



**JOINT CLINICAL RESEARCH CENTRE (JCRC)  
ATTACHMENT CONTRACT**

This contract is made this day ..... of.....year ..... between Joint Clinical Research Centre of P.O. Box 10005 Kampala, Uganda, hereinafter referred to as the institution on one part and attaché student on the other part.

**A. Particulars of the attaché Student who come for attachment**

Name of the attaché student.....

University/Institution: .....

Department: .....

University/ institutional contact and name of reference officer.....

Registration No: .....

Degree registered for and academic year of study: .....

Attaché Student Identity card or Passport No: .....

Attaché Students' Contact Address: .....

.....

Telephone:.....Mobile Tel.....

Email address: .....

Attaché Students' Physical Address .....

Name of attaché Students next of Kin: .....

Relationship of next of keen to the student: .....

Contact Address of attaché Students Next of Kin: .....

Telephone:..... Mobile Tel.....

## **Terms and Conditions for attaché Students on Placement / Internship/ Research at the JCRC**

### **Introduction**

The Joint Clinical Research Centre (JCRC) is a non-profit making organisation incorporated by the Government of Uganda, in 1991, as a company limited by guarantee. The Mission of JCRC is to conduct quality medical research, training, and to provide equitable and sustainable HIV / AIDS and other health care services in Uganda and other parts of Africa. As part of its mission, JCRC offers placement training to interested individuals who apply to be placed in selected departments. It further supports/can grant permission to students who wish to conduct research at JCRC. Application, recruitment and supervision of trainees are as specified in the JCRC placement training guidelines and the JCRC research policy. However, students involved in collecting data or using JCRC data for research may be required to sign another confidentiality agreement.

All students on placement are bound by the following terms and conditions:

### **1.0 Payment for students on placement.**

- Training is paid for by either the student or Institution, at a fee set by JCRC.
- Trainees should provide the Training Department with an original receipt as proof of payment before training commences.
- Training fees paid to the JCRC will cover expenses for theoretical and practical instructions, access to equipment, professional consultations, information, and other amenities. This fee will not cover expenses incurred by the trainee such as transport, protective gears, meals, or any other related costs that may be incurred
- All applications for placement must be addressed to the Executive Director JCRC through the JCRC training coordinator who shall process placement.
- Training fees cover the theoretical and practical instructions, access to equipment, professional consultations, information, and other amenities.

### **2.0 Confidentiality**

- Trainees/ attaché students are required to maintain the highest level of confidentiality for all information/ data they access during their stay at the JCRC
- Attaché Students cannot conduct academic or any other research that is not JCRC generated during their stay or using JCRC resources without special permission from the Executive Director/Deputy Executive Director through the head of respective department at JCRC. These resources may include, data, laboratory

reagents, samples, machines and equipment of the JCRC or other supplies like stationery and laboratory supplies

- Attaché students cannot use JCRC data/clients' information to conduct research, write a publication or academic work unless they have got special permission from Executive Director/Deputy Executive Director through Head of department. Students that have got permission to use data for their academic research can use it ONLY for that purpose for which permission has been sought and granted by JCRC Management.

### **3.0 Safety and Health Insurance**

- Students are required to provide their own standard protective wear (where applicable). The protective gear must be approved by JCRC supervisor. In case the student cannot come with the protective wear, he/she may be assisted by JCRC to procure one. The items may include laboratory or clinical coats and/or any other specialised protective gear.
- Personal Health Insurance cover will not be met by JCRC.
- JCRC will take all reasonable steps to ensure the protection of students from occupational health and safety hazards. In case of such occurrences, Standard Operating Procedures followed in the specific department / section will apply.
- No attaché student shall handle any equipment whether in the clinic, finance, stores, data laboratory or any other place at JCRC without the presence and guidance of a relevant specialized JCRC staff.
- Damage of instrument or spoiling of resources such as reagents etc by the students is unacceptable and the student may be required to replace or repair at their own cost.
- JCRC is not liable for any injuries that may occur to the attaché students, but JCRC may professionally and from ethical point of view provide emergency remedy.

### **4.0 Additional Terms of reference**

Based on the above background, the terms of reference include:

- The head of department and or assigned supervisors will draw a programme of attachment indicating the priority areas to be covered by the student. This programme will be agreed upon with the student and shall be reviewed every two weeks to take stock of progress or regress.
- The student's attendance, progress and conduct will be monitored by the student's immediate supervisor (s) within the department, the JCRC human resources department, and the training coordinator.

- Every attaché is required to submit reports on his/her progress whenever advised to do so. Each student will submit a progress report one week prior to the end of the attachment period. The student supervisor is also required to submit a progressive report of about the student.
- All the graduate attachés are advised to undertake/to have taken a course on Responsible Conduct of Research, Good Laboratory Practice (GLP), Good Clinical Practice (GCP) or evidence of human subjects' protection training. Preferably, this should be done immediately and in the first week of attachment. The link (s) for online course shall always be provided by the JCRC training coordinator.
- A student may be attached and become involved in an ongoing relevant activity being conducted by the supervisors or by another scientist at JCRC as part of trainees' practical training, especially those attached in activities of research at JCRC.
- A student must strictly adhere to the ICT policy guidelines while utilizing the necessary ICT resources within JCRC.
- All Author rights, brand rights, business rights, database rights and all other intellectual property rights based on software, the website, the services, the information on the website that may come up during placement are only given by JCRC.
- The attachment may be terminated at any time and any payments made by the student will not be re-imposed to the student if the student: (i) fails to fulfill their obligations as accorded to these terms (ii) failure to benefit academically from the placement (iii) failure to attend the sessions/activities or the duration of placement as required (iv) commits a criminal offence or forced to withdraw from the attachment through some fault of his/her own (v) failure to comply with the institutions' regulations. A decision will be taken after discussions with Head Training, Head of department, Head of Section (where applicable).

## **5. Access to offices/ work areas and other Types of Support**

- a) **Official working hours:** Offices and other work areas where students are stationed will only be accessed during official working hours: Monday to Friday (8.00a.m- 5.00p.m). In instances where students must access such areas beyond the specified hours, head of departments should be informed and give clearance in writing and the students must be with a relevant JCRC staff for guidance and supervision.

- b). **Attaché students' identification:** All students will receive a tag which will facilitate identification by concerned authorities or any other identification procedures as may be determined by the Human Resources Department and notified to all JCRC staff. The students shall not exceed the length or specified attachment period without authorisation from relevant JCRC staff and have evidence filed at JCRC training department.
- c). **Attending short seminars, workshop, meetings, presentations for additional training experiences:** With the approval of the JCRC supervisor a student can request to attend relevant trainings including the Continuous Medical Education (CMEs) conducted at JCRC. The supervisors or heads of Regional Centre of Excellence (RCEs) at JCRC will help to identify/approve short seminars, workshop, meetings that closely reflect the student's interests and training goals focusing on the student's course and level. This shall always depend on the arrangement and if costs are not already catered for by JCRC or costs involved, the students shall be liable to pay.
- d). **Training placement certificate:** The attaché students who successfully complete the attachment period shall receive a training placement certificate signed by the Executive Director /Deputy Executive Director and the Head of respective department. The attaché student shall get final assessment by the supervisor (s) or head of respective department and approval to receive certificate.
- e). **Mentorship and attachment review meetings:** The attaché should expect necessary professional, personal and ongoing guidance from a mentor (s). As a student you will be assigned a mentor(s) who will be responsible for helping you to advance your educational and professional growth. The primary goal of a mentor (s) is to provide overall guidance to the student and to ensure a worthwhile training experience while at JCRC. Regular meeting and whenever necessary will be conducted between the student (s) supervisors and the mentor (s) for additional training support, review expectations and discussions at such forums provide the student with an opportunity to receive feedback from supervisors and fellow attaches and other participants
- e). **Networking:** The attaché students' supervisor or head of respective department will facilitate student contact with other relevant members at JCRC with whom it would be helpful for the student to meet for professional development. Additional advice on contact persons who are experts in the chosen field may be obtained from the training attachment Coordination office at Joint Clinical Research Centre.

**6. Problems or Concerns:** There are different levels at which concerns of attaché student should be addressed. If the student or supervisors does not meet one or several requirements after placement the party concerned should inform the coordinator at JCRC as soon as possible. Student concerns should be addressed in the following order: by the supervisor, Head of Department, the JCRC training coordinator or designated person,

Human resources office and to the Deputy Executive Director. At no one time should an attaché student communicate directly in writing or otherwise to the JCRC Executive /Deputy executive Directors or other personnel on matters concerning challenges on attachment at JCRC.

**Disclaimer**

The JCRC will make all reasonable efforts to deliver the placement programmes as agreed with head of department. This However, JCRC is entitled, if it reasonably considers it to make reasonable variations to the approach and duration.

I..... have read, understood, and agree to the terms and conditions set herein.

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

Signed in the presence of.....

Designation at JCRC .....

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