

**TO BE SIGNED & RETURNED**

Dr M James

School of Medicine

Cedar House

Ashton Street

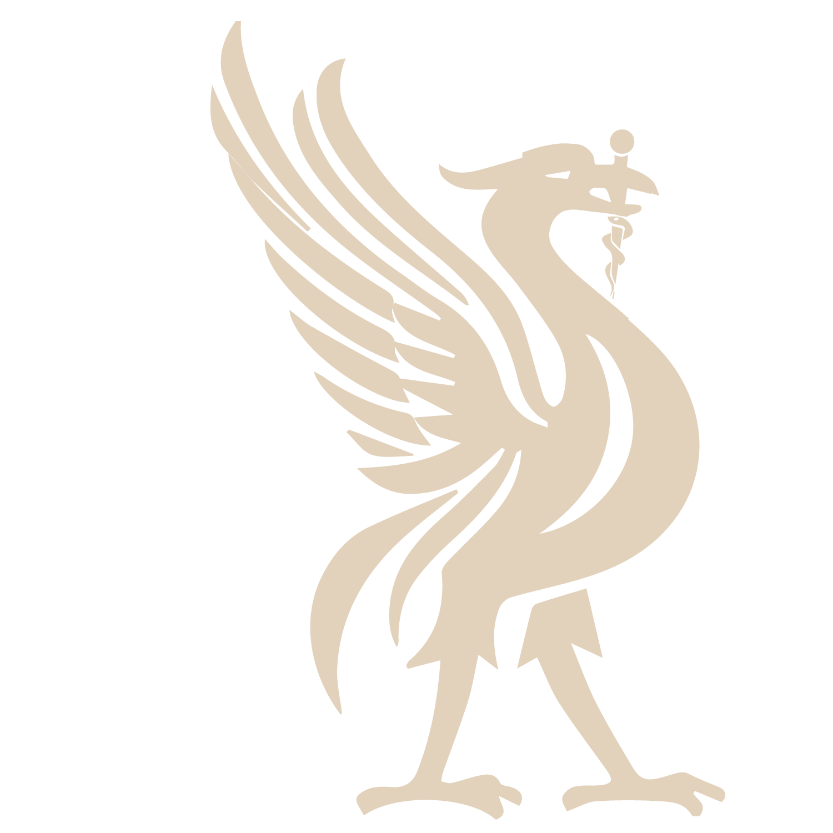
Liverpool

L69 3GE

30th August 2021

Dear Dr ……..,

**SERVICE CONTRACT**

The University of Liverpool (the “University”), wishes to offer ……. (the “Practice”), the opportunity to participate in the Medicine and Surgery MBChB Degree run by the University’s School of Medicine.

This Agreement is financed by the Undergraduate Medical tariff (previously known as “SIFT”) provided by Health Education England - North (“HEE”). Reviews of money available and the arrangements for distribution to the Practice will be carried out on an annual basis.

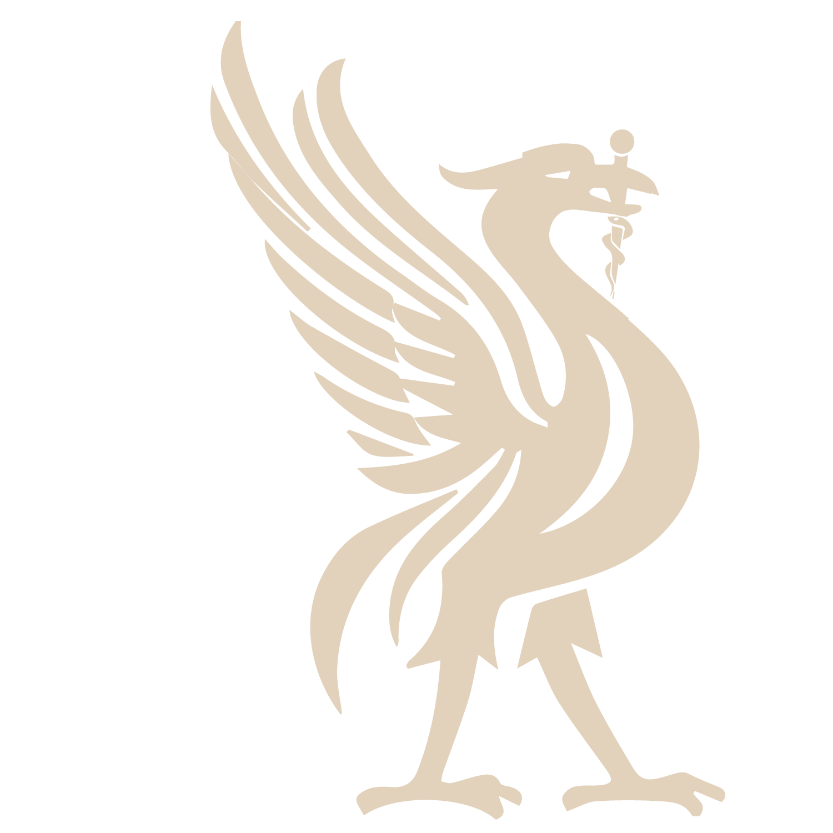
It is the intention of this Agreement to define the role and responsibility of the Practice in permitting undergraduate students registered on the Medicine and Surgery MBChB Degree (the “Degree”) to undertake learning in a community setting at the Practice (the “Placement”) for the following periods 30th August 2021 to 30th June 2022 (the “Term”).

1. The Practice agrees: -

1. To provide a safe and healthy working environment. Specific responsibilities include;

* To provide appropriate, protective clothing and equipment.
* To provide a safety induction and timetable of clinical activity.
* To report any accidents/incidents involving students to the University along with any action taken, in line with processes outlined in the GP handbook which will be provided upon signing this agreement and is available on the School of Medicine website.
* To ensure students are provided with the same degree of health and safety support as the practices members of staff which includes access to emergency assessment and treatment services after inoculation incidents and follow-up after possible inadvertent exposure to infections and other hazards. If using non-NHS occupational health services the practice is responsible for covering the cost.

1. To provide facilities for learning for students. The Practice will ensure that there is adequate teaching space to meet student needs and will ensure that basic equipment is available in the normal course of their clinical work.
2. To ensure that students shall be supervised and guided on appropriate ways to achieve the course objectives as set out in the GP Handbook.
3. To ensure the students are competent and adequately supervised when undertaking clinical skills.
4. To ensure that the students are made aware of the principles of respect for the dignity of patients and the confidentiality of medical information.
5. To ensure that information is made available to patients that medical students are trained at the practice. Patients must be given the opportunity to indicate if they do not wish to have contact with students and must be assured that this decision will not affect their quality of care.



1. That a safe location will be provided for students’ personal belongings.
2. That members of the Practice will attend training sessions provided by the University’s Community Studies Unit at least every 3 years.
3. To name a clinical member of the Practice, to be known as the ’GP Tutor’, who will be responsible for the overall supervision of the student and will fulfil the role as ‘Educational Supervisor’ as outlined in the GP Handbook and will communicate directly with the University on matters concerning the student and placement quality issues.
4. All supervisory GPs must maintain membership of a medical defence organisation and may be held vicariously liable for negligent harm caused to patients.
5. The Practice shall be liable for and shall indemnify the University against any and all liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or at common law in respect of:
6. any loss of or damage to property (whether real or personal)
7. any injury to any person, including injury resulting in death.
8. any financial or economic loss in consequence of or in any way arising out of the performance of this agreement;

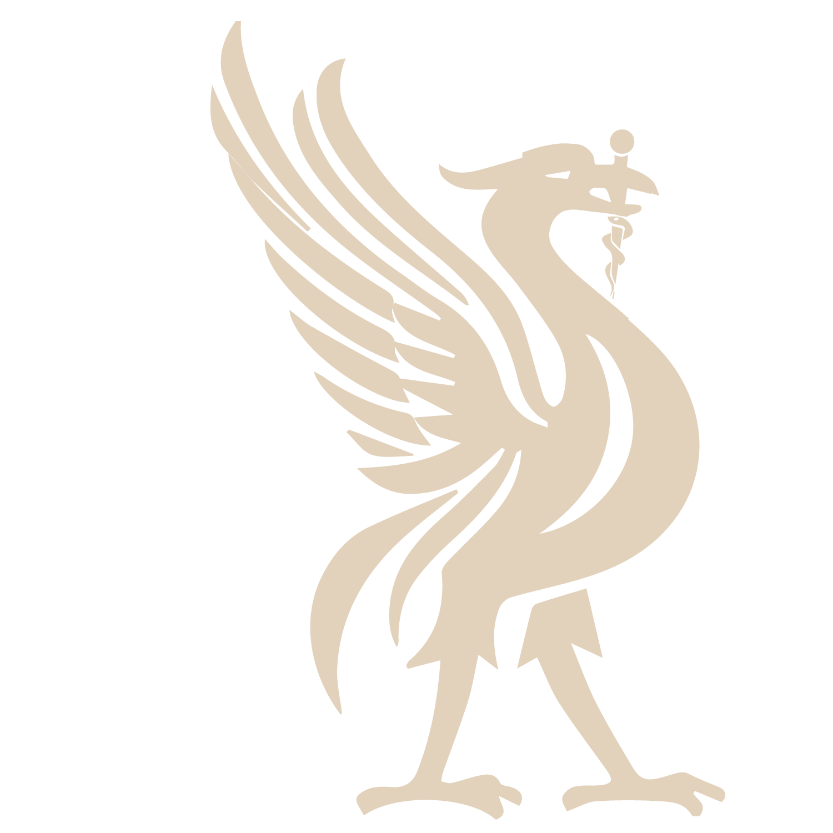
shall ensure that adequate insurance arrangements are in place and maintained throughout the Term to cover these liabilities, and that a copy of the Practice’s insurance policy shall be available to the University upon request.

2. In consideration for allowing the students to undertake the Placement at the Practice, the University will:

1. make payments upon the presentation of an invoice, made out to The University of Liverpool, and sent to the University’s representative for the purpose of this Agreement: Supratheme lead for the Patient in the Community Setting, Dr M James.

Payments shall be made by the University in arrears and within 40 days of the University receiving an invoice.

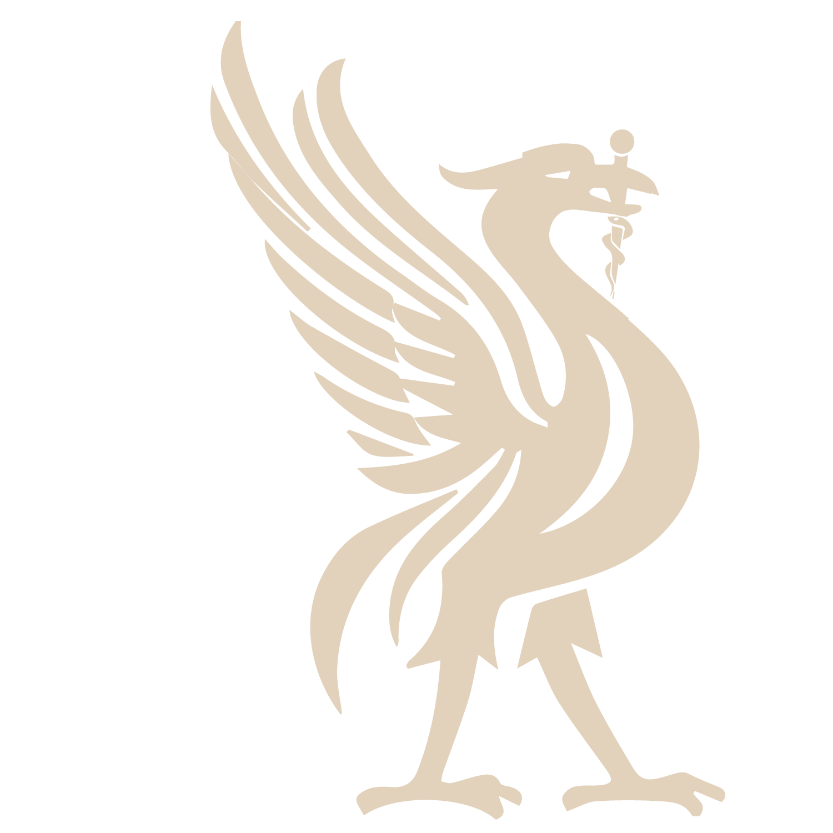
1. provide the Practice with details of the academic programme for each year with provision of appropriate handbooks



iii) provide feedback to the Practice on the student experience at the end of the academic year

1. provide opportunities for appropriate training to members of the Practice in relation to the medical curriculum
2. ensure that the students are made aware of desirable standards of conduct, dress and attitude in their contact with the Practice and its patients
3. provide advice, assistance and appropriate channels for counselling or disciplining of medical students when required
4. ensure that as part of the University General Indemnity Policy, the University will cover students making visits to patients’ homes, providing they are not carrying out clinical procedures and the Practice has first completed a risk assessment before permitting a student to undertake an accompanied visit.
5. at its sole discretion, and upon receiving a specific application, provide the GP Tutor with the title of Honorary Clinical Lecturer of the University of Liverpool for a period of up to 3 years.

3. Quality Standards and Monitoring

1. Renewal of this Agreement shall be dependent upon the Practice’s wish to continue supervising students, the regular review of the Practice’s teaching activities by the University and the availability of funding to the University to allow it to comply with its obligations under clause 2.
2. The Head of School, acting through the Supratheme lead for the Patient in the Community Setting, shall be responsible for review of the Practice’s educational activities. The GP Tutor is required to demonstrate that they are conversant with educational developments and meet the placement requirements as outlined in the GP Handbook.
3. If, upon review of the Practice’s teaching activities, the University does not wish to renew this Agreement following the expiry of the Term, the following procedure shall apply:
4. The University shall notify the Practice in writing and a representative of the University will organise a mutually convenient time to meet with members of the Practice if requested.
5. If the Practice encounter problems in fulfilling its obligations under this Agreement it must notify the University as soon as possible and the following shall apply:
6. The Supratheme Lead for the Patient in the Community Setting and the named GP Tutor will consider whether it is appropriate for further support /advice to be given to the Practice.
7. Proposals for adjustments will be submitted to the University for consideration as appropriate.
8. The University may terminate this Agreement at any time upon written notice. The final decision on renewal or continuation of the Agreement shall be at the absolute discretion of the University.
9. The Practice must immediately inform the University if it fails an inspection by the Care Quality Commission (CQC) or a member of the Practice is under investigation by the General Medical Council, and provide the name of that member to the University.

4. Miscellaneous

4.1 Variation to Contract

This Contract may be varied only when mutually agreed, in writing, between the parties. In such circumstances there will be a discussion between the University and the Practice to reach a clear understanding of the revised situation and the impact on the work the Practice is expected to undertake and any additional costs which may result from that work.

4.2 Entire Agreement

This Agreement, together with all corresponding appendices constitutes the entire agreement between the Practice and University with respect to the subject matter hereof, and replaces and supersedes any and all prior agreements and/or understandings, whether oral or written, between the parties with respect to the subject matter of this Agreement.

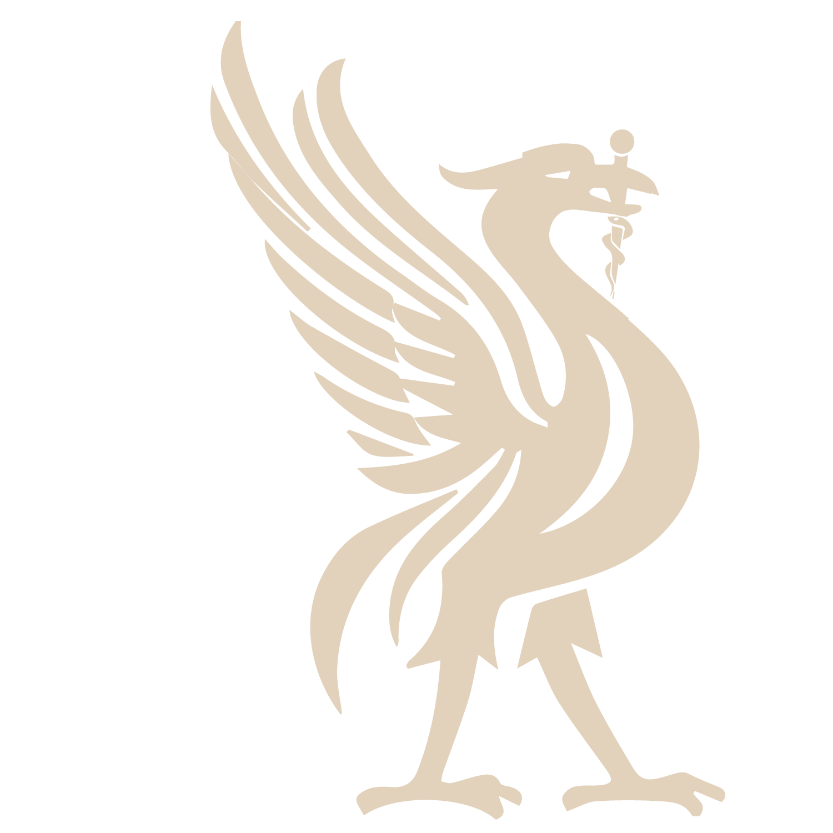
4.3 Law

This Agreement shall be governed by the laws of England and Wales and both parties agree to submit to the exclusive jurisdiction of the English/Welsh courts.

Yours sincerely

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Dr Matthew James

Supratheme lead for the Patient in the Community Setting

Please confirm your acceptance of the terms and conditions of this Agreement by signing and returning this Contract.

Signed (on behalf of Practice) ..…………………………………… Date …………..

………………………………………. (Name in Block capitals)

Please return by email to: