

Programmes Leading to a Doctorate in Clinical Psychology: Special Conditions of Service

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1. Definitions

1.1 For the purposes of this document the following words and expressions shall have the meanings respectively assigned to them:

1.1.1 **The Authority** – means Health Education England;

1.1.2 **DBS check** - means Disclosure and Barring Service check;

1.1.3 **The Host Employer** – means Taunton and Somerset NHS Foundation Trust;

1.1.4 **Placement Provider** – means an NHS service provider within the area covered by Health Education South West area which provides placements for Trainees;

1.1.5 **Trainees** – means students undertaking a Doctorate in Clinical Psychology with the University of Bath, the University of Exeter or Plymouth University.

1.1.6 **The University** – means any one of the following Universities:

- University of Bath;
- University of Exeter;
- Plymouth University.

2. Context

2.1 The Authority has contracts for the delivery of the Doctorate in Clinical Psychology at the University of Bath, the University of Exeter and Plymouth University. All funding for the programmes is provided by the Authority.

2.2 The contracts are managed on behalf of Health Education England by Health Education South West.

2.3 The Host Employer has been appointed to provide a Human Resources and Finance (payroll, payments and accounts) service and to be the host employer of Trainees. Therefore, whilst on the course, Trainees will be regarded as salaried employees of the Host Employer. As this is a training course the Authority has deemed that the reimbursement of expenses for Trainees will not be in line with Agenda for Change but will be as set out in sections 1.12 to 1.17 below.

3. Employment Contract

3.1 Should a University terminate registered student status because of academic failure then the contract of employment will be terminated by the Host Employer with the

Trainee receiving a one month notice period; any appeal process will be that offered by the University and not through the Host Employer's Appeal procedure.

- 3.2 Should a disciplinary offence other than that covered in 1.4, occur whilst on clinical placement with a Placement Provider or otherwise impinge on the Host Employer, then a separate disciplinary process in accordance with the Host Employer's Disciplinary Policy and Procedures will also be undertaken. With regard to offences which occur while the Trainee is on placement it will be necessary to for the Host Employer and University to liaise with the Placement Provider (and possibly jointly investigate the offence) however the Policy & Procedures to be followed will be those of the Host Employer.
- 3.3 If a Trainee requires more than the usual 3 years to complete the programme, the Authority and the appropriate University will look at each case on its merits and, in some circumstances, may agree to support the Trainee for part or all of the additional time required, not exceeding 12 months. Entitlement to statutory maternity or paternity leave may allow for an extension to this 12 month limit. The maximum time allowed for a Trainee to complete the Programme is six years.
- 3.4 During the programme should the Trainee be not fit to practice, as deemed by the University, the Host Employer is under no obligation to find alternative employment.
- 3.5 At the end of the programme the Host Employer has no obligation to provide further employment.

4. Salary

- 4.1 All Trainees will commence the programme at the bottom of the Band 6 scale. Trainees will progress up the scale through annual increments until they complete or leave the programme.
- 4.2 In cases of where a Trainee is granted an extension to funding and which involves an additional year (s) or part year of study, the salary of the trainee will be subject to the normal Agenda for Change pay increment for the additional period.
- 4.3 In exceptional circumstances it will be possible to defer a Trainee's annual pay progression. This will occur when significant poor performance on the part of the Trainee has been identified, discussed with the Trainee and documented and despite opportunities for development and support this has not been satisfactorily resolved.

5. Reimbursement of Expenses

- 5.1 This expenses entitlement has been agreed for Trainees on the programmes within the area covered by Health Education England working across the south west to ensure equity and equivalence in this area and should not be compared to Trainees' agreements on other programmes in the country.
- 5.2 Requests for out-of-area placements must normally be passed to the Authority by the appropriate University no later than three months before the placement is required. Full details of why that placement is requested including location, costs to the Authority and an explanation of why the placement is not available within the normal catchment area will be required. This will allow the Authority to check the service need and provide sufficient time to respond to the University and student for alternatives to be arranged if the request is denied. Final decisions will rest with the

Authority. Trainees should not make any binding financial and/or accommodation arrangements until approval is given by the Authority.

5.3 Travel expenses entitlement

5.3.1 Trainees are not eligible for a Lease car.

5.3.2 To receive payment of travel expenses by own motor transport a trainee must have valid vehicle insurance to cover business use.

5.3.3 All eligible travel will be reimbursed at 24p per mile unless it is eligible miles which attract reimbursement when working on clinical attachments and these miles will be reimbursed at 45p per mile.

5.3.1 Reimbursement of travel costs when attending the University for teaching may be claimed on the basis of the lesser mileage of base to university or home to university. A trainee residing in accommodation as set out in paragraph 1.17 first bullet will only be eligible for one return journey per week. Any trainee wishing to travel long distances daily rather than take up accommodation may claim the cost of travel subject to the cost not exceeding the cost of the accommodation value saved.

5.3.2 Trainees may claim mileage for all business journeys whilst on clinical placement. The length of the business journey is the distance from the trainee's base to the place visited. If the journey to place visited is direct from home rather than placement base the mileage that may be reimbursed are those that are in excess of the normal mileage from home to placement base.

5.4 Car parking

5.4.1 Academic block: There will be no reimbursement of car parking expenses while on the academic block.

5.4.2 Clinical placement: Whilst on clinical placement trainees will need to make their own arrangements in conjunction with their clinical supervisor for parking at their clinical base(s).

5.5 Subsistence

5.5.1 Accommodation – Teaching Block: Subject to University approval, whilst on academic (teaching) block, trainees based more than 25 miles from the University, may be eligible for accommodation which may be arranged by the University. Any trainee wishing to travel long distances daily rather than take up accommodation may claim the cost of travel subject to the cost not exceeding the cost of the accommodation value saved.

5.5.2 Accommodation – Clinical Placement: Where a trainee is required to accept a placement some distance from the 'host' clinical base then subsistence payments to help with rental costs for overnight accommodation may be available. The extent of the help that can be expected must be discussed in detail with the Clinical Director. Should trainees arrange accommodation without the prior agreement of the Clinical Director then reimbursement will not be provided.

5.5.3 Accommodation that does not include the provision of meals: Reasonable subsistence will be paid for meals when this is not included with the accommodation (maximum £15 per day). There will be no reimbursement for alcoholic drinks.

5.5.4 Non-commercial accommodation: Any trainee wishing to stay in non-commercial accommodation (i.e. with friends or relatives) may claim up to a maximum of £35 per week.

5.6 Sundries

5.6.1 The Host Employer will not reimburse any other sundry costs (e.g. mobile phone calls, photocopying, printer paper or ink cartridges, binding, and stationary) unless a trainee qualifies under the Equality Act 2010 and has specialist equipment funded through Access to Work.

5.6.2 When claiming for travel (for example public transport and taxi fares) and subsistence (for example accommodation and meals) **receipts must be attached to the claim form.**

6. Annual leave

6.1 Annual Leave of up to 5 days may be carried over to the next leave year subject to the approval of the University Programme. All Annual leave must be taken within the period of the training course; any leave which is untaken will be lost and will not be received as a payment. Timing of annual leave days must fit with academic requirements and be negotiated with clinical supervisors.

7. Disclosure and Barring Service

7.1 To undertake the programme Trainees will be subject to a Disclosure and Barring Service (DBS) check to an Enhanced Level. The DBS check will be completed by the Host Employer.

7.2 The Learning and Development Agreement between the Authority and Placement Providers stipulates that Placement Providers will not unnecessarily seek additional checks.

8. Liability & Insurance

8.1 The Learning & Development Agreement between the Authority and Placement Providers sets out the obligation for Placement Providers to ensure that any Trainee who is admitted to the Placement Provider's premises and who is involved in the provision of healthcare to any patient of the Placement Provider has the benefit of the Placement Provider's usual arrangement for indemnifying its employees, servants or agents against claims associated with the performance of their professional duties (including but not necessarily limited to claims arising out of adverse clinical events).

9. Trainee Handbook

9.1 Further guidance concerning the programme can be found in the relevant University Trainee Handbook.