Pupil agreement form

Pupils must sign this form, before their placement, to agree to abide by the following conditions and keep a copy for their own records. Practices should keep a copy for their own records also.

The following information should be read carefully. If you are unsure about any part of the form, please ask.

Confidentiality
It is natural to wish to discuss your experience on a work placement with friends and family. However, you must ensure that you do not disclose confidential information that could identify an individual patient or member of staff. Confidentiality is crucial to the relationship between practice staff and patients and must be maintained to ensure patients trust staff and can be open and honest about their health. By signing below, you agree to adhere to the same standard of conduct. You must also let your supervisor know immediately if you know any patient personally.

Risk
Shadowing a clinician carries with it an element of risk. By following the instructions of the person supervising you risk will be minimised. Please make sure that you therefore listen to and follow instructions at all times, particularly when these relate to health and safety issues. To minimise risk of infection, you must also ensure that your standards of personal hygiene are very high. It is essential that you wash your hands at the beginning and end of each session, and should you use the toilet facilities. To minimise risks of cross infection clothes should be changed daily. You must not under any circumstances handle sharps (needles or other sharp objects) and when in clinical areas should take extreme care where you put your hands, and check before you sit down.

Sickness arrangements
If you are unable to attend because of sickness you should inform the GP surgery as soon as possible. It is usually advised not to enter the clinical environment until you are symptom-free from diarrhoea for 48 hours.

Dress code
All pupils are expected to wear smart clothes on placement. It is advised to wear closed toed shoes and shirts/tops whereby you can roll up the sleeves. If you are unsure of what is appropriate to wear, please ask at the GP practice.

I accept this placement on the terms and conditions outlined above.

| Signed: |  |
| Print name: |  |
| Date: |  |