



University of Essex

Practice Placement Handbook

Academic Year 2026/27

School of Health and Social Care
FdSc Dental Hygiene;

BSc Dental Hygiene and Therapy

Introduction	3
Aims of Practice based learning	4
Placement Opportunities and Organisation	5
Programme contact details	6
Programme Calendar	7
Placement Guidelines	9
- Working Hours	9
- Attendance	9
- Student dress	10
- Fit to Place requirements	11
- Student rights and responsibilities	12
- Professionalism	13
Supporting Learning in Practice	13
- The role of University Staff	13
- Work based assessment (WBA) guidance	14
- Supervision	14
- Assessment	15
Appendices	16
- Placement Agreement	16

Introduction

This handbook provides an overview of placements and the processes involved in practice placement provision.

Our placement website can be found [here](#) (to be updated). This handbook is intended to supplement the HSC Student Handbook which can be found [here](#).

Practice placements are an integral part of health professional education programmes and should be a positive and satisfactory experience for both clinical educators and learners.

Maintaining the quality of practice education requires a working partnership between the University of Essex and placement providers. Each party has a responsibility to enhance the learner experience through open communication channels. Alongside having direct contact with link lecturers from the University of Essex, placement educators are encouraged to use the Placement Evaluation Questionnaire as an effective method for informing the University of any issues. This will be distributed at the end of a placement period via the HSC Placements Team.

If you have any queries about any aspect of practice education please contact the Placement Administrators; Telephone: 01206 876359 or Email: hscplacements@essex.ac.uk

We aim to resolve any issues of complaint as speedily as possible.

If you wish to make a formal complaint about any aspect of practice education, it should be addressed to:

Tracey Williams-Macklin
Director of Practice Partnerships
School of Health and Social Care
University of Essex
Wivenhoe Park
Colchester
CO4 3SQ
T 01206 873065
E tswill@essex.ac.uk

Aims of Practice Based Learning

Each student will experience a variety of placements in the 2 (FdSc) or 3 (BSc) years of training

Students are placed in general dental practices across East Anglia and the South-East to practice and master clinical skills. The learning outcomes to be practiced and assessed are defined module-by-module; the development of a student's practical skill base is an ongoing process which is monitored both at the University and in placement – the programme team will determine when they deem a student competent to practice a clinical task under supervision in placement via Gateway assessments. Clinical Educators (CEs) will be notified of the expected date that their students can undertake clinical tasks in advance.

The practice of clinical skills must take place under the supervision of an approved CE. CEs are required to supervise their student by:

1. Observing the student to establish the student's level of competence and supervision required and provide appropriate supervision including one-hour of tutorial time per week.
2. Being available for guidance and support prior to each student/patient interaction and the CE seeing a patient treated by the student directly after each student/patient interaction.
3. Making sure that the student is interpreting the treatment plan correctly, and that the student is keeping accurate and timely records.
4. Signing timesheets on a daily basis.
5. Students are required to record their clinical experience in clinical logs; feedback from CEs is recorded on the log as comments.
6. Areas of weakness are highlighted to the student and the student is given opportunities to improve, teaching staff from the University are kept informed.
7. Clinical educator completes the assessment documentation by the date required by the University staff.

Students are also required to use reflective learning as a tool to develop deep, contextual learning and to identify and meet their own learning needs. The Reflective Tracker document should be used to facilitate this.

CEs, as members of the School of Health and Social Care, have access to the University e-mail, library and other resources.

There are two Clinical Educator days per year, one in September before the start of the academic year and one in April before the start of the summer term. CE's must attend at least one per year.

Placement Opportunities and Organisation

The School of Health and Social Care access practice placements primarily in Essex. Learners can also expect to access available services in Hertfordshire, Norfolk, Suffolk, Cambridgeshire, and the outskirts of London.

Important information about placement organisation

In all circumstances, placements will be organized and allocated by the University of Essex HSC Placements team. There are accepted placement provision protocols negotiated with service providers across the region and students must not approach services directly to seek placements. Any deviance from this process will not be sanctioned.

Placements may be subject to short notice or changes due to circumstances outside the control of the University of Essex.

Placements start and finish dates may occasionally be extended beyond scheduled dates to accommodate availability although every effort to secure placements for the stated periods will be made.

Without exception, all students will be allocated their placement information from the placement administrative database only after the learner has successfully completed the relevant pre-placement requirement.

Students are expected to plan to travel to placements and adhere to conventional service working hours.

Local placements cannot be guaranteed:

You may have to stay away from home, and meet the costs associated with this. Wherever possible we will try to keep your journey times to under 120 minutes each way from your designated campus, but again, this is subject to placement availability. **Refusal to accept a placement on the grounds of location may be regarded as a “failure” unless you have extenuating circumstances.**

Programme Contact Details:

<u>Senior programme team</u>	<u>Programme Administrators</u>
Stacie De Klerk Programme lead – FdSc Email : sd20189@essex.ac.uk Pelagia Kaplanidou Programme lead – BSc Email : pk20937@essex.ac.uk Mick O'Regan Subject Team Lead Email: moregan@essex.ac.uk	Catarina Cosstick-Wright oralhealthadmin@essex.ac.uk
Placement Administrator Rachel Rosevear hscplacements@essex.ac.uk	

Placement Guidelines

1. WORKING HOURS.

- a. Students are required to complete 14 hours over two days in placement with a minimum of 10 clinical hours. The two days are restricted to two of Monday, Wednesday or Friday. Student should contact the practice 2 weeks in advance of placement commencing.
- b. Where practice operates shifts, students are expected to work shifts which reflect the normal work pattern of the placement area. This can include morning, afternoon and evening shifts, if these are normal practice for the placement area and sufficient learning opportunities are available for students.
- c. A meal break of 60 minutes is excluded from the practice hours. Short tea or coffee breaks are included in practice hours.
- d. Students have supernumerary status, that is, they are not counted on the rota as part of the practice team. However, students are expected to both observe practice and become actively involved in patient care.
- e. Where a practice experiences staff shortage due to sickness, and the practice is unable to arrange cover because of short notice, students may provide cover. This should be the **exception** rather than the rule.
- f. Students should be allocated 1 hour per shift for reflection on their experiences, which should be included in the placement hours and should take place on the placement premises. CEs should be available during this time to provide advice and/or feedback as necessary. Students should be encouraged to use this time productively to make sense of, and learn from, their clinical experience and to complete their log entries.

2. ATTENDANCE

- a. Students are expected to have their record of hours signed daily while in the practice area. The record must be signed by a registered clinical educator. This must only be completed after the shift has ended, and not in advance. The student must retain a copy of this proof of attendance and upload it to their Moodle placement page monthly.
- b. If a student is unable to attend placement the student must contact the placement as soon as possible. The student should speak to their clinical educator or the practice manager of the placement or with a senior member of staff on duty. The student should clearly state that they are taking sick leave and if possible, give an estimate of how long they will be off sick. The student should take a note of the name of the person with whom the message is left.
- c. The student must also inform the Placement Administrators by email hscplacements@essex.ac.uk when they go off sick and on their return to placement (01206 876359).Students may self-certificate for sickness up to 7 calendar days, whilst a doctor's certificate will be required for any absences for more than 7 calendar days . Students should forward a copy of their doctor's certificate to hscplacements@essex.ac.uk. Students will be required to attend an appointment with the University Occupational Health Service before returning to placement, and should notify their student advisor to arrange this, when they feel ready to return.

- d. The Placement Administrator at the University of Essex will monitor absences and inform the placement lead and programme lead of any absences of concern. Regular short sickness or sickness beyond one month may influence the student's ability to continue on the programme. Students are permitted to reschedule any missed shifts with their placement directly, contacting hscplacements@essex.ac.uk if this is not possible.
- e. Students should be aware of the potential impact of making up missed shifts on their designated study day. If there is no occupational health reason why the student should not do this, the University permits the student to make this arrangement locally with their placement provider. Students should not prioritise making up placement hours over their academic work, as placement hours can be made up at the end of the programme if required. If the student has any queries regarding making up missed hours they should email the Placement Administrator hscplacements@essex.ac.uk in the first instance.
- f. Students are entitled to compassionate leave or special leave at the discretion of their Programme Lead. All other leave **MUST** be made up by the student.
- g. Absence from the placement that is not sick leave and has not previously been negotiated is unacceptable. This should be reported **by the Placement staff** to the Placement Administrator at the University of Essex hscplacements@essex.ac.uk immediately and will be taken up with the student by university staff. Dentist, doctor or other personal appointments should be arranged during off duty times except for urgent treatment.
- h. **Unauthorised absence, lateness and poor timekeeping are unprofessional behaviour.** While being tolerant of unavoidable delays, clinical educators should take up the issue of professional conduct with the student. If the student does not respond appropriately the Placement Administrator should be informed for further action hscplacements@essex.ac.uk.

3. STUDENT DRESS IN CLINICAL AND PRACTICE AREAS

- a. The University uniform must be worn in placement. Uniforms must not be worn outside of the dental practice. The University of Essex uniform must not be worn except when undertaking dental hygienist training.
- b. Dress must be clean and tidy. Uniforms must be changed daily and washed at a temperature of 60° C. Clothes should look and be clean and not crumpled.
- c. Student requests regarding dress to meet religious requirements will be treated sensitively and agreed individually with the Programme Lead. Dress must conform to Health and Safety regulations, especially infection control guidelines.
- d. Plain, white black or navy, clean, wipeable low heeled clinical shoes with noiseless non-slip soles and in a good state of repair should be worn. Open-toed shoes are not permitted.
- e. University of Essex badges must be worn at all times.
- f. Hair should be clean and well groomed, and hair below the collar should be tied back. Beards or moustaches should be well groomed and of short to moderate length.

- g. Non-ear piercings that are visible (eg nose, tongue, eyebrow) must be minimal and discrete, consisting of a small, plain stud and not a hoop
- h. No jewellery (including wrist-watches or activity trackers) should be worn during direct patient contact. Some organisations may permit one plain ring and plain stud earrings.
- i. Visible tattoos may be discouraged and may need to be kept covered if deemed offensive or provocative to others
- j. A high standard of personal hygiene must be maintained. Hands should be kept clean and nails kept short. Acrylic nails, gel nails or nail varnish must not be worn.
- k. Disposable gloves should be worn during patient contact. Latex free gloves are available if required.

Students should refer to the [Professional Clinical Appearance Code of Practice](#). If a student is considered to be inappropriately dressed, they may be sent off duty and will need to make up any time missed. If there is a persistent problem the clinical educator should take up the issue of professional conduct with the student. If the student does not respond appropriately the placement admin team should be informed for further action hscplacements@essex.ac.uk

4. FIT TO PLACE REQUIREMENTS

- a. All students must have received Occupational Health clearance, DBS clearance and have been issued a 'Fit to Place' certificate prior to commencement of their first clinical placement. Any student not cleared for placement will be notified by the Placement Administrator not to attend. The Placement Provider will also be notified of any delay and expected timeframe.
- b. Sharps, needlestick, puncture or splash injuries which occur while on duty must be reported to the practice manager of the dental practice and NHS policy must be followed. The student is responsible for awareness of their own Hepatitis B status.
- c. Students involved in any incident or injury must complete the local incident form and follow local policy. A copy of the incident report should be kept by the student and the student must forward a copy of this to the Placement Administrator at the University of Essex hscplacements@essex.ac.uk
- d. Students should not attend placement if they are unwell (see section 2 for procedures to be followed).
- e. Students who are suffering back strain, musculo-skeletal injury, infectious skin conditions, infectious diseases or diarrhoea and vomiting must seek advice from the Occupational Health Department or their GP before returning to placement.
- f. If a student suspects they have developed an allergic reaction during their placement they should report this immediately to their clinical educator and seek advice from the Occupational Health Service studentoh@essex.ac.uk
- g. Students who become pregnant must notify the programme lead and student advisor as early as possible and undertake a risk assessment through the University Occupational Health Service as well as a local risk assessment with the placement provider. The Programme Lead should notify the Programme and Placement

administrators with the student's permission so they can make arrangements for their maternity plan.

- h. Students should notify their Programme Lead of any changes to their health status or any medical changes. It might be necessary to refer the student to occupational health which the Programme Lead will discuss with the student.

5. STUDENTS RIGHTS AND RESPONSIBILITIES

- a. All students have the right to be placed in a safe learning environment in accordance with Health and Safety requirements. If a student has concerns regarding their safety, they should immediately discuss these with the practice manager, clinical educator or student advisor and inform the programme lead.
- b. Any incident or injury sustained while on placement must be reported to the practice manager and policy followed. A copy of the incident report should be kept by the student and the student must forward a copy of this to the Placement Administrator at the University of Essex hscplacements@essex.ac.uk
- c. Students should follow the GDC guidance on law, ethics, professionalism and fitness to practice.
- d. Confidentiality must be maintained at all times. Students need to be clear as to what information should be given to whom (e.g. what information can be shared with other professionals, relatives, patients).
- e. Students must not discuss patients outside the practice area. Assignments related to the placement should retain anonymity for staff, patients, dental practice and NHS.
- f. Students are advised to avoid disclosing personal information about themselves to patients.
- g. Permission must be sought from the practice manager if documents are to be used for assignments. Documents must never be removed from the dental practice or photocopied without permission of the practice manager. Use of patient treatment plans requires written permission from the patient and the practice manager. This permission and patient consent should be included in the assignment (redacted) if such documentation is used.
- h. Students must not be directly involved in Control and Restraint activity.
- i. At no time should students be left alone in the placement with patients when there is no supervising member of staff on the premises.
- j. Students must not accept personal gifts from patients or their relatives or friends.
- k. Students must behave in a professional manner at all times and act as ambassadors for dental hygienists and for the University of Essex. If the student is unsure of how to behave in a particular circumstance, he/she should seek guidance from their clinical educator. If behaviour is considered to be unprofessional, clinical educators should take up the issue of professional conduct with the student. If the student does not respond appropriately, the programme lead should be informed for further action.
- l. The student is expected to have collaborative and professional relationships with practice staff.
- m. Students must not arrange to meet patients socially while still in placement. Relationships, although friendly, must remain professional. Guidelines on the

protection of vulnerable people (for example, those with a learning disability or a mental health problem) must be adhered to.

- n. If patients or visitors display inappropriate behaviour (e.g. verbal comments, sexual harassment, lack of inhibitions, physical aggression) the student should discuss the behaviour with their clinical educator and where possible use the situation as a learning experience. Further discussion with the programme team may be advised. On rare occasions, where continuation on a placement could be detrimental to the student, discussion with the Programme lead may lead to finding an alternative placement.
- o. Students should not agree to provide care for their relatives or friends who happen to be patients in the placement in which they are working. Any request for this should be brought to the attention of the clinical educator.

PROFESSIONAL BEHAVIOUR

The course leads to a registerable qualification with the General Dental Council and there is an onus upon you, the student, to behave professionally at all times. The concepts underpinning professionalism are interweaved throughout the programme, both at university and at placement.

Professional behaviour is assessed throughout placement activity.

The School of Health and Social Care has policies on both Fitness to Practice and Whistleblowing and you are expected to read these before commencing your placement. All University Policies can be located [here](#).

Any questions about their content should be discussed with your Student Advisor.

The GDC also has a number of useful resources on professionalism on their [website](#).

SUPPORTING LEARNING IN PRACTICE

The role of University Staff

- a. University staff will visit the placement throughout the academic year (Zoom or in-person).
- b. University staff will liaise with the clinical educator regarding the student's progress.
- c. University staff will provide support to the clinical educator. University staff can be contacted by phone or email.
- d. Should students or clinical educator require that more frequent visits be made by university staff, they should contact hscplacements@essex.ac.uk
- e. University staff meet with placement providers on a regular basis (at termly Student Voice Committee and bi-annually CE days, additional meetings can be arranged by mutual agreement to discuss specific issues including programme development ideas).

- f. Each student has a student advisor. If problems arise the CE should feel free to contact the relevant tutor to find ways to overcome this. The list of student advisors is available on Moodle.

Work based assessment (WBA) guidance

Clinical Educators (CEs) are responsible for work based assessment. The competencies to be assessed and the pass/fail criteria are defined and, along with other assessment documentation, available on [Moodle](#).

Evidence of student performance is collected by means of :

- Direct observation of procedure (DOP); this is a formal assessment process where the CE completes a DOP form recording the outcomes of assessing an area of competence based on direct observation; the competencies to be assessed are defined by the module outcomes.
- Case based discussion (CbD); this is also part of the assessment process where the CE establishes the student's knowledge underpinning clinical skills, the CE is required to conduct one case base discussion per month on average.
- Clinical logs: clinical logs capture in detail the student/patient interaction, the diverse patient experience, and the frequency with which the student practices particular skills.

The CE makes an evidence-based judgment on the student's performance and completes the summative assessment documentation. In addition, CEs are expected to provide on-going feedback to students to enable progression; this is done formally by adding comments to the logs within 14 working days of the log being uploaded by the student.

All completed assessment documentations are submitted to the students electronic portfolio on ePad..

Work-based assessments are of a pass/fail nature. Each term the work-based assessment component of each module must be passed for progression to occur.

A student who fails to achieve a competent grade is offered a second attempt at the placement. This may be at a different placement location, and may require an extension of the period of study or an intermission. Failure to secure a competent grade in the second attempt results in termination of training.

WBA records are reviewed at the end of the term by student advisor and an education supervisor form is completed.

Supervision

A CE is appointed by the University of Essex to teach and assess students of the Oral Health Foundation Degree in the clinical setting.

The Link Lecturer visits the placements and CEs regularly throughout the year (this will be on Zoom and in-person visits as required). Any issues arising from the visit are highlighted to placement administrators who will record this on Box and monitor follow up visits accordingly.

Continuing suitability of the CE and placement in meeting the detailed essential criteria in the Placement Agreement (appendix 1) is assessed during the placement visits and at each end of term review of placement based learning.

The CE is the named supervisor who is responsible for the overall learning experience and assessment, and is expected to:

- Create learning opportunities to meet the learning outcomes.
- Provide direct clinical supervision, advice and support.
- Engage the dental team in the teaching and assessment of students.
- Oversee the assessment process and monitor learner/staff feedback .
- Monitor student attendance and performance.

The CE is required to meet with the student in the first week of their placement to establish the student's learning and competency levels and agree a plan for supervision and feedback.

Each practice will have at least 2 CEs to ensure that students are supervised at all times by University appointed CEs.

The supervision will include direct observation of student/patient interaction and the procedures carried out by the student.

The CE makes judgments on the level of supervision required and determines the types of patient experience most appropriate for the student at that moment in time.

Being available for guidance and support prior to each student/patient interaction and the CE seeing a patient treated by the student directly after each student/patient interaction.

The CE facilitates learning by creating opportunities for the student to see patients with increasingly complex problems.

The CE reads and provides comments on the student's clinical logs (25 per term). The logs must cover the competencies of that term. In addition, the students are required to keep their reflective tracker up to date. Comments on clinical logs are formal feedback to students on an on-going basis

The CE organizes a weekly one-hour tutorial. The tutorial topics should reflect the module learning outcomes. Tutorials may also include reviewing student's learning needs and agreeing a schedule for DOPs and CbDs. CE's are also responsible for arranging reflection time for students at the end of each session.

Assessment

The CE, in conjunction with students, plans the assessment schedule to ensure that the required numbers of DOPs and CbDs for the module are completed. The number of DOPs required varies from module to module and is determined by the number of competencies to be assessed.

All students must successfully complete a minimum of 3 CbDs per term, completing 9 in a year.

All assessment documentation must be completed on ePad by the date provided by the University to allow the student to be assessed and able to progress to the next term.

Appendix 1.

Placement agreement between the University of Essex and providers of placements for students on the FdSc Dental Hygiene and the BSc Dental Hygiene and Therapy programmes, University of Essex

Thank you for agreeing to offer placements to students registered at the University of Essex who are studying to become qualified Dental Hygienists or Dental Therapists.

1.0 In order to Facilitate and Support Student Learning and Assessment on Placement we need you to agree that you will:

1.1 Make appropriate and sufficient staff and facilities available to ensure students receive an educationally relevant experience through effective facilitation and support for learning and assessment during the placement.

1.1.1 Have at least two suitably qualified and experienced dentists, or therapists who are committed and able to act as a Clinical Educator in a placement.

1.1.2 Be able to provide the learning opportunity for students to meet the learning outcomes of the course; including access to a cross section of the population i.e. children, adults, the older population and people with special needs.

1.1.3 Be able to provide an appropriate volume of patient interactions for the student, taking into account the progression, confidence and competence of the student at any given time.

1.1.4 Provide the students with the opportunity to undertake all the competencies detailed on the course page on Moodle.

1.1.5 Be able to provide 14 hours in placement per week with a minimum of 10 clinical hours. This should be over two days per week. Shifts should be between 8am and 8pm. A meal break of 60 minutes is excluded from the placement hours. Short tea or coffee breaks are included in placement hours.

Students should be allocated 1 hour per shift for reflection on their experiences, which should be included in the placement hours and should take place on the placement premises. CEs should be available during this time to provide advice and/or feedback as

necessary. Students should be encouraged to use this time productively to make sense of, and learn from, their clinical experience and to complete their log entries.

1.1.6 Organise formal weekly tutorials of 1 hour duration with students, these should be informed by the list of tutorial topics available on the course page on Moodle.

1.1.7 Ensure there is opportunity that any missed time by students from placement can be made up and will ensure that students do make this time up.

1.1.8 Provide sufficient facilities and opportunities for students to allow them to be able to undertake intraoral radiographic images within the placement setting. Facilities and opportunities for students to be able to undertake extra oral DPT radiographic images within the placement setting should be available. If they are not, the CE must make arrangements with another existing placement to facilitate this for the student.

1.1.9 Ensure that all clinical procedures undertaken by students on patients within placements are carried out under the written prescription of a dentist, or dental therapist. If the use of local anaesthetic or topical fluoride is proposed, the prescription must be provided by a dentist and include details of what local anaesthetic should be used, the method of administration and dose, and in the case of topical fluoride the dose and frequency of application.

1.1.10 Ensure that sufficient instruments and materials are available for students to undertake all clinical procedures, including, if applicable, conservative treatment, preformed crowns, paediatric extractions and pulpotomies.

1.1.11 Ensure that a CE is available for guidance and support prior to and immediately after each student/patient interaction. The CE should see a patient treated by a student directly after each student/patient interaction, provide timely and focussed feedback for the student. The CE should also ensure that the prescribed treatment has been undertaken competently and that the future care arrangements of the patient are clarified. The CE should be available to the student during the course of any student/patient interactions and should use this as an opportunity to view appropriate stages of clinical procedures undertaken by the student.

1.1.12 Ensure that ample opportunities exist for students to use the full Scope of Practice of a dental hygienist or therapist, including the use of appropriate materials.

1.1.13 Provide appointments for students in terms 2 and 3 of their studies, that is flexible enough to enable students to select, treat and review suitable case study patients within their normal placement working hours in good time for their case study assessment requirements.

1.2 As far as reasonably practical, provide similar work facilities and amenities as those available to your employees.

1.2.1 Provide a team working environment; enabling students to work with and learn from a dental team i.e. dentists, a dental therapist and/or dental hygienist and dental nurses.

1.2.2 The quantity of instruments available for students within the placement is sufficient to meet both the demand from patient volume and the decontamination arrangements within the placement.

1.3 Ensure that, during the first shift and prior to any patient interaction, the students receive an appropriate introduction and induction to the practice area in which the learning will take place making students aware of their individual obligations to comply with your policies in relation to health and safety. - this may be with the clinical educator or with another member of staff. The relevant documentation can be found on Moodle.

1.4 Allow staff from the University involved in supporting and assessing students undertaking practice learning with you to have access to all placement settings (having first notified the person responsible for the placement setting).

1.5 Take steps to ensure the health, safety and welfare of students undertaking practice learning, as they would for their own employees in line with their responsibilities under the Health and Safety (Training for Employment) Regulations 1990.

1.5.1 The placement fulfils its responsibilities with regards to current NHS Area, CQC and Health and Safety regulations requirements.

1.6 Notify the University of any accident sustained by a student undertaking practice learning within a time-scale appropriate to the seriousness of the situation.

1.6.1 In the event of a significant incident which may affect patient safety, Clinical Educators should follow the 'Procedure for Incidents Affecting Patient Safety' protocol, accessible on the course page on Moodle

1.7 Ensure that all relevant staff employed in the placement area are either competent to support student learning and assessment or are required to commence a programme of continuing professional development, on recruitment, to achieve these competencies.

1.7.1 Have current registration with the GDC as dental therapist or dentist.

1.7.2 Be a member of a dental defence organisation

1.7.3 Have minimum 2 years post qualification experience.

1.7.4 CV's of all existing and potential CE's must be held on file at the University of Essex prior to commencing activities of a CE.

1.7.5 Have current employment or self-employment in a primary care dental setting.

1.7.6 Be willing and committed to teaching and career development of dental therapists.

1.7.7 Be approachable by students.

1.7.8 Be capable and able to provide developmental feedback to students.

1.7.9 Have a comprehensive understanding of the programme structure and the role the CE plays within this to help ensure that an effective learning environment exists within placement.

1.7.10 Be supportive to and appreciative of the educational value and ethos of the programme.

1.7.11 Correct and accurate completion of the required work based documentation by the date required by the university per term.

1.8 Immediately notify the University of any incidents or issues where involvement of any student calls into question their fitness for training.

1.8.1 In this regard Clinical Educators should follow the 'Student Fitness to Practice Procedures for CE' protocol, accessible on the course page on Moodle

1.8.2 Immediately notify the University if a student is at risk of being unable to meet one or more of the learning outcomes for the current term in placement. Work with the personal tutor to complete the Risk of Failure process.

1.9 Accept as valid the DBS and occupational health checks carried out by the University in accordance with mutually agreed criteria.

1.10 Immediately notify the University of any Service Provision Changes that might affect the Students' ability to meet the specified learning outcomes set by the University.

1.10.1 This would include any changes to shift patterns which affect the students' attendance in placement.

1.11 Ensure that students receive feedback on their performance in a time frame appropriate to the activity performed.

1.11.1 Should respond to all student clinical and reflective logs within 2 weeks of a student uploading a log.

1.12 Ensure that student assessment in practice is appropriately carried out as agreed between the University and yourselves.

1.13 Participate in education development, programme delivery, performance review and quality assurance including attendance at the relevant programme committees.

1.13.1 Attendance by at least one CE from a placement at every bi annual CE meetings (usually Sept/Oct and April each academic year). Each CE should attend at least one meeting per year.

2.0 Disciplinary Issues:

2.1 You may reserve the right to remove a student from a placement setting in any case where you consider this is necessary having regard to the student's conduct or professional suitability. You will inform the University immediately in this case. We will co-operate in any disciplinary proceedings taken in connection with a student in a placement setting. However, any case where more serious disciplinary action may be contemplated will be referred immediately to the University.

2.1.1 As described above, in this regard Clinical Educators should follow the 'Student Fitness to Practice Procedures for CE' protocol, accessible on the course page on Moodle

2.2 You will encourage and support appropriate staff to participate in any disciplinary and appeals processes relating to student performance in practice, at the invitation of the University.

3.0 For the purpose of insurance and liability:

3.1 You will maintain third party, public liability, employers' liability and any other appropriate insurance cover in respect of the Students during their Practice Placements on the Premises.

4.0 We, the University of Essex will:

4.1 Ensure that all students undertaking practice learning will have undertaken the necessary Disclosure and Barring Service (DBS) checks, and occupational health checks.

4.2 Maintain appropriate indemnity cover for the students on placement.

4.3 Ensure that students undertaking practice learning will have achieved all agreed statutory and mandatory training, relevant standards in relation to basic skills, clinical knowledge and demonstration of professional behaviours before each placement.

4.4 Inform students of their individual obligations to comply with the policies of the Placement Provider in relation to health and safety.

4.5 Provide you with -

- Planned developments and curriculum updates
- Learning outcomes for placement settings
- Planned numbers of students for the next year
- Names of students for each placement setting
- Updated lists of visiting/link lecturers
- Policies of the Institution which may impact on staff of the Placement Provider
- Materials designed to support students learning in practice settings

4.6 Liaise with Clinical Educators during placements which would normally include regular visits by the Link Lecturer to the placement area.

4.7 Collect feedback from the clinical educator who will in turn take account of the views of staff who have worked with the student and also collect feedback from students and allow CE access to this.

4.8 Confirm the names of students attending placements within 4 weeks of their start date unless other arrangements are agreed.

5.0 We would welcome your involvement in:

5.1 Education development, delivery, performance review and quality assurance.

6.0 Payment:

You will receive payment for providing placements at an agreed rate per term per student (pro rata where students undertake sessions rather than placement days).

I confirm that I have read and understood the placement criteria for providers of placements on the FdSc Dental Hygiene and BSc Dental Hygiene and Therapy programmes, and confirm that my practice will be able to fulfil all essential criteria during the forthcoming academic year.

SIGN: _____ **DATE:** _____

Name (Practice Principal): _____

I confirm that I have read and understood the Clinical Educator criteria for providers of placement on the FdSc and BSc programme and confirm that my placement will be able to fulfil all essential criteria during the forthcoming academic year.

SIGN: _____ **DATE:** _____

Name (lead CE at placement): _____

I confirm that I have read and understood the Clinical Educator criteria for providers of placement on the FdSc and BSc programmes, and confirm that my placement will be able to fulfil all essential criteria during the forthcoming academic year.

SIGN: _____ **DATE:** _____

Name (Additional CE at placement): _____