

Position Responsible: Clinical Directorate  
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Related Documents

SOP 1.4 Operating Base  
SOP 1.13 Clinical Team Observers

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## **1.0 Background**

- 1.1 This document concerns the management of clinical placements with the Magpas Air Ambulance Clinical Team. It outlines the conditions under which individuals on placement are allowed to operate and it defines their responsibilities. Clinical placements offer an insight into the operations of an enhanced care team.
- 1.2 Applications are invited from medical and paramedic students. The individual on placement will be exposed to incidents that are likely to be the most serious in the region as well as confidential data and therefore their role and responsibilities must be clearly defined.
- 1.2.1 Applications from any other professions will not be considered; the charity can only support applications from those whose practice is directly related to that of the Magpas Air Ambulance activity.
- 1.3 Magpas has the applicable insurances in place to host placements and details of the organisation's insurance policy are available on request.
- 1.4 The Operations Administration Team will endeavour to acknowledge receipt of completed Elective Placement Application Forms within five working days.

## **2.0 Information regarding clinical placements**

- 2.1 The individual on placement, regardless of their background, is present as an observer only and, with the exception of adhering to Magpas operational policies, has no specific responsibilities.
- 2.2 Any agreement entered into will be time based and not an open ended invitation.
- 2.3 Magpas Air Ambulance operates two shifts each day (day 07:00 to 19:30 and night 19:00 to 07:30) and is supported by an aircraft seven days a week. Not all shifts with the team will involve the use of a helicopter as a transport platform.
- 2.4 The Operating Base is on a secure site and individuals will be required to prove their identity on arrival.
- 2.5 The individual on placement need to make their own way to the Operating Base. No transport or accommodation will be provided by the charity.
- 2.6 Placements of three or four weeks will be allocated in any year up to a total of 12 weeks. Applications for shorter placements will be considered and exceptions made for those of sufficient quality.

2.7 Due to operational pressures applications for placements in April, May, June, July, October, November and December will be given priority. Applications for other times of the year will be considered and exceptions made for those of sufficient quality.

### **3.0 Procedure for application**

3.1 All potential placement students must apply by completing the online form (see link at the end of the document). It is recommended that applicants include in their supporting statement details of why they have applied to the organisation, what they hope to achieve during the placement, what they can offer and their future goals.

3.2 Applications will be reviewed on receipt and can be made at any time. Placements will be prioritised on a first come, first served basis.

3.3 If the application is approved by the Clinical Directorate, the applicant's course lead or manager will be contacted to confirm their appropriateness for a clinical placement with Magpas Air Ambulance.

3.4 Once confirmation has been received from the course lead or manager and the dates are available the applicant will be contacted by the Operations Supervisor with a placement offer. The applicant should confirm they accept the placement as soon as possible.

3.4.1 If an application is successful but the dates requested are not available, the application will be held on file in case circumstances change. If a placement doesn't become available the applicant will be informed.

3.5 See appendix 1 for further details of the application process.

### **4.0 The clinical placement**

4.1 The Operations Supervisor will contact the elective student with details of their duties a minimum of two weeks in advance of the placement start date. There may be occasions when these duties are changed at short notice due to operational pressures; the individual on placement will be made aware of such changes as soon as possible.

4.2 During the placement a combination of clinical shifts and audit time will be scheduled averaging 37.5 hours per week. The individual on placement may be invited to participate in a pre-hospital forum or any training that is scheduled during their placement.

4.3 Individuals on placement will be met at the designated gate at on the A141 by a security guard or team member who will brief them on crossing the airfield and the location of the Operating base. Cars are to be parked only in the marked slots.

4.4 During their first duty the individual on placement will be given a short familiarisation of the base, fire exits and its facilities.

4.5 Clinical shifts

4.5.1 Individuals on placements are the responsibility of the duty clinical team and must not be left unescorted at any time.

4.5.2 Individuals on placement are expected to wear suitable clothing. Magpas will provide the applicable outerwear (suit, helmet, high visibility jacket) which will be clearly marked OBSERVER. It is the responsibility of the individual to wear suitable, sturdy footwear.

- 4.5.3 The team will show them the response vehicle. The individual on placement must wear a seatbelt at all times.
- 4.5.4 If the aircraft is available during one of the individual's shifts, they will be given a brief by the duty pilot and technical crew member (TCM). They will follow any directions given by the duty pilot or TCM during flights. They may be required to finish the shift early due to operational constraints (ie during winter months when operations in darkness commence) which will be discussed during the morning brief.
- 4.5.5 Individuals on placement will be informed of what to do at the scene of an incident. On arrival, they must be directed as to where to observe from. They are under the direct supervision and care of the Clinical Team at all times. They must not be taken into dangerous scenes where an assault or injury is possible. The individual should ensure their own safety and be vigilant at all times.
- 4.5.6 If approached at any time by a member of the emergency services, the individual must direct queries to a member of the Clinical Team.
- 4.5.7 Individuals on placement are not allowed to carry photographic or video equipment unless specifically authorised by Magpas. Personal mobile devices are allowed but must not be used in clinical areas or at incident scenes.
- 4.5.8 Social media posts relating to the observation period are permitted but it is essential that clinical information or descriptions of events/scenes is not referred to. More information on this is available from the GMC (<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/doctors-use-of-social-media>) and HCPC (<http://www.hpc-uk.org/registrants/getinvolved/guidance/index.asp?id=1394>).
- 4.5.9 The individual must at all times respect patients' wishes and confidentiality and will give an undertaking not to divulge to any third party any patient details related to their time with the Magpas Air Ambulance Clinical Team. Individuals on placements must maintain a duty of confidentiality at all times.
- 4.5.10 Where the individual on placement is a registered medical practitioner, they may take part in the delivery of patient care under the direction of the duty doctor. The duty doctor carries responsibility for the appropriate delegation of patient care. However, this does not absolve doctors of their individual responsibilities in terms of Good Medical Practice and their accountability to the GMC.
- 4.5.11 Where the individual on placement is a member of an Ambulance NHS Trust (ambulance officer, paramedic, student paramedic or technician), they may take part in the delivery of patient care under the direction of the duty doctor. The duty doctor carries responsibility for the appropriate delegation of patient care. However, this does not absolve these individuals of their accountability to the HCPC and their own Ambulance NHS Trust.
- 4.6.12 Where the individual on placement is a member of the Defence Medical Services, they may take part in the delivery of patient care under the direction of the duty doctor. The duty doctor carries responsibility for the appropriate delegation of patient care. However, as with ambulance service employees, this does not absolve these individuals of their accountability to their relevant Commanding Officer and Service.
- 4.5.13 At the end of the placement, the individual on placement will return any PPE and outerwear. Any information given to them by the Security Guard should be returned as they leave the base.

#### 4.6 Audit days

4.6.1 Individuals on placement are the responsibility of the Operations Administration team and must not be left unescorted at any time when working at the Operating Base.

4.6.2 At the start of the placement the individual may be given details of the quality improvement project (QIP) allocated to them. They will be given access to the data required to complete the project during their placement.

4.6.3 Individuals on placement may visit the Operating Base in their own time (ie in addition to scheduled audit days) to work on their project within office hours (0800 to 1800). This should be discussed with the Operations Administration team in advance to ensure access to the base and data.

4.6.4 Individuals on placement may work on their project away from the base if the data they are using is not confidential in nature. They should make the Operations Supervisor aware if/when they plan to do this.

4.6.5 All data and results from the QIP (or similar project) completed by the individual remains the intellectual property of Magpas Air Ambulance. It may only be used by them personally with the agreement in writing of the Clinical Directorate.

#### 4.7 Pre-hospital forum

4.7.1 Every month the clinical team meet to discuss a selection of cases. Usually these meetings are closed however, if a pre-hospital forum (PHF) is scheduled during the individual's placement they may be invited to attend.

4.7.2 The individual on placement will abide by the rules stated at the start of the PHF. They will not share identifiable details.

#### 4.8 Training

4.8.1 The clinical service is always developing so there are training requirements for team members on new items of equipment etc. If training is scheduled during the individual's placement they are invited to attend. The type of training will determine whether they are actively involved or observing.

#### 5.0 After the placement

5.1 Incidents that individuals on placement may find emotionally difficult may be experienced with the team. The duty team will endeavour to debrief the individual appropriately, and the Clinical Directorate will be informed of any concerns and may be contacted for further assistance.

5.2 Students will be asked to provide feedback on the usefulness and quality of the placement, and encouraged to share any learning achieved.

## Appendix 1 – Application process

Applicant completes form online at <https://tinyurl.com/MagpasClinicalPlacement>

Application reviewed by the Clinical Directorate to determine next steps:

