

## WORK EXPERIENCE POLICY

		POLICY		
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<b>Approving Body</b>	People & Development Cabinet			
<b>Date Approved</b>	23/09/2022			
<b>For publication to external SFH website</b>	<b>Positive confirmation received from the approving body that the content does not risk the safety of patients or the public:</b>			
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	x			
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<b>Supersedes</b>	2			
<b>Document Category</b>	Culture and Improvement			
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<b>Legal and/or Accreditation Implications</b>	Compliance with Young Persons at Work Guidance			
<b>Target Audience</b>	All managers and staff Young people and adults requiring work experience/ placements/traineeships			

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<b>Sponsor (Position)</b>	Director of People
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<b>Lead Division/ Directorate</b>	Culture and Improvement
<b>Lead Specialty/ Service/ Department</b>	Training, Education and Development
<b>Position of Person able to provide Further Guidance/Information</b>	CARE4Notts Lead Work Experience Co-ordinator SFHFT Professional Training and Education Nurse Trainer

<b>Associated Documents/ Information</b>	<b>Date Associated Documents/ Information was reviewed</b>
1. Information for Managers booklet available on the SFHFT intranet Changes: Fair Train Quality Accreditation logo and information added, SFH changed to SFHFT, amendments to suitability of activities and links to further information updated.	04/08/22

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## 1.0 INTRODUCTION

**1.1** As one of the largest employers in the area, Sherwood Forest Hospitals NHS Foundation Trust is in a position to provide a wide range of work experience / work placement / traineeship opportunities to people within the Nottinghamshire community.

The Trust was delighted to become host for the NHS Work Experience Hub for Nottinghamshire on 1 April 2015. The Hub provides a centralised process for those seeking work experience placements as well as for those organisations wishing to provide a work experience placement. We work with the following organisations, arranging their work experience placements centrally, as well as sourcing our own:

- Bassetlaw Health Partnerships including Retford Hospital and Bassetlaw Hospice
- Nottingham CityCare Partnership
- Nottingham University Hospitals NHS Trust
- Nottinghamshire Healthcare NHS Foundation Trust including Lings Bar Hospital.

**1.2** The Professional Education and Training Team (PETTs) support and organise students' work placements at the Trust for West Nottinghamshire College, Nottingham

College, Lincoln College Group and other local colleges, schools and academies as and when requested.

**1.3** The Trust is committed to maintaining its corporate social responsibility by forming links with local schools, academies and colleges for work experience / work placements / traineeships at the Trust.

**1.4** The Trust is committed to equal opportunities and this is reflected in all our policies and practices and is integral to the provision of our services. As employers we welcome applications for work experience / work placements / traineeships from Nottinghamshire residents regardless of disability, gender, marital status, sexuality, race, colour, ethnic or national origin. Equal opportunities data will be collected.

This policy gives an overview of the work experience / work placement / traineeship processes from application to evaluation.

## **2.0 POLICY STATEMENT**

**2.1** This policy covers various types of work experience / work placements / traineeships. It does not relate to medical, nursing or other pre-registration students including internships or university elective placements apart from Pathology university elective placements. The traineeships referred to in this policy do not include post graduate trainee biomedical scientists in pathology working towards the IBMS registration portfolio.

All staff involved in providing work experience / work placements / traineeships are obliged to follow the policy, as are the individuals undertaking the work experience / work placements / traineeships.

The policy aims to:

- Provide a framework to enable work experience / work placement / traineeship activities to be provided
- Provide guidance for managers involved in allocating placements
- Ensure that work experience / work placements / traineeships are carried out in a structured way to meet Health and Safety legislation and other requirements to safeguard the organisations
- Develop consistency and reduce duplication across the Trust.

## **3.0 DEFINITIONS/ ABBREVIATIONS**

**3.1** Work experience placement: Work experience is an unpaid placement on an employer's

premises in which a student carries out a particular task or duty, or observes an employee carrying out a particular task or duty, with the emphasis on the learning aspects of the experience.

**3.2 Work placement:** a work placement is an unpaid placement on an employer's premises in which a student carries out a particular task or duty, or observes an employee carrying out a particular task or duty, with the emphasis on the learning aspects of the experience and where it is necessary to complete the hours required within a college/academy/school course (usually at Level 2 or 3 for a young person).

**3.3 A traineeship:** A traineeship is an education and training programme with work experience that prepares 16-18 year olds for their future careers by helping them to become 'work ready'. Traineeships normally last for 12 weeks and trainees attend an unpaid work experience placement for 2 or 3 days a week. Trainees are paid up to £25.00 for expenses by the organisation delivering the traineeship (not the Trust) and they can also apply for a bursary if they are eligible. The traineeships referred to in this policy do not include post graduate trainee biomedical scientists in pathology working towards the IBMS registration portfolio.

**3.4 University elective placement (pathology only):**

A university elective placement is a placement undertaken as part of a degree or postgraduate course. Students are actively involved in performing procedures and tasks to complete their Institute of Biomedical Science (IBMS) portfolio.

**3.5 A young person:** A young person (16 - 18 years of age) is defined as any person who has not attained the age of 18 years.

**3.6 A child:** A child is anyone who is not over compulsory school age i.e. 16. He or she has not yet reached the official age, at which they may leave school, also referred to as the minimum school leaving age (MSLA).

Note: The oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months, in year 11, before they leave school, on the last Friday in June.)

**3.7 The Supervisor:** The Supervisor is the person who takes overall responsibility for the placement.

**3.8 The Work Experience Co-ordinator:** The Work Experience Co-ordinator is the person who co-ordinates the centralised work experience process for Nottinghamshire.

**3.9 The Professional Education and Training Team (PETTs):** PETTs support and organise students' work placements at Sherwood Forest Hospitals NHS Foundation Trust.

**3.9.1 The placement provider:** The placement provider is the department / area providing the placement for the work experience / work placement / traineeship applicant.

## 4.0 ROLES AND RESPONSIBILITIES

**4.1 The Chief Executive:** has overall responsibility for this policy and to ensure that reasonably practicable control measures can be implemented to reduce the personal safety risks to people on placement.

**4.2 Directors and Heads of Service:** are responsible for ensuring the day to day health, safety and welfare of any person on placement. They should understand the legal requirements to assess the risks to their health and safety, and ensure adequate resources are available to protect them from harm.

**4.3 Senior Managers and Team Leaders:** have a responsibility for the safety of any persons on placement within their team. They are responsible for ensuring that a risk assessment is undertaken of the expected work area before the work experience, trainee or work placement applicant arrives. They are responsible for implementing any additional controls to protect that person. In the case of a child, they should ensure that information on the key risk assessment findings is forwarded to the parents or the Work Experience Co-ordinator.

**4.4 Managers:** are required to ensure the findings from any assessment are understood by employees who will be working with and / or supervising the person whilst on placement. They should maintain a copy of the risk assessment on file for that person. When the person arrives the manager should ensure they receive a briefing which explains the likely risk and the control measures in place to protect them from harm.

Managers should also ensure the person is adequately supervised and complies with the risk assessment controls. In the event of an epidemic infection outbreak, flu pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their manager and all possible action must be taken to maintain ongoing patient and staff safety. If necessary, work experience placements / work placements/ traineeships should be cancelled/postponed until it is safe to do so.

**4.5 Supervisors and working colleagues:** will maintain awareness of the working arrangements and practices of people on placement, and intervene, if they feel that safety is compromised through inexperience or lack of knowledge. Supervisors will induct and orientate work experience / work placement / traineeship applicants to the placement area including awareness of Trust policies and procedures affecting their area of work. Supervisors will ensure that the person on placement is not left unsupervised during the placement.

**4.6 The Health and Safety Manager:** is responsible for the day to day implementation and overall management of the Trust policy on the employment of young persons. S/he will provide advice, support and guidance to all staff on any health and safety issues affecting young persons at work.

**4.7 The Work Experience Co-ordinator:** is responsible for the administration and organisation of work experience placements. They are the first point of contact for requests for work experience and will ensure all the relevant paperwork is obtained prior to the start of the



placement. S/he will maintain the database for work experience placements. Placements in Pathology are coordinated by the Pathology training coordinator.

Once the Manager / Supervisor has agreed that the work experience placement can proceed for those applicants who apply via the centralised programme of placements, the Work Experience Co-ordinator will invite the individual to attend a general induction to working in the NHS. For Pathology placements, orientation day is attended. This is coordinated by the Pathology training coordinator. Each individual will be issued with an induction pack containing relevant information including forms for signing to ensure confidentiality is observed, correct conduct and behavior and information given that enables the Trust to ensure the health and safety of the individual.

Additional forms may be required from time to time to meet external requirements and the Work Experience Co-ordinator will be responsible for ensuring that the individual has a copy and signs the form if required. If the Supervisor has declined the request, the Work Experience Co-ordinator will notify the applicant. An online evaluation will be sent out by the Work Experience Co-ordinator to successful work experience applicants and their supervisors. They are also responsible for producing monitoring reports and application activity reports to the Trusts' work experience leads.

**4.8** Students on work experience / work placements / traineeships: Everyone on work experience / work placements / traineeships must comply with the Confidentiality Code of Conduct to ensure patient and hospital information is protected, dress appropriately as outlined in the induction, take reasonable care of their own health and safety and that of other people who may be affected by their actions. They must co-operate with the placement provider in complying with the provider's legal duties, behave in an appropriate manner, demonstrating maturity and sensitivity where appropriate and adhering to the Trust's values and behaviors.

A work experience placement / work placement / traineeship can be delivered in compliance with current Covid-19 public health restrictions as stated on the government website at [gov.uk/coronavirus](http://gov.uk/coronavirus) and according to Trust guidelines.

Applicants will be asked to be aware of their own health and safety in the workplace and to complete a Covid-19 age risk assessment at Covid-19 Medical Risk Assessment – [Alama](#) to ascertain the risk of them becoming infected with Covid-19. Applicants should make their placement supervisor aware if they are high risk so that appropriate measures can be made. Applicants are encouraged to be vaccinated against Covid-19.

They must inform the Work Experience Co-ordinator / PETTs / supervisor if unable to attend due to sickness. They should report to their manager / supervisor at the beginning of each day, not undertake any tasks which have not previously been agreed with the supervisor and ask for help and guidance in areas of uncertainty. In Pathology, the training officers or training coordinator may liaise with the university in the event that issues of this nature arise.

**4.9** The Nottinghamshire Work Experience Leads at other Trusts liaise with the Work Experience Co-ordinator to promote work experience within each Trust and feedback on activity, evaluation of placements and diversity across the placements being offered to the local



Widening Participation / Training, Education and Development Committees.

4.9.1 Local committees are responsible for ensuring development activity in the Trust, including work experience / work placements / traineeships, reflects national and local priorities and supports the achievement of the Trust's objectives.

4.9.2 Professional Education and Training Team (PETTs): is responsible for the administration and organisation of work placements. They are the first point of contact for requests for work placements and will ensure all the relevant paperwork is obtained prior to the start of the placement. They will maintain the database for work placements.

Once the Manager / Supervisor has agreed that the work placement can proceed, PETTs will invite the individual to attend a Trust Orientation Day and a Clinical Induction (Day 1). Each individual will be issued with an induction pack containing relevant information including forms to be signed prior to the Orientation Day, to ensure confidentiality is observed, correct conduct and behavior and information given that enables the Trust to ensure the health and safety of the individual.

Additional forms may be required from time to time to meet external requirements and PETTs will be responsible for ensuring that the individual has a copy and signs the form if required. If the Supervisor has declined the request, PETTs will notify the applicant. Evaluations will be sent out by PETTs to successful work placement applicants and their supervisors. They are also responsible for producing monitoring reports and application activity reports to the Trust's Head of Nursing.

## 5.0 APPROVAL

The following groups/committees have been consulted:

CARE4Notts (Careers Academy Representing Everyone) in Health and Social Care, Get In, Get On Group Work Experience Leads  
SFHFT Work Experience Placement Supervisors  
SFHFT Health & Safety Manager  
Training, Education and Development Committee  
SFHFT Professional Training and Education Nurse Trainer

## 6.0 DOCUMENT REQUIREMENTS

### 6.1 Eligibility for work experience

Students who are 14-15 years old (Year 10) are eligible to apply for non-clinical administrative work experience placements. Students who are 16+ are eligible to apply for clinical work experience placements. However, because of the nature of their work some departments may wish to set a higher minimum age. There is currently no upper age limit. The Trust has a responsibility to serve the local community and will only accept requests for work experience from those people who are resident in Nottinghamshire or from the Nottinghamshire /

Derbyshire / Lincolnshire border. If a department is contacted directly by an individual from outside Nottinghamshire and the department offers a placement this is called an independent placement. Please see 6.1.2 independent placements.

### 6.1.2 Independent placements for work experience

An individual may contact a department which doesn't offer a work experience placement via the centralised online process. It is at the discretion of the manager whether the individual is offered a placement. Documentation must be completed and the placement logged centrally with the Work Experience Co-ordinator. Documentation can be obtained from the Work Experience Co-ordinator at email [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net).

It is the supervisor's responsibility to ensure that a local induction is provided at the area of the placement and that the student wears their school / college / academy ID badge during the placement. If the applicant is not in full time education and does not possess an ID badge it is the supervisor's responsibility to provide a temporary ID badge.

### 6.1.3 Eligibility for work placements

Students who are 16+ are eligible to apply for work placements. However, because of the nature of their work some departments may wish to set a higher minimum age. There is currently no upper age limit. The Trust has a responsibility to serve the local community and will only accept requests for work placements from those people who are attending a local college / academy / school. Advice is available from PETTs at [sfh-tr.petts@nhs.net](mailto:sfh-tr.petts@nhs.net).

### 6.1.4 Pathology university elective placements

Undergraduates should contact the Pathology department direct on 01623 622515 ext 2734 to arrange the placement with the placement supervisor. Documentation must be completed and the placement logged centrally with the Work Experience Co-ordinator. Documentation can be obtained from the Work Experience Co-ordinator at email [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net)

It is the placement supervisor's responsibility to confirm that the applicant has a Disclosure and Barring Service certificate and to undertake occupational health checks with the university. The placement supervisor will invite the applicant to attend the Trust's Orientation Day.

### 6.1.5 Traineeships

The manager offering the traineeship will arrange the placement directly with the individual. Documentation must be completed and the placement logged centrally with the Work Experience Co-ordinator. Documentation can be obtained from the Work Experience Co-ordinator at email [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net).

### 6.1.6 Summer pharmacy placements

Pharmacy undergraduate students who apply directly to the pharmacy department for an unpaid, one to two week pharmacy placement during the summer are classed as independent placements. Please see section 6.1.2. The manager offering the placement will arrange the placement directly with the individual. Documentation must be completed and the placement logged centrally with the Work Experience Co-ordinator. Documentation can be obtained from the Work Experience Co-ordinator at email [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net).

## 6.2 Length of placement

Work experience: The length of the placement is determined by the department providing the placement. Placements currently range from 1 to 5 days. Students who are studying for health and social care related qualifications may attend the hospital on a part time basis for one day a week for a longer period from 12 weeks to 2 years. A DBS certificate will be required for a long term work experience placement.

6.2.1 Work placement: Students who are studying for health and social care related qualifications may attend the hospital on a part time basis for one day a week for a longer period from 10 weeks to 2 years. A DBS certificate will be required for a long term placement. The college / school / academy confirms whether or not the applicant has received a DBS certificate.

6.2.2 Traineeship: 12 weeks. Students attend for 2-3 days per week.

6.2.3 Pathology university elective placement: up to 52 weeks.

## 6.3 Employer's liability

It is vital that every precaution and practical measure is taken to ensure that individuals undertaking work experience / work placement / traineeship will neither harm themselves or patients and staff in the Trust while on placement. Should an accident occur involving an individual undertaking work experience / work placement / traineeship, the person will be treated as part of the normal employer / employee relationship. An accident form will be completed by the individual (for Pathology this is Datix). In addition, the Work Experience Co-ordinator / PETFs will be notified who will inform the next-of-kin and the school / college / academy.

## 6.4 Management of health and safety at work regulations

The Trust has statutory obligations under the Management of Health and Safety at Work Regulations to ensure any workplace hazards are risk assessed particularly for young persons at work and that these risks are removed or reduced so far as is reasonably practicable.

Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following arrangements should be implemented to ensure their safety:

a) Risk assessments undertaken on any process or procedure, when performed by experienced

adults, should be reassessed in the light of the lack of experience of the young person.

b) Additional training, instruction and supervision should be provided, until the young person has demonstrated a satisfactory degree of competence.

c) Careful attention should be paid, by both the young person and supervisor, to any restrictions placed on the type of work, which may be undertaken.

Managers will be responsible for the health and safety of individuals undertaking work experience / work placements / traineeships. The checklist includes:

- Accident /incident reporting
- Health & Safety Policy with emphasis on personal responsibility
- Health & Safety literature
- Key safety people
- Prohibited areas, machinery, dangerous substances
- Workplace hazards
- Emergency procedures
- Hygiene, special clothing
- Housekeeping, safe storage
- Moving and Handling - individuals undertaking work experience will only receive awareness training and not practical training to show their competence in this area. Therefore they must not be allowed to undertake procedures related to these skills.

#### 6.4.1 Risk assessments

In line with the Management of Health and Safety at Work Regulations the employing organisation is required to assess the workplace risks that may affect the health, safety and welfare of all employees including any young persons. This risk assessment will outline the existing control measures designed to safeguard that person as well as detail what further action needs to be taken to remove or reduce this risk from occurring.

The assessment should take into account the vulnerability of the young person due to his/her possible immaturity, lack of experience or knowledge. In particular it should consider:

- How the workplace is laid out, including housekeeping and welfare facilities
- What type of work equipment will be used and how it will be handled
- How the work is organised within the team
- The need to provide health and safety instruction
- The nature of any physical, biological or chemical agents they may be exposed to
- The availability of personal protective equipment for the young person to use.

Where the placement provider employs any young people or takes on any students for work experience / work placement / traineeship, the risk assessment must be carried out before the placement begins.

Placement providers are responsible for carrying out the risk assessment; however it will need

to be reviewed and adjusted to reflect any changes in the work activity / tasks. The employer should be informed well in advance about students who may be at greater risk, for example because of health conditions or any learning difficulties (the risk assessment will need to be revised to reflect this).

#### 6.4.2 Assessment outcomes

If a significant risk cannot be removed or reduced by implementing additional control measures, then the young person must not be allowed to do the work. This will be the case if the work:

- Cannot be adapted to meet their physical or psychological capabilities
- Involves harmful exposure to substances which are toxic or cause cancer
- Involves harmful exposure to radiation
- Involves harmful exposure to Covid-19.

A young person below the minimum school leaving age (i.e. a child) must never undertake any activities involving these risks. A young person who is over the minimum school leaving age, may be employed to undertake work where these risks are present, provided:

- The work is necessary for their clinical training
- The work is properly supervised by a competent person, and
- The risks are reduced to the lowest level possible.

The findings from any risk assessment may be requested by the school / college / academy or the young person so that the legal guardian can be informed.

#### 6.4.3 Working hours

Students on placement should not:

- Work more than eight hours per day, with a maximum of 37.5 hours per week
- Normally work weekends
- Start work before 7 am and not finish after 7 pm
- Work overtime
- Work more than five days in seven.

Students on placement should:

- Have a 30-minute rest break for every 4.5 hours worked
- Have a 12 hour rest break between each working day.

#### 6.4.4 Visits to the work place

Although not a legal requirement under health and safety law a teacher / tutor may wish to visit a student during the placement in order to be reasonably satisfied that the work experience / work placement / traineeship provider is competent to manage health and safety in relation to the placement.

The school / college / academy has a general duty of care towards its students on placements to ensure that students are placed in a healthy and safe environment.

Placements outside of normal school term time are covered by the Trust's insurance.

#### 6.4.5 Disclosure Barring Service (DBS)

The Disclosure and Barring Service, or DBS (formerly CRB) check is not compulsory for staff supervising young people aged 16–17.

In the case of work experience / work placement / traineeship, a DBS check may be required for a person who supervises a student under the age of 16. This will be required where the person providing the training or supervision to the child is unsupervised and is providing the training or supervision frequently (at least once a week or on more than three days in a 30 day period).

In these circumstances, the work is likely to be a regulated activity and the school / college/ academy can request a DBS check for that supervisor.

Supervisors have the right to refuse requests by the education provider that checks are carried out for those supervising students aged 16–17.

DBS checks are not required for work experience / work placement / trainee individuals under 18 who will be under supervision throughout their placement, as long as the placement is no longer than two weeks in duration.

In the case of work experience / work placement / traineeships which are part of a study programme, students over the age of 16 who intend to undertake a placement in the health care sector may need to have a DBS check before starting on the placement.

#### 6.5 First day of work experience / work placement / traineeship

On the first day of the placement individuals will report to their placement areas as arranged and the supervisor will:

- Undertake the induction briefing and complete and sign the Supervisor's Induction Checklist
- Discuss workplace hazards and potential risks of harm and the control measures in place to protect their health and safety
- Discuss welfare facilities, first aid arrangements and fire evacuation procedures
- Check that the applicant has his / her school / college / academy / temporary ID badge
- Discuss the timetable for the placement
- Discuss any objectives and learning outcomes for the programme.

It is important that the individual receives suitable supervision and that any other colleagues provide care and support in protecting this person while they are in the working environment.

##### 6.5.1 Placement suitability

Individuals on work experience / work placement / traineeships should always be supervised. In undertaking duties which involve providing direct assistance to patients, staff should ensure that the individual on work experience / work placement / traineeship receives proper instruction as to the duties they will be undertaking and is supervised appropriately.

For non-clinical placements young people in education must be a minimum of 14 years old.

For clinical placements / traineeships, young people in education must be a minimum of 16 years old (except Paediatric Nursing 18+).

6.5.2 Observations in Theatres need placement individuals to be at least 18+ years, planning to undertake a clinically related degree (e.g. medicine, nursing, allied health profession) and where academic grades are such that the individual is likely to be accepted onto the degree course.

Consideration needs to be given also to the patient's ability to consent and the type of operation being performed.

6.5.3 Due to the need to protect individuals from potentially upsetting situations, the need to safeguard patient confidentiality and health and safety concerns, the following areas will not allow access to individuals undertaking work experience / work placement / traineeship:

- Emergency Department
- Emergency Assessment Unit
- Intensive Care Units
- Mortuary Department.

The following guidance relates to suitability of activities undertaken on work experience / work placement / traineeship:



<b>Age related</b> <b>A/S level/A level/BTEC Health &amp; Social Care Level</b> <b>3 16+ years (Year 12)</b>
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Have conversations with patients</li> <li>• Observation of consumption of medicines with a registered professional</li> <li>• If requested read and write</li> <li>• Register with patient line</li> <li>• Assistance with washing (excluding personal areas)</li> <li>• Escorting patients under the supervision of a member of staff (not to theatres)</li> <li>• Delivering/collecting items from other departments.</li> </ul>
<p><b>General Clerical duties (NB: these may differ in a clinical environment)</b> i.e. (with the appropriate training)</p> <ul style="list-style-type: none"> <li>• Filing</li> <li>• Taking telephone calls (excluding clinical areas)</li> <li>• Photocopying.</li> </ul>
<p><b>Ward equipment</b> (with appropriate training) May practise on appropriate equipment under the supervision of a member of staff but any readings should not be recorded on documentation. Not to undertake any moving and handling unless over the age of 18 and have a certificate to support that they are able to use the equipment safely.</p>
<p><b>House Keeping</b> i.e. (with appropriate training)</p> <ul style="list-style-type: none"> <li>• Assist patients to complete menus</li> <li>• Assist patients to eat i.e. cut up food to feed patients after assessment by registered nurse. (<b>not</b> patients with swallowing difficulties)</li> <li>• Make drinks and toast, cuppa soups and similar after training</li> <li>• Assist in patient transfers throughout hospital i.e. carry notes and bags if not heavy or putting self at risk</li> <li>• General tidying up of department</li> <li>• Mop up non-hazardous spillages – with training.</li> </ul>

**At the discretion of a registered professional and with the patient's consent, may be allowed to observe**

- Aseptic dressing procedures
- Minor surgical procedures
- Routine procedures and investigations i.e. X-rays, biopsy, endoscopy
- Other professionals within the hospital e.g. physiotherapists, occupational therapists, dietician.

## 6.6 The work experience application process

The flow chart in Appendix 3 outlines the application for a work experience placement via the centralised work experience from the initial enquiry to completion of placement.

### 6.6.1 Work experience documentation

All applicants must complete an application form from the work experience web pages on the Nottinghamshire Work Experience Hub website [www.sfh-tr.nhs.uk/work-for-us/work-experience](http://www.sfh-tr.nhs.uk/work-for-us/work-experience) and submit it to the Work Experience Co-ordinator. All applicants must ensure that the reference section is completed by a tutor or employer to support their application.

At the general induction, given by the Work Experience / Work Placement Co-ordinator, all students must complete a Confidentiality Code of Conduct form (Appendix 5) and Signed Undertaking (Appendix 6) stating that they will not under any circumstances divulge any confidential information to any unauthorised person.

All students under the age of 18 years must ensure that a parent or guardian has completed a parent / guardian consent form giving them permission to undertake their work experience / work placement and indicating any health issues. Supervisors are informed of any health issues. (Appendix 7).

All students aged 18 or over complete a medical form which should highlight any potential health issues with individual students. Supervisors are informed of any health issues. (Appendix 8).

## 6.7 Work placement application process

The flow chart in Appendix 13 outlines the application for a work placement from the initial enquiry to completion of placement.

### 6.7.1 Work placement documentation

All applicants must complete an application form from PETTs. All applicants must ensure that the reference section is completed by a tutor to support their application.

Applicants must complete a Confidentiality Code of Conduct form and Signed Undertaking form stating that they will not under any circumstances divulge any confidential information to any unauthorised person.

All students under the age of 18 years must ensure that a parent or guardian has completed a parent / guardian consent form giving them permission to undertake their work placement and indicating any health issues. Supervisors are informed of any health issues.

All students aged 18 or over complete a medical form which should highlight any potential health issues with individual students. Supervisors are informed of any health issues. These forms are issued by PETTs and the applicants must return the forms electronically to the Professional Training and Education Nurse Trainer.

## 6.8 New work experience placements

If a manager decides to offer a work experience, via the centralised process they should consider the following:

- Dates and duration
- Location and hours of work
- Duties and responsibilities of the post
- Dress and conduct
- Position regarding Employer's Liability and Public Liability Policies
- Risk assessments and control measures.

The supervisor should ensure that all health and safety requirements covered in the Trust's policy are met and then complete the new Placement Provider Form (Appendix 9) and forward this to the Work Experience Co-ordinator who will publish it on the centralised work experience website. If there is not a risk assessment for young persons in the workplace already in place for that area then a risk assessment should be carried out. (Appendix 11).

### 6.8.1 Approval

The supervisor / department manager has the discretion to accept or decline any person requesting a work experience / work placement. The decision should take the following factors into account:

- The current workload of the department
- The supervisory responsibilities already being undertaken by trained / professional staff
- The case mix of the department e.g. high dependency patients
- Clinical Governance issues for example infection risk
- The patient's rights to refuse access to learners
- The individual has personal knowledge of patients, or their next-of-kin or patients do not wish to be known in hospital
- Any reason that may lead the manager to suspect that the student is not able, for any reason of fitness, to begin or carry on with a work experience / work placement / traineeship

- Numbers of pre-registration healthcare professions students currently in the department.

### 6.8.2 Unsuccessful applicants

The Work Experience Co-ordinator / PETFs will notify unsuccessful applicants accordingly and advise them of the rationale behind the decision.

### 6.8.3 Successful applicants

Following discussions with departmental leads / managers the Work experience Co-ordinator / PETFs will notify successful applicants by confirmation email stating the terms and conditions of the placement and complete any necessary school / college / academy documentation (such as the employer agreement form).

### 6.8.4 Non completed placements

When an individual does not attend a placement or does not complete the full placement, the supervisor / manager in the hosting department must inform the Work Experience Co-ordinator / PETFs who will inform the school / college / academy, if applicable.

### 6.8.5 Concerns

Supervisors should raise any concerns with the individual and the Work Experience Co-ordinator / PETFs. Where the concern persists, the individual may be asked to leave the placement.

### 6.8.6 Work experience general induction

Successful work experience / traineeship applicants are invited to attend a general 30 minutes' induction before they go on a placement, delivered by the Work Experience Co-ordinator. They are provided with a Placement Guide and an induction booklet which gives general information on the Trust and its work.

The induction includes:

- Dress code
- Infection control
- Confidentiality and consequences of disclosure
- Health and safety
- Equality and diversity.

Applicants sign a confidentiality code of conduct, signed undertaking and complete a medical form or provide a parent consent form. Participants are requested to wear their school / college / academy ID badge when they are on placement. Those applicants who are not in full time education eg unemployed or adults looking for a career change and who do not have a school / college ID badge will be provided with a temporary ID badge by the Work Experience Co-ordinator.

Supervisors should also provide a local induction on the first day of the placement, ensuring that the person is aware of individual responsibilities around Health and Safety and is familiar with rest areas, fire exit and escape routes and first aid arrangements. An induction checklist is provided (Appendix 10).

#### 6.8.7 Work placement orientation day

Successful work placement applicants are invited to attend the Trust's Orientation Day and Clinical Induction (Day 1) ensuring that the person is aware of individual responsibilities around Health and Safety and is familiar with rest areas, fire exit and escape routes, first aid arrangements, moving and handling, basic life support and other sessions to support safe care of the patients in SFHFT.

Applicants are issued with the documentation prior to the Orientation Day and asked to return the forms electronically to the Professional Training and Education Nurse Trainer.

Supervisors should also provide a local induction on the first day of the placement, ensuring that the person is aware of individual responsibilities around Health and Safety and is familiar with rest areas, fire exit and escape routes and first aid arrangements.

## 7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

<b>Minimum Requirement to be Monitored</b>  (WHAT – element of compliance or effectiveness within the document will be monitored)	<b>Responsible Individual</b>  (WHO – is going to monitor this element)	<b>Process for Monitoring e.g. Audit</b>  (HOW – will this element be monitored (method used))	<b>Frequency of Monitoring</b>  (WHEN – will this element be monitored (frequency/ how often))	<b>Responsible Individual or Committee / Group for Review of Results</b> (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Evaluation of work experience/traineeships	Work Experience Co-ordinator	Survey	Quarterly	Head of Learning & Organisational Development, report by Work Experience Co-ordinator
Report on activity by Division/Department	Work Experience Co-ordinator	Review	Quarterly	Head of Learning & Organisational Development, report by Work Experience Co-ordinator
Evaluation of work placement individuals	PETTs	Survey	Yearly	Corporate Head of Nursing report by PETTs
Report on activity by Division/Department	PETTs	Review	Yearly	Corporate Head of Nursing report by PETTs

8.1 Work experience applicants who have applied via the centralised process and trainees will attend a compulsory induction, provided by the Work experience Co-ordinator prior to their placement.

Work placement applicants will attend the Trust's Orientation Day and Clinical Induction (Day 1).

Pathology University Elective Placement applicants will attend the Trust's Orientation Day.

All applicants will receive a local induction by the placement supervisor on the first day of the placement. If the placement includes a visit to Theatres (18+ applicants) placement supervisor should advise Theatres on Ext. 3717 to arrange a Theatres induction before attending Theatres. Advise Theatres of the date of the visit and the name of the surgeon.

8.2 The Trust runs a programme of mandatory training for staff which includes health and safety.

Advice on the application of this policy is available from the Head of Learning & Organisational Development at Sherwood Forest Hospitals Foundation Trust on 01623 622515 ext 3576.

Advice on work experience is available from the Work Experience Co-ordinator at [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net).

Advice on work placements is available from the PETTs team at [sfh-tr.petts@nhs.net](mailto:sfh-tr.petts@nhs.net). 01623 622515 ext 6141.

Advice on traineeships is available from the Head of Learning & Organisational Development at Sherwood Forest Hospitals Foundation Trust on 01623 622515 ext 3576.

Advice on Pathology University Elective Placements is available from the Pathology Training Co-ordinator on 01623 622515 ext 2734.

Managers and staff should make themselves aware of the Work Experience Policy and raise any queries with the Work Experience Co-ordinator at [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net).

Templates for new work experience placement providers and risk assessments can be found on the Trust's intranet under Work Experience.

### 8.3 Monitoring of Work Experience / Work Placements

The placement will be monitored closely during the time the individual is at the Trust mainly by the Supervisor who will raise any concerns with the individual and the Work experience Co-ordinator / PETTs.

A teacher / tutor may wish to attend the Trust towards the end of the placement and will have the opportunity to interview the student and supervisor to ensure that the placement is progressing as planned.

### 8.4 Employer Agreement Form

The Work Experience Co-ordinator / PETTs will complete any other documentation required



#### 8.4 Last Day of Placement

On the last day of the placement the work experience / work placement supervisor will complete any documentation, if required, by the school / academy / college. The supervisor may wish to give the individual an evaluation form (Appendix 13) for immediate feedback.

#### 8.5 Evaluation of Placements

Following the placement the Work Experience Co-ordinator / PETFs will send the individual a questionnaire where the participants reflect on the tasks that they enjoyed and if the whole experience could have been improved. Supervisors are also sent a similar questionnaire which asks about attendance, punctuality and attitude.

8.5.1 The results of these will be collated by the Work Experience Co-ordinator / PETFs and assessed to help to improve levels of support towards departments and individuals. This gives useful feedback which can be used to measure the overall value of the programme.

8.5.2 Evaluations results are fed back to the department and improvements made where practical. Feedback from schools / colleges / academies and parents is also considered during this time.

8.5.3 For individuals on an independent / local work experience placement, the supervisor may wish to give the individual an evaluation form for immediate feedback with a copy sent to the Work Experience Co-ordinator. (Appendix 12).

#### 8.7 Activity Reports

The Work Experience Co-ordinator produces data relating to the number of work experience placements and placement areas and reports these to the Nottinghamshire Work Experience Leads on a quarterly basis. This data is used to aid a year on year comparison of work experience/ work placement placements.

PETFs provide activity reports on work placements to the Head of Nursing.

#### 8.8 8.7 People and Culture Board (LWAB)

The Work Experience Co-ordinator collects data relating to work experience placements and any other work experience activities. This is reported to the Nottinghamshire Learning and Development Partnership and to the National Talent for Care and Widening Participation Business Intelligence Team at Health Education England on a quarterly basis.

This data includes the number of applications received, the target groups participating, the number of successful work experience placements and feedback.

#### 8.9 General Induction

The Work Experience Co-ordinator / PETFs keeps a record of all students attending the Trust for work experience/ work placement placements. This enables the Work Experience Co-ordinator / PETFs to ensure that all students have been booked onto an induction before the start of their placement. A register of all attendees will be maintained at all work experience / work placement inductions, to enable attendance to be monitored. If an

individual does not attend an induction, the department is informed, and depending on the reason for the non-attendance, an alternative date is arranged for the placement. If no justifiable reason for this non-attendance is given such as ill health then the offer of a placement may be withdrawn by the department.

### 8.9.1 Trust Induction

Work experience / work placement supervisors are required to complete a checklist (Appendix 10) on the first day of all work experience / work placement placements.

## 9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 1
- This document has been subject to an Environmental Impact Assessment, see completed form at Appendix 2

## 10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

### Evidence Base:

#### Legislation

- [Young people and work experience/ work placement a brief guide to health and safety for employers, Health & Safety Executive, published 2013](#)
- [Working hours for young people, Gov.UK](#)

#### National Guidance

- [Work experience – A toolkit for secondary care providers, Health Education England, published 2022](#)
- [Not just making tea – reinventing work experience/ work placement, Department for Education and Skills, published 2014](#)

### Related SFHFT Documents:

- SFHFT Equality and Diversity Policy
- SFHFT Dress Code and Uniform Policy
- SFHFT Young Persons at Work Guidance H&S/LW-06
- SFHFT Disclosure and Barring Service (DBS) Checks - Policy and Procedure
- SFHFT Safeguarding Children and Young People Policy.

## 11.0 KEYWORDS

Application; process; health and safety; risk assessment; suitability of activities; young people at work; placement.

## 12.0 APPENDICES

- Appendix 1 Equality Impact Assessment
- Appendix 2 Environmental Impact Assessment
- Appendix 3 Centralised Work Experience Process
- Appendix 4 Independent/Locally Arranged Work Experience Placements
- Appendix 5 Traineeship Application Form
- Appendix 6 Traineeship Confidentiality Code of Conduct Form
- Appendix 7 / Traineeship Signed Undertaking Form
- Appendix 8 Traineeship Parent/Guardian Agreement Form for under 18's

- Appendix 9 Traineeship Medical Form for over 18's
- Appendix 10 Work Experience New Placement Provider Form
- Appendix 11 Work Experience / Traineeship / Induction Checklist
- Appendix 12 Work Experience Risk Assessment Template
- Appendix 13 Work Experience Evaluation Form
- Appendix 14 Work Placement Process
- Appendix 15 Work Placement Application Form
- Appendix 16 Work Placement Confidentiality Code of Conduct Form
- Appendix 17 Work Placement Signed Undertaking Form
- Appendix 18 Work Placement Parent / Guardian Agreement Form for under 18's
- Appendix 19 Work Placement Medical Form for over 18's
- Appendix 20 Work Placement Induction Checklist

## APPENDIX 1 - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

<b>Name of service/policy/procedure being reviewed: Work Experience Policy</b>			
<b>New or existing service/policy/procedure: Existing</b>			
<b>Date of Assessment: 04/07/22</b>			
<b>For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)</b>			
<b>Protected Characteristic</b>	<b>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?</b>	<b>b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?</b>	<b>c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</b>
<b>The area of policy or its implementation being assessed:</b>			
<b>Race and Ethnicity</b>	None	Not applicable	None
<b>Gender</b>	None	Not applicable	None
<b>Age</b>	None	Not applicable	None
<b>Religion</b>	None	Not applicable	None
<b>Disability</b>	None	Not applicable	None
<b>Sexuality</b>	None	Not applicable	None
<b>Pregnancy and Maternity</b>	None	Not applicable	None
<b>Gender Reassignment</b>	None	Not applicable	None
<b>Marriage and Civil Partnership</b>	None	Not applicable	None

<b>Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)</b>	No access by work experience/ work placement applicant to a computer/internet	Hard copies of the application form available on request	None
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**What consultation with protected characteristic groups including patient groups have you carried out?**

The Work experience/ work placement Co-ordinates liaises with all managers and students for centrally organised work experience/ work placement placements. Students are sent an evaluation questionnaire following their placement which gives the students an opportunity to raise any issues.

**What data or information did you use in support of this EqIA?**

The centrally organised work experience/ work placement programme meets two of the ten strategic aims of Health Education England's Talent for Care Strategic Framework by:

- Broadening the ways into training and employment in the NHS, especially to attract more young people and improve diversity in the workforce
- Increasing the chances for people to try new experiences of working in the NHS.

Work experience placements are published on the Health Education England website which enables a wide participation from the community, not just schools and colleges. There is no upper age limit. The Monitoring Report for placements attended in 2016-2017 at the Trust show that the majority of placements (79.08%) were attended by young people between the ages of 16 to 24. Monitoring of applicants shows that there is significant interest from Black and Ethnic Minorities (BME) which compares favourably with local population data. BME groups attended 17.76% of placements. As most Trusts are under represented by ethnic diversity in the workforce this shows that the programme is working well in attracting minorities into this sector.

**As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?**

None identified

**Level of impact**

From the information provided above and following EQIA guidance document Guidance on how to complete an EIA ([click here](#)), please indicate the perceived level of impact:

Low Level of Impact

For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting.

**Name of Responsible Person undertaking this assessment:** Michael Du Rose

**Signature:**

MDR

**Date:** 04/07/22

## APPENDIX 2 – ENVIRONMENTAL IMPACT ASSESSMENT

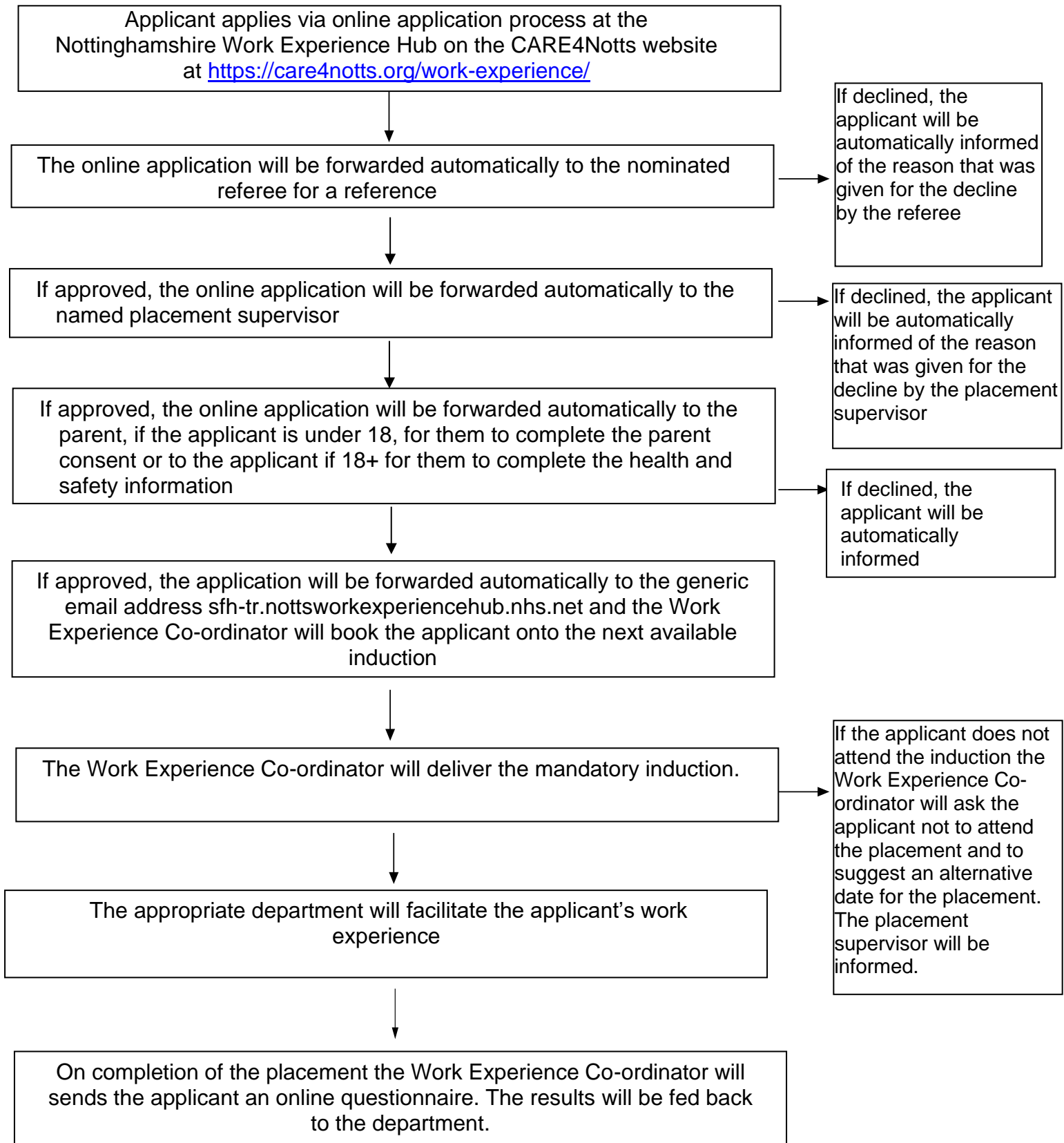
The purpose of an environmental impact assessment is to identify the environmental impact, assess the significance of the consequences and, if required, reduce and mitigate the effect by either, a) amend the policy b) implement mitigating actions.

Area of impact	Environmental Risk/Impacts to consider	Yes/No	Action Taken (where necessary)
<b>Waste and materials</b>	Is the policy encouraging using more materials/supplies? Is the policy likely to increase the waste produced? Does the policy fail to utilise opportunities for introduction/replacement of materials that can be recycled?	No	
<b>Soil/Land</b>	Is the policy likely to promote the use of substances dangerous to the land if released? (e.g. lubricants, liquid chemicals) Does the policy fail to consider the need to provide adequate containment for these substances? (For example bunded containers, etc.)	No	
<b>Water</b>	Is the policy likely to result in an increase of water usage? (estimate quantities) Is the policy likely to result in water being polluted? (e.g. dangerous chemicals being introduced in the water) Does the policy fail to include a mitigating procedure? (e.g. modify procedure to prevent water from being polluted; polluted water containment for adequate disposal)	No	
<b>Air</b>	Is the policy likely to result in the introduction of procedures and equipment with resulting emissions to air? (For example use of a furnaces; combustion of fuels, emission or particles to the atmosphere, etc.) Does the policy fail to include a procedure to mitigate the effects? Does the policy fail to require compliance with the limits of emission imposed by the relevant regulations?	No	
<b>Energy</b>	Does the policy result in an increase in energy consumption levels in the Trust? (estimate quantities)	No	
<b>Nuisances</b>	Would the policy result in the creation of nuisances such as noise or odour (for staff, patients, visitors, neighbours and other relevant stakeholders)?	No	



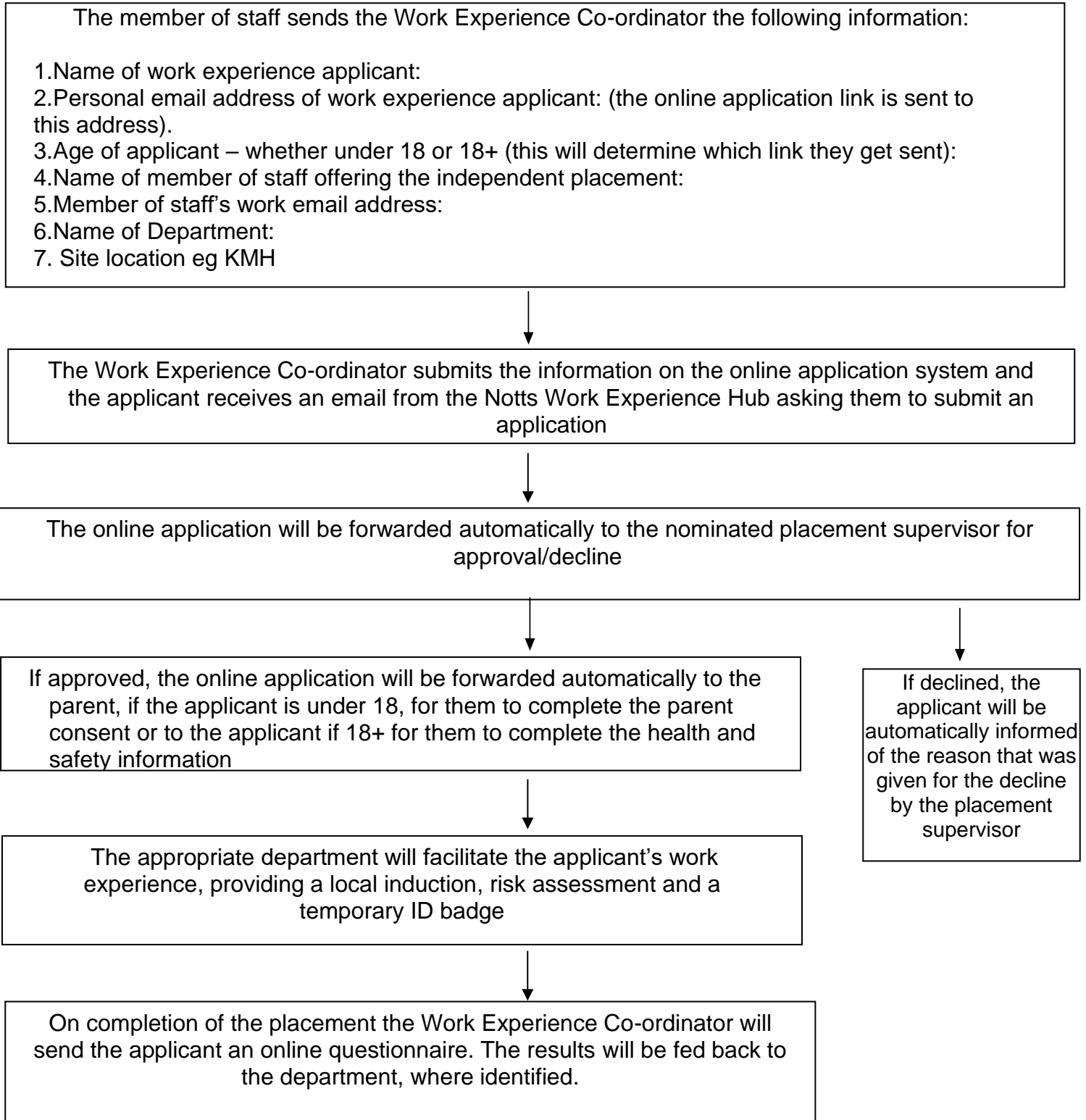
## APPENDIX 3

### CENTRALISED WORK EXPERIENCE PROCESS



## APPENDIX 4

### INDEPENDENT/LOCALLY ARRANGED WORK EXPERIENCE PLACEMENTS



**APPENDIX 5  
TRAINEESHIP APPLICATION FORM**

<b>Applicant Details:</b>			
<b>First name</b>			
<b>Last Name</b>			
<b>Date of Birth</b>		<b>Age at start of placement</b>	
<b>Address (including postcode)</b>			
<b>Email address (*NB)</b>	<b>School/College Email</b>	<b>Personal Email</b>	<b>Telephone</b>
<b>School / College</b>			
<b>Course studying for and day/time of study</b>			
<b>Clearly state which placement (from the directory) you are applying for</b>	<b>King's Mill Hospital</b> <b>Newark Hospital</b> <b>Mansfield Community Hospital</b> (Delete any not applicable)	<b>Department</b>	
<b>Clearly state which week (date) you would like your placement eg 29/11/22</b>			
<b>Interest/hobbies:</b>			
<b>Plans for the future:</b>			

<b>List two Strengths/Weaknesses:</b>	
<b>Tutor/Employer Details:</b>	
<b>Contact Name &amp; Address:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>State reasons why this placement is suitable for the student.</b>	
<b>State curricular strengths to support this application.</b> (For medical school applicants only: include grades predicted/achieved for GCSEs/A levels)	
<b>Any issues the placement provider needs to be aware of?</b>	

**Why are you looking for work experience?**

Please state **one main reason** why you are looking for work experience from the list opposite. (Delete all not applicable).

Gaining entry level employment.  
 Gaining access to Higher Education or professional training, including medical school.  
 Part of organised work experience through school or college.  
 For its own sake.  
 Unsure of future career.  
 Career change.  
 Other (please state)

**Monitoring Information**

(This information will be kept strictly confidential)

Please tick as appropriate

**Are you?**

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Other	<input type="checkbox"/>	Do not wish to disclose	<input type="checkbox"/>
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**How would you describe your ethnic origin?****White:**

British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any Other White Background	<input type="checkbox"/>
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**Black or Black British:**

African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Any Other Black Background	<input type="checkbox"/>
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**Asian or Asian British:**

Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any Other Asian Background	<input type="checkbox"/>
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**Mixed**

White and Black African	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any Other Mixed Background	<input type="checkbox"/>
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**Chinese**

<input type="checkbox"/>
--------------------------

Any Other Ethnic Group	<input type="checkbox"/>	Do not wish to disclose	<input type="checkbox"/>	Unknown	<input type="checkbox"/>
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**Are you disabled?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Do not wish to disclose	<input type="checkbox"/>
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**If yes, how would you describe your disability?**

Learning	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Sensory Impairment	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
----------	--------------------------	----------	--------------------------	--------------------	--------------------------	---------------	--------------------------

**Covid-19**

**Have you been fully vaccinated against Covid-19? Full Covid-19 vaccination is a requirement of work experience**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Can you wear personal protective equipment (PPE)/masks and social distance?**

Masks, social distancing and PPE are required in accordance with the Trust's policies. If there are any known reasons why you cannot social distance that we need to be aware of, please tick "No".

Yes  No

**Current Status**

In full-time/part-time education  In full-time/part-time employment  Unemployed

**Are you in receipt of free school meals?**

Yes  No

**Have you ever been convicted of an offence by a civil or criminal court?**

Yes  No

**Please carefully read the criteria below and sign:**

- I confirm I have attained the specified age criteria set by the department to which I wish to apply
- I understand the application process can take up to eight weeks and have therefore allowed sufficient time for my application to be processed
- I accept that I can only submit one application at a time to be processed
- I will ensure the application form is filled in correctly, providing sufficient information as well as clearly identifying which department I wish to apply for and the dates that I wish to undertake work experience
- I understand that if the request is declined I am eligible to reapply at a later date or for an alternative department immediately
- If this application is successful and a work experience placement is arranged, I will be expected to attend a mandatory induction workshop
- I have provided a valid email address that is regularly accessed and I will provide timely responses when required
- I understand that failure to comply with set conditions or to provide adequate information may result in my application being declined or an arranged placement being withdrawn.
- I agree to my personal data being safely stored by Sherwood Forest Hospitals NHS Foundation Trust and its partner organisations and being used only in relation to my work experience placement and related projects.

**Signed:**

**Date:**

**This form should be returned either by post or email to the address below. Please ensure that you attach sufficient stamps as applications received by post with insufficient postage will not be processed.**

**Work Experience Co-ordinator  
Training, Education and Development  
King's Mill Hospital  
Mansfield Road  
Sutton-in-Ashfield  
Nottinghamshire  
NG17 4JL  
Email: [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net)**

\* NB the email address that you supply should be one that you access regularly as we will communicate with you via this method. Your personal email is requested so that we can send you a follow up questionnaire to measure the long term impact of the placement.

## APPENDIX 6

### TRAINEESHIP CONFIDENTIALITY CODE OF CONDUCT FORM

**King's Mill Hospital**  
Mansfield Road  
Sutton in Ashfield  
Nottinghamshire  
NG17 4JL

Tel: 01623 622515

Join today: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

## CONFIDENTIALITY FOR PEOPLE UNDERTAKING WORK EXPERIENCE

In the course of your work experience/ work placement / placement, you will see and hear information concerning the medical or personal affairs of patients and staff or other Trust business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be divulged or discussed.

### What is confidentiality?

The Trust has a responsibility to hold in confidence any aspect of a patient's visit to the hospital. Everyone who works in the Health Service has a legal responsibility to maintain in confidence anything they know about patients. This is very important to patients. If they felt that any aspect of their attendance or care at the hospital was passed on to someone else then they would lose confidence in the Trust.

The Trust also has a responsibility to ensure that people who are on work experience / work placement understand the need for confidentiality and you are required to sign an undertaking that you understand and will abide by the rules. If you do not abide by the rules you may be asked to leave your placement immediately and this may jeopardise the ability of your school or college to send further students on work experience / work placement.

Please turn over for details of the Confidentiality Code of Conduct



## CONFIDENTIALITY CODE OF CONDUCT

During your work experience/ work placement:

- You **must not** attempt to read any information which is not relevant to the work experience / work placement that you are undertaking.  
Examples: Patients' manual records  
Information contained on computer screens  
Names of patients on lists e.g. computer print outs, whiteboards
- You **must not** tell others (e.g. friends, relatives, press etc) anything you see or hear that can be regarded as confidential.  
**Example: You must not inform someone else about a patient attending a hospital appointment or the fact that the person is a patient at the hospital. To do so would be regarded as a breach of confidentiality.**
- You **must not** pass on any information to anyone, without the permission of the person in charge.  
Example: This includes being asked for information from relatives or Police Officers.
- You **must not** remove from the hospital any documents, which you handle, without permission of the person in charge of the department. This is particularly important if it identifies a patient.
- You **must not** pass on any documentation to another person without the consent of the person in charge of the department.
- You **must not** pass on any personal information which would identify someone, when answering a telephone, without the consent of the person in charge of the department.

### You must:

- Be aware that careless talk leads to a breach of confidentiality.
- Continue to maintain confidentiality even when you are no longer on work experience /work placement at the hospital.
- Treat all people in the same way that you would wish to be treated.
- Respect other people's personal information in the way that you would wish your personal and confidential details to be respected.

**King's Mill Hospital**  
Mansfield Road  
Sutton in Ashfield  
Nottinghamshire  
NG17 4JL

Tel: 01623 622515

Join today: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

### **Confidentiality Statement for Personnel on Work experience**

During the course of your placement you are likely to see and hear confidential and sensitive information, particularly in relation to patients and staff. Such information is strictly confidential and unless action on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be disclosed, or used for any other purpose other than the proper performance of your placement.

Any unauthorised use or disclosure of information would therefore be viewed very seriously and would result in the instant cancellation of the placement and this may jeopardise the ability of your school or college to send further students on work experience/ work placement.

I certify that I have read the Code of Conduct and the above statement and fully understand the need for confidentiality whilst undertaking work experience/ work placement.

Signed: ..... Date: .....

Name: ..... School/ College .....

Before you can commence your placement this statement must be signed and returned to:

Work Experience Co-ordinator  
Training, Education and Development  
King's Mill Hospital  
Mansfield Road  
Sutton-in-Ashfield  
Nottinghamshire  
NG17 4JL

[sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net)

## APPENDIX 7 TRAINEESHIP SIGNED UNDERTAKING FORM

### SIGNED UNDERTAKINGS FOR WORK EXPERIENCE STUDENTS

We are pleased that you have chosen to undertake work experience/ work placement at our hospital but we must ensure that you understand the need to maintain confidentiality at all times. If you breach any aspect of confidentiality you will be asked to leave the hospital immediately and may jeopardise your school's/college's ability to send future students on work experience/ work placement. Therefore:

1. You are required to read carefully the attached document 'Confidentiality for People Undertaking Work experience/ work placement' and ensure that you comply with this Code of Conduct whilst on our premises.
2. If there are any points, which are not clear, please discuss them with the supervisor or the person in charge of the department in which you are working.
3. Please sign the form below to show that you have read and fully understand both the Code of Conduct and the consequences of any breach of confidentiality.

Name (Block capitals) \_\_\_\_\_

I confirm that I will be attending for work experience/ work placement on:

I accept the Conditions of a Work experience/ work placement Attachment and I have read the Code of Conduct and fully understand the need for confidentiality whilst undertaking work experience/ work placement.

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Name of School/College \_\_\_\_\_

Prior to commencing your work experience/ work placement placement this form must be signed and returned to: [sfh-tr.nottsworkeexperiencehub@nhs.net](mailto:sfh-tr.nottsworkeexperiencehub@nhs.net)

## APPENDIX 8 TRAINEESHIP PARENT / GUARDIAN AGREEMENT FORM FOR UNDER 18'S

**This form will be given to the student before the work experience placement begins and should be returned at the induction or before the first day of the placement**

Learner's name: \_\_\_\_\_ School/College: \_\_\_\_\_

Placement (eg Department): \_\_\_\_\_ Course (eg A Levels): \_\_\_\_\_

Day(s) and times of placement: \_\_\_\_\_

Location of placement: \_\_\_\_\_

Name of contact at placement/placement supervisor: \_\_\_\_\_

As the parent/guardian of the above learner:

1. I consent to my son/daughter undertaking part of his/her learning at the above named placement.
2. I have informed my son/daughter's school that my son/daughter is attending the above placement.
3. I will ensure that my son/daughter attends regularly, on time and properly equipped.
4. I will ensure that any absence is notified to the school and placement as soon as possible.
5. I consent to relevant information about my son/daughter being exchanged between the school and the placement.
6. I give permission for my son/daughter to travel to the placement by \_\_\_\_\_ (insert means of transport).
7. I will contact the school coordinator \_\_\_\_\_ (name) if I become concerned about anything connected with my son/daughter's learning.
8. I am aware that my son/daughter may not be supervised during lunch and break times and appreciate the placement is an open access public area and as such rely on my son/daughter remaining on site during placement hours.
9. I give permission for photographs or other images of my son/daughter to be produced for student ID cards and trust promotional activities.
10. I am aware that if my son/daughter causes damage to placement property, I could be asked to contribute towards the costs of repair.
11. I consent to my son/daughter receiving medical assistance if required.
12. I will ensure that my son/daughter takes a lateral flow test before starting the placement in order to protect the health and safety of staff and reduce the risk of transmitting Covid-19 in the workplace. I agree for my son/daughter to share the lateral flow test results with the Placement Supervisor/Work Experience Co-ordinator.

Please find further information on taking a lateral flow test below: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/how-to-do-a-test-at-home-or-at-a-test-site/how-to-do-a-rapid-lateral-flow-test/>

13. I agree to my son/daughter taking a lateral flow test whilst on placement (every 3 to 4 days eg Tuesday and Thursday or Wednesday and Sunday) to help identify if they are carrying Covid-19 without displaying symptoms.
14. I understand that if my son/daughter declines to take a lateral flow test they will not be allowed to attend the placement.
15. I agree that if my son/daughter tests positive for Covid-19 they must inform the Placement Supervisor/Work Experience Co-ordinator, leave the placement immediately and self-isolate for 10 days.

Personal Doctor's Name: (this will be the name of the GP/health centre your son/daughter is registered with)

Doctor's Telephone: (this will be the telephone number of you son/daughter's GP surgery)

The placement provider takes all reasonable steps, including extra infection-control precautions and enhanced sanitation/disinfecting procedures in compliance with government guidelines, to reduce the likelihood of Covid-19 being transmitted between patients and/or staff, but that risk cannot be eliminated.

Any person attending for a work experience placement must understand that, as with any other public place, they may be exposed to a wide variety of people, some of whom are likely to be asymptomatic carriers (meaning that they may be infected with the virus but do not display any symptoms). Applicants on placements will be expected to strictly adhere to the placement provider's Covid protocols and instructions from staff, for their own safety and the safety of others.

Covid-19 remains a highly-transmissible virus that is present in the general population, and that risk will remain even as the number of infections fall. Following our protocols will mean that the risk to applicants will be limited as far as practicable, but may still remain higher than in other public places.

We strongly recommend that your son/daughter completes a Covid-19 age risk assessment at [Covid-19 Medical Risk Assessment – Alama](#). This will calculate their Covid-19 age and let you know how high the risk will be of them becoming infected with Covid-19. Please consider their risk score before allowing them to attend a placement. If they are under 20 please submit 20 as their current age. A suggested risk score for Covid-19 age vulnerability is:

85 and over = very high

70-84 = high

50-69 = moderate

Under 50 = low

Please tick any boxes that are relevant to your son/daughter:

- My son/daughter is fully vaccinated against Covid-19 (this a requirement for the placement)
- My son/daughter has asthma
- My son/daughter has bronchitis
- My son/daughter has diabetes
- My son/daughter experiences seizures

- My son/daughter has a skin allergy
- My son/daughter can wear personal protective equipment and social distance

**Covid-19 specific**

- My son/daughter has hypertension
- My son/daughter has cardiovascular disease
- My son/daughter has diabetes
- My son/daughter has chronic kidney disease
- My son/daughter has Chronic Obstructive Pulmonary Disorder (COPD)
- My son/daughter has a Body Mass Index of 35+
- My daughter is less than 28 weeks pregnant
- My daughter is more than 28 weeks pregnant

Has your son/daughter been identified as being clinically extremely vulnerable Yes/No

If yes, please state the reason why:

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For a full list of clinically extremely vulnerable categories please visit the following link  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>

This information is not used to select applicants but will enable the placement supervisor to complete a full risk assessment.

Details of medication(s):

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Details of any disabilities

If any disabilities are disclosed the organisation will explore what reasonable adjustments can be made to aid the work placement. The organisation may contact the learner/ college/school to obtain further information when exploring the reasonable adjustments.

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Any other information:

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In case of emergency please contact:

Name of emergency contact		Relationship to learner	
Contact number		Mobile number	

I confirm that the information given is true and complete to the best of my knowledge and belief. I understand that any false information could put patients at risk and result in the work experience placement being cancelled.

I agree to the terms of the Medical and Safety Agreement

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

Name: \_\_\_\_\_

23/08/21



## APPENDIX 9

### TRAINEESHIP MEDICAL AND SAFETY INFORMATION FORM FOR OVER 18'S

**This form will be given to the learner before the work experience placement begins and should be returned before the first day of the placement**

Learner's name: \_\_\_\_\_ College/University: \_\_\_\_\_

Placement (eg Department): \_\_\_\_\_ Course (eg A Levels): \_\_\_\_\_

Day(s) and times of placement: \_\_\_\_\_

Location of placement: \_\_\_\_\_

Name of contact at placement/placement supervisor: \_\_\_\_\_

1. I will ensure that any absence is notified to the college/university and placement as soon as possible.
2. I consent to relevant information about me being exchanged between the college/university and the placement.
3. I am aware that I may not be supervised during lunch and break times and appreciate the placement is an open access public area and I should notify my supervisor if I leave the site during placement hours.
4. I give permission for photographs or other images of me to be produced for student ID cards and trust promotional activities.
5. I am aware that if I cause damage to placement property, I could be asked to contribute towards the costs of repair.
6. I will ensure that I take a lateral flow test before starting the placement in order to protect the health and safety of staff and reduce the risk of transmitting Covid-19 in the workplace.

Please find further information on taking a lateral flow test below: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/how-to-do-a-test-at-home-or-at-a-test-site/how-to-do-a-rapid-lateral-flow-test/>

7. I agree to share the lateral flow test results with the Placement Supervisor/Work Experience Co-ordinator.
8. I agree to take a lateral flow test whilst on placement (every 3 to 4 days eg Tuesday and Thursday or Wednesday and Sunday) to help identify if I am carrying Covid-19 without displaying symptoms.
9. I understand that if I decline to take a lateral flow test I will not be allowed to attend the placement.
10. I agree that if I test positive for Covid-19 I will inform the Placement Supervisor/Work Experience Co-ordinator, leave the placement immediately and self-isolate for 10 days.

Personal Doctor's Name: (this will be the name of the GP/health centre you are registered with)

\_\_\_\_\_

Doctor's Telephone: (this will be the telephone number of your GP surgery) \_\_\_\_\_

The placement provider takes all reasonable steps, including extra infection-control precautions and enhanced sanitation/disinfecting procedures in compliance with government guidelines, to reduce the likelihood of Covid-19 being transmitted between patients and/or staff, but that risk cannot be eliminated.

Any person attending for a work experience placement must understand that, as with any other public place, they may be exposed to a wide variety of people, some of whom are likely to be asymptomatic carriers (meaning that they may be infected with the virus but do not display any symptoms). Applicants on placements will be expected to strictly adhere to the placement provider's Covid protocols and instructions from staff, for their own safety and the safety of others.

Covid-19 remains a highly-transmissible virus that is present in the general population, and that risk will remain even as the number of infections fall. Following our protocols will mean that the risk to applicants will be limited as far as practicable, but may still remain higher than in other public places.

We strongly recommend that you complete a Covid-19 age risk assessment at [Covid-19 Medical Risk Assessment – Alama](#). This will calculate your Covid-19 age and let you know how high the risk will be of you becoming infected with Covid-19. Please consider the risk score before attending the placement and let your placement supervisor know your score. If you are under 20 please submit 20 as their current age. A suggested risk score for Covid-19 age vulnerability is:

85 and over = very high

70-84 = high

50-69 = moderate

Under 50 = low

Please tick any boxes that are relevant to yourself:

- I am fully vaccinated against Covid-19 (this a requirement for the placement)
- I have asthma
- I have bronchitis
- I have diabetes
- I experience seizures
- I have a skin allergy

#### **Covid-19 specific**

- I have hypertension
- I have cardiovascular disease
- I have diabetes
- I have chronic kidney disease
- I have Chronic Obstructive Pulmonary Disorder (COPD)
- I am less than 28 weeks pregnant
- I am more than 28 weeks pregnant
- I have a Body Mass Index of 35+

Have you been identified as being clinically extremely vulnerable Yes/No

If yes, please state the reason why:

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For a full list of clinically extremely vulnerable categories please visit the following link  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>

Details of medication(s):

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Details of any disabilities

If any disabilities are disclosed the organisation will explore what reasonable adjustments can be made to aid the work placement. The organisation may contact the learner/ college/school to obtain further information when exploring the reasonable adjustments.

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Any other information:

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In case of emergency please contact:

Name of emergency contact		Relationship to learner	
Contact number		Mobile number	

I confirm that the information given is true and complete to the best of my knowledge and belief. I understand that any false information could put patients at risk and result in the work experience placement being cancelled.

I agree to the terms of the Medical and Safety Agreement

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

Name: \_\_\_\_\_

23/8/21

**APPENDIX 10**

**NEW WORK EXPERIENCE PLACEMENT PROVIDER FORM**

**New Placement Provider Details:**

We are delighted that you have expressed an interest in facilitating work experience/ work placement placements within your department. Your support is greatly appreciated and provides an excellent mechanism for attracting potential workforce succession personnel into your chosen profession.

It is my aim to minimize any impact or disruption to your department and to this end it would be really helpful if you would provide an indication of what the placement may entail. This would then enable me to provide the students with a clear understanding of what they are likely to experience during the placement, both in terms of any duties and tasks that they may be asked to undertake, and also what kind of scenarios they are likely to observe. Please advise us of your department's specific details, as per the example below. We will then add this to the existing Directory of Work experience/ work placement Placements as appropriate.

Example:

Area / Type of Work	Department	Nature of work experience/ work placement	Age	Restrictions	Length	Qty.
Outpatients Newark Hospital	Students will observe in various clinics	16+	This placement is on a Tuesday only	1 day	1/month	6

Please advise the name of the nominated contact person who will take responsibility for facilitating the work experience/ work placement placements.

Nominated Contact Person: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email: \_\_\_\_\_

## APPENDIX 11 WORK EXPERIENCE / TRAINEESHIP INDUCTION CHECKLIST

Work Experience Student's Name: \_\_\_\_\_

Start / Finish Date: \_\_\_\_\_

Placement: \_\_\_\_\_

Manager: \_\_\_\_\_

As a manager, you have a particular responsibility for the young people who work for you. Always remember that they are more vulnerable than experienced members of staff. In particular, early on, you need to discuss the following items with them:

### 1.0 CONTACT ARRANGEMENTS

No	Item	Date Completed	Manager's Signature
1.1	Routine Contacts		
1.2	Emergency contact details Name: Telephone Number: Address:		
1.3	Name and role of line manager		
1.4	Name of safety representative		

### 2.0 GENERAL INFORMATION

No	Item	Date Completed	Manager's Signature
2.1	School/college/academy or temporary ID badge checked (for independent placements the temporary ID badge is provided by the placement supervisor)		
2.2	Hours of Work		
2.3	Breaks / Rest Rooms / Staff Rooms		
2.4	Tour of building and introduction to colleagues / team		
2.5	Confidentiality		
2.6	Dress code		
2.7	Local Guidelines and Policies including Whistle Blowing Policy and raising concerns about patient safety		
2.8	IT Systems including IT Use Procedure		
2.9	Discussion of what the directorate does		
2.10	Sickness reporting procedure		

2.11	Discussion of placement programme / timetable including learning outcomes / objectives		
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### 3.0 SPECIFIC RESTRICTIONS

No	Item	Date Completed	Manager's Signature
3.1	Prohibition of the use of specific equipment		
3.2	Prohibition of specified processes etc		
3.3	Activities only to be undertaken with supervision		
3.4	Restricted Areas		

### 4.0 PERSONAL PROTECTIVE EQUIPMENT (where applicable)

No	Item	Date Completed	Manager's Signature
4.1	Infection Control including Social Distancing / Lateral Flow Tests		
4.2	Personal Protective Equipment and importance of its use		
4.3	Types Available		

### 5.0 EMERGENCY EVACUATION PROCEDURES

No	Item	Date Completed	Manager's Signature
5.1	Location of Fire Exits		
5.2	Location of Fire Extinguishers and Break Glass Points		
5.3	Name and Location of the Fire Warden		
5.4	Action on discovering a fire		
5.5	Information about the test regime		
5.6	Action on hearing the fire alarm		
5.7	Location of the departments assembly point		
5.8	Emphasise that it is an offence to block fire doors		

### 6.0 FIRST AID AND ACCIDENT REPORTING

No	Item	Date Completed	Manager's Signature
6.1	Location of first aid box		
6.2	How to contact a First Aider		
6.3	How to call an ambulance		
6.4	How to report an accident		

### 7.0 JOB SAFETY

No	Item	Date Completed	Manager's Signature
7.1	Hazards and Precautions (where applicable)		

Type	Hazards Present in Job	Safety Overview Given	Specific Training Required
Chemical Substances			
Electrical			
Lifting and Handling			
Machinery and Equipment including telephone / faxes / photocopying			
Display Screen Equipment			
Housekeeping			
Site Transport			
Other (please specify)			

No	Item	Date Completed	Manager's Signature
7.2	Hazards Reporting		

### 8.0 VDU USERS

No	Item	Date Completed	Manager's Signature
8.1	Risks and Precautions outlined		

### 9.0 TRAINING

No	Item	Date Completed	Manager's Signature
9.1	Extra Training Required (not specified in Section 6)		
9.2	If the placement includes a visit to Theatres (18+ applicants) advise Theatres to arrange a Theatres induction before attending Theatres on Ext. 3717. Advise Theatres of the date of the visit and the name of the surgeon		

### 10.0 END OF PLACEMENT

No	Item	Date Completed	Manager's Signature
10.1	If applicable, temporary ID badge collected		

**I CONFIRM THAT THE CHECKLIST HAS BEEN COMPLETED AND I HAVE READ ALL THE INFORMATION THAT I HAVE BEEN GIVEN TO UNDERTAKE MY ROLE AND MY DUTIES SAFELY.**

**SIGNED WORK EXPERIENCE STUDENT:** \_\_\_\_\_

**SIGNED MANAGER:** \_\_\_\_\_



# APPENDIX 12

## RISK ASSESSMENT TEMPLATE

### SHERWOOD FOREST HOSPITALS NHS TRUST

- HEALTH AND SAFETY RISK ASSESSMENT

Division	Department/Ward	Date
Work Activity	Work experience/ work placement: general activities including young persons on work experience/ work placement	

No.	Identified Hazard			Initial Risk Rating			Current and Future Controls	Target Risk Rating		
	Hazard (the potential to cause harm)	How harm can occur and who could be harmed	Control Measures or Safeguards in place	Consequence (C)	Likelihood (L)	Risk Rating (C x L)	Observations and recommendations to improve safety	Consequence (C)	Likelihood (L)	Risk Rating (C x L)
1.	Slip or Slips, Trips and falls	Trip over cables, boxes, slip on wet surfaces The work environment can have slip or trip hazards present for example boxes of notes stored temporarily on the floor, trailing cables, water spillages from drinks, water from cleaning operations.	The person is made aware of the risks through induction Housekeeping is regularly reviewed Signs are displayed warning of wet surfaces after cleaning e.g. kitchen floors. All employees are expected to keep the environment tidy and free from trip hazards Any identified hazards	3	2	6	The person will be reminded of the need to clean up any spillages and report any tripping hazards present. The person will be warned to be vigilant and supervised to ensure they remain aware of the risks and do not become complacent.	3	1	3

			such, as loose tiles or ripped carpets should be reported for action via the helpdesk.							
2.	Fire	Due to the inexperience of a person and the higher probability they may panic or react in an uncontrolled manner the person is at higher risk to injury if a fire breaks out or if an alarm is activated. Potential for injury from burns, smoke inhalation, physical injury from the evacuation process or as a result of not following the correct procedure.	Fire Compartmentalisation of the building. Automatic warning systems. Hospital site is non-smoking and it is illegal to smoke within the hospital buildings. First aid means of fighting fire. Documented emergency response. Evacuation points identified. Person to be informed on first day of the procedure to be adopted in the event of a fire and of the need to keep fire doors closed.	4	2	8	Person to remain in the supervision of an experienced member of staff at all times and they will instruct in the event of a fire	4	1	4
3.	Welfare arrangements	The person may be at risk if they do not understand the Trust welfare arrangements in place	The person will be fully inducted and be provided with information on the first day regarding arrangements for first aid, breaks, toilet facilities, incident reporting	3	2	6	Person to remain in the supervision of an experienced member of staff at all times	3	1	3
4.	Manual handling	In some tasks, workers may be more at risk than adult workers as their muscle strength may not be fully developed and they may be less skilled in handling techniques or in pacing the item according to capability. Injuries	Use of other means, including mechanical means where available, use of trolleys or other carrying devices. No specific identified manual handling activities to take place until the person has received appropriate	3	2	6	Person to remain in the supervision of an experienced member of staff at all times who will assess the ability of the person to carry out the activity and restrict them	3	1	3

		could range from fractures and sprains to lacerations and bruising.	training. HSE Guidance of maximum of 20kgs not to be exceeded by the person.				accordingly			
5.	Contact with electricity	The use of portable electrical appliances carries a risk of contact with electricity if the appliance is broken, worn or damaged or if the appliance is used inappropriately. The primary risk is that of electric shock and associated injuries from this. Secondary risks include the risk of fire and explosion.	All portable appliances are tested for safety and suitability on an annual basis. If anybody identifies any problems with an item of electrical equipment it should be taken out of use, quarantined and reported to estates or MEMD. There are policies and procedures in place for safe operations of electrical appliances and these must be strictly adhered to.	4	2	8	Person to remain in the supervision of an experienced member of staff at all times and ensure they are restricted to only using equipment that is intrinsically safe and not complex or dangerous	4	1	4
6.	Distressing situations, images and encounters	Young people can lack the psychological maturity to cope with the distressing situations, images and emotions encountered in healthcare. This can lead to the person becoming stressed in the workplace and side effects such as headaches, feeling ill, physical illness	The nature of healthcare is such that the person may witness events that others in society may regard as distressing. Every attempt will be made to support the person in the clinical environment. The person will not be placed in an environment where they will witness anything beyond their psychological maturity. The person will not be allowed in working theatres, mortuaries or other sensitive clinical areas, due to there being an age limit of 18 and also	3	2	6	Person to remain in the supervision of an experienced member of staff at all times who will ensure the young person is not exposed to situation beyond their ability to cope with the potential physiological affects of exposure.	3	1	3

			the fact that they may not be able to cope with the exposure due to their lack of maturity							
7.	Exposure to chemical agents – alcohol gels and soaps for hand washing and the presence of Latex in the work environment.	Good infection control requires frequent hand washing. This can cause skin irritation and dermatitis. Latex is present in the healthcare environment from gloves and medical devices.	COSHH assessment completed. Hand moisturisers available. Person will be asked about Latex allergies on the first day and will be told to report any skin problems to their supervisor immediately. Non-Latex gloves are available.	4	2	8	Person to remain in the supervision of an experienced member of staff at all times and they will monitor them with regard to exposure	4	1	4
8.	Use of work equipment	All work equipment can pose a risk if it is not used properly or prohibitions are ignored. The person may be exposed to potential risks from various types of equipment, including office equipment such as photocopiers and shredders.	Guards are in place on equipment with potential hazards that can cause harm; the person is to be made aware it is illegal to remove these guards. Training will be provided on the safe operation of any equipment they are required to use. Any jams or breakdowns with the equipment should be reported to their supervisor and they are not to attempt to deal with it themselves.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times and they are responsible for ensuring the person does not use complex or potentially dangerous equipment.	3	1	3
9.	Person may have relevant learning /behavioural difficulties, medical health conditions that may be restrictive or	Work may pose a risk to the person depending on the nature of the individual's difficulty.	Enquiries made with person and parents/guardians prior to work or work experience/ work placement starting. Once difficulty has been established a specific risk assessment should take place.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times	3	1	3

	require special consideration prior to the person starting their work or work placement.										
10.	Violence and harassment	<p>The work may pose a risk to the student placement if they are in the vicinity of any aggression that takes place</p> <p>One of the main learning opportunities of work experience/ work placement is the interaction between doctor and patient. However, any human interaction has the potential for conflict and on rare occasion's physical aggression. Patients recovering from operations may also react in unpredictable ways on regaining consciousness. The person could experience stress through witnessing violence or aggression and or physical injury through violence or aggression</p>	<p>Persons will be made aware of this possible eventuality as part of their induction and be instructed as to what to do and how to react</p> <p>Staff members have access to assistance from security and the police if required.</p> <p>Any instance of verbal or physical aggression will be recorded on the Trust's incident reporting system for further investigation and follow up.</p> <p>If a member of the public says anything inappropriate to the person then this must be reported to the person's supervisor</p>	4	2	8	<p>The person will be supervised by and work closely with experienced staff that will ensure the student's safety at all times</p>	4	1	4	
11.	Working hours	Excessive working hours can cause fatigue and stress for inexperienced workers.	The person will not be allowed to work nights. The person will get a minimum 12-hour rest period	3	2	6	It is the responsibility of the person's supervisor to ensure that they				

		stressed in the workplace and side effects such as headaches, feeling ill, physical illness	rest break will be available during each day shift. Young people will not normally be allowed to work shift patterns that are considered unsociable and out of normal hours.				unreasonable hours			
12	Exposure to ionising and non-ionising radiation sources	Serious risks associated with exposure to radiation at various location including X ray, radiology etc. people are more susceptible to the exposure to radiation and there is a slight increased risk of getting cancer and hereditary defects.	The young person will not be allowed to work in areas where they might be exposed to radiation unless they are required to do so as part of their training and this would be under the direct supervision of a competent supervisor and only where the Radiation Protection Advisor has assessed the risk and advised on safe participation.	5	1	5	It is the responsibility of the person's supervisor to ensure that they do not work with or are exposed to radiation in the workplace	5	1	5
13	Breach of confidentiality or data protection legislation	Individual may have access to patient information eg clinic lists, addresses, medical records. Patient confidentiality could be breached.	Participants required to read and sign declaration of confidentiality at induction. Importance of confidentiality covered at general and Trust's induction. Participants not given access to patient files and databases unless supervised.	3	2	6	It is the responsibility of the supervisor to ensure that individuals understand the consequences of a breach of patient confidentiality.	3	2	6
14	Clinical waste and sharps	There is a risk of needlestick injuries and infection.	Sharps are disposed of according to the Sharps, Needlestick & Post-Exposure Prophylaxis (PEP)	3	2	6	Risk of needle stick injuries discussed at Trust' induction. Participants always supervised by staff.	3	2	6

			will not be directly handling clinical medical devices including sharps. Waste segregation and identification. Participants always supervised by staff. This risk is discussed at the general induction.							
15	COVID-19	Spread of COVID-19 in the workplace infecting staff, visitors and patients.	Hand washing facilities with soap and water is available. Hand sanitizer is available at all sites. Guidance given regarding use of Personal Protective Equipment (PPE) where required. Use of emollient cream to protect skin. Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning projects and methods. Disinfectant wipes available for all desk stations in all sites.  Reducing the number of persons in any work area to comply with the recommended 2 metre distance.	3	2	6	The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times. Individuals will be reminded to wash their hands for 20 seconds with soap and water and of the importance of properly drying them with disposable paper towels.  Reminders to catch coughs and sneezes in a tissue and follow the "Catch it, Kill it, Bin it" campaign.  Reminders to avoid touching face, eyes, nose or mouth with	3	2	6

			<p>Reviewing work schedules including start and finish times, lunch breaks etc. to reduce the number of workers in the workplace at any one time.</p> <p>Redesigning office layouts to safely allow social distancing.</p> <p>Microsoft Teams being used instead of face to face meetings.</p> <p>Social distancing measures introduced in kitchens and toilet facilities.</p> <p>If the work experience applicant becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Mental health and wellbeing support is available through the placement supervisor and range of online resources.</p>						
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	<p>Individuals who may be more vulnerable to severe illness if they contract COVID-19 infection.</p> <p>This includes individuals:</p> <p>who have underlying health conditions and/or a disability including:</p> <p>Asthma Diabetes Chronic Cardiovascular disease including hypertension and IHD Chronic respiratory disease (excluding asthma) Chronic kidney disease Non-haematological cancer Haematological malignancy Liver disease Chronic neurological disease other than stroke or dementia Organ transplant Spleen diseases Rheumatoid / lupus / psoriasis Other immunosuppressive conditions or classed as clinically vulnerable</p> <p>who are pregnant</p>	<p>Hand washing facilities with soap and water is available. Hand sanitizer is available at all sites. Guidance given regarding use of Personal Protective Equipment (PPE) where required.</p> <p>The individual will be required to adhere to social distancing guidance of 2 metres.</p> <p>The individual will not be directly observing care for COVID-19 patients (tested as positive) or observing Aerosol Generating Procedures (AGPs). The individuals will not be observing care for patients not tested / unknown COVID-19 status.</p>	3	2 6		<p>The individual will be supervised by and work closely with experienced staff that will ensure their safety at all times.</p>	3	2	6
--	---	--	---	-----	--	---	---	---	---

		<p>who are from an ethnic minority group</p> <p>who have a Body Mass Index of &gt;40 (or &gt; 35 in ethnic minority groups). <a href="https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/">https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/</a></p> <p>who are male.</p>								
16	Other Infectious diseases	Risk of illness following exposure to infectious diseases.	Follow infection control procedures with regard to hand washing and changing of clothes as outlined at induction.	3	2	6	The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times	3	2	6
17	Hot liquids	There is a risk of scalding following a spillage of hot liquids.	Trust induction to include instruction to carry hot liquids on a tray and avoid overfilling of cups.	3	2	6	The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times	3	2	6

18	Attending non-trust premises e.g. patients' homes, nursing homes	Heightened likelihood of some risks covered above, especially slips, trips, falls; aggression/abuse; breach of confidentiality.	<p>Only accompanying where it is a follow up visit to a known patient without any known behavioural issues and the staff member is confident that there will be no issues with any other occupants of the property.</p> <p>The member of staff being satisfied the person displays an appropriate level of maturity i.e. a home visit would not be the first activity timetabled with a new person.</p> <p>Gel sanitizers carried by those staff seeing patients in their own homes and where soap and water are not readily available.</p> <p>Even where a visit is considered low risk, supervisors should carefully consider the patient and their treatment before planning to bring a student.</p> <p>The environmental conditions outside and within the property do not present significant risks.</p>	4	2	8	<p>The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times.</p> <p>Patient consent is given on each occasion.</p>	4	1	4
----	--	---	---	---	---	---	---	---	---	---

**Confirmation that the following employees have read and understood the contents of this risk assessment and will fully comply with its requirements including: implementation of all control measures and safeguards, use of suitable appliance or equipment and the use of recommended personal protective equipment where applicable**

Job Title	Name	Signature	Date

**Action Plan**

Areas	Action Required	By Whom	Target Date	Completion Date
All areas	Attend induction	Work experience/ work placement Co-ordinator	Prior to placement	First week of each month
All areas	Receive orientation/induction to local clinical area for placement	Placement Supervisor	First day of placement	
All areas	Supervisor allocated throughout placement	Ward Manager	First day of placement	

## Consequence Scoring Table

Level	Descriptor	Impact (actual or potential)
1.	Insignificant	<ul style="list-style-type: none"> <li>Adverse event requiring no/minimal intervention or treatment</li> <li><b>Impact prevented</b> – any patient safety incident that had the potential to cause harm but was prevented, resulting in no harm</li> <li><b>Impact not prevented</b> – any patient safety incident that ran to completion but no harm occurred.</li> </ul>
2.	Minor	<ul style="list-style-type: none"> <li>Minor injury or illness – first aid treatment needed.</li> <li>Health associated infection which may/did result in semi-permanent harm</li> <li>Affects 1-2 people</li> <li>Any patient safety incident that required extra observation or minor treatment and caused minimal harm to one or more persons</li> </ul>
3.	Moderate	<ul style="list-style-type: none"> <li>Moderate injury or illness requiring professional intervention</li> <li>No staff attending mandatory/key training</li> <li>RIDDOR/Agency reportable incident (7 plus days lost)</li> <li>Adverse event which impacts on a small number of patients</li> <li>Affects 3-15 people</li> <li>Any patient safety incident that resulted in a moderate increase in treatment and which caused significant but not permanent harm to one or more persons</li> </ul>
4.	Major	<ul style="list-style-type: none"> <li>Major injury / long term incapacity / disability (e.g. loss of limb)</li> <li>&gt;14 days off work</li> <li>Affects 16 – 50 people</li> <li>Any patient safety incident that appears to have resulted in permanent harm to one or more persons</li> </ul>
5.	Catastrophic	<ul style="list-style-type: none"> <li>Fatalities</li> <li>Multiple permanent injuries or irreversible health effects</li> <li>An event affecting &gt;50 people</li> <li>Any patient safety incident that directly resulted in the death of one or more persons</li> </ul>

• **Probability Scoring Table**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Descriptor</b>	<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Almost Certain</b>
<b>Frequency</b>	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
	<1%	1-5%	6-20%	21-50%	>50%
<b>Likelihood</b>	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not

• **Risk Scoring Matrix**

	<b>Rare 1</b>	<b>Unlikely 2</b>	<b>Possible 3</b>	<b>Likely 4</b>	<b>Almost Certain 5</b>
<b>Insignificant - 1</b>	1	2	3	4	5
<b>Minor – 2</b>	2	4	6	8	10
<b>Moderate – 3</b>	3	6	9	12	15
<b>Major – 4</b>	4	8	12	16	20
<b>Catastrophic – 5</b>	5	10	15	20	25

<b>KEY:</b>	Insignificant/Minor 1-6	Moderate Risk 8-12	Major 15 - 20	Catastrophic 25

## APPENDIX 13

### WORK EXPERIENCE EVALUATION FORM

#### Work Experience - Student Evaluation Questionnaire

To enable us to assess the effectiveness of the work experience process and student experience it would greatly help if you could complete this short questionnaire. This information may be shared with your placement provider to enable them to make improvements to the way placements are delivered.

<b>Name</b>	
<b>What Department/Area was your Work Experience Placement in?</b>	
<b>Department/placement area</b>	
<b>Placement start date</b>	
<b>Was the placement accessed through the online directory or independently? If independently please specify how</b>	
<b>Was this your 1<sup>st</sup> placement choice?</b>	<i>(Please state Yes/No)</i>
<b>If No, what was your 1<sup>st</sup> choice?</b>	

Please grade your responses to the following statements using the scale below:

- 1=Strongly Disagree
- 2=Disagree
- 3=Agree
- 4=Strongly Agree
- 5 =Not applicable

#### The Application Process

	1	2	3	4	5
The Notts Work Experience Hub/CARE4Notts website was informative and easy to navigate					
The response from the Work Experience Co-ordinator regarding my application was timely and helpful					
The whole application process was well organised and efficient					
I received the information I needed to be fully prepared to undertake my placement					
Please add any comments to support the answers you have given above and any additional comments you wish to make about the application process					

### The Placement

	1	2	3	4
The aims I had prior to the placement were met				
The induction process provided me with the information I needed for my placement				
	1	2	3	4
The placement has given me a better understanding of the work of the healthcare sector				
The placement was well organised and provided a good insight into the workings of that area				
The placement supervisor was supportive				
Other members of the staff at the placement were supportive				
I would recommend this placement to another student				
As a result of the placement, I am more likely to apply for a future position with the healthcare sector				
Please add any comments to support the answers you have given above and any additional comments you wish to make about the placement				

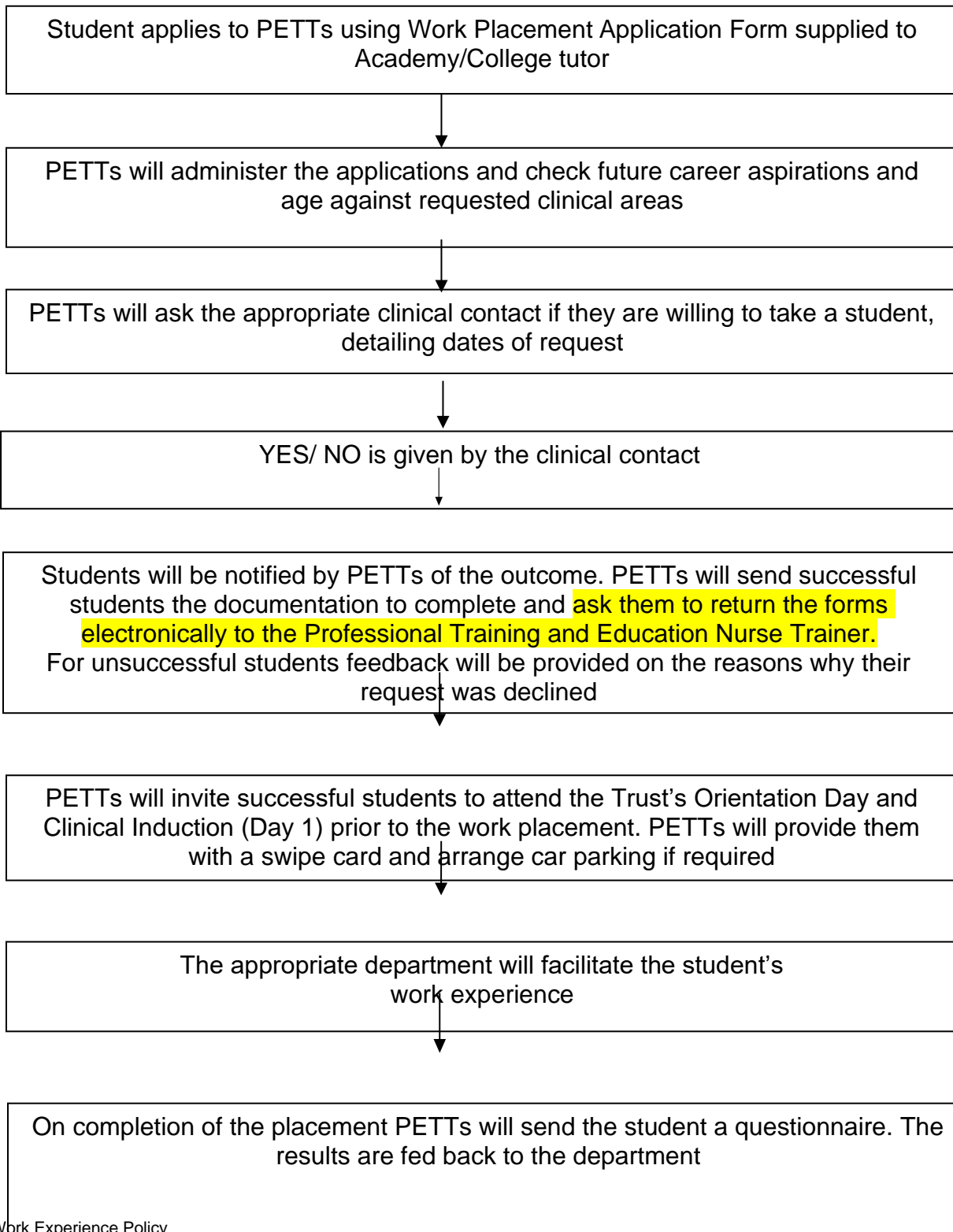
### Your Experience

What was your favourite part of the placement?	
What was your least favourite part of the placement?	
Were there any additional sessions or visits to other departments you feel should be included in the programme? If yes, please specify.	
Please add any comments to support the answers you have given above and any additional comments you wish to make about the placement	



## APPENDIX 14

### WORK PLACEMENT PROCESS



## WORK PLACEMENT APPLICATION FORM

**Student Details:** Please ensure all sections are fully completed

<b>First / given name</b>			
<b>Last Name (Surname)</b>			
<b>Date of Birth</b>		<b>Age at start of Placement</b>	
<b>Address (including postcode)</b>			
<b>Email address (*NB)</b>			
<p>* NB the email address that you supply should be one that you access regularly as we will communicate with you via this method. <b>Please ensure it is clear and legible.</b></p>			
<b>Next of Kin</b>		<b>Telephone</b>	
<b>Course being studied</b>			
<b>College/Academy/School</b>			
<b>Please state where you would like a placement – give up to 2 areas in order of preference (Please circle and number in order)</b>	Surgery Medical Healthcare of Elderly Children's services (over 18s only) Therapies (Spaces are Limited)	Dementia Orthopaedics Stroke Unit Gynaecology	
<b>Placement split between (please circle)</b>	One area	Two Areas	
<b>Exact dates of placement</b>			
<b>Day of placement</b>			
<b>Plans for your future career:</b>			
<p>What are your expectations/intended learning outcomes from undertaking the placement?</p>			

Tutor Details:	
<b>Tutor Name</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>Give reasons why this student is suitable for this placement.</b>	
<b>State curricular and character strengths of the student to support this application.</b>	
<b>Any issues the placement provider needs to be aware of?</b>	
<b>The Student has been Vaccinated for Covid-19      Yes      No (Delete as Applicable)</b>	

**Please carefully read the below criteria with the student and both to agree/tick and sign below:**

- I will ensure the application form is fully and correctly completed, providing all information as required. Failure to do so may result in the application form being returned and delay any offer of placement.
- I understand the application process can take up to six weeks and have therefore allowed sufficient time for the application to be processed.
- I understand an interview for the placement may be necessary and any offer of placement is subject to successful interview.
- If this application is successful and a work placement is arranged, attendance at induction is mandatory. This will be held over 2 full days, Monday and Tuesday, at Kings Mill Hospital site, SFHFT.
- I have provided a valid email address that is regularly accessed, and timely responses will be provided when required.
- I understand that failure to comply with set conditions laid down by Sherwood Forest Hospitals NHS Foundation Trust, including behaviour, punctuality and attendance, or to provide adequate information as requested, may result in the placement being withdrawn.
- I understand that any placements offered cannot be changed unless in extreme circumstances.
- I agree to personal data in the application being safely stored by the Professional Education and Training Team, SFHFT, and being used only in relation to my work placement.

**Student Signature:**

**Date:**

**Tutor Signature:**

**Date:**

**Monitoring Information**

**(This information will be kept strictly confidential)**

Please tick as appropriate (student)

<b>Are you</b>							
Female	<input type="checkbox"/>	Male	<input type="checkbox"/>				
<b>How would you describe your ethnic origin?</b>							
British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other background	white	<input type="checkbox"/>	
African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Other background	black	<input type="checkbox"/>	
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi		<input type="checkbox"/>	Other background Asian
White/Black African	<input type="checkbox"/>	White/Caribbean	<input type="checkbox"/>	White/Asian		<input type="checkbox"/>	Other background mixed
Chinese	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>				
<b>Do you have a disability?</b>							
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
<b>If yes, how would you describe your disability?</b>							
Learning	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Sensory Impairment	<input type="checkbox"/>	Mental health	<input type="checkbox"/>
<b>Are you in receipt of free school meals?</b>							
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
<b>Have you ever been convicted of an offence by a civil or criminal court?</b>							
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

Once fully completed please return **preferably** by email to [deborah.green8@nhs.net](mailto:deborah.green8@nhs.net)

or post to Deborah Green  
 Professional Education and Training Team  
 Training, Education and Development Department  
 Level 1  
 King's Mill Hospital  
 Mansfield Road  
 Sutton-in-Ashfield  
 Nottinghamshire  
 NG17 4JL

# APPENDIX 16

## WORK PLACEMENT CONFIDENTIALITY CODE OF CONDUCT FORM

### CONFIDENTIALITY CODE OF CONDUCT

### WHEN UNDERTAKING A WORK PLACEMENT

In the course of your work placement you will see and hear information concerning the medical or personal affairs of patients and staff or other Trust business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be divulged or discussed.

#### What is confidentiality?

The Trust has a responsibility to hold in confidence any aspect of a patient's visit to the hospital. Everyone who works in the Health Service has a legal responsibility to maintain in confidence anything they know about patients. This is very important to patients. If they felt that any aspect of their attendance or care at the hospital was passed on to someone else then they would lose confidence in the Trust.

The Trust also has a responsibility to ensure that people who are on a work placement experience understand the need for confidentiality and you are required to sign an undertaking that you understand and will abide by the rules.

If you do not abide by the rules you may be asked to leave your placement immediately and this may also jeopardise the ability of your college to send further students on a work placement experience.

## CONFIDENTIALITY CODE OF CONDUCT

During your work placement

### You must not:

- You **must not** attempt to read any information which is not relevant to the work experience that you are undertaking.  
Examples: Patients' manual records  
Information contained on computer screens  
Names of patients on lists e.g. computer print outs, whiteboards
- You must not tell others (e.g. family, friends, relatives, press etc) anything you see or hear that can be regarded as confidential.  
**Example: You must not inform someone else about someone you know attending a hospital appointment or the fact that the person is a patient at the hospital. To do so would be regarded as a breach of confidentiality.**
- You **must not** pass on any information to anyone, without the permission of the person in charge.  
Example: This includes being asked for information from relatives or Police Officers.
- You **must not** remove from the hospital any documents, which you handle, without permission of the person in charge of the department. This is particularly important if it identifies a patient, including shift handover sheets.
- You **must not** pass on any documentation to any other person without the consent of the person in charge of the department.
- You **must not** pass on any personal information which would identify someone, when answering a telephone, without the consent of the person in charge of the department.

### You must:

- Be aware that careless talk leads to a breach of confidentiality.
- Continue to maintain confidentiality even when you are no longer on work placement experience at the hospital.
- Treat all people in the same way that you would wish to be treated.
- Respect other people's personal information in the way that you would wish your personal and confidential details to be respected.

**Confidentiality Statement for Personnel on Work Placement**

During the course of your placement you are likely to see and hear confidential and sensitive information, particularly in relation to patients and staff. Such information is strictly confidential and unless action on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be disclosed, or used for any other purpose other than the proper performance of your placement.

Any unauthorised use or disclosure of information would be viewed very seriously and would result in the instant cancellation of the placement. This may jeopardise the ability of your college/academy to send further students on a work placement.

**I certify that I have read the Confidentiality Code of Conduct and the above statement and fully understand the need for confidentiality whilst undertaking my placement.**

Signed: ..... Date: .....

Name: ..... Academy/College .....

Before you can commence your placement this statement must be signed and returned to:

Professional Education & Training Team,  
Training & Development Department,  
Level 1,  
KMH.

[Sfh-tr.petts@nhs.net](mailto:Sfh-tr.petts@nhs.net)

# WORK PLACEMENT SIGNED UNDERTAKING FORM

## SIGNED UNDERTAKINGS FOR WORK PLACEMENT STUDENTS

We are pleased that you have chosen to undertake work placement at our hospital but we must ensure that you understand the need to maintain confidentiality and professionalism at all times. If you breach any aspect of confidentiality you will be asked to leave the hospital immediately and may jeopardise your school's/college's ability to send future students on work placement. Therefore:

1. You are required to read carefully the attached document 'Confidentiality for People Undertaking Work Placement' and ensure that you comply with this Code of Conduct whilst on Trust premises. If there are any points, which are not clear, please discuss them with the supervisor or the person in charge of the department in which you are working.
2. You have been advised of the Trust Dress and Uniform Policy and how this applies to you, and you will comply with this at all times when on Trust premises.
3. You have been advised of the acceptable use of mobile phones whilst on Trust premises and will comply with this.
4. You have been advised of the Trust CARE Values and will behave in a professional and respectful way to all patients, families, carers and staff whilst on placement.
5. You have been advised how to report any absences and will comply with these requirements.

Please sign the form below to show that you have read and fully understand all above points and the consequences of any breach of confidentiality.

Name (Block capitals) \_\_\_\_\_

Dates of work placement:

I have read the Code of Conduct and fully understand the need for confidentiality whilst undertaking work placement.

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Name of Academy/College \_\_\_\_\_

Prior to commencing your work experience placement this form must be signed and returned to:  
deborah.green8@nhs.net



## APPENDIX 18

### WORK PLACEMENT PARENT/GUARDIAN AGREEMENT FORM FOR UNDER 18'S

Healthier Communities,  
Outstanding Care

  
Sherwood Forest Hospitals  
NHS Foundation Trust

#### Parent/Carer Agreement: Work Placement with the NHS

**This form will be given to the student before the work placement begins and should be returned via email, or in person at the Day 1 Clinical Induction Session.**

Learner's name: \_\_\_\_\_ Academy/College: \_\_\_\_\_

Placement (eg Department): \_\_\_\_\_ Course: \_\_\_\_\_

Day(s) and times: \_\_\_\_\_ Location: \_\_\_\_\_

Contact at placement: \_\_\_\_\_

As the parent/guardian of the above learner:

1. I consent to my son/daughter undertaking part of his/her learning at the above named placement.
2. I will ensure that my son/daughter attends regularly, on time and properly equipped.
3. I will ensure that any absence is notified to the school and placement as soon as possible.
4. I consent to relevant information about my son/daughter being exchanged between the school and the placement.
5. I give permission for my son/daughter to travel to the placement by \_\_\_\_\_ (insert means of transport).
6. I will contact the school coordinator \_\_\_\_\_ (name) if I become concerned about anything connected with my son/daughter's learning.
7. I am aware that my son/daughter may not be supervised during lunch and break times and appreciate the placement is an open access public area and as such rely on my son/daughter remaining on site during placement hours.

8. I give permission for photographs or other images of my son/daughter to be produced for student ID cards and trust promotional activities.
9. I am aware that if my son/daughter causes damage to placement property, I could be asked to contribute towards the costs of repair.
10. I consent to my son/daughter receiving medical assistance if required:

Doctor's name: \_\_\_\_\_ Doctor's telephone: \_\_\_\_\_

Allergies/medical condition(s):

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Details of medication(s):

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Details of any disabilities

If any disabilities are disclosed the organisation will explore what reasonable adjustments can be made to aid the work placement. The organisation may contact the parent/guardian/school to obtain further information when exploring the reasonable adjustments.

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Any other information:

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In case of emergency please contact:

Name of emergency contact		Relationship to student	
Contact number		Mobile number	

--	--	--	--

Covid-19 Vaccination – please circle

Yes

No

I sign this consent form to express my agreement with the above.

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

Name: \_\_\_\_\_ Delete as applicable: parent / carer

Tutor: \_\_\_\_\_ Tutor's Signature: \_\_\_\_\_

# APPENDIX 19 WORK PLACEMENT MEDICAL FORM FOR OVER 18'S



**Medical and safety information: Work Placement with the NHS**

**This form will be given to the learner before the work placement begins and should be returned before the first day of the placement**

Learner's name: \_\_\_\_\_ School/College: \_\_\_\_\_

Placement (eg Department): \_\_\_\_\_ Course: \_\_\_\_\_

Day(s) and times: \_\_\_\_\_ Location: \_\_\_\_\_

Contact at placement: \_\_\_\_\_

1. I will ensure that any absence is notified to the college/school and placement as soon as possible.
2. I consent to relevant information about me being exchanged between the school and the placement.
3. I am aware that I may not be supervised during lunch and break times and appreciate the placement is an open access public area and I should notify my supervisor if I leave the site during placement hours.
4. I give permission for photographs or other images of me to be produced for student ID cards and trust promotional activities.
5. I am aware that if I cause damage to placement property, I could be asked to contribute towards the costs of repair.

Doctor's name: \_\_\_\_\_ Doctor's telephone: \_\_\_\_\_

Allergies/medical condition(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPENDIX 20**

**WORK PLACEMENT INDUCTION CHECKLIST**

Work Placement Student's Name: \_\_\_\_\_ Start / Finish Date: \_\_\_\_\_

As a manager, you have a particular responsibility for the young people who work for you. Always remember that they are more vulnerable than experienced members of staff. In particular, early on, you need to discuss the following items with them:

**1.0 CONTACT ARRANGEMENTS**

No	Item	Date Completed	Manager's Signature
1.1	Routine Contacts		
1.2	Emergency contact details Name: Telephone Number: Address:		
1.3	Name and role of line manager		
1.4	Name of safety representative		

**2.0 GENERAL INFORMATION**

No	Item	Date Completed	Manager's Signature
2.1	Hours of Work		
2.2	Breaks / Rest Rooms / Staff Rooms		
2.3	Tour of building and introduction to colleagues / team		
2.4	Confidentiality		
2.5	Dress code		
2.6	Local Guidelines and Policies including Whistle Blowing Policy and raising concerns about patient safety		
2.7	IT Systems including IT Use Procedure		
2.8	Discussion of what the directorate does		
2.9	Sickness reporting procedure		
2.10	Discussion of placement programme / timetable including learning outcomes / objectives		

### 3.0 SPECIFIC RESTRICTIONS

No	Item	Date Completed	Manager's Signature
3.1	Prohibition of the use of specific equipment		
3.2	Prohibition of specified processes etc		
3.3	Activities only to be undertaken with supervision		
3.4	Restricted Areas		

### 4.0 PERSONAL PROTECTIVE EQUIPMENT (where applicable)

No	Item	Date Completed	Manager's Signature
4.1	Infection Control		
4.2	Personal Protective Equipment and importance of its use		
4.3	Types Available		

### 5.0 EMERGENCY EVACUATION PROCEDURES

No	Item	Date Completed	Manager's Signature
5.1	Location of Fire Exits		
5.2	Location of Fire Extinguishers and Break Glass Points		
5.3	Name and Location of the Fire Warden		
5.4	Action on discovering a fire		
5.5	Information about the test regime		
5.6	Action on hearing the fire alarm		
5.7	Location of the departments assembly point		
5.8	Emphasise that it is an offence to block fire doors		

### 6.0 FIRST AID AND ACCIDENT REPORTING

No	Item	Date Completed	Manager's Signature
6.1	Location of first aid box		
6.2	How to contact a First Aider		
6.3	How to call an ambulance		
6.4	How to report an accident		

### 7.0 JOB SAFETY

No	Item	Date Completed	Manager's Signature
7.1	Hazards and Precautions (where applicable)		

Type	Hazards Present in Job	Safety Overview Given	Specific Training Required
Chemical Substances			
Electrical			
Lifting and Handling			
Machinery and Equipment including telephone / faxes / photocopying			
Display Screen Equipment			
Housekeeping			
Site Transport			
Other (please specify)			

No	Item	Date Completed	Manager's Signature
7.2	Hazards Reporting		

### 8.0 VDU USERS

No	Item	Date Completed	Manager's Signature
8.1	Risks and Precautions outlined		

### 9.0 TRAINING

No	Item	Date Completed	Manager's Signature
9.1	Extra Training Required (not specified in Section 6)		

**I CONFIRM THAT THE CHECKLIST HAS BEEN COMPLETED AND I HAVE READ ALL THE INFORMATION THAT I HAVE BEEN GIVEN TO UNDERTAKE MY ROLE AND MY DUTIES SAFELY.**

**SIGNED WORK PLACEMENT STUDENT: \_\_\_\_\_**

**SIGNED MANAGER: \_\_\_\_\_**