

Confidentiality:

The confidentiality of our Patients and staff is of paramount importance to the organisation. Therefore, on application, all students are required to read and sign a confidentiality form. The necessity for confidentiality is also highlighted within the student agreement signed by the student.

By signing this form the student is agreeing that they understand the meaning of confidentiality and their responsibility to maintaining confidentiality whilst undertaking a work experience placement.

If the student is under 18 the confidentiality form is countersigned by a parent or course tutor to confirm that the student has understood the importance of confidentiality.

Patient Consent; It is the responsibility of all work experience facilitators to ensure that all Patients are introduced to the student and that the Patient is fully aware that the student is NOT a staff member.

Verbal consent MUST be obtained from the Patient prior to any care/consultation being observed. If the Patient does not feel happy to give this consent, the work experience student MUST be asked to leave the situation immediately.

Before any work experience student can enter Theatres, patient consent needs to have been obtained and all relevant staff notified of the attendance of a work experience student who will be present in an observation ONLY capacity.

If you have any Questions or Queries Please contact Phillippa Lovell on 01803 656668 or email Phillippa.lovell@nhs.net

Torbay and South Devon **NHS**

NHS Foundation Trust

Employability Hub



**PATIENT
INFORMATION**

Work Experience

The purpose of this leaflet is to set out the practical considerations for the delivery of work experience. It provides the structures and processes required to support the delivery of the proposed opportunities.

‘Across the NHS, there’s a recognition that our future depends upon attracting the brightest and best-suited to the wide range of careers on offer.

The starting point is to increase awareness among young people about how many different roles there are. Work experience is one way in which we can do this (NHS careers: March 2011).

To this end there is an obligation for organisations to provide an opportunity for students to experience the work environment.

This can be achieved in a variety of ways including work placements.

This leaflet will identify how the organisation will provide structured learning and work experience/exposure opportunities for students/learners, to nurture and support their interest in pursuing a career in the NHS Health and Social care, offering the experience in a work environment and hopefully, assisting them to make informed career choices in an observation only capacity.

It is important to the Trust to also encourage mature non/students working towards or thinking of a career change.

Roles and Responsibilities

Work Experience Lead:

- co-ordinates the application process
- issue and process all application forms
- secure and allocate placements and
- Liaise with student before, during and after work experience placement
- Liaise with placement mentor to identify and agree and appropriate placement
- Ensure all appropriate paperwork is forwarded to the placement mentor prior to the commencement of placement

Placement Mentor:

- Agree work experience placement with Lead
- Ensure the student is fully informed of all departmental Health and Safety induction information as per placement paperwork and issue ID badge.
- Support, supervise and guide the student throughout the placement.
- Complete any documentation required by the educational establishment the student belongs to if applicable.
- Report any concerns regarding the student immediately to the Work Experience Lead

Student Responsibility:

- Complete all application and placement work experience paperwork.
- Wear ID badge at all times.
- Adhere to workplace policy and procedures.
- Adhere to confidentiality and computer security requirements.
- Identify and agree with mentor placement objectives (if necessary).
- Complete and return placement evaluation form
- Maintain punctuality and behavior as outlined by placement guidance.