# Work Experience

<table>
<thead>
<tr>
<th>Authors Name &amp; Title:</th>
<th>Mary Douglas – Head of Education, Nidah Mann Ali – Education Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope:</td>
<td>Trust Wide</td>
</tr>
<tr>
<td>Classification:</td>
<td>HR</td>
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To be read in conjunction with the following documents:
Equality & Diversity Policy

Document for public display? Yes

Has document been impact assessed? Yes

<table>
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<th>TW20(08)</th>
<th>Review Date:</th>
<th>31st January 2016</th>
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<tr>
<td>Issue Status:</td>
<td>Approved</td>
<td>Version No:</td>
<td>3.0</td>
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<tr>
<td>Issue Date:</td>
<td>31st July 2014</td>
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<tr>
<td>Authorised by:</td>
<td>Workforce Committee</td>
<td>Authorisation Date:</td>
<td>23rd May 2014</td>
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After this document is withdrawn from use it must be kept in an archive for 10 years

Archive: Corporate Policy Archive

Officer responsible for archive:
1. Policy Statement

1.1 This policy is written in the spirit of the NHS Constitution and Liverpool Heart and Chest NHS Foundation Trust (LHCH) ‘Patient and Family Centred Care’ approach.

1.2 LHCH is committed to providing the opportunity for individuals from all sectors of the community to gain valuable experience through work experience placements. This policy has been developed to ensure that both work experience students and the Trust are protected during the course of any placements.

1.3 The Trust is committed to providing safe and appropriate work experience. However ensuring the safety, security and privacy of patients attending the Trust is paramount and this policy protects the patient, Trust employees and those undertaking placements.

1.4 This policy outlines the framework within which LHCH must operate when offering work experience, which includes work shadowing, work placements, take your child to work days, visitor days and is inclusive of the Access to Medicine programme.

2. Scope

2.1 This policy applies to all staff and all categories of work experience. If a student is going to attend the Trust on a work placement this policy must be followed. Failure to follow this policy correctly when a placement is requested would put both the student and the Trust at risk.

2.2 The Trust views the offer of high quality work experience as a positive opportunity to contribute to the local community. Work experience provides an opportunity for students to consolidate work based learning skills and to help them to make an informed career choice. Reasonable adjustment will be made in order to ensure students with a disability are able to actively participate in work experience opportunities within the Trust.

2.3 Work experience is undertaken as a voluntary activity; therefore the individual does not receive a financial reward or remuneration and is not considered an employee. Anyone undertaking work experience will be afforded all the rights of protection regarding health and safety as any member of the public entering Trust premises.

2.4 Priority for work experience will be given to those students studying towards vocational training programmes and those applying for relevant or appropriate Further or Higher Education courses. If a number of students wish to undertake a placement within the same area a selection process may take place.

2.5 The Trust also actively promotes work experience opportunities for adult returners and the long term unemployed for a period of one week. The Volunteer manager can be contacted if voluntary work is required for a period of at least six months.

2.6 The Trust has put in place the following age restrictions regarding placements; these restrictions are in place in order to protect students from inappropriate placements, where they may not be able to cope with the physical or emotional elements of the placement. (See Appendix 13)
In the event of an 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 on-going patient and staff safety.

3. Benefits of Work Experience

Work experience allows NHS employers to influence the quality and flexibility of our future workforce. Done well, work experience programmes will make young people aware of the huge range of opportunities in clinical and non-clinical roles within the NHS.

For the Trust, work experience:

- Enriches the pool of talent from which future recruits will be drawn, and Increases flexibility through a greater awareness of the wide range of jobs and the wide range of settings involved in delivering healthcare.
- Fulfils an important corporate social responsibility (CSR) role within the local community.
- Raising Community Profile: Work experience placements provide a valuable means of creating a positive image of the organisation amongst pupils, students, teachers, parents, local schools, further education and higher education providers and the wider community.
- Closer Liaison with Local Education Providers and Employment Agencies: partnership working with local schools, colleges and universities encourages dialogue. Working in partnership with local job centres and re-training agencies provides opportunities for people to sample working in a variety of occupations in the Trust to enable them to make an informed decision about their future career.

Work experience offers important benefits for NHS staff involved in the programme:

- It gives staff the opportunity to share their enthusiasm for their work and their concern for excellent patient care.
- It allows staff who do not have line management responsibility to develop new skills in supervision and mentoring, as part of their continuing personal development.
- It encourages reflection on how young people and others perceive the work they do.

For school, college and university students, work experience is equally rewarding:

- Allowing young people to make more informed choices about future careers.
- Demonstrating the huge range of jobs (clinical/ non-clinical) in the NHS.
- Increasing awareness of what is involved in delivering healthcare.
- For those considering clinical careers, work experience may be a vital component of their higher education course application.
- Increases confidence and communication skills of work experience students.

This policy aims to:

- Provide a framework to enable work experience activities to be provided within the Trust.
- Provide guidance for managers involved in allocating work placements.
- Help ensure that we meet our obligations under Health and Safety Legislation to provide a safe, secure environment for individuals undertaking work experience, existing staff, patients and visitors.

4. Duties and Responsibilities

4.1 Head of Education

The Head of Education is responsible for development and implementation of this policy.
4.2 The Education Department

The Education Department are responsible for:

- The overall organisation of all work placements within the Trust. This includes liaising with formal authorities e.g. COMPACT; local and regional schools and colleges and individual students seeking work experience (clinical and non-clinical).
- Acting as the named supervisor for all such work experience students whilst on placement.
- Providing managers and staff with advice and support regarding the implementation of this policy and for advising managers in respect of relevant legislation issues.

Managers and Clinical Leads

Managers and clinical leads are responsible for applying the principles of this policy and ensuring that all staff within their area are aware of, understand and adhere to this policy. They must also ensure that staff are updated with regards to any changes to this policy.

Staff

Employees who are responsible for supervising work experience students should ensure that they apply the principles of this policy.

PLEASE NOTE: All employees who wish to arrange a work experience placement for a friend or relative should ensure that they follow the set procedure as described in this policy. No individual work experience placements should be arranged outside of this policy.

5. Legislation

5.1 Work experience is governed by the Education Act 1996 as amended by Section 112 of the School Standards Framework Act 1998. It allows for Secondary School Students in their last two years of compulsory education to participate in schemes of work experience i.e. year 10 and year 11. In addition the policy also covers students who request placements in years 12 & 13, including those who have reached the age of 18.

5.2 Under the Health and Safety (Training for Employment) Regulations 1990, young persons (defined as anyone under 18) on work experience are designated as employees for the purpose of Health and Safety legislation. All legal protection that applies to employees is therefore extended to work experience persons and volunteers.

5.3 The management of Health and Safety at Work Regulations 1999 lay down specific requirements to protect young persons. Under the regulations employers must:

- Assess risk to young persons before they start their placement.
- Take into account their inexperience, immaturity and lack of awareness of existing and potential risks. In the context of a hospital, a young person may be at risk of psychological harm resulting from the exposure to harrowing scenes, for example in Theatres.
- Ensure any specific risks are addressed.
- Consider whether young persons should be subject to prohibitions from certain work areas e.g. theatres and manual handling.
The manager (or nominated supervisor) for the student on work experience must ensure that the student does not carry out any works which:

- Is beyond their physical or psychological capability.
- Involves exposure to substances capable of causing genetic damage, harm to unborn children, other chronic health effects, or which are toxic or carcinogenic.
- Involves risk of accidents, which may not be received by young people by virtue of their paying insufficient attention to safety or their lack of experience or training.
- Involves the risk of health from exposure to temperature extremes, noise or vibrations and radiation.

It is the responsibility of the supervisor/mentor to ensure that the person is fully aware of the consequences of disclosure of patient information. Any person who wilfully discloses information relating to patients will be immediately dismissed from the premises and further action considered. Any person who, whilst on a work experience placement, knowingly breaches any trust policies will be dismissed from the premises immediately and further action considered.

5.4 **Working Hours** by students under the age of 18 must comply with the Working Times Regulations 1999 (as amended).

- Must not start work before 7.00am, must not finish work after 7.00pm
- Should not work more than 5 days in seven
- Should work no more than 8 hours per day with a maximum of 37.5 hours per week
- A daily rest period of 12 consecutive hours in each 24-hour period must be enforced.
- A break of a minimum of 1 hour after four hours worked (30 minutes after 4 and half hours of work if aged between 16 and 18)

6. **Allocation of Placements: getting the greatest benefit from placements**

6.1 Placements must be targeted. The directorate/unit must decide where best placements can be provided and match these opportunities with the most suitable group. Placements should be planned to provide real work/knowledge experience and opportunities.

6.2 In order to achieve a balance between offering beneficial and relevant placements to students and ensuring that the routine work of the department involved can continue with minimal disruption, it is necessary to manage and limit the number of placements the Trust can offer. In order to facilitate the process, The Education Department will act as a central focal point for all work experience requests.

6.3 Work experience placements in general will be for a one week period. Variations to this need to be agreed between the department providing the work experience placement and The Education Department. In particular, with Access to Medicine students placements are often arranged for a one to two week period where this can be accommodated.

6.4 Work experience requests will be considered from:

- Students at school who apply through Liverpool Compact (Liverpool Education Authority)
- Access to Medicine applicants and prospective medical students (year 12 & 13 students).
- Ad Hoc requests from individuals, schools and colleges
- Members of staff requesting placements for family and friends

6.5 **Staff who wish to arrange individual placements for relatives or friends can do so within the rules of the policy.**
However, as the demand for placements often exceeds the number we can offer, priority access to placements should be given to those who apply via Liverpool Compact (Liverpool Education Authority).

6.6 Whilst there is no legal guidance with regard to what individuals can or cannot do during their placement, by law the Trust is required to use their discretion and judgement when identifying suitable areas and duties for work people. Special consideration needs to be given to issues of confidentiality and patient contact.

6.7 There are restrictions in place for supporting work experience in the following areas:

- Surgical Intensive Care Unit
- Coronary Care Unit
- Theatre
- Catheter Laboratory
- High Dependency Unit

Year 12 students who are enrolled onto the Access to Medicine Programme are allowed access into these areas due to the fact they have been screened via an interview process and have completed a detailed induction programme. In addition, mature students (19 & above) can be considered following a completion of a risk assessment.

7. Insurance

All students are indemnified by the Trust in accordance with the terms and conditions of the NHS Litigation Authority Liabilities to Third Parties Scheme (LTPS).

8. Confidentiality

All students are required to sign a confidentiality agreement contained in their honorary contract. It is the responsibility of the department manager to ensure the student is fully aware of the consequences on disclosure of patient information. Any student who wilfully discloses information relating to patients will be dismissed immediately.

9. Policy Implementation Plan

This policy will be implemented on a Trust wide basis following discussions with the Human Resources Policy Group and ratification from the Workforce Committee. The policy will be made available on the intranet and disseminated to all wards/departments.

Managers have a responsibility to ensure staff have read and understood this policy and procedure.

The policy will be reviewed on a bi-annual basis.

10. Equality & Diversity Statement

All patients, employees and members of the public should be treated fairly with respect. We will not discriminate against anyone on the basis of race, disability, gender, including Trans gender, age, sexual orientation, religion, belief, HIV status, caring responsibilities or any other relevant characteristic or need.

11. Monitoring compliance with, and evaluating the effectiveness of this Policy

This policy will be reviewed annually by the Strategic Education Board.
All paperwork associated with each individual work experience student will be returned to the Education and Corporate Learning team to ensure the policy is being correctly followed and to monitor the work experience placement taking part across the organisation. A 20% audit of records received will be undertaken on an annual basis. Feedback will be sought from students/individuals undertaking the work experience placement.

Further advice and guidance on managing work experience placements is available from the Education and Corporate Learning team. Contact details are available on the Trust intranet site.

12. **Visits from Schools/Colleges**

12.1 It is normal practice for students to be visited by a representative from their school on at least one occasion during their placement. The visit(s) should be co-ordinated via The Education Department.

13. **End of Placement**

13.1 The Education Department will collate feedback from relevant supervisors at the end of the student’s placement (see appendix 10).

13.2 The student should report back to The Education Department at the end of their placement to complete their online evaluation and return their ID badge and any other hospital property.
Procedure and Managing Work Experience Placements at Liverpool Heart and Chest Hospital NHS Foundation Trust (LHCH)

For the purpose of this document work experience is defined as a short (usually one week or less) placement within LHCH administered by the Education and Corporate Learning team. For guidance on longer placements please contact the E&CL team. This document specifies the procedure to be followed in arranging work experience placements and guidance on supervising students undertaking such placements.

Responsibilities Prior to the Work Experience Placement

- On receipt of a request for a work experience placement, The Education Department will forward the student an application form (see appendix 1) and health questionnaire (see appendix 2). As the student should be supervised at all times during the placement, a DBS check will not be required.

- On receipt of the completed application form and health questionnaire, The Education Department will liaise with the relevant departments and allocate places accordingly with the agreement of the department manager.

- If the Trust is unable to accommodate the student’s request, this should be confirmed with the student in writing.

- On agreement of the placement with the relevant departments and following receipt of health clearance from the Occupational Health Department, The Education Department will forward the student a work experience pack which will contain the following:
  - Honorary contract - two copies (see appendix 5)
  - A schedule of the work experience programme (see appendix 6)
  - Placement Information Sheet (see appendix 7)

- Students should sign both copies of the honorary contract (as should the parent or guardian if the student is under 18 years of age) and return one copy to the Learning and Development Department. This must be returned prior to the placement commencing.

- Confirmation of the placement and the student’s details will be sent to the relevant department manager by the Learning and Development Department, giving a minimum of 1 weeks notice.

- **RISK:** A risk assessment should be undertaken for each department by the local manager and reviewed annually or sooner when:
  - There is a change in practice, procedure, introduction of new equipment/substances etc.
  - A student has disclosed information on a disability as defined by the Disability Discrimination Act 1995.
  - A new department is accepting a work placement.

- It is important the risk assessments are documented and that the student is given adequate information about potential hazards and prohibitions.

- A copy of the risk assessment should be held in the Education Department. A risk assessment template can be found at Appendix 3, together with guidance notes at Appendix 4.
Responsibilities during the Work Experience Placement

> On arrival to the Trust, the student will report to The Education Department where they will receive an induction to the Trust. (Appendix 8)

> A member of the Education department will be identified as the student’s named supervisor during the placement and will be responsible for the day-to-day management of the placement.

> The student will be made aware of Trust policies in relation to fire, health and safety, smoking and equal opportunities on their first day by The Education Department.

> The student will be issued with a temporary name badge which should be worn at all times.

> A member of the Education and Corporate Learning team will take the student to the designated department each day of the placement and introduce them to the relevant department manager.

> On their first day within a new department all students must receive a local induction/orientation meeting with their named supervisor from that department. This should include the relevant Health and Safety and fire regulations within that area of work and completion of an induction checklist Appendix 9)

  o It is the responsibility of the department manager to liaise with The Education Department if any difficulties arise during the placement.
  o Should a manager wish to terminate a placement in advance of the expected date, they should contact The Education Department.
**Application for Work Experience or Observation Placement**

Please complete this application form in black ink. Information will be treated in the strictest confidence.

**Personal Details**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Surname:</th>
<th>Forenames:</th>
</tr>
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Address for Correspondence:

<table>
<thead>
<tr>
<th>Telephone no:</th>
<th>Date of Birth:</th>
</tr>
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<tbody>
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<td></td>
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Email Address:

Next of Kin:

<table>
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<tr>
<th>Daytime Tel no:</th>
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<td></td>
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School/College:

<table>
<thead>
<tr>
<th>Address:</th>
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<tbody>
<tr>
<td></td>
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Careers Advisor:

<table>
<thead>
<tr>
<th>Tel no:</th>
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</table>

Dates of Work Experience (max 1 week):

<table>
<thead>
<tr>
<th>Area/Dept of interest (please tick all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
</tr>
<tr>
<td>Ward</td>
</tr>
<tr>
<td>Radiology</td>
</tr>
<tr>
<td>Physiotherapy</td>
</tr>
<tr>
<td>ECG</td>
</tr>
</tbody>
</table>

(Year 12 & 13 students and above only)
## Previous Work Experience or Employment

Please give details of any previous paid or voluntary work you have had.

<table>
<thead>
<tr>
<th>Employers details</th>
<th>Dates from/to</th>
<th>Job description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Other Relevant Information

Please use this space to provide information in support of your application (continue on a separate sheet if necessary):
1. The Trust places considerable importance on the need for attention to Health and Safety at work. You have the responsibility to acquaint yourself with the safety rules of the workplace, to follow these rules and make use of facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported.

2. The Trust will also expect you to observe other rules and regulations governing the workplace which are drawn to your attention. Please note that there is a No Smoking Policy covering the whole working environment.

3. The Trust fully supports equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of ethnic origins, gender, disability, age, religion or sexuality.

4. There will normally be no payment for meals or travelling expenses.

I have read and understood the above requirements.

Signed (student): ___________________________ Date: ___________________________

Please obtain the following signatures: (under 18yrs.)

Parent/Guardian
I have read the work experience/observation programme information and understood the requirements. I will ensure the student carries out these obligations and confirm that he/she is not suffering from any complaint, which might create a hazard to him/herself or to those working with him/her. I give permission for the student ___________________________ to attend the course and observe during his/her visit to the Liverpool Heart & Chest NHS Foundation Trust.

Signature: ___________________________ Date: ___________________________

School Careers Advisor (if under 18 yrs):
I have read the work experience programme information and give permission for ___________________________ to attend the course and observe during his/her visit to the Liverpool Heart & Chest Hospital NHS Foundation Trust. I also confirm that he/she is currently studying at ___________________________.

Signature: ___________________________ Date: ___________________________

Print Name: ___________________________
Confidential Pre-placement Health Questionnaire

Surname: ...........................................................................................................................................

Forename(s): ....................................................................................................................................

Date of Birth: ....................................................................................................................................

Home Address: ....................................................................................................................................
.......................................................................................................................................................Post Code: .................................................................................................................................

Telephone Number: ............................................................................................................................

Job Placement: ....................................................................................................................................

1. Do you have any illness or disability at the present time? Yes No

   If Yes, please give details:

2. Have you had any other serious illnesses or operations in the past? Yes No

   If Yes, please give details:

   Are you taking or being prescribed any medicines, inhalers, injections or eye/ear drops at the present time? Yes No

   If Yes, please give details:

3. Is your ability to perform physical work limited in any way? Yes No

4. Have you had or been in contact with any infectious disease in the past four weeks? Yes No

5. Which of the following infectious diseases have you been immunised against?
   - BCG (Tuberculosis)
   - Pertussis (Whooping Cough)
   - Diphtheria
   - Polio
   - Measles
   - Rubella
   - Meningitis C
   - Tetanus
   - Mumps

Signature: .................................................................................................................................Date: ..........................................................................

Parent/Guardian’s signature if under 18: ..................................................................................... Date: ..........................................................................

If any of the above circumstances change from the time of completing the form to the time of placement you must inform the Learning and Development Department immediately.
## WORK EXPERIENCE RISK ASSESSMENT

<table>
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<th>No.</th>
<th>Work activity/environment: Identified Hazard</th>
<th>Current Corrective action</th>
<th>A – Severity 0-5</th>
<th>B – Likelihood 0-5</th>
<th>Risk rating score A x B</th>
<th>Further action(s) required</th>
<th>Person responsible for action(s)</th>
<th>Completion date for action(s)</th>
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## RISK ASSESSMENT GUIDANCE NOTES

### A: Severity

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<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Multiple deaths involving any persons</td>
</tr>
<tr>
<td>4</td>
<td>Single death of any person</td>
</tr>
<tr>
<td>1</td>
<td>Additional observations. First aid treatment. Moderate financial loss.</td>
</tr>
<tr>
<td>0</td>
<td>No injuries. Low financial loss.</td>
</tr>
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</table>

### B: Likelihood

<table>
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<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>5</td>
<td>The event is expected to occur in all circumstances.</td>
</tr>
<tr>
<td>4</td>
<td>The event will occur in most circumstances.</td>
</tr>
<tr>
<td>3</td>
<td>The event will occur at some time.</td>
</tr>
<tr>
<td>2</td>
<td>The event could occur at some time.</td>
</tr>
<tr>
<td>1</td>
<td>The event may occur only in exceptional circumstances</td>
</tr>
<tr>
<td>0</td>
<td>The event cannot happen under any circumstances.</td>
</tr>
</tbody>
</table>
Honorary Contract

Dear [Name],

I have pleasure in confirming our offer of an honorary contract/placement to work within the Liverpool Heart & Chest Hospital NHS Foundation Trust.

Please read the terms and conditions carefully and sign both copies of this letter, returning one copy to me.

This placement is for the period from day & date to day & date. A full copy of your programme is attached.

The working arrangements, hours will be dates & times etc. Please report to contact name who will be responsible for your supervision throughout this placement.

Sick Leave Arrangements: If you are unable to attend because of sickness you should inform The Education Department as soon as possible and keep them informed as to the likely date of return.

Identification Badges: It is now a requirement that every person should display an identification badge when working on any site associated with the Trust. This will be issued to you, on arrival, by the person responsible for your supervision.

Dress Code: It is expected that student's will arrive for duty smartly dressed. Clothes should allow for a range of movements. Shoes should cover the whole foot and be low heeled. Jewellery should not be worn, except for a watch and plain band ring.

Confidentiality: Any matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, individual staff and/or patients records, and details of contract prices and terms must under no circumstances be divulged or passed on to any other unauthorised person or persons. The placement may be terminated if confidentiality is breached.

Termination of work experience placement: Any act of misconduct or breach of confidentiality may result in the termination of your placement. Discussions will be held with your school/college before the placement is terminated.

Health and Safety at Work Act: You are reminded that in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to comply with the Trust policies in meeting these statutory requirements. A copy of the Health and Safety policy is available for inspection.
Loss/Damage of Personal Effects: No liability can be accepted for loss or damage to personal property on Health Service premises by burglary, fire, theft, or otherwise.

During the period of your placement you will not, at any time, except where the law requires, be regarded as an employee of the Trust, and will not be eligible for remuneration in respect of your work placement with the Trust.

Yours sincerely

Name
Job title

Form of acceptance

I accept this placement on the terms and conditions outlined above and have retained a copy.

Signed: __________________________________________________________

Date: _____________________________________________________________

Parent/guardian’s signature if under 18: _______________________________

Print Name: _______________________________________________________

Version No.3.0
July 2014

Work Experience
Current version is held on the Intranet
Check with Intranet that this printed copy is the latest issue

Page 17 of 34
## EXAMPLE WORK EXPERIENCE PROGRAMME

(Name)

29th June – 3rd July 2014 (inclusive)

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>9.00 a.m. – 12.00 p.m.</th>
<th>1.00 p.m. – 4.00 p.m.</th>
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<tbody>
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<td>Monday 28th June</td>
<td>Admissions &amp; Discharge Lounge</td>
<td>Admissions &amp; Discharge Lounge</td>
</tr>
<tr>
<td></td>
<td>Report to</td>
<td>Report to</td>
</tr>
<tr>
<td>Tuesday 29th June</td>
<td>ECG Department</td>
<td>ECG Department</td>
</tr>
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<td>Report to</td>
<td>Report to</td>
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<tr>
<td>Wednesday 30th June</td>
<td>Physiotherapy</td>
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<td>Report to</td>
</tr>
<tr>
<td>Thursday 1st July</td>
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<td>Report to</td>
<td>Report to</td>
</tr>
<tr>
<td>Friday 2nd July</td>
<td>Porters</td>
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<tr>
<td></td>
<td>Report to</td>
<td>Report to</td>
</tr>
</tbody>
</table>
PLACEMENT INFORMATION SHEET

Activities to be carried out
This list is an example of the types of activities you will be involved in on this placement:
1.
2.
3.

However, it is impossible to list every activity you might be asked to undertake and you should be prepared to complete other tasks if asked of you.

Personal qualities
Whilst on a work experience placement you will be expected to work in accordance with the following personal qualities:

• Maintain a friendly, caring, safe environment for staff, patients and visitors.
• Treat patients, their families and visitors as we would like to be treated ourselves.
• Support colleagues with teamwork.
• Provide a polite and helpful customer service.
• Be an excellent role model for the trust.

Confidentiality
It is natural to wish to discuss your experience on a work placement with friends and family. However, you must ensure that you do not disclose confidential information which could identify an individual patient or member of staff, or information about the business of the trust. You must also let your supervisor know immediately if you know any patient personally. This applies even if they are a patient of a service which is different to the area of your placement.

Health and Safety
• You will be given a health and safety briefing when you first start your placement and you should pay attention to the information you are given at this briefing.
• You will be given an ID badge at the start of your placement. You must wear this at all times.
• You will be supervised at all times and will also be given training when using equipment.

Working in a hospital
We want you to enjoy your placement and to experience life within a hospital setting. However, it can also be a very intense experience and is not without risk. You may witness distressing incidents or even feel unwell. We take your safety on your work observation placement extremely seriously and the following information is designed to help to ensure your placement is as safe as possible.

A hospital is considered to be a high-risk organisation and shadowing a clinician in a hospital setting carries with it an element of risk. We have put in place a set of rules and guidelines which aim to minimise this risk. However, it is impossible to eliminate risk entirely and you must also take some responsibility for ensuring your own safety by listening to and following instructions at all times, particularly when these relate to health and safety issues.

You must be prepared for the fact that you may be prevented from attending planned sessions at very short notice, and you may also be asked to leave a session if it is considered unsafe or inappropriate for you to be present. You must comply with any requests asking you not to enter or to leave an area at any time.
Below is more information specific to your placement. Please make sure that you and your parents read all of this placement information sheet carefully. There is a lot of information to take in, but reading this information will help to prepare you for your placement. If you are unsure about any of the information provided, or about the placement you have been offered, then you must discuss this with the contact person for the area you are going into, or the work experience coordinator as soon as possible. This could be before, during or after your placement.

Your Placement

Psychological/emotional
Within the daily work of the hospital, you may be exposed to distressing situations. This might include a patient becoming distressed, a patient’s condition deteriorating, or even the death of a patient. You may also see procedures or conditions which you will find upsetting. Although we will do our best to pre-empt these situations, you should be prepared for them. Please tell the person working with you if you are upset, so that we can talk about the issues as soon as it is clinically possible.

There is a risk of verbal abuse from patients or visitors of the trust. You will not be expected to deal with any incident of this sort. If you are unfortunate enough to witness this type of behaviour, you should excuse yourself, and contact the nearest member of staff.

Physical
You must not move or handle any heavy objects. These can include boxes, equipment, and patients. There is a risk that you may feel physically unwell after observing medical procedures. This is perfectly normal, and most people feel faint the first time they witness surgery for example. If this happens please let a member of staff know immediately. If you feel faint or sick you should sit down or leave the area, whichever is the most appropriate. There is a risk of injury if you should faint.

There is a risk of physical abuse from patients or visitors of the trust. You will be supervised at all times during a clinical session, and therefore this risk is considered low. Between sessions you are advised to take normal precautions when walking in and around the internal and external parts of the hospital site to ensure your safety. This might include not walking in areas which are isolated, or deserted.

Infection Control
All students who will be observing in clinical/patient areas must be immunised against TB. You are asked to confirm this on your health declaration. You must also be aware that being in a hospital environment may mean that exposure to viruses and other infections will be higher than in your normal environment. However, the infections will not be different to those you may come into contact with in your normal life. We will not expect you to work in areas, or with patient groups, where observation would carry a high risk of infection. Students should avoid contact with bodily fluids, but be aware that there may be a risk of contact in unpredicted situations. In order to minimise risk of infection, you must follow instructions given by members of staff at all times.

You must also ensure that your standards of personal hygiene are very high. You must wash your hands at the beginning and end of each session, and if you use the toilet facilities. In order to minimise risks of cross infection clothes should be changed daily. You must not under any circumstances handle sharps (needles or other sharp objects) and when in clinical areas should take extreme care where you put your hands, and check before you sit down. Do not handle patient belongings.

Exposure to substances
A hospital will use a number of hazardous substances. You will not be expected to handle any substances which are considered to be hazardous. You must not touch any substance unless you are sure you know what it is and that it is not hazardous. This is particularly important when you are observing in clinical areas.

Risk of Accidents
A hospital setting will probably be new to you, and you are not a trained member of staff or a clinical student. Therefore, you will be at a higher risk of accidents than other members of staff or students.
In order to minimise such risks you will be supervised at all times when you are observing a clinical session. At other times you must ensure that you only access areas you have been given permission to enter, and that you only observe planned procedures under supervision. It is essential that you follow instructions carefully, and leave any area immediately if you are asked to do so.

FINALLY
If any of the above information concerns you, or is unclear, please discuss these with your supervisor, or the work experience coordinator. Please also let your supervisor or the work experience coordinator know if you have any concerns or worries or need any help or support during your time with us.
Induction Check List for Work Experience and Observation Students

As each item on the checklist is covered please enter the date, and place your initials in the appropriate box. It is possible that some areas will not be applicable to either your working environment or the area of work covered by the student; where this is the case please indicate by entering N/A into the box. A copy of the completed sheet should be given to the student for information and the original retained for reference.

Student Name: ___________________________ Date: ______________________

Company/Department Name: ___________________________ Supervisor Name: ___________________________

Name of Person Responsible for Induction: ___________________________

Dates of Work Experience/Observation Placement: ___________________________

<table>
<thead>
<tr>
<th>Initials</th>
<th>Date Covered</th>
<th>Student Initial</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guided Tour of the Workplace</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The student was given a tour of the workplace and was shown where (s)he will be working. Workplace facilities and prohibited areas were covered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Staff</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The student was introduced to the workforce and key staff in conjunction with the work experience</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Signing in/Clocking in/Department Security Procedures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any necessary procedures were explained and shown to the student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Use of Telephone</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student was shown how to use the phone to get in touch with key persons within the Company. Also, how to get an outside line/emergency services if needed etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health and Safety Notices</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student was made aware of Health &amp; Safety posters, signs, warning etc and made aware of persons with responsibilities for H &amp; S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Line Manager</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student was introduced to their Supervisor for the work placement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safety Policy</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Company policy for H &amp; S was explained and aspects that apply to student's personal responsibilities highlighted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safe Systems of Work</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hazards associated with specific work tasks and more general ones within the workplace were explained including the need to adhere to safe working practices. (S)he was told that they must get any further briefings they need before they move onto something new</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Machinery</strong></td>
<td>It was explained to the student that they must never operate any machinery without permission of the supervisor and never unless trained to do so. Nor should they attempt to repair any machinery on their own and that all faults must be reported to supervisor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prohibited Areas</strong></td>
<td>Areas were described that the student must not visit for safety reasons and why this is so.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fire Alarm</strong></td>
<td>An explanation was given on what (s)he should do if they discover a fire and what the alarm will sound like.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Evacuation</strong></td>
<td>An explanation of the procedures for emergency evacuation, inc the route to be taken, the use of emergency exits, assembly points and reporting procedures was given.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Aid</strong></td>
<td>First aid facilities, including the location of the first aid box and who is a first aider were introduced to the student.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accident Procedures</strong></td>
<td>It was explained that all accidents, incidents and near misses, no matter how small, should be reported and entered into the accident book.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Absence Reporting</strong></td>
<td>An explanation was given for the procedure to be followed should the student be ill or unable to attend and who should be contacted and when.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Protective Clothing</strong></td>
<td>The student was issued with appropriate PPE/C and given reasons why it is required, shown where, how and when to use it correctly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Manual Handling</strong></td>
<td>The student was shown the correct way to lift and carry objects and, in particular, emphasis on why it is important.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dangerous Substances</strong></td>
<td>Explain the importance of complying with the rules on the handling of chemicals (COSHH 02). It was stressed to the student that they must ask the supervisor if they are unsure of the precautions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hygiene</strong></td>
<td>(s)he was shown where the toilets and washing facilities are and given information on personal hygiene. Details were provided about smoking regulations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Key Responsibility</strong></td>
<td>The student was asked if (s)he understood the importance of following H&amp;S rules and the possible consequences of breaking them.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: ………………………………………………………………………………………………………

Supervisors Signature: ………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………………………
## Supervisors Report Form

**Student’s name:**

**Placement address:**

**Supervisors’ name/job title:**

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Acceptable</th>
<th>Less than Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appearance</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work under supervision</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work on own</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicative ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relations with staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relations with client group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enthusiasm</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Comments:**

**Supervisor:**

**Date:**

**Student:**

**Date:**

---

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Evaluation form

To enable us to assess how useful you found your work experience/observation at this hospital, it would be very helpful if you would answer the following questions. This information may be used to develop programmes for future students.

Name:

1. What did you hope to learn from your placement at this Hospital Trust?

…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………

2. Has this been achieved?
   Yes/No
   If no please give details:

…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………

3. Do you feel your placement has given you a better understanding of the work that is undertaken in a hospital?
   Yes/No
   If no please give details:

…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………

4. Do you feel the structure of the program was:
   Satisfactory/Unsatisfactory

5. Do you feel the length of each session was:
   a) Satisfactory
   b) Too long
   c) Too short

6. Which sessions did you find most interesting?

…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
7. Which sessions did you find least interesting?
............................................................................................................................
............................................................................................................................
............................................................................................................................

8. Are there any additional sessions, or visits to other departments in the hospital, which you feel should be included in the program?
   Yes/No
   If yes please specify:
............................................................................................................................
............................................................................................................................
............................................................................................................................

9. Do you feel it would have been useful to have been provided with any more information before your placement?
   Yes/No
   If yes please specify:
............................................................................................................................
............................................................................................................................
............................................................................................................................

10. Has your placement influenced your choice of career in any way?
    Yes/No
    Please give details:
............................................................................................................................
............................................................................................................................
............................................................................................................................

11. Please add any other comments you feel would be helpful:
............................................................................................................................
............................................................................................................................
............................................................................................................................

Thank you for your help in completing this evaluation form. Please either email it to: theeducationcentre@lhch.nhs.uk or post it to The Education Centre, Moroney House, Liverpool Heart & Chest Hospital, Thomas Drive, Liverpool, L14 3PE
Suggested Clinical Tasks for Work Experience students

These are examples of the tasks that would be appropriate for work experience students to participate in:

**Nursing/Nursing Assistant:**
- Assist with bed making
- Watch observation taking
- Observe completion of fluid chart
- Assist with menus
- Talk to patients
- Observe drug round
- Observe simple dressings with patient’s consent

**Other staff groups can also get involved with the work experience students. These are some suggestions. Your department may have other professions they deal with that could be approached.**

**Ward clerk:**
- Talk to ward clerk and find out what job involves
- Answer the phone
- Assist with filing
- Input data on computer with the ward clerk’s supervision

**Physiotherapist:**
- Talk to the physiotherapist and find out what the role involves
- Observe the physiotherapist treating the patient with the patient’s consent
- Observe the physiotherapist discharging a patient with the patient’s consent

**Pharmacist:**
- Talk to the pharmacist and find out what the role entails

**General assistant:**
- Find out the role of the general assistant
- Observe the process of preparation and serving of meals

**Doctor:**
- Talk to the doctor and find out what the job entails
- What hours does the doctor work?

**Occupational therapist/speech and language therapist:**
- Find out what the jobs entails
- Observe them working with the patient, with the patient’s consent.

**Overview**

It is the responsibility of the person responsible for the clinical care of each patient to determine the extent of a young person’s participation, taking into account the findings of the risk assessment and the relevant clinical protocols. You must also ensure that the consent of the patient is sought before the young person is allowed to be present and/or participate. Where consent is not given or available, the young person must be excluded from the activity/area.
## WORK EXPERIENCE AGE RESTRICTIONS FOR LHCH

<table>
<thead>
<tr>
<th>Department/Ward</th>
<th>Person in Charge</th>
<th>Age Restriction/Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td>Current, there are no age restrictions. If a student has a particular interest, the department will be happy to accommodate them.</td>
</tr>
<tr>
<td>The Education Department</td>
<td>Nidah Ali – Education Officer</td>
<td><strong>Within the HR team, support can be given to students from 16 however it would be dependent on capacity within the team.</strong></td>
</tr>
<tr>
<td>Finance</td>
<td>Nicky Shaw – Income Officer</td>
<td><strong>Within the PR &amp; Communications team, support can be given to students from 16 however it would be dependent on capacity within the team.</strong></td>
</tr>
<tr>
<td>Medical Secretary</td>
<td>Katy Coope – Head of Workforce</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Matthew Back – Communications &amp; Marketing Manager</td>
<td></td>
</tr>
<tr>
<td>PR &amp; Communications Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiac Diagnostics/ECG</td>
<td>Janet Beukers – Senior Chief Clinical Physiologist</td>
<td><strong>16 - Currently, there are no age restrictions. If a student has a particular interest, the department will be happy to accommodate them</strong></td>
</tr>
<tr>
<td>Domestic Services</td>
<td>Sharon Hindley – Support Services Manager</td>
<td><strong>16 - Currently, there are no age restrictions. If a student has a particular interest, the department will be happy to accommodate them</strong></td>
</tr>
</tbody>
</table>
| Physiotherapy Department        | Joy Gana – Inatimi – Clinical Lead Physiotherapist     |  There are currently no age restrictions in the Therapies department. However, students under 16 can only observe out-patient services such as cardiac rehabilitation, pulmonary rehabilitation and out-patient chest physiotherapy sessions.  

Students over 16 years old may observe all in-patient and out-patient based therapy activity. |
| Portering Services              | Sharon Hindley – Support Services Manager             | **16 - Currently, there are no age restrictions. If a student has a particular interest, the department will be happy to accommodate them** |
| Radiology Department            | Diane Evans – Radiology Education Specialist           | **Work Experience 1** - 2 to 3 days in Radiology. These candidates are 17 years old (year 12) or over and are actively applying for the BSc in Diagnostic Radiography and as such need this experience for their university application. These candidates attend all areas including General, CT/MRI and Cath Labs.  

**Work Experience 2** - 1 day in Radiology. These candidates are 17 years old (Year 12) or over and are considering a career in the Health Sciences in general, but haven’t made a decision as to which one. Again, these candidates can attend all areas. |
### Work Experience

**Work Experience 3** - Half day in Radiology. These candidates are 15 or 16 years old (years 10 and 11) and are potentially interested in working in the Health Service but undecided in which profession. These candidates cannot attend General or Cath Labs, and given the speciality of CT/MRI, unless they are interested in Radiography/Medicine, attending MRI/CT is of very little value. Any 15 or 16 year old candidate who is specifically interested in Diagnostic Radiography/Medicine is most welcome to return for more experience once they are 17 years old.

### Supplies/Procurement

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies Manager</td>
<td>Ron Arrowsmith</td>
<td>Currently, there are no age restrictions. If a student has a particular interest, the department will be happy to accommodate them</td>
</tr>
</tbody>
</table>

### Switchboard/Reception

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Services Manager</td>
<td>Sharon Hindley</td>
<td>16 - Due to confidential information of patients &amp; staff members</td>
</tr>
</tbody>
</table>

### Ward

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director of Nursing (Cardiology &amp; Chest)</td>
<td>Carolyn Cowperthwaite</td>
<td>Students aged 16 years and above can be exposed to direct involvement in elements of patient care (See Appendix 13) provided they are supervised at all times. In certain situations, students under the age of 16 years may be exposed to obtaining and experiencing in a ward area, this would not usually include involvement in direct patient care delivery.</td>
</tr>
<tr>
<td>Assistant Director of Nursing (Surgical &amp; Anaesthesia)</td>
<td>Lisa Salter</td>
<td></td>
</tr>
<tr>
<td>Theatres Manager</td>
<td>Lisa Tierney</td>
<td></td>
</tr>
<tr>
<td>Cath lab Manager</td>
<td>Karen Wafer</td>
<td></td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>Manager’s Discretion</td>
</tr>
</tbody>
</table>
Work Experience
The Application Process

1. Enquiry from a school, COMPACT or individual applicant
   Send: Application Form (Appendix 1) & Health Questionnaire (Appendix 2)

2. Completed Application form & Health Questionnaire received
   The Education Department will liaise with relevant departments and allocate places accordingly

3. If the Trust is unable to accommodate the student's request, this should be confirmed in writing

4. On agreement of the placement, The Education Department will forward the student a work experience pack containing:
   - Honorary Contract - two copies (Appendix 5)
   - Schedule of Programme (Appendix 6)
   - Placement Information Sheet (Appendix 7)

5. Students should sign both copies of Honorary Contract & return one copy to The Education Department. MUST be returned prior to the placement commencing

6. Confirmation of the placement and the student’s details will be sent to the relevant department managers, giving a minimum of 1 weeks notice

7. RISK:
   Risk Assessments should be undertaken by the local manager and a copy must be sent to The Education Department (Appendix 3 & 4)

8. On Arrival to the Trust:
   The student will report to The Education Department where they will receive an induction to the Trust (Appendix 8) including their badge and any questions regarding the schedule of programme

9. On end of Placement:
   Students will return their temporary badge and complete and evaluation form for their placement
<table>
<thead>
<tr>
<th>Name of Lead Clinician/Manager or Committee Chair</th>
<th>Position of Endorser or Name of Endorsing Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katy Coope</td>
<td>HR Policy Group</td>
<td></td>
</tr>
</tbody>
</table>

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Check with Intranet that this printed copy is the latest issue
# Equality Analysis Framework

<table>
<thead>
<tr>
<th>Tick Category (after completion of assessment)</th>
<th>Not Relevant (NR)</th>
<th>Relevant (R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Manager/Group responsible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Function</th>
<th>Education and Corporate Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead person</td>
<td></td>
</tr>
<tr>
<td>Contact details</td>
<td></td>
</tr>
</tbody>
</table>

| Name of strategy/ policy/procedure/service to be analysed (including procurement) | |

<table>
<thead>
<tr>
<th>Is this a new or existing strategy/policy/procedure/service?</th>
<th>Updated</th>
</tr>
</thead>
</table>

1. What are the main aims and/or objectives of the strategy/policy/procedure/service and to what extent is equality a relevant consideration? (E.g. a policy that lists the frequency of checking the temperatures of hospital fridges would have no relevance to equality (NR) but a change or cut back to a current service would have relevance (R)).

Take account of the protected characteristics (PC’s)/ groups and outline your reasons for your chosen category in as much detail as possible. Tick “R” or “NR” at the top of this page. If “NR” has been chosen finish here once your reasons have been given in the box on the right.

Work experience has been recognised as a tool for attracting people to the benefits associated with working for the NHS. Work experience helps to build links with local students, parents, schools and communities.

This policy covers work experience opportunities within LHCH. It does not relate to medical, nursing or other pre-registration trainees. All staff involved in providing placements are obliged to follow the policy as are the individuals undertaking work experience placements.

The policy aims to:
- Provide a framework to enable work experience activities to be provided within the Trust
- Provide guidance for managers involved in allocating work placements
- Help ensure that we meet our obligations under Health and Safety Legislation to provide a safe, secure environment for individuals undertaking work experience, existing staff, patients and visitors.
- Provide work experience/placements for schools, colleges, general public who are unemployed or seeking their first job.
2. How will you scope your equality analysis?

   Fill in details under the headings in the box on the right. You may want to involve other key people and organisations at this stage and you may find that you need to change your plans as you work through the questions.

   How do the aims of the development relate to equality?

   Which groups could be usefully engaged? (Consider ways by which you can engage with stakeholder groups and seek out new sources of information to help fill gaps.)

   What aspects are relevant to equality?

   Which PCs are relevant?

   What equality information is available? (Consider local, regional and national data, other related information e.g. Joint Strategic Needs Assessment (JSNA), Community Strategy and anecdotal information.)

   What are your information gaps? (There is a shortage of information regarding some PCs)

3. How will you analyse your equality information?

   Fill in details under each heading in boxes to right

   Using information to understand the effect on equality. (Take an overview of the information but be wary of drawing general conclusions e.g. “this benefits everyone”. It may be that outcomes will differ between PCs or targeted interventions are required.)

   Findings of your analysis.: no major change

   Documenting your analysis.

   Next steps.

4. How will monitoring and review be carried out? EA is an ongoing process that does not end once implementation has begun.
<table>
<thead>
<tr>
<th>Plan a review timetable taking into account any specific requirements that have been identified and enter in box to right. (NB Ensure that procurement activity of any size identifies the equality, diversity and human rights requirements, including evaluation, monitoring and review arrangements, within tender and contract documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.</strong> Are you ready to have the development signed off and publicised? Although EA is an on-going process there is a stage when adoption and signing off can occur. Fill in details under each heading in boxes to right</td>
</tr>
<tr>
<td>Decision makers must be clear about how the EA has informed and influenced content and have due regard to the findings when giving final approval.</td>
</tr>
<tr>
<td>The specific duties require that equality information is published and recommend that the EA is published alongside the development, policy or decision that it relates to.</td>
</tr>
<tr>
<td><strong>6.</strong> List the additional supporting evidence and sources of information that have informed this EA in box to the right.</td>
</tr>
</tbody>
</table>