



**QUEEN'S  
UNIVERSITY  
BELFAST**

SCHOOL OF  
**NURSING AND  
MIDWIFERY**

# **Partners Agreement for Non-NHS Practice Learning Environment**

## 1. Introduction

We would like to thank you for providing the next generation of nurses with practice learning experience, supervision and assessment. The success of our pre-registration nursing programmes is dependent upon a collaborative partnership with our practice placement providers. Together we can ensure that students get opportunities to meet their learning outcomes and progress effectively through their programme to registration with NMC.

Regional resources for Northern Ireland have been developed by the Future Nurse Future Midwife at NIPEC for and are available on their website. Links to this information are here: [FNFM – Non-HSC Organisations | NIPEC \(hscni.net\)](#) and [FNFM – Resources | NIPEC \(hscni.net\)](#).

Relevant documentation on the NIPEC website includes:

- A Step-by-Step Guide for Non-HSC Organisations who are considering supporting students
- FNFM Guidelines for Non-HSC Organisations Supporting Students
- Practice Learning Environments Educational Audit Guidance
- A Guide for those Responsible for Student Supervision and Assessment in Practice

Additional information for our Non-NHS Practice Partners that is **specific** to the School of Nursing and Midwifery, Queen's University Belfast (hereafter referred to as QUB) is available below.

## 2. Practice Placements

Once a new practice placement provider has been onboarded, all QUB practice placements are arranged through the School's Placement Office according to the details contained in the completed Educational Audit Tool which you completed with our Link Lecturer.

Practice areas will receive an email request a number of weeks in advance of the proposed practice placement containing details of the students that we would like you to facilitate. If you have any questions, please contact our Practice Placement Office directly on [allocationreturns@qub.ac.uk](mailto:allocationreturns@qub.ac.uk).

## 3. Practice Assessment Documentation

The Northern Ireland Practice Assessment Documentation (NIPAD) for Student Nurses is a regionally agreed electronic document operated by our third-party software provider, My Knowledge Map Ltd. The NIPAD can also be referred to as MyProgress or ePad and is accessed by mobile devices/computer either through an app or browser. Practice Staff will be asked to complete feedback regarding a student's progress directly into the Student's NIPAD and entries are signed off by staff entering their email address. More information can be found in the Practice Learning Handbook which will be shared with all approved placement providers.

## 4. Privacy & GDPR Notice

Queen's University Belfast is the data controller. Information relating to your organisation including staff names, email addresses and place of work i.e. details from the Educational Audit is held in our third party software: InPlace (provided by Quantum IT) and NIPAD

(provided by My Knowledge Map Ltd). Please refer to [the Queen's General Privacy Notice here](#) for more information.

## 5. Indemnity Arrangements

Details of the insurance indemnity available from Queen's University Belfast for our student placements is detailed below on the *Student Placement Indemnity Form*. This form must be completed by each practice placement provider. Students will then be made aware of the indemnity arrangements in place for their placement.

Should anything change in relation to your organisation's indemnity arrangements after completion of this form, then please notify contact Eilis McConville, Educational Partnerships Manager on [e.mcconville@qub.ac.uk](mailto:e.mcconville@qub.ac.uk).

If neither indemnity option on the form applies, for instance, your organisation holds no insurance and/or does not accept any liability options outlined below, then the School will **not** be able to utilise your organisation as a Practice Placement Provider. **Please advise the Link Lecturer during the Educational Audit Exercise if this is the case.**

Should you have further questions regarding this indemnity please contact Eilis McConville, Educational Partnerships Manager on [e.mcconville@qub.ac.uk](mailto:e.mcconville@qub.ac.uk).



Student Placement Form of Indemnity

Insert your organisation's name.

In consideration of \_\_\_\_\_ (hereafter referred to as the Employer) agreeing to participate in the Student Placement Scheme for School of Nursing and Midwifery Students arranged by Queens University Belfast and to provide facilities for these students at the times and for the periods mutually agreed (including the provision of any protective clothing or equipment which may be necessary) and supervision and to comply with all Health and Safety legislation relating to the workplace, Queens University Belfast will indemnify the Employer up to a maximum of £10,000,000 for any one occurrence against:-

1. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death, Bodily Injury or Disease suffered by a student and caused by an event occurring whilst the student was attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible
2. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death or Bodily Injury of any person if such Death or Bodily Injury is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible.
3. Legal Liability of the Employer to pay damages including Claimants costs and expenses in respect of loss/damaged property if such damage is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer his Servants or Agents or of any person for whom the Employer is responsible.
4. Any claims costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses result from the negligence of Queens University Belfast.

**It is a condition of this indemnity that students will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description and indemnity will not be provided in any cases that arise as a result of a breach of this condition.**

\_\_\_\_\_  
**Employer's Statement**

Select either Option 1 or Option 2. If not option applies speak to the Link Lecturer.

Acceptance of Indemnity - Please tick the paragraph below that is applicable to your organisation:

Option 1:

I/We confirm that I/we have Employers and Public Liability Insurance (minimum £5 Million) and am/are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above-named student.

Option 2:

We confirm that although we do not have Employers and Public Liability Insurance we are a self-insured public body. We are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above-named student.

Finally complete this section and return to the Link Lecturer. If anything changes, please get in touch with the School for advice.

**Signed and dated on behalf of the Employer:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_