

Job Shadowing Agreement

Insights into Integration (I2I) enhances the Participant's awareness of the challenges and opportunities arising from working collaboratively with other health and social care providers (Hosts) to focus on delivering positive, and continually improving, care experiences for service users and patients along the care pathways.

Whilst participating in the I2I initiative, the individual remains employed with their existing employer (referred to as employing organisation) and is regarded as a visitor to the Host when undertaking the job shadowing experiences.

The Insights to Integration initiative operates under the following terms.

Conduct

The Participants must adhere to professional Codes of Conduct at all times.

1. Confidentiality: all information concerning service users, patients and staff remains strictly confidential. The Participant must not disclose any confidential information outside of the Host or to individuals within the Host that are not authorised to hear or have access to such confidential information. Any breach of confidentiality will result in withdrawal of the placement and will be reported to the employing organisation.
2. Health and Safety: the Host has an obligation under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions and methods. Whilst undertaking the I2I initiative, the Participant is required to co-operate with management in the discharge of their responsibilities under the Health and Safety at Work Act and to take reasonable care for the health and safety of themselves and others.
3. Misconduct: in the event of any allegations of misconduct involving the Participant, the job shadowing placement may be terminated by the Host without notice. The allegations will be reported to the employing organisation.
4. Attendance: if, for unexpected reasons e.g. sickness, the Participant is unable to attend an agreed job shadowing placement then the Participant or their Line Manager should telephone the Host as soon as possible to inform them of the situation and, where appropriate, make arrangements to undertake the job shadowing at a different time.
5. Investigations: if, whilst participating in the I2I initiative, a Participant is involved in or is witness to an incident leading to an investigation then they are obliged to inform their employing organisation of the nature of the investigation (whilst respecting confidentiality restrictions) and to co-operate with requests from the Host for additional information e.g. a witness statement.

Employment status

The Participant remains an employee of the employing organisation throughout their involvement with the Insights into Integration initiative.

6. Contract: the Insights to Integration initiative and related Job shadowing Agreement is not and does not deem to create any form of contract of employment between the Participant and the Host organisation(s).
7. Visitor status:
 - a. The Participant is a visitor to the site and as such must comply with the Host's policies and procedures for visitors e.g. Fire Alarms and Infection Control.
 - b. The Host organisation(s) does not accept responsibility for personal property lost or damaged on their premises.

- c. The Host indemnifies the Participant against any legal claims arising from visiting their premises for the purpose of job shadowing within the Insights to Integration initiative. The Host organisation(s) holds Employer Liability Insurance – NHS Litigation Authority – membership number [].

8. **Remuneration:**

- a. The Participant will not receive remuneration from the Host organisation(s) for participating in the I2I initiative.
- b. The Participant will not be entitled to any payment on completion of, or due to the withdrawal of, the job shadowing placement from either the Host organisation(s) or the employing organisation.
- c. The Participant will be subject to the policies, procedures and arrangements of their employing organisation for travel and expenses incurred whilst participating in the Insights into Integration initiative.

Terminating the job shadowing arrangement

- 9. The employing organisation, the Participant or the Host organisation(s) can terminate the job shadowing arrangement without notice.

Financial obligations

- 10. The Participant is expected to declare in writing to the Chief Executive of the employing organisation any financial interests that they have involving orders or contracts placed with, or entered into, by the Host organisation(s).

I2I AGREEMENT

Details of the employing organisation	
Name	
Address	
Contact details	

The Participant		Line Manager	
I hereby accept my involvement in the Insights to Integration initiative in agreement with the terms specified above.		I hereby undertake to support The Participant through their involvement in the Insights to Integration initiative.	
Name		Name	
Role Title		Role Title	
Date		Date	
Signature		Signature	