

Work Experience Policy

Process for placement work experience for students/learners interested in working in health and the NHS

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Version Control

Version number	Date	Comments (description change and amendments)
Version 1	July 2019	New policy which replaces all previous policies on Work Experience, Medical Work Experience policy and Work Shadowing
Version 2	December 2019	Updated with latest work experience information.

Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

Due Regard

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and services are free from discrimination;
- LPT complies with current equality legislation;
- Due regard is given to equality in decision making and subsequent processes;
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 3) of this policy.

Definitions

Work experiences	This term refers to both Work Experience and Work Shadowing and is used as a descriptor for the whole opportunity
Work Experience	Specifically refers to a short unpaid placement in the workplace for untrained (in that area of work) individuals to gain experience of practicing (when appropriate) and observing the work in that environment.
Work Shadowing	Refers to the process whereby a person 'shadows' or follows someone in their work role for a period of time no longer than 2 days. For example 'bring your child to work day'. They would not undertake any work related duties.
Placement	This is the environment and experiences that an individual will encounter for the purposes of education and training.
Student	Used to refer to individuals undertaking formal education within higher education such as Universities
Learner	Used to refer to individuals undertaking formal education within further education colleges, vocational qualifications but in this document it will also include students, and also individuals on work experience not part of a formal education programme.
Direct Supervision	Where the student/learner is at no point left on their own within the work environment. All work they undertake is planned, observed and within the abilities of the learner.
Placement Supervisor	An employee who provides supervision of learners/students whilst on work experience/shadowing. They are accountable for all actions made by the learner/student and for ensuring all necessary documentation is completed and any learning objectives are identified.
Due Regard	Having due regard for advancing equality involves: <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by people due to their protected characteristics. • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. • Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

For further information contact:

Learning and Development - learning&development@leicspart.nhs.uk

1. Purpose of this policy

This policy is designed to enable staff to support work experience with placement opportunities in their own working environment. It is necessary to ensure that all individuals undertaking work experience do so in a supported manner which provides appropriate learning opportunities.

Providing work experience supports recruitment and retention of staff and partnership working with our local population and organisations. It also promotes careers such as medicine or nursing as well as job roles that are not commonly associated with the NHS.

The procedures and documentation for the implementation of work experience within the Appendices of this policy (and as a Toolkit) (Appendix 1 and 2) are intended to support all Trust employees to provide placements through formal or informal routes.

The personnel groups which this policy relate to are:

- Students/learners undertaking full/part-time education from 14 years upwards.

This policy does *not* relate to:

- Students/learners wanting to undertake a period of work experience (11 days or longer) as part of a university course which relates to their learning needs of the course, sometimes described as 'year out' or work placement. These should be referred to Learning & Development.

2. Summary and Key Points

Work experiences are a vital part of the transition from education into the world of work, or to experience a new/different job role, and are an important and affordable investment in the quality of the future workforce.

Key points:

- a. Policy processes must be followed to ensure the safety of learners and patients.
- b. Process can be managed locally in practice or centrally by learning & development
- c. Learners must never be left unsupervised
- d. Learners can undertake work activities under direct supervision
- e. Undertake specific risk assessment for young people

3. Introduction

The NHS "has an important role to play in raising awareness amongst young people of the wealth of career opportunities that are available within the NHS" (NHS Employer, 2014).

Furthermore, work experience opportunities can be a valuable means of supporting the development of the future healthcare workforce, improving recruitment and supporting a workforce demographic that reflects our community.

4. Work experience

This is a short duration (1-10 days max) unpaid placement in workplace for untrained (in that area of work) individuals to spend time with a professional or other staff member in their daily duties. The individual will work alongside and always be under the direct supervision of staff.

Work experience will not require a formal assessor or to “sign off” competencies, objectives or standards.

Work experience can be arranged either centrally through Learning & Development or locally by individual staff/service areas.

In all cases the Toolkit must be completed as directed to include local risk assessments and these must be kept as per information governance requirements.

5. Local process

The following must be in place if individual staff wish to provide work experiences:

That all checklists, risk assessments and agreements are completed (see toolkit)

That Learning & Development (workexperience@leicspart.nhs.uk) are informed of the work experiences including:

- Date of placement
- Duration of placement
- Name of student/learner
- Placement area
- Education provider if appropriate
- Named supervisor or manager

6. Disclosure and Barring Service Check

It is not necessary for an individual wanting work experience to complete a DBS service check as they must be **directly supervised** at all times during their placement. However, the supervisor/manager can insist on a check prior to accepting a student if the opportunity they’ll experience meets the normal requirement for DBS assessment.

Supervisors/Managers - DBS check is not compulsory for staff supervising people aged 16+. However, a DBS check may be required for a person who supervises a student under the age of 16. This will be required where the person providing the training or supervision to the child is unsupervised and is providing the training or supervision frequently (at least once a week or on more than three days in a 30 day period). In these circumstances, the work is likely to be regulated activity and the education provider may request a DBS check for that supervisor.

7. Health and Safety

There are very few work activities someone on work experience cannot do due to Health and Safety law.

However, it's important to remember that when providing work experiences, the individual's supervisor has primary responsibility for the health and safety of the student/learner and should be managing any significant risks by:

- explaining the risks during induction, checking that they understand what they have been told and know how to raise health and safety concerns
- ensuring your checks are proportionate to the environment the experience will be working in. Simplified health and safety guidance make it clear that if you already employ young people you won't need to repeat risk assessments for work experience placements.

If the placement does not currently employ a young person or haven't done so in the last few years or are new to providing work experiences they should review their risk assessment before the placement starts.

8. Young People

There are activities that all young people are legally prohibited to do including:

- have exposure to harmful substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way.
- be in environments at risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training.
- exposed to from extreme cold, heat, noise or vibration.

Supervisors/managers need to consider whether the work the young person may do is beyond their physical or psychological capacity. This doesn't have to be complicated; it could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions.

Supervisors/managers should consider the need for tailored training or closer supervision. In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

9. Duties within the Organisation

Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.

Strategic Workforce Group has the responsibility to adopt policies

Learning and Organisational Development Group have the responsibility for developing and monitoring this policy and receiving reports from L&D on work experience.

9.1 Divisional Directors and Heads of Service are responsible for:

- Ensuring that their staff are aware of the policy and procedures
- Receive reports regarding work experience activity within their divisions/service and ensure that appropriate governance arrangements are in place
- Support staff and service areas to provide placements or demonstrate through risk assessments if their work areas are not appropriate.
- To consider the impact on placement capacity/opportunities when considering service redesign

9.2 Managers and Team leaders are responsible for:

- Promoting and preparing their work areas as placements for work experiences.
- Offer placements when requested by central L&D process
- Act as the accountable supervisor/manager or delegating this responsibility to an appropriate member of staff.
- Inform Learning & Development of all work experiences activity through submitting details to workexperience@leicspart.nhs.uk
- Ensure that student/learner has completed Work Experience or Work Shadowing Agreement pre commencement of placement
- Review Health Assessment questionnaire from student/learner and approve their fitness to Work Experience

9.3 Responsibility of Staff

- Plan suitable learning experiences and opportunities for work practice for learner/students
- Work in partnership with education provider and learner to ensure they meet any objectives
- Act as Supervisor and to be **accountable** for all student/learner actions
- Complete Work Experience processes and risk assessment with student/learner.
- Submit details of Work Experience offered to Learning & Development_ workexperience@leicspart.nhs.uk

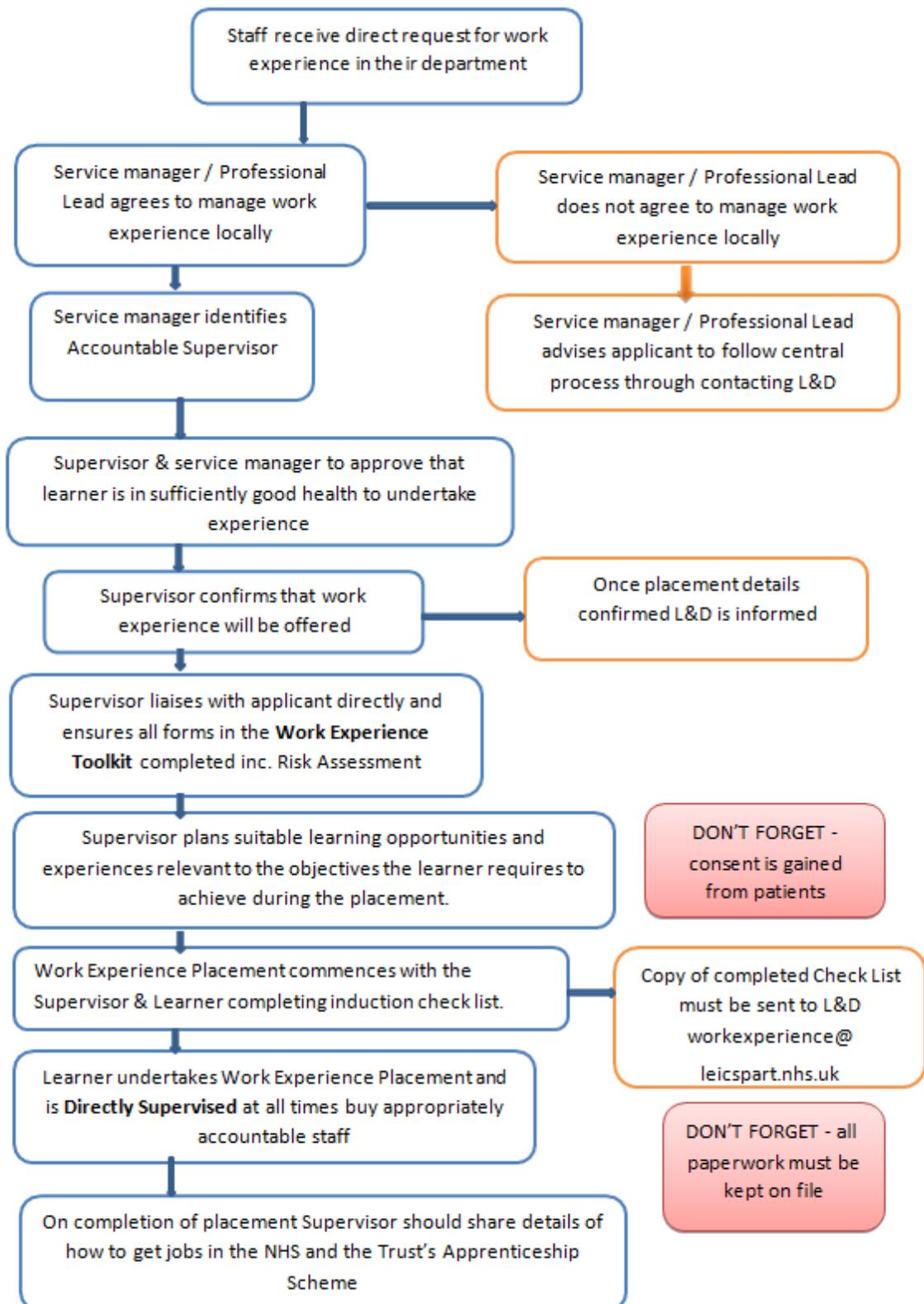
9.4 Learning & Development

- Provide a central monitoring system which reports regularly to L&ODG
- Monitor and provide assurance that work experiences are being carried out in line with policy
- Develop and support new placements
- Provide expert advice and guidance on the provision of work experiences
- Report to Health Education England all work experience activity as requested

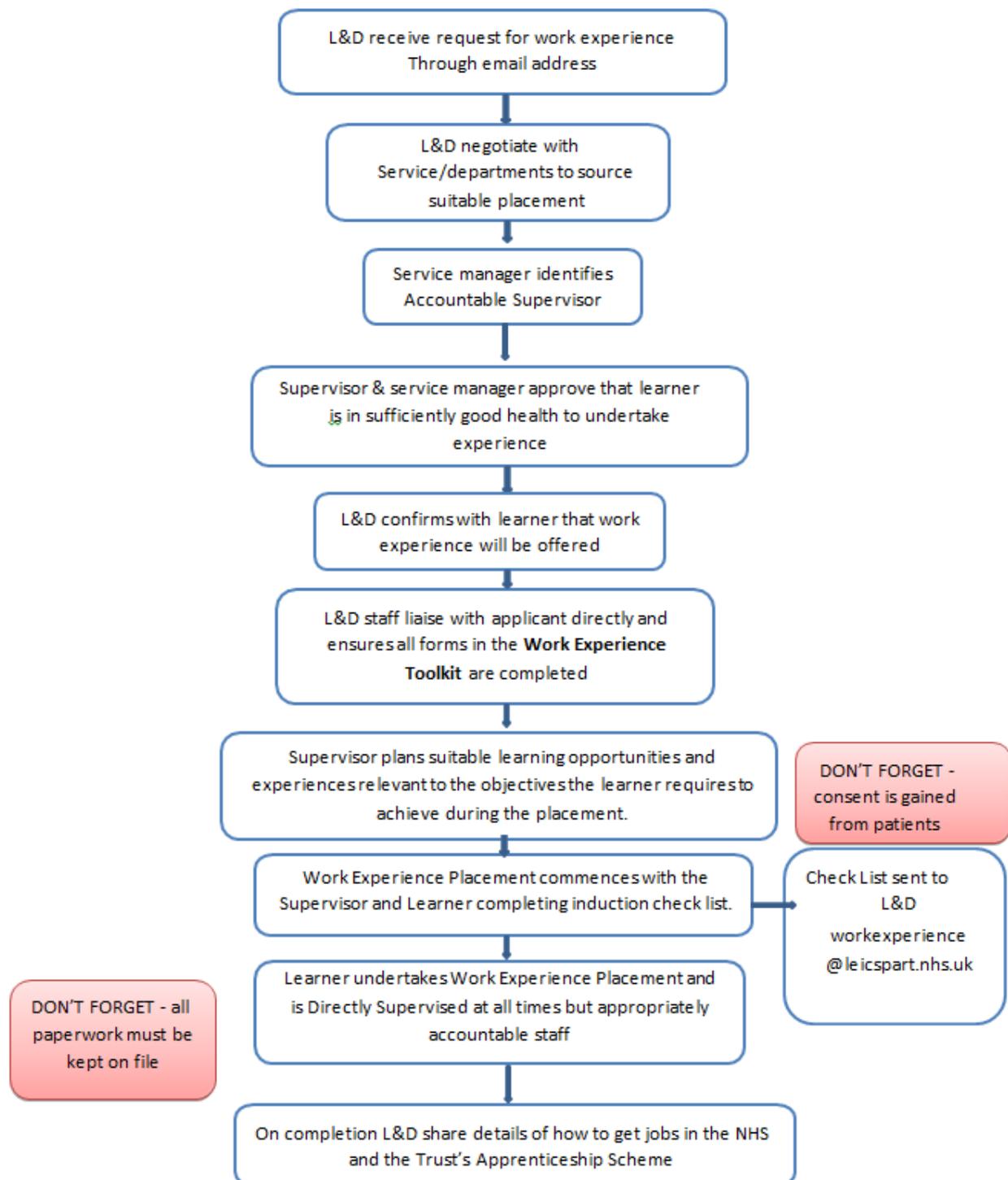
9.4 Human Resources

- Provide expert advice regarding contracts of employment and the support of young people in work

10. Work Experience Process for Local Delivery



11. Work Experience Process for Central Delivery



12. Training

For Work Experience there is no training requirement for this policy.

13. Monitoring Compliance and Effectiveness

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
9.4	Provide a central monitoring system which reports regularly to L&ODG Monitor and provide assurance that work experiences are being carried out in line with policy	Areas of responsibility meeting quality assurance measures	Reports from L&D	Learning & Organisational Development Group	Twice yearly

14. Standards/performance indicators

Target/standard	Key performance indicator
Health Education England	Increase nursing supply to meet demand
LPT Recruitment & Retention strategy	Increase young people into the work place

15. References

This policy was drafted with reference to the following:

- NHS Employers guidance on work experience
- Health & Safety at Work Act 1974
- Disclosure and Barring Service
- http://www.nhscareers.nhs.uk/media/1487492/Work_experience_in_the_NHS.pdf
- <http://www.nhsemployers.org/>

16. Stakeholders and consultation

Key individuals involved in developing the document

Name	Designation
Anthony Bailey	Practice Learning Manager
Afsana Jamal	Widening Participation Coordinator
Neil Wincott	Practice Learning Facilitator
Alison O'Donnell	Head of Education, Training and Development
Dan Norbury	Employment Services Manager

Circulated to the following individuals for comments

Name	Designation
Angela Salmen	Medical Staffing Manager
Neil King	Trust Safeguarding Lead
Learning & Organisational Development Group	All Members
Divisional Workforce Group	All Members

17. The NHS Constitution

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	Yes
Work continuously to improve quality services and to minimise errors	<input type="checkbox"/>
Support and value its staff	<input type="checkbox"/>
Work together with others to ensure a seamless service for patients	<input type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>

Work Experience Toolkit

This toolkit has been designed to be used in conjunction with the LPT Work Experiences Policy. It contains the following:

1. Work Experience Application Form
2. Work Experience Occupational Health Screening Form
3. Work Experience Placement Agreement
4. Work Experience Placement Induction Checklist
5. Local Work Experience Placement Risk Review

The forms contained in the toolkit are mandatory for all work experience placements. However, there are other templates that supervisors and learners may find supportive during their placement. These have been developed by Health Education England and can be found at:

<https://www.healthcareers.nhs.uk/about/resources/work-experience-toolkit-nhs>

All forms are to be returned and retained by the point of contact managing the original work experience request e.g. Local request = manager of the service or Central request = work experience.

Remember:

Work experience is meant to be enjoyable, it is a fantastic way of introducing our organisation, ways of working and healthcare to a population who may not otherwise consider working in the NHS.

If you require any assistance with supporting work experience or are keen to get more involved, please contact Learning & Development.

Work Experience Application Form

Surname:	First Name:
Email address:	Emergency contact: Name: Phone:
Address for correspondence:	Applicants Contact details: Phone: Email:
	Tutor in charge of Work Experience (if applicable):
Date of Birth:	Preferred Dates & Duration of Work Experience: Please list any dates that would not be suitable:
School/College Name & Address (if applicable):	

SUBJECT COURSES if you are currently a student please indicate which courses you are studying	
Subject	Level

Placement you are applying for	
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Please explain why you have chosen this placement and what you hope to get from it. Include your hobbies and interests and your plans for the future.

- Please note that although we endeavour to provide placements across all areas of the Trust it may not always be possible due to patient and health and safety

What do you hope to gain from the Work Experience?

Does your Work Experience need to be assessed? Yes / No

If yes, please give details of assessment process.

If you are currently a student - when are you intending to leave school / college / university?

REHABILITATION OF OFFENDERS ACT 1979

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Individuals on work experiences are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions may result in disciplinary action or dismissal by the Trust. Any information given will be complete confidential and will be considered only in relation to an application for a position to which the order applies.

Dates and details of any convictions:

Health Screening:

Health screening by our Occupational Health Department is not normally necessary for work experience students, however, the Trust reserves the right to require you to attend for such screening if appropriate at any time during your Work Experience. Longer-term work experience may be asked to complete a confidential medical questionnaire. Satisfactory assessment on such occasions is a condition of Work Experience.

You are required to initially complete a health questionnaire, for the Health and Safety of all patients, staff and visitors in our hospitals is of prime importance and every-one has a responsibility in the matter. This will be reviewed by the placement supervisor, the information contained in the screening will be shared (with your consent) with others, as Trust would not want to place you in an area that is not appropriate to you or the department due to a medical condition.

Disabled Persons

The Trust is dedicated to giving equal consideration for all applicants for work experience. If you have a disability, as defined by the Equality Act 2010, that you feel may require some reasonable re-arrangement or consideration to enable you to gain full advantage of Work Experience then please feel free to explain, either with your application or by separate letter to the manager concerned, the possible considerations that you may require.

Additional Information:

If there is any other information which you feel could have implications upon your Work Experience, or assist us in developing a suitable placement for you, please contact the manager concerned or the HR Department in confidence.

I confirm that I have read and understand the above and that to my knowledge the information given in this application form is accurate and correct. I acknowledge that should it subsequently be confirmed that this is not the case or that I have withheld relevant information then any Work Experience may be discontinued.

Signed: _____ Date: _____

Print name: _____

Parent/guardian's signature (if under 18): _____

Print name: _____

Confidential Health Questionnaire

We need this information to ensure our patients, staff and you are safe. Your answers to these questions will not affect your chances of being offered a placement. This information means we can plan your placement properly if you are selected.

Do you:	Yes or No (if yes, please provide further details)
Have a learning disability that may affect your ability to understand or act on an instruction?	
Have any restrictions of normal physical activity?	
Have skin allergies, eczema or other skin conditions?	
Have bronchitis or asthma?	
Have a hearing disability?	
Have a heart disease affecting capacity for physical tasks?	
Have diabetes?	
Experience seizures or fainting attacks?	
Have significant colour vision defect or other visual disability?	
Take any medication?	
Have immunity to chicken pox?	

Which infectious diseases have you been immunised against? Please list:

I confirm that the information given on this application is true and complete to the best of my knowledge and belief. I understand that any false information could put patients at risk and result in my application being refused or placement being cancelled.

Signed: _____ Date: _____

Print name: _____

Parent/guardian's signature (if under 18): _____

Print name: _____

Placement Only: OH referral: Yes / No	Reviewed by: Date:
If any issue identified please contact Occupational Health for advice before commencement of work experience	

Work Experience Placement Agreement

Dear

I'm please to confirm our offer of work experience placement within _____

Address	Point of contact
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The agreement provides confirmation of authority to be on the Trust's premises for the purpose indicated and should be produced if requested by security staff or a member of staff.

Duration of Placement is: from		to
Responsible Manager:	Contact:	
Placement Supervisor:	Contact:	
Normal Hours of Attendance:		

Other Conditions

Identity:

The Trust requires that you can demonstrate your identity. This means that you must show your supervisor or appropriate member of staff at least 1 form of photographic identification (e.g. passport) and at least 1 form of document with your name and address on.

Health Screening:

It is not normally intended that Health Screening by our Occupational Health Department is necessary for short period work experience. However, the Organisation reserves the right to require you to attend for such screening if felt appropriate. If health screening is required, you will be asked to complete a health questionnaire that may be followed by a health interview/examination conducted by the Occupational Health Nurse/Physician.

Clothing:

You will be required to dress appropriately for the area of your placement. You will be advised in this matter as appropriate either before or on taking up your placement.

Attendance:

It is expected that students act professionally and attend on time each day, and throughout the shift.

Absence:

If you are unable to attend for your placement for whatever reason you must notify the manager/supervisor (indicated above) as early as possible on the first day of absence, preferably before your agreed start time and certainly within 2 hours of the time agreed.

Termination of Placement:

Your work experience placement will terminate on expiry of the agreed period indicated above. The Trust reserves the right to terminate this agreement without notice before the expiry of period where it is deemed in the interest of the Trust to do so or where your conduct and/or performance is deemed unacceptable.

Health and Safety at Work:

Under the Health and Safety at Work Act 1974 you have a responsibility to take reasonable care of your own health and safety and that of others who may be affected by your actions or omissions. The manager of the area of your placement will be aware of any potential risks specific to the work area and where appropriate these will be brought to your attention. It is your responsibility to bring to the immediate attention of your manager/supervisor any aspects of your work experience placement which you do not consider provides the degree of safety which should be expected.

Security Arrangements:

You will be required to wear an identification badge, at all times while on the Organisation's premises. This will be provided by the Organisation and must be returned to your Supervisor on your final day.

Personal Property:

It is stressed that the Trust can accept no responsibility for personal property lost or damaged, by whatever cause, on the Trust premises, with the exception of money or small valuables which have been handed to an authorised officer for safe keeping and for which a receipt has been given.

NHS Property:

NHS property must not be removed from the Trust's premises for personal use, nor used for private purposes onsite (including use of telephone services) without prior approval.

Policies and Procedures:

Local policies, procedures and protocols are applied on wards/departments. These will, where appropriate, be brought to your attention. You will be expected to comply with the policies applied within the Trust and your area of your work experience.

Confidentiality:

During the course of your work placement, you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other NHS businesses. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, on no account must be divulged or discussed, except in the performance of work experience activities. It is also a requirement following the cessation of the work experience placement that confidentiality be maintained. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required. When using computer-based information the Data Protection Act must be observed, otherwise breach of confidentiality could result in a prosecution for an offence or action for civil damages.

Raising a Matter of Concern:

If you see or hear anything that concerns you, please notify the senior manager in the first instance. You would prefer not to you can be supported through our Whistleblowing policy. Alternatively, you can talk to any member of staff within Learning & Development or HR.

Equal Opportunities:

The Trust is committed to providing equality of opportunity and services to all employees and patients regardless of age, colour, race, nationality or ethnic origin, gender, disability, marital status

or sexuality. It is a condition of your placement that you comply with the Trust's policy on equal opportunity.

Smoking:

This is a 'No Smoking' organisation and you will refrain from smoking anywhere on the premises or in the grounds.

Intellectual Property Right:

It is extremely unlikely that you will be directly involved in any development work during your work experience placement. However, it is appropriate to stress that all inventions, improvements, system developments, enhancements, designs, artistic or literary works made by you in the course of your work experience belong to the Trust where they were made as part of your assigned duties. The Trust reserves complete freedom to decide what action, if any, should be taken in this regard.

Indemnity:

By direction of the Secretary of State, the Trust carries its own indemnity in respect of public liability. Claims against the Trust due to the actions of work experience students will be dealt with in accordance with those arrangements subject always to those actions being authorised either expressly or reasonably implied as part of the work experience placement.

While you are on placement do enjoy yourself. It is a chance for you to find out a little about what the work of work is like in the NHS. You will meet lots of new people and come across new and unfamiliar situations. Most people really enjoy their work experience and find it motivates them to find employment or study harder upon completion. We look forward to welcoming you soon.

Acceptance:

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

(If under 18 this agreement must be signed by a parent or guardian)

Signed

Date

Print

Leicestershire Partnership Trust – I confirm that the above named is undertaking a Work Experience Placement as indicated.

Signed

Date

Print

Two copies of this document must be completed. Please sign both copies to confirm your understanding of these conditions and intention to abide by them, and bring one copy to hand to your Placement Supervisor on your first day.

Work Experience Pre-Placement Check List

To be completed by Placement Supervisor or delegated responsible staff member prior to learner/student commencing their work experience.

Action	Date Completed
Health Questionnaire <ul style="list-style-type: none"> • Contact Occupational Health if any issues identified 	
Rehabilitation of Offenders <ul style="list-style-type: none"> • Refer to HR (lptjobs@leicspart.nhs.uk) if any convictions identified 	
Work Experience Placement Agreement	
Identity Check	
Local risks reviewed	
Trust Risk Assessment completed for any RED or AMBER risks	
Learning Objectives identified	
Induction Check List	
Learning & Development Informed	
Evaluation of Experience completed	

Work Experience Induction Checklist

To be completed by Placement Supervisor or delegated responsible staff member

Name of student:	
Location of Work Experience:	Duration of Work Experience:
Name of Approving Manager:	Name of Placement Supervisor

Key Areas to be covered as part of initial discussion

Identity Confirm learners identity as per Agreement (Follow HR advise on NHS employment checks standards)	
Contact details Emergency contact details Who to contact if unable to attend the placement How to get hold of the supervisor How to report any concerns	
The department ID badge provided Access information provided Introduction to the department and its work Toilets Food and refreshments	
Outline the placement Hours of work Activities to be undertaken	
Infection Control Handwashing Bare below the elbows Nail varnish Hair tied back Jewellery	
Dress code Comfortable, clean and smart Any specific protective clothing Any cultural or religious clothing	
Fire Safety Location of fire safety equipment Fire exits Assembly points	
Moving and Handling No lifting of patients Correct lifting technique	

<p>Confidentiality Discuss the importance of confidentiality with regard to patient and staff information Any patient or trust information shared, seen or heard should not be discussed with anyone (including family and friends, and especially not on social media, even if people’s names are not used). Social media and photography/videoing</p>	
<p>Health and Safety Discuss the risk assessment developed for the placement Make sure the student knows any risks associated with tasks and work environment Waste disposal Consider impact of local agile and or lone working practices</p>	
<p>Incident reporting What and how to report: accidents/incidents and near misses</p>	
<p>Sickness Local expectations, reporting procedure and contact details</p>	

To be completed by Placement Supervisor or delegated responsible staff member:

I confirm that I have discussed with, explained to, and provided the student with, the following:

- Clarification of Work Experience Placement Agreement
- Checked their identity
- The nature and extent of their activities and work programme/objectives of the placement
- The name and designation of the person to whom they are immediately responsible
- Emergency procedures relevant to area.
- Local Induction Key Areas
- Any additional policies relevant to area and experience
- The Student has been issued an “appropriate” identification badge

Signed

Date

Print

To be completed by applicant Work Experience Student/Observer

Your Work Experience at the Trust is to enable you to observe and gain experience and knowledge of the working practice of a particular department. Certain matters indicated above will have been explained to you and it is important that you understand and observe the requirements of the Hospital and the Department in which you are placed. Please ask if you are unsure.

I confirm that I understand the expectations of me whist on work experience placement and agree to abide by these and understand if it do not my work experience can be terminated immediately.

Signed

Date

Print

Local Work Placement Risk Review

Example Risks

To be completed by Placement Supervisor or delegate responsible member of staff

Ref.	Hazard	Risks	Current control measures	Risk Priority Red/Amber/ Green Reds MUST have Actions	Further Actions to be taken
1	Access to patient information e.g. clinic lists, addresses	Breach of confidentiality or data protection legislation.	<ul style="list-style-type: none"> Participants required to read & sign Placement Agreement. Information Governance covered at induction. 		
2	Electricity	Fire, shock, burns	<ul style="list-style-type: none"> All electrical equipment within the environment is PAT tested. Supervision in use of equipment. Induction will identify equipment to be used and potential training requirements 		
3	Fire	Smoke inhalation, burns	<ul style="list-style-type: none"> Throughout premises there are weekly fire alarm call point testing in place Induction to familiarise participant with local arrangement in the event of fire 		
4	Substances hazardous to health	Toxic, irritant, harmful, corrosive	<ul style="list-style-type: none"> Appropriate storage and disposal arrangements are in place for chemicals Personal protective equipment is provided Spillage kit located centrally within clinic areas and staff trained in use Participants told not to deal with spillages at induction 		
5	Clinical waste and sharps	Infection, needlestick, injuries	<ul style="list-style-type: none"> Sharps are disposed of according to Trust policy Participants will not be directly handling clinical medical devices including sharps Waste segregation and identification 		

Ref.	Hazard	Risks	Current control measures	Risk Priority Red/Amber/ Green Reds MUST have Actions	Further Actions to be taken
6	Member of the public/patient	Aggression, abuse	<ul style="list-style-type: none"> • Participants always supervised by staff • Participants not to undertake any form of lone working • Participants instructed to seek assistance in the event of any concerns 		
7	Manual handling of office equipment and consumables	Musculoskeletal injuries resulting in back pain from handling heavy objects	<ul style="list-style-type: none"> • Use equipment if provided for lifting and carrying e.g. trolleys. • Follow good practice with regards to lifting as outlined at induction 		

Complete Risk Assessment Review and Risk Assessment where required and store in local individuals personal file.

There may be other risks pertinent to your area, please add these and discuss with your student.

www.leicspart.nhs.uk/SupportServices-HealthSafetyandSecurityManagementService-HealthandSafetyRiskAssessments.aspx -Hazard identification Document 2019.

Indicate on Work Experience Check List that Risk Assessment completed. The check list must be shared with Learning & Development

workexperience@leicspart.nhs.uk

Work Shadowing Placement Agreement

For use when offering shadowing experiences as outlined in the policy definitions

Dear

I'm please to confirm our offer of work shadowing placement within _____

Address	Point of contact
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This agreement provides confirmation of authority to be on the Trust's premises for the purpose indicated and should be produced if requested by security staff or a member of staff.

Duration of Placement is: from (No longer than 2 days)	to
Responsible Manager:	Contact:
Placement Supervisor:	Contact:
Normal Hours of Attendance:	

Other Conditions

Identity:

It is good practice that you can demonstrate your identity. This means that you should show your supervisor or appropriate member of staff at least 1 form of photographic identification (e.g. passport) and at least 1 form of document with your name and address on.

Health Screening:

It is not normally intended that Health Screening by our Occupational Health Department is necessary for work shadowing. However, the Organisation reserves the right to require you to attend for such screening if felt appropriate. If health screening is required, you will be asked to complete a health questionnaire that may be followed by a health interview/examination conducted by the Occupational Health Nurse/Physician.

Clothing:

You will be required to dress appropriately for the area of your placement. You will be advised in this matter as appropriate either before or on taking up your placement.

Attendance:

It is very important that you arrive on time each day, and after lunch. Staff are very busy and will not want to waste time waiting.

Absence:

If you are unable to attend for your placement for whatever reason you must notify the manager/supervisor (indicated above) as early as possible on the first day of absence, preferably before your agreed start time and certainly within 2 hours of the time agreed.

Termination of Placement:

Your work shadowing placement will terminate on expiry of the agreed period indicated above. The Trust reserves the right to terminate this agreement without notice before the expiry of period where it is deemed in the interest of the Trust to do so or where your conduct and/or performance is deemed unacceptable.

Health and Safety at Work:

Under the Health and Safety at Work Act 1974 you have a responsibility to take reasonable care of your own health and safety and that of others who may be affected by your actions or omissions. The manager of the area of your placement will be aware of any potential risks specific to the work area and where appropriate these will be brought to your attention. It is your responsibility to bring to the immediate attention of your manager/supervisor any aspects of your work shadowing placement which you do not consider provides the degree of safety which should be expected.

Security Arrangements:

You are required to be accompanied at all times whilst on Trust premise by an employee of the Trust who will be accountable for.

Personal Property:

It is stressed that the Trust can accept no responsibility for personal property lost or damaged, by whatever cause, on the Trust premises, with the exception of money or small valuables which have been handed to an authorised officer for safe keeping and for which a receipt has been given.

NHS Property:

NHS property must not be removed from the Trust's premises for personal use, nor used for private purposes onsite (including use of telephone services) without prior approval.

Policies and Procedures:

Local policies, procedures and protocols are applied on wards/departments. These will, where appropriate, be brought to your attention. You will be expected to comply with the policies applied within the Trust and your area of your work experience.

Confidentiality:

During the course of your work shadowing, you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other NHS businesses. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, on no account must be divulged or discussed. It is also a requirement following the cessation of the work shadowing placement that confidentiality be maintained. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required. When using computer-based information the Data Protection Act must be observed, otherwise breach of confidentiality could result in a prosecution for an offence or action for civil damages.

Raising a Matter of Concern:

If you see or hear anything that concerns you, please notify the senior manager in the first instance. If you would prefer not to you can be supported through our Whistleblowing policy. Alternatively, you can talk to any member of staff within Learning & Development or HR.

Equal Opportunities:

The Trust is committed to providing equality of opportunity and services to all employees and patients regardless of age, colour, race, nationality or ethnic origin, gender, disability, marital status or sexuality. It is a condition of your placement that you comply with the Trust’s policy on equal opportunity.

Smoking:

This is a ‘No Smoking’ organisation and you will refrain from smoking anywhere on the premises or in the grounds.

Intellectual Property Right:

It is extremely unlikely that you will be directly involved in any development work during your work shadowing placement. However, it is appropriate to stress that all inventions, improvements, system developments, enhancements, designs, artistic or literary works made by you in the course of your work experience belong to the Trust where they were made as part of your assigned duties. The Trust reserves complete freedom to decide what action, if any, should be taken in this regard.

Indemnity:

By direction of the Secretary of State, the Trust carries its own indemnity in respect of public liability. Claims against the Trust due to the actions of work shadowing learners/students will be dealt with in accordance with those arrangements subject always to those actions being authorised either expressly or reasonably implied as part of the work shadowing placement.

While you are on placement do enjoy yourself. It is a chance for you to find out a little about what the world of work is like in the NHS. You will meet lots of new people and come across new and unfamiliar situations. Most people really enjoy their work experience and find it motivates them to find employment or study harder upon completion. We look forward to welcoming you soon.

Acceptance:

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

(If under 18 this agreement must be signed by a parent or guardian)

Signed _____ Date _____

Print _____

Leicestershire Partnership Trust – I confirm that the above named is undertaking a Work Experience Placement as indicated.

Signed _____ Date _____

Print _____

Two copies of this document must be completed. Please sign both copies to confirm your understanding of these conditions and intention to abide by them, and bring one copy to hand to your Placement Supervisor on your first day.

Local Work Shadowing Potential Risks

To be considered by Trust Employee/Supervisor or delegate responsible member of staff

Ref.	Hazard	Risks	Current control measures	Risk Priority Red/Amber/ Green Reds MUST have Actions	Further Actions to be taken e.g. Trust Risk Assessment
1	Access to patient information e.g. clinic lists, addresses	Breach of confidentiality or data protection legislation.	<ul style="list-style-type: none"> Participants required to read & sign Placement Agreement. Information Governance covered at induction. 		
2	Electricity	Fire, shock, burns	<ul style="list-style-type: none"> All electrical equipment within the environment is PAT tested. Supervision in use of equipment. Induction will identify equipment to be used and potential training requirements 		
3	Fire	Smoke inhalation, burns	<ul style="list-style-type: none"> Throughout premises there are weekly fire alarm call point testing in place Induction to familiarise participant with local arrangement in the event of fire 		
4	Substances hazardous to health	Toxic, irritant, harmful, corrosive	<ul style="list-style-type: none"> Appropriate storage and disposal arrangements are in place for chemicals Personal protective equipment is provided Spillage kit located centrally within clinic areas and staff trained in use Participants told not to deal with spillages at induction 		
5	Clinical waste and sharps	Infection, needlestick, injuries	<ul style="list-style-type: none"> Sharps are disposed of according to Trust policy Participants will not be directly handling clinical medical devices 		

Ref.	Hazard	Risks	Current control measures	Risk Priority Red/Amber/ Green Reds MUST have Actions	Further Actions to be taken e.g. Trust Risk Assessment
			including sharps <ul style="list-style-type: none"> Waste segregation and identification 		
6	Member of the public	Aggression, abuse	<ul style="list-style-type: none"> Participants always supervised by staff Participants not to undertake any form of lone working Participants instructed to seek assistance in the event of any concerns 		
7	Manual handling of office equipment and consumables	Musculoskeletal injuries resulting in back pain from handling heavy objects	<ul style="list-style-type: none"> Use equipment if provided for lifting and carrying e.g. trolleys. Follow good practice with regards to lifting as outlined at induction 		
			<ul style="list-style-type: none"> 		
			<ul style="list-style-type: none"> 		
			<ul style="list-style-type: none"> 		
			<ul style="list-style-type: none"> 		

Due Regard Screening Template

Section 1			
Name of activity/proposal		Work Experience and Work Shadowing	
Date Screening commenced		Dec2019	
Directorate / Service carrying out the assessment		Learning & Development	
Name and role of person undertaking this Due Regard (Equality Analysis)		Anthony Bailey	
Give an overview of the aims, objectives and purpose of the proposal:			
AIMS: This policy is designed to enable staff to support work experiences opportunities, in their own working environment, for non LPT staff. It is necessary to ensure that all individuals undertaking work experiences do so in a safe manner which provides appropriate learning opportunities.			
OBJECTIVES: To provide placement work experience for students/leaners interested in working in health and the NHS			
Section 2			
Protected Characteristic		If the proposal/s have a positive or negative impact please give brief details	
Age		In addition to the Trust Equality diversity and human rights policy please refer to Trust Reasonable adjustment policy and Gender reassignment policy which aim to minimise any form of discrimination (direct or otherwise) due to anyone's association with one or more protected characteristic	
Disability			
Gender reassignment			
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sex			
Sexual Orientation			
Other equality groups?			
Section 3			
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4. <input checked="" type="checkbox"/>	
Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
This decision was reached because work experiences are open to all individuals and the factors which may limit the experiences relate more to the working environment rather than protected characteristics. Should anyone with as a disability request work experience then risk assessments are completed and reasonable adjustments are made if appropriate.			
Signed by reviewer/assessor		Anthony Bailey	Date December 2019
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
Head of Service Signed Alison O'Donnell Head of Education, Training and Development			Date 04 February 2020

DATA PRIVACY IMPACT ASSESSMENT SCREENING

<p>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</p> <p>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</p>		
Name of Document:	Work Experience Policy	
Completed by:	Anthony Bailey	
Job title	Practice Learning Manager	Date Jan 2020
Screening Questions	Yes / No	Explanatory Note
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	No	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	No	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	No	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	Yes	Collation of a health screening form and declarations of prior convictions.
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via Lpt-dataprivacy@leicspart.secure.nhs.uk</p> <p>In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</p>		
Data Privacy approval name:	Sam Kirkland, Head of Data Privacy/Data Protection Officer 	
Date of approval	03/01/2020	

The following guidance notes should provide an explanation of the context for the screening questions and therefore assist you in determining your responses.

Question 1: Some policies will support underpinning processes and procedures. This question asks the policy author to consider whether through the implementation of the policy/procedure, will introduce the need to collect information that would not have previously been collected.

Question 2: This question asks the policy author if as part of the implementation of the policy/procedure, the process involves service users/staff providing information about them, over and above what we would normally collect

Question 3: This questions asks the policy author if the process or procedure underpinning the policy includes the need to share information with other organisations or groups of staff, who would not previously have received or had access to this information.

Question 4: This question asks the author to consider whether the underpinning processes and procedures involve using information that is collected and used, in ways that changes the purpose for the collection e.g. not for direct care purposes, but for research or planning

Question 5: This question asks the author to consider whether the underpinning processes or procedures involve the use of technology to either collect or use the information. This does not need to be a new technology, but whether a particular technology is being used to process the information e.g. use of email for communicating with service users as a primary means of contact

Question 6: This question asks the author to consider whether any underpinning processes or procedures outlined in the document support a decision making process that may lead to certain actions being taken in relation to the service user/staff member, which may have a significant privacy impact on them

Question 7: This question asks the author to consider whether any of the underpinning processes set out how information about service users/staff members may intrude on their privacy rights e.g. does the process involve the using specific types of special category data (previously known as sensitive personal data)

Question 8: This question asks the author to consider whether any part of the underpinning process(es) involves the need to contact service users/staff in ways that they may find intrusive e.g. using an application based communication such as WhatsApp

If you have any further questions about how to answer any specific questions on the screening tool, please contact the Data Privacy Team via LPT-DataPrivacy@leicspart.secure.nhs.uk