

Placement Agreement between APPEL and Training Establishment

Name of training establishment:

The purpose of this Agreement is to outline the responsibilities of both the Affiliation for Pharmacy Practice Experiential Learning (APPEL) and the Training Establishment ('the Parties') in their respective participation in student placement(s) associated with the five-year integrated pharmacy programme. APPEL is a consortium of the Schools of Pharmacy (and Pharmaceutical Sciences) at University College Cork – National University of Ireland, Cork (UCC), Royal College of Surgeons in Ireland (RCSI), and the University of Dublin, Trinity College (TCD). Placement agreements between APPEL and the Training Establishment apply to placements provided to students in all three higher education institutions (HEIs).

This Agreement shall be deemed to commence on the date of signing and shall continue for four years, unless it is terminated earlier in accordance with the terms below or renewed or extended by written Agreement of the Parties.

The Parties will comply with all applicable laws, including, but not limited to any relevant health and safety and data protection laws.

In the event that the training establishment has any concern or issue with or about a student, they must bring this to the attention of APPEL; thereafter it will be a matter for APPEL to interact with the student regarding the matters raised. If these matters cannot be resolved to the satisfaction of either Party, the student's placement with the Training Establishment may be terminated by either Party. It is agreed that such cases shall be discussed by the Parties before any action is taken by a Party.

Both Parties will have the right to terminate or suspend this Agreement. Each Party must inform the other in writing if they wish to terminate or suspend the Agreement.

No funding commitments are created by this Agreement.

No right or licence is granted hereunder to use the name, logo, trademark of the other Party without its prior written consent.

Nothing in this Agreement gives rise to a relationship of agency or partnership, joint venture or the relationship of principal or agent between the Parties and no Party has the right or authority to act on behalf of the other Party in any way. The Training Establishment acknowledges the student(s) is/are not an agent of their HEI and does not have the authority to sign any documentation on behalf of their HEI.

This Agreement constitutes the entire Agreement and understanding of the Parties with respect to its subject matter. Any modification or amendment to this Agreement shall be in writing and signed by the Parties.

Neither Party may assign this Agreement or any right under this Agreement without the prior written consent of the other Party.

This Agreement is governed by the laws of Ireland and the Irish courts shall have exclusive jurisdiction to settle any dispute arising out of or in connection with it.

Insurance:

The APPEL Consortium HEIs¹ and the Training Establishment shall both maintain public liability, employer's liability and professional indemnity insurance with minimum indemnity limits respectively

¹ HEIs –Higher Education Institutions – in this case UCC, RCSI and TCD

of not less than €6,500,000, €13,000,000 and €6,500,000. Upon request, the HEIs and the Training Establishment shall provide the other with evidence of such insurance cover.

Training Establishments

The Training Establishment agrees it shall provide the student(s) with the placement opportunity for the periods and at such locations as agreed with APPEL. In doing so, the Training Establishment confirms it shall:

- a) Provide sufficient practice opportunities to the student at the appropriate level for each placement.
- b) Ensure that experiential learning placement(s) will be provided in accordance with APPEL's Guidance on Delivering APPEL Experiential Learning Placements.
- c) Meet the student supervision requirements by appointing a suitably-qualified trainer for the placement, as follows:

	4th-year placement
Trainer pharmacist title	Preceptor OR senior preceptor.
Trainer pharmacist requirements	Employed three days/week or equivalent, if employed by the Training Establishment*. Meets APPEL Preceptor requirements.
Supervisory requirements	Minimum 1 meeting per 4 weeks and as required, of which two sessions must be face to face.
Registration requirements of trainer pharmacist	PSI Registered pharmacist.

* Please note: APPEL will consider the possibility of having an off-site preceptor pharmacist on a case-by-case basis. If an off-site preceptor pharmacist is appointed, a non-pharmacist supervisor(s) is(are) required to be nominated by the Training Establishment.

- d) Provide a safe place of work in accordance with its obligations under the Safety, Health and Welfare at Work Act 2005 (as amended). The Training Establishment confirms that the following statements are true:
 - The Training Establishment complies with the Safety, Health and Welfare at Work Act 2005 (as amended), and therefore, has an up-to-date Safety Statement and has undertaken risk assessments.
 - Risk assessments are kept under regular review. Practices to reduce risks are implemented to ensure that the Training Establishment remains a safe environment for students.
 - All necessary health and safety training will be provided to the student(s) undertaking placement at the Training Establishment.
 - There is a formal procedure for recording any health and safety-related accidents at the Training Establishment. All recorded accidents involving placement students will be reported to the APPEL team.
- e) Notify the student(s), promptly, of its policies and procedures, insofar as they apply to the student(s) for the placement. Student(s) will be provided with the Training Establishment's standard operating procedures and trained to a sufficient level to safely discharge their duties.
- f) Provide the student(s) with induction training at the start of the placement – including training on what their role is, the importance and primacy of patient safety (as applicable), their obligations under relevant legislation, as well as how to raise concerns/make complaints if issues arise.
- g) Have appropriate staff levels to be able to commit to the supervision requirements for the student(s) and ensure that all staff promote good professional practice.

- h) Provide the student(s) with an appropriate level of access to the resources necessary to undertake their placement activities appropriately.
- i) Consent to APPEL conducting its evaluation of placements.
- j) Consent to training establishment visits by APPEL practice educator(s).
- k) Not enter into any contract with the student(s) which is inconsistent or conflicts with this Agreement.
- l) Provide the student(s) and APPEL with such feedback, information and co-operation as may be reasonably requested in order to facilitate the evaluation and review of the student.

APPEL

APPEL, as the affiliation responsible for organising and managing student practice placements on the five-year integrated pharmacy programme, shall:

- a) Put transparent arrangements in place between APPEL and the Training Establishment to clarify the responsibilities and expectations of each Party involved in the delivery of training.
- b) Provide attendance timetables to students and Training Establishments in advance of the placements.
- c) Provide the Training Establishment and the student(s) with such co-operation and assistance as shall be reasonably requested to facilitate the placement.
- d) Assign a practice educator to each Training Establishment for the duration of the placement. The practice educator will act as a contact point between APPEL and the Training Establishment in respect of the practice placement.
- e) Prepare students for their practice placement in line with APPEL’s policies and procedures.
- f) Ensure that all students on practice placements have been vetted by their HEI and have been deemed appropriate to undertake practice placements, prior to placement by APPEL.
- g) Ensure that all students have been deemed by their HEI to have reached an acceptable immunisation/infectious disease status to undertake their practice placements, prior to placement by APPEL.
- h) Make a confidentiality agreement available to the Training Establishment if required, which details that APPEL and the student(s) shall maintain the confidentiality of confidential information.
- i) Not require pharmacy student(s) to include any information constituting personal data of patients or staff of the training establishment, or any sensitive business information, in any academic exercise during or following their placement.
- j) Ensure that the student(s) is/are a suitable candidate for placement.
- k) Provide reasonable notice of visits to the Training Establishment in advance of the visit.

By signing this Agreement, the owner/manager/supervisor for the Training Establishment and the Director and National Co-ordinator of APPEL, respectively, declare the above to be true.

Signed for and on behalf of:
APPEL

Signed for and on behalf of:
Training Establishment

 Name: _____
 Role: _____
 Date: _____

 Name: _____
 Role: _____
 Date: _____