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| **University of Aberdeen logo** | **and** |  |

# PU5926/7

# Professional Placement in Health Data Science

# 2024-25

## Roles And Responsibilities Placement Agreement Proforma

## Section 1: Organisational Profile

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| --- | --- |
| **Name:** | Shallion Support Limited |
| **Characteristics:** | Bespoke, non-medical home support service, volunteer-powered social enterprise specialising in autoimmune and chronic conditions. |
| **Funding:** | Hybrid model comprising client fees, social enterprise grants, and charitable contributions. |
| **Structure:** | Team supported by volunteer coordinators and digital infrastructure. |
| **Details of the department/section you are working in:** | Market Expansion and Data Analysis. |
| **Strategic priorities:** | * Expansion into high-prevalence chronic illness regions. * Increasing digital engagement and awareness. |
| **Objectives and functions:** | * AI-driven matching of volunteers and clients. * Tailored in-home or virtual assistance. * Continuous improvement via feedback loops |
| **SWOT analysis** | * Strengths: Innovative AI system, personalised care, community engagement. * Weaknesses: Volunteer dependency, limited national awareness. * Opportunities: Regional expansion, social media engagement, healthcare collaborations. * Threats: Competition, variable funding. |

## Section 2: Project Plan

| **Title of project:** | Leading Market Expansion for Autoimmune Support |
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| **Project start date:** | **July 2025** |
| **Project end date:** | **August 2025** |

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| **Please describe the scope/purpose of the project outlining the course aims and intended learning outcomes mapped to the proposed placement activities (please comment specifically on the application of academic skills in the workplace, including collection of relevant data, synthesis, analysis, interpretation and communication of output(s)).** |
| The project aims to identify and expand Shallion's services into regions with high prevalence of autoimmune disorders. Activities will involve applying academic skills such as data collection, synthesis, analysis, interpretation, and communication. The project's outcomes include creating a market expansion plan, engaging stakeholders, and refining service delivery based on feedback. |
| **How do the placement activities map to the course assessment requirements?** |
| Activities directly correlate to course assessment by applying data science techniques in real-world scenarios. Specifically, market research, stakeholder engagement, data-driven decision-making, and communication align with academic learning outcomes. |
| **Work schedule, including the structure of inputs (e.g. days and tasks).** |
| * Data collection and analysis: July 1st week * Market research: July 2nd week * Social media campaign management: July 3rd week * Stakeholder meetings and presentations: July 3rd week * Feedback analysis and ongoing plans: August |
| **Please provide details of any relevant codes of practice, including health and safety, risk assessment and ethical research.** |
| Comply with organisational health and safety guidelines, ethical research protocols, and data privacy policies.  Intellectual property/confidentiality: Respect data sharing limitations, maintaining confidentiality. Use secure channels for sensitive information. No proprietary code or data will be externally shared. |
| **Please provide details of any intellectual property or confidentiality issues (non-GenAI related – e.g. data and code sharing limitations). What form might these take and what safeguards will you put in place?** |
| **Share all data related to the project with the Founder – including drafts and ideas not in the project scope.** |
| **In relation to the use of Generative AI tools specifically, please provide details of any organisational policies, confidentiality, intellectual property and/or ethical considerations. Include what tasks (if any) AI tools may be used for, any approval processes required and expectations for disclosure of AI-assisted work.** |
| Use AI only within organisational approval for matching volunteers and refining service feedback. Ensure compliance with Shallion's AI and ethical policies, with all AI-assisted tasks disclosed clearly. Use of AI for research on current general practitioners, support groups and social media related to Shallion Support Limited. **Share all data related to the project with the Founder – including drafts and ideas not in the project scope.** |
| **Please provide details of a contingency plan in the event of unforeseen delays or cancellations.** |
| Regular project reviews with the CEO of Shallion Support Limited and alternative task assignments in case of unforeseen delays. |
| **Please provide details of any emergency procedures and a list of emergency contact numbers.** |
| In case of an emergency student to contact both host organization and University of Aberdeen Course Coordinator |
| **Are there any placement related costs? If so, please provide details and arrangements for their payment.** |
| None |
| **Is there a schedule of any visits by/communication with the course staff?** |
| **Nnone** |

## Section 3: Roles and Responsibilities

| **Responsibilities of the student** | * Adhere to host organisational guidelines. * Meet task deadlines. * Actively participate in feedback loops. * Maintain professional communication. * Regularly update placement progress to both University and host organization. * Escalate any personal emergencies or inability to meet deadlines. |
| --- | --- |
| **Responsibilities of the host organisation** | * Provide necessary induction and resources. * Offer ongoing supervision and feedback. * Reimburse agreed placement-related expenses. * Support student's integration. |
| **Responsibilities of the University** | * Provide academic supervision. * Clarify expectations and deliverables. * Communicate regularly with student and host. * Address placement concerns promptly. * Formally evaluate placement outcomes. |

### Responsibilities applicable to all parties:

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| **Project ownership** | Clearly defined roles. |
| **Intellectual property** | Respect and protection |
| **Confidentiality** | Maintain at all times. |
| **Liability** | Clearly outline limits of use of AI and/or any unforeseen circumstances |

## Section 4: Placement Agreement Signatures (not included in word count)

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| **This Agreement** is made on the | July 24, 2025 |

**Between**

| 1. The student | Priyanka Nagasubramanian |
| --- | --- |
| 1. The host organisation | Shallion Support Limited |
| 1. The University of Aberdeen | PU5926/7 Course Staff, on behalf of the School of Medicine, Medical Sciences and Nutrition |

| The organisational supervisor/contact person shall be: | **Name:** | Toni Gibson |
| --- | --- | --- |
| **Position:** | Course Coordinator |
| **Email:** |  |
| **Telephone:** |  |

|  | **Signatures** | **Date** |
| --- | --- | --- |
| **Student** |  | July 24, 2025 |
| **Organisational supervisor/contact person** |  |  |
| **Assigned member of course staff** |  |  |

**Appendix A – Use of Generative AI**

I, Priyanka Nagasubramanian, used Open Ai’s ChatGPT on July 23, 2025 to summarize sentences, check for grammatical errors, reframe sentences and search for examples of a similar document online.

The prompts used were as follows :

* 1. Check the below sentence for grammatical errors
  2. Modify the sentence below to ensure there is 200 characters or less
  3. Change the structure of the below sentence
  4. Provide examples of Roles and Responsibilities Agreement Persona. Share the links for these examples.