

Work Experience Policy No. 26

1. Introduction

The Oxford Radcliffe NHS Trust 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 investment of time with such placements has a dual benefit. The student is provided with an experience that is not available within a school or college and the Trust is able to demonstrate its work and attract potential applications for employment.

2. Definition of Work Experience

2.1 Work Experience may be defined as a placement on the Trust's premises in which a student carries out a particular task or duty or range of tasks or duties more or less as an employee would, but with the emphasis on the learning aspects of the experience. This does not include placements that are a mandatory part of a pre-registration training course.

2.2 There are different work experience activities which include:

2.2.1 Work shadowing - An individual student is assigned to shadow an employee in the Trust undertaking their normal duties allowing the student close observation of jobs which, because of their complexity or safety reasons, cannot be done by a student

2.2.2 Work observation or Visits - Individuals or groups of students are guided around the work place to watch a range of activities or work processes

2.2.3 Work-based projects - Individuals or groups of students carry out projects within the Trust for example work related problem solving exercises set by a manager in the Trust, as part of a student's university course or NVQ or GCSE work assignments.

2.3 The purpose of work experience is to:

- 2.3.1 Motivate and recruit students to prepare to train or work in healthcare
 - 2.3.2 To encourage diversity in the work force
 - 2.3.3 Develop links with local schools and colleges
 - 2.3.4 Inform the wider public about the philosophy, priorities and challenges of the Trust
 - 2.3.5 Encourage good public relations with the local community
- 2.4 These guidelines set out the arrangements for work experience and are intended to help managers and staff involved with students on work placements.

3. Work Experience Process

- 3.1 All Work Experience requests and arrangements will be dealt with via the Work Experience Co-ordinator on each site. The Co-ordinators will be responsible for:
 - 3.1.1 Discussing, screening and agreeing placements with managers
 - 3.1.2 Placing students appropriately
 - 3.1.3 Managers/members of staff who are approached directly by students should take details and forward them to the Work Experience Co-ordinators
 - 3.1.4 Monitoring students' progress and informing Schools and LEA Work Experience Schemes of any problems which arise
 - 3.1.5 Dealing with managers/schools/students queries or problems
 - 3.1.6 Ensuring post placement reports are completed and forwarded to the school/student.
 - 3.1.7 Ensuring there is an annual review of placements involving students

3.1.8 Ensuring a Work Experience Brochure listing the placements offered is forwarded to schools and colleges in September of each year.

4. Requests for Work Experience

4.1 The work experience process covers requests from students aged 15 and above in the last year of compulsory education. The request can be made directly or via the LEA Work Experience Scheme or Careers service (Connexions)

4.2 The work experience offered is mainly observation or shadowing

4.3 The above does not cover all students, and students in other full time further education establishments may make a direct request for a placement. (Colleges of F.E. and Universities)

4.4 When an approach is made by an individual, normally aged 16 or over, for work experience which is not linked to an educational programme i.e. in order to make career path decisions such requests will be assisted where ever possible and the placement will be dealt with either under the work experience programme or that for Trust volunteers.

4.5 An administrative charge of £10 will be made to each student.

5. Placements

5.1 Because of the nature of our services the Trust is not always able to offer experiential placements. Some duties, for example medicine, nursing and allied professions roles, require many years of training and would be inappropriate to allow unqualified staff experiential training.

5.2 A description of each placement and conditions agreed with the appropriate manager will be detailed and maintained by the Work Experience Co-ordinator.

6. Specific Initiatives

6.1 Initiatives such as “take your sons or daughters to work” or day visits are becoming more frequent. Where possible, the Trust will support such initiatives

and specific arrangements must be sought from the Work Experience Co-ordinator

- 6.2 If a student is required to undertake a project to complete their studies, or may be given a project to work on which is not part of normal routine work, then appropriate arrangements for this will be made with the department manager.

7. Criteria for Placements

- 7.1 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 Department, Operating Theatres, Cancer Services, Paediatrics and Obstetrics
- 7.2 The Trust will not place students aged 15 in any clinical area.
- 7.3 Shadowing of Medical Staff will only be offered to A Level students and students who have already made an application to medical school.
- 7.4 Students under the age of 18 will not be permitted into any of the Trust's operating theatres.
- 7.5 The Department of Paediatrics policy is 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 has agreed to be personally responsible, for example to supervise the student throughout the placement and not delegate the supervision to registrars/SHO's/Nurses
- 7.6 All placements are dependant upon workload and staffing levels within a department or ward.

8. Duration of Placements

- 8.1 Placements will be offered in 3 sessions per year as follows

8.1.1 Spring	mid February – mid April
8.1.2 Summer	late July – early August

8.1.3 Autumn mid October – mid November

8.2 The maximum number of placements offered per week during each session will not exceed 12

8.3 Placements of 1-5days

8.3.1 Are available to students aged 15-18 in full time education

8.4 Placements in excess of 2weeks

8.4.1 Students in further education for example NVQ at colleges undertake these placements

9. Criteria for Acceptance of Students

9.1 Criteria for acceptance will be as follow: -

9.1.1 Age - Minimum 16 years of age (but can accept students aged 15 for placements in non-clinical areas)

9.1.2 Application The student must apply in writing and complete a work experience registration form (Appendix1)

9.1.3 The application will be assessed by the Work Experience Co-ordinator and placement Managers

9.1.4 Health All students will be required to be health screened and will complete a health declaration form (Appendix 2)

9.1.5 Occupational health clearance is based on an individual assessment.

9.1.6 Following assessment the work experience coordinator will be advised of any recommendations that are necessary for the well being of the student.

9.2 Managers may wish to interview students for a placement within their department in conjunction with the Work Experience Co-ordinator.

10. Roles and Responsibilities

10.1 The Work Experience Co-ordinator will:

- 10.1.1 Confirm a placement in writing to the student
- 10.1.2 Complete an Honorary contract which includes induction with regard to confidentiality and Data protection and health and safety (Appendix 3)
- 10.1.3 Issue guidelines for work experience (Appendix 4)
- 10.1.4 Issue a Work Experience ID Badge
- 10.1.5 Arrange uniform if applicable

10.2 Placement Manager

- 10.2.1 To ensure the placement will benefit the student the placement manager will:
 - 10.2.1.1 Arrange the supervision of the student
 - 10.2.1.2 Arrange for orientation to include welcome, introduction and information, for example, rules, safety regulations, hours of work.
 - 10.2.1.3 Organise a programme of observation or work for the student during the placement
 - 10.2.1.4 Contact the Work Experience Co-ordinator in the event of problems, for example punctuality, attendance, behaviour
 - 10.2.1.5 Welcome visits and deal with teachers on visits to students during the work experience placement.
 - 10.2.1.6 Complete with the student the work experience review form provided by the Trust and schools and colleges (Appendix 5)

10.3 Students

10.3.1 Students will be expected to conduct themselves in a similar manner to that of an employee, that is to:

10.3.1.1 Attend regularly

10.3.1.2 Work normal working hours 09.00am -5pm

10.3.1.3 Be aware of the policies and procedures of a hospital, particularly to those relating to health and safety and confidentiality

10.3.1.4 Dress appropriately for a hospital.

10.3.1.5 To complete an evaluation form of the work experience placement (Appendix 6)

11. Insurance Cover

11.1 The Trust has a legal responsibility to ensure the health and safety and welfare of people on their premises and people who may be affected by an activity of the employer even if they are not employees. This includes all students on work experience.

11.2 The Trusts insurance covers students on work experience in the same way as employees

12. Conclusion

12.1 It is hoped that managers and members of staff will welcome students on work experience within their areas and become involved with the programme. This will enable students to develop knowledge of the necessary skills and attitude to encourage them into careers in health care.

Author Christine Goundry, Voluntary Services Manager ,Updated 24th June 2004

Sponsor Helen Munro Director of Human Resources

Work Experience Appendix

Work Experience Policy

7

Trust Board Approved January 2005 (Version 2)

Review date January 2007

Author : Chris Goundry, Voluntary Services Manager

Sponsor : Helen Munro, Director of Human Resources

Appendix 1	Work Experience Registration Form
Appendix 2	Health Declaration Form
Appendix 3	Work Experience Honorary Contract
Appendix 4	Work Experience Student Guidelines
Appendix 5	Work Experience Student Review Report
Appendix 6	Work Experience Student Evaluation

Oxford Radcliffe Hospitals
NHS Trust



The John Radcliffe
VOLUNTARY SERVICES

Work Experience Registration Form

The Hospital welcomes students who are over 16 years of age for Work Experience Placements.
If you are 15 years of age we can only offer you a placement in Non Clinical Departments

PLEASE BE AWARE THERE WILL BE A £10 ADMINISTRATION CHARGE TO EACH STUDENT

PLEASE USE BLOCK LETTERS

Date of Birth	Forename:	Surname:
Age		
Permanent address:		Mailing address: (if different)
Home telephone number:		e-mail address: If you have one

School Details

Work Experience Policy

Trust Board Approved January 2005 (Version 2)

Review date January 2007

Author : Chris Goundry, Voluntary Services Manager

Sponsor : Helen Munro, Director of Human Resources

Name

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

Please note, once your application is received it may take at least 6 – 8 weeks to arrange a placement. If there are not any placements available on the dates you have requested, I will write to you informing you of this and requesting possible alternative dates.

Please return this form to:

Mrs. Christine Goundry
Voluntary Services Manager
Oxford Radcliffe Hospitals NHS Trust
The John Radcliffe
Headley Way
Headington
Oxford OX3 9DU

If you have any queries, please do not hesitate to contact me on 01865 220140 or via e-mail on: chris.goundry@orh.nhs.uk

Appendix 2

Oxford Radcliffe Hospitals 
NHS Trust

VOLUNTARY SERVICES

Work Experience/Volunteer

Health Declaration Form

Name.....Date of Birth.....

It is important both as a safeguard to volunteers, work experience students and patients, that we know that you are in the best of health.

Would you please answer YES or No to the following questions and return the form to the Occupational Health Department at the John Radcliffe Hospital.

1. Are you physically fit for the job described:	YES	NO
2. Are you on any continuing medication	YES	NO
3. Do you suffer from epilepsy, blackouts or any other disease you Feel relevant	YES	NO

If you have answered YES to questions 2 or 3 could you please give brief details below:

.....
.....

Chickenpox	Have you had the disease	Yes /No
	Have you been in contact with chickenpox in the last 21days	Yes/No
	Have you been in contact with Shingles in the last 21days	Yes/No

Rubella (German Measles)	Have you had been in contact with the disease	Yes/No
	Have you been immunized against Rubella?	Yes /No
Mumps	Have you been in contact with the disease	Yes/No
Measles	Have you been in contact with the disease	Yes/No
BCG	Have you had a BCG	Yes /No
Heaf/Mantoux Test	Have you had A Heaf/Mantoux test	Yes /No If Yes what was the result

In the last 12 months have you experienced or you are presently experiencing the following symptoms:

Persistent cough lasting longer than 10days (not associated with a cold)	Yes/No
Productive cough (not associated with a cold)	Yes/No
Chest Pain	Yes/No
Night Sweats	Yes No
Unexplained Weight Loss	Yes /No
Tiredness	Yes/No
Other (please explain	

Have you lived outside of the UK for more than 2 months in the last 2years YES/NO

If so Where.....How Long

Signed (**Applicant**)..... **Date**.....

FOR WORK EXPERIENCE STUDENTS ONLY

It would be helpful if you could discuss any health issues you any feel relevant with your Parents and Teacher/Tutor to ensure that the Work Experience placement arranged is appropriate.

I understand that I will be undertaking Work Experience at The John Radcliffe Hospital and confirm that any relevant health issues have been fully discussed with my Parents and Teacher/Tutor

Signed (Parents) **Date**.....

Signed (Teacher/Tutor)..... **Date**.....

All information given is treated in the strictest confidence

For use of the Occupational Health Department only

NAME.....

AREA OF PLACEMENT.....

RETURNED FIT YES/NO

ANY RESTRICTIONS.....

.....

UNABLE TO PROCEED WITH APPLICATION.....

Please return this form in the envelope provided to the following address

Mary Chu
Senior Nurse Advisor
Occupational Health Department
Cabin Village
John Radcliffe Hospital, Headley Way,
Headington

OXFORD, OX3 9DU

Oxford Radcliffe Hospitals 
NHS Trust

WORK EXPERIENCE HONORARY CONTRACT

This is not a Contract of Employment within the meaning of the Employment Protection (consolidation) Act 1978. It is intended to acknowledge that you will be working alongside the Trust's staff.

NAME (in full)
(please print)

PLACEMENT

PLACE OF WORK: DEPARTMENT.....

RESPONSIBLE TO:
NAME/TITLE

STARTING DATE **FINISHING DATE**

TERMS AND CONDITIONS

1. The contract may be subject to a satisfactory medical screening.
2. This contract is subject to the Policies and Procedures of the Trust and any local rules as determined by the Head of Department. Please be advised that there is a theatre visitor's policy which excludes any student under the age of 18 visiting the operating theatres.
3. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. This contract will be terminated in the event of any such breach of confidentiality. In addition, under the Data Protection Act 1998, criminal proceedings can be brought against any individual for wilful or negligent recklessness in handling information held on computers.
4. No liability can be accepted for loss or damage to personal property on premises owned by the Trust and you are advised to provide your own insurance.

I accept the honorary contract on the Terms and Conditions set out.

Signature.....

`Signature of Manager.....



VOLUNTARY SERVICES

GUIDELINES FOR STUDENTS ON WORK EXPERIENCE

We hope you enjoy your Work Experience placement at this Hospital.

Student Name

Placement Details

Placement Supervisor

Dates of Placement.....

ON THE FIRST DAY OF YOUR PLACEMENT

Attend the Voluntary Services Office at 09.00am at the John Radcliffe Hospital to complete the paper work listed below.

The office is located on Level 3. Please ask for directions at the Main Reception Desk on Level 2

- Work Experience Contract
- Health & Safety induction
- Issue of name badge
- Issue of uniform (if required)

You will then be taken to your area of work and introduced to your Supervisor and staff.

If your placement is at the Churchill Hospital or Radcliffe Infirmary you will be taken there on the hospital free bus shuttle.

Your Supervisor will have arranged a programme of work for you, or you will already have been sent a copy of your programme.

Your Supervisor will be aware of areas that you are unable to visit, and these include: Emergency Department, Paediatrics, Obstetrics, and Operating Theatres.

HOURS OF WORK

Your placement Supervisor will inform you of the hours that you will be expected to work. It will be between the hours of 9 a.m. and 5 p.m.

BREAKS – you will be given breaks for coffee and lunch and this is by arrangement with your placement Supervisor.

WHAT TO WEAR

You must wear smart clothes with comfortable flat shoes. Uniform will be provided for placements in Clinical areas and Laboratories.

Girls please wear a knee length skirt ,or smart trousers with a blouse or jumper.

No bare midriffs

Comfortable flat shoes

Boys please wear smart trousers and a shirt and tie

Please do not wear jeans or trainers.

If you have long hair, it must be tied back and please wear minimal jewellery.

Please do not bring a mobile phone, as you will be unable to use this in the Hospital. There are several public telephones around the hospital should you wish to make a telephone call.

Please ensure that you do not bring items of great value, as we cannot accept responsibility for these whilst you are on your placement.

The Trust has a policy of no smoking anywhere on the site.

If your dress is unsuitable you will be sent home to change

IDENTIFICATION BADGE

Please ensure that you wear your name badge at all times

ATTENDANCE

Please remember to get your attendance record signed by your supervisor and you must return this to the Voluntary Services Office at the end of term.

If your placement is at the John Radcliffe Hospital you must also sign in the diary located outside of the Voluntary Services Office on Level 3 in addition to your attendance record.

You will be expected to help during the hours agreed with your school. If you leave without the permission of your supervisor or the Voluntary Services Office your school will be informed.

If you are unwell, or unable to attend, please contact the Voluntary Services Office (Tel: 01865 – 220140), or e-mail: chris.goundry@orh.nhs.uk

BEHAVIOUR

Please remember that you are helping in a hospital and also representing your school in the community.

We will expect you to maintain a respectful attitude at all times whilst helping in the hospital for example no larking around, shouting, using bad /foul language putting feet on desks or leaving before your agreed time.

Failure to comply with this will result in your school being informed.

IF YOU HAVE ANY QUESTIONS OR QUERIES WITH REGARD TO YOUR PLACEMENT, PLEASE CONTACT THE WORK EXPERIENCE COORDINATORS ON EXTENSION 20140 BETWEEN THE HOURS OF 9 – 5 MONDAY TO FRIDAY.

Appendix 5

Oxford Radcliffe Hospitals 
 NHS Trust

SUPERVISOR'S REPORT FORM

Student's name:.....

Placement address:

Supervisors' name/job title:

	Excellent	Good	Acceptable	Less than Acceptable
Attendance				
Punctuality				
Appearance				
Reliability				
Ability to work under supervision				
Ability to work on own				
Use of initiative				
Communicative ability				
Relations with staff				
Relations with client group				
Enthusiasm				

Comments:

Supervisor's
signature.....Date.....

**PLEASE RETURN THIS FORM TO:
CHRISTINE GOUNDRY, VOLUNTARY SERVICES OFFICE, LEVEL3, JRH**

STUDENT EVALUATION FORM

To enable us to assess how useful you found your work experience/observation at this hospital it would be very helpful if you would answer the following questions. This information will be used to develop programmes for future work experience students.

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

.....
...
.....
...

2. Has this been achieved? Yes
/No

If No please give details:

.....
...
.....
.....
.....
.....

3. Did you enjoy your placement? Yes
/No

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

Satisfactory/Unsatisfactory

5. Which area of your placement did you find most interesting?

.....
...

.....
...

6.Which area of your placement did you find least interesting?

.....
.....

.....
.....

7.Are there any areas or departments you would have liked to visit which you feel should be included in the placement?

Yes/No

If yes please specify:

.....
.....

.....
.....

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

Yes/No

Please give details:

.....
...

.....
...

.....
...

9. Has your placement influenced your choice of career in any way?
Yes/No

Please give details:

.....
...
.....
...
.....
....

10. Please add any comments you feel would be helpful:

.....
...
.....
...
.....
...
.....
...
.....
...

Thank you for taking the time to complete this evaluation form
Please return (in envelope provide) to:
Mrs Christine Goundry
Voluntary Services
John Radcliffe Hospital
Headington
Oxford OX3 9DU