

**‘EMERGENCY, PRE-HOSPITAL AND IMMEDIATE CARE’
INTERCALATED BACHELOR OF SCIENCE DEGREE
POLICY FRAMEWORK PAPER:**

**(i) SIFT FUNDING POLICY
relating to the agreement between
WELSH HEALTH MINISTERS
and
UNIVERSITY HEALTH BOARDS / WELSH AMBULANCE SERVICE TRUST
2023-2024**

**(ii) BENCH-FEE FUNDING POLICY
relating to the agreement between the
EMERGENCY MEDICINE ACADEMIC CENTRE, CARDIFF UNIVERSITY
and
UNIVERSITY HEALTH BOARDS / WELSH AMBULANCE SERVICE TRUST
2023-2024**

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Policy and Agreement Reference

relating to the agreement between

WELSH HEALTH MINISTERS

and

**UNIVERSITY HEALTH BOARDS / WELSH AMBULANCE SERVICE TRUST
2023-2024**

THIS POLICY HAS BEEN JOINTLY PRODUCED BY:

1. CARDIFF UNIVERSITY, EMERGENCY MEDICINE ACADEMIC CENTRE of the School of Medicine, College of Biomedical and Life Sciences, Room F32, Floor 2, Block A, University Hospital of Wales, Heath Park, Cardiff. CF14 4YS (the “programme coordinator”); and
2. THE EMERGENCY DEPARTMENT OR UNSCHEDULED CARE DIRECTORATE WITHIN THE RESPECTIVE UNIVERSITY HEALTH BOARD and the WELSH AMBULANCE SERVICE TRUST, established by Statutory Instrument, whose administrative offices are held within each Health Board / Trust jurisdiction (the “Local Education Provider”).

(i) IN RESPECT TO THE AGREEMENT BETWEEN:

1. The WELSH MINISTERS of the Welsh Government, Cathays Park, Cardiff (the “Welsh Ministers”); and
2. THE RESPECTIVE UNIVERSITY HEALTH BOARD / WELSH AMBULANCE SERVICE TRUST, established by Statutory Instrument, whose administrative offices are held within each Health Board / Trust jurisdiction (the “Local Education Provider”).

CONCERNING ALL SIFT EXPENDITURE IN RELATION TO THE EMERGENCY, PREHOSPITAL AND IMMEDIATE CARE INTERCALATED BACHELOR OF SCIENCE DEGREE.

(ii) IN RESPECT TO THE AGREEMENT BETWEEN:

1. CARDIFF UNIVERSITY, EMERGENCY MEDICINE ACADEMIC CENTRE of the School of Medicine, College of Biomedical and Life Sciences, Room F32, Floor 2, Block A, University Hospital of Wales, Heath Park, Cardiff. CF14 4YS (the “programme coordinator”); and
2. THE RESPECTIVE UNIVERSITY HEALTH BOARD / WELSH AMBULANCE SERVICE TRUST, established by Statutory Instrument, whose administrative offices are held within each Health Board / Trust jurisdiction (the “Local Education Provider”).

CONCERNING ALL BENCH-FEE ALLOCATION AND EXPENDITURE IN RELATION TO THE EMERGENCY, PREHOSPITAL AND IMMEDIATE CARE INTERCALATED BACHELOR OF SCIENCE DEGREE.

Policy Definitions and Interpretation

relating to the agreement between

WELSH HEALTH MINISTERS

and

**UNIVERSITY HEALTH BOARDS / WELSH AMBULANCE SERVICE TRUST
2023-2024**

THE DEFINITIONS AND INTERPRETATION ARE HEREBY AGREED as follows:

A. In the Agreement, the following expressions shall have the following meaning:

<i>“the Agreement”</i>	shall mean the terms and conditions set out in this Agreement together with Schedules 1 to 7
<i>“the Funding Period”</i>	shall mean the given financial year
<i>“the Funding”</i>	shall mean the funding as detailed in clause 3
<i>“the Obligations”</i>	shall mean the obligations placed on the Health Board and the Welsh Ambulance Service Trust in respect of the Funding as detailed in clause 5
<i>“the Authorised Officer”</i>	shall mean the Welsh Government official nominated by the Welsh Ministers pursuant to clause 7
<i>“the Responsible Director”</i>	shall mean the person nominated by the Health Board and the Welsh Ambulance Service Trust pursuant to clause 8. Due to the scale of this degree the Lead Coordinator at the Local Education Provider will be the same person. This role was previously referred to as the “Nominated Consultant”
<i>“the programme coordinator”</i>	shall mean the individual in the Emergency Medicine Academic Centre responsible for running the Emergency, Prehospital and Immediate Care Intercalated Bachelor of Science Degree centrally at Cardiff University set out in clause 9
<i>“Performance Management Framework”</i>	shall mean the framework set out in clause 10
<i>“Local Education Provider”</i>	shall mean the individual(s) in the Health Board and the Welsh Ambulance Service Trust responsible for the running of the Emergency, Prehospital and Immediate Care Intercalated Bachelor of Science Degree peripherally during clinical placement

B. In the Agreement, the following abbreviations will be used:

<i>BSc</i>	Bachelor of Science
<i>CU</i>	Cardiff University
<i>EMAC</i>	Emergency Medicine Academic Centre
<i>EPIC</i>	Emergency, Pre-Hospital and Immediate Care
<i>LEP</i>	Local Education Provider
<i>UHB</i>	University Health Board
<i>WAST</i>	Welsh Ambulance Service Trust
<i>WAG</i>	Welsh Assembly Government

C. Words in the singular include the plural and plural words include the singular.

D. References to Clauses and Schedules are references to the Clauses and Schedules of this policy paper.

Policy Framework Clauses

relating to the agreement between

WELSH HEALTH MINISTERS

and

**UNIVERSITY HEALTH BOARDS / WELSH AMBULANCE SERVICE TRUST
2023-2024**

1. DEFINITIONS AND INTERPRETATION

- 1.1 This award of Funding is made on - and subject to - the terms and conditions set out in the respective WAG and UHBs/WAST Agreement and under the authority of the Minister for Health and Social Services, one of the Welsh Ministers, acting pursuant to the National Health Service (Wales) Act 2006.
- 1.2 This jointly agreed policy provides guidance on the above agreement (1.1), commitments and offers of SIFT funding, as set out in clause 3 (if any), relating to the Funding Period.

2. USE OF THE FUNDING

- 2.1 The purpose of the Funding, which is referred to as Service Increment for Teaching Placement Funding (“Placement SIFT”) and Infrastructure Funding (“Infrastructure SIFT”), is to enable the UHB / WAST to perform the Obligations during the Funding Period and the UHB / WAST undertakes only to use the Placement and Infrastructure SIFT Funding for the purpose relating to the education of EPIC emergency medicine students.
- 2.2 The agreed principles developed to support the management of EPIC SIFT are set out in Schedule 1 to this policy paper.
- 2.3 The total Placement and Infrastructure SIFT Funding shall be as set out in Schedule 2 of this policy paper is subject to any variation as in clause 6.2 below.
- 2.4 Infrastructure EPIC SIFT funding has been allocated as per student numbers based at the Cardiff and Vale UHB and the Moriston site within the Swansea Bay UHB (this is also subject to any variation as in clause 6.2 below).

3. FUTURE FUNDING

- 3.1 This policy paper relates only to the Funding Period and the Welsh Ministers make no representation or give any guarantee about any Placement or Infrastructure EPIC SIFT Funding beyond the end of the Funding Period.
- 3.2 EMAC will continue to advise the WAG to allocate SIFT to a LEP only if all obligations are met or an agreed plan exists to meet all obligations.

4. OBLIGATIONS

- 4.1 The UHB / WAST shall during the Funding Period perform the Obligations as set out in Schedule 3 to this policy paper.
- 4.2 The UHB / WAST shall ensure that the Obligations are performed in accordance with the Performance Management Framework, as set out in clause 9 below.
- 4.3 The UHB / WAST shall ensure that both the Welsh Ministers and (through the Authorised Officer specified in clause 6 below) the programme coordinator, are provided with all necessary information and assistance to enable monitoring of the use of the Placement and Infrastructure EPIC SIFT Funding and the performance of the Obligations.

5. PAYMENT OF THE FUNDING

- 5.1 The Welsh Ministers shall pay the Funding to the UHB / WAST on the basis set out in Schedule 2 to this policy paper.
- 5.2 The only sums payable for the performance of the Obligations shall be those specified in Schedule 2 and such funding will be via the Welsh Ministers through this policy paper. On monitoring the performance of the Obligations, the programme coordinator can vary the agreement under Schedule 2. Where in-year variations to Schedule 2 are agreed, funding arrangements will be modified on the approval of the Authorised Officer (or Deputy). All variations will be documented and constitute an Addendum to Schedule 2. All other costs, charges, fees or expenses of whatever kind for, or arising out of, or in connection with the performance of the Obligations shall be paid by the UHB / WAST.
- 5.3 If for any reason the agreement between Welsh Health Ministers and the relevant UHBs / WAST ends or is terminated, then the sum payable by the Welsh Ministers in respect of the partly completed work shall be determined by the Welsh Ministers in consultation with all key stakeholders.
- 5.4 The UHB / WAST shall prepare and provide to the Welsh Ministers and (through the Authorised Officer specified in clause 6 below) the programme coordinator, financial information in a format and containing such information as the Welsh Ministers may from time to time require, including that specified in clause 15 of Schedule 4 (with Schedules 6 and 7) of this Agreement.

6. AUTHORISED OFFICER

- 6.1 The Welsh Ministers shall appoint an Authorised Officer who shall be the duly authorised representative of the Welsh Ministers for all purposes connected with this Agreement. The identity of the person appointed as the Authorised Officer as at the date of the Agreement is specified in clause 17.1.
- 6.2 The Welsh Ministers shall give written notice to the UHB / WAST of any subsequent appointment. Until notice of subsequent appointment shall have been given, the UHB / WAST shall be entitled to treat as the Authorised Officer the person last notified to the Responsible Director as being the Authorised Officer.
- 6.3 The Welsh Ministers shall ensure that the Authorised Officer, or a competent Deputy duly authorised to act on the Authorised Officer's behalf, is available for consultation with the Responsible Director at all reasonable times.
- 6.4 Any notice, information, instructions or other communication given by - or made to - the Authorised Officer shall be deemed to have been given by - or made to - the Welsh Ministers as the case may be.
- 6.5 The role of the Authorised Officer is to oversee the effective and efficient operation of the Agreement ensuring that the provisions of Schedule 4 are delivered on time, within the agreed maximum funding level set out in Schedule 2, and to the agreed performance levels, utilising the Performance Management Framework set out in clause 9 below and Schedule 4 to this Agreement.
- 6.6 The Authorised Officer is also responsible for ensuring that the interests of stakeholders from within the Welsh Government are taken into account in terms of the performance of the Obligations.

7. RESPONSIBLE DIRECTOR

- 7.1 The UHB / WAST shall appoint a Responsible Director who shall be the duly authorised representative of the UHB / WAST for all purposes in relation to the EPIC BSc degree and the EPIC SIFT funding connected with this Agreement. The identity of the person appointed as the Responsible Director as at the date of the Agreement is specified in clause 17.2.
- 7.2 The UHB / WAST shall give written notice to the Welsh Ministers of any subsequent appointment. Until notice of subsequent appointment shall have been given, the Welsh Ministers shall be entitled to treat as

Responsible Director the person last notified to the Authorised Officer as being the Responsible Director.

- 7.3 The UHB / WAST shall ensure that the Responsible Director, or a competent Deputy duly authorised to act on the Responsible Director's behalf, is available for consultation with the Authorised Officer at all reasonable times.
- 7.4 The role of the Responsible Director is both to provide the single point of contact for the Welsh Ministers (through the Authorised Officer) and EMAC (through the programme coordinator) on all formal matters associated with the operation of the Agreement and also to ensure that the UHB / WAST meets the requirements of the Performance Management Framework.
- 7.5 Any notice, information, instructions or other communication given by - or made to - the Responsible Director shall be deemed to have been given by - or made to - the UHB / WAST.
- 7.6 The responsible director has responsibilities to the programme outside of that of teaching and the coordination of teaching on the clinical placement. These are namely; attendance the Annual EPIC iBSc SIFT Review, completion of the forms in Schedule 6 and 7 prior to the Annual EPIC iBSc SIFT Review, attendance at all interim examination board meetings and attendance at the exit examination board meeting.

8. PROGRAMME COORDINATOR

- 8.1 The Emergency Medicine Academic Centre shall appoint a Programme Coordinator who shall be the duly authorised representative of Cardiff University for all purposes connected with this Agreement and who is responsible for running the Emergency, Prehospital and Immediate Care Intercalated Bachelor of Science Degree centrally at Cardiff University. The identity of the person appointed as the Programme Coordinator as at the date of the Agreement is specified in clause 17.3
- 8.2 Any notice, information, instructions or other communication given by - or made to - the Programme Coordinator shall be deemed to have been given by - or made to - the Educational Lead of the Emergency Medicine Academic Centre at Cardiff University as the case may be.
- 8.3 The role of the Programme Coordinator is to oversee the effective and efficient operation of the Agreement ensuring that the provisions of Schedule 4 are delivered on time, within the agreed maximum funding level set out in Schedule 2, and to the agreed performance levels, utilising the Performance Management Framework set out in clause 9 below and Schedule 4 to this Agreement.

8.4 The Programme Coordinator is also responsible for ensuring that the interests of stakeholders from within the Welsh Government are taken into account in terms of the performance of the Obligations.

9. PERFORMANCE MANAGEMENT FRAMEWORK

9.1 The Authorised Officer is responsible for the review of the performance of the UHB / WAST throughout the Funding Period in meeting its Obligations under Schedule 3 of this policy paper. This review will include, inter alia:

- 9.1.1 undertaking a review of progress against the specific requirements of the Performance Management Framework, as set out in Schedule 4;
- 9.1.2 to provide advice to the Welsh Ministers and the programme coordinator on any proposed variations to the provisions of the agreement between Welsh Health Ministers and the relevant UHBs / WAST;
- 9.1.3 to provide advice to the Welsh Ministers and the programme coordinator when deciding payment due for any of the Obligations that are disrupted by industrial action;
- 9.1.4 to provide advice to the Welsh Ministers and the programme coordinator when deciding matters relating to the Funding payable by the Welsh Ministers in accordance with Schedule 2;
- 9.1.5 to seek to resolve disputes and differences between the parties.

10. VARIATIONS

10.1 There shall be no material variations to the agreement between Welsh Health Ministers and the relevant UHBs / WAST except where mutually agreed in writing between the Welsh Ministers (through the Authorised Officer) the programme coordinator (through EMAC) and the UHB / WAST (through the Responsible Director).

10.2 Variations to the Agreement will be reported formally by the Authorised Officer to the Welsh Government's Director General of Health, Social Services and Children.

11. DISPUTES

11.1 Both parties to the Agreement will use all reasonable endeavours to resolve any dispute, difference or question between them with respect to any matter or thing arising out of – or relating to – the Agreement.

11.2 The UHBs / WAST shall recognise the importance of the continued performance of the Obligations during industrial disputes with its own staff or with the suppliers of goods or services.

11.3 In the event of industrial disputes with staff employed by NHS employers in Wales performing the Obligations, then the UHB / WAST shall cooperate with the Welsh Ministers using all reasonable endeavours to ensure the continued performance of the Obligations.

12. TERMINATION

12.1 The Welsh Ministers may, by giving notice in writing, terminate the Agreement immediately if the UHB / WAST:

12.1.1 commits a breach of agreement between Welsh Health Ministers and the relevant UHBs / WAST, provided that where such breach is capable of remedy the UHBs / WAST has been advised in writing of the breach and has not rectified it within 30 working days of receipt of such advice;

12.1.2 fails to perform all or any of the Obligations to the standard specified in the agreement between Welsh Health Ministers and the relevant UHBs / WAST; or

12.1.3 for any reason whatsoever is substantially prevented from performing – or becomes unable to perform – its obligations under the agreement between Welsh Health Ministers and the relevant UHBs / WAST.

12.2 In the event of notice being given under clause 12.1, the Welsh Ministers shall, through the Authorised Officer, as soon as may be reasonably practicable after the service of such notice, exercise such of the following powers as it considers expedient:

12.2.1 direct the UHB / WAST, where performance of the Obligations has not been commenced, to refrain from commencing performance of the Obligations; and/or

12.2.2 direct the UHB / WAST to complete in accordance with the Agreement all or any of the Obligations, or any part or component thereof, which will be paid for at the agreed Funding level or, where no agreed Funding level exists, at a reasonable rate to be determined by the Welsh ministers; and/or

12.2.3 direct the UHB / WAST to repay any part of the Funding which has been paid to the UHB / WAST but has not been used for the Obligations.

13. INTELLECTUAL PROPERTY

13.1 All reports and other documents and materials and the copyright or similar protection therein arising out of the performance by the UHB / WAST of its obligations under the Agreement are hereby assigned to and will rest in the UHB / WAST, save that the UHB / WAST hereby grants a non-revocable license to the Welsh Ministers to use any and all intellectual property generated in the performance of this policy paper.

14. INDEMNITY AND INSURANCE

14.1 Nothing in the agreement between Welsh Health Ministers and the relevant UHBs / WAST shall impose any liability on the Welsh Ministers in respect of any liability incurred by the UHBs / WAST to any third party (including, without limit, employees and contractors).

15. NOTICES

15.1 All notices given under these Conditions must be in writing or by e-mail and must prominently display the following heading: **“Notice in relation to the SIFT Funding Agreement for the UHB / WAST”**.

15.2 The address and contact details for the purposes of serving notice under these Conditions are as follows:

15.2.1 the Welsh Ministers: the Authorised Officer at the address stated in clause 17.1.

15.2.2 the UHB / WAST: the Responsible Director at the address stated in clause 17.2;

15.2.3 the EMAC: the Programme Coordinator at the address stated in clause 17.3;

15.3 A notice will be deemed to have been properly given as follows:

15.3.1 prepaid first class post: on the second working day after the date of posting;

15.3.2 by hand: upon delivery to the address or the next working day if after 4 pm;

15.3.3 by e-mail attachment: upon transmission or the next working day if after 4 pm.

16. MISCELLANEOUS

16.1 The headings of any part of this policy paper shall not affect the interpretation thereof.

- 16.2 If any clause in this policy paper shall be held to be illegal or unenforceable, the enforceability of the remainder of this policy paper shall not thereby be affected.
- 16.3 No delay or neglect or variance on the part of either party in enforcing against the other party any term or condition of this policy paper shall constitute, or be deemed to be a waiver of, or in any way prejudice the rights of that party under this policy paper.
- 16.4 This policy paper sets forth the entire agreement and understanding between the parties in connection with the provision of the Placement and Infrastructure EPIC SIFT Funding by the Welsh Ministers and the performance of the Obligations by the UHB / WAST to the Welsh Ministers.
- 16.5 The UHB / WAST acknowledges that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant – and to the exclusion of all irrelevant – considerations. The UHB / WAST hereby acknowledges that nothing contained or implied in, or arising under, or in connection with this Agreement shall in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise – or refrain from exercising – any of their functions in any particular way.
- 16.6 The UHB / WAST will ensure that, in the exercise of the Agreement, the requirements under the following legislation are complied with:
- The Equality Act 2010
 - The Welsh Language Act 1993
 - The Welsh Language (Wales) Measure 2011.

17. RESPONSIBLE PARTIES

17.1 For the purposes set out in clause 7, the duly Authorised officer is:

THE DEPUTY DIRECTOR

Workforce and OD Directorate, DHSCC, Welsh Government, Cathays Park, Cardiff. CF10 3NQ

17.2 For the purposes set out in clause 8, the EPIC iBSc responsibilities of the duly authorised Responsible Directors were devolved to the following in the last academic year*:

DR KATIE OGDEN (SW-HUB, PoWH ED)

Emergency Department, Abertawe Bro Morgannwg University Health Board, Princess of Wales Hospital, Coity Rd, Bridgend. CF31 1RQ

DR MARK POULDEN (SW-HUB, MH ED)

Emergency Department, Swansea Bay University Health Board, Heol Maes Eglwys, Morriston, Cwmrhydyceirw, Swansea. SA6 6NL

DR SARA EDWARDS (S-HUB, UHW ED)

Emergency Unit, Cardiff & Vale University Health Board, University Hospital of Wales, Heath Park, Cardiff. CF14 4XW

DR VICTORIA GOODWIN / IZZY WATSON (S-HUB, PCH ED)

Emergency Department, Prince Charles Hospital, Cwm Taf University Health Board University, Gurnos Road, Merthyr Tydfil. CF47 9DT

DR GREG CRANSTON (SE-HUB, GUH ED)

Emergency Department, Grange University Hospital, Aneurin Bevan University Health Board, Brecon Road, Abergavenny. NP7 7EG

DR KOSTA MORLEY (SE-HUB, RGH ED)

Emergency Department, Royal Gwent Hospital, Aneurin Bevan University Health Board, Cardiff Road, Newport. NP20 2UB

DR ASH BASU (N-HUB, WMH ED)

Emergency Department, Wrexham Maelor Hospital, Betsi Cadwaladr University Health Board, Croesnewydd Rd, Wrexham. LL13 7TD

DR PETE WILLIAMS / DR RICHARD GRIFFITHS (N-HUB, YG ED)

Emergency Department, Ysbyty Gwynedd, Betsi Cadwaladr University Health Board, Croesnewydd Rd, Wrexham. LL13 7TD

MR GREGORY LLOYD (WAST)

Blackweir Ambulance Station, Welsh Ambulance Service Trust, Blackweir Terrace, Cardiff. CF10 3EA

* changes for 2023-2024 academic year can be made in Agreement 2.

17.3 For the purposes set out in clause 8, the duly authorised Programme Coordinator is:

DR HUW LLOYD WILLIAMS

Emergency Medicine Academic Centre, Cardiff University School of Medicine, College of Biomedical and Life Sciences, University Hospital of Wales, Heath Park, Cardiff. CF14 4YS

Policy Framework Schedule

relating to the agreement between

WELSH HEALTH MINISTERS

and

**UNIVERSITY HEALTH BOARDS / WELSH AMBULANCE SERVICE TRUST
2023-2024**

Schedule 1: Principles to support the management of EPIC BSc SIFT

1. The following principles are to be followed to support the management of EPIC BSc SIFT. These principles have been transferred from the consultation with stakeholders during the course of the Review of Medical SIFT in 2013.
2. The 8 principles are:
 - **Transparency:** the distribution of SIFT funds should be based on a clear methodology using data which is recognisable and available to all stakeholders. There should be an explicit audit trail and any assumptions used in the distribution model should be based on the best available evidence and agreed wherever possible with stakeholders. There should be clear guidelines on the appropriate use of SIFT funding, to support undergraduate teaching within the NHS;
 - **Equity:** there should be an equitable approach to the distribution of SIFT funding based on current teaching activity levels. All Health Boards, GP practices and community-based teaching organisations should receive a fair share of the overall SIFT funding available;
 - **Flexibility:** the methodology adopted to distribute SIFT funds should follow teaching activity. There should be sufficient flexibility to ensure the distribution of SIFT can respond to changes in student numbers, developments in curricula and service reorganisation;
 - **Policy driven:** SIFT funding should be used to meet Welsh Government policies and the link to SIFT funding should be clearly documented and reviewed on a regular basis. SIFT funding should also be used to meet educational strategy determined in partnership between Universities and UHBs / WASTs at both a national and local level;
 - **Teaching enhancement:** SIFT funding should be used to make a demonstrable difference to the quality of teaching delivered to students. This can be demonstrated, at least in part, through the student evaluation of clinical placements;
 - **Value for money:** all expenditure using SIFT funds should be efficient and relevant to the delivery of high-quality teaching within the NHS. All SIFT expenditure should be kept under continuous review to ensure best value;
 - **Regulatory requirements:** receipt of SIFT funding should be predicated on the ability to demonstrate the achievement of the relevant standards for undergraduate education set by the General Medical Council (GMC);
 - **Performance management:** Performance Management systems should aim to achieve continuous improvement in all areas of activity funded by SIFT. A performance management framework for SIFT funding should clarify roles, responsibilities and reporting arrangements.

Schedule 2 : the Funding (Placement SIFT)

1. The total amounts of EPIC SIFT Funding to be provided during the Funding Period by the Welsh Ministers to the Emergency Departments / WAST to enable the Emergency Departments / WAST to carry out their obligations to the EPIC iBSc Programme, will be published in Annex G.1 of the SIFT census.
2. The EPIC iBSc Programme Co-ordinator will submit the predicted number of student weeks to the SIFT census annually. If there are any significant variations in the number of student weeks (and consequently the funding the Emergency Departments / WAST are expected to receive) the EPIC iBSc Programme Co-ordinator will notify the individuals to which the responsibilities of the Responsible Director have been delegated (17.2).

Adjustment to total Placement SIFT Funding

1. The total amount of Placement SIFT Funding to be provided during the Funding Period has been based on:
 - 1.1 the forecast activity level of clinical placements (“student weeks”) provided to Emergency Medicine students by the Emergency Departments / WAST during the relevant academic period (allocation determined by EMAC, CU) and captured in the “SIFT Census” document;
 - 1.2 a weighting factor, reducing the total relevant student weeks by 20%, is applied to all placements at the University Hospital of Wales site within Cardiff and Vale UHB and the Morriston Hospital site within Swansea Bay UHB;
 - 1.3 the rate per “student week” for Placement SIFT, as determined by the Welsh Ministers, to be applied during the Funding Period.
2. The data underlying the calculation of the actual activity level of clinical placements, expressed in terms of “student weeks”, during the relevant academic period is collected from the Universities by the Authorised Officer, collated and presented in an Annual SIFT Census.
3. The adjustment to the initial total amount of Placement SIFT Funding, if required, will be made in accordance with clause 6.2.

Adjustment to total Infrastructure SIFT Funding

4. Infrastructure SIFT Funding for the Funding Period was confirmed in the UHBs / WAST Revenue Allocation issued by Welsh Government before the start of the Funding Period.

5. EPIC SIFT contributes to the Infrastructure SIFT at the Cardiff and Vale and Swansea Bay UHBs only.
6. Any adjustment to this Infrastructure SIFT Funding, which might be proposed and agreed during the Funding Period, will not take effect until the subsequent Funding Period and will be confirmed in the UHBs / WAST Revenue Allocation for that subsequent Funding Period, when issued by the Welsh Government.

Schedule 3 : the Obligations of the UHBs / WAST

The responsibilities of the UHBs / WAST in relation to clinical placements are set out in this Schedule and have been organised in accordance with the 5 Themes identified by the GMC for medical education and training (GMC 2015), namely:

- **Learning environment and culture:** this Theme is about making sure the environment and culture for education and training meets learners' and educators' needs, is safe, open, and provides a good standard of care and experience for patients.
17 specific Responsibilities have been identified to support the achievement of the 2 Standards in this Theme;
- **Educational governance and leadership:** this Theme is about making sure that organisations have effective systems of educational governance and leadership to manage and control the quality of medical education and training.
14 specific Responsibilities have been identified to support the achievement of the 3 Standards in this Theme;
- **Supporting Learners:** this Theme is about making sure learners get effective educational and pastoral support, so they can demonstrate what is expected in **"Good medical practice" (GMC 2013)** and achieve the learning outcomes required by their curriculum.
8 specific Responsibilities have been identified to support the achievement of the 1 Standard in this Theme;
- **Supporting Educators:** this Theme is about making sure that educators have the necessary knowledge and skills for their role and get the support and resources they need to deliver effective education and skills.
7 specific Responsibilities have been identified to support the achievement of the 2 Standards in this Theme; and
- **Developing and implementing curricula and assessments:** this Theme is about making sure medical schools and postgraduate curricula and assessments are developed and implemented to meet GMC outcome or approval requirements.
1 specific Responsibility has been identified to support the achievement of the 2 Standards in this Theme

These 47 Responsibilities identified in this Schedule are each referenced to a specific Requirement set out in the GMC's **Promoting excellence: standards for medical education and training (2015)** and are the same as the responsibilities of the UHBs / WAST as set out in the **Clinical Placement Agreement** between the UHBs / WAST and Cardiff Medical School.

Learning environment and culture

1. The UHBs / WAST must demonstrate a culture that allows learners and educators to raise concerns within the UHBs / WAST about patient safety and the standard of care or of education and training, openly and safely without fear of adverse consequences (R1.1)
2. The UHBs / WAST must investigate and take appropriate action locally to make sure concerns are properly dealt with. (R1.2)
3. The UHBs / WAST must demonstrate a culture that investigates and learns from mistakes and reflects on incidents and near misses. (R1.3)
4. The UHBs / WAST must demonstrate a learning environment and culture that supports learners to be open and honest with patients when things go wrong and helps them to develop their skills to communicate with tact, sensitivity and empathy (R1.4).
5. The UHBs / WAST must demonstrate a culture that both seeks and responds to feedback from learners and educators on compliance with standards of patients' safety and care and on education and training (R1.5)
6. The UHBs / WAST must make sure that learners know about the local UHBs / WAST and NHS Wales processes for educational and clinical governance and local UHBs / WAST and NHS Wales protocols for clinical activities. They must make sure learners know what to do if they have concerns about the quality of care - or any other issues arising from or during their placement - and they should encourage learners to engage with these processes. (R1.6)
7. The UHBs / WAST must make sure there are enough staff members at the UHBs / WAST who are suitably qualified, so that learners have appropriate clinical supervision, working patterns and workload, for patients to receive care that is safe and of a good standard, while creating the required learning opportunities. (R1.7)
8. The UHBs / WAST must make sure that learners have an appropriate level of clinical supervision at the UHBs / WAST at all times by an experienced and competent supervisor, who can advise and attend as needed. The level of supervision must fit the individual learner's competence, confidence and experience. The support and clinical supervision must be clearly outlined to the learner and the supervisor. Medical students on placement must be supervised, with closer supervision when they are at lower levels of competence. (R1.8)

9. Learners' responsibilities for patient care at the UHBs / WAST must be appropriate for their stage of education and training. Supervisors must determine a learner's level of competence, confidence and experience and provide an appropriately graded level of clinical supervision. (R1.9)
10. The UHBs / WAST must have a reliable way of identifying learners at different stages of education and training, and make sure all staff members take account of this, so that learners are not expected to work beyond their competence. (R1.10)
11. The UHBs / WAST should ensure that Learners act in accordance with GMC Guidance on consent, **"Consent: patients and doctors making decisions together" (2008)**. Supervisors must assure themselves that a learner understands any proposed intervention for which they will take consent, its risks and alternative treatment options. (R1.11)
12. The UHBs / WAST must make sure Learners have an induction in preparation for each placement that clearly sets out:
 - their duties and supervision arrangements;
 - their role in the team;
 - how to gain support from senior colleagues;
 - the clinical or medical guidelines and workplace policies they must follow;
 - how to access clinical and learning resources.

As part of the process, learners must meet their team and other health and social care professionals they will be working with. Medical students on observational visits at early stages of their medical degree should have clear guidance about the placement and their role. (R1.13)

13. The UHBs / WAST must support every learner to be an effective member of the multi-professional team by promoting a culture of learning and collaboration between specialities and professions (R1.17)
14. The UHBs / WAST must have the capacity, resources and facilities to deliver safe and relevant learning opportunities, clinical supervision and practical experiences for learners required by their curriculum and to provide the required educational supervision and support. (R1.19)

14.1 Resources and facilities may include: IT systems so that learners can access online curricula, workplace-based assessments, supervised learning events and learning portfolios ; libraries and knowledge services, including clinical audit ; information resources, including medical records ; physical space ; support staff ; patient safety orientated tools ; appropriate equipment; catering provision ; and "on-call" facilities, where appropriate.

14.2 The UHBs / WAST, where necessary and agreed with the Universities, shall provide access to residential accommodation for the required number of Learners.

14.3 Such residential accommodation shall meet HIMOR standards where appropriate, as recommended in the ***Standards for Hospital Residential Accommodation and Associated Support Facilities (Welsh Government, 2011)***.

14.4 The UHBs / WAST shall provide access to transport – or the timely reimbursement of appropriate transport costs incurred by students – for:

- students who are placed by the UHBs / WAST in accommodation distant from the site of the bulk of their clinical placements;
- students who need to travel between UHBs / WAST locations during their clinical placement.

14.5 The UHBs / WAST shall provide for Learners access to:

- appropriate pastoral support locally to such Learners as require access to that support while on clinical placement;
- appropriate medical treatment locally to such Learners as require access to medical treatment while on clinical placement.

14.6 The UHBs / WAST shall have primary responsibility for the management of the health and safety of students while on clinical placement, such that:

- the UHBs / WAST must inform the Universities whenever a health and safety issue arises in connection with a Learner on clinical placement;
- the Learner will be treated as equivalent to one of the UHBs / WAST's own employees in relation to health and safety matters.

14.7 The UHBs / WAST shall take all necessary steps – and follow any required procedures – to comply with the terms of NHS Indemnity WHC (98)8, or any subsequent requirements, to ensure that, where Learners are working under the supervision of an NHS employee on a clinical placement, they are covered by NHS Indemnity.

15. The UHBs / WAST must ensure that Learners have access to technology enhanced and simulation-based learning opportunities as required by their curriculum (R1.20)
16. The UHBs / WAST must make sure medical students on clinical placements are able to meet with the Lead Coordinator at each relevant location within the UHBs / WAST as frequently as required by their curriculum (R1.21)
17. The UHBs / WAST must support Learners and Educators to undertake activity that drives improvement in education and training to the benefit of the whole health service. (R1.22)

Educational Governance and Leadership

18. The UHBs / WAST must have effective, transparent and clearly understood educational governance systems and processes to manage or control the quality of medical education and training. (R2.1)
19. The UHBs / WAST must clearly demonstrate accountability for educational governance in the UHBs / WAST at board level or equivalent. (R2.2)
20. The UHBs / WAST must consider the impact on learners of policies, systems or processes. They must take account of the views of learners, educators and, where appropriate, patients, the public, and employers. This is particularly important where clinical services are being re-designed. (R2.3)
 - 20.1 The UHBs / WAST shall ensure that the Universities are formally notified:
 - when clinical services are to be reconfigured or patient throughput or case mix changed to ensure that the requirements of clinical placements are fully considered, and their future provision made possible;
 - when the UHB / WAST is constructing Business Plans and Business cases which might have an impact on clinical placement provision;
 - when clinical, managerial or administrative structures within the UHBs / WAST are changed to ensure that the requirements of clinical placements are fully considered, and their future provision made possible.
21. The UHBs / WAST must regularly evaluate and review the placements they are responsible for to make sure standards are being met and to improve the quality of education (R2.4)
 - 21.1 The UHBs / WAST shall ensure that they meet the requirements of the Performance Management framework set out in Schedule 4 of the SIFT Funding Agreement.
22. The UHBs / WAST must evaluate information about learners' performance and outcomes by collecting, analysing and using data on quality and on equality and diversity (R2.5)
23. The UHBs / WAST must have a system for raising concerns about education and training within the UHBs / WAST. They must investigate and respond when such concerns are raised, and this must involve feedback to the individuals who raised the concerns. (R2.7)

24. The UHBs / WAST must share and report information about quality management and quality control of education and training with the Medical Schools that have educational governance responsibilities. This is to identify risk, improve quality locally and more widely, and to identify good practice. (R2.8)
25. The UHBs / WAST must monitor how educational resources are allocated and used, including ensuring time in educators' job plans. (R2.10)
 - 25.1 The UHBs / WAST shall ensure that:
 - it is aware of the processes used to allocate to the UHBs / WAST financial resources to support clinical placements (eg Medical SIFT funding);
 - it has in place transparent processes for the allocation of – and accountability for – any expenditure of Medical SIFT funding provided to the UHBs / WAST.
26. The UHBs / WAST must have systems and processes to make sure learners have appropriate supervision. Educational and clinical governance must be integrated so that learners do not pose a safety risk, and education takes place in a safe environment and culture. (R2.11)
27. The UHBs / WAST must have one or more doctors who coordinate training of medical students, supervise their activities, and make sure these activities are of educational value. (R2.13)
28. The UHBs / WAST must have in place systems and processes to identify, support and manage learners when there are concerns about a learner's professionalism, progress, performance, health or conduct that may affect a learner's wellbeing or safety. (R2.16)
29. The UHBs / WAST must have a process for sharing information between all relevant organisations whenever they identify safety, wellbeing or fitness to practise concerns about a learner. (R2.17)
30. The UHBs / WAST must have systems in place to make sure that education complies with all relevant legislation. (R2.19)
31. The UHBs / WAST must make sure that recruitment, selection and appointment educators are open, fair and transparent. (R2.20)

Supporting Learners

32. The Medical Schools must support Learners to meet professional standards, as set out in **“Good medical practice” (GMC 2013)** and other standards and guidance that uphold the medical profession. The Medical Schools must provide Learners with a clear way to raise ethical concerns. (R3.1)
33. The UHBs / WAST must provide Learners with access to resources to support their health and wellbeing, and to educational and pastoral support, including:
- confidential counselling services;
 - careers advice and support;
 - occupational health services.
- Learners must be encouraged to take responsibility for looking after their own health and wellbeing. (R3.2)
34. The UHBs / WAST must ensure that Learners are not subjected to, or subject others to, behaviour that undermines their professional confidence, performance or self-esteem. (R3.3)
35. The UHBs / WAST must make reasonable adjustments for disabled learners, in line with the **Equality Act 2010**. Organisations must make sure learners have access to information about reasonable adjustments, with named contacts. (R3.4)
36. The UHBs / WAST must ensure that the needs of disabled learners are considered, especially when they are on clinical placements. (R3.5)
37. The UHBs / WAST must ensure that Learners receive timely and accurate information about their clinical placements. (R3.7)
38. The UHBs / WAST must ensure that Learners must receive regular, constructive and meaningful feedback on their performance, development and progress at appropriate points in their medical course and be encouraged to act on it. Feedback should come from educators, other doctors, health and social care professionals and, where possible, patients, families and carers. (R3.13)
39. The UHBs / WAST must ensure that Learners whose progress, performance, health or conduct gives rise to concerns must be supported where reasonable to overcome these concerns (R3.14)

Supporting Educators

40. The UHBs / WAST must ensure that Educators are selected against suitable criteria and receive an appropriate induction to their role, access to appropriately funded professional development and training for their role, and an appraisal against their educational responsibilities. (R4.1)
41. The UHBs / WAST must ensure that Educators have enough time in job plans to meet their educational responsibilities so that they can carry out their role in a way that promotes safe and effective care and a positive learning experience. (R4.2)
42. The UHBs / WAST must ensure that Educators have access to appropriately funded resources they need to meet the requirements of the curriculum. (R4.3)
43. The UHBs / WAST must support Educators by dealing effectively with concerns or difficulties they face as part of their educational responsibilities. (R4.4)
44. The UHBs / WAST must support Educators to liaise with each other to make sure they have a consistent approach to education and training, both locally and across specialities and professions. (R4.5)
45. The UHB / WAST must ensure that Educators in the role of **Lead Coordinator at an LEP**, as set out in ***“Recognising and approving trainers: the implementation plan” (2012)***, are developed and supported (R4.6)
- 46.1 The **Lead Coordinator at the LEP** is one or more doctors at the LEP who are responsible for coordinating the clinical placements and training of medical students, supervising their activities and making sure these activities are of educational value. This role was previously referred to as the “Nominated Consultant” at the UHB / WAST (**GMC 2011**).
- 46.2 The UHBs / WAST should also ensure that, acting under the guidance of the Lead Coordinator, there is a nominated Undergraduate Contact (usually an Undergraduate Manager) and, where appropriate, supporting Undergraduate Office staff who will be responsible for putting in place administrative arrangements for Learners on clinical placement.

Developing and implementing curricula and assessments

47. The UHBs / WAST must make reasonable adjustments to help disabled learners meet the standards of competence in line with the ***“Equality Act 2010”***, although the standards of competence themselves cannot be changed. Reasonable adjustments may be made to the way that the standards are assessed or performed (except where the method of performance is part of the competence to be attained), and to how curricula and clinical placements are delivered. (R5.12)

Schedule 4 : the Performance Management Framework

1. The Authorised Officer is responsible to the Welsh Ministers for the review of the performance of the UHBs / WAST throughout the Funding Period in meeting its Obligations under this Agreement. The Authorised Officer shall review such performance in accordance with an agreed Performance Management Framework (“PMF”).

Objectives

2. A PMF is required to support the distribution of EPIC SIFT and the key objectives of such a PMF are:
 - to ensure EPIC SIFT funding is used to support the highest possible quality of teaching within Wales;
 - to ensure value for money is achieved for all EPIC SIFT expenditure by the UHBs / WAST;
 - to ensure transparency in the distribution and use of EPIC SIFT funding.

Management Arrangements

3. The management of EPIC SIFT funding to ensure high quality teaching of medical students within the NHS is a responsibility shared between the Welsh Government, the UHBs / WAST and Cardiff University. The distribution and management of EPIC SIFT funding is carried out by an organisation which is independent of the UHBs / WAST which is in receipt of EPIC SIFT funding.
4. In order to be eligible to receive EPIC SIFT funding, the UHBs / WAST is required to comply with the key requirements set out in this PMF, which include compliance by the UHBs / WAST with all the relevant medical education standards and guidance issued by the General Medical Council and the Emergency Medicine Academic Centre.
5. The PMF reviews the performance of the UHBs / WAST in meeting its Obligations by taking into account information drawn from four perspectives – the “Clinical teaching”, “UHBs / WAST”, “Student” and “Financial” perspectives.

The “Clinical teaching” perspective

6. The Authorised Officer will consider and review, in particular:
 - the quality management framework that is in place for clinical placements, which will contain effectively and properly used mechanisms and processes, to ensure that the quality for clinical placements provided by the UHBs / WAST is monitored;

- that the necessary detailed teaching requirements are agreed with the relevant Universities and that actual teaching activity is monitored against planned and required teaching activity. All such planned teaching activity should be relevant to the appropriate curriculum and required learning outcomes;
- that the impact of any curriculum changes planned or implemented by the Universities on required teaching activity has been agreed in advance with the UHBs / WAST, particularly where any such changes have an impact on cost or educational capacity;
- that teaching time requirements for planned teaching activity have been identified and agreed at the appropriate Directorate, Departmental and Speciality level within the UHBs / WAST and are identifiable in individual staff job plans. This will allow the UHBs / WAST to make a link between Directorate, Department and Speciality resourcing and EPIC SIFT funding allocations to - and within - the UHBs / WAST;
- any other teaching delivery information produced by the UHBs / WAST;
- the quality of the selection process utilised for the appointment by the UHBs / WAST, in conjunction with the Universities, as appropriate, of the **“Lead Coordinator at an LEP”** (Schedule 3, para 46.1), if such an appointment is made during the Funding Period.

The “UHBs / WAST” perspective

7. The Authorised Officer will consider in particular areas such as:
 - the governance arrangements, including relevant committee and management structures within the UHBs / WAST, for managing medical education provided by the UHBs / WAST;
 - the UHBs / WAST’s medical education and training strategy for both medical students and junior doctors;
 - the UHBs / WAST’s staff development arrangements and staff development activities undertaken during the Funding Period;
 - any UHBs / WAST action plans required in response to issues raised in student feedback or by other mechanisms or processes within the clinical placement quality management framework;
 - subsequent evaluation by the UHBs / WAST of the effectiveness of any such action plans;
 - areas of good practice that have been identified by the UHBs / WAST and which might be disseminated more widely throughout Wales
 - the UHBs / WAST’s experience of collaborative working with the Universities, as appropriate;
 - any reconfiguration of clinical services proposed by the UHBs / WAST which might have an impact on the quality, availability or location of clinical placements or medical education within the UHBs / WAST.

The “Student” perspective

8. The Authorised Officer will review information provided to the All Wales SIFT Co-ordinating Unit (“AWSCU”) and the Emergency Medicine Academic Centre (“EMAC”) by medical students, from Cardiff University, on their evaluation of the quality of their clinical placements at the UHBs / WAST, principally that obtained as feedback from relevant medical students captured in on-line questionnaires.
9. The UHBs / WAST is required to support and participate in this process of gathering feedback on clinical placements from medical students, which will be captured in an appropriate and agreed format.
10. The EMAC will produce for distribution to the UHBs / WAST during the course of the Funding Period:
 - information from student feedback questionnaires on the quality of clinical placements at the UHBs / WAST, in accordance with a programme and distribution dates agreed with the Universities;
 - such information will be provided to each Responsible Director” and the undergraduate manager at the UHBs / WAST and the appropriate University staff within 25 working days of the end of the relevant survey period.

The “Financial” perspective

11. The Authorised Officer will consider in particular:
 - how the total Placement SIFT funding allocated to the UHBs / WAST has been generated and the mechanisms in place within the UHBs / WAST to ensure that all relevant educational activity is captured and reflected in the Annual SIFT Census;
 - how the total Placement and Infrastructure SIFT funding allocated has been utilised by the UHBs / WAST in the Funding Period, ensuring that it has been expended in accordance with the guidelines for the use of SIFT funding contained in Schedule 5 of this Agreement;
 - that the UHBs / WAST is able to produce detailed income and expenditure statements to support any expenditure returns required;
 - that all SIFT funding which is used to support teaching posts within the UHBs / WAST is identifiable in the appropriate UHBs / WAST staff job plans and linked to Emergency and Prehospital Medicine Directorate, Departmental and Speciality resourcing;
 - whether appropriate approval has been sought and obtained from the appropriate organisation for the use of any new SIFT funding allocated to the UHBs / WAST in the Funding Period;

- that the UHBs / WAST can demonstrate value for money from all SIFT expenditure and has a process of regular review and evaluation of the effectiveness of SIFT expenditure;
- whether, in extreme circumstances, SIFT funding might be removed from the UHBs / WAST during the Funding Period, where persistent quality failures have been identified, which have not been addressed, and where the Universities, as appropriate, have determined the need to withdraw future students from particular clinical placement at the UHBs / WAST.

Reporting

12. The Authorised Officer will require the UHB / WAST to produce and submit to the AWSCU within 6 months of the start of the Funding Period an **Annual Medical Education Accountability Report**, in a format to be prescribed, which will cover the areas identified in paras 6 and 7 above and any other such issues as required by the Authorising Officer or felt relevant by the UHBs / WAST.
13. The Authorised Officer will consider an **Annual Student Evaluation Report**, produced by the AWSCU in a standardised format across Wales and drawn from feedback from medical student on clinical placements at the UHB / WAST, which focusses on agreed key areas of the student experience and which will particularly allow for the identification of trends and the highlighting of areas of concern or good practice.
14. This Report will also be presented to the UHB / WAST at an **Annual Teaching Review Meeting** between the UHB / WAST and Cardiff University, which shall be organised and supported by the AWSCU and held within 9 months of the start of the Funding Period.
15. The Authorised Officer will require the UHBs / WAST to complete and submit to the AWSCU within 6 months of the start of the Funding Period an **Annual SIFT Expenditure Return**, in the format contained in Schedules 6 and 7 to this Agreement, which will set out how the allocated SIFT has been expended by the UHBs / WAST. The Return should be accompanied by a covering letter which :
 - confirms that the information contained in Schedules 6 and 7 is a true and fair view of how the Infrastructure and Placement SIFT Funding has been expended by the UHB / WAST ;
 - sets out any significant assumptions or allocation methods used by the UHB / WAST in the completion of the Return ;
 - addresses any specific issues raised by the Authorised Officer ; and
 - is signed by the Responsible Director.

16. Any Reports produced in accordance with the requirements of this PMF may be published by the Authorised Officer to ensure transparency by the UHB / WAST in their utilisation of SIFT funding to maintain a high quality of medical education. Within the EPIC BSc Programme this publication will be annual and will detail the all student programme survey data, placement survey data, SIFT allocation and SIFT expenditure data for all UHBs, WAST and CU

Schedule 5 : the Guidelines for the use of Medical SIFT funding

1. These guidelines for the use of Medical SIFT funding were produced during the SIFT Review in 2013. They were designed to be indicative of the types of expenditure which are considered appropriate for the use of Medical SIFT.

General principles

2. Medical SIFT is provided by the Welsh Government to UHBs / WASTs, NHS Trusts, GP Practices and other providers of health and social care services to support the costs of teaching undergraduate medical students within these services. Medical SIFT funding is provided to support the additional costs of teaching undergraduate students over and above the usual costs of service provision. All Medical SIFT funding expenditure should be identifiable and relate to educational and related activities.
3. SIFT funding is not allocated by the Welsh Government to cover **all** the associated costs of teaching and other educational activity delivered to undergraduate students but rather the **additional** costs incurred in delivering educational activity to these students. As an example, it is not considered appropriate that overhead costs – and other costs which are shared with service delivery – are allocated to SIFT funding expenditure budgets.
4. All expenditure from SIFT funding should be in accordance with the Principles set out in Schedule 1 to this Agreement.
5. SIFT Expenditure Returns, contained in Schedules 6 and 7 to this Agreement, for the relevant Funding Period should be completed and returned to the Authorised Officer within the required timescale set out in clause 15 of Schedule 4 to this Agreement. Such Expenditure Returns should contain financial information on actual expenditure incurred.

Expenditure Guidelines

6. SIFT funding should be used to cover the additional costs incurred, in excess of the costs of routine service delivery, of any relevant educational – or educational-related - activity delivered within the NHS, including primary care practices or other providers of health or social care services, in Wales.
7. The following examples have been identified as appropriate uses of SIFT funding:
 - dedicated consultant teaching – or education facilitation - sessions;
 - dedicated teaching - or education facilitation - time for other professional groups involved in teaching or facilitating for undergraduate medical students;

- teaching and education infrastructure costs, including staff roles associated with medical education – eg Honorary Senior Lecturers, Clinical Teaching fellows ;
- administrative support costs to organise or manage teaching and educational activity within the NHS body ;
- direct costs of training teaching or other education staff, particularly to enable such staff to meet any external or regulatory body requirements, eg those set by the GMC ;
- teaching and education resources costs, both staff and non-staff, including clinical skills centres, libraries, and appropriate IT provision ;
- student support costs for students on clinical placements, including accommodation and travel between sites within an NHS body.

The above list is intended to be indicative and is not exhaustive.

8. The following examples are not considered as appropriate uses of SIFT funding:
- NHS body overhead costs;
 - cost pressures or other inflationary costs, other than in exceptional circumstances and where such costs relate directly to existing expenditure appropriately met from SIFT funding;
 - costs which have no direct link to educational activity within the NHS body, primary care practice or other provider of health and social care services.

The above list is intended to be indicative and is not exhaustive.

9. The cost of University-based academic posts will generally not be an appropriate use of SIFT funding as such funding is made available to support educational activity costs within the NHS or of other providers of health and social care services. However, the costs – or some appropriate proportion of the costs – of any University-based posts which directly support the provision of teaching or educational activity within an NHS body or provider of health and social care services may be an acceptable use of SIFT funding subject to the provision by that University of evidence to support this use of SIFT funding.

Use of any additional SIFT funding provided

10. Any expenditure from SIFT funding provided in addition to that set out in this Agreement should be supported by detailed proposals for its use which shall be approved by the Authorised Officer. All such proposals of the use of additional SIFT funding must relate to new areas of expenditure by the NHS body or provider of health and social care services and represent new investment in teaching or educational activity.

11. It is likely that proposals for the use of such additional funding will be to meet non-recurrent and in-year expenditure. Any proposals for the use of such funding for recurrent purposes must demonstrate how any future year costs will be met.

Additional teaching or educational sessions

12. The costs of additional teaching or other educational sessions provided by medical or other NHS body staff which are to be met from SIFT funding should be “new” teaching or educational sessions. Such sessions must be supported by some form of evidence of the additional teaching or educational activity provided : such evidence might include details of the staff involved and the related professional specialities, the volume of the activity, and the anticipated (or actual) qualitative impact of such additional sessions.
13. Such additional sessions provided by staff at an NHS body must also be identifiable in the job plans of such staff.

Funding of multi-professional education activity

14. The Welsh Government wishes to encourage the use of SIFT funding to benefit the education and training of the wider NHS workforce where possible. In particular, the use of SIFT funding to support an integrated approach to education and training across all professional staff groups within the NHS is encouraged. Relevant activities may include : the development of advanced practice roles ; funding of multi-professional education centres ; other multi-professional educational activities.

Schedule 6 : Placement SIFT Expenditure Return for the Funding Period

INSERT ACADEMIC YEAR: 20..... -to- 20.....

Category of expenditure	Placement SIFT Expended (£)	Definition / Type of Expenditure to be included
Premises (<i>See note</i>) Residential Accommodation Other		<ul style="list-style-type: none"> Upgrading, maintenance and running costs of residential accommodation for students on placement. Residential cost of student accommodation Upgrading, maintenance and running costs of other areas such as student common room, teaching seminar rooms. Expenditure on building development projects.
Equipment (<i>See note</i>)		Bleeps, white coats, pagers, clinical equipment, theatre consumables, badges, mobile phones. teaching equipment, clinical skills lab equipment and teaching aids.
Information Services (<i>See note</i>)	Library :- staff costs, books, journals. I.T :- equipment (PCs and Printers), multimedia stock, security systems. Medical Illustration :- Staffing costs, excess costs.
Undergraduate Administration Support		<ul style="list-style-type: none"> Administrative staff costs including clerical support for office consumables; photocopying; Additional sessional/ responsibility payments (Honoraria) to Honorary Senior Lecturers or Honorary Lecturers in recognition of additional organisational duties.
Clinical Staff Costs Other (non-staff costs)		<ul style="list-style-type: none"> Clinical Teacher time / sessions including other Health Professionals teaching students. Teaching aids for Directorates.
External Contracts with Educational Institutions		Provision of residential accommodation, contribution to teaching and SSC's.
SLA with Cardiff University		Booking of all student hospital uniforms, courses and conferences.
Educational Grants		For junior medical staff working on the EPIC BSc.
Miscellaneous		Student transport, catering.

Total SIFT Expenditure (£):		Note: Capital investment funded by revenue to capital transfer from revenue SIFT funding should be included where this is on premises, equipment and I.T.
Total (Adjusted) SIFT Allocation (£):		

Schedule 7 : Infrastructure SIFT Expenditure Return for the Funding Period

INSERT ACADEMIC YEAR: 20..... -to- 20.....

Category of expenditure	Placement SIFT Expended (£)	Definition / Type of Expenditure to be included
Premises (<i>See note</i>) Residential Accommodation Other		<ul style="list-style-type: none"> • Upgrading, maintenance and running costs of residential accommodation for students on placement. • Residential cost of student accommodation • Upgrading, maintenance and running costs of other areas such as student common room, teaching seminar rooms. • Expenditure on building development projects.
Equipment (<i>See note</i>)		Bleeps, white coats, pagers, clinical equipment, theatre consumables, badges, mobile phones. teaching equipment, clinical skills lab equipment and teaching aids.
Information Services (<i>See note</i>)	Library :- staff costs, books, journals. I.T :- equipment (PCs and Printers), multimedia stock, security systems. Medical Illustration :- Staffing costs, excess costs.
Undergraduate Administration Support		<ul style="list-style-type: none"> • Administrative staff costs including clerical support for office consumables; photocopying; • Additional sessional/ responsibility payments (Honoraria) to Honorary Senior Lecturers or Honorary Lecturers in recognition of additional organisational duties.
Clinical Staff Costs Other (non-staff costs)	<ul style="list-style-type: none"> • Clinical Teacher time / sessions including other Health Professionals teaching students. • Teaching aids for Directorates.
External Contracts with Educational Institutions		Provision of residential accommodation, contribution to teaching and SSC's.
SLA with Cardiff University		Booking of all student hospital uniforms, courses and conferences.
Educational Grants		For junior medical staff working on the EPIC BSc.
Miscellaneous		Student transport, catering.

Total SIFT Expenditure (£):		
Total (Adjusted) SIFT Allocation (£):		

***Note:** Capital investment funded by revenue to capital transfer from revenue SIFT funding should be included where this is on premises, equipment and I.T.*

Schedule 8 : Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024

1. These multilaterally agreed principles were ratified in the ‘Annual EPIC BSc SIFT Expenditure Meeting 2023-2024’. The agreement is indicative of the expenditure which are considered appropriate for the use of EPIC SIFT.
2. The agreed principles for EPIC BSc SIFT expenditure for 2023-2024 will be as follows:

HUB → SITE →	South Wales Hub		South-East Wales Hub		South-West Wales Hub		North Wales Hub		Welsh Ambulance Service Trust
	PCH / CTM UHB	UHW / CAV UHB	RGH / AB UHB	GUH / AB UHB	PoWH / CTM UHB	MH / SB UHB	YG / BC UHB	WMH / BC UHB	
No. of Students →	2	2	(Internal UHB placements)	4	2	2	2	2	16
Accommodation required →	No	No	No	No	No	Yes	Yes	Yes	N/A
Priority ↓									
1	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.1 Accommodation	2.1 Accommodation	2.1 Accommodation	2.4 Provision of Ride-out policy and associated indemnity cover
2	2.4 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.4 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.4 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.3 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.3 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.2 Dedicated Teaching time: Consultant SPA (1 session / week) OR EMAC Clinical Teaching Fellow SPA (2 sessions / week)	2.5 Pre-hospital Uniforms / Equipment and agreed centrally stored training equipment
3						2.3 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.3 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.3 Student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement	2.6 Provision of Pre-hospital Major Incident Teaching in EPIC-01 module

2.1 The UHB does not need to provide any accommodation for students based at (a) the University Hospital of Wales, (b) Princess of Wales Hospital, (c) Prince Charles Hospital, (d) the Royal Gwent Hospital or (e) Grange University Hospital. The UHB does need to provide accommodation for students based at (e) Morriston Hospital, (f) Wrexham Maelor Hospital and (g) the Ysbyty Gwynedd. The accommodation must be within a reasonable distance of the Emergency Department allowing for safe travel by public transport at all hours of clinical placement. This is the overarching priority for SIFT funding expenditure at these sites. The residential accommodation shall meet HIMOR standards where appropriate, as recommended in the ***Standards for Hospital Residential Accommodation and Associated Support Facilities (Welsh Government, 2011)***. If the UHB has been afforded infrastructure EPIC iBSc SIFT funding, this funding stream should be used to fund accommodation. Further guidance on student accommodation can be found in clause 14.2 and 14.3 of Schedule 3.

2.2 Under agreement UHB 3, the remaining EPIC iBSc SIFT given to the Emergency Departments should be used to provide a minimum of 0.5 educational sessions per student per week allocated to an Emergency

Medicine Consultant OR a minimum of 1 educational session per student per week allocated to an EMAC Clinical Teaching Fellow. Where possible this sessional time should be allocated to one individual. If this is not possible, pooled SPA into an Emergency Medicine Consultant group or an EMAC Clinical Teaching Fellow group at that locale is acceptable. This time is to be spent (1) teaching or preparing for teaching of the EPIC BSc Emergency Medicine students, (2) administrative tasks associated with the teaching of the EPIC BSc Emergency Medicine students and (3) attending EPIC BSc Faculty meetings as outlined in the Clinical Supervisors SOP. Sessions should, where possible, be annualised to provide more teaching time during the period EPIC BSc students are on clinical placement (22 weeks in each academic year). Please note:

- The duties of the Responsible Director (Agreement 2 / Clinical Supervisors SOP) can only be delegated to an Emergency Medicine consultant (see 17.2) and not an EMAC Clinical Teaching Fellow.
- The person to whom the duties of the Responsible Director has been delegated (see 17.2) is responsible for collating the time spent by any individuals on the EPIC BSc programme at each Emergency Department and completing the 'Placement SIFT Expenditure Return for the Funding Period' in Schedule 6.
- The person to whom the duties of the Responsible Director has been delegated (see 17.2) is encouraged to use the finance raised from the Bench Fees Agreement to support their EMAC Clinical Teaching Fellow(s) by contributing towards the costs of a Medical Education PGCert/Diploma/MSc (either in-full or in-part) by way of an educational grant.

2.3 The UHB will reimburse all student travel costs for necessary journeys within the UHB and/or Hub whilst on clinical placement.

2.4 WAST provide and administer all ride-out policies and associated indemnity cover.

2.5 WAST provide all pre-hospital uniforms and will purchase all relevant pre-hospital equipment required for the programme (and where agreed allow for central storage of this training equipment).

2.6 WAST provide all pre-hospital major incident teaching in EPIC-01 / ME3401 module.

3. Any variation from this must be submitted as a notice from the Responsible Director to the Programme Coordinator. Guidance on a notice can be seen in clause 15. If these changes lead to failure of the PMP as set in the last 'Annual EPIC BSc SIFT Expenditure Meeting 2023-2024' this may lead to 'in-period alteration' of SIFT funding or termination of SIFT funding as outlined in clause 12.

Policy Framework Agreements (A. BC-UHB)

relating to the agreement between

WELSH HEALTH MINISTERS

and

**BETSI CADWALADR UNIVERSITY HEALTH BOARD
(Ysbyty Gwynedd and Wrexham Maelor Hospital sites)**

2023-2024

A. BC-UHB AGREEMENT 1a:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, Wrexham Maelor Hospital,
Betsi Cadwaladr University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at Wrexham Maelor Hospital, Betsi Cadwaladr University Health Board - 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board must raise an invoice to Cardiff University (as instructed on the purchase order and with a matched reference number) by the end of November 2023. Invoices issued after the end of November 2023 will not be honoured.
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund, which can be rolled over to subsequent financial years.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at Wrexham Maelor Hospital

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at Wrexham Maelor Hospital

Date:

A. BC-UHB AGREEMENT 1b:

**Emergency, Pre-hospital and Immediate Care Intercolated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, Ysbyty Gwynedd,
Betsi Cadwaladr University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at Ysbyty Gwynedd, Betsi Cadwaladr University Health Board - 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board must raise an invoice to Cardiff University (as instructed on the purchase order and with a matched reference number) by the end of November 2023. Invoices issued after the end of November 2023 will not be honoured.
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund, which can be rolled over to subsequent financial years.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at Ysbyty Gwynedd Hospital

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at Ysbyty Gwynedd Hospital

Date:

A. BC-UHB AGREEMENT 2a:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at Wrexham Maelor Hospital,
Betsi Cadwaladr University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at Wrexham Maelor Hospital,
Betsi Cadwaladr University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at Wrexham Maelor Hospital, Betsi Cadwaladr University Health Board) – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the "Obligations of the Health Board" set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the 'Placement SIFT Expenditure Return for the Funding Period' in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the 'Placement SIFT Expenditure Return for the Funding Period' in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p>The 'EPIC iBSc Responsible Director' is:</p> <p>(1)</p>
[]	<p>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Betsi Cadwaladr UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at Wrexham Maelor Hospital

Date:

A. BC-UHB AGREEMENT 2b:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at Ysbyty Gwynedd,
Betsi Cadwaladr University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at Ysbyty Gwynedd,
Betsi Cadwaladr University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at Ysbyty Gwynedd, Betsi Cadwaladr University Health Board) – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the “Obligations of the Health Board” set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p>The 'EPIC iBSc Responsible Director' is:</p> <p>(1)</p>
[]	<p>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Betsi Cadwaladr UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at Ysbyty Gwynedd

Date:

Policy Framework Agreements (B. CAV-UHB)

relating to the agreement between

WELSH HEALTH MINISTERS

and

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD
(UNIVERSITY HOSPITAL OF WALES)**

2023-2024

B. CAV-UHB AGREEMENT 1:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, University Hospital of Wales,
Cardiff and Vale University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at University Hospital of Wales, Cardiff and Vale University Health Board - 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board must raise an invoice to Cardiff University (as instructed on the purchase order and with a matched reference number) by the end of November 2023. Invoices issued after the end of November 2023 will not be honoured.
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund, which can be rolled over to subsequent financial years.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at the University Hospital of Wales

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at the University Hospital of Wales

Date:

B. CAV-UHB AGREEMENT 2:

**Emergency, Pre-hospital and Immediate Care Intercolated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at University Hospital of Wales,
Cardiff and Vale University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at University Hospital of Wales,
Cardiff and Vale University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at University Hospital of Wales, Cardiff and Vale University Health Board) – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the "Obligations of the Health Board" set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the 'Placement SIFT Expenditure Return for the Funding Period' in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the 'Placement SIFT Expenditure Return for the Funding Period' in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p>The 'EPIC iBSc Responsible Director' is:</p> <p>(1)</p>
[]	<p>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Cardiff and Vale UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at the University Hospital of Wales

Date:

Policy Framework Agreements (C. CTM-UHB)

relating to the agreement between

WELSH HEALTH MINISTERS

and

**CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD
(Prince Charles and Princess of Wales Hospital sites)**

2023-2024

C. CTM-UHB AGREEMENT 1a:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, Princess of Wales Hospital,
Cwm Taf Morgannwg University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at Princess of Wales Hospital, Cwm Taf Morgannwg University Health Board - 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board must raise an invoice to Cardiff University (as instructed on the purchase order and with a matched reference number) by the end of November 2023. Invoices issued after the end of November 2023 will not be honoured.
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund, which can be rolled over to subsequent financial years.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at Princess of Wales Hospital

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at Princess of Wales Hospital

Date:

C. CTM-UHB AGREEMENT 1b:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, Prince Charles Hospital,
Cwm Taf Morgannwg University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at Prince Charles Hospital, Cwm Taf Morgannwg University Health Board - 2023-2024

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Agreement and Signatures	para 14

Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst students are on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct the Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board will then raise an invoice to Cardiff University (as instructed on the purchase order).
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at Prince Charles Hospital

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at Prince Charles Hospital

Date:

C. CTM-UHB AGREEMENT 2a:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at Princess of Wales Hospital,
Cwm Taf Morgannwg University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at Princess of Wales Hospital,
Cwm Taf Morgannwg University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at Princess of Wales Hospital, Cwm Taf Morgannwg University Health Board) – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the “Obligations of the Health Board” set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p><i>The 'EPIC iBSc Responsible Director' is:</i></p> <p>(1)</p>
[]	<p><i>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</i></p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p><i>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</i></p>
[]	<p><i>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</i></p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Cwm Taf Morgannwg UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at Princess of Wales Hospital

Date:

C. CTM-UHB AGREEMENT 2b:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at Prince Charles Hospital,
Cwm Taf Morgannwg University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at Prince Charles Hospital,
Cwm Taf Morgannwg University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at Prince Charles Hospital, Cwm Taf Morgannwg University Health Board) – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the “Obligations of the Health Board” set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p>The 'EPIC iBSc Responsible Director' is:</p> <p>(1)</p>
[]	<p>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Cwm Taf Morgannwg UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at Prince Charles Hospital

Date:

Policy Framework Agreements (D. AB-UHB)

relating to the agreement between

WELSH HEALTH MINISTERS

and

**ANURIN BEVAN UNIVERSITY HEALTH BOARD
(Grange University Hospital and Royal Gwent Hospital sites)**

2023-2024

D. AB-UHB AGREEMENT 1a:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, Royal Gwent Hospital,
Aneurin Bevan University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at Royal Gwent Hospital, Aneurin Bevan University Health Board - 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board must raise an invoice to Cardiff University (as instructed on the purchase order and with a matched reference number) by the end of November 2023. Invoices issued after the end of November 2023 will not be honoured.
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund, which can be rolled over to subsequent financial years.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at Royal Gwent Hospital

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at Royal Gwent Hospital

Date:

D. AB-UHB AGREEMENT 1b:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, Grange University Hospital,
Aneurin Bevan University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at Grange University Hospital, Aneurin Bevan University Health Board - 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board must raise an invoice to Cardiff University (as instructed on the purchase order and with a matched reference number) by the end of November 2023. Invoices issued after the end of November 2023 will not be honoured.
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund, which can be rolled over to subsequent financial years.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at Grange University Hospital

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at Grange University Hospital

Date:

D. AB-UHB AGREEMENT 2a:

**Emergency, Pre-hospital and Immediate Care Intercolated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at Royal Gwent Hospital,
Aneurin Bevan University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at Royal Gwent Hospital,
Aneurin Bevan University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at Royal Gwent Hospital, Aneurin Bevan University Health Board) – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the “Obligations of the Health Board” set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p>The 'EPIC iBSc Responsible Director' is:</p> <p>(1)</p>
[]	<p>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Aneurin Bevan UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at Royal Gwent Hospital

Date:

D. AB-UHB AGREEMENT 2b:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at Grange University Hospital,
Aneurin Bevan University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at Grange University Hospital,
Aneurin Bevan University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at Grange University Hospital, Aneurin Bevan University Health Board) – 2023-2024

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Purpose of this Agreement	paras 1 - 2
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Responsibilities of the Emergency Department	paras 5 - 7
Agreement and Signatures	para 8

Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the “Obligations of the Health Board” set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p>The 'EPIC iBSc Responsible Director' is:</p> <p>(1)</p>
[]	<p>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</p>
[]	<p>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Aneurin Bevan UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at GUH

Date:

Policy Framework Agreements (E. SB-UHB)

relating to the agreement between

WELSH HEALTH MINISTERS

and

**SWANSEA BAY UNIVERSITY HEALTH BOARD
(MORRISTON HOSPITAL)**

2023-2024

E. SB-UHB AGREEMENT 1:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

**Emergency Department, Morriston Hospital,
Swansea Bay University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Emergency Department at Morriston Hospital, Swansea Bay University Health Board - 2023-2024

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Agreement and Signatures	para 14

Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and the local Emergency Department/Unit in the Health Board, acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments/LEPs. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments/LEP to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and the Health Board

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Emergency Department/Unit) of the number (and name(s)) of students who

are undertaking a research project in that locale in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct Centre for Medical Education Planning and Resources Department to raise a purchase order to each Emergency Department/Unit for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order the Emergency Department/Unit or Health Board must raise an invoice to Cardiff University (as instructed on the purchase order and with a matched reference number) by the end of November 2023. Invoices issued after the end of November 2023 will not be honoured.
9. After receiving the funds, the Emergency Department/Unit will hold these either in a protected budget line or in a separate fund, which can be rolled over to subsequent financial years.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the Clinical Director of the Emergency Department and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the Emergency Department/LEP:

Signed:

Name:

Role: Clinical Director of Emergency Medicine at the Morriston Hospital

Date:

Signed:

Name:

Role: Financial Director of Emergency Medicine at the Morriston Hospital

Date:

E. SB-UHB AGREEMENT 2:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Undergraduate Department acting as the
Local Education Provider at Morriston Hospital,
Swansea Bay University Health Board**

and the

**Emergency Department acting as the
Local Education Provider at Morriston Hospital,
Swansea Bay University Health Board**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Undergraduate Department and the Emergency Department (both acting as the Local Education Provider at Morriston Hospital, Swansea Bay University Health Board) – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Undergraduate Department (at the University Health Board) and the Emergency Department (at the University Health Board) both acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Health Board, particularly the "Obligations of the Health Board" set out in Schedule 4 of the Funding Agreement.

Responsibilities of the Undergraduate Department at the LEP

3. The Undergraduate Department at the LEP will aid the Emergency Department to secure an Honorary Clinical Senior Lecturer title for a nominated consultant. The nominated consultant will be the Responsible Director for the EPIC iBSc programme at the UHB / WAST.
4. Some of the responsibilities of the Responsible Director can be deputised to another member of staff (to whom the SIFT funded sessional time is allocated). The Undergraduate Department at the LEP will also aid the Emergency Department to secure an Honorary Clinical Lecturer title for the Emergency Medicine consultant(s) or an Honorary Clinical Tutor title for the EMAC Clinical Teaching Fellow(s) as needed.
5. The Undergraduate Department will facilitate the spending of EPIC iBSc SIFT funding in accordance with the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with the Responsible Director for the UHB.

Responsibilities of the Emergency Departments

6. The Emergency Department Clinical Director and the Programme Coordinator will agree and nominate a consultant to the LEP Undergraduate Department to the position of Responsible Director for the EPIC iBSc programme at the UHB.
7. The Responsible Director will have the following responsibilities:
 - all teaching of the EPIC iBSc emergency medicine at the UHB / WAST
 - attendance at interim exam board meetings
 - attendance at the exit final exam board meeting
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the 'Placement SIFT Expenditure Return for the Funding Period' in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the 'Placement SIFT Expenditure Return for the Funding Period' in Schedule 6

Note: All of the above responsibilities may be deputised to the Emergency Medicine consultant(s) to whom the sessional time is allocated under Schedule 8 and the Clinical Supervisors SOP. The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that UHB.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Please indicate which of the following options the University Health Board will execute in relation to the academic year 2023-2024 (to be completed by the LEP Undergraduate SIFT Co-ordinator following consultation with the Clinical Director of the Emergency Department at the LEP acting as the responsible director of EPIC iBSc SIFT):

[]	<p><i>The 'EPIC iBSc Responsible Director' is:</i></p> <p>(1)</p>
[]	<p><i>Some or all of the responsibilities of the 'EPIC iBSc Responsible Director' have been be deputised to the following Emergency Medicine consultant(s):</i></p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
[]	<p><i>The funding from Annex G.1 is allocated to sessional time for the above-named individuals with the responsibilities of the 'EPIC iBSc Responsible Director'.</i></p>
[]	<p><i>The funding from Annex G.1 is allocated to sessional time for as yet un-appointed EMAC clinical teaching fellow(s).</i></p>

Signed on behalf of the LEP (Undergraduate Department):

Signed:

Name:

Role: LEP Undergraduate SIFT Co-ordinator at Swansea Bay UHB

Date:

Signed on behalf of the LEP (Emergency Department):

Signed:

Name:

Role: Clinical Director of the Emergency Department at the Morriston Hospital

Date:

Policy Framework Agreements (F. WAST)

relating to the agreement between

WELSH HEALTH MINISTERS

and

WELSH AMBULANCE SERVICE TRUST

2023-2024

F. WAST AGREEMENT 1:

**Emergency, Pre-hospital and Immediate Care Intercolated BSc
Research Bench-Fee Funding Agreement**

between the

Emergency Medicine Academic Centre, Cardiff University

and the

Welsh Ambulance Service Trust

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Research Bench-Fee Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Welsh Ambulance Service Trust (WAST) - 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the respective roles and responsibilities of the Emergency Medicine Academic Centre, Cardiff University and WAST acting as a Local Education Provider (LEP), in the provision by the latter of research opportunities and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.

Introduction

2. The professional values, knowledge, skills and behaviours required of all doctors working in the UK are set out in the GMC publication **Good Medical Practice (2013)** and the learners' ability to develop these is influenced by the learning environment and culture in which they are educated and trained.
3. Cardiff University Medical School recognises that it is important that all Emergency Medicine students on the EPIC iBSc programme receive comparable research opportunities across all Emergency Departments and from within WAST. As such, this agreement aims to:
 - Ensure parity of research opportunities to a minimum standard for the EPIC iBSc medical students.
 - Allow the Emergency Departments and WAST to co-ordinate various activities to facilitate research and to maintain a level of staff development in relation to this.

Responsibilities of Cardiff University and WAST

4. The Emergency Medicine Academic Centre, Cardiff University has the responsibility for setting the standards and requirements for research activity associated with the EPIC iBSc programme whilst on clinical placement in the LEPs.
5. The GMC requires that Medical Schools "must have agreements with Local Education Providers to provide education and training to meet the standards" and that Medical Schools "must have systems and processes to monitor the quality of teaching, support, facilities and learning opportunities on placements, and must respond when standards are not being met" (GMC 2015 R2.6). In addition, the GMC has set out in **Clinical Placements for Medical Students (2011)** more detailed recommendations on the content of these agreements on clinical placements and undergraduate research.

Funding Agreement

6. The Emergency Medicine Academic Centre will finalise (and inform the Welsh Ambulance Service Trust) of the number (and name(s)) of students who are

undertaking a research project in each LEP in the Autumn semester of each academic year.

7. The Emergency Medicine Academic Centre will instruct the Centre for Medical Education Planning and Resources Department to raise a purchase order to WAST for the relevant amount (at a rate of £500 per student).
8. On receipt of this purchase order WAST will then raise an invoice to Cardiff University (as instructed on the purchase order).
9. After receiving the funds, WAST will hold these either in a protected budget line or in a separate fund.
10. The funds can only be used for:
 - Staff development for the Research Project Supervisor
 - Undergraduate Emergency medicine student development
 - Direct material/infrastructure costs of the research project
 - Publication costs relating to the research project
 - Conference costs for students relating to the research project
 - Related activities to the research project
11. The above list is not exhaustive. All expenditure is at the discretion of and with the agreement of both the WAST research project supervisor and the Programme Director of the EPIC iBSc programme.
12. A summary of expenditure must be submitted to the Programme Director of the EPIC iBSc programme before the end of the academic year.
13. All receipts must be retained for a period of 4 years.

Agreement and Signatures

14. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Emergency Medicine Academic Centre, Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of WAST:

Signed:

Name:

Role: Responsible Director of WAST

Date:

Signed:

Name:

Role: Financial Director of WAST

Date:

F. WAST AGREEMENT 2:

**Emergency, Pre-hospital and Immediate Care Intercalated BSc
Clinical Placement and SIFT Funding Agreement**

between the

**Emergency Medicine Academic Centre,
Cardiff University**

and the

**Welsh Ambulance Service Trust acting as the
Local Education Provider**

2023-2024

Emergency, Pre-hospital and Immediate Care Intercalated BSc Clinical Placement and SIFT Funding Agreement between the Emergency Medicine Academic Centre, Cardiff University and the Welsh Ambulance Service Trust acting as the Local Education Provider – 2023-2024

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Purpose of this Agreement

1. The purpose of this Agreement is to set out the roles and responsibilities of the Welsh Ambulance Service Trust acting as a Local Education Provider (LEP), in the provision of clinical placements and related activities for the Emergency, Pre-hospital and Immediate Care intercalated BSc (EPIC iBSc) medical students.
2. This Agreement should be read in conjunction with the **Annual SIFT Funding Agreement** between Welsh Ministers and the Trust, particularly the “Obligations of the Trust” set out in Schedule 4 of the Funding Agreement.

Emergency Medicine Academic Centre, Cardiff University

3. Cardiff University Medical School recognises that it is important that all Emergency Medicine medical students on the EPIC iBSc programme receive comparable clinical experience and training across all LEPs. As such, this agreement aims to:
 - Ensure parity of teaching/training to a minimum standard for the EPIC iBSc medical students by ensuring all students attend relevant conferences, courses, teaching and training sessions
 - Ensure parity of teaching/training to a minimum standard for the EPIC iBSc medical students by providing all relevant equipment/uniforms.
 - Ensure the training equipment is purchased for the benefit of both the EPIC iBSc medical students and WAST.

Responsibilities of the Welsh Ambulance Service Trust

4. The Welsh Ambulance Service Trust will secure an Honorary Clinical Senior Lecturer title for a nominated clinician. The nominated clinician will be the Responsible Director for the EPIC iBSc programme at WAST.
5. If the responsibilities of the Responsible Director have been deputised to another member of staff, the Welsh Ambulance Service Trust will also secure an Honorary Clinical Lecturer title for this/these clinician(s).
6. The Responsible Director will facilitate the spending of EPIC iBSc SIFT funding in accordance to the priorities as outlined in Schedule 8 (the Agreed Principles for the use of EPIC BSc SIFT funding for all LEPs involved in the EPIC BSc programme 2023-2024). All EPIC iBSc SIFT expenditure must be agreed with both the Responsible Director and the EPIC iBSc Programme Director.
7. The Responsible Director will have the following responsibilities:
 - collating all time spent teaching the EPIC iBSc emergency medicine students and completing the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6
 - attendance at the annual SIFT expenditure meeting
 - collating all SIFT expenditure at the UHB site / WAST using the ‘Placement SIFT Expenditure Return for the Funding Period’ in Schedule 6

Note: The EPIC Responsible Director has responsibility for EPIC iBSc SIFT only. Responsibility for Medical MB BCh SIFT or Dental BDS SIFT lies with the respective Medical or Dental Responsible Director at that LEP.

Agreement and Signatures

8. As witness whereof the parties hereto have executed this Agreement:

Signed on behalf of Cardiff University:

Signed:

Name: Dr Huw Lloyd Williams

Role: Programme Director, EPIC iBSc, School of Medicine, Cardiff University

Date:

Signed on behalf of the LEP (WAST):

Signed:

Name: Mr Greg Lloyd

Role: Responsible Director (WAST)

Date:
