



**University of
Sunderland**

Faculty of Applied Sciences

**Handbook
Patient, Carer and Public Involvement (PCPI)**

Department of Pharmacy, Health and Well-being

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Background: University of Sunderland

The University of Sunderland has been providing higher education since 1901, and are proud to be an innovative, forward-thinking university with high standards of teaching, research and support. The University's influence and impact on society has been widely recognised. The University's work with regard to widening access to higher education and support for the regional health agenda have all been praised. The Department of Pharmacy, Health and Well-being is situated in the Sciences Complex (map ref 9 – 14), City Campus and the **reception area is in Dale Building** (map ref 12) (See Appendix A for map). Within the Department there are a number of health-related courses including Pharmacy, Nursing (CPD courses) and Healthcare Science programmes.

The Department of Pharmacy, Health and Well-being (facts and figures)

- The University of Sunderland hosts the 6th ranked Pharmacy School in the UK, Guardian League Table 2013
- No.1 in the North East for pharmacy and pharmacology, according to The Guardian University Guide 2012
- Only university in the region with a dedicated Point of Care Testing (Near Patient Testing) Clinical space/teaching facility

Background: Importance of Patient, Carer and Public involvement (PCPI)

Patient, Carer and Public involvement (PCPI) in healthcare related degree programs is essential in terms of developing the knowledge, understanding and skills of students as well as being a pre-requisite for accreditation/funding from professional bodies/Health Education England. There is an explicit expectation within the NHS that the patient is at the centre of the services that they use (add Berwick 2013 to refs at home (endnote) (Darzi, 2008; Department of Health, 2010a, 2013b; Goodrich & Cornwell, 2008). It is an expectation of the regulatory/professional bodies that patient, carer and public involvement is both explicit and embedded in all courses (Department of Health, 2010b; General Pharmaceutical Council, 2011; Health Care Professions Council, 2013). The Health and Care Professions Council has recently introduced a new standard regarding service user and carer engagement into their requirements for programme accreditation (undergraduate) and without their accreditation courses would not be able to be run.

Opportunities for Involvement within Department of Pharmacy, Health and Wellbeing

There are a number of opportunities for involvement as a PCPI participant within the Department of Pharmacy, Health and Wellbeing such as:

BSc (Hons) Healthcare Science

Healthcare science students are learning how to be skilled professionals who help medical staff to assess patient's health and manage disease and disability. In life science, the students learn how to carry out a range of tests on samples of blood and other bodily fluids to help in the diagnosis and management of disease. Cardiac physiology students learn how to undertake and evaluate electrocardiograms (ECGs) whilst audiology students learn how to carry out hearing tests as well as fitting and repairing hearing aids.

Master in Pharmacy (MPharm)

Pharmacy students integrate clinical and scientific knowledge with clinical skills in order that on graduation they can contribute effectively as a pharmacist within the UK healthcare system. The programme supports the scientific, clinical and professional skills needed for a stimulating, challenging and varied career in modern day pharmacy. Students will be competent to work in community, primary care, hospital and industrial pharmacy in the UK. These skills enable them to provide an efficient and effective service to patients, applying not only the legal and ethical aspects of pharmacy, but also the clinical knowledge and communication skills (with patients and other healthcare professionals) that can be so crucial in the effective use of medication. Pharmacists are experts in the use of medicines, the programme is designed to provide a unique set of knowledge and skills which can be used in the clinical setting but can also be applied to research careers in chemistry, pharmacology and pharmaceuticals. The programme also incorporates a thorough grounding in fundamental clinical examination skills; on graduation students are able to conduct a basic physical examination of most of the major body systems.

Nursing

There are many opportunities to get involved in a range of different courses within nursing. These are short courses/postgraduate courses (Continuing Professional Development CPD) which are aimed at qualified nurses with regard to developing in some areas specialised skills. These courses could include: BSc (Hons) Nursing (top-up), MSc Nursing, Overseas Nurses' Programme as well as some short courses leading to University certificates of achievement (e.g. clinical skills, ophthalmology, diabetes, asthma, stroke and chronic obstructive pulmonary disease (COPD)).

Introduction

Patient, Carer and Public involvement provides an opportunity for you to have a say in the way that training and education is designed and delivered as well as having an opportunity to interact with students who are healthcare professionals in training. This is done through participating in a number of areas, offering an opportunity to share your views and experiences across healthcare with a view to improving future services. There are a variety of ways that you can contribute to undergraduate programmes which can include:

- Recruitment and Selection
- Teaching
- Programme Management
- Curriculum Development
- Physical examination
- Assessment - Observed Structured Clinical Examinations (OSCE)
- PCPI reference Group
- Research

There is more information about these activities on the next few pages.

These activities provide a number of different ways to become involved, from attending meetings, to reading and reviewing materials to direct involvement in teaching/small group seminars with students. Support and preparation will be provided for whatever activity you choose to become involved in and you can decide to take part in one or more areas depending on your personal interests and commitments.

Opportunities for Involvement

- **Recruitment and Selection**

At present opportunities to be involved in this area of work are limited, however, this is an area that is expected to grow and develop over the next year.

Within the BSc (Hons) Healthcare Science programme there are opportunities to participate as a panel member on interview panels with potential employers as part of the student selection process for clinical placements. The students have to complete a clinical placement, this is a competitive selection process, as in many cases there are more students, than placements.

There may be the opportunity in future years to become involved in recruitment and/or selection on existing/new healthcare related courses such as the MPharm programme and the same applies for Induction. As new courses are developed, that require potential students to be interviewed, full training will be provided.

- **Teaching**

There are a number of different ways that you can get involved within teaching sessions and the University of Sunderland is continuing to develop and broaden these opportunities. At present the following opportunities are available, but overtime this list continues to expand:

- **Pharmacy** – Students are taught over four years. Currently opportunities are being developed to include PCPI participants in all four years of the programme. Opportunities will include participating in seminars, with standardised cases, allowing students to develop basic communication skills (level 1) and providing feedback to the students. Within Years 2 – 4 there are opportunities to contribute to seminar sessions (max 30 students in small groups of 6-8 students) around long-term conditions, such as Parkinson's Disease, Cancer, Stroke, Chronic Obstructive Pulmonary Disease (COPD), Asthma, Chron's Disease, Irritable bowel, cardiac problems etc in order to assist students knowledge and understanding of the effect of diagnosis, impact on life and to gain a better understanding of the patient's perspective of their particular condition and where possible also the carer's perspective. In addition other seminars may focus on patients with multiple medications providing an opportunity for the students to discuss their medication regimes and also discuss the patient's understanding of why they are taking their medications. For condition specific activities, PCPI participants provide a case study which forms the basis of the small group work.
- **Nursing** – With regard to short courses for nursing, many of these courses are around managing certain conditions, for example diabetes, asthma, stroke and chronic obstructive pulmonary disease (COPD). With these courses PCPI participants are invited into the sessions to discuss how they manage their condition(s) as well as discussing their interactions with healthcare staff (both positive and negative).
- **Healthcare Sciences** – the students on healthcare science courses can choose different options, such as Life Sciences (blood, cellular, genetic and infection sciences) or Physiological Sciences (cardiac physiology/audiology).

The students in their first year attend seminar sessions around the “Patient Voice”, the focus of which is for them to gain an understanding of PCPI participants experiences of health and social care so that when qualified they can carry out their duties in a more informed and compassionate manner. There are also opportunities for PCPI participants to discuss in seminar sessions with audiology students their experiences of diagnosis of a hearing problem through to fitting hearing aids and follow-up support. For the cardiac physiology students, there is the opportunity for PCPI participants to be involved in seminar sessions, discussing their experiences of diagnosis as well as in some cases having an electrocardiogram (ECGs) carried out.

- **Programme Management (all courses)**

The Programme Management Board meets three times per year to discuss all aspects of individual courses to ensure students receive a high standard of training and education. The different courses have different programme boards and each Board is made up of university staff, practice partners (i.e. those who provide and support placements) student representatives and PCPI participants. PCPI participants are best placed to tell the group about PCPI involvement and influence.

- **Curriculum Development (future potential)**

This is about the subjects we teach students and how we teach them. The different programmes comprise of a number of modules over three/four years. These modules are taught through a range of methods including: lectures, written materials, videos, role play, seminars and PCPI Participants coming in to share their experiences, is a very valuable part of helping students to learn. The academic staff who plan the modules talk to PCPI participants about how they can be included within teaching sessions. PCPI participants' experiences can be extremely valuable in identifying gaps and priorities in the subjects we teach. Involvement with this work may include attending and contributing at Team meetings where changes to modules are being discussed as well as other informal meetings with PCPI participants. As new courses are developed, PCPI participants are involved from initial conception through to programme approval.

- **Physical examination (Pharmacy, Health Sciences and Nursing)**

Act as model patients for mock clinical tests (e.g. electrocardiogram (ECGs)) and provide feedback to the students on their communication skills (Health Sciences)

Act as model patients around diagnostic examination, for example respiratory, cardiovascular or abdominal examinations and provide feedback to the students on their communication skills. Some times PCPI participants may have their blood pressure taken (Pharmacy).

- **Assessment: Objective Structured Clinical Examinations (OSCEs) (Pharmacy and Nursing)**

An OSCE comprises of a number of stations within a circuit, every student rotates around the circuit completing each station within the circuit. Each station can last between 5 – 15 minutes and has one/two examiners at each station with standardised mark sheets. OSCEs are designed to test clinical skill competence in skills such as communication, clinical examination, prescribing etc.

Opportunities to be involved in OSCEs can be:

- **Social History:** Recounting your own story within a “social history” station where students are expected to discuss various aspects of your day to life, which can include marital status, levels of ability, support at home or any worries you may have as well the type of housing they live in. (Pharmacy)
- **Medication History:** taking a medication history involves discussing your medication with students, how you take your medication and any issues that you experience with regard to medication.
- **Diagnostic Examination:** Act as model patients around diagnostic examination, for an ophthalmology, respiratory, cardiovascular, musculoskeletal (normally knee and lower limb) or abdominal examination (Pharmacy/Nursing)
- **Standardised Case:** Using a standard case (script) around a specific condition (for example cough, abdominal discomfort, nausea and vomiting etc.) and the student is required to ask a series of question in order to diagnose the problem.

- **Patient, Carer and Public Involvement User Group**

This group will consist of:

- Representatives from all programmes within the Department (initially)
- Human Resources
- Faculty of Applied Sciences
- Number of PCPI participants
- Students (reps)

- PCPI Lead

This group meets four times per year. Most meetings will last about 90 minutes, however, one meeting per year will last for half a day and will be a planning and review meeting (exploring opportunities for the next academic year, as well as reviewing activity from the current academic year).

At its first meeting, this group agreed its terms of reference. PCPI participants term of office on this group is for two years, in order that membership can be refreshed.

- **Research**

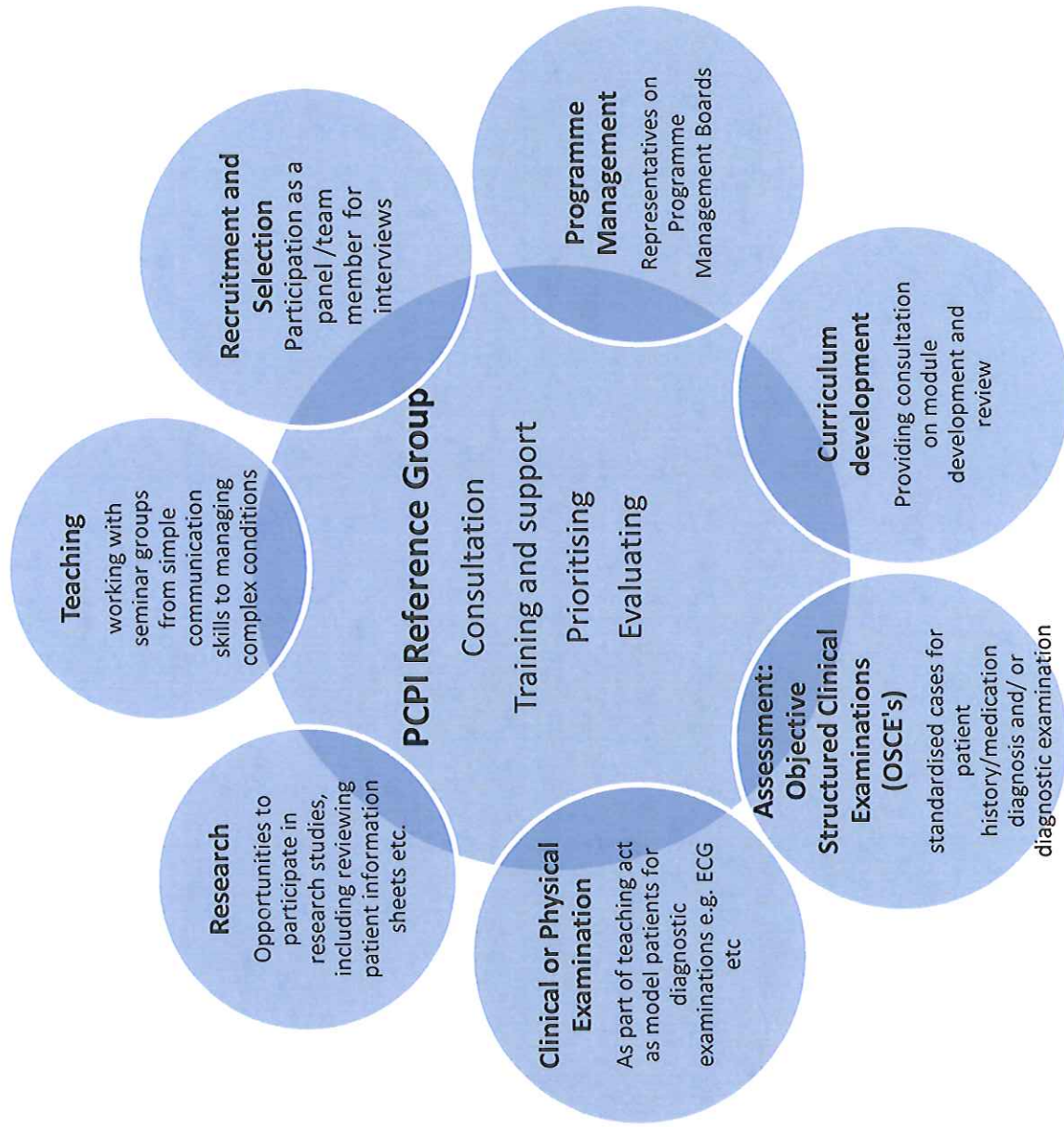
At present there are limited opportunities to get involved in research. As new opportunities arise, PCPI participants are approached by the Lead for PCPI involvement. All research opportunities require PCPI participants to sign additional consents and all research will have University of Sunderland ethical approval. Research opportunities have recently involved reading applications for funding and adding a patient's perspective to these and contributing to focus groups regarding point of care testing. It is envisaged that future research, may be around reading patient information leaflets and feeding back comments on usability of such publications etc.

- **Opportunities outside the Department of Pharmacy, Health and Wellbeing**

- Academic Services – Quality Management**

- The University quality management process looks to both **assure** standards and quality and also **enhance** the quality of learning opportunities.¹ There would be opportunities to be a representative as part of approval and/or periodic review and guidance would be given on this role on the Panel including how the process works and what it is intended to achieve. If PCPI participants are required for this activity, they would be approached by the Lead for PCPI involvement. Please see Appendix B for more information on Quality and Standards.

Patient, Carer and Public Involvement (PCPI) opportunities in Pharmacy, Health and Wellbeing



Payment Policy

The University of Sunderland believes that payment should be offered to everyone who participates as part of the PCPI programme. This demonstrates that the University of Sunderland values and understands the benefit of involving PCPI participants in the education of future healthcare professionals and that this is appropriately supported. It also ensures that anyone who is part of the PCPI programme is not financially disadvantaged as a result of their involvement with the University.

With regard to valuing PCPI the University of Sunderland will issue all participants with a casual worker contract (issued by Human Resources – see Appendix C)). All PCPI participants will be offered the same hourly rate of pay which has been agreed as £11.32 for the academic year 2015/2016, unless you are contributing to an OSCE when the hourly rate is £14.46 for the academic year 2015/16. If PCPI participants do not want to be paid for their involvement that is their choice, however, PCPI participants will still have to complete the standard application forms (see Appendices D-F) and provide evidence of eligibility to work (see Becoming a PCPI participant – What do I need to do?).

NB it is important to note that payment will not be offered for initial meetings and attending meetings with University of Sunderland staff, however you may be entitled to claim expenses for involvement (e.g. travel costs).

Payment rates and levels of reimbursement rates are:-

1. Unpaid involvement

There may be types of PCPI work where payment may not be offered (e.g. attendance at meetings) although you may be entitled to claim expenses for involvement (e.g. travel costs) or you may choose not to take payment, then the expenses reimbursement schedule is set out under point 4. If you are representing a particular support group/charity, for example Sunderland Laryngectomee Club or Sunderland Cardiac Support Group and wish the Group to receive payment then the Group needs to raise an invoice and work with the PCPI Lead to sort this out.

2. Standard rate of payment: £11.32 per hour

This level of payment will be offered for activities that do not involve people taking a high level of responsibility. This may include, for example, PCPI participants being invited, by name, to a particular event because of their knowledge and experience for example programme boards or interview panels. It may also include PCPI participants who read draft materials and feedback their comments.

Please note that the first time PCPI participants carry out work for us, due to the lead time in getting participants set-up on the systems, there may be a delay of up to two months before you receive payment. Every time you complete an assignment, you will be issued with a casual worker assignment schedule (see Appendix G) and required to complete a claim form (see Appendix H)

3. Contributing as a member of a support group or charity

If you are contributing to the PCPI programme as a member of a support group/society/charity, then the society can invoice the University at the agreed rate of pay (see 1 above). The Society/support group will need to work with the PCPI Lead to ensure that the correct paperwork is completed.

4. Expenses and payment levels

There are car parking facilities at University of Sunderland, however, we cannot guarantee a car parking space. Nevertheless, if you are going to be involved on a regular basis, you can apply for a Staff Car Parking Permit which allows you to pay and display at a reduced rate (see Appendix I). In addition we do have a number of blue badge disabled bays across the campus, however, if you are going to be involved on a regular basis you will have to apply for a Staff Blue Badge permit (see Appendix I). Car parking on campus during term time is an issue, and where possible we would advise you to use public transport if at all possible.

Support costs – if as a result of participating in PCPI activity at the University of Sunderland you incur costs, such as replacement carer/child care/personal assistant costs, then these have to be discussed on a case by case basis and agreed in advance. However, all such costs can only be reimbursed on production of receipts.

Travel costs	At cost – to be paid in advance where possible
Mileage rates	Motor cars and vans - 45p per mile up to 150 miles. Journeys over 150 miles 25p per mile

Note there may be other types of expenses not listed but these can be agreed, as with all expenses as appropriate on a case by case basis.

Please note that travel costs are reimbursed if you are getting paid or if a Charity/Support Group is invoicing the University unless agreed in advance with the PCPI Lead.

Training

Initial training is provided as standard for all PCPI participants. There are three training sessions which are run as and when required. These sessions focus on feedback and communication skills, OSCEs and Equality and Diversity training (which is delivered by Human Resources). At present we are developing training sessions for values-based recruitment and all PCPI participants who would like to be involved in selection interviews will have to undergo this training. If you are a paid PCPI, then we will pay you for attending training sessions.

Feedback

Feedback is collected from PCPI participants on a regular basis, informally at the end of involvement sessions as well as more formal structured feedback sessions. PCPI feedback is extremely important in order to shape future engagement activities both structurally and regarding content. More formal feedback and suggestions are fed through activities around curricular development and programme boards. Feedback is continually sought from PCPI participants regarding operational aspects of involvement and is used to shape the support systems in place for PCPI participants.

Becoming a PCPI participant – What do I need to do?

In order to become a PCPI participant we need you to complete the following paperwork:

Employee Information Form

Please fill in sections 1 – 7. This form contains some basic personal information about you, including emergency contacts. We need all participants to complete this form. (Appendix D)

Consent Form

Please read both sides of the consent form. Regarding the activities you would like to get involved with, please initial the box beside each relevant activity. All other boxes on the form need to be initialled. If you are unsure about any of the statements on the form, please discuss the consent form with the PCPI Lead. (Appendix E)

Health Declaration Questionnaire

As part of the application process, you are required to complete this questionnaire. On completion of the form if you answer yes to one or more of the statements, then you need to complete Section B. If you answer “none of the following applies to me” then you do not need to complete Section B. (Appendix F)

Equal Opportunities Monitoring Form

Please complete the Equal Opportunities Monitoring Form.

When you have completed the paperwork, please make an appointment to meet with the PCPI Lead (L.Scott@sunderland.ac.uk telephone: 0191 515388)

When you bring your completed paperwork to the meeting, you will also be required to provide the following evidence (even if you are not being paid):

Evidence of eligibility to work in the UK:

The types of evidence that you are required to present are:

A Passport: that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. The passport must not have expired.

If you do not have a valid passport then you will need to provide the following:

National Insurance Number: Official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

PLUS one of the following documents:

A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents or

A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive.

Case Study

We ask PCPI participants to write a case study which contains information about themselves that can be used to shape involvement in seminar sessions with students. The information that we would ask you to provide would be:

Medical Information

Social Information

Current Situation

Current Medication

When you meet with the PCPI lead, we can share examples of case studies that other PCPI participants have written.

At your initial meeting with the PCPI lead you will have an opportunity to discuss what you would like to become involved in. This gives you an opportunity to discuss on a case by case basis your role and contribution to different sessions with the PCPI.

Principles of how we work together

As PCPI participant you are part of the team and have a valued contribution to make. Therefore we need to ensure that you feel included and involved. As part of an annual review, we will look at what we have done and see if we are still doing things that have been agreed. *The contribution you are making is important to us and therefore we will be:*

1. Open, consistent and clear about the purpose of involving PCPI participants within the Department of Pharmacy, Health and Wellbeing.

The PCPI Reference Group will:

- Identify the benefits to the organisation and PCPI participant of being involved in the work;
- Negotiate the boundaries to involvement.

2. PCPI participants will identify as part of the team the way in which they are involved.

This means:

- PCPI participants will help plan their involvement and develop their own evaluation of this, including what has been important to them in their role.
- PCPI participants will be enabled to identify their own needs as part of the project.
- PCPI participants will be involved in understanding and identifying the boundaries of this involvement – including understanding when they act as representatives and when solely from their personal experience/skills.

3. We will support and encourage PCPI participants to choose the way they become involved.

This will include:

- Making sure PCPI participants fully understand the reasons for the types of activities they can be involved in.
- Making sure PCPI participants have the information they need to make informed choices.
- Making sure conditions of involvement are clear, including support, training and payment.

- Making sure PCPI participants are comfortable and clear about what they are doing and are in control of the level of their involvement.

4. PCPI participants will, as part of the team, identify methods of feeding back information on how the involvement develops and its outcomes.

This will include:

- Identifying PCPI influence on the project and the personal outcomes PCPI participants have gained from their involvement.
- Explaining how your involvement has influenced the education of future healthcare professionals
- Receiving feedback from staff and students regarding your involvement

5. We will make sure that everybody is supported to come to the meetings and are able to participate.

This means:

- Making sure that rules and ways of working are understood by PCPI participants and there are no barriers to joining in.
- Working together and understanding each person's skills so that everybody can join in by breaking down information, conversation and by avoiding big words and jargon.
- Encouraging everybody to take part by making sure they understand. This might mean asking people how they learn best.

6. The group will make every effort to include the widest possible range of people in the work.

This will include:

- Developing opportunities to include groups that are 'rarely heard'.
- Developing opportunities to include groups who it is hard to communicate with.
- Acknowledging and attempting to address the difference in power relationships.

7. The group will value the contribution, expertise and time of PCPI participants.

This will include:

- For those PCPI participants who would like to be paid, this will include being issued with a casual worker contract from the University of Sunderland (example contract - see appendix C)

- For planned activities (not meetings) PCPI participants will be issued with a letter which outlines the hourly rate of pay and the dates and times for this work (assignment schedule). (Appendix G)

8. We will use what we have learned from working with PCPI participants to change things for the better.

This will include:

- Asking PCPI participants to share their experiences of being involved to influence planning and change;
- Setting up audit and monitoring systems to make sure involvement can be formally assessed;
- Ongoing reporting back to PCPI participants about how their contribution was used and how it has influenced healthcare professional education and practice
- Sharing learning internally (University of Sunderland) and with other external organisations with appropriate consent from the reference group.

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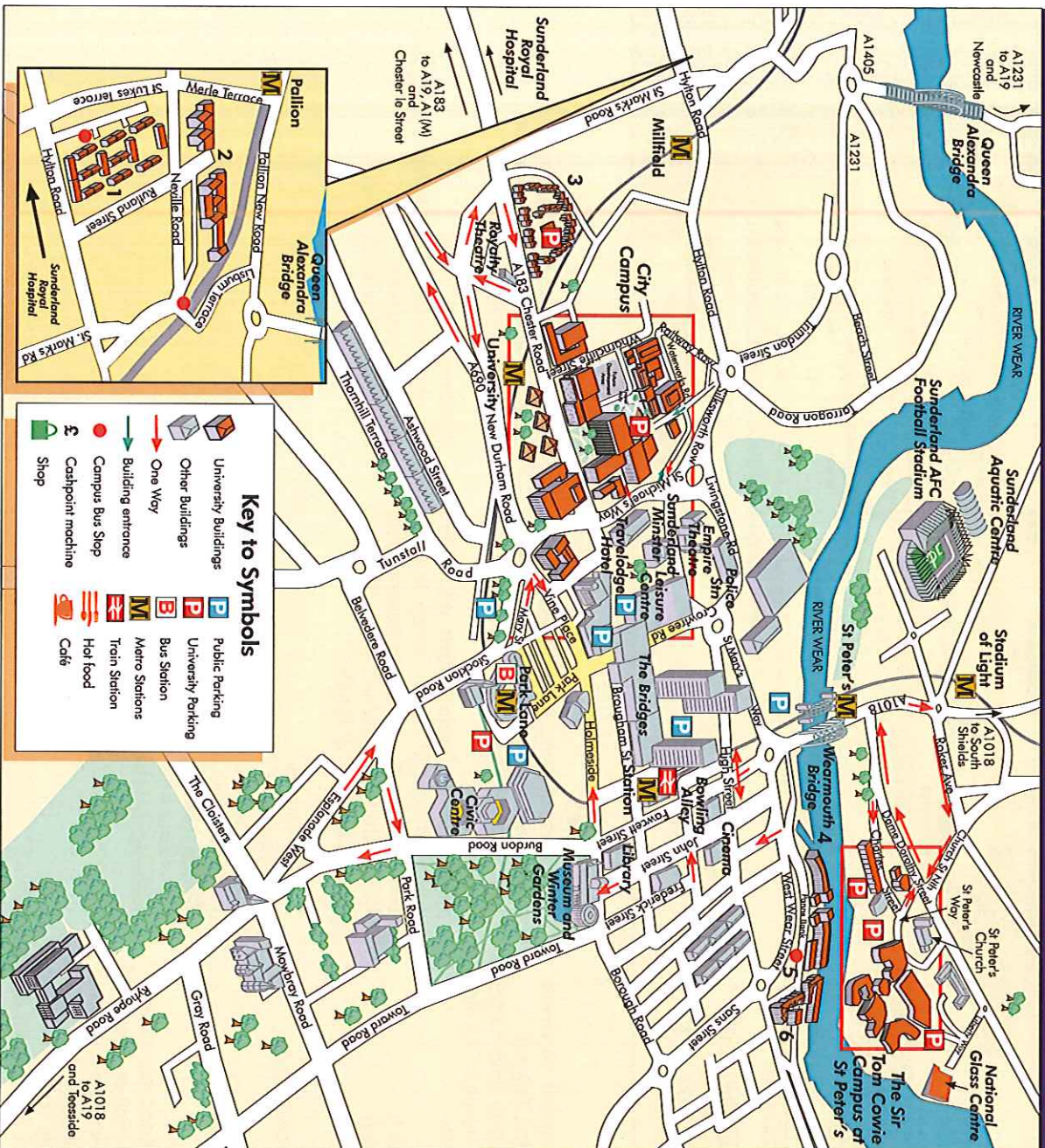
Appendix A - Map of Sunderland and University Campuses

Map of Sunderland and University Campuses

lifechanging



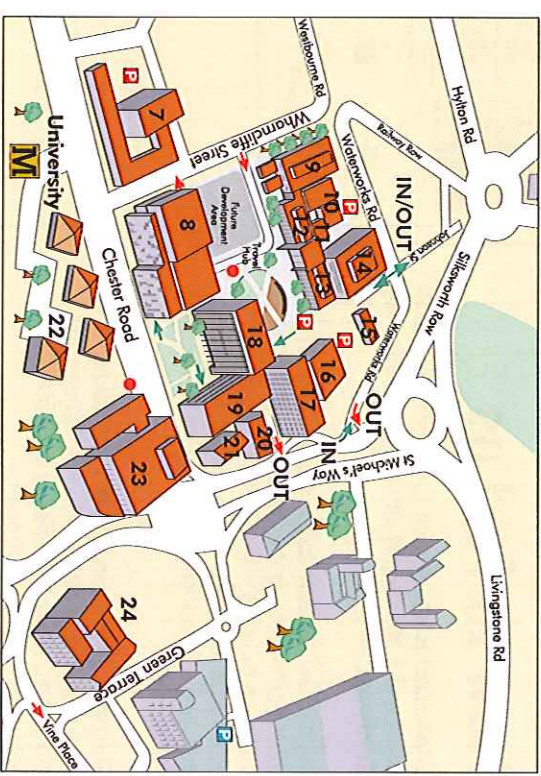
University of Sunderland



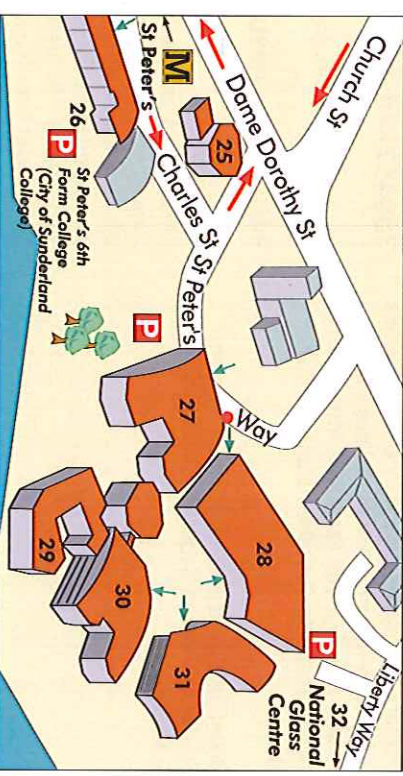
Key to Symbols

- University Buildings
- Other Buildings
- One Way
- Building entrance
- Campus Bus Stop
- Cashpoint machine
- Shop
- Public Parking
- University Parking
- Bus Station
- Metro Stations
- Train Station
- Hot food
- Cafe

- ### KEY TO BUILDINGS
- | | | | |
|---|--|------|--|
| 1 | Clanny House | 9-14 | The Sciences Complex |
| 2 | The Forge - U Student Village inc. The Meeting Place (TMP) £ | 9 | Darwin Building |
| 3 | Precinct | 10 | Darwin Annex |
| 4 | Panns Bank (Hart Court & Douglas Court) | 11 | The Ecology Centre |
| 5 | Scotia Quay (Allan House & Russell House) | 12 | Dale Building |
| 6 | Students' Union Banded Warehouse £ | 13 | Pastur Building |
| 7 | Forster Building | 14 | Fleming Building |
| 8 | CISpace | 15 | ISOC Facility |
| | | 16 | Johnson Building |
| | | 17 | The Design Centre |
| | | 18 | Edinburgh Building |
| | | 19 | The Gateway |
| | | 20 | St Mary's Nursery |
| | | 21 | Northern Centre for Photography |
| | | 22 | Technology Park (inc. Unit 3 - Print Centre) |
| | | 23 | The Murray Library £ |
| | | 24 | Priestman Building |
| | | 25 | North Shore - student nightclub & bar / Wearbank House £ |
| | | 26 | St Peter's Gate (Sunderland Science Park) |
| | | 27 | The Reg Vardy Centre £ |
| | | 28 | The David Goldman Informatics Centre |
| | | 29 | St Peter's Library |
| | | 30 | The Prospect Building (inc. The Sir Tom Cowie Lecture Theatre) £ |
| | | 31 | The David Puttman Media Centre |
| | | 32 | National Glass Centre |



Sir Tom Cowie Campus



Our full range of downloadable campus and regional maps can be found at: <http://www.sunderland.ac.uk/gettinghere/campusmaps/>

How to find us

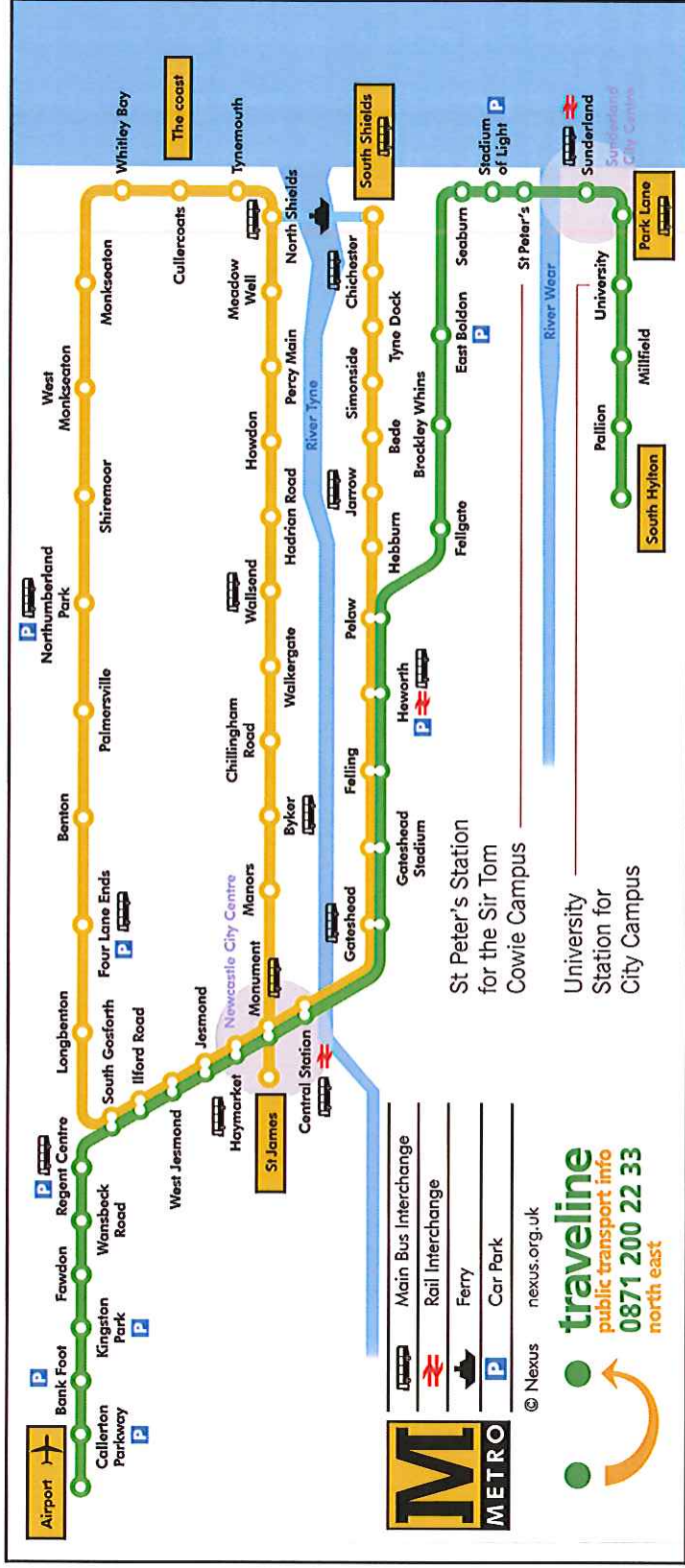
Sunderland is situated on England's North East coast and is the largest city between Leeds and Edinburgh.

Sunderland is easily accessible from the A1, the main north-south route along the eastern UK, and from the A19. The cities of Durham and Newcastle are within very easy reach by road and by public transport, 12 and 20 miles away respectively.

The light-rail Tyne and Wear Metro service is an easy means of getting around the Sunderland city region, as well as offering a 30-minute direct link into Newcastle city centre.

There are international airports at Newcastle and Durham Tees Valley, served by amongst others British Airways and low fare airlines such as Easyjet and Ryan Air. Ferry links from Tyneside include routes to Scandinavia and Northern Europe.

Grand Central Railway operates an interim timetable between Sunderland and King's Cross in London.



Train travel

Sunderland has a well-connected rail service, with regular trains to London, York and Newcastle. A typical journey to London takes approximately 3 hours 30 minutes. The Metro to Newcastle takes 25 minutes.

For any rail enquiries contact:

National Rail Enquiries:
(08457) 48 49 50

For regional Metro, bus and rail travel information go to:

<http://www.nexus.org.uk/>

Air travel

Newcastle Airport is the closest international airport. EasyJet, American Airlines, Ryan Air, Air France and jet2 all have frequent flights to and from Newcastle from a range of destinations. The Metro runs directly to Sunderland from Newcastle International Airport.

Car travel

From North or South, follow the A19 towards Sunderland. Leave the A19 and turn onto the A1231 heading for Sunderland.

For The Sir Tom Cowie Campus at St Peter's head East along A1231 and simply follow the brown directional signs for the National Glass Centre which is located within The Sir Tom Cowie Campus at St Peter's.

For City Campus

head East along A1231 and follow signs for City Centre. Continue over Queen Alexandra Bridge and then bear left following signs for City Centre/A1231. Continue past B&Q to the third roundabout where you should take the third exit, following signs for University.

Satellite Navigation

If you're using satellite navigation to travel to the University of Sunderland please use the following postcode.

City Campus: SR2 7PT

Sir Tom Cowie Campus at St Peter's: SR6 0DD
Ashburne House: SR2 7EF

The Industry Centre: SR5 3XB

Appendix B - Quality and Standards

Standards describe the level of achievement a student needs to succeed on a programme and to gain the qualification. Standards should not vary from one higher education provider to another.

Quality is the way in which the University supports students in their learning:

- the teaching
- the support available
- the resources available
- how they are assessed.

There are a number of ways in which universities manage the quality and standards of the awards that they offer. The University of Sunderland's framework for the management of quality and standards is described in the University's Academic Quality Handbookⁱⁱ. In particular:

- new programmes have to go through an initial **approval** before they can enrol students. This checks whether the proposed new programmes are aligned to a set of nationally agreed reference points, and whether the proposal will meet the needs of prospective students, employers and other stakeholders;
- an annual review process reflects each year on the delivery of modules and programmes, considers any issues that have arise and what's been done about them, and identifies good practice;
- every six years, a **periodic review** (see below) takes place, again using nationally agreed reference points, to confirm that programmes are of an appropriate academic standard and provide a good quality learning experience, and to look for good practice that can be shared across the University;
- external examiners, who are members of academic staff at other universities, are appointed to each programmes to confirm that academic standards are comparable to those attained elsewhere, and that the assessment process is fairly run.

A national body called the Quality Assurance Agency (the QAA) sets out those nationally agreed reference points in the UK Quality Code for Higher Educationⁱⁱⁱ. This sets out expectations that all providers of UK higher education are required to meet, and gives a shared starting point for setting academic standards and the quality of the learning experience. These national reference points include qualification descriptors (for example, what should be expected of any award at honours degree level) and subject benchmark statements (for example, the nature and characteristics to be expected of any History degree, or Pharmacy degree, or of study in general at Foundation degree level or at Masters degree level).

The QAA carry out reviews of all universities and colleges to ensure they meet the expectations set out in the code, and reports from these reviews are available to the public^{iv}. Both approval and periodic review are a process of 'peer review': the panel is largely made up of other academic staff, both from within the University (but outside the area under

consideration) and crucially external academic subject specialists. Review panels also have a student panel member. Where necessary, approval and review panels also draw on other specific expertise, for example by the inclusion of an industrial/professional/practice expert who can bring a particular perspective to the event. This category of additional panel member could include PCPI participants where appropriate. Guidance would be given on their role on the Panel, and on how the process works and what it is intended to achieve.

[What is Quality Assurance](http://www.qaa.ac.uk/Publications/Films/Pages/What-is-quality-assurance.aspx) – a brief video introduction by the QAA

(<http://www.qaa.ac.uk/Publications/Films/Pages/What-is-quality-assurance.aspx>)

[How is Quality Assured?](http://www.qaa.ac.uk/Publications/Films/Pages/How-is-quality-assured.aspx) – a brief video introduction by the QAA

(<http://www.qaa.ac.uk/Publications/Films/Pages/How-is-quality-assured.aspx>)

[What is Quality Assurance](http://prezi.com/h-zy5epxz12f/what-is-quality-assurance/) – an online Prezi presentation by the QAA.

(<http://prezi.com/h-zy5epxz12f/what-is-quality-assurance/>)

[University of Sunderland Academic Quality Handbook](http://services.sunderland.ac.uk/academic-services/academic-quality-handbook/)

(<http://services.sunderland.ac.uk/academic-services/academic-quality-handbook/>)

[The QAA's Quality Code: A Brief Guide](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-brief-guide.aspx) – a short document produced by the QAA

(<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-brief-guide.aspx>)

[QAA Review Reports for the University of Sunderland](http://www.qaa.ac.uk/InstitutionReports/Pages/University-of-Sunderland.aspx)

(<http://www.qaa.ac.uk/InstitutionReports/Pages/University-of-Sunderland.aspx>)

Appendix C – Example Casual Worker Contract

Worker Contract

Contract for Work

Between University of Sunderland, Edinburgh Building, Chester Road, Sunderland SR1 3SD.
Thereinafter referred to as The University.

And name and address of casual worker

Staff Number

Casual Worker

This contract governs your engagement from time to time by The University as a casual worker.

University Register

- Your name is held on a register of casual workers of The University.
- You receive no payment whatsoever for placement on the register but while your name is on the register you will be eligible to be requested to undertake prescribed duties for The University. There is no guarantee that you will receive any such requests, and the frequency of any such requests, and the duration of the duties available, will fluctuate according to the requirements of The University from time to time.
- Your inclusion on The University's register of casual workers is conditional upon:
 - confirmation of your identity and eligibility to legally work in the United Kingdom
 - receipt of one satisfactory written reference (which should be from a current/recent employer / place of study or similar)
- You confirm that you are legally entitled to work in the UK without any additional immigration approvals and agree to notify The University immediately if you cease to be legally entitled to work in the UK at any time.

Engagement and status

- Any request by the The University to you will be upon the terms and conditions contained in this Agreement and the Casual Worker Assignment Schedule.
- Each offer of work by The University which you accept will be treated as an entirely separate and severable engagement (an Assignment).
- The terms of this contract will apply to each Assignment but there will be no relationship between the parties after the end of one Assignment and before the start of any subsequent Assignment.
- The fact that The University has offered or offers you work more than once will not confer any legal rights on you and in particular should not be regarded as establishing an entitlement to regular work or conferring continuity of employment.
- It is entirely at The University's discretion whether to offer you work and The University is under no obligation to provide you with work at any time. The University reserves the right to give or



not to give work to any person at any time and is under no obligation to give any reasons for such decisions.

- This is not an employment contract and neither your placement on the register nor any Assignment confers any employment rights on you whatsoever. You will not be an employee of the University by virtue of being placed on the University's register or by undertaking any Assignment.
- There is no obligation on The University to request that you undertake any Assignment and there is no obligation on you to accept any such request (even if offered). There will be no mutuality of obligation between the parties.
- If you do accept an Assignment your engagement will begin on the date the Assignment starts and will come to an end automatically at the end of the Assignment without the need for further notice by either party.

Casual Worker Assignment Schedule

- Your duties, place of work, and nature and hours of work for each Assignment shall be in accordance with the Casual Worker Assignment Schedule issued by The University when the casual work is offered to you, which is not to be regarded as exclusive or exhaustive. You may be asked by the member of The University staff responsible for managing the Assignment (the Assignment Manager) to carry out other or supplemental work connected with the Assignment without an additional Assignment Schedule being provided if necessary to meet The University's business needs. The work offered may be at various locations.
- You are under no obligation to accept any work offered by The University at any time. However, if you accept an Assignment you must inform The University immediately if you will be unable to complete it for any reason.

Pay

- Casual workers receive payment for actual hours worked. Your hourly rate of pay will be confirmed within the Casual Worker Assignment Schedule issued when the casual work is offered. Tax and national insurance contributions will be deducted as appropriate. Your hourly rate (excluding holiday pay) will be no less than National Minimum Wage.
- To receive payment for the hours worked you must complete an occasional / casual worker claim form (which must be authorised by the Assignment Manager) and submit this to the payroll department prior to the payroll cut off date.
- Payments will normally be made on a monthly basis (in arrears) by bank transfer on or around the 22nd of each month for the hours worked in the previous month. When the 22nd of the month falls on a Saturday, Sunday or Public Holiday, you will be paid on or around the preceding working day.

Annual Leave

- Your paid holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 5.6 weeks' holiday during each full holiday year.



- This entitlement is inclusive of all bank holiday entitlements (in England and Wales), for which no additional payment is therefore due.
- The University's holiday year runs between 1st September and 31st August.
- The University will pay you in lieu of any accrued holiday each time you submit a worker claim form.

Absence during Assignment

- You should not accept an Assignment if you know you will be unable to work all or any of the hours offered because of sickness or injury.
- If you have been offered and accepted a casual work Assignment and you are unable to work the hours agreed through illness or for any other reason you must inform the Assignment Manager as soon as practically possible on or before your first day of absence and each day thereafter.
- Subject to statutory qualifying criteria, and the deduction, where appropriate, of National Insurance and other benefit payments, you will be entitled to receive Statutory Sick Pay from the fourth day of sickness (including non-working days) in respect of any period of sickness or injury during an Assignment. To ensure your eligibility to sick pay, you must inform your Assignment Manager of any absence in accordance with the locally agreed reporting procedure.

Deductions

- If at any time you owe The University money, it may be deducted from any amounts due to you. This includes but is not limited to overpayment of wages, a day's or part day's pay for each day or part day of unauthorised absence, and any loan made by The University to you.

Data Protection

- You acknowledge that The University will hold and process (manually and electronically) the information contained within this statement on your personal file and any other data that we collect about you in the course of The University's relationship with you for the purposes of the administration and management of The University's staff and business and for compliance with applicable laws procedures and regulations and you give your express consent to this. You are entitled to access your personal file and other information, which The University holds, about you pursuant to your engagement hereunder (whether in computerised or manual record form) subject to certain restrictions imposed by law.
- You give your explicit consent to the processing of "sensitive personal data" (as defined in the Data Protection Act 1998) in accordance with Schedule 3 of that Act.

Confidentiality

- You must not at any time during or after your engagement (except so far as is necessary and proper in the course of your engagement), disclose to any person any confidential information as to the practice, business dealings or affairs of The University or any of The University's clients or business contacts or as to any other matters which may come to your knowledge by reason of your engagement and/or as a result of carrying out an Assignment. You agree that this restriction is necessary to protect the legitimate organisation interests of The University and the personal interests of The University's clients.



University Property

- All documents, manuals, hardware and software provided for your use by The University and any data or documents (including copies) produced, maintained or stored on The University's systems or other electronic equipment (including mobile telephones) remain the property of The University.
- Any University property in your possession and any original or copy documents obtained by you in the course of your work for The University must be returned to the Assignment Manager at any time on request and in any event at the end of each Assignment.

Health and Safety

- You are required to familiarise yourself with and comply with The University's health and safety policies, and to ensure that you care for the safety at work of yourself and other persons who may be affected by your acts or omissions at work.

Equal Opportunities and University Rules and Procedures

- You must act at all times in accordance with equal opportunities legislation and The University's Equality and Diversity Policies.
- During each Assignment you are required at all times to comply with the relevant University rules policies and procedures in force from time to time (copies of which are available from the HR Department or University HR Website).

Termination

- If you wish to be removed from The University's register of casual workers, you must give The University one week's notice in writing.
- The University may (at its absolute discretion) terminate this contract and remove your name from its register of casual workers at any time without notice. The University will normally confirm this to you within 1 week of so doing.
- The University reserves the right (acting in its absolute discretion) to terminate any Assignment at any time. You will be paid for all work done during the Assignment up to the time it is terminated.

Governing Law

- This contract will be governed by English Law.

Signed _____ Date _____
(For and on behalf of The University)

I have read, understood and accept the above terms and conditions:

Signed Date
(Casual Worker)

Appendix D - Employee Information Form (Application Form)

EMPLOYEE INFORMATION FORM



**University of
Sunderland**

SECTION 1: PERSONAL DETAILS					
Surname:			Faculty or Service: Applied Sciences		
Forename(s):		Date of Birth:		Gender:	
Known As:			Marital Status: Single		
Title (Mr / Mrs etc):		Married	Divorced	Widowed	
Address in full:		Separated	Cohabiting	Civil Partnership	
		Contact Telephone Number:			
		Mobile Number:			
Post Code:		Email Address:			
National Insurance No:		Passport No:			
<p>Note that employees who do not have a National insurance Number <u>must</u> complete the Passport Number field. The passport needs to be presented to HR along with this form. Please note it is the responsibility of the new employee to ensure that Passport number supplied is correct.</p>					
<p>Employees from Overseas. Please tick which of the following statements apply on how long you will be living in the UK.</p> <p>Less than 6 months <input type="checkbox"/> More than 6 months <input type="checkbox"/> Not Living In The UK <input type="checkbox"/></p>					
SECTION 2: EMERGENCY CONTACT DETAILS					
Full Name:			Relationship :		
Address:		Telephone Number (Day):			
		Telephone Number (Evening) :			
		Mobile Number:			
Post Code:					
SECTION 3: JOB DETAILS					
Normal Work Location: Sciences Complex					
Job Title: PCPI Participant			Start Date:		
SECTION 4: BANK DETAILS – Please ensure that you have a completed and SIGNED form of the bank details					
Account Holders Name:			Bank Account Building Society Account		
Name of Bank / Building Society:			Branch:		
Sort Code: - -		Account Number:		Building Society Ref No:	
<p>Due to the Data Protection Act, the University must receive bank details that are completed by the individual. Please note it is your responsibility to ensure that bank details supplied are correct.</p>					
SECTION 5: PENSION					
<p>Under pension regulations teaching staff will automatically be included in the Teachers' Pension (TP) Scheme and non-teaching staff in the Local Government Pension Scheme (LGPS), unless you choose to opt-out. Further details are provided in the enclosed information sheets, which are also available from www.sunderland.ac.uk/hr</p>					
<p>Should you decide to opt out of the Local Government Pension Scheme (LGPS), an Opt Out form (Pen 88) may be obtained from the Tyne and Wear Pension Fund's website at http://www.twpf.info/index.aspx?articleid=17357 or, if you do not have access to the internet, from the Pensions Helpline on 0191 424 4141.</p>					
<p>If you wish to Opt Out from the Teachers' Pension Scheme the opt out form can be found at https://www.teacherspensions.co.uk/members/resources/forms/why-not-stay.aspx.</p>					
<p>The completed opt out form should be returned to <i>Payroll section of Human Resources, 3rd Floor Edinburgh Building, City Campus</i></p>					
I am already a member of USS Pension Scheme and I wish to remain in this scheme					YES / NO

Please ensure this form is completed on both sides before submitting to HR

EMPLOYEE INFORMATION FORM



**University of
Sunderland**

Section 6 : Income Tax and Student Loan (P46 Declaration)	
PAYE	
I have my P45 from my previous employer and I am submitting it with this declaration.	YES / NO
I do not have my P45 from my previous employer. I have ticked the statement below that applies to my situation. (Tick one statement only from A B or C below)	
A. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, state pension or occupational pension.	
B. This is my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive state or occupational pension.	
C. I have another job or I receive a state or occupational pension.	
Student Loan	
I left a course of UK Higher Education before last 6 April and I received my first student loan instalment on or after 1 September 1998.	YES / NO
If YES, has your Student Loan been fully repaid	YES / NO
SECTION 7 : Employee Declaration	
Please ensure that this form is completed in full on both sides before making this declaration and submitting to HR Payroll. Failure to do this will lead to the form being returned and will delay payments to you.	
I confirm that my details are complete and correct	
Signature:	Date:
Completed forms should be returned to: HR, 3 rd Floor, Edinburgh Building, City Campus, Chester Road, Sunderland, SR1 3SD. For help or advice please email hrenquiries@sunderland.ac.uk .	
PLEASE NOTE THAT IF ANY OF YOUR PERSONAL DETAILS CHANGE IT IS YOUR RESPONSIBILITY TO INFORM HR	

HR Payroll Use only			
Date Received By HR		HR Verification	
Previous Number Check		Chris21 input	
P45 Coding to be applied			
Code to be applied from Employee Declaration A B C			
Student Loan Deduction Created			
Pension Scheme Applicable		TPS LGPS USS	

Please ensure this form is completed on both sides before submitting to HR

Appendix E – Consent and Permissions Form



Department of Pharmacy, Health and Wellbeing

**CONSENT FOR PARTICIPATION IN THE PATIENTS, CARERS AND PUBLIC
INVOLVEMENT (PCPI) PROGRAMME**

Please initial each statement below indicating that you understand and agree with it, and then sign at the bottom of the form.

I understand that my participation in the Patient, Carers and Public Involvement Programme is voluntary and that I am free to withdraw at any time, without giving reason, without my current healthcare, student or employment status or legal rights being affected.

Section 1 – Activities

I am happy to, and interested in taking part in the following activities;
(Please select as many activities that you would like to participate in)

- | | | | |
|--------------------------------------|--------------------------|--|--------------------------|
| Teaching | <input type="checkbox"/> | Curriculum Development | <input type="checkbox"/> |
| Recruitment, Selection and Induction | <input type="checkbox"/> | Objective Structured Clinical Examinations (OSCEs) | <input type="checkbox"/> |
| Programme Management | <input type="checkbox"/> | Clinical or Physical Examination | <input type="checkbox"/> |
| Curriculum/Development | <input type="checkbox"/> | Research | <input type="checkbox"/> |
| Member of the PCPI Reference Group | <input type="checkbox"/> | | |

Section 2 - Declaration

I understand that I will not be able to get medical advice during the teaching, either about my existing condition or any new medical condition

I am aware that any session that I attend will be held at the University of Sunderland (City Campus). It will be in a teaching area that does not have the facilities of a medical area of the hospital.

In the unlikely event that I should need medical attention, the staff will contact emergency services and my emergency contact on my behalf.

I confirm that I have read the handbook explaining the purpose and nature of the sessions and understand this.

I confirm that I am happy for a suitably anonymised case study containing relevant information to be shared with relevant staff and students including being able to access this information electronically on the University of Sunderland intranet.

I understand the information I share about myself and my medical treatment will be recorded in written or other media and that students may make notes during sessions and I agree to this.

Signed.....Date.....

Section 3 - Consent for Personal Data Storage

For the purposes of the *Data Protection Act (1998)*, the *University of Sunderland* is the *Data Controller*. This means that the *University of Sunderland* are responsible for how your personal information can be used.

The department of Pharmacy, Health and Wellbeing at the University of Sunderland will hold information about your medical condition, treatment and medication on a secure database as long as you are involved in the PCPI programme. If you no longer wish to be involved in the PCPI programme, please inform us in writing (L Scott, Department of Pharmacy, Health and Wellbeing, City Campus, Chester Road, Sunderland, SR1 3SD) and we will remove you from the programme and record that you do not want any further contact. If you wish us to destroy any information we hold on your regarding your participation on the programme please inform us and we will endeavour to comply with your request. Please be advised however that an anonymised record may still be held for assessment purposes to comply with Professional and Regulatory Bodies Requirements.

We need your written permission in order for us to be able to hold and use the information we collect about you. Please agree to the following statements to permit us to use your information.

I understand and am happy that the information you collect about me and my health may be used;

To teach and/or assess students within the Department of Pharmacy, Health and Wellbeing at The University of Sunderland.

In order to support and provide a safe environment for you within the University Sunderland, it may be necessary to share your data (Medical condition, medication) with relevant members of staff for the purposes of risk assessment which could include occupational Health and first aiders:

I understand and am happy that the information you collect about me and my health may be shared with relevant members of staff (University of Sunderland) in order to ensure my safety whilst at the University of Sunderland and have read the risk assessment.

Share information with relevant members of staff at the University of Sunderland.

(NB: Any further use of your data, e.g. for research, would require additional consent.)

Every care will be taken to ensure that your personal information kept both manually and on a computer, is held securely and according to data protection policies of the University of Sunderland, and will only be accessed by authorised staff. Signing this form means you give us permission to use your information in the way described above. If you are not entirely happy for us to do so, do not sign this form but discuss your concerns with the Lead for the Patent, Carer and Public Involvement programme. I understand how my personal details will be stored, handled and shared by the department of Pharmacy, Health and Wellbeing and I am happy with these arrangements. If you have any queries about how the University of Sunderland handles your personal data, you can contact the Data Protection Officer at University of Sunderland, 4th Floor, Edinburgh Building, City Campus, Chester Road, Sunderland SR1 3SD or by e-mail dataprotection@sunderland.ac.uk.

PCPI Participant Signature:	Date:	PCPI Lead:	Date:
Print Name:		Print Name: Lesley Scott	
Preferred method of contact (<i>Please circle</i>): Email / Post / Telephone			
Please give your main contact telephone number :			

Appendix F – Health Declaration Questionnaire



Health Declaration Questionnaire

As you have been offered employment at the University of Sunderland, we would like to know of any health conditions or disabilities that may affect you so that we can identify any adjustment or support needs you may have, and ensure that where possible these are in place for you at the start of your work.

In low risk roles this health declaration, which consists of five questions, allows the University to fulfil its obligations under the Equality Act 2010 to consider reasonable adjustment to the workplace.

Please tick the statement, either **A** or **B**, which applies to you:

Please do not provide any medical details on this form

I WOULD ANSWER YES TO ONE OR MORE OF THE FOLLOWING QUESTIONS:

IF HAVE ANSWERED YES, THEN PLEASE COMPLETE THE INFORMATION OVERLEAF

A. NONE OF THE FOLLOWING APPLIES TO ME:

1. Do you need any special aids / adaptations to assist you at work, whether or not you have a disability?
2. Do you have a medical condition or disability which may affect your ability to carry out the role?
3. Are you having, or waiting for, treatment or investigations of any kind at present?
4. Have you ever left a previous role through ill-health or a work related injury or condition?
5. Do you have any back, neck or joint problems causing difficulty with standing, walking, bending, lifting or stair climbing?

I can confirm that the declaration provided above is correct to the best of my knowledge, and I understand that making a false declaration could affect my ability to work for the University.

(Block capitals please)

Name: Date of Birth:

Address:

Job Title: .PCPI Participant..... Faculty/Service: .Applied Sciences.....

Signature:..... Date:

Section B: To be completed by Applicant

		Yes	No
1.	Do you have any disability/impairment that may affect your ability to undertake the requirements of the work safely?		
2.	Are you having, waiting for, any treatment or investigations?		
3.	Are you taking medication including any medication that can cause drowsiness e.g. anti-histamines, sedatives, anti-depressants?		
4.	Have you ever suffered with any mental illness or psychological problems?		
5.	Do you have any musculoskeletal problems e.g. back problems, difficulty with movement, or any joint pain/swelling/stiffness?		
6.	Do you have a history of blackouts, seizures or fits?		
7.	Do you have any condition/s affecting your balance or co-ordination?		
8.	Do you have a history of heart problems including heart attacks, irregular heartbeat, angina, or hypertension?		
9.	Do you have any medical condition which could cause sudden loss of consciousness e.g. diabetes treated with insulin or hypoglycaemic drugs?		
10.	Do you have a history of drug or alcohol abuse?		
11.	Do you have any problems with your vision not corrected by glasses/contact lenses?		
12.	Do you have any difficulty with your hearing?		
13.	Do you have any skin condition?		
14.	Are you aware of any other medical condition which may impact on your ability to undertake the requirements of the work safely?		
15.	Have you ever had any health problems that may have been caused or made worse by your work?		

If you have answered **Yes** to any of the above questions please provide details (please continue on a separate sheet of paper if required)

Question No.	Details

Section C: To be signed by Applicant

Please sign the declaration below.

Before signing please ensure you have answered **all the questions** and provided further details for any questions you have answered **Yes** to.

If Occupational Health requires any further information or if there is a need to carry out health surveillance/ health assessment in relation to the work you will be sent details of an appointment to attend Occupational Health.

Declaration

Failure to disclose, or give false information could put yourself or others at risk. If at a future date you experience any health problems which may affect your work it is essential you report this to your Manager.

I declare the information I have provided is true and complete to the best of my knowledge and belief.

Signature

Date

Section D: To be completed by the Occupational Health Adviser

Occupational Health Clearance

Fit	
Fit with reasonable adjustments/restricted duties	
Further information required	
OHA appointment required	
OHP appointment required	
Health Surveillance required	
Health Assessment required	
Comments:	
Name:	Signed:
Position:	Date:

Appendix G – Assignment Schedule

Casual Worker Assignment Schedule

Name	
Date of Issue	
Assignment Title and Brief Description of Duties	
Hourly Rate of Pay	
Assignment Manager	
Start and End Date of Assignment	
Hours and Days of work for the Assignment	
Assignment Location	

Unpaid breaks will be given in line with Working Time Regulations.

The above assignment is subject to the terms and conditions of engagement as set out in your Contract for Work dated (“the Contract for Work”).

Signed

For and on behalf of THE UNIVERSITY

Date

I have read, understood and accept the above Assignment on the terms and conditions referred to above and in the Contract for Work:

Signed

Casual Worker

Date

Appendix H – Casual Worker Claim Form



CASUAL WORKER CLAIM FORM (CASUAL STAFF ONLY) WITH CONTRACT

(Please complete ELECTRONICALLY or PRINT clearly completing ALL sections)

ALL MANDATORY FIELDS MUST BE COMPLETED *

Claims to be submitted on a MONTHLY basis within 30 days of completion of work.

Payments will be subject to income tax and national insurance.

(In accordance with HMRC Regulations claims for multiple months may result in payment over consecutive months).

*Name:		*Employee No:		Office use
*Faculty/Service	Applied Sciences	*Department:	Pharmacy, Health and Wellbeing	Ext:
*E-mail address:		*Contact Tel No		

Complete for Teaching and other Academic Activities

Date	Description	Hours	Rate/hr	Amount		Office Use Only Earnings Code
				£	p	
TOTAL:						

PENSION DETAILS: Entry is automatic to Teachers' Pension Scheme unless a completed Opt Out form or proof of opt out is received.

If you are employed full time and in Teachers Pensions further contributions will not be deducted.

If you are employed part-time in any teaching employment and contributing to Teachers Pensions. Please tick this box Pension will be deducted

If you wish to opt out of the Teachers Pensions please attach a completed Opt Out form (<http://www.teacherspensions.co.uk/resources/formsleaflets/>.)

Complete For Non-Academic work

Date	Description	Hours	Rate/hr	Amount		Office Use Only Earnings Code
				£	p	
			14.32			
TOTAL:						

*SIGNATURE OF CLAIMANT:		DATE:	
-------------------------	--	-------	--

PLEASE RETURN TO YOUR FACULTY/SERVICE ADMINISTRATOR FOR AUTHORISATION

(N.B. Incomplete/illegible forms will be returned to the faculty/service and may cause delays in payment.)

*DETAILS CHECKED:	(Sign)	(Print)	(Ext)	*DATE	
*AUTHORISED BY:	(Sign)	(Print)		*DATE	

*COST CODE
(All boxes must be completed)

--	--	--	--	--	--	--	--

Example: Cost Code: 01.2600.000

*PROJECT CODE
(All boxes must be completed)

--	--	--	--	--	--	--	--

Example: Project Code: A26000359

*SUBJECTIVE CODE: (Must be selected please tick one box only)	6411 <input type="checkbox"/> Consultancy/ Consultancy Royalty Payment	6421 <input type="checkbox"/> External Examiner/ Invigilation	6421 <input type="checkbox"/> External Examiner Research Degree	6431 <input type="checkbox"/> Occasional Lecturer	2101 <input type="checkbox"/> Academic Tutor Staff Rate
--	--	--	---	---	---

Payroll Paid Stamp	Initials
--------------------	----------

Appendix I – Car Parking Permit

Staff Pay and Display Permit (If you require a staff accessible blue badge please see Staff accessible blue badge)

PCPI participants can apply for a University parking permit which means that you will be entitled to pay the reduced rate at the parking meter, provided you have been issued with a permit. The cost of parking with a University permit is currently 35p per hour up to a maximum of £1.30 per day. Please note, that without a University parking permit the hourly rate is £1.60. **It is important to note that having a University permit, does not guarantee you a car parking space. Spaces particularly, during term time can be very difficult to find.**

For those PCPI Participants who would like to apply for a University permit, this has to be done on line. If you would like a University permit, but do not have access to a computer, please could you let us know and we will assist you with this process. Please find below the link to apply for a parking permit, you can put up to two cars on a permit, so if you regularly have use of another car, you can put that registration down as well:

<https://parkingpermit.sunderland.ac.uk/external/index.php>

When you are completing the on-line application form, please note the following information:

- In the reason for applying for the permit please put University of Sunderland casual worker with your employee number.
- In type of permit please select staff pay and display
- Please tick the box to say that you are not a robot
- Please agree to the University of Sunderland regulations.

Detailed Instructions on how to apply

On the initial page:

Please complete all the fields and in the reason for applying please put University of Sunderland Casual worker and your employee number. If you do not have an employee

number please put PCPI participant and my email address for enquiries
(l.scott@sunderland.ac.uk).

Applicant Details

Title (Required) Please select ▾	First Name (Required) <input type="text"/>	Surname (Required) <input type="text"/>
House / Flat No. or Property Name (Required) <input type="text"/>	Telephone Number (Required) <input type="text"/>	
Address Line 1 (Required) <input type="text"/>	Email Address (Required) <input type="text"/>	
Address Line 2 <input type="text"/>	Reason for applying e.g. employer (Required) <input type="text"/>	
Address Line 3 <input type="text"/>		
Town/City (Required) <input type="text"/>		
Postcode (Required) <input type="text"/>		

In reason for applying: If you are paid, put University of Sunderland casual worker with your employee number (on your contract). If you are not paid, please put PCPI participant (any queries contact l.scott@sunderland.ac.uk)

Permit Details (second half of the screen)

Please click on the down arrow and select either:
Staff pay and Display or
Staff Accessible Blue Badge (please note that you have to have a council Blue badge in order to apply for this. If you select this option please see next section.

Permit Details

Permit Type (Required) Please select ▾	Start Date 12 November 2015	End Date 31 August 2016
Vehicle 1 Vehicle Registration Mark (Required) <input type="text"/>	Vehicle 2 Vehicle Registration Mark <input type="text"/>	
Make (Required) <input type="text"/>	Make <input type="text"/>	
Colour (Required) <input type="text"/>	Colour <input type="text"/>	

Please complete these fields, if you regularly use another car, then you can put details of two cars on this application.

Finalising the application

In order to finalise the application for a car parking permit, please see below:

Security Check

We ask you to confirm that you are not a robot, because need to ensure that you are a real person and not a machine that is trying to spam us.

If you are using Internet Explorer 8 or below you may not be able to complete the confirmation please use a different browser.

 I'm not a robot 

Please click in the box where it states I'm not a robot.

Data Protection Statement and Terms and Conditions
[University of Sunderland Parking Policy](#)
I agree to abide by the University of Sunderland Vehicle Access and Parking Policy and Regulations

Please click the box that you agree to abide by University of Sunderland Vehicle access and parking policy and regulations

Submit Application

Then click on the button.

You will receive an email which contains a temporary parking permit. Once your application has been approved, your parking permit will be posted out to your home address.

Staff Blue Badge Parking Permit

For those PCPI Participants who would like to apply for a University permit, this has to be done on line. If you would like a University permit, but do not have access to a computer, please could you let us know and we will assist you with this process. Please find below the link to apply for a parking permit, you can put up to two cars on a permit, so if you regularly have use of another car, you can put that registration down as well:

<https://parkingpermit.sunderland.ac.uk/external/index.php>

Detailed Instructions on how to apply

On the initial page:

Please complete all the fields and in the reason for applying please put University of Sunderland Casual worker and your employee number. If you do not have an employee number please put PCPI participant and my email address for enquiries (l.scott@sunderland.ac.uk).

Applicant Details

Title (Required) Please select ▼	First Name (Required)	Surname (Required)
House / Flat No. or Property Name (Required)	Telephone Number (Required)	
Address Line 1 (Required)	Email Address (Required)	
Address Line 2	Reason for applying e.g. employer (Required)	
Address Line 3		
Town/City (Required)		
Postcode (Required)		

In reason for applying: please put PCPI participant
(any queries contact l.scott@sunderland.ac.uk)

Permit Details (second half of the screen)

Please click on the down arrow and select:

Staff Accessible Blue Badge (please note that you have to have a council Blue badge in order to apply for this. If you select this option please see **next section**).

Permit Details

Permit Type (Required)

Start Date
12 November 2015

End Date
31 August 2016

Vehicle 1

Vehicle Registration Mark (Required)

Make (Required)

Colour (Required)

Vehicle 2

Vehicle Registration Mark

Make

Colour

Please complete these fields, if you regularly use another car, then you can put details of two cars on this application.

After vehicle details, you are required to input details regarding your blue badge

Blue Badge Details

You will only need to complete this section if you are applying for an **Accessible Blue Badge** permit.
When completing this section, please add a photograph or scan of the front and back sides of your Blue Badge.

Serial Number

Issuer

Date Valid From

Date Valid To

Front of Blue Badge

Back of Blue Badge

You will need to click on the Browse button to upload either a scan or photograph of both the front and back of your Blue Badge.

Finalising the application

In order to finalise the application for a car parking permit, please see below:

Security Check

We ask you to confirm that you are not a robot, because need to ensure that you are a real person and not a machine that is trying to spam us.

If you are using Internet Explorer 8 or below you may not be able to complete the confirmation please use a different browser.

I'm not a robot  [Policy - Terms](#)

Please click in the box where it states I'm not a robot.

Data Protection Statement and Terms and Conditions

[University of Sunderland Parking Policy](#)

I agree to abide by the University of Sunderland Vehicle Access and Parking Policy and Regulations

Please click the box that you agree to abide by University of Sunderland Vehicle access and parking policy and regulations

Submit Application

Then click on the button.

You will receive an email which contains a temporary parking permit. Once your application has been approved, your parking permit will be posted out to your home address.
