

Work Experience Placement Policy

Department / Service:	Learning and Development
Originator:	Caroline Edwards, Deputy Head of Learning & Development Sandra Berry, Head of Learning & Development
Accountable Director:	Director of People and Culture
Approved by:	Sandra Berry on behalf of JNCC
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This is the most current document and should be used until a revised version is in place	
Target Organisation(s)	Worcestershire Acute Hospitals NHS Trust
Target Departments	All Trust Departments
Target work experience students categories	All Trust work experience students

Purpose of this document:

The purpose of this document is to outline the process for work experience placements to the Acute Trust and the responsibilities for all those involved in the process.

Key amendments to this Document:

Date	Amendment	By:
April 2015	Document extended for 3 months	
Sep 2015	Document extended for 12 months as per TMC paper approved on 22 nd July 2015	TMC
Oct 2016	Further extension as per TMC paper approved on 22 nd July 2015	TMC
Mar 2018	Rewrite of Policy to take account of best practice from other Trusts, strengthen health and safety aspects of work experience placements for both students and staff, and update in line with policy in terms of smoking and uniform/PPE/infection control.	Jo Chant

References:

Code:

The Right Start- Work Experience for young people; Health & Safety Basics for Employers HSE 09/02	
Working Time Regulations 1999	
Management of Health and Safety at Work Regulations 1999 (MHSW)	
Education Act 1996, as amended by the Schools Standards & Framework Act 1998	
Rehabilitation of Offenders Act 1974	
The Employers Liability Compulsory Insurance Act 1969	
The Health and Safety (Young Persons) Regulations 1997.	

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1. Introduction

Worcestershire Acute Hospital NHS Trust (WAHT) is committed to the provision of work experience placements to students in order to enable them to enhance their knowledge and gain insight of the work and careers that are offered through employment with the NHS.

The Trust receives a significant number of requests to accommodate students from schools, colleges and universities on “work experience” placements across the various departments of the Trust.

The Trust recognises that to become an employer of choice and to ensure that young people are encouraged into future health care careers it must provide appropriate placement opportunities. The Trust supports the Widening Participation 14-19 agenda to promote and expand access to healthcare careers and subsequent progress within the NHS.

It is hoped that managers and members of staff will welcome students on work experience within their areas and become involved with the programme.

2. Scope of the Policy

2.1. The purpose of this policy is to ensure that there is a consistent approach to providing appropriate work experience placements and that all work experience students involved in the work experience programme fully understand the process by which work experience is managed, from application through to the commencement of the placement and all necessary stages in between. It is also intended to help managers and staff involved with students on work experience placements.

2.2. This policy does not cover:

- Student Nurse, Midwives or AHP's undertaking a Health Profession related university course.
- Medical student electives/clinical attachments are not included in this policy as they are separately managed by the West Midlands Deanery
- Apprenticeships

2.3 Students wishing to undertake a placement in Occupational Therapy, Physiotherapy, Dietetics, Speech & Language Therapy or Orthotics should contact the Trust's Therapy Management Department 01905 733450. Students need to demonstrate a commitment to a relevant course to be considered. One day observational placements will not require the completion of a Local Induction Checklist.

2.4 The Trust has separate arrangements for voluntary work. Individuals interested in voluntary work should apply to the Voluntary Service Manager on 01905 733159 (WRH) or League of Friends on 01527 512009 (Alex). Volunteering should be seen as a long term commitment and volunteers are required to attend for a minimum of 4 hours per week for a minimum of 6 months. Volunteers need to be a minimum age of 16.

3.0 Benefits

3.1. Benefits to the Student

- Gaining first-hand experience of the world of work, and improving basic life skills such as time management and interpersonal skills
- Development of self-confidence and an opportunity to set learning objects with regards to future employment
- Observing the challenges faced by staff in a hospital environment
- Testing out assumptions

- Developing an enhanced understanding of professional practice in an organisation context
- Further developing communication and networking skills
- Enhancing their professional development plan
- Reflecting on their own goals and objectives
- Experiencing the diverse culture within a hospital environment
- Enhancing their understanding of issues within a hospital environment in providing NHS services
- Increasing awareness of NHS careers and especially careers at the Trust.

3.2. Benefits to the Trust and its patients

- Offering work experience placements enhances the image of the Trust as a potential employer and fulfils an important corporate responsibility within the community
- Enabling the promotion of the broad range of careers and employment opportunities the NHS has to offer
- Strengthening links between the Trust and the local community i.e. education establishments
- Promoting WAHT in a positive view, which can help raise the profile of WAHT in the local community
- Demonstrates commitment to working with local community
- Providing developmental and learning opportunities for work experience students within the Trust
- Encouraging staff to reflect on their own practice and how others perceive the work they do.
- Allowing staff who do not have line management responsibility to develop new skills in supervision and mentoring, as part of their CPD
- Giving staff the opportunity to showcase their work and their concern for good patient care

4. Definitions & Types of Work Experience Placements

4.1 Work Experience – has been defined as; a placement on employers premises in which a student carries out a particular task or duty or range of tasks or duties , more or less as would an employee, but with an emphasis on the learning aspects of the experience.

Due to the nature of the organisation, some placements will be of a ‘work observation/ shadow’ nature.

4.2 Work Observation/Shadowing – has been defined as; an individual that shadows as employee going about their normal work activities. This allows observation of a job that due to the complexity or for safety and security reasons, cannot be done by the individual.

• **14-16 year old students (Year 10-11 work experience)**

Placements offer excellent opportunities for creating, motivating and sustaining interest in health care careers amongst young people. Work placements are a mandatory part of the KEY stage 4 educational programmes (Year 10 & 11) and students are required to undertake a minimum of 2 weeks work experience. The Trust will endeavour to support 1 week placements for students in this category. Placements will be in non-clinical areas only.

• **16+ year old students (Year 12-13 work experience)**

Students within this category have often already decided that they wish to pursue an identified career within the NHS. In the majority of cases these placements allow the student to add supporting evidence to their statements on their UCAS application. Trust will endeavour to support 1 week placements for students in this category.

4.3 Work Experience Programmes

These are in the form of a two and a half day programme whereby students have an opportunity to meet various health care professionals and visit various departments. The programmes are available for 16 to 18 year old students undertaking GCSE or A levels. Each programme will be able to accommodate up to 25 students.

4.4. These are examples of the tasks that would be appropriate for work experience students in clinical areas to participate in **but only where there is express patient consent**

- Assist with bed making
- Watch observation taking
- Observe completion of fluid chart
- Assist with menus
- Talk to patients
- Observe simple dressings with patient's consent
- Observe handover
- Attend team meetings
- Attend multidisciplinary team meeting
- Observe the discharge of a patient, with patient consent
- Talk to members of staff and find out what their role entails

It is the responsibility of the placement supervisor to determine the extent of the student's participation, taking into account the findings of the risk assessment and the relevant clinical protocols. The consent of the patient must be sought before the student is allowed to be present and/or participate. Where the consent is not given or available, the student must be excluded from the activity/area.

4.5 These are examples of the tasks that would be appropriate for work experience students in non- clinical areas to participate in:

- Talk to members of staff and find out what their role entails
- Attend team meetings
- Assist with filing and administrative duties
- Answer phone
- Observe the day to day activities of the work experience students

5. Principles of Work Experience

5.1. Where the placement involves interaction in which a patient is involved this is only permissible where the patient has given their full explicit and informed consent to the presence of the student. They must fully understand that the student is not an employee of the Trust. The situation must be explained and the agreement of the patient sought before the student is introduced to the situation.

5.2. Under the Working Time Regulations 1999 work experience students of a 'compulsory school age' are classed as a child worker for work experience purposes. A child worker cannot be made to work for more than eight hours a day with a maximum of 40 hours per week. Students who shadow for more than four and a half hours should have a rest break of 30 minutes. Parental consent must be obtained for all young people prior to starting a work experience placement.

5.3. During the placement the student will be supervised at all times both for their own safety and that of patients (as no DBS checks will be required). Students must not be given unsupervised access to patients' medical records; normal access must be supervised and for illustrative purposes (e.g. layouts) only.

- 5.4. The role of the student should be made clear to anyone with whom they interact during placement. It must be made clear that the student is not an employee of the Trust.
- 5.5. Information which is deemed confidential by the Trust must be treated as such by the student.
- 5.6 All placements are unpaid and the Trust will not meet any costs of travel, subsistence or accommodation or any other costs incurred by the student.
- 5.7 Both parties who are involved in the work experience placement can terminate the placement at any stage.
- 5.8 Due to the high demand for placements work experience placements will be limited to a maximum duration of 5 working days. Monday – Friday only.
- 5.9 Placements at the Trust will usually take place between the hours of 9.00am and 17.00pm with the exception to the odd day where it is required for the student to be in the Trust from 8.30am.

6. Risk Assessment

- 6.1. Under the Management of Health and Safety at Work Regulations 1999 (MHSW) the Trust must protect young persons from any risks to their health and safety, which are associated with the young persons' lack of experience, lack of awareness of existing risks , or immaturity. Therefore there must be no hands on patient contact during work experience placements; they must be of an observational nature only.
- 6.2. Specific legislation requirements concerned with the protection of young persons include the MHSW 1999, and the Working Time Regulations 1999. The MHSW Regulations 1999 requires the Trust as the employer to carry out a risk assessment of the risk to young persons, ensure certain information is given to employees and to parents/guardians of children and protect young persons from any risks at work.
- 6.3. The Trust may not take young persons into employment unless a risk assessment has been carried out, or an existing risk assessment is reviewed, in order to ensure that any risks to those young persons are identified and addressed. When carrying out the assessment or review of the risks to young persons, the Trust must take the following factors into account.
 - The inexperience and immaturity of young persons
 - Their lack of awareness of risks to their health & safety
 - The fitting out and layout of their workstation and workplace
 - The nature, degree and duration of any exposure to biological, chemical or physical agents
 - The form, range, use and handling of work equipment
 - The way in which processes and activities are organised
 - Any health & safety training given or intended to be given

If the results of a risk assessment deem that an area is unsuitable for a young person then the placement must not go ahead.

7. Responsibility and Duties

7.1 Responsibilities of the Trust Board

- To recognise the value of work placements as an aid to recruitment and retention and fully endorse the work experience programme and its significance to the development of the future workforce.
- To maintain corporate responsibility for work experience placements, including Health & Safety of students whilst on Trust premises and Corporate Governance. The Trust insurance scheme (NHS Litigation Authority Liabilities) will cover work experience students for employer and public liability
- To provide a qualitative experiential learning event in a safe environment.

7.2. Responsibilities of the Human Resource Department

- To advise and provide expertise and support in relation to employment law and other related issues as and when required.
- To work in conjunction with the Learning & Development Department to ensure DBS checks (where applicable) are processed in a timely manner.

7.3. Responsibilities of the Occupational Health and Wellbeing Services

- To work in conjunction with the Learning & Development Department to ensure Pre-placement Health Questionnaire Forms are processed in a timely manner.

7.4. Responsibilities of the Placement Providers (Managers within Divisions)

- To ensure that work experience placement opportunities are identified within their area.
- To liaise with the Learning & Development Department in relation to work experience placement opportunities
- To support and implement the work experience placement policy within their area.
- To ensure that a current and relevant risk assessment is completed which will take into account immaturity, inexperience and vulnerability.
- To ensure that all work experience students within the remit of the placement are informed of the work experience students and their responsibilities.
- To ensure that the work placement participant is safe and free from hazards as is reasonably practicable.
- To ensure that staff and work experience students are provided with a mutually safe environment in which to work and develop working relationships.
- To ensure that all requests for work experience placements should be channelled through the Learning & Development Department.

7.5 Responsibilities of All Employees

- To support individuals who are partaking in work experience placements within the Trust.
- To ensure that all work experience students within the remit of the work placement are informed of programme development, achievements and evaluations ensuring a continuum of learning and proficient handover management.
- To ensure that the work placement provision is safe and free from hazards as is reasonably practicable.
- To ensure that colleagues and work experience students are provided with a mutually safe environment in which to work and develop working relationships
- To ensure that all requests for work experience placements should be channelled through the Learning & Development Department

7.6 Responsibilities of Placement Supervisor

(Nominated individual within the Department of work experience placement)

- To maintain overall arrangement and monitor of the placement to ensure an appropriate and safe experience. *This includes taking reasonable Health & Safety steps to maintain a safe working environment*
- To ensure that the student is supervised at all times
- To carry out a local induction on the first day of placement to confirm the student is associated with disciplines such as dress code, good timekeeping, reliability, team working and problem solving. Provide orientation of the placement area, including awareness of Trust policies and procedures affecting their placement, for example, confidentiality and data protection, patient dignity etc.
- To complete and return of the Local Induction Checklist to the Learning & Development Department no later than 1 day after Induction
- To ensure all staff who will come into contact with the student are aware of the placement provision or agreement prior to the start date and are clear on any responsibilities devolved to them and communication routes/contacts.
- To report any issues arising to the Learning & Development Department at the earliest opportunity, particularly in relation to behaviour, non-attendance or accidents/incidents reported through the Risk Management arrangements.
- To ensure the patient has consented to the presence of the student before they observe care of the patient.
- To ensure that the student is provided with any necessary safety equipment, gloves, barrier creams, etc.
- To ensure that all requests for work experience placements should be channelled through the Learning & Development Department
- To contact the Learning & Development Department if they wish to terminate a placement during or in advance of the expected date.
- To complete any paper work at the request of the placement student relating to his/her work experience placement period.

7.7 Responsibilities of Student

- To ensure they arrive punctually each day at the time agreed with their placement supervisor and general time keeping is exemplary.
- To notify the placement supervisor of any sick leave or absence in line with locally agreed communication times.
- To wear clothing that is in keeping with a business environment, and appropriate safe footwear, which will stay affixed to the foot and have appropriate soles/undersides that will help alleviate slips, trips and falls.
- *For example, low cut necklines and short cropped tops, low slung trousers, denim jeans, flip-flop or trainer type footwear are deemed unacceptable business wear.*
- Where necessary the Trust will issue protective outer wear in the form of aprons, where necessary.
- To ensure that any safety wear allocated to them is kept clean and in good repair, unless the equipment is disposable.
- To refrain from bringing on to the Trust site any valuables, e.g. MP3, iPhones, iPads, or any other electronic equipment, jewellery or volumes of cash, the Trust accept no responsibility for the loss or theft of personal property. If the student chooses to bring such equipment with them it is their sole responsibility for its safety.
- To work under the placement supervisor at all times and within the agreed parameters.
- To behave in a responsible manner at all times.
- To report any safety and/or safeguarding issues, incidents or accidents to placement supervisor straight away.
- To discuss any personal worries problems or concerns associated with the place of work, with the placement supervisor immediately.
- To comply with all Trust policies, particularly, in relation to Health & Safety, Confidentiality and Data Protection.
- To contact the Learning & Development Department if they wish to terminate a placement during or in advance of the expected date

7.8 Responsibilities of the Learning & Development Department

(Nominated individual within the Department for work experience placement)

- To manage and deliver the work experience programme on behalf of the Trust and in line with Trust Work Experience Placement Policy.
- To ensure that a work placement risk assessment has been carried out and takes account of vulnerability
- To ensure that placement supervisors are fully aware of the work experience placement systems and procedures.
- To provide advice to placement providers, supervisors and students as required
- To liaise with local schools and colleges to ensure awareness of the Trusts Work Experience Placement Policy.
- To produce, and maintain marketing materials to support continued Trust-wide promotion and information channels.
- To act as a focal point for the monitoring of work experience placements
- To produce and provide the Head of Learning & Development quarterly work experience activity reports and end of year evaluation.
- To oversee the application process and the assessment of the work experience placement.
- To select a department that closely resembles the student's work experience placement preference and career intentions, taking into consideration the student's age and to contact the department to discuss a possible placement.
- To confirming arrangements with the student and the department concerned, by sending a confirmation letter to the student, and giving reporting instructions, such as contact time, start time, length of placement and department location.

8. Criteria for Placements

- 8.1. All placement opportunities will be offered on an equitable basis through the Trust's centralised process, regardless of disability, gender, marital status, sexuality, race, colour, ethnic or national origin, social background or academic abilities.
- 8.2. Friends and relatives of staff members wishing to apply for a work experience placement should follow the procedure outlined. This policy does not advocate work experience students bringing their own friend(s) or relative(s) to the workplace on an informal, unplanned basis.
- 8.3. Whilst every effort is made to cater for different needs, each placement will be dealt with individually on its own merit. A submitted application does not guarantee a placement.
- 8.4. Work experience placements can be offered in most departments in the Trust. However, some areas are considered unsuitable for students to undertake placements, for example, the Emergency Departments, Cancer Services, Mortuary, Paediatrics, Obstetrics and ITU/CCU where patients are often unable to give consent to individuals observing their care or treatment.
- 8.5. The Trust believes that Clinical Paediatrics is an unsuitable area of work experience for a student of any age (based amongst other things, on the risk of meeting a school peer in clinic etc.). The only exceptional circumstance is where a consultant with the understanding of the Ward Manager has agreed to be personally responsible, for example to supervise the student throughout the placement and not delegate the supervision. On such an occasion the student would be subject to a DBS Enhanced disclosure the cost of which is payable by the student.

- 8.6. The minimum age for a work experience placement in a clinical area is 16. The minimum age for a work experience placement in a non- clinical area is 14. Students under the age of 18 will not be permitted into any of the Trust's operating theatres.
- 8.7. All placements are dependent upon workload and staffing levels within a department and ward to ensure that the student has adequate supervision and a useful experience.
- 8.8 The Trust has a responsibility to serve the local community and will give priority to requests for work experience placements predominantly to students who either live or are studying within the geographical area that Worcestershire Acute Hospitals NHS Trust serves. Worcestershire postcodes: any WR postcodes, B96-B98 Redditch, B60-B61 Bromsgrove & DY10-DY14 Kidderminster, Stourport & Bewdley. Out of area requests will be considered subject to availability.
- 8.9 It is understandable that the Trust will receive applications for work experience from persons no longer in post 16 education. Whilst the Trust will try to provide a work experience placement for those parties, priority will be given to those that fall under the Education Act 1996, as amended by the Schools Standards & Framework Act 1998. Applicants will be required to provide two character references from their current/most recent employer.

9. The Application Process

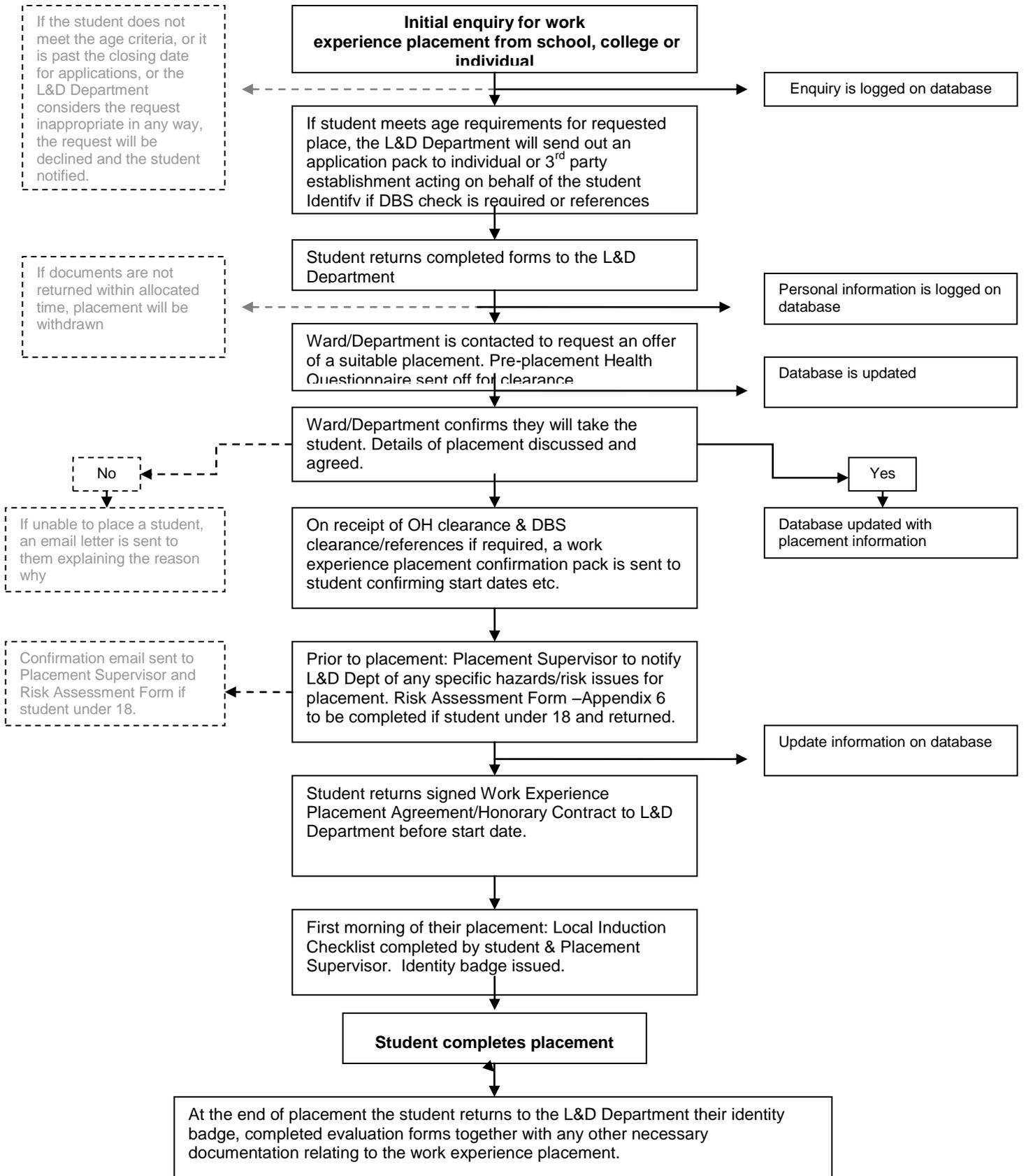
The following flow chart outlines the application process for a work experience placement from initial enquiry through to completion of placement. Students must apply through a suitable representative of their school/college/university using the application form, Appendix 1.

Application Pack contains the following documentation

Application Form – Appendix 1
Pre-Placement Health Questionnaire – Appendix 2
Maintaining Confidentiality Declaration – Appendix 3

Work Experience Confirmation Pack contains the following documentation

Health, Safety & Security for Work Experience Students
& Service Observers in Clinical Areas – Appendix 4
Work Experience Placement Agreement/Honorary Contract – Appendix 5
Local Induction Checklist for Work Experience Students – Appendix 7
Guidelines for Students on Work Experience Placements – Appendix 8
Evaluation Form –Appendix 9



10. Background

10.1 Equality & Diversity

The Trust recognises the diversity of the local community and those in its employment. The Trusts aim is, therefore, to provide a safe environment free of discrimination and a place where all individuals are treated fairly, with dignity and appropriately to their need. The policy has been assessed in accordance with the Trusts Equality Impact Assessment Toolkit , Appendix A.

10.2 Financial risk assessment

A financial risk assessment has been completed and is found in Appendix B

10.3 Consultation Process

Name	Designation
Jo Chant	Head of Learning & Development

This policy was consulted on via Divisions through the Learning and Development Department as part of the establishment of the Work Experience programme.

10.4 Approval process

This policy was agreed by the Joint Negotiating Committee on behalf of the Trust Board.

11. Implementation

11.2 Plan of Implementation

The policy will be given to placement providers and placement supervisors as soon as they agree to offer a work experience placement. It will be a working document giving them guidance and reassurance. The implementation of this policy will be supported through briefings and updates each year

11.3 Dissemination

The Head of Learning & Development will oversee the effective communication of the approval policy to all relevant members of staff, school and colleges etc. It will be made available to all staff via the Trust Intranet.

11.4 Training & Awareness

The Learning & Development Department is available for guidance. There is no mandatory training associated with this policy. Ad hoc training sessions based on an individual's training needs will be defined within their annual PDR or job plan review.

12. Process for Monitoring Effectiveness & Compliance of Policy

12.1 The process for monitoring the effectiveness of the work experience programme will be conducted within the Learning and Development Department and measured against the following key indicators:

- Equal opportunities data
- Numbers of work experience placements undertaken within a given period

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- Name/number of departments who have participated in the work experience programme within a given period
- Numbers dropped out of programme within a given period
- Placement success/views and experiences of students (*Collated from placement evaluation form Appendix 7*)
- Career choice successes (where available)
- Evaluations provided by the work placement supervisor and/or manager and the work placement participant and school.

12.2 For the purpose of Health & Safety, Safeguarding and the recording of activity, the Trust will recognise only work experience placements within the boundaries of this policy.

12.3 The Learning & Development Department will provide quarterly reports showing work experience activity by directorate and any issues that have arisen. These reports will form part of the Learning & Development Update Report to the Trust's People and Culture Committee and the JNCC

12.4 Data collated from the evaluation forms from students will provide information which will be used to improve future placements.

13. Policy Review

The policy will be reviewed every two years and approved by the Trust's JNCC. The policy may be updated and amended as necessary in light of any legislative changes, developments in good employment practice and to ensure its continuing relevance and effectiveness.

14. Acknowledgements

Thanks to various Trusts throughout the West Midlands for allowing the reproduction of some excellent work experience information in this policy.

APPENDIX 1

For Office Use Only:
 Date received:
 Placement date(s):
 Receipt sent:
 On database:

Worcestershire 
 Acute Hospitals NHS Trust

APPLICATION FOR WORK EXPERIENCE



Name:		Date of Birth:	
Address:		Age:	Male / Female
Post Code:		Next of kin:	
Daytime telephone no.		Relationship:	
MobileNo:		Contact No:	
E Mail Address:			
EDUCATION			
Name of School:			
GCSE Subject(s) taken or due to be taken	Grade Obtained	Date Obtained (or proposed date)	
FURTHER EDUCATION			
Name of College:			
Subject(s)		Level Studying	
Proposed University or College Applications:			
University:		College:	
Course:		Course:	
What dates are you available for work experience? <i>(please be specific – do not put 'any time')</i>			
Transport to placement – how are you getting here?			

Which area/department would you like work experience? *Please note that placements are not offered in the mortuary, Paediatrics, maternity, Accident & Emergency.*

Why are you interested in work experience in this area? *This section must be completed as it will be a deciding factor in whether you will be accepted for work experience. (Please continue on a separate sheet of paper if you need to).*

Would you be able to travel to: Alexandra Hospital, Redditch Worcestershire Royal Hospital, Worcester Kidderminster Hospital	Yes/No Yes/No Yes/No	Please indicate your preferred site:
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Additional & Supporting Information: *Please tell us about any academic or other achievements that you participated in that you feel will support your application. (Please continue on a separate sheet of paper if you need to).*

School or College Careers Advisors Name:



REHABILITATION OF OFFENDERS ACT

Because of the nature of the work you will be undertaking involves direct contact with people who are receiving a health care service, we are obliged to ask you, in connection with your employment, to disclose any convictions you may have. Under the conditions of the above order you are not entitled to withhold information about convictions which otherwise might be considered "spent". Failure to disclose such convictions could result in termination of your attachment.

Do you have any convictions to disclose? YES/NO

If yes, please give details.

EQUAL OPPORTUNITIES		
The Worcestershire Acute Hospitals NHS Trust is an Equal Opportunity Employer and fully supports equal opportunities in employment and opposes all forms of unlawful or unfair discrimination. To assist ensuring that everyone is treated fairly please provide details of your ethnic origin. Tick appropriate box.		
A White - British	G Mixed –Any other Mixed background	N Black or Black British - African
B White-Irish	H Asian or Asian British - Indian	P Black or Black British – Any other Black background
C White-Any other White Background	J Asian or Asian British-Pakistani	R Chinese
D Mixed – White & Black Caribbean	K Asian or Asian British-Bangladeshi	S Any Other Ethnic Group
E Mixed –White & Black African	L Asian or Asian British- Any other Asian background	
F Mixed –White & Asian	M Black or Black British - Caribbean	

The Trust places considerable importance on the need for attention to health and safety at work. You have the responsibility to acquaint yourself with the safety rules of the workplace, to follow these rules and make use of the facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported.

The Trust will also expect you to observe other rules and regulations governing the workplace which are drawn to your attention. Please note that there is a no smoking policy covering the whole working environment and that there are security arrangements applicable to most locations.

I have read and understood the above requirements and declare that all the information on this form is true.

Signature: _____

Print name: _____ Date: _____

Please obtain the following signatures if under 18 years old.

Parent/ guardian

I have read and understood the above requirements. I will ensure the student carries out these obligations and confirm that he/she is not suffering from any complaint, which might cause a hazard to him/her or to those working with him/her. I give permission for my son / daughter _____ to attend the placement and observe during his / her visit to Worcestershire Acute hospitals NHS Trust.

Signature: _____

Print name: _____ Date: _____

Teacher/careers adviser if under 18 years old.

I have read the work experience programme information and give permission for [Insert name of student] to attend the placement and observe during his/her visit to Worcestershire Acute Hospitals NHS Trust. I also confirm that he/she is currently studying at [Insert name of school or college].

Signature:

Print Name:

Date:

When completed please return to:

Learning & Development, Worcestershire Royal Hospital, Charles Hastings Education Centre, Charles Hastings Way, Worcester, WR5 1DD

Appendix 2

Worcestershire Acute Hospitals NHS Trust Work Experience Placement

Confidential pre-placement health questionnaire

Information will be treated in the strictest of confidence.

Surname: _____

Forename: _____

Date of birth: _____

Home address: _____

Postcode: _____ Telephone: _____

Job placement: _____

1. Do you have any illness or disability at the present time? Yes No
If yes, please give details: _____

2. Have you had any other serious illnesses or operations in the past? Yes No
If yes, please give details: _____

3. Are you taking or being prescribed any medicines, inhalers, injections or eye/ear drops at the present time? Yes No
If yes, please give details: _____

4. Is your ability to perform physical work limited in any way? Yes No

5. Have you had or been in contact with any infectious disease in the past four weeks? Yes No

6. Which of the following infectious diseases have you been immunised against?

BCG (Tuberculosis) Pertussis (Whooping Cough) Diphtheria Polio

Measles Rubella Meningitis C Tetanus Mumps

Signature: _____

Print name: _____ Date: _____

Parent/guardian's signature if under 18: _____

Print name: _____ Date: _____

If any of the above circumstances change from the time of completing the form to the time of placement, you must inform the Learning & Development Department immediately.

Please return to: <mailto:wah-tr.CHEC-TrainingTeam@nhs.net> Or Learning & Development department, Charles Hastings Education Centre, Worcester WR5 1DD

Appendix 3 MAINTAINING CONFIDENTIALITY DECLARATION

Maintaining Confidentiality/Promoting Openness / Whistle Blowing

We regard ourselves as a Trust that promotes openness and we encourage work experience students to highlight areas of concerns about services to patients. You are free to raise concerns with your placement supervisor. You will be able to raise concerns through formal Trust reporting procedures which include our Freedom to Speak Up policy – a copy of which is available on the Human Resources section of the intranet.

All workers within the Trust, including students, must recognise and respect the need for confidentiality. Other than in the performance of normal duty or with the specific consent of the Trust, you must not, during your time with the Trust, disclose or use any confidential information relating to patients, staff, visitors or Trust business.

The Trust fully upholds the ‘Caldicott Report’ principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information. This includes the safeguarding of all personal data stored on computers and memory devices as well as paper records.

The Trust is required to comply fully with the provisions of the Data Protection Act 1998. You must not at any time use any personal data held by the Trust for any purpose not described in its Register entry or disclose such data to a third party. In addition, you must follow Trust rules and instructions on all issues of data protection.

Please read the following statement and sign the declaration below:-
In the course of my attachment with Worcestershire Acute Hospitals (NHS) Trust I may have access to, or see, or hear confidential information concerning:-

- The medical or personal affairs of patients and their carers
- The medical and personal affairs of staff
- The business affairs of the trust

I UNDERSTAND THAT SUCH RECORDS & INFORMATION ARE STRICTLY CONFIDENTIAL.

Unless acting on the instructions of an authorised officer:-

- I must not discuss any such information except in the performance of normal duty
- I must not divulge anything of a confidential nature outside the Trust
- I understand that if I do my school, college or university will be notified and that such a breach of confidence could result in civil action for damages.

I also understand that records, including VDU screens and computer printouts must never be left in such a manner that unauthorised persons can access them. The items on the Health and Safety checklist have been explained to me by a member of staff.

NAME: SIGNATURE: DATE.....

Appendix 4

**HEALTH, SAFETY AND SECURITY FOR
WORK EXPERIENCE STUDENTS & SERVICE OBSERVERS
IN CLINICAL AREAS**

The purpose of this form is to ensure the health, safety and welfare of work experience students and that of others who may be affected by their actions. This form is to be read and completed by all students/observers on placement up to, and including twenty working days.

A copy of the Trust Health and Safety Policy is available in all wards/departments and specific information may be obtained on request to the departmental manager. All work experience students have a duty under the Health and Safety at Work etc. Act of 1974 to take care of themselves and not act in a manner likely to cause harm to others.

Whilst working on Trust premises it is expected that students will dress appropriately and wear suitable flat shoes and a visitor identification badge at all times.

Please read the following statements and sign the declaration below:

- 1. To the best of my knowledge I am in good health and agree to report any ill health which I may suffer during my stay which could affect the well-being of others, e.g. severe cold, enteric disorders (diarrhoea and vomiting) etc.
- 2. I agree not to engage in any activity without authorisation and supervision from my placement supervisor. I understand that authorisation can be withdrawn at any time.
- 3. I have been informed of the risks of the work that I will observe and what I must do to reduce these risks to myself, patients and other.
- 4. I agree to report to my supervisor any accident or incident sustained by myself even if there is no injury.
- 5. I agree to conduct myself in a manner that will not put myself or others at risk and which will not cause offence to others. I agree to adhere to safe working practices, as dictated by my supervisor at all times.
- 6. I have read the statement on confidentiality and agree to the conditions stated.

Name of Student.....Visitor Badge No:.....

Date Started: From:To.....

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

Name of Supervisor.....Job Title.....

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

Appendix 5

Private & Confidential

To.....Date:.....

WORK EXPERIENCE PLACEMENT AGREEMENT

I have pleasure in confirming our offer of a placement to work within the Worcestershire Acute Hospitals NHS Trust (“The Trust”)

This is not a contract of employment

The placement is for the period from.....to..... in the
..... Department.

The working arrangements, hours will be from.....To

Please report to..... Contact number
who will be responsible for your supervision throughout this placement.

Personal qualities: Whilst on a work experience placement you will be expected to:

- Maintain a friendly, caring, safe environment for staff, patients and visitors
- Treat patients, their families and visitors as we would like to be treated ourselves.
- Support colleagues with teamwork
- Provide a polite and helpful service
- Be an excellent role model for the Trust

Dress:

It is expected that students will arrive for duty smartly dressed.
Clothes should be changed daily to minimise the risk of cross infection.
Jewellery should not be worn in any clinical areas except a plain band / wedding ring.

Disciplinary & Grievance:

Since the Trust is not your employer, you have no entitlement to grievance or disciplinary procedures. However, you can raise concerns or complaints with your placement supervisor or your education establishment.

Sick leave arrangements:

If you are unable to attend because of sickness you should inform the supervisor or head of department as soon as possible and keep them informed as to the likely date of return.

The Trust is not your employer and there is no entitlement to pay, paid holidays or sick pay.

Security badge:

It is a requirement that every person should display an identification badge when working on any site associated with the Trust. It will be issued to you, on arrival, by the person responsible for your supervision and must be returned when your placement ends.

Medical Examination:

As a condition of this agreement, you are required to declare any illness or Medical condition that may affect your ability to partake in organised activities or cause a risk to trust work experience students/patients/visitors, before commencement of your placement.

Maintaining Confidentiality/Promoting Openness / Freedom to Speak Up

We regard ourselves as a Trust that promotes openness and we encourage work experience students to highlight areas of concerns about services to patients. You are free to raise concerns with your placement supervisor, the Freedom to Speak up Guardian or Champions. You will be able to raise concerns through formal Trust reporting procedures which include our Freedom to Speak Up policy – a copy of which is available on the Human Resources section of the intranet.

All our work experience students must also recognise and respect the need for confidentiality. Other than in the performance of normal duty or with the specific consent of the Trust, you must not, during your time with the Trust, disclose or use any confidential information relating to patients, staff, visitors or Trust business.

The Trust fully upholds the 'Caldicott Report' principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information. This includes the safeguarding of all personal data stored on computers and memory devices as well as paper records.

The Trust is required to comply fully with the provisions of the Data Protection Act 1998. You must not at any time use any personal data held by the Trust for any purpose not described in its Register entry or disclose such data to a third party. In addition, you must follow Trust rules and instructions on all issues of data protection.

Termination of work experience placement:

Any act of misconduct (e.g. theft) or breach of confidentiality may result in the termination of your placement. Discussions will be held with your school/college before the placement is terminated.

Health & Safety at Work Act:

You are reminded that in accordance with Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activity and are required to comply with the trust policies in meeting these statutory requirements. A copy of the Health and safety policy is available on request.

There is a risk of verbal abuse from patients or visitors of the Trust. You will not be expected to deal with any incident of this sort. If you are unfortunate to enough to witness this type of behaviour, you should excuse yourself and contact the nearest member of staff.

Infection control:

Students should not have any contact with bodily fluids, but be aware that there may be a risk of contact in unpredicted situations. In order to minimise the risk of infection, you must follow instructions given by members of staff at all times. You must also ensure that your standards

of personal hygiene are very high. You must wash your hands regularly. You must not under any circumstances handle sharps (needles).
You have responsibility to observe safe working practices to abide by the Trust's safety policies & procedures.

Loss/damage of personal effects:

Your attention is drawn to the fact that no liability can be accepted for the loss or damage to personal property on the Trust premises / grounds by burglary, fire, theft, or otherwise.

Finally:

During the period of your placement you will not, at any time, except where the law requires, be regarded as an employee of the trust, and will not be eligible for remuneration in respect of the work placement with the trust.

If any of the above information concerns you, or is unclear or you have any worries please discuss these with your supervisor, or the work experience coordinator.

Please read the terms and conditions carefully and sign both copies of this letter, returning one copy to:

Learning & Development Department, Charles Hastings Education Centre, Charles Hastings Way, Worcester WR5 1DD.

SignedDate.....

Full Name & Position Title.....

For and on behalf of the Worcestershire Acute Hospitals NHS Trust

Form of acceptance

I accept the Work Experience placement on the terms & conditions outlined and have retained a copy.

SignedDated.....

Print Name.....

Parent/ Guardian's signature if under 18.....

Print name.....Date.....

Appendix 6

Work Experience placement – Risk assessment

To be completed by the Placement Supervisor - Guidelines for completion

The Health & Safety (Young persons) Regulations 1997 require employers to assess risks to young people under 18 years of age before they start. This applies to young people on training placements. The risk assessment must take into account their inexperience, lack of awareness of existing or potential risks, and their immaturity.

You should also consider the following points when completing this assessment:

- The fitting-out and layout of the workplace or workstation
- The nature, degree and duration of exposure to physical, biological or chemical agents.
- The form, range and use of work equipment and the way in which it is handled.
- The organisation of processes and activities, and
- The extent of health & safety training provided or to be provided to the young people concerned.

Please identify below the tasks to be undertaken by the workplace trainee in your area, noting the hazards such tasks will bring them into contact with, and the methods used for controlling those risks. Where you consider the risks cannot be adequately controlled, you should list the tasks the trainee is excluded from doing.

Students Name	Location	Date	Name of placement supervisor

NO:	Task	Hazards involved	Methods for controlling risks
1			
2			
3			
4			
5			
6			
7			

--	--	--	--

Excluded tasks

If you consider that it will not be possible to eliminate or control the risks to the health & safety of the workplace trainee, please list below the tasks you are excluding from the work placement.

NO:	Task
1	
2	
3	
4	
5	

Name of person undertaking this risk assessment: _____

Signature: _____ Date: _____

Local Induction Checklist For Work Experience Students Appendix 7

This induction must be completed by the student and supervisor on 1st day of placement. Where items are not applicable please indicate. Once completed, copies need to be kept at departmental level and a copy returned to the Learning & Development Department.

Name: _____

Date of work experience/observation: _____

Emergency contact details:

Name _____

Telephone number: _____ Mobile: _____

This is an observation placement only. Do NOT engage in moving and handling patients.

1.	Introductions	Tick or N/A	Date completed & supervisors signature
	Introduction to relevant people/colleagues/teams		
	Who to go to if there is a problem		
2.	Facilities		
	Tour of work area		
	Restaurant/coffee facilities		
	Staff facilities e.g. toilet		
3	Health & Safety		
	Fire exits/safety/evacuation		
	Trust security/alarms		
	First Aid		
	Infection Control		
	Local health & safety risks		
4	Terms & Conditions/Policies & Procedures		
	Hours of attendance at placement		
	Breaks		
	Sickness or absence –notification procedure		
	Smoking & Alcohol policy		
	Confidentiality & implications of breach of Data Protection Act		
5	Working Arrangements		
	Telephone system		
	Photocopier/fax machine		
	Departmental dress code/standards of etiquette		
	Other (please specify)		

Student's signature: _____

Print name: _____ Date: _____

Supervisor's signature: _____

Print name: _____ Date: _____

Appendix 8

GUIDELINES FOR STUDENTS ON A WORK EXPERIENCE PROGRAMME

Working in a hospital

We want you to enjoy your placement and to experience life within a hospital setting. However, it can also be a very intense experience and is not without risk. You may witness distressing incidents or even feel unwell. We take your safety on your work observation placement extremely seriously and the following information is designed to help to ensure your placement is as safe as possible.

A hospital is considered to be a high-risk organisation and for example shadowing a clinician in a hospital setting carries with it an element of risk. We have put in place a set of rules and guidelines which aim to minimise this risk. However, it is impossible to eliminate risk entirely and you must also take some responsibility for ensuring your own safety by listening to and following instructions at all times, particularly when these relate to health and safety issues.

You must be prepared for the fact that you may be prevented from attending planned sessions at very short notice, and you may also be asked to leave a session if it is considered unsafe or inappropriate for you to be present. You must comply with any requests asking you not to enter or to leave an area at any time.

Below is more information specific to your placement. Please make sure that you and your parents, if appropriate, read all of this information sheet carefully. There is a lot of information to take in, but reading this information will help to prepare you for your placement.

If you are unsure about any of the information provided, or about the placement you have been offered, then you must discuss this with the contact person in the Learning & Development Department as soon as possible. This could be before, during or after your placement.

Your placement

Psychological/emotional

Within the daily work of the hospital, you may be exposed to distressing situations. This might include a patient becoming distressed, a patient's condition deteriorating, or even the death of a patient. You may also see procedures or conditions which you will find upsetting. Although we will do our best to pre-empt these situations, you should be prepared for them. Please tell the person working with you if you are upset, so that we can talk about the issues as soon as it is clinically possible.

There is a risk of verbal abuse from patients or visitors of the trust. You will not be expected to deal with any incident of this sort. If you are unfortunate enough to witness this type of behaviour, you should excuse yourself, and contact the nearest member of work experience students.

Physical

You must not move or handle any heavy objects. These can include boxes, equipment, and patients. There is a risk that you may feel physically unwell after observing medical procedures. This is perfectly normal, and most people feel faint the first time they witness

surgery for example. If this happens please let a member of staff know immediately. If you feel faint or sick you should sit down or leave the area, whichever is the most appropriate. There is a risk of injury if you should faint.

There is a risk of physical abuse from patients or visitors of the trust. You will be supervised at all times during a clinical session, and therefore this risk is considered low. Between sessions you are advised to take normal precautions when walking in and around the internal and external parts of the hospital site to ensure your safety. This might include not walking in areas which are isolated, or deserted.

Standards of Behaviour and Appearance

Please remember that during the work experience programme you are both a representative of your school and the Trust. You must remember that sick people require peace & quiet particularly in ward areas. It is hoped that you will always show initiative, kindness, friendliness, always willing to be learning and open to suggestion.

You should be presentable in appearance and wear smart clothes and comfortable shoes e.g. trousers, knee length skirts and non-revealing tops. Jeans, shorts and flip-flops are not suitable. Please refer to the Trust's Standards of Dress Policy on the intranet.

Smoking

The Trust has a no smoking policy which applies to staff and visitors. Students are NOT permitted to smoke anywhere on the Trust premises.

Identification Badges

A temporary identification badge will be given to you on your first day. The badge must be worn visibly at all times when on the Trust premises. Your badge must be returned at the end of your placement.

Health & Safety

You are reminded that in accordance with the Health & Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and to others by your work experience programme activities and are required to comply with the Trust policies in meeting these statutory requirements.

Fire Procedure

Your placement supervisor will explain the procedure to be followed in case of fire. Fire alarms are tested once a week, please ensure you know when the alarms are tested in your area.

Maintaining Confidentiality/Promoting Openness / Freedom to Speak Up

We regard ourselves as a Trust that promotes openness and we encourage work experience students to highlight areas of concerns about services to patients. You are free to raise concerns with a Board member, your manager or trade union representative. You will be able to raise concerns through formal Trust reporting procedures which include our Freedom to Speak up policy – a copy of which is available on the Human Resources section of the intranet.

All our work experience students must also recognise and respect the need for confidentiality. Other than in the performance of normal duty or with the specific consent of the Trust, you must not, during your time with the Trust, disclose or use any confidential information relating to patients, staff, visitors or Trust business.

The Trust fully upholds the 'Caldicott Report' principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information. This includes the

safeguarding of all personal data stored on computers and memory devices as well as paper records.

The Trust is required to comply fully with the provisions of the Data Protection Act 1998. You must not at any time use any personal data held by the Trust for any purpose not described in its Register entry or disclose such data to a third party. In addition, you must follow Trust rules and instructions on all issues of data protection.

Supervision

During your placement you will be responsible to your designated supervisor. You should maintain contact with this person letting them know when you have arrived, when you are leaving or going to lunch.

Personal Effects

Your attention is drawn to the fact that your personal effects are not covered by any insurance taken out by the Trust. The Trust accepts no liability for loss or damage arising from fire, theft, etc. of any personal property on Trust premises or grounds.

Feedback

At the end of your work experience programme placement you will be asked to complete an Evaluation Form which will give you an opportunity to let us know how you enjoyed your placement and whether there are any areas that could be improved so providing a better work experience programme placement for the future students.

Reporting Problems

If you have any problems or queries during the work experience programme please contact the Head of Learning & Development ext. 33487 or via email: wah-tr.CHEC-TrainingTeam@nhs.net

We hope you have an enjoyable and rewarding experience with Worcestershire Acute Hospitals NHS Trust.

Appendix 9

Evaluation form

To enable us to assess how useful you found your work experience placement it would be very helpful if you would answer the following questions. This information may be used to develop programmes for future students.

1. What did you hope to learn from your placement?

2. Has this been achieved?

Yes No

3. Do you feel your placement has given you a better understanding of the work that is undertaken in a trust?

Yes No

If no please give details:

4. Do you feel the structure of the programme was:

Satisfactory Unsatisfactory

5. Do you feel the length of placement/each session was:

a) Satisfactory b) Too long Too short

6. Which part(s)/sessions of your placement did you find most interesting?

7. Which part(s)/sessions of your placement did you find least interesting?

8. Are there any additional part(s)/sessions, or visits to other departments, which you feel should be included in future placements?

Yes No

If yes, please give details:

9. Do you feel it would have been useful to have been provided with any more information before your placement?

Yes No
If yes, please give details:

10. Has your placement influenced your choice of career in any way?

Yes No
If yes, please give details:

11. Please add any other comments you feel would be helpful:

Thank you for your help in completing this questionnaire. Please return to:
<mailto:wah-tr.CHEC-TrainingTeam@nhs.net>
Learning & Development Department
Charles Hastings Education centre
Charles Hastings way
Worcester
WR5 1DD

Supporting Document One - Equality Impact Assessment Tool

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of document	Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	<ul style="list-style-type: none"> Race 	NO	Promotes equal opportunity and complies with current legislation with regards to the prevention of race discrimination.
	<ul style="list-style-type: none"> Ethnic origin 	NO	Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
	<ul style="list-style-type: none"> Nationality 	NO	Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
	<ul style="list-style-type: none"> Gender 	NO	Promotes equal opportunity and complies with current legislation with regards to the prevention of sex discrimination.
	<ul style="list-style-type: none"> Transgender 	NO	Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
	<ul style="list-style-type: none"> Religion or belief 	NO	Promotes equal opportunity and complies with current legislation with regards to the prevention of discrimination based on religion and beliefs.
	<ul style="list-style-type: none"> Sexual orientation including lesbian, gay and bisexual people 	NO	Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
	<ul style="list-style-type: none"> Age 	NO	Some age restrictions are in place to comply with H&S and protection of young person's legislation.
	<ul style="list-style-type: none"> Disability 	NO	Promotes equal opportunity and complies with current legislation with regards to the prevention of disability discrimination.
2.	Is there any evidence that some groups are affected differently?	NO	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	YES	Policy does not discriminate on grounds of age and actually encourages younger people to consider NHS careers. However some age restrictions are in place to comply with H&S

	Title of document	Yes/No	Comments
			and protection of young person's legislation
4.	Is the impact of the policy/guidance likely to be negative?	NO	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

If you have identified a potential discriminatory impact of this key document, please refer it to Human Resources, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact Human Resources.

Supporting Document Two - Financial Risk Assessment

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of document:	Yes/No
1.	Does the implementation of this document require any additional Capital resources	NO
2.	Does the implementation of this document require additional revenue	NO
3.	Does the implementation of this document require additional manpower	NO
4.	Does the implementation of this document release any manpower costs through a change in practice	NO
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	NO
	Other comments:	

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration by the Accountable Director before progressing to the relevant committee for approval.