COVID-19 reciprocal arrangements for students currently located outside the geographic boundaries of their enrolled Approved Education Institution (AEI)

For Nursing and Midwifery programmes

Key principles:
- Students deployed in one of the four UK nations will need to adhere to the policy and guidance produced by the country in which they are being deployed and not the country in which they are studying. If a student is on a programme in Wales but wished to be deployed to a location in England, the English policy and guidance would apply and vice versa.

- It is important that students’ preferred location(s) for deployment across any of the UK nations is captured by AEIs and reported through the appropriate systems developed to enable student preferences to be considered when setting up the paid placements.

- Paid placements arrangements will follow the national NHS employers and NMC guidance including the split between placement hours and academic student dependant on the year of study and the recommended job descriptions.

- Students will be employed on a local NHS fixed term contract in line with local agreements.

- As per the national guidance, this process is available for students on nursing and midwifery programmes in the second or third years if on an undergraduate course, or 1st or 2nd (final year) students on a postgraduate course.

Key contacts:

Health Education England:
Andy Gadsby: andy.gadsby@hee.nhs.uk

Health Education and Improvement Wales:
HEIW student main contact point: heiw@wales.nhs.uk
Denise Parish: denise.parish@wales.nhs.uk
Simon Cassidy: simon.cassidy@wales.nhs.uk

Adopted: 30th April 2020
Process for students on a Nursing or Midwifery programme in an English AEI who are currently residing in Wales and want to opt into a paid placement in Wales:

1. **Student chooses to opt into a paid placement**

2. **The student’s AEI contacts them to see if they want to opt in to a paid placement**

3. **As per the support process chart (page 4), the student’s AEI develops links with a local AEI in Wales who can support the student whilst on placement**

4. **AEI submits student information to the HEE COVID E-collection tool stating the student’s preference of a paid placement in Wales**

5. **HEE allocates that student to HEIW on the COVID e-collection tool**

6. **HEIW receives the student details and works with their local health boards and central workforce hub to arrange a paid placement**

7. **Student is employed on a paid placement**
Process for students on a Nursing or Midwifery programme in a Welsh AEI who are currently residing in England and want to opt into a paid placement in England:

1. Student chooses to opt into a paid placement
2. The student’s AEI contacts them to see if they want to opt into a paid placement
3. As per the support process chart (page 4), the student’s AEI develops links with a local AEI in England who can support the student whilst on placement
4. AEI submits student information to HEIW who then submits the information to the HEE COVID E-collection tool stating the student’s preference of a paid placement in a specific English provider
5. HEE allocates that student to the relevant provider in England on the COVID e-collection tool
6. The local provider receives the student details and works and contacts the student to arrange a paid placement
7. Student is employed on a paid placement
This protocol applies to students enrolled with a Welsh AEI but currently domiciled in other parts of Wales or the UK, and for students enrolled with an AEI in England, Scotland or Northern Ireland but currently domiciled in Wales.

1. **Student contacts HEIW and is advised on process.**
2. **Student contacts their Personal Tutor/Head of Department of Nursing (or relevant identified person) in their enrolled AEI and identifies their current location.**
3. **Student opts into the revised programme arrangement.**
4. **Head of Department of Nursing (or nominated person) from the student's enrolled AEI contacts the Nursing Department of the host University nearest to the student's current domiciled location and:***
   - Identifies the host AEI governance process for revised programme..
   - Agrees to provide assurance of the student's AEI enrolment and identifies host AEI liaison contacts.
   - Agrees a relevant individual for the student to contact in the host AEI.
5. **Student asked to contact the identified relevant individual at the host AEI.**
6. **Host AEI agrees a placement allocation in liaison with the student and relevant personnel from their enrolled AEI.**
7. **Host AEI liaises with local Practice Education Facilitators (and equivalent roles) to include the student in local support arrangements.**
8. **Together with the student, host AEI personnel, Practice Education Facilitators (and equivalent roles) and staff from the host placement, maintain contact with the Personal Tutor (or equivalent) from the student's enrolled University and set up a process for continuing review of the student's well-being, appropriate supervision and opportunities to continue to work towards the achievement of practice learning outcomes.**

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*This includes the relevant mechanism for processing students’ employee terms and conditions and remuneration in accordance with their stage on the programme.*