



## Work Experience Placement Policy

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**Printed copies must not be considered the definitive version**

<b>DOCUMENT CONTROL</b>		<b>POLICY NO.</b>	33
<b>Policy Group</b>	Corporate		
<b>Author:</b>	Alison McConnachie		
<b>Reviewer:</b>	Alison McConnachie Anne-Marie Kerr Alf Hannay Andy Howat Heather Aitchison		
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## **1. PURPOSE AND SCOPE**

It is the ethos of NHS Dumfries and Galloway to encourage the interest of students of all ages and potential employees to aid recruitment and promote the NHS as an employer, by offering work experience placements within our hospitals and health care premises. Work experience introduces people of all ages and abilities to the world of work and is a valuable and essential part of their education. The expectation of the Organisation is that this will not be longer than a two week period within one department, although this can be longer depending on the placement pattern as well as the requirement of the placement, e.g. to undertake a project. To enable us to do this we must ensure the safety of all concerned as well as have robust guidelines and protocols to help facilitate the co-ordination of locally organised placements.

## **2. POLICY AIMS**

This policy aims to:-

- Cover the period from May 2016 until May 2019, unless there are any Organisation or legislative changes;
- Reflect current health and safety legislation;
- Define responsibilities with regard to offering a work experience placement;
- Set out the process and accountabilities to manage and monitor a work experience placement;
- Promote equity of access in regard to work experience placement enquiries.

## **3. RESPONSIBILITIES AND ORGANISATIONAL ARRANGEMENTS**

NHS Dumfries and Galloway, whilst keen to offer placements, has a responsibility to ensure that its duty of care to patients and relatives is upheld. Before contemplating a placement the Head of Department must ensure that the interests of the patient would not be compromised.

- 3.1** The Chief Executive has overall strategic responsibility for ensuring that Board Policies comply with legal, statutory and good practice guidance. The Chief Executive has overall responsibility to ensure that a Work Experience Placement Policy is in place for NHS Dumfries and Galloway, setting out how work experience placements will be identified, undertaken and monitored.

**3.2** It is the responsibility of the Workforce Directorate to ensure the contents of the work experience placement process is maintained, to field any requests for a work experience placement to the appropriate department, to collate tear off slips for monitoring the type and number of placements offered and for audit purposes.

**3.3** It is the responsibility of the Head of Service to make the decision as to whether their department can support a work experience placement.

To help reach a decision the following points should be taken into account:-

- Core business, i.e. patient care;
- The staffing establishment – study leave, annual leave, sick leave
- The organisation's obligation to student nurses and AHP students;
- The organisation's obligation to post registration nurses;
- Work experience placements **must be supervised at all times**;
- Work experience placements for school children are **observation only**.

### **Disclosure/PVG**

Unless there are exceptional circumstances, Students will be supervised at all times, therefore there is no need for Disclosure/PVG at any level.

### **Payroll**

Work experience placements are unpaid, therefore there is no need to complete a staff engagement form, or inform the Payroll Department.

### **Health and Safety**

When you offer a placement to students you have the same responsibilities for their health, safety and welfare as for all your staff. Under health and safety law, these students will be regarded as your employees. There are special health and safety requirements in relation to young people under 18 years old. As part of the regulations you are required to tell them what risks there are before they start their work experience placement.

Under the Working Time Regulations 1999 work experience students of a compulsory school age are classed as a child worker for work experience purposes. A child worker cannot be made to work for more than eight hours a day with a maximum of 40 hours per week. Students who shadow for more than four and a half hours should have a rest break of 30 minutes. Parental consent must be obtained for all young people prior to starting a work experience placement.

The main responsibility for passing on information to parents lies with the organisers such as schools, and the local authority

## **Risk Assessment**

The NHS Dumfries and Galloway Health and Safety Risk Assessment Policy requires you, as a manager, to assess risks to all your staff and to do what is reasonably practicable to control those risks. Therefore, you should already have risk assessments in place. This means looking at what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

You may be able to use or adapt a general risk assessment doing the same work experience placement. But in all cases you will need to:-

- look at how the work place is laid out;
- how the work is organised;
- the need to provide health and safety training;
- the nature of any physical, biological and chemical agents they may be exposed to;
- keep the risk assessment up to date;
- look again at the risks if you have reason to believe that the original assessment no longer holds good, i.e. full MMR information.

Bear in mind any information about the person's needs which may be passed on by the work experience organiser, the school, College, University or the parents.

You must also take into account that if you are offering a placement to a young person, they are likely to be inexperienced, unaware of health and safety risks and physically or emotionally immature. Put in place measures to control the risks which will remove them altogether or reduce them to the lowest possible level. Parents of children under the minimum school leaving age (under 16 years of age) are entitled to information on the outcome of risk assessments and on any control measures applicable to the risks. (Appendix 2 is a sample of a placement risk assessment form) . The main responsibility for passing on information to parents lies with the organisers such as schools, and the local authority.

In the event of a work experience placement taking place in more than one department, it is the responsibility of the person arranging it, on behalf of NHS Dumfries and Galloway, to ensure that all risk assessments across all departments are in place.

After assessing the outcome of the risk assessment, you will have to decide whether it is feasible to offer a placement. Please also consider any alternatives that can be offered, i.e. timing of placements, mornings only etc., restriction of areas etc., to help make the placement feasible. If it is not feasible to offer a placement, this should be fed back by the Department to the individual by telephone or letter (sample shown as Appendix 3).

### **Offer of Placement**

If it is feasible to offer a placement, the individual or organiser has to be informed, and the placement confirmed in writing (sample letter shown as Appendix 4), together with a copy of the risk assessment, which is a legal requirement for young people under 18 years old. If the individual accepts your offer of a placement, they are instructed to confirm by returning the slip attached to the letter. A copy of this slip **MUST** be forwarded to the Workforce Directorate, High East, Crichton Hall, this is for audit purposes and for monitoring the type and number of placements offered.

### **Placement Planning**

Once the placement has been confirmed, the planning of the placement can take place with the supervisor/mentor. All work experience placements require a supervisor/mentor, and this supervisor/mentor has to be made aware of any restrictions or prohibited activities/areas which have been highlighted by the outcomes of the risk assessment.

### **Orientation**

On the first day of the placement, an orientation **MUST** take place by the supervisor/mentor (Appendix 5). All topics must be covered and ticked off as being discussed by the supervisor/mentor. Any local protocols must also be covered at this time. This is to ensure that important issues such as health and safety, patient confidentiality and local procedures are understood. To ensure the organisation's security procedures are followed the person undertaking the placement must sign in and out every day and wear a visitor's badge. These badges are available at reception areas.

The placement must also sign the declaration on the Orientation Checklist. By signing the declaration the individual agrees to ensure that all personal health and

commercial information to which they may be exposed to during their placement is kept confidential, and that they have an understanding of the Health Board's policies in relation to confidentiality and restrictions of access to IT systems as explained by the supervisor/mentor. This includes not discussing personal health issues with other people, or giving information about individuals to others. The signed copy of the orientation checklist must be kept on file for future reference.

### **Placement Summary**

At the end of the work experience placement, a placement summary may be requested, this should be completed by the supervisor/mentor and sent to the relevant organisation.

## **4. MONITORING**

Outcomes will be monitored through collation of return slips to the Workforce Directorate. The monitoring arrangements that are in place are completed risk assessments, completed local orientations, returned slips and advice. Successful placements and completed risk assessments will be the criteria used to measure progress towards the outcomes.

NHS Dumfries and Galloway is monitored by the Scottish Government through reporting of annual figures, it is therefore important that return slips are sent to the Workforce Directorate

## **5. EQUALITY AND DIVERSITY**

NHS Dumfries and Galloway is committed to the principles of equality and diversity and recognises the Protected Characteristics as defined by the Equality Act 2010 as follows: age; disability; gender; race; religion/belief; and sexual orientation; gender reassignment; marriage and civil partnership; and pregnancy and maternity. Any requirements will be highlighted within the risk assessment process. This policy has been equality and diversity impact assessed.



## 6. DOCUMENT CONTROL SHEET

### 1. Document Status

<b>Title</b>	Work Experience Placement Policy
<b>Author</b>	Alison McConnachie
<b>Approver</b>	Area Partnership Forum
<b>Document reference</b>	
<b>Version number</b>	5.0

### 2 Document Amendment History

Version	Section(s)	Reason for update
1.0	Policy	Original Policy, 22/12/05
2.0	Policy	Review of Policy 29/01/09
3.0	Policy	Review of Policy 12/04/2011
4.0	Policy	Review of Policy re full MMR information 14/03/13
5.0	Policy	Review of Policy 11/04/16

### 3. Distribution

Name	Responsibility	Version number
Board Secretary	Place on policy register	5.0
Communications Team	Place on intranet and in 'Latest News'	5.0
Board Management Group	Dissemination to all staff through line management	5.0
Workforce Directorate	Include paragraph in the Workforce Directorate Monthly Paper	5.0
APF	Included within the APF minutes	5.0

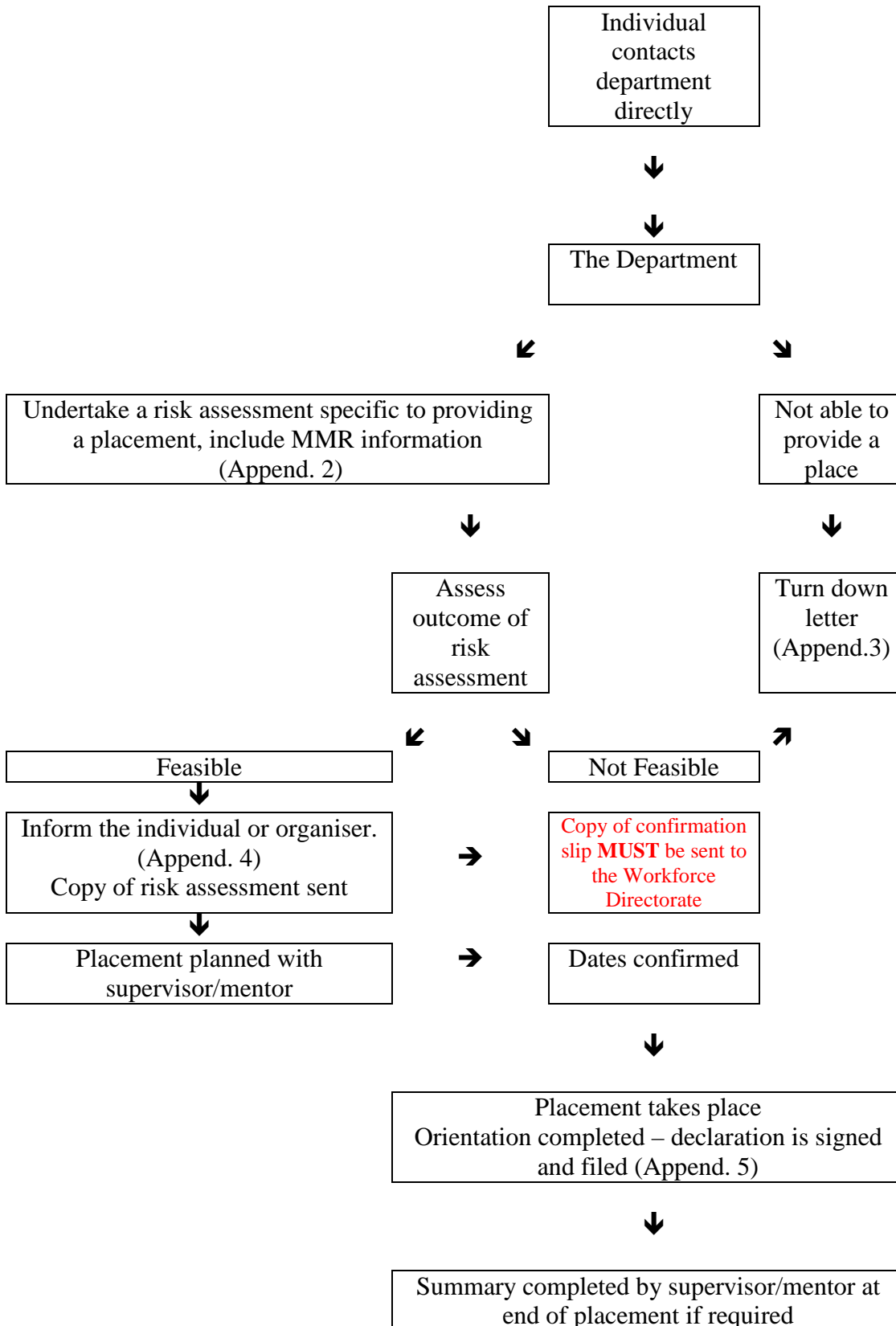
### 4. Associated documents

Health and Safety at Work Act 1974

### 5. Action Plan for Implementation

Action	Lead Officer	Timeframe
Place on policy register	Board Secretary	June 2016
Place on intranet	Communications Team	June 2016
Dissemination to senior staff through line management	Board Management Group	June 2016
Raise awareness and inform staff	All line managers	June 2016
Use Policy	All staff	June 2016

Placement Pathway



Severity x Likelihood = Risk Criteria e.g. Moderate x Possible = Medium Risk	Likelihood of Occurrence Chance of event occurring within the next year				
	Rare <i>(Little chance of occurrence)</i> (can't believe this event would happen – will only happen in exceptional circumstances (5-10 years))	Unlikely <i>(Probably won't occur)</i> (not expected to happen, but definite potential exists – unlikely to occur (2-5 years))	Possible <i>(May occur)</i> (may occur occasionally, has happened before on occasions – reasonable chance of occurring (annually))	Likely <i>(Probably will occur)</i> (strong possibility that this could occur – likely to occur (quarterly))	Almost Certain (this is expected to occur frequently/ in most circumstances – more likely to occur than not (daily/weekly/ monthly))
Most predictable consequence if the event in question was to occur					
Negligible, ♦ Minor injury, not requiring first aid ♦ Unsatisfactory patient experience not directly related to patient care and readily resolvable ♦ Partial loss of service ♦ Financial impact less than £5K e.g.	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>
Minor, ♦ Minor temporary injury or illness, first aid treatment required ♦ Unsatisfactory patient experience directly related to patient care – rapidly resolvable ♦ Individual service objectives only partially achievable ♦ Financial impact £5K - £50K e.g.	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>
Moderate, ♦ Significant injury or ill health requiring medical intervention – temporary incapacity ♦ Patient outcome or experience below reasonable expectations in a number of areas ♦ Unable to achieve service objectives without substantial additional costs or delays ♦ Financial impact £50K - £500K e.g.	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>High</b>
Major, ♦ Single avoidable death or long term incapacity or disability ♦ Significant impact on ability to deliver service objectives, service may have to be discontinued ♦ Major financial loss £500K - £2.5M e.g.	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Very High</b>
Extreme, ♦ Multiple or repeated avoidable fatalities or major permanent incapacity/disability ♦ Sustained loss of service with serious impact on delivery of patient care, major contingency plans invoked. ♦ Corporate obligations not met. ♦ Severe financial loss £2.5M + e.g.	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Very High</b>	<b>Very High</b>
<b>Low</b>	<b>Low:</b> No additional risk controls required. The person responsible shall document assurance that existing controls or contingency plans remain effective and ensure any weaknesses are addressed				
<b>Medium</b>	<b>Medium:</b> Further action shall be taken to reduce the risk but the cost of control should be proportionate. The person responsible shall ensure additional risk control measures are introduced within a defined timescale. Assurance that risk controls or contingency plans are effective shall be documented and evaluated by the relevant Head of Service and any weaknesses addressed				
<b>High</b>	<b>High:</b> Further action, possibly urgent and requiring considerable resources, shall be taken to reduce the risk. Responsibility for introducing risk control measures within a set timescale shall be explicitly defined by the appropriate Director or General Manager and followed up through the performance review process. Assurance that risk controls or contingency plans are effective shall be documented and evaluated by the relevant Director or General Manager				
<b>Very High</b>	<b>Very High:</b> If confirmed to be unacceptable, the risk should be escalated immediately to Director level. An immediate action plan should be drawn up with Executive level leadership. If appropriate, suspension of the activity until the risk has been reduced should be considered. The risk and the action taken to reduce it to an acceptable level should be taken to the next available Board				

Ref:

Date of Assessment:

<b>Location</b>		<b>Department</b>		<b>Manager</b>		<b>Assessors</b>	
<b>Is Risk on Risk Register?</b>	<b>NO</b>		<b>YES</b>		<b>Ref No:</b>		
<b>Description of Operation/Activity/Task/Area/Environment/Issue</b>						<i>Complete the relevant details of the activity or issue being addressed. Detail the activities the young person will be carrying out</i>	
<b>Identify Hazards</b>						<i>All hazards associated with the activity or issue should be entered here. Consider any additional hazards a young person may be exposed to.</i>	
<b>Young persons details</b>						<i>All relevant details of the young person should be included here ie Name, Address, Age, DOB, Disabilities or special requirements.</i>	
<b>Name =</b> <b>Address =</b> <b>Phone Number =</b> <b>School or College =</b> <b>Age &amp; DOB =</b> <b>Full MMR Vaccination confirmation =</b> <b>Special Requirements =</b> <b>Contact details of parent or guardian =</b> <b>Contact details of school / College =</b>							
<b>Current Control Measures</b>							
						<i>List current control measures, including physical controls but do not forget to include other controls including safe working procedures, information, instruction, training and most importantly with young</i>	

people... supervision.

**INITIAL RISK RATING**

<b>Risk Rating</b> Using information above and the risk matrix and taking into account the control measures in position, decide the Likelihood and Severity, and calculate the risk rating.	<b>Likelihood</b> Rarely happens Unlikely to occur Possibly can occur Likely to occur Almost certain	<b>Severity</b> Negligible injury, illness, loss Minor injury, illness, loss Moderate injury, illness, loss Major Injury, illness or loss Extreme loss, fatality, disaster	<b>Rating</b> <b>R= L x S</b>
<b>Calculate</b> Rating = Likelihood x Severity			
<b>Further Control Measures Required/Action Plan</b>			<i>Include any additional controls identified to eliminate or reduce the risk further – or state whether the risks are already as low as reasonably practicable</i>

**RE-ASSESSED RISK RATING**

<b>Risk Rating</b> Using information above and the risk matrix and taking into account the further control measures in position again decide the Likelihood and Severity, and calculate the risk rating.	<b>Likelihood</b> Rarely happens Unlikely to occur Possibly can occur Likely to occur Almost certain	<b>Severity</b> Negligible injury, illness, loss Minor injury, illness, loss Moderate injury, illness, loss Major Injury, illness or loss Extreme loss, fatality, disaster	<b>Rating</b> <b>R= L x S</b>
<b>Calculate</b> Rating = Likelihood x Severity			

<b>Date:</b>		<b>Review Date:</b>	
<b>Assessors Names:</b>			
<b>Comments:</b>	<p><b>Current Control Measures should include as a minimum the following:</b></p> <ul style="list-style-type: none"> <li>• Information in the form of a good induction</li> <li>• Applicant can confirm they have had full MMR immunisation</li> <li>• Applicant asked to notify dept should they be ill or have an infection</li> <li>• Very close supervision in the form of a mentor as individuals must not be on their own with patient/public, therefore disclosure is not required</li> <li>• Confidentiality has to be reinforced</li> <li>• Orientation of the area to ensure they are familiar with the area</li> <li>• Applicant must wear a visitors badge which will be provided</li> <li>• Hand washing/gel between each patient's environment</li> <li>• Careful selection of patients to be observed with consent from patient</li> <li>• Any relevant medical information pertaining to the applicant to be disclosed prior to visit</li> <li>• Daily review with student</li> <li>• Consider all risks within the specific workplace and consult with appropriate specialist adviser.</li> </ul>		

Dear

**Work Experience Placement**

Thank you for your request for a work experience placement within NHS Dumfries and Galloway.

Nationally, the Health and Safety Executive's guidelines give guidance on the health and safety requirements of premises that offer work experience placements to students.

Unfortunately, after conducting a risk assessment, we find that it would not be feasible to offer you a work experience placement in this health care area.

Thank you for your interest in the Health service, and I enclose some information for your perusal which you may find useful when choosing your career path.

*(It would be courteous, and benefit the Health Board in trying to attract future employees, to send some information – but this is optional)*

Yours sincerely

**cc the Workforce Directorate, High East, Crichton Hall, Glencaple Road,  
Dumfries, DG1 4TG**

## Appendix 4

Dear

### Work Experience Placement

Thank you for your request for a work experience placement within NHS Dumfries and Galloway.

I am writing to confirm the offer of an unpaid placement, details as follows:-

Department:-

Dates:-

The detail of the nature of your placement will be agreed on your first day.

The main conditions of your placement are as follows:-

- Confirm that you have had full MMR vaccination;
- At all times you will carry out those tasks allocated to you by your supervisor/mentor;
- Patient's permission to the presence of a student must always be obtained;
- Patient's confidentiality will be paramount and must be absolutely respected at all times;
- You must sign in and out of the building every day of your placement and wear the visitor's badge that is allocated to you;
- You must comply with the instructions provided to you at the start of your placement.

If you agree to accept this offer of a work experience placement, please complete the slip attached and return to the above address.

Please report to reception on arrival.

Yours sincerely

Please complete the following and return to the address on the accompanying letter

Name :-

Department:-

Dates of placement:-

I have read, understand and accept the offer of a work experience placement in this letter on the terms referred to above.

I have/have not\*\* had full MMR vaccination

\*\*If not please contact your GP to access this vaccination

I have\* / have not any special requirements  
(Please delete as appropriate)

\* My Special requirements are:-

Signed:-

Date:-

**Office Information**

**cc the Workforce Directorate, High East, Crichton Hall, Glencaple Road,  
Dumfries, DG1 4TG**



## NHS Dumfries and Galloway

### Orientation Checklist for Work Experience Placements

This checklist must be completed at the start of the placement

Name of work placement .....

Name of Supervisor/mentor .....

Start Date .....

	Details	✓ each item on completion
<b>The Department:</b>	Introduction to Supervisor/Mentor Tour around the Department Introduction to staff Lunch and tea breaks, start/finishing times, appropriate appearance Location of toilets Use of telephones/mobiles Communication procedures	
<b>Health, Safety and Security</b>	*full MMR Vaccination confirmed Signing in and out – visitors badge Infection control – hand washing Fire procedures, exits and evacuation Patient Confidentiality Data Protection Security of personal belongings Accident and Incident Reporting	
<b>Declaration</b>	I confirm that I have covered all the items on this checklist with my supervisor/mentor  I confirm that I understand what I have been told and what has been demonstrated to me  Name (please print)  Signature  Date	

**\*If individual cannot confirm, exclude from contact with patients**