



**WORK EXPERIENCE POLICY FOR 4th 5th & 6th
YEAR SCHOOL PUPILS**

Co-ordinator:

Director of HR and
Strategic Change

Reviewer:

GAPF

Approver:

GAPF

Signature

Signature

Signature

Identifier:

NHSG/POL/44a/HR

Review date:

This policy will
be reviewed
biennially by
GAPF

**Implementation
date:**

1st April, 2009

UNCONTROLLED WHEN PRINTED

VERSION 1

**NHS GRAMPIAN
WORK EXPERIENCE POLICY FOR 4th 5th & 6th YEAR SCHOOL PUPILS**

If you have difficulty understanding the English language, this policy can be made available to you in a language of your choice.

This policy can also be made available, on request, in other formats e.g. in large print or on a computer disk.

For all requests for copies of this policy in another language, or in an alternative format, please call the Corporate Communications Team on 01224 554400.

**NHS GRAMPIAN
WORK EXPERIENCE POLICY FOR 4th 5th & 6th YEAR SCHOOL PUPILS**

CONTENTS

		Page
1	INTRODUCTION	4
2	PLACEMENT TYPES	4
3	PROCESS FOR PLACEMENT	5
4	CONSIDERATION FOR PLACEMENT	8
5	RESPONSIBILITIES	9
6	MONITORING AND EVALUATION OF WORK EXPERIENCE FOR NHS GRAMPIAN	10
7	RISK ASSESSMENT FOR NHS GRAMPIAN WORK EXPERIENCE	11
8	USEFUL RESOURCES	11
9	REFERENCES	11
APPENDICES		
APP 1	SCHOOL PUPIL WORK EXPERIENCE PLACEMENTS - GUIDANCE FOR MANAGERS	12
APP 2	WORK EXPERIENCE PLACEMENTS - GUIDANCE FOR THOSE ON PLACEMENT	16
APP 3	CONFIDENTIALITY DURING WORK EXPERIENCE PLACEMENTS	18
APP 4	SCHOOL PUPIL WORK EXPERIENCE EVALUATION QUESTIONNAIRE	19

NHS GRAMPIAN

WORK EXPERIENCE POLICY FOR 4th 5th & 6th YEAR SCHOOL PUPILS

1 INTRODUCTION

NHS Grampian Workforce Plan strives to produce a workforce around having the right people, with the right skills in the right place at the right time. Several initiatives serve to support this aim.

Within this policy and procedure, are details for school pupil work experience, excluding medical work observation placements, as part of NHS Grampian's Human Resources Corporate Objectives. These objectives have identified that well managed and supported placements contribute towards Workforce Planning and Redesign and, in particular, the recruitment of staff.

2 PLACEMENT TYPES

Several types of placement for work experience have to be considered in terms of capacity for NHS Grampian

- Staff Nurse Development
- Return to Practice Students (Nursing and Midwifery)
- Pre-registration Healthcare Students i.e. Nursing and Allied Health Professionals from Robert Gordon University, Glasgow Caledonian University and University of Stirling (from Moray area)
- Access to Nursing
- Higher National Certificate Students
- Work experience from Schools and Universities
- Dietetic Students
- Work experience for people who are not school pupils e.g. Royal Air Force personnel, Local Authority return to work projects
- Administration requests for degree and college courses
- Paramedics
- Job Jump Start
- Apprentices

Most placements e.g. pre-registration health care students (including medical) are already governed by agreed policy and procedures. Two groups however emerge from the bulk of placements sought and require policy and procedure to support:

- a. School pupil work experience – pupils in 4th-6th year will be accepted for placement
- b. School pupil work experience – pupils in 5th-6th year will be accepted for medical work observation placement – see the Work Observation Policy for 5th and 6th Year Pupils Seeking Careers in Medicine/Dentistry, which is available on NHS Grampian's intranet.

4th year pupils generally seek “experience of work”, whilst invaluable in not the same type of work experience in a care setting that is required for University/Higher Educational establishment access.

The requirement for a health related placement is a preferred requirement for pupils wishing to enter medical school and most Allied Health Profession degree courses. Well supported placements not only have the potential to positively influence future generations of health professionals and associated disciplines to train and work in Grampian, but also ensure that pupils are properly informed about careers in health before embarking upon their chosen course of study. This policy should therefore be considered as an integral part of the NHS Grampian Workforce Planning Strategy.

Future development and partnership working with Universities may influence future policy and placement development e.g. Summer Schools and placement of pupils who are 16 years old.

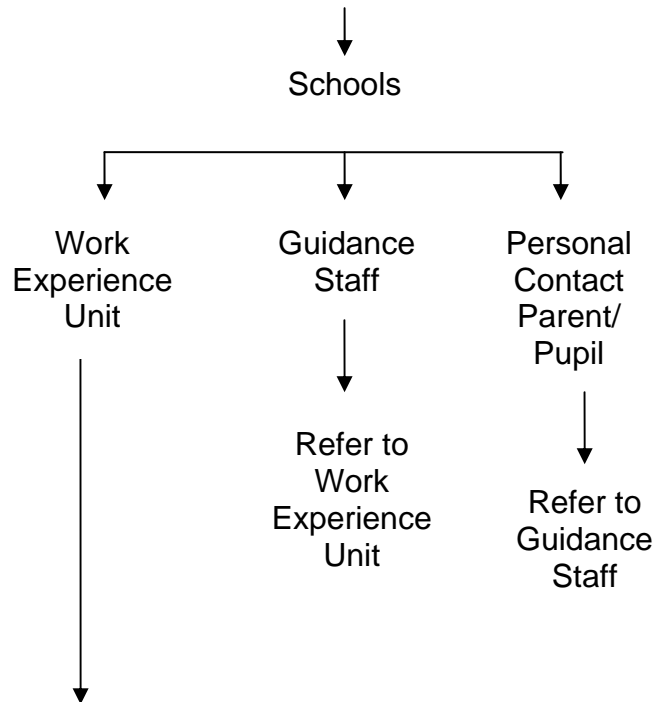
3 PROCESS FOR PLACEMENT

To ensure school pupils gain as much as possible from their Work Experience Placement and to ensure minimum disruption to staff, the following procedure should be followed:

- (i) School pupils are referred via their school guidance team to the Work Experience Unit/Education Department who in turn liaise with the Learning and Development (L&D) Team Schools Placement Co-ordinator, (Work Experience Units are based in Local Authority Education Departments).
- (ii) The L&D Schools Placement Co-ordinator will arrange the placement by telephone with the appropriate Manager. Confirmation of arrangements will be sent to the Department or Ward and to the Work Experience Unit/Education Department (who inform school pupils). Prior to placement the Work Experience Unit/School will give the dress code, Health & Safety information and evaluation forms to pupils. In the event of there being no vacancies, for placement the L&D Schools Placement Co-ordinator will inform the Work Experience Unit/Education Department.

- (iii) After full consultation, between the L&D Schools Placement Co-ordinator and the area in question, it will be confirmed to the Head of Department/Supervisor/Ward Manager when the placement will take place. The manager should notify other members of staff within the department that a pupil will be joining the team for a short time. The manager should confirm all parties are in agreement to the placement going ahead.
- (iv) As requested by the Work Experience Unit, and required by NHS Grampian, each area where a school pupil is placed will be required to complete a Risk Assessment prior to placement. The NHS Grampian Risk Assessment Policy and Guidance Document is available on the Risk Management Unit's pages on NHS Grampian's intranet. Assistance with this process can be accessed through the L&D Risk Trainers (Ext 58973 or 59333). Once agreed by the manager that the assessment represents the current risks in the department, the L&D Team will forward these to the appropriate Work Experience Unit/Education Department. Pupils requiring additional support will have joint risk assessments completed prior to any placement. This will involve the appropriate NHS Grampian Manager (in whose department placement is sought) and an appropriate Local Authority/Education Officer with the responsibility to assess the placement for these pupils.
- (v) Prior to placement, the school pupil must contact the manager concerned to arrange a visit or to discuss by telephone details of their placement and the Work Experience Unit/Education Department will be informed of this.
- (vi) School pupils will be asked to report directly to their placement Ward or Department where they will be given a Confidentiality Form which must be signed by the school pupil before starting work on the first day of the placement. Managers **must** satisfy themselves that the school pupil understands what is expected of them. The confidentiality forms will be stored at ward level. Evaluation forms to be returned to the L&D Schools Placement Co-ordinator at the end of the placement.
- (vii) Departments and Wards who wish to develop their own local and more detailed Guidelines or programme (including induction and overview) for school pupils may do so. See the Guidance for Managers at **APPENDIX 1**.

Requests for Placement



Contact L&D Schools Placement Co-ordinator on ext. 56317

L&D Schools Placement Co-ordinator arrange

- Placement
- Dates
- Communication with Manager
- Check that up to date Risk Assessment is in place prior to placement and forwarded to the Work Experience Unit/School
- Check that dress code, Health & Safety information, evaluation forms passed on to the Work Experience Unit/School
- Advise the Work Experience Unit/School

Work Experience Unit/School

- Contacts pupil and forwards dress code, Health & Safety information and evaluation forms
- Risk Assessment will also be made available to parents via Work Experience Unit/School

Pupil

- Returns evaluation forms to the Learning & Development Schools Placement Co-ordinator

4 CONSIDERATIONS FOR PLACEMENT

All staff (clinical or non-clinical) should be aware that only placements for attendees which are arranged by the L&D Schools Placement Co-ordinator and following the procedure outlined in this document, will be covered by NHS Grampian's indemnity scheme.

This Guidelines/Policy apply on all NHS Grampian sites both clinical (Hospitals and Health Centres and Dental Surgeries) and non-clinical (Headquarters, Estates, etc).

This Guidelines/Policy applies only to those General Practice/General Dental surgeries which are part of NHS Grampian and does not apply to the majority of GP Practices who are independent contractors and will have their own arrangements for the placement of school pupils.

Staff should note that as a matter of routine the L&D Team does not recommend or endeavour to place school pupils in high-risk clinical areas ¹ (HSE 2000 point 23). As an L&D Team, handling the administration of work experience placements, they are not competent to assess the risk associated with school pupils entering clinical and especially theatre areas. Exemptions do exist in HSE guidance for placements of young people they are e.g.

- Ionising Radiation
- Lead or asbestos
- MRSA patients
- Processes involving compressed air/high voltages/asbestos
- Working in the mortuary

NHS Grampian Radiation Protection Committee Statement (provisional) states:

“If there is a possibility that an attendee will need to enter, or be present in, a designated radiation area where ionising radiation is used, then it is the responsibility of the manager/consultant to check with the responsible person for that area what provision, if any, has been made in the local rules and procedures to accommodate the attendee in the radiation area. Designated radiation areas include all x-ray rooms, theatres or wards when mobile x-ray units are in use, Nuclear Medicine, Radiopharmacy and Radiotherapy. For x-ray rooms or theatre x-ray work the responsible person is the Superintendent Radiographer of the local x-ray department. For Nuclear Medicine and Radiotherapy the responsible person is the relevant Head of Service; and for Radiopharmacy the responsible person is the Radiopharmacist”.

It is, however, important that when clinical staff accept school pupils on work placement, and decide to take them into high-risk areas, they review and make appropriate amendments to the NHS Grampian Risk Assessment form. Staff should bear in mind that many school pupils may not be fully mature and cannot be expected to behave as an adult or cope with adult pressures.

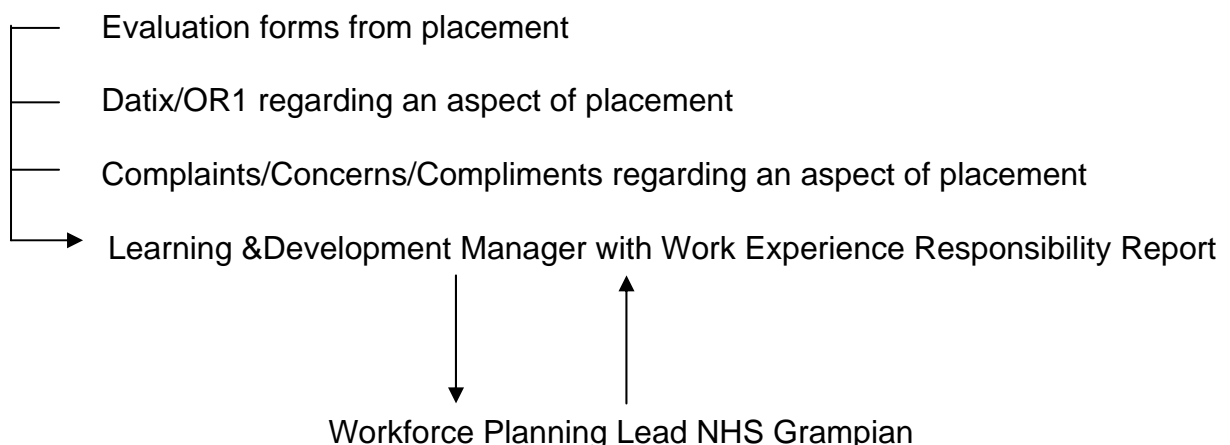
Please remember that these Guidelines are generic and apply to all sites within NHS Grampian offering work experience placement opportunities to 4th, 5th and 6th year pupils and to the wide range of careers available within the NHS. When a school pupil has been placed Departments are, however, free and encouraged to arrange their departmental programmes as they see fit.

5 RESPONSIBILITIES

- (i) The Manager is responsible for the school pupils' safety including child protection (as they are for other members of staff) at all times while they are on NHS Grampian premises. School pupils are classed as employees of NHS Grampian for Health and Safety and Insurance purposes whilst on placement. Under the Health and Safety at Work etc Act 1974 we, as employers, have a 'duty of care' towards all employees, visitors etc and will take all reasonable steps to ensure the workplace is safe. Also, NHS Grampian Employers Liability Insurance includes in the definition of the term employee, "any student or person under work experience or similar schemes".
- (ii) Under no circumstances should any member of NHS Grampian staff organise or accept any Work Experience placement into their department without reference to the L&D Schools Placement Co-ordinator (01224 556317).
- (iii) Risk Assessments will be completed for each placement on NHS Grampian Risk Assessment forms.
- (iv) Only 4th 5th and 6th year pupils will be accepted for placement.
- (v) School pupils are expected to dress smartly and appropriately according to the needs of the Department into which they are placed. Individual departments will inform school pupils what is required. See the Guidance for those on Work Placement at **APPENDIX 2**. School pupils are expected to wear an identification badge at all times i.e. a visitor's badges bearing the pupil's name.
- (vi) A Work Experience placement may last for a maximum of 3 days although in some departments or areas extremely worthwhile placements may be obtained in as little as a few hours, half a day, one-day etc.
- (vii) The duration and date of the placement will be agreed with the Department concerned, the Work Experience Unit and the L&D Schools Placement Co-ordinator before a placement is confirmed.
- (viii) School pupils must not have access (supervised or otherwise) to any patient's case notes **under any circumstances**. School pupils may not view clinical procedures without the patient's **and** doctor's consent. This is because of the sensitive nature of the work in a hospital and the confidentiality associated with it. All school pupils will sign a Confidentiality Statement. See the Guidance for School Pupils at **APPENDIX 3**.
- (ix) School pupils must not come into contact with complex medical equipment or dangerous machinery of any description.

- (x) There will be no payment for anyone undertaking a Work Experience Placement within NHS Grampian.
 - (xi) Transport and meals/refreshment will be the responsibility of the school pupil and will not be provided by NHS Grampian.
 - (xii) NHS Grampian will not allow any school pupil to do work which is either prohibited by law or too hazardous for the young and inexperienced. School pupils will not lift loads.
 - (xiii) School pupils will be supervised, or within reach of an appropriate member of staff, at all times. If the nominated supervisor of a work experience pupil is absent, alternative supervision should be arranged and the individual advised.
 - (xiv) In the event of difficulties arising within the duration of a placement, the Manager should contact the appropriate L&D Schools Placement Co-ordinator as a matter of urgency. They will discuss the matter with the Work Experience Unit. The appropriate school would then be contacted if a school pupil has been involved as soon as possible in order to resolve the problem. NHS Grampian, however, reserves the right to request that school pupils be removed from placements at any time.
- NHS Grampian Child Protection Guidelines can be referred to if required.
- (xv) The manager should spend 30 minutes at the end of the placement discussing the pupil's progress and giving them constructive feedback.

6 MONITORING AND EVALUATION OF WORK EXPERIENCE FOR NHS GRAMPIAN



- Review placement numbers
- Feedback
- Impact upon recruitment
- Links with Higher Education Institutions and Education

7 RISK ASSESSMENT FOR NHS GRAMPIAN WORK EXPERIENCE

The NHS Grampian Risk Assessment Policy and Guidance Document, which can be found on the Risk Management Unit's pages on NHS Grampian's intranet, provides comprehensive support and guidance in Risk Assessment.

8 USEFUL RESOURCES

- Risk Assessment Policy NHS Grampian
- HSE Web site Work Experience - <http://www.hse.gov.uk/>

9 REFERENCES

Health & Safety at Work etc Act 1974 Health & Safety Executive

Young People at Work - a guide for employers 2000 Health & Safety Executive

NHS Grampian Child Protection Policy

SCHOOL PUPIL WORK EXPERIENCE PLACEMENTS - GUIDANCE FOR MANAGERS

INTRODUCTION

Although there may be large individual differences in the psychological capacity of young people, based upon differences in education, experience, skills, personality and attitudes, in the vast majority of workplace settings there is no difference in the kind of mental and social skills used by young people and adults. However there are some areas of work that could be beyond a young person's mental and emotional coping ability such as violent and aggressive behaviour or people in distress.

In general the restrictions placed on young people take the form of prohibitions found in specific regulations such as the Ionising Radiation Regulations etc, however as pupils will be under supervision at all times, the generic guidance that follows will ensure that the foreseeable hazards pupils may be exposed to are appropriately managed.

Further guidance on managing the risks associated with pupil work placement can be found in Young People at Work – A guide for employers [HS(G)165] and Managing Health and Safety on Work Experience – A guide for organisers (HSG199).

CONFIDENTIALITY

Before commencing their placement pupils must be asked to read and sign the Confidentiality Statement provided. It is **essential** that pupils understand that confidentiality must be upheld at all times and that it is the right of every patient to have privacy and dignity respected at all times.

INTRODUCTION TO WARD/DEPARTMENT

It is recommended that on their first morning the pupil is introduced to as many of the team as possible and is instructed on Workplace Hazards, Safety Precautions and Emergency Procedures.

Pupils should be shown where to secure their belongings.

The following lists are not exhaustive and are meant as a guide for managers to consider when dealing with pupils on Work Experience placements.

WORKPLACE HAZARDS

Prohibited Plant and Machinery

Clearly identify any plant or machinery that pupils must never operate or approach.

Machinery

Explain to pupils that they must never operate any machine without the permission and direct supervision of the supervisor.

Hazardous Substances

Identify hazardous substances present and the necessity for them to be avoided. Explain the importance of complying with notices and advice given on container labels.

Environments where there is any risk of exposure to toxic or carcinogenic substances are not suitable for work experience placements.

Lifting and Manual Handling

Do not allow lifting or handling of patients or moving of heavy or awkward objects, either with or without lifting aids.

General

Explain the importance of basic safety e.g. keeping drawers and cupboard doors shut, safe positioning of loose cables for telephones, computers etc; safe storage of materials; keeping the work area clean and tidy.

It is a manager's responsibility to explain the meaning of safety signs and check the school pupil's understanding of these.

SAFETY PRECAUTIONS

Safe Systems of Work

Explain the importance of safe working practices. Some procedures will expose the student to risks. Explain these and instruct the pupil about safe working practice. Ensure pupils get any further briefing they need before they move on to something new.

Protective Clothing

Describe what is provided, when and why it must be used and how to make any necessary adjustments. Where protective clothing or equipment is required the supervisor must ensure it is worn correctly or the young person is removed from the risk.

Safety Equipment

Explain when and why it must be used, where it is kept and how to use it. Where protective clothing or equipment is required the supervisor must ensure it is worn correctly or the young person is removed from the risk.

Hygiene

Notify pupils where the lavatories and washing facilities are and explain the importance of hand washing on entering and exiting the workplace and at regular intervals to reduce the risk of spreading infections.

It is recommended that pupils undertaking placements in clinical areas should be instructed in how to wash their hands correctly and demonstrate their level of ability before entering clinical areas.

Exclusions

Pupils must be aware that they should not attend their placement if suffering from any of the following:-

- Diarrhoea and/or Vomiting
- Colds and/or Flu
- Rashes (that are not confirmed as harmless by a doctor)
- Generally feeling unwell

EMERGENCY PROCEDURES

First Aid

Indicate who the department/ward/nearest First-Aid person is and where they can be located.

Accident Procedure

Explain that all accidents, no matter how small, must be reported and to whom pupils should report in the event of any accident.

Fire Alarm

Explain what pupils should do if they discover a fire. Describe how they will know if the alarm has been raised.

Emergency Evacuation

Explain the procedure for emergency evacuation including the route to be taken, use of emergency exits, assembly points and reporting procedures. It is important to stress that there should be no running during the evacuation.

Distressing Situations

Whilst pupils should not be exposed to situations they may find excessively stressful or distressing, it is understood that placements taking place in clinical areas may result in them being exposed to traumatic or distressing situations. In the event of clinical emergencies pupils must be directed to the nearest rest/relatives room and instructed to wait there until a member of staff collects them.

In the event that pupils become distressed themselves, they will be provided with the same support offered to NHS Grampian employees including, where necessary, access to the Occupational Health Service (OHS).

AND FINALLY -

It is important that pupils on Work Experience are supervised, or within reach of an appropriate member of staff, at all times whilst they are on NHS Grampian premises and are confident about the nature and method of the tasks they have been given to do.

The Policy and Procedure is structured in such a way as to ensure the pupils gain as much as possible from the facilities available and to safeguard NHS Grampian from possible Health and Safety and Insurance problems.

NHS Grampian, schools, parents and pupils are always grateful for the support of those Departments and their staff, who are prepared to take Work Experience pupils.

If there are any matters arising from the above guidelines about which you require further information please contact the Learning and Development Team on ext 56317.

WORK EXPERIENCE PLACEMENTS - GUIDANCE FOR THOSE ON PLACEMENT

Dress Codes

A copy of the dress code for pupils is attached but you should discuss this with your placement supervisor when you call to confirm your acceptance of the placement, as in certain areas special clothing or overalls will be provided for you. Use common sense when deciding what to wear and remember that ward areas in hospitals can be very hot so you should try to wear light clothing to prevent you becoming too hot.

When deciding what is appropriate clothing to wear please remember that hospitals are communities of people from many backgrounds and of all ages and your choice of clothing can inadvertently cause some people offence or distress. Accordingly clothing that exposes the midriff or underwear is not acceptable.

The requirement for pupils to wear items of clothing as a religious duty will be respected.

Reporting For Work Procedures

Depending on where you are placed the reporting procedure will vary. You should receive details from the Work Experience Unit. NHS Grampian would, however, appreciate if you could contact your placement before you start to make sure you understand where you have to go, at what time and if they have any special requirements in the way of dress code.

Confidentiality and Security

Although issues of confidentiality will have been discussed with you by your teachers, on the first day of your Work Experience Placement you will be asked to read and sign a Confidentiality Form. It is **essential** that you understand that confidentiality must be upheld at all times and that it is the right of every patient to have privacy and dignity respected at all times.

You will also be issued on the first day of your placement with a Name Badge which you must wear at all times. It is essential that this badge be returned to your supervisor each day and at the end of your placement.

During your Work Experience Placement you have all the rights of an employee under the Health & Safety at Work etc Act 1974. You also have the responsibility to:

- Take care of yourself and others
- Co-operate with your placement provider
- Not to interfere with anything provided for your safety

Please remember to keep to an absolute minimum any valuables which you bring on site. You must ask your Manager where you can safely store your possessions. NHS Grampian cannot accept any responsibility for items belonging to pupils which are left unattended and which are lost or stolen whilst on placement.

Personal Hygiene

During your placement within NHS Grampian you will be expected to play your part in the control of Healthcare Associated Infection and demonstrate the highest standards of personal hygiene at all times. You will be expected to wash your hands at regular intervals throughout the day and especially on entering clinical areas, before eating, and after using the toilet.

Introduction to your Department/Ward

On the first morning of your placement you will be introduced to as many of the staff as are available and be instructed on Workplace Hazards, Safety Precautions and Emergency Procedures.

Evaluation of Your Placement

NHS Grampian will issue you with a very short Evaluation Form which we would appreciate if you could complete and return to your supervisor. This will give us an idea of how beneficial and enjoyable your placement with us has been.

We hope that your Work Experience Placement at NHS Grampian, whichever Department you are placed in, offers you a useful insight into the world of work and that you perhaps take away a clearer idea of what you would like to do when you leave school. Good luck!!

PUPILS' DRESS CODE

Shoes	Trainers or low heeled fully enclosed shoes should be worn. Shoes with any heel are discouraged as it can lead to discomfort and/or accidents within the work place.
Shirt/Blouse	A shirt/blouse or tidy sweatshirt can be worn.
Trousers/Skirt	Smart trousers in good repair should be worn. A knee length skirt may be worn that is not too tight as this can be dangerous in the work place. Mini skirts are also unsuitable as they too can be dangerous in the workplace. Jeans are not allowed.
Jewellery	Jewellery should not be worn as it can cause accidents. Earrings can be worn but they must be the stud type, one pair only (one earring per ear lobe). Nose studs and other visible body piercing are not acceptable.
Nails	Should be short, clean and varnish free as you may be helping a patient.
Hair	Long hair should be tied back.
Make-up	Make-up can be worn but it should be light and inoffensive.

CONFIDENTIALITY DURING WORK EXPERIENCE PLACEMENTS

During the time you will be at NHS Grampian you will probably see and hear confidential information about patients or members of staff. At no time should you mention or discuss any of the information about patients to any other people unless they are directly involved with the care or treatment of that same patient.

Similarly no information of a personal or confidential nature about any member of staff should be repeated to anyone without permission to do so.

REMEMBER - it could be you or a member of your family who is in hospital or at a clinic

Please sign below to show that you have read and understood the above statement.

Print Name	
Signature	
Date	
Name of School	
Home Address	

This form must be signed in the presence of your placement supervisor and will be retained in the ward/department.

WORK EXPERIENCE EVALUATION QUESTIONNAIRE

We hope you enjoyed your Work Experience Placement within NHS Grampian. In order to develop Work Experience Placements for future attendees we would greatly appreciate if you could complete the following questionnaire. This will be held in strictest confidence.

Thank you for your help.

HospitalDate of Placement

Department

1. On a scale of 1 to 10 the staff with whom you worked were:

Please circle the point which closely describes your thoughts

Not friendly	1	2	3	4	5	6	7	8	9	10	Friendly
Not Helpful	1	2	3	4	5	6	7	8	9	10	Helpful
Not supportive	1	2	3	4	5	6	7	8	9	10	Supportive
Unapproachable	1	2	3	4	5	6	7	8	9	10	Approachable

2. What did you most enjoy about your work placement?

3. What did you least enjoy about your placement?

4. Did your placement meet with your expectations?

5. Please feel free to comment on any other aspects you think are important so we can make Work Placements within our Organisation better for other attendees.

6. Please return this completed questionnaire to your Supervisor. Many thanks for your help.

Please return to : Learning & Development Dept, Staff Home, Woodend Hospital
Eday Road, Aberdeen, AB15 6XS