

- 4.7 Failure to disclose criminal convictions and/or health/disability may affect your fitness to commence the Professional Health Course. Any offers made or enrolment to study on a Professional Health Course may be withdrawn by the University without liability in accordance with its regulations, policies and Student Terms and Conditions.

## During the course of your studies

- 4.8 During your course of study, you will be required to demonstrate that you are of **satisfactory health and character**. Any concerns that come to light which impacts your ability to complete the Professional Health Course and are not self-declared

could be subject to an investigation and could affect your progression on a Professional Health Course. On completion of your Professional Health Course, the College is required to submit to the NMC / HCPC a signed declaration of your satisfactory health and character whilst you were a student. This is to ensure you have met the professional requirements for registration.

### **Criminal Convictions**

- 4.9 You have an ongoing duty during the course of your studies to inform the Course Leader and your Personal Tutor immediately if you are under investigation by the police or any health care establishment, or have been warned, cautioned, reprimanded, charged with or convicted of a criminal offence during your time as a student on a Professional Health Course and you understand that this may affect your fitness to continue on the Professional Health Course or apply to register with the NMC/HCPC.

### **Health**

- 4.10 You have an ongoing duty and a legal obligation during the course of your studies to inform your Course Leader, Personal Tutor, Academic Assessor and staff in clinical practice of **any** changes in your health status as soon as you are aware of them. These changes include: pregnancy, disability, illness and any unanticipated events which could affect your ability to comply with this Student Learning Terms and Conditions, fulfil Professional Health Course requirements, affect your fitness to be a student nurse, midwife, ODP, or paramedic or to practice as a registered nurse, midwife, ODP, or paramedic.
- 4.11 Failure to disclose criminal convictions and/or health conditions or disability during the course of your studies may affect your fitness to continue on your Professional Health Course.

### **Practice Placements**

- 4.12 Before undertaking your practice placement, you may be required to share results of Disclosure and Barring Service (DBS) checks (including copy of DBS certificate) with relevant Placement Providers as necessary, in the reasonable opinion of the College and/or Placement Provider. Failure to disclose DBS information to Placement Providers may result in you being denied a practice placement.
- 4.13 You should be mindful that behaviour that could lead to a criminal conviction, or behaviour which fails to meet professional standards, would mean that you would not be able to undertake your practice placements.

## **5. Student Responsibilities**

### **During Your Course of Study**

#### **5.1 During your course of study, you understand and agree to the following:**

You confirm the information provided in your application form is complete and accurate. You provide at the start of the Professional Health Course the relevant

qualification and identification documents relevant for the Professional Health Course requirements. You understand that if you have not been fully truthful and/or are withholding information, the University may withdraw the offer or discontinue your course of study with immediate effect.

## **5.2 Compliance**

- 5.2.1 You will behave with due regard for the reputation of the University and adhere to the University's policies and regulations including but not limited to the Student Code of Conduct, Fitness to Study, Fitness to Practise Regulations, Academic Regulations, and Student Handbook.
- 5.2.2 You will always act with honesty and integrity. Fraudulent or dishonest practices may result in investigations under the above regulations.
- 5.2.3 Treat University staff, other students, practice colleagues, patients/clients and property with due care and respect.
- 5.2.4 You will adhere to the standards laid down in the relevant professional code of conduct applicable to your Professional Health Course and profession.
- 5.2.5 Uphold the reputation of the University and applicable profession at all times when using social media and networking sites.
- 5.2.6 Maintain the anonymity and confidentiality of patient and organisation data in class and in assignments. You must not share patient and organisation data on social media. Breaches of patient and/or organisation confidentiality whether in assignments, practice placement or during the course of your studies may result in disciplinary action and/or fitness to practice.
- 5.2.7 Maintain appropriate standards of dress, appearance and personal hygiene to meet practice placement and the College's Student Uniform and Dress Code Policy.

## **5.3 Attendance & Participation**

- 5.3.1 Attend punctually all scheduled classes, tutorials and skills sessions to complete the minimum number of hours required of both theoretical and practice learning required by the regulatory body in accordance with the College's Attendance Policy for Students on Professional Courses.
- 5.3.2 You understand that the Professional Health Course structure and scheduled classes are fixed, and holiday can only be taken as identified on your Professional Health Course planner.
- 5.3.3 You must swipe in and where required to sign the register to record your attendance when at the University.
- 5.3.4 Inform your Course Leader and/or Personal Tutor Personal Tutor and/or module leader without delay if you are unwell or need to be absent for unavoidable reasons. All authorised and unauthorised absences must be recorded in accordance with the CNMH Attendance Policy for students on Professional Health Courses.
- 5.3.5 Remain in regular communication with the College through your student email account and inform administrative staff of any changes to your personal circumstances.



- 5.3.6 Update your personal details on the student portal as required.
  - 5.3.7 For the purposes of organising practice placement opportunities, you agree to the provision of your University email address to external practice placement providers as required.
  - 5.3.8 Be an active partner in the learning process, taking an increasing responsibility for own learning as you progress through the Professional Health Course.
  - 5.3.9 Access additional learning support on offer through the Study Support services when referred by your Personal Tutor or Course Leader.
  - 5.3.10 You understand that video and audio recordings are used as part of the teaching and learning delivery in classrooms. You hereby agree to be recorded for educational purposes.
  - 5.3.11 Complete learning activities, outside of scheduled University sessions, as directed by lecturers to meet the module and course learning outcomes.
  - 5.3.12 Should you undertake any employment during the period of your Professional Health Course, you must ensure that:
    - a. the hours worked do not compromise or affect **in any way** your ability to meet the requirements of your Professional Health Course; and
    - b. you comply with the College's Attendance Policy for Students on Professional Courses.
- Studying on a Professional Healthcare Course full-time is not compatible with full time employment.
- 5.3.13 Participate in effective feedback of theoretical and practice aspects of the Professional Health Course to maintain its quality.

## **6. During Practice Placement**

**During your practice placement you understand and agree to the following:**

### **6.1 Compliance**

- 6.1.1 You understand and agree to comply with the relevant code of practice applicable to your profession. Whilst information regarding the codes of practice is provided below, such codes of practice may be updated from time to time by the independent regulatory body. You should therefore check for the most up to date codes of practice applicable to you during the course of your studies.

#### **Code of Professional Conduct**

- a. Nursing and midwifery students - follow the NMC Code (2018) – professional standards of practice and behaviour.
- b. ODP and Paramedic students - follow the HCPC (2016) Guidance on Conduct, and Ethics for students.



- 6.1.2 Uphold the reputation of the University and relevant profession at all times when using social media and networking sites.
- 6.1.3 During the placement experience you are expected to conform to the policies, procedures, conditions and regulations of the practice placement at all times. Failure to do so, may affect your fitness to continue on the Professional Health Course.
- 6.1.4 Under Section 7 of the Health and Safety at Work Act 1974, it is the responsibility of all students to take care of their own safety and that of others and abide by the regulations. You must acquaint yourself with safety policies of any areas within which you work.

## **6.2 Attendance & Participation**

- 6.2.1 As a student you will undertake clinical placements in NHS Trusts and other health care institutions within private, voluntary and independent sectors. You will be expected to travel to a variety of practice placements throughout the area, to successfully complete the Professional Health Course.
- 6.2.2 Your practice placement hours are planned and fixed in advance. They reflect the 24 hour, seven days a week nature of the health care profession. You understand the need to demonstrate the ability to work in a variety of shift patterns with multidisciplinary teams during practice experience and are willing to undertake long days, morning, evening, nights, weekend and bank holiday shifts. In exceptional circumstances, request for changes to the practice placement hours may be made. Approval of such request is always subject to the practice placement.
- 6.2.3 You are expected to arrive punctually for your allocated shifts and inform your practice placement if you are not able to attend. This ensures you comply with the Attendance Policy requirements and guidance for meeting practice hours.
- 6.2.4 You are responsible for submitting and obtaining confirmation from the placement provider of practice hours completed via the Time Management system.
- 6.2.5 You are required to make up any time missed, regardless of the reason for absence. You will need to obtain approval and agreement of the practice placement, Course Leader and the Practice Education Support Unit as to how you can make up missed time.
- 6.2.6 You agree to take an active approach to your studies and engage with those who support your learning and access appropriate learning opportunities to complete practice assessments.
- 6.2.7 Acknowledge your limitations as a student and seek clarification and supervision as appropriate.

## **6.3 Professional Obligations**

- 6.3.1 You will wear uniform or appropriate clothing as per the Uniform Policy when in practice and in sessions which take place in the simulation centre.

- 6.3.2 Headwear, for example turbans and kippot, veils, (Christian or niqab) and headscarves are permitted on religious grounds, provided that patient care, health and safety, infection control and security, and safety of patients or staff is not compromised. Where headscarves are worn, they must be worn unadorned and secured neatly.
- 6.3.3 Respect the dignity of clients, patients and their carers, safeguarding their wellbeing at all times.
- 6.3.4 Respect the privacy of the client, the patient and their carers, seeking consent before providing care and maintaining confidentiality (including in assessments).
- 6.3.5 Respect the right of clients and patients to request care to be provided by a registered professional.
- 6.3.6 Treat placement staff, other students, practice colleagues, patients/clients and property with due care and respect.
- 6.3.7 Listen to and engage with patients and clients, colleagues and College staff and respect their views.
- 6.3.8 You are bound by the principle of confidentiality which will include taking reasonable precautions to keep patient and client records and data confidential. Any matter of confidential nature, including information relating to diagnosis and treatment of patients, individual staff records and details must under no circumstances be divulged to any unauthorised person or persons. Any unauthorised disclosure may result in disciplinary action being taken.
- 6.3.9 Provide care for service users (which may include touching and intimate care) irrespective of age, gender, culture, beliefs, disability or disease, recognising this is an important requirement of the health care professions and an expectation within the professional codes of conduct.
- 6.3.10 Act in the best interest of patients/clients/students/University/practice placement and conduct yourself in a professional manner at all times.
- 6.3.11 Not allow personal views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status, criminal record or perceived economic worth to prejudice interactions with patients/clients, colleagues or College staff.
- 6.3.12 If you are aware of any incident involving ill-treatment, verbal or sexual abuse, or neglect of patients, you are required to report this to your Course Leader who will, with the Head of Practice instigate the student raising concerns policy.

#### **6.4 Learning Documentation**

- 6.4.1 Complete and adhere to practice assessment documentation, which sets out details of the learning outcomes to be achieved during Practice Placement. Failing to engage with practice assessment documentation may result in not achieving the placement.
- 6.4.2 For nursing and midwifery students ensure the Ongoing Achievement Record (OAR/ MORA), including comments and feedback from the appropriate assessing

health care professional, is passed from one placement to the next, to enable transparent assessment of your progress.

**You are required at enrolment and re-enrolment to confirm you have read and understood the Student Learning Terms and Conditions and agree to abide by its terms and conditions.**

**You will be required to complete the declaration every year of your course.**

**You should retain a copy for your reference.**

## **7. References**

Health and Safety at Work Act (1974) [Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](#)

HCPC (2016) Guidance on conduct and ethics for students Available from [guidance-on-conduct-and-ethics-for-students.pdf \(hcpc-uk.org\)](#)

NMC (2018) The Code, Nursing and Midwifery Council: Available from [The Code \(nmc.org.uk\)](#)

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<http://www.uwl.ac.uk/students/current-students/student-handbook>