**PRAC STUDENT PLACEMENT AGREEMENT**

**PRAC STUDENT RESPONSIBILITIES:**

During you placement you agree to treat this as a place of work. As such you agree to at all times behave in a professional manner and maintain a professional level of service and dress. You will need to abide by the company vision and mission statements, and the company policies and procedures. This includes, but is not limited to the following:

**CUSTOMER SERVICE / WELFARE**:

All staff are required to provide an effective, efficient, prompt, and courteous service to all clients, colleagues, and members of the public, and to be sensitive to gender differences and the needs of culturally diverse customers. You are required to deal with issues, grievances, or concerns promptly and effectively.

**RIGHTS AND OBLIGATIONS OF EMPLOYEES**:

Staff are required to fulfil their lawful obligations, service aims, and objectives of the company with professionalism and integrity. **You need to ensure that their personal or business interests or activities do not interfere with, or appear to interfere with this obligation.**

**PERSONAL BEHAVIOUR:**

All staff wear uniform if required and maintain a professional standard of dress and time keeping.

Staff need to perform their duties honestly and impartially and to respect the rights of clients, colleagues and the public. All employees are to cooperate, work harmoniously and treat colleagues with courtesy, and not use their position of influence to intentionally disgrace, hurt or humiliate.

**CONFIDENTIALITY:**

During your placement with the Company, you will make use of Confidential Information in carrying out your duties. Without limitation, “Confidential Information” includes:

Patient information;

All information concerning the business, its method of operation, marketing and other activities; and

Competitive and financial information concerning the business

Which information, whether in the nature of trade secrets or otherwise, is not in the public domain.

You must not, whether during or after your placement with the Company, without written authority, divulge Confidential Information to anyone other than an employee authorised to receive the information or use such information for your own personal gain.

**WELCOME:**

On behalf of the organisation we would like to welcome you, and trust that you will find your placement both challenging and rewarding.

During your placement your reporting line manager will be:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_