

Erasmus Exchange  
Clinical Placement Experience  
Handbook  
(Radiotherapy)

## **Erasmus Clinical Placement Experience - Learning Outcomes**

During the Clinical Placement Experience you will be given the opportunity to enhance your professional and caring skills within the environment of a radiotherapy department.

You will gain an insight and experience in a range of radiotherapy departmental procedures, protocols and radiotherapy treatment techniques.

An induction period will prepare you for engagement in the clinical placement experience and you will be expected to confirm that you understand and are able and willing to conform to the placement regulations.

You will be required to write a reflective account based on the experience highlighting the skills and competencies you have gained while drawing comparison between the clinical placement experience and that offered within your home institution's programme.

### **LEARNING OUTCOMES**

By the end of the clinical placement experience you should be able to:-

- communicate effectively with colleagues and adopt a professional caring attitude in the working environment, in terms of professional ethics, confidentiality, etiquette and professional appearance.
- demonstrate knowledge of the information required within the radiotherapy treatment prescription, appreciate the importance of immobilisation techniques in radiotherapy and adhere to local radiation protection rules and regulations.
- write a short report reflecting on the clinical placement experience highlighting the skills and learning achieved and outlining how this has impacted on your personal professional development.

## PLACEMENT REGULATIONS

### Placement experience:

In order to optimise the clinical placement experience students will be rotated through departments at the discretion of the Clinical Tutor. A rota will be identified and discussed during the clinical placement experience induction and changes to the rota can only be made in exceptional circumstances and with the authorisation of the Clinical Tutor.

### Attendance at clinical placement centre:

The time of attendance will normally be 8.30am - 5.00pm, Monday to Thursday and 8.30am - 3.30pm on Friday, unless otherwise specified. It is your responsibility to inform the Clinical Tutor **before 9am**, if you are going to be absent or late, for any reason. Attendance is to be recorded by signing the attendance register in the clinical tutor's office each morning.

Cancer Centre, Belfast City Hospital

Telephone: 028 95 040436

Radiotherapy Services Manager:

Ms Joanne McCarthy

**Clinical Tutor: Ms Gill Hodges**

**Telephone: 028 95 048455**

**Email: [gill.hodges@belfasttrust.hscni.net](mailto:gill.hodges@belfasttrust.hscni.net)**

### Standard of appearance.

The hospital environment demands standards of personal appearance a little stricter than conventional standards. Personal cleanliness is expected to be scrupulous. Hair styles must be neat, clean and tidy and pulled back off the face. Long hair will require some form of restraint. Jewellery is not permitted. Nail polish/false nails/false eyelashes should not be worn.

### Uniform

Name badges shall be worn at all times while in clinical placement.

You are required to wear uniform during placement.

**FEMALES**:- Tunic and navy trousers, black low-heeled lace-up shoes or plain trainers, navy cardigan or plain navy sweatshirt or equivalent.

**MALES**:- Uniform tunic, black shoes or plain trainers, navy coloured trousers, (not navy jeans) or equivalent.

Shoes and trainers worn for placement must NOT be worn for other purposes in keeping with infection control legislation. A dedicated changing room and lockers are available at the placement centre.

Although Students are not employees of Belfast Trust, they are expected to adhere to the Dress Code Policy of the Trust in the same manner as employees. The policy is available in the Clinical Tutors office.

## **Radiation Monitoring Badges - Information for students (Thermoluminescent Dosemeters (TLD's) )**

- You are required to wear your own personalised TLD
- You will wear your TLD in the clinical department
- Students will not be permitted access to the clinical department if they are not wearing their TLD and this may impact on your Clinical Placement Experience.
- Lost or damaged TLD's are the responsibility of the student and a charge of **£19.80** is payable for a replacement.

## **Role of the student in Clinical Placement**

During the clinical placement experience you will be expected to:

- act in an appropriate and professional manner at all times, acting as advocates of the university, hospital and profession
- attend as identified on the rota
- be proactive in your learning
- adhere to all regulations and standards of conduct relating to professional practice
- manage your time effectively

## **PROFESSIONAL ETHICS / PATIENT CONFIDENTIALITY**

You are reminded of your ethical responsibility in relation to patient confidentiality. You must also realise that the maintenance of such confidentiality applies to the use of patients' details, images or details of examination in written work and presentations. You are obliged when using such information to remove all means by which the patient may be identified.

Students will be expected to compare clinical placement experiences with their home country experiences but must not identify department details or identify staff members by name.

Maintain confidentiality at all times and if in doubt ask advice from a member of staff.

Never discuss placement experiences in public or on social media.

## **PROFESSIONAL CONDUCT**

You must adhere to the Regulations for Radiotherapy & Oncology Students when in Clinical Placement and the Standards of Conduct, Performance and Ethics for Health Profession Students. Please read carefully the accompanying explanatory guidelines and the procedures to be implemented when there is a concern about a student's progress or fitness to practise. You are required to agree to adhere to, and sign copies of, the Regulations for Therapeutic Radiography Students when in Professional Practice Placement and the Standards of Conduct, Performance and Ethics for Health Profession Students before clinical placement.

Professional unsuitability may be defined as behaviour which is contrary to the expected personal, professional and social conduct of a health professional, as described in the Ulster University's Standards of Conduct, Performance and Ethics. These standards are based on the Health & Care Professions Council's (HCPC) standards of conduct, performance and ethics for Health Professionals. A student whose professional conduct has been judged to be unsuitable may be required by Senate on the recommendation of the Dean, as advised by the Professional Practice Placement Coordinator and Course Director, to discontinue his/ her studies.

## REGULATIONS FOR THERAPEUTIC RADIOGRAPHY STUDENTS WHEN IN PROFESSIONAL PRACTICE PLACEMENT

1. Students may only undertake a procedure within the radiotherapy department under the supervision of a qualified member of staff.
2. Under no circumstances may a localisation or treatment procedure be carried out without the prior knowledge and approval of the qualified radiographer, who will then take responsibility for the procedure.
3. If a patient requires supervision and the radiographer decides to leave the patient in the care of the student, the radiographer must ensure that the student is aware of what is required of him/her and that the student is capable of delivering such care.
4. The appropriate level of supervision will be determined by the radiographer based on the complexity of the procedure and his/her knowledge of the experience and expertise of the student undertaking the procedure.
5. The minimal supervision acceptable for any treatment procedure is checking the patient position, equipment settings and treatment console settings, by the Supervising Radiographer, before irradiation of the patient.
6. Students must inform the radiographer if they have not understood any instructions which they have received.
7. Students must not use equipment if they are concerned about its safety or their ability to use it.
8. Students must never attempt to undertake any repairs, no matter how minor, to equipment. Report faults immediately to the radiographer in charge of the unit.
9. Students may not record results of pathological tests by telephone. Refer the caller to a radiographer.
10. Students must not divulge information to the patient regarding results of specific tests or their disease in general. Any such requests must be referred to the radiographer.
11. Students must immediately report to the radiographer any accident/incident in which they were involved or observed, however minor, occurring to: a) a patient; b) a visitor; c) themselves d) another member of staff.
12. The student must observe the following:
  - a) Radiation Protection - Approved Code of Practice and Local Rules
  - b) Health and Safety at Work Act - Local Rules
  - c) Fire Regulations and be aware of evacuation procedures, location of extinguishers and be able to operate them.
  - d) C.O.S.H.H. Regulations - Control of Substances Hazardous to Health
  - e) Operational Policy of the Department

I (*please print*) ....., Erasmus Exchange (Radiotherapy) student, agree to comply with the Ulster University's Regulations for Students on clinical placement experience in the Radiotherapy Department (Therapeutic Radiography).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## STANDARDS OF CONDUCT, PERFORMANCE AND ETHICS FOR HEALTH PROFESSION STUDENTS

The Ulster University has standards of conduct, performance and ethics for health profession students based on the Health & Care Professions Council's (HCPC) standards of conduct, performance and ethics for Health Professions. Health profession students are obliged by the Ulster University to be aware of the contents of this document and follow this code at all times. All students going on professional practice placement must confirm that they have read, and agree to keep to, the standards explained in this document.

### **STUDENTS RESPONSIBILITIES:**

Your main responsibilities as a health profession student are summarised below, grouped into the categories of conduct, performance and ethics. Each responsibility is explained further in the additional guidelines. Please remember that this is not a complete list of all the issues that can arise in relation to your conduct, performance and ethics.

**As a health profession student you must protect the health and wellbeing of people who use or need your services in every circumstance.**

This means that you must always keep **high standards of conduct**. You must always

1. act in the best interests of your patients, clients and users;
2. respect the confidentiality of your patients, clients and users;
3. maintain high standards of personal conduct; and
4. provide any important information about conduct, competence or health.

Also, you must always keep **high standards of performance**. You must always:

5. sustain and advance your knowledge and professional competence
6. act within the limits of your knowledge, skills and experience and, if necessary, refer on to another professional;
7. be accountable for your work;
8. maintain proper and effective communications with patients, clients, users, carers and other health professionals;
9. obtain informed consent to perform a procedure or give treatment (except in an emergency);
10. keep accurate patient, client and user records;
11. deal fairly and safely with the risks of infection; and
12. limit your work or stop practising if your performance or judgement is affected by your health.

Finally, you must always keep **high standards of ethics**. You must always:

13. carry out your duties in a professional and ethical way;
14. behave with integrity and honesty;
15. follow the HCPC's guidelines for how you advertise your services; and
16. make sure that your behaviour does not damage your profession's reputation.

I (*please print*)....., health profession student, agree to comply with the Ulster University's standards of conduct, performance and ethics for health profession students.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## HEALTH AND SAFETY STUDENT INDUCTION CHECKLIST

**Your Health and Safety are paramount during this placement.**

The completed checklist and statement **MUST** be completed during placement.

If for any reason you feel unable to sign this declaration you should contact your Clinical Tutor immediately.

The following items are commonly included in induction into organisations. It may be useful for you to check off the items when they occur. Inform the person in charge of your placement within the organisation if any obviously relevant items are not covered within one week of the start of the placement.

<b>HEALTH AND SAFETY ISSUES</b>	
Emergency procedures	
Safety policy received or location known	
Fire procedures and location of fire extinguishers	
Incident reporting and location of Incident Book	
COSHH Regulation/requirements	
Radiation Protection Regulations and Local Rules	
Departmental Protocols	
Moving & Handling Procedures	
Procedures/policies for dealing with violent/aggressive patients	
Equality, harassment & bullying training given/policies explained	
Any relevant risk assessments have been drawn to your attention	

I confirm that I have no current concerns relating to any health and safety issues associated with this placement. In the event of concerns arising during placement I will inform the Clinical Tutor and Placement Coordinator.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ULSTER UNIVERSITY**  
**CAUSE FOR CONCERN FORM**

The purpose of the cause for concern form is to make certain that the student is aware of the concern at the earliest possible stage of his/her training and that a supportive action plan can be agreed between the student, university and hospital. It is far better to report a cause for concern which then disappears than to wait hoping for an improvement which does not materialise, as it may then be too late to make an effective intervention. The person instigating the cause for concern form should at the same time inform the student that the process has been started.

A cause for concern form should be initiated in cases of:-

**Lack of Progress** – a student radiographer is considered to be failing, or is judged to be in danger of failing to meet the required standards for the particular phase of the course.

**Lack of Professionalism** – for example: punctuality, dress, hygiene, lack of critical self-awareness, unable or unwilling to accept professional criticism, difficult relationship with staff.

**Professional Misconduct** – the student is considered to be behaving in a way that is professionally unacceptable.

<b>Name of Student:</b>	
<b>Name of Visiting Lecturer:</b>	
<b>Placement Number:</b>	<b>Date:</b>
<b>Form Initiated by:</b>	<b>Role:</b>
<b>Nature of Concern:</b>	
<b>Evidence of Concern:</b>	
<b>Agreed Action/Targets:</b>	



<b>Radiographer's Signature:</b>	<b>Date:</b>
<b>Visiting Lecturer's Signature:</b>	<b>Date:</b>
I understand that if these targets are not effectively addressed, I may fail to meet the standards for Health & Care Professions Council registration and the award of a BSc Hons in Radiotherapy & Oncology.	
<b>Student's Signature:</b>	<b>Date:</b>

I have been made aware of the University's Ordinance 2004/1: Fitness for Professional Practice. This Ordinance refers to the procedures to be implemented when a student is judged unfit for entry to a profession for which there are academic, behavioural and health requirements that must be met in order to ensure suitability to practise that profession.	
<b>Student's Signature:</b>	<b>Date:</b>
<b>Monitoring of progress on agreed action:</b>	<b>Dates:</b>
<b>Conclusion of process:</b>	<b>Date:</b>
<b>Radiographer's Signature:</b>	<b>Date:</b>
<b>Visiting Lecturer's Signature:</b>	<b>Date:</b>
<b>Student's Signature:</b>	<b>Date:</b>

Copies of this form must go to the student, visiting lecturer, and clinical tutor.