

**SOUTHPORT AND ORMSKIRK HOSPITAL  TRUST**

**Policy for Work Experience Placement**

<b>Policy Type</b>	Personnel
<b>Policy No</b>	PERS 35
<b>Date of Issue</b>	January 2007
<b>Policy Title</b>	Policy for Work Experience Placement
<b>Policy replaces (if applicable)</b>	N/A
<b>Author's Name and Title</b>	Angela Kelly Deputy Director of Nursing, Midwifery and Quality
<b>Scope</b>	All staff members and students within Southport and Ormskirk Trust
<b>Consultation with</b>	Safeguarding Adults Meeting Heads of Nursing
<b>Reviewed</b>	February 2010
<b>Review date</b>	February 2013
<b>Version No</b>	2
<b>Training Required</b>	No
<b>Name of Trainer</b>	N/A
<b>Ratified By</b>	Policy Committee JNC JMSNC
<b>Approved By Senior Executive Management Team</b>	25 <sup>th</sup> March 2010
<b>Officer responsible for archive</b>	Policy Coordinator
<b>Date previous copy added to Archive</b>	May 2010
After this document is withdrawn from use it must be kept in an archive for 10 years.	

**SOUTHPORT AND ORMSKIRK HOSPITAL  TRUST****Policy for Work Experience Placement****1. INTRODUCTION**

- 1.1 There is an increase in the numbers of schools and colleges that request work experience placements within the NHS.
- 1.2 The work experience placement makes the student aware of the huge range of opportunities available across the NHS in both clinical and non clinical roles.
- 1.3 By allowing students to experience the working environment within the Trust, the students awareness of what is involved in delivering excellent healthcare is increased.
- 1.4 It also provides us with an excellent opportunity to enhance the profile of the Trust within the local community.

**2. PURPOSE**

- 2.1 This policy provides information and guidance for all staff working within the Trust on how students can access work experience placement and details the application process. This policy is mandatory and must be followed by all Trust employees who wish to offer work experience placement.
- 2.2 The policy also gives guidance as to what areas can be utilised for work experience and what areas cannot.
- 2.3 This policy does not cover volunteering within the Trust or placements that last longer than one month.

**3. SCOPE**

- 3.1 This policy applies to all staff members and to any student who is participating in a work experience placement within Southport and Ormskirk NHS Trust.

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## **4. RESPONSIBILITIES/DUTIES**

### **4.1 The Deputy Director of Nursing is responsible for**

- 4.1.1 The health and safety of students whilst they are on Trust premises and therefore Insurance cover is available through the Trusts public liability insurance.
- 4.1.2 Providing a central point for the monitoring of the placement and to give advice to both the students and the placement facilitators as the length and complexity of placements can and will vary. The Trust Lead for work experience is the Deputy Director of Nursing and any problems associated with placements should be referred to them.
- 4.1.3 Request and placement of students for work experience from either the student or the college. (See appendices). Placements outside of this will not be supported.
- 4.1.4 Providing a pack to the student which contains:
- A welcome and Introduction letter
  - An application form
  - An honorary contract
  - A Health Questionnaire for completion prior to commencement of placement
  - An Induction checklist
  - Temporary worker advice sheet
- 4.1.5 Processing the application form and the health questionnaire upon completion. A placement will be decided upon, taking the students wishes and career aspirations into consideration. Placement will only be considered for those aged 16 and above. Once a decision has been made, the Deputy Director of Nursing will contact the department and confirm that the placement can take place.
- 4.1.6 Once a placement has been agreed a confirmation letter will be sent to the student, giving placement contact details, reporting instructions, start time, length of placement and the department location. A copy will also be sent to the department lead.
- 4.1.7 If there are concerns relating to the Health Questionnaire, these will be reviewed by Occupational Health. They can call the student into the department for a health review. If this is not satisfactory, they can withdraw the offer of placement, notifying the Deputy Director of Nursing.

### **4.2 The Departmental Manager is responsible for**

- 4.2.1 Ensuring that students accepted for work experience have the same rights and privileges as a permanent member of staff and are provided with appropriate clothing and safety equipment as the need arises.
- 4.2.2 Contacting the Deputy Director of Nursing if the Manager of the allocated department wishes to cancel the placement for any reason. If this is due to the student not meeting the required standards the school or college will be notified of this decision in writing.

- 4.2.3 The Departmental Manager will ensure that the activities and experiences selected for the student do not compromise the Trust or the student. Age will always be considered when deciding duties and practices.
- 4.2.4 The Departmental Manager will ensure the student is made aware of Health and Safety. They will remind the student that their experience is bound by the rules of patient confidentiality.
- 4.2.5 The Departmental Manager is responsible for ensuring the student is supervised at all times during the placement and that they are not allowed to use any equipment unless they have been fully trained and assessed as competent.
- 4.2.6 The Departmental Manager will ensure that patient contact must be supervised at all times. If the student is observing procedures or interventions the patient must be asked for verbal consent.

### **4.3 Students are responsible for**

- 4.3.1 Wearing suitable smart clothing and footwear for the work environment and be neat and tidy at all times.
- 4.3.2 Notifying the hospital department to which they have been allocated if they are not able to attend.
- 4.3.3 Reporting on and off duty on each occasion to the person in charge of the department to which they have been allocated.
- 4.3.4 Ensuring that they wear identification at all times when on Trust property and must remove this when leaving the premises.

## **5. DEFINITIONS**

**Work Experience** – This refers to a period of time, usually between one and two weeks but no longer than a month, when a student from a school, college or university observes and works within the Trust. They will be supervised at all times.

## 6. MONITORING

<b>Systems</b>	<b>Monitoring and / or Audit</b>				
<b>Criteria</b>	<b>Measurables</b>	<b>Lead Officer</b>	<b>Frequency</b>	<b>Reporting to</b>	<b>Action Plan / Monitoring</b>
The Trust offers work experience	Number of students per year	Deputy Director of Nursing	Annually	HR Strategy	CBU 's divisional governance meetings
The work experience is positive	Student Evaluation forms	Deputy Director of Nursing	Annually	HR Strategy	CBU 's divisional governance meetings
Health and safety of the Student and the patient is not compromised	Number of incident forms associated with work experience	Deputy Director of Nursing	Annually	Risk Management Committee	CBU 's divisional governance meetings

## 7. REFERENCES

Enabling Work Experience in the NHS **NHS Careers** March 2008

<b>EQUALITY AND DIVERSITY ASSESSMENT</b>	
Impact Assessment Completed By	S Fishwick
Date Completed	February 2010
Relevance Shown	Yes, but controlled
Action Plan Completed	No
Nominated lead for Managing Action Plan	N/A
Completed Assessments held by	Sharon Fishwick Equality and Diversity Lead for Integrated Governance & Quality Division

**APPENDICES**

1. HONORARY CONTRACT COVERING LETTER
2. HONORARY CONTRACT AND TERMS AND CONDITIONS
3. WORK EXPERIENCE PLACEMENT INDUCTION AND HEALTH AND SAFETY CHECKLIST
4. OCCUPATIONAL HEALTH TEMPORARY WORKERS ADVICE SHEET
5. HEALTH QUESTIONNAIRE
6. PLACEMENT INFORMATION SHEET
7. WORK EXPERIENCE INFORMATION SHEET
8. PROCESS OF APPLICATION
9. CORP 29: DIARRHOEA AND VOMITING POLICY: HEALTH CARE WORKERS

# Southport & Ormskirk Hospital

NHS Trust



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& F O R M B Y  
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G E N E R A L  
H O S P I T A L

T O W N L A N E  
K E W S O U T H P O R T  
P R 8 6 P N

TEL: 01704 547471

## Deputy Director of Nursing, Midwifery And Quality

**Direct Line:** 01704 70 4908

**E-mail:** Angela.Kelly2@southportandormskirk.nhs.uk

**Dear:** .....

I have pleasure in confirming the offer of an honorary contract/placement to work within Southport and Ormskirk Hospitals NHS Trust.

Please read the enclosed terms and conditions very carefully and sign both copies, returning one copy to me at the address above. Please note you will not be able to commence placement until I have received this.

If you are under eighteen years of age, please ask a parent or guardian to sign also.

This contract is valid from:

**From**..... **To**.....

Your working arrangements will be as follows :

**Department** .....

**Hours of Work** .....

**Department Contact and Number** .....

Please report to the Department on your first day and report to the person in charge.

I would like to take this opportunity to welcome you to Southport and Ormskirk NHS Trust and I hope you find this a very positive and worthwhile experience.

Yours sincerely,

**ANGELA KELLY**  
**DEPUTY DIRECTOR OF NURSING, MIDWIFERY AND QUALITY**



# Southport & Ormskirk Hospital

NHS Trust



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TEL: 01704 547471

## Honorary Contract

Student Name .....

Period of Contract .....

## Terms and Conditions of Placement

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

**Sick Leave/Absence** By signing this contract you are agreeing to attend the Trust as specified. You will be expected to be punctual and reliable. If you are absent or sick and cannot attend you must notify the placement head of department as soon as possible and let them know when you will be likely to return.

**Behaviour** You are working in a hospital environment and many patients are going through traumatic and stressful experiences. Be friendly and caring, treating patients and their families as you would expect to be treated yourself. Please behave in a manner that upholds the reputation of the Trust.

**Termination of Work Experience Placement** Any act of misconduct or theft or breach of confidentiality will result in termination of your placement. Your school/college will be informed.

**Identity Badges and Security** You must have your identification with you at all times and be prepared to show it to anyone who may ask you to do so.

### Appearance

Please dress appropriately for the placement. Clothes should be comfortable and allow for free range of movements. A pair of dark trousers or knee length skirt with a plain short sleeved shirt/blouse/polo T Shirt is appropriate. No jeans or tracksuits.

Full back shoes with flat or low heel. Trainers are acceptable if clean and well maintained. Open sandals will not be allowed for health and safety reasons.

Hair must be tidy. If it is longer than the collar it must be tied back with plain clips or bands.

Make up should be discreet. No false nails or nail varnish.

All jewellery to be removed. Stud earrings and plain wedding bands are acceptable.

**Patient Care** You must be supervised at all times. Please do not carry out interventions of any sort unless your supervisor has said it is safe for you to do so. You must always seek permission before giving treatment or care to a patient. If you are asked to do



anything that is above and beyond your placement requirements, you must refuse and inform your supervisor.

**Trust and Integrity** You must be honest and trustworthy at all times. Please refuse any gift or favour that might be interpreted now or in the future as an attempt to gain preferential treatment. You must not ask for or accept loans from patients, their relatives or their friends.

**Health and Safety At Work Act 1974** Your supervisor will discuss health and safety with you on your first day and will carry out a risk assessment to determine what you can and cant do and reduce any associated risks. As part of the Act, you are required to take reasonable care to avoid injury to yourself and to others by your work activities, and will be required to comply with Trust policies and procedures to enable you to meet these statutory requirements. The Trust Health and Safety Policy are available for you in all wards and departments for inspection.

**Loss or Damage of Personal Effects** No liability can be accepted for loss or damage to personal property on health service premises by fire, theft or otherwise. Staff are therefore advised to provide their own insurance cover.

**Please note that 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 experience placement.**

.....

**DO NOT DETACH**

**Form of Acceptance**

**I accept this placement on the terms and conditions outlined and I have retained a copy for future reference.**

**Signed** .....

**Print Name**.....

**Date**.....

**Signature of Parent or Guardian if under 18** .....

**Print Name** .....

**Date**.....

## Work Experience Information Sheet

**Hospital Environment** The hospital environment can be very intense both emotionally and physically and is not without risk. We have rules and regulations in place to minimise the risks. However, during your placement you may witness situations that may be distressing. You may see patients upset or their condition deteriorating. There is a small risk that a patient may be verbally aggressive towards you. We will always try to pre-empt such situations, however, you should be prepared. We do not expect you to deal with this yourself. The staff will always be there to support you. We take your personal safety very seriously.

If, at any point during your time here you feel unwell or uncomfortable, let us know straight away so that we can deal with it immediately. Feeling faint is not unusual and the staff are ready to help you if this happens. There are many doctors and nurses who have fainted during their training so you will not be the first! If you feel this is going to happen please sit down or move away from the area. Let a member of staff know so that they can maintain your safety.

**Experience Please** note that there may be quite a bit of standing round as there will be some things that you cannot do. Please understand that the staff are not being awkward. It may be unsafe or inappropriate for you to witness or participate in that intervention and the staff want to ensure both you and the patient are comfortable with what is happening.

**Physical** Please do not move or lift any heavy objects, this includes boxes and equipment. Please do not lift patients. The staff are trained in lifting and handling and know how to position both themselves and the patient for optimum safety.

**Infection Control** All students who will be observing in clinical and patient areas must be immunised against TB. Being in a hospital environment also exposes you to a higher level of viruses and other infections than normal. However, it is important to let you know that the majority of viruses and infections are the same as those you would face in day to day activities. We will not allow you to work in areas where the risk of infection is high. Students will not be expected to handle body fluids though you need to be aware that you may come into contact with them indirectly.

To minimise your risk and exposure to infection we ask that you wash your hands regularly throughout your placement, and at the beginning and end of each session. Wash your hands each time you have visited the bathroom. The staff will remind you when you need to wash your hands also. If you are doing something that increases your risk you will be given gloves and an apron to wear. Please follow the staff instructions very carefully. Do not eat or drink food within the clinical environment. You will be given regular breaks away from the clinical environment. Do not chew gum.

Please ensure your personal hygiene is to a very high standard. Please change your clothes daily to minimise your own risk.

You must not under any circumstances handle any sharps (Needles and objects) and when you are in the clinical environment you must take care.

**Finally .....**We do want you to enjoy your time with us so if any of the above gives you a cause for concern please let us know. The NHS is a wonderful caring environment and this is an exciting opportunity for you to observe this and decide if it is the career for you.

**Southport & Ormskirk Hospitals NHS Trust  
Work Experience Placement  
Induction and Health & Safety Checklist**

**Name of Student:**

**Date(s) of Placement:**

**Ward/Dept:**

Instruction and discussions on the items listed below should be given to new Student during the first day of Placement:

Induction – Day 1

- Welcome and introduction to colleagues
- Smoking Policy
- Confidentiality
- Tour of immediate work location
- Supervision
- Working hours
- ID Badge obtained (If applicable)

Tick when completed

- Health & Safety: Any Department Risks if applicable
- Incident Reporting
- First Aid Arrangements

- Means of Escape seen
- Fire Alarm System explained
- Raising Alarm without question or hesitation fully understood
- Location of Fire Fighting Appliances seen
- Location of Fire Doors seen and purpose explained
- Rules on smoking explained and understood
- Particular Fire Risks in Department pointed out

Tick when completed

For a new Student, the checklist should be completed during his/her first day of placement. Further instruction, discussion and demonstrations will be arranged by Department/Ward Managers.

<p>I have received instruction as shown above.</p> <p>Signature of Student</p> <p>-----</p> <p>Date: -----</p>
--

<p>The above items covered as required.</p> <p>Signature of Department/Ward Manager</p> <p>-----</p> <p>Date: -----</p>
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THIS COMPLETED FORM IS TO BE RETURNED TO: ANGELA KELLY, DEPUTY DIRECTOR OF NURSING

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**SOUTHPORT and ORMSKIRK NHS TRUST**

**OCCUPATIONAL HEALTH DEPARTMENT**

**Temporary Workers Advice**

If while working at the Trust you come into contact with any of the following:

Chickenpox  
German Measles  
Tuberculosis  
Other Infectious Diseases

You must inform the Ward/Dept manager and contact the Occupational Health Dept as soon as possible for advice

If you have an accidental body fluids exposure you must inform the Ward/Dept manager and contact the Occupational Health Dept immediately

**9.00am – 5.00pm Mon – Fri ext: 6872 (01695 656872)**

**Or Attend the A&E Dept at Southport District General Hospital out of hours**

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# Southport & Ormskirk Hospital



**Deputy Director of Nursing, Midwifery  
And Quality**

NHS Trust

T R U S T  
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O F F I C E

Direct Line: 01704 70 4908  
E-mail: Angela.Kelly2@southportandormskirk.nhs.uk

S O U T H P O R T  
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## Health Questionnaire

T O W N L A N E  
K E W S O U T H P O R T  
P R 8 6 P N

TEL: 01704 547471

Name.....

Date of Birth .....

Telephone .....

Home Address including Postcode

.....

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## Proposed Placement Details

.....

.....

Please answer the questions below

1. Do you have any illness or disability at the present time ?

.....

.....

2. Have you had any serious illnesses in the past ? If yes, give details.

.....

.....

.....

3. Are you taking any medication at the present time ? Please give details.

.....

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4. Are you limited to perform physical work in any way ?

.....

.....

.....



5. Have you been in contact with any infectious disease in the past four weeks ?

.....  
.....

6. Please tick if you have been immunised and provide the dates against the following :

- BCG (tuberculosis)
- Pertussis (whooping cough)
- Diphtheria
- Polio
- Measles
- Rubella
- Meningitis
- Tetanus
- Mumps

7. Do you have any allergies ?

.....  
.....  
.....

Signature.....

.....

Date.....

.....

Parents signature if under 18

.....

Date .....

- If any of the above changes from the time of completion to the time of your placement please inform us immediately

This form must be returned to the Deputy Director of Nursing prior to placement. If it has not been completed you will not be able to commence placement.

# Southport & Ormskirk Hospital



## Placement Information Sheet

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S O U T H P O R T  
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G E N E R A L  
H O S P I T A L

T O W N L A N E  
K E W S O U T H P O R T  
P R 8 6 P N

TEL 01704 547471

Department -----

Name of Supervisor -----

Contact Number -----

Description of Department -----

Hours of Work -----

Activities Completed During Placement

-----  
-----  
-----  
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-----

Placement Evaluation (Please give details as to how you felt the placement helped/didn't help you)

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# Southport & Ormskirk Hospital



## Application for Work Experience

NHS Trust

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S O U T H P O R T  
& F O R M B Y  
D I S T R I C T  
G E N E R A L  
H O S P I T A L

T O W N L A N E  
K E W S O U T H P O R T  
P R 8 6 P N

TEL: 01704 547471

### Personal Details

Full Name

-----  
-----

Address

-----  
-----  
-----  
-----  
-----

Date of Birth

-----

Email address

-----  
-----

Next of Kin details

-----  
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Telephone Numbers, day and evening

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School/College

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Teacher/Career Adviser

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Dates of Placement

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Preferred Areas to Work





**Parent/Guardian**

I have read and understood the above requirements. I will ensure the student carries out these obligations and confirm that he/she is not suffering from any complaint, which may create a hazard to him/her or to those working with him/her. I give permission for my son/daughter to attend the placement at Southport and Ormskirk Hospitals NHS Trust.

Signature (Parent)

-----

Print Name

-----

Date

-----

**Teacher/Careers Advisor**

I am happy for ----- to attend the work placement at Southport and Ormskirk Hospitals NHS Trust.

I also confirm that he/she is a student at

-----

-----

-----

Signature (Teacher)

-----

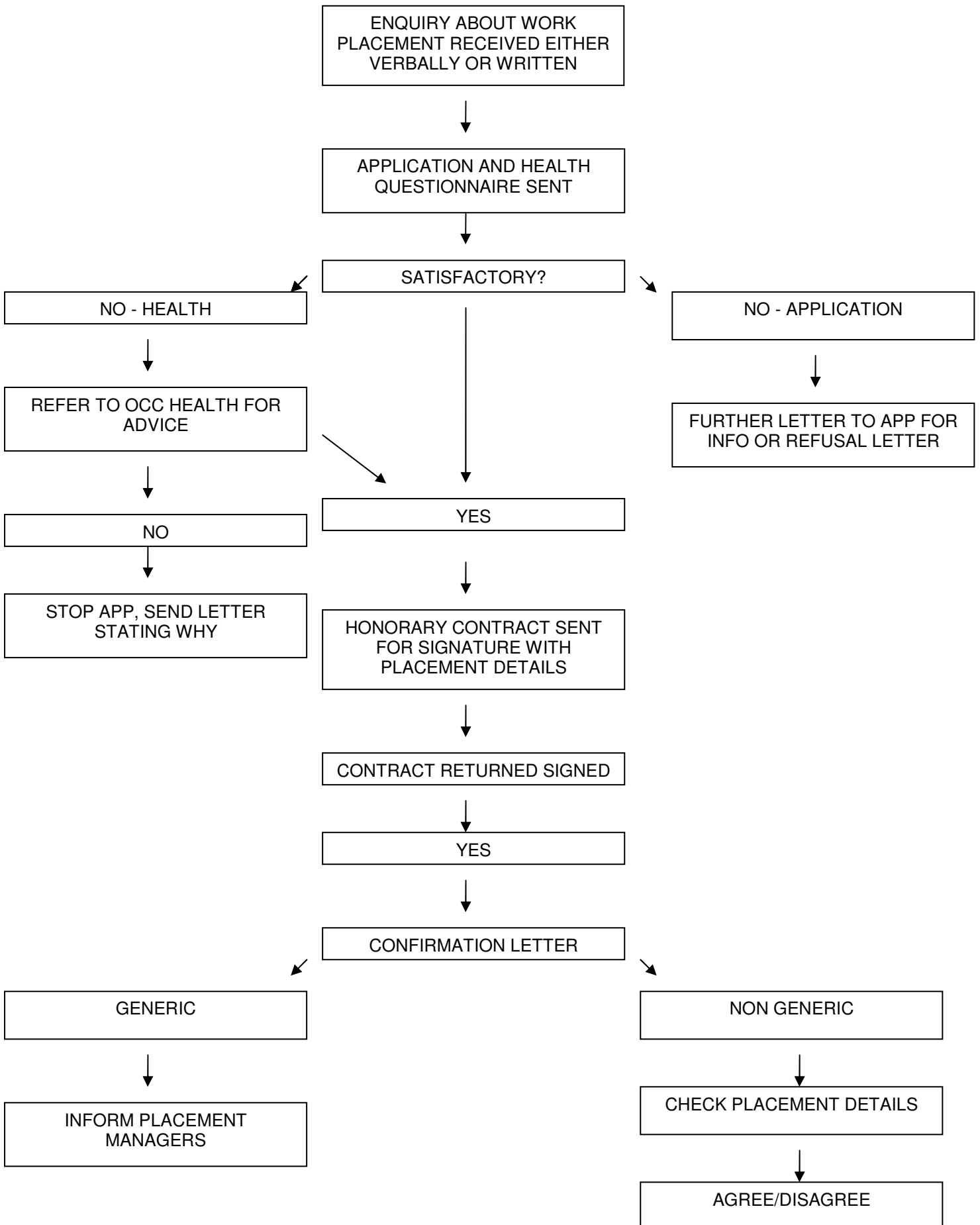
Print Name

-----

Date

-----

**Please return this form to Angela Kelly, Deputy Director of Nursing, Midwifery and Quality, Corporate Management Office, Southport District General, Town Lane, Kew, Southport, PR8 6PN**



# SOUTHPORT and ORMSKIRK HOSPITAL TRUST

## Diarrhoea and Vomiting Policy: Health Care Workers

DISTRICT  
GENERAL  
HOSPITAL

TOWN LANE  
KEW SOUTHPORT

PR 8 6 PN

### 1. INTRODUCTION

- 1.1 Gastro-intestinal infections in healthcare workers, (HCWs), can pose a risk of Infection to patients if not managed effectively. In severe cases this can take the form of an outbreak of illness and possibly even deaths in vulnerable patient groups.
- 1.2 If an outbreak of gastro-intestinal infection occurs within the hospital, special measures may be applied by the Infection Control Team which will supersede the guidance in this policy.
- 1.3 Higher Risk Occupational Groups

The following occupational groups constitute a higher risk to patients which are typified by having either close physical contact with patients or by being involved with food preparation or service:

- a) Catering staff
- b) Medical staff
- c) Nursing staff
- d) Portering staff
- e) Allied Health Professionals,( e.g. Physiotherapists, Radiographers)
- f) Housekeepers

HCWs who have no patient or food contact are in a lower risk group however, because occupational groups mix whilst at work and use the same facilities, there is still a risk of transmitting infection.

### 2. PURPOSE

- 2.1 It is the intention of the Trust to implement measures to control the spread of gastro-intestinal infection.

### 3. SCOPE

- 3.1 All HCW, including students, contractors and visiting HCW's.



## 4. RESPONSIBILITIES

### 4.1 All Staff Southport & Ormskirk Hospital



NHS Trust  
TRUST  
MANAGEMENT  
OFFICE

- 4.1.1 HCWs who develop diarrhoea and/or vomiting **must** refrain work until they have been free of symptoms for **48 hours**.
- 4.1.2 If symptoms commence whilst at work the HCW should inform their manager, leave work immediately and refrain from work as above.
- 4.1.3 HCWs in high risk groups who develop symptoms of diarrhoea and/or vomiting should submit a stool specimen where possible to: Pathology at SDGH/ODGH or their G.P. (if they live within the Sefton or West Lancs area), noting Occupational Health as the requesting department on the pathology form and inform Occupational Health on tel: 01695 656872 (6872) that the specimen has been submitted.
- 4.1.4 HCWs who live outside of the above areas who cannot submit a specimen directly to Pathology should submit a specimen to their G.P. and ask for a copy of the report and should contact Occupational Health as soon as possible for advice.
- 4.1.5 HCWs with persistent symptoms should consult their GP.
- 4.1.6 HCWs may return to work only when they have been **symptom free for 48 hours**, i.e. they have formed stools & no vomiting.  
(it is not necessary to wait for the results of specimens)
- 4.1.7 HCWs must observe strict hand hygiene at all times.

SOUTHPORT  
&  
DISTRICT  
GENERAL  
HOSPITAL  
SDGH/ODGH  
Kew Southport  
Practice  
TEL: 01704 547471

### 4.2 Ward/Department Managers

- 4.2.1 Must advise all HCWs reporting sick with diarrhoea & vomiting that they **must not return to work until they have been symptom free for 48 hours**.
- 4.2.2 Must notify Infection Control as soon as possible of HCWs who report symptoms of diarrhoea & vomiting.
- 4.2.3 Must inform Occupational Health of HCWs reporting sick with diarrhoea & vomiting.
- 4.2.4 Must submit a list of individuals to Infection Control & Occupational Health if more than one HCW reports symptoms.
- 4.2.5 Must ensure that all HCWs are aware of and practice strict hand hygiene at all times.



### **4.3 Occupational Health**

- 4.3.1 Will monitor specimen results and inform individuals accordingly.
- 4.3.2 Will liaise with the Infection Control Team.
- 4.3.3 Will advise individuals regarding action to take and return to work.

### **4.4 Infection Control Team**

- 4.4.1 Will liaise with Occupational Health regarding outbreaks of diarrhoea and vomiting occurring within the Trust.

## **5. REFERENCES**

HPA 2004 Working Group of the Former PHLS Advisory Committee on gastrointestinal infection.

Southport & Ormskirk NHS Trust 2007/08 - Infection Control Manual

## **6. MONITORING**

This policy is monitored through:

The Sickness Absence Policy, (Pers 12 ), via line managers referral for short term sickness absence assessment.

The Infection Control Team routinely monitor both staff and patient outbreaks of Diarrhoea and Vomiting.

<b>EQUALITY AND DIVERSITY ASSESSMENT</b>	
Relevance Assessment Completed by	DM Furlong
Relevance Shown	No
Date Completed	February 2008
Full Impact Assessment Required	
Completed By	
Date Completed	
Completed Assessments held by	Jackie Brunton Equality & Diversity Lead Nursing & Midwifery Division

ISSUE DATE	February 2007
REVIEW DATE	March 2008
NEXT REVIEW	March 2010
APPROVED BY CABINET	15 <sup>th</sup> May 2008
AUTHOR NAME & TITLE	DM Furlong Occupational Health Manager

**Diarrhoea & Vomiting Policy: Corp 29****Action Flow Chart**