Our Vision
To provide every patient with the care we want for those we love the most

Norfolk and Norwich University Hospitals NHS
NHS Foundation Trust

Work Experience Policy
Non Medical and Medical Placements

Human Resources Department
Norfolk and Norwich University Hospitals

Date Policy first issued	May 1995	
Date of Last Revised	November 2005	
Re-named and Revised	April 2011	
Next Review Date	April 2013	
Review frequency	Biennial	Policy N^{o} TP 6
Author	Julia Watling	
Equality Impact Assessment	Julia Watling	Date: 02/06/2011

Contents

Section	Page No.
1.0 Introduction	3
2.0 Scope	3
3.0 Requesting a work placement	4
4.0 Requirements prior to commencement of a placement	4
5.0 CRB checks	5
6.0 Risk Assessments	5
7.0 Identification of different placements available	6
8.0 Medical Placements	8
9.0 Voluntary Placements	9
10.0 Departments not available for placement	9
11.0 Local orientation	10
12.0 Dress Code	10
13.0 Patient Consent	10
14.0 End of placement actions/requirements	11
15.0 Official Visitors and Contractors	11
16.0 References	11
17.0 Circulation list	11

1.0 INTRODUCTION

1.1 The Trust recognises and is committed to actively supporting both Non-Medical and Medical Work Experience placements. This policy details the process and guidelines for managing work experience, work observations and work placements.

1.2 The Trust also actively participates in recruitment fairs and other career events. This policy recognises that to become an employer of choice and to ensure we encourage young people into future health careers we must provide appropriate placement opportunities.

1.3 Work experience placements are offered to Students/Adults who work on site under supervision and are not paid. During their time with the Trust they will undertake basic appropriately supervised tasks to gain experience of the role.

1.4 Observational placements are purely for observation and no actual work should be undertaken during this type of placement.

Please note: For the purposes of this policy Work Experience, Observations and Placements will be referred to under the generic term of placement.

1.5 Placements can educate a wide range of people about the extensive variety of NHS job roles of which may not otherwise be apparent.

1.6 **It MUST be noted that all placements CAN ONLY be undertaken in accordance with this policy. It is essential for all staff to be aware that it is unacceptable to encourage, provide or to agree to work experience opportunities without complying with this policy.**

2.0 SCOPE

2.1 This policy does not cover Student Nurse, Midwives or AHP's undertaking a Health Professions related university course. Students on a health professional course wishing to undertake a placement at the Trust must apply to the Practice Development and Education Department.

2.2 Medical student electives are not included in this policy as they are separately managed by the Norfolk and Norwich Institute for Medical Education (NANIME). This Policy does not cover placements that are part of structured clinical training programmes to which the Trust is already committed.

2.3 The Trust's policy is to provide placements for:

- 14-16 year old school pupils (Years 10-11 work experience)
- 16+ year old students (Years12-13 work experience or on FE health related courses)
- Adults (18+ years old – observational as part of work being undertaken by the Trust with outside agencies or as part of a health related course)
- Apprentices undertaking an accredited framework programmes
- Medical work experience placements
- Clinical attachments (observational)

Please note that it is not legal for pupils of 13 years and under to attend for work experience.

2.4 **All requests for non-medical work placements MUST be managed in liaison with the Trust's Training Department.**

2.5 **All requests for medical work placements MUST be managed in liaison with the Medical Work Placement Coordinator within the Medical Staffing Department. This also includes the management of clinical attachments, medical scholarships and honorary contracts in medicine on behalf of the Trust.**

3.0 REQUESTING A WORK PLACEMENT

3.1 A minimum notice period of six weeks is required prior to the preferred date of commencement of the placement to ensure all relevant checks can be undertaken and clearance gained as required by legislative requirements and this policy. All information is kept on file for a minimum of 6 years.

4.0 REQUIREMENTS PRIOR TO COMMENCING A WORK PLACEMENT

4.1 Prior to the commencement of a placement all students will be required to complete a number of documents including:

- Trust Work Placement Application form
- Supporting statement from an appropriate Tutor
- References
- Declaration of offences form – SR10
- Workplace Health Assessment
- A signed honorary contract
- CRB – Please refer to section 5

4.2 **Placements will not be offered until the above documentation has been completed and returned.**

4.3 When a placement is offered candidates will be given the opportunity to identify where a reasonable adjustment to the working environment would need to be made to allow the placement to be satisfactorily undertaken. An assessment of the adjustment required will be made to see if this is reasonable for the intended term of the placement.

4.4 Candidates will be required to provide an immunisation record to ensure placements in appropriate areas are offered.

4.5 In certain circumstances it may also be necessary for students to have a Criminal Records Bureau Disclosure check (CRB) see 5.0 for further guidance.

4.6 The above documents will be administered centrally through the Trust's Training Department for non medical placements and Medical Staffing Department for medical placement requests.

4.7 Medical placements for students are not permitted by the Trust without prior liaison with Medical Staffing Department and completion of the appropriate documentation. An individual employee who fails to follow this policy and arranges an unapproved work placement may be personally liable under their Professional Code of Conduct and subject to disciplinary action under the Trust Disciplinary Procedure.

5.0 CRIMINAL RECORDS BUREAU (CRB) DISCLOSURE CHECKS

5.1 Placements of longer than six weeks duration will require the applicant to undertake a Criminal Records Bureau Disclosure Check (CRB). The Trust has a separate CRB policy which can be referred to for further information – available on the Trust Intranet. The CRB check will be arranged by the relevant department i.e. Training or Medical Staffing.

6.0 RISK ASSESSMENTS

6.1 All work experience placements in the Trust are subject to satisfactory risk assessments being completed. The Health and Safety Department should be contacted to ensure the correct process is carried out by the relevant department manager or supervisor. Annual reviews are undertaken for areas where students are placed on a regular basis. The risk assessment documentation will be held by the Health and Safety Department.

Schools and colleges have their own requirements in relation to this and undertake an assessment on a yearly basis in conjunction with a member of the Training Department staff.

6.2 Placement attendees will be given a clear outline of what they CAN and what they CANNOT do at induction by a member of staff from the Training Department and /or their workplace supervisor. Attendees will have a clear structure to their

placement that gives them a range of identified learning opportunities/outcomes in order for them to gain relevant awareness/insight into health service careers.

7.0 IDENTIFICATION OF PLACEMENTS

7.1 All non-medical placements are administered through the Trust's Training Department.

7.2 Adult work experience placements are dealt with by the Trust on an ad-hoc basis and are tailored where possible to the student's requirements. These placement requests should be made in writing to the Training Department who will, make relevant enquiries and advise if a placement can be arranged.

7.3 Placements will normally operate on a one-to-one basis, with regards to pupil/student and supervisor ratio unless arrangements are being agreed for a group of school pupils to attend a particular department.

7.4 14-16 year old school pupils (Years 10-11 work experience)

7.4.1 Placements offer excellent opportunities for creating, motivating and sustaining interest in health care careers amongst young people. Work placements are a mandatory part of the Key stage 4 educational programmes (Year 10 and 11) and students are required to undertake a minimum of 2 weeks work experience. The weeks identified will be dependent on the particular schools timetable, so could vary between students. The Trust currently supports 1 week placements for students in this category.

Requests are generated on an individual basis by the student and must be submitted to the Training Department.

7.4.2 The relevant information and paperwork required (identified in section 4) will be sent individually to the student for completion and return. Placements will not be offered until the necessary paperwork has been completed, returned and where necessary clearance given.

7.4.3 Students of this age are NOT permitted by the Trust to work in clinical areas.

7.4.4 Individual arrangements for the placement are made in liaison with the non clinical area. All students will be met on Day 1 of the placement by a member of the Training Department. Students will be supported to access a visitors badge, receive a guided tour and local orientation and identify all relevant health and safety requirements before the students are taken to their placement area.

7.5 16+ year old students (Years 12-13 work experience or on FE health related courses)

7.5.1 Students within this category have often already decided that they wish to pursue an identified career within the NHS. In the majority of cases these placements allow the student to add supporting evidence to their statements on their UCAS application.

7.5.2 Students are required to complete the appropriate documentation as identified in Section 4.

7.5.3 Students in this group may request placements in clinical areas, with the exemption of those identified in Section 8.

7.5.4 Whilst on their work placement students **MAY NOT** carry out the following tasks:

- undertake any hands on clinical care
- administer medication
- record on a patients care plan or medical records any care undertaken
- answer the telephone in clinical areas
- give clinical information to relatives
- give advice to patients

7.5.5 Under supervision, students over the age of 16 yrs+ on placements may:

- Observe care being undertaken by identified staff – once the consent of the patient has been given before care is undertaken.
- Carry out general housekeeping duties with appropriate training if required.
- Interact with patients (when appropriate) adhering to all aspects of confidentiality.
- Assist patients to eat and drink – this refers to simple assistance when appropriate training has been given.
- Make beds – Adhering to the Trust Infection Contol Policy in regards to appropriate Personal Protective Equipment (PPE) and working in conjunction with another member of staff.

Please note these lists are not exhaustive and thought should be given to patient care as being paramount when deciding what aspects students can undertake and what they can not. The overriding consideration is for the care of the patient.

7.6 Adults (18+ years old – observational placements as part of work being undertaken by the Trust with outside agencies or as part of a health related course)

7.6.1 The Trust supports a number of development activities with outside agencies e.g. Princes Trust / Job Centre Plus that require the candidates to undertake some form of work based observation / experience. These programmes are primarily facilitated by the Training Department.

7.6.2 All candidates on these programmes will invariably have been required to undertake a taught programme (supporting skills and knowledge) prior to the placement. Documentation and approval for adult placements MUST be arranged through the Training Department – see Section 4.

7.7 Apprentices undertaking an accredited framework (aged 16+years)

7.7.1 Apprentices undertaking an agreed development programme organised through the Training Department are subject to the same application procedures and processes - see section 4.

7.8 Medical Work Observations / Scholarship placements

7.8.1 These placements are arranged on an ad hoc basis and are tailored where possible to the observers/students requirements. Students under the age of 18 years must have parental/guardian consent for this placement.

7.9 Placements in Theatres

7.9.1 Students on relevant health care study programmes or those leading onto a pre-registration health programme are eligible to attend theatres to observe under the strict supervision of the consultant. Observers/students MUST NOT, under any circumstances, be scrubbed to assist.

7.9.2 The Trust works on an undergraduate programme in conjunction with St. Georges Medical School. A NNUH Lead Consultant and NANIME are responsible for the administration and placement of these students at the Trust.

7.9.3 The Clinical Tutor has overall responsibility for all medical placements organised and administrated via NANIME.

7.9.4 Policies and procedures for 7.9.2 and 7.9.3 follow the same principles as for Clinical Attachments. This document is available from NANIME.

8.0 MEDICAL WORK EXPERIENCE PLACEMENTS

8.1 Clinical attachments (observational)

8.1.1 These placements are arranged by the Trust on an ad hoc basis and are tailored where possible to the applicant's requirements. Clinical Attachments are sought by qualified overseas doctors studying to gain some experience of the NHS whilst studying for the PLAB (Professional and Linguistics Advisory Board) exams. This assists the doctors in learning the English Language in a clinical setting.

8.1.2 A limit of eight weeks is set for Clinical Attachments; however, with the agreement of the Supervising Consultant, this period can be extended **(by no**

longer than a further eight weeks) to a maximum of 16 weeks. The attachment is treated in the same way as a medical student for this purpose, i.e. they are not registered with the GMC and are not able to practice legally within the NHS.

8.1.3 Clinical Attachments must have a satisfactory CRB Disclosure check or a Certificate of Good Standing from their country of origin. Clinical Attachments must at all times be under the supervision of a Consultant; this responsibility may not be delegated to a Career Grade Junior Doctor.

9.0 VOLUNTEER PLACEMENTS

9.1 Voluntary Placements (Non-Medical Staff)

9.1.1 The Trust has separate arrangements for voluntary work. Individuals interested in voluntary work should apply to the Voluntary Service Managers on 01603 286060.Volunteering should be seen as a long term commitment and volunteers are required to attend for a minimum of 4 hours per week for a minimum of 6 months. A record of attendance is required during this period to ensure eligibility for a volunteer certificate and references.

9.2 Volunteer placements for Doctors

9.2.1 The Trust has a number of doctors working on honorary contracts. This type of contract is an unpaid voluntary placement. These doctors are not employed by the Trust although they are subject to the same rules in terms of references, work permits, ID verification, CRB checks and Workplace Health Assessments.

10.0 DEPARTMENTS NOT AVAILABLE FOR PLACEMENT

10.1 There are a number of Departments in the Hospital where work experience placements are not permitted. These include:

- Mortuary
- High Dependency Unit (HDU)
- Intensive Care Unit (ICU)
- Midwifery (Division 3)
- Paediatrics (Division 3)

If working towards a health related qualification a placement may be sought on an individual basis via the Training Department.

10.2 In some other areas (e.g. Theatres) placements for students who are engaged in Medical / Nursing / other related study courses, pertaining to a career in health care, will only be allowed for Year 12 students onwards. Students must be 16+ years of age post GCSE and have appropriate support of their Tutor in relation to

their chosen career.

11.0 LOCAL ORIENTATION FOR ALL PLACEMENTS

11.1 Placement attendees must wear an identification badge at all times which identifies them as attending the Trust on an approved work placement. Identification badges his will be organised on the first day of the placement.

11.2 Placement students should be provided with a short orientation or induction into their place of work including;

- Toilet and catering facilities
- Local fire evacuation plan
- First aid box location
- Confidentiality and Data Protection / Information Governance.
- Who they should report to whilst on the premises
- Who to report to if sick
- Health and Safety procedures
- Infection control procedures
- Site security
- Manual handing policies and procedures

Please note this list is not exhaustive and should also include other departmental specific information.

11.3 All students on placement are bound by the Trust's Policies, Procedures, Rules and Regulations. This includes confidentiality, health and safety, security and the No Smoking Policy. These will be detailed within the honorary contract and should be highlighted and explained to all students during the induction process.

12.0 DRESS CODE

12.1 Placement attendees are required to wear smart clothing and sensible footwear. Information with regards to dress code will be given to students prior to commencement of the placement. For further guidance please refer to the Trust's Dress Code Policy.

13.0 PATIENT CONSENT

13.1 If a placement attendee comes into contact with a patient the reason for their presence must be explained to the patient. The patient's consent must be sought before any examination/treatment/interview of the patient can be observed. Patients are entitled to decline to be observed by those on work placement without this affecting in any way the treatment they receive.

13.2 In instances where patients are unable to consent students may not observe practice.

13.3 In environments where a patient may be anaesthetised for example theatres, consent must be gained prior to the anesthetic procedure.

14.0 END OF PLACEMENT ACTIONS

14.1 The identity badge must be returned by the student at the end of the last working day to their identified supervisor.

14.2 When required a placement evaluation questionnaire should be completed by the Supervisor / Consultant and the placement attendee. Following completion the evaluation questionnaire will be retained by the candidate.

14.3 A Supervisor's Report Form should be completed by the supervisor/ Consultant for the attendee's record

15.0 OFFICIAL VISITORS AND CONTRACTORS

15.1 Visitors and Contractors visiting the Trust on official business will be expected to follow the requirements identified in the Health and Safety Management System procedure for Official Visitors and Contractors. Company representatives and visiting Medical Personnel who will have access to environments where patient contact is in inevitable will be required to sign an honorary contractor to support patient confidentiality and health and safety requirements. When necessary a workplace health assessment may also be required.

16.0 REFERENCES

16.1 This policy should not be viewed in isolation and reference to other appropriate internal policies should be sought where necessary.

17.0 CIRCULATION LIST

Divisional Directors
Consultants / Clinical Directors/ Associate Medical Directors
Divisional General Managers
Assistant Directors of Nursing
Director of Human Resources
Medical Staffing Manager
Health and Safety Managers
NANIME Manager
Heads of Departments