

State if the document is a Trust Policy/Procedure or a Clinical Guideline	Trust Policy/Procedure
Document Title:	Work Experience Policy
Document Number	WO4
Version Number	002
Name and date and version number of previous document (if applicable):	Work Experience Policy – May 2009 – Version 1
Document author(s):	Human Resources Business Partner
Document developed in consultation with:	Human Resources Department Voluntary Services Department Occupational Health Department Staff Side Representatives
Staff with overall responsibility for development, implementation and review:	Deputy Director of Human Resources
Development / this review period:	June – November 2014
Date approved by the Policy Approval Group/Clinical Guidelines Committee on behalf of the Trust Board:	
Chief Executive / Chair Clinical Guidelines Signature:	
Date for next review:	
Date document was Equality Impact Assessed:	June 2014
Target Audience:	All Trust staff
Key Words:	Disciplinary, conduct, behaviour, policy, procedure
Associated Trust Documents:	Equality & Diversity Policy Health & Safety Policy Recruitment & Advertising Policy Equal Opportunities Policy Equality Impact Assessment Guidelines

CONTENTS

1. Introduction	3
2. Purpose	3
3. Scope.....	3
4. Definitions	4
5. Duties and Responsibilities	4
6. Process.....	6
7. Training Requirements	7
8. References and Associated Documentation.....	7
9. Monitoring Compliance With, And The Effectiveness Of, Procedural Documents.....	7
Appendix A - Flowchart for Work Experience Placement	8
Appendix B – Risk Identification Form.....	9
Appendix C – Application Form for Work Experience Placement	10
Appendix D – Letter Confirming Work Experience Placement.....	131
Appendix E – Work Experience Placement Agreement.....	142
Appendix F – Occupational Health Information Questionnaire	178
Appendix G – Occupational Health Declaration Form	19
Appendix H - Occupational Health Additional Information Form	21
Appendix I – Certificate of Attendance	22
Appendix J - Equality Impact Assessment Form	Error! Bookmark not defined.

1. INTRODUCTION

- 1.1 This policy outlines the framework within which Luton & Dunstable University Hospital NHS Foundation Trust ('the Trust') must operate when offering work experience, which includes work shadowing, work placements, 'take your child to work' days and visitor days.

2. PURPOSE

- 2.1 The Trust is committed to providing work experience to all sectors of the community, irrespective of their gender, race, religion or belief, sexual orientation, disability and age. This policy has been developed to ensure that both work experience students and the Trust are protected during the course of any placements.
- 2.2 Some sections of this policy refer, by necessity, to young people. The definition of a young person is laid out within this policy and is in accordance with the Health and Safety at Work Regulations (1999) the Young Workers Directive (1996), the Education Act 1996 and The Working Time Regulations as amended 2003.

3. SCOPE

- 3.1 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 could put both the student and the Trust at risk.
- 3.2 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 adjustments will be made in order to ensure students with a disability are able to actively participate in work experience opportunities within the Trust.
- 3.3 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 the Trust's premises.
- 3.4 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. An area should only have one student on placement at a time.
- 3.5 For the purposes of this policy, work experience includes work shadowing and observation, in particular for those students who are applying to medical school. Work shadowing will be confined to observation only. Under no circumstances will students be permitted to take an active part in any situation relating to patient care. When the work experience placement involves observation of a situation in which a patient is involved this is only permissible where the patient has given their full explicit and informed consent to the presence of the student. They must fully understand that the student is not a medical or other clinical student attached to the hospital.
- 3.6 The Voluntary Services Manager can be contacted if voluntary work is required. Volunteering opportunities are restricted to persons aged 18 years and above and do not allow the shadowing of health care professionals or enable persons to witness clinical procedures. Volunteers must be able to attend 2/3 hours per week for a minimum commitment of at least six months.

- 3.7 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.

Age of Student	Departments
14 - 16	Can work in administrative and clerical areas only
16+	Prospective medical students aged 16 and above are able to undertake shadowing work experience placements as per section 3.5 of the policy
17+	Can work in support services areas such as Domestic or Portering and in ward areas, working alongside a housekeeper or a ward clerk only

Students under the age of 18 will not be permitted to undertake work experience in the Mortuary, Paediatrics or Maternity (this includes support services work experience such as Domestic or Portering in these areas).

- 3.8 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 ongoing patient and staff safety.

4. DEFINITIONS

- 4.1 The '[Young Workers Directive](#)', which came into effect on 22 June 1996, provides a number of guidelines. 'Young Workers' are defined by the directive in the following categories:

- Young Person - a young person at least 15 years old, but under 18 - no longer required by law to attend school;
- Child - a young person under 16 years and 10 months who is still subject to compulsory full time schooling;
- Those over 14 years of age may take part in either work experience, or undertake light work, which is not harmful to safety, health or development of the child or from attendance at school;
- All young people are entitled to a break of at least half an hour where their daily working time is more than 4.5 hours;
- Young workers may not ordinarily work more than 8 hours a day or 40 hours per week, nor at night between 10pm-6am or 11pm to 7am; the Trust recommends that any work experience placement for a child should finish before 7pm.
- Young people should have twelve hours rest between each working day.

- 4.2 For the purposes of this policy, 'student' refers to the person undertaking work experience. Anyone is eligible to undertake work experience within the Trust in line with this policy.

- 4.3 A 'Work Placement Manager' is a nominated manager within a department who agrees to facilitate a work experience placement for a student. The responsibilities of the Work Placement Manager are outlined in section 5.3.

5. DUTIES AND RESPONSIBILITIES

- 5.1 It is not necessary for work experience students to complete a Disclosure & Barring Check (DBS) as they must be supervised at all times during their placement.

5.2 Students

- Students wishing to undertake a work experience placement must make direct contact with the department in which they would like to carry out a placement. They must contact

a manager within that department (who acts as the 'Work Placement Manager') who would need to agree to facilitate the work experience placement.

- Students must complete the 'Work Experience Application Form', attached at appendix C, and ensure that their parent/guardian and teacher sign the form (where appropriate).
- Students must complete an 'Agreement for Unpaid Work' form (appendix E) and an 'Occupational Health questionnaire' (appendices F and G, and H if applicable) before their work experience placements commences and this must be coordinated by the Work Placement Manager.
- Students must adhere to Trust policies and procedures on infection control and confidentiality at all times.
- Students are expected to behave in a manner appropriate to the work environment; any issues of inappropriate behavior should be reported to the student's School/College or parent/guardian as appropriate. In the event of serious misconduct the student's placement will be terminated with immediate effect.

5.3 Work Placement Manager

It is the responsibility of the Work Placement Manager to:

- Ensure that the area is suitable for work experience by completing a risk assessment (appendix B), which should be updated on an annual basis. Where young workers are involved, specific risks to be examined will be in relation to physical and psychological tasks that might be beyond the capacity of young workers. The risk assessment will be used to determine whether a student should be prohibited from certain activities within an area or department. If this is not possible, a work experience placement must not be offered. A copy of the risk assessment should be held within the department.
- If a student states that they have an infectious disease which may affect others during their placement the Work Placement Manager and student must contact the Occupational Health department for advice prior to being accepted on any placement
- Ensure a signed agreement (appendix E) and an Occupational Health questionnaire has been received prior to the placement commencing (appendices F and G, and H if applicable).
- Inform the student if the ward or department is closed for any reason and ensure the work placement is cancelled.
- Ensure that the student is aware of appropriate policies and procedures on confidentiality and infection control, and provide appropriate protective clothing where necessary.
- Provide a local induction to all work experience students, emphasising health and safety, infection control, fire exits and alarms, facilities e.g. toilets, canteen, expectations of behaviour, dress code, confidentiality and data protection.
- Report inappropriate behaviour to the school/college or parent/guardian of the student as appropriate.
- If a student fails to arrive for work experience or leaves the site before the agreed hours of work experience have been completed, the Work Placement Manager should contact the student's School/ College/parent/guardian.
- If there is serious misconduct by the student, the Work Placement Manager is responsible for terminating the placement and raising the misconduct with the school/college/parent/guardian.
- Develop a programme of activities for the student.
- Send the completed paperwork associated with the student to the Human Resources department at the end of the placement to enable effective monitoring of the level of work experience taking place within the Trust and monitoring of the processes outlined within this policy.

6. PROCESS

- 6.1 A flowchart outlining the work experience process can be found in appendix A.
- 6.2 Prior to agreeing to any work experience placement, the Work Placement Manager must ensure they have completed a risk assessment for work experience placements (appendix B) and keep it within the department. Risk assessments must be reviewed on an annual basis.
- 6.3 Under normal circumstances the Trust is only able to offer a maximum of a 1 week placement generally Monday to Friday, although there is flexibility within this to meet individual needs and circumstances to include evening and weekend placements, ensuring the Young Workers Directive is complied with.
- 6.4 If a request is made for a work experience placement and the department is able to accommodate a placement, the individual must complete an application form (appendix C).
- 6.5 Upon receipt of the application, the Work Placement Manager may arrange to interview the student to assess their suitability for the placement and to arrange start and finish times, discuss responsibilities whilst on placement such as uniform/dress code, confidentiality and attendance. This can be carried out by telephone if necessary. Interviews may form part of the “work experience” in some areas. They provide managers with an opportunity to assess the applicant before their work experience and to highlight the importance of health and safety, data protection and confidentiality.
- 6.6 The Work Placement Manager must issue a work experience agreement letter (appendix D) and an agreement for unpaid work experience (appendix E), plus an Occupational Health questionnaire (appendices F and G, and H if applicable). This must be signed and returned by the student prior to the placement commencing. If a student answers “yes” to the health question “I do have a health condition or disability which might affect my work and which might require special adjustment to the work placement or at the place of the work placement” in appendix F, the student must answer the questionnaires contained within appendix G and H and send the three forms to the Occupational Health department to be assessed. A paper screening must take place and confirmation of health clearance must be received from the Occupational Health department prior to the start of the placement. This protects the student and the Trust.
- 6.7 A plan of activities for the student to undertake should be developed by the Work Placement Manager prior to commencement of the placement. There are strict guidelines that govern the activities that students, and in particular young people, can undertake whilst on work experience. The Trust has detailed below suitable activities for students to be involved in. All of the following activities should be undertaken with clear guidance and supervision:
- ✓ Attending staff training sessions
 - ✓ Nursing handover
 - ✓ Helping make empty beds
 - ✓ Helping with errands e.g. visit another department
 - ✓ Talking to patients
 - ✓ Helping at meal times
 - ✓ Observation/care plan monitoring
 - ✓ Observation of specialised techniques
 - ✓ Helping with photocopying
 - ✓ Helping with filing
 - ✓ Answering the telephone (with clear guidance)
 - ✓ Greeting patients/relatives at Outpatient/Ward reception areas
 - ✓ Observing
 - ✓ Supervised project work
 - ✓ Attending meetings

Activities Students must not be involved in:

- ✗ Any activities for which specialised training is required i.e. manual handling
- ✗ Any activity involving contact with clinical waste products/by products
- ✗ Any activity, which may jeopardise the safety of patients or students
- ✗ Inappropriate or unsupervised access to patient's medical records/staff records
- ✗ Inappropriate or unsupervised access to computers
- ✗ Any unsupervised contact with patients

- 6.8 The Work Placement Manager should ensure that the student is given a tour of the department and general induction on commencement of the placement.
- 6.9 During their placement, students must be supervised at all times by a permanent member of staff. The supervisor should be allocated prior to the commencement of the placement and introduced to the student on commencement.
- 6.10 Students undertaking work experience may be asked by their education provider to keep a written journal or diary during their work experience. It is recommended that time be built into their timetable to complete this. Journal writing should be reviewed with the student, to ensure the protection of data and patient confidentiality.
- 6.11 A certificate of work experience (appendix I) can be completed by the Work Placement Manager upon request to confirm placement attendance.
- 6.12 A copy of the Trust's Public Liability Insurance certificate can be obtained from the Trust's Company Secretary.

7. TRAINING REQUIREMENTS

- 7.1 Staff are required to read and follow the work experience policy.

8. REFERENCES AND ASSOCIATED DOCUMENTATION

[Health and Safety at Work Regulations \(1999\)](#)

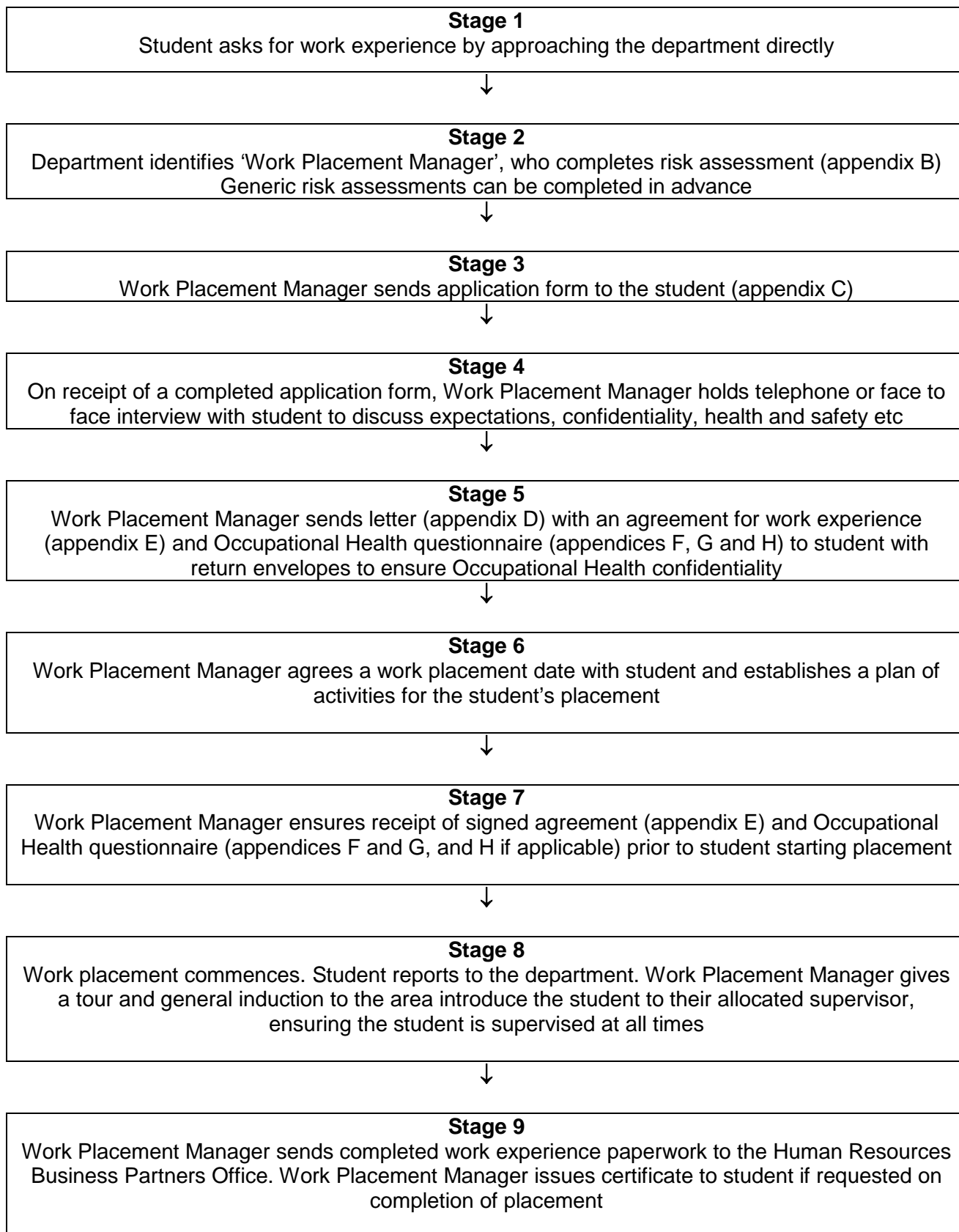
[Young Workers Directive \(1996\)](#)

[Education Act 1996](#)

[The Working Time Regulations](#) as amended 2003

9. MONITORING COMPLIANCE WITH, AND THE EFFECTIVENESS OF, PROCEDURAL DOCUMENTS

- 9.1 This policy will be monitored and reviewed on a bi-annual basis by the HR Policy Group.
- 9.2 All paperwork associated with each individual work experience student will be returned to the Human Resources Department to ensure the policy is being correctly followed and to monitor the amount of work experience taking place within the Trust. A 20% audit of the paperwork received will be undertaken on an annual basis by the Human Resources department.
- 9.3 This policy will be published on the Trust's intranet for staff and public website for potential work experience students to be able to access.



Risk Identification Form

Name of Work Experience Placement Student:

Department:

This job may involve: **(Please cross all appropriate boxes)**

	Yes	No
Working Nights – including rotational shift work and occasional nights <i>(If yes, this post is not suitable for a work experience student)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure Prone Procedures. (Definition: The Worker’s gloved hands may be in contact with sharp instruments or tissues or needle tips inside a patient’s open body cavity or wound, and the hands or fingertips may not be completely visible at all times) e.g. Surgeon, Midwife, Dentistry/Orthodontics <i>(If yes, this post is not suitable for a work experience student)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Regular contact with blood or body fluids	<input type="checkbox"/>	<input type="checkbox"/>
Driving Clients or Large Trust Vehicles State type of vehicle:	<input type="checkbox"/>	<input type="checkbox"/>
Food handling	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling of loads more than 10kg	<input type="checkbox"/>	<input type="checkbox"/>
Patient handling	<input type="checkbox"/>	<input type="checkbox"/>
Working alone/ unsupervised for a significant part of their working day/night <i>(If yes, this post is not suitable for a work experience student)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to known respiratory sensitises e.g. glutaraldehyde or substances defined as hazardous to health in COSHH regulations: Please list:	<input type="checkbox"/>	<input type="checkbox"/>
Work with VDUs	<input type="checkbox"/>	<input type="checkbox"/>
Challenging behaviour – including SCIP/C-MAP training or other training in the management of violence that includes control and restraint measures <i>(If yes, post is not suitable for a work experience student)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Required to work at heights e.g. Estate Workers	<input type="checkbox"/>	<input type="checkbox"/>
Required to work within a confined space/area e.g. Estate Workers	<input type="checkbox"/>	<input type="checkbox"/>
Required to work in noise/vibration problem areas	<input type="checkbox"/>	<input type="checkbox"/>

As a manager, what would you consider to be major stressors within the role (If none-state none)? Any other relevant comments:		
Name of Work Placement Manager	Signature:	Print Name:
Contact number		
Date		

APPENDIX C



CLINICAL EXCELLENCE, QUALITY & SAFETY

APPLICATION FOR WORK EXPERIENCE

Please complete this application form in black ink. Information will be treated in the strictest confidence by the Work Placement Manager responsible for the placement. NB: Work experience includes work shadowing and observation

Personal Details

Title		Surname	
Forenames			
Address for Correspondence			
Postcode			
E-mail address			
Telephone No		Date of Birth	
School/College/University (if applicable)			
Address			
College/University Course attending (if applicable)			
Careers Advisor: (If Applicable)		Tel No	
Tutor Teacher: (If Applicable)		Tel No	

Requested Dates of Work Experience, Monday - Friday (Max 1 week) please give three preferences. Some areas may offer work experience at weekends please state if you are available at the weekend of evening before 7pm.

- 1)
- 2)
- 3)

Area/Dept required:

Please note if you are offered a work placement you will be expected to sign an agreement in relation to unpaid work experience or other placement and comply with the terms of this agreement.

Previous Work Experience or Employment

Please give details of any previous paid or voluntary work you have had or clubs or societies you belong to: (e.g. Red Cross/St John Ambulance/Scouts/Guides/Duke of Edinburgh Awards). Please continue on a separate sheet if necessary

Employers/Club/Society Details	Dates From/To	Job Description/Main Activities

Other Relevant Information

<p>Please provide information in support of your application, continue on a separate sheet if necessary:</p> <ul style="list-style-type: none"> • Include your career aspirations • Why you wish to undertake work experience in the NHS? • What subjects you are currently working towards?

Personal Details/Emergency Contact

For use in an emergency, please give details of whom to contact. Please make sure you give details of where the person will be during your work placement.

Personal details may be stored on a computerised system and will be manually stored in your file. It will only be used in an emergency or for monitoring purposes and will not be divulged to any third party.

Name: Relationship:

Address:

Post Code: Home Tel No:

Work Tel No: Mobile Tel No:

<p>EQUAL OPPORTUNITIES POLICY</p>
<p>Luton & Dunstable University Hospital NHS Foundation Trust commits itself to promoting equality of opportunity in all aspects of employment including work experience.</p>
<p>The information you give will be treated in the strictest confidence and used for statistical purposes only. It will in no way affect the consideration of your application for employment/work experience placement.</p>

<p>Under the terms of the Equality Act 2010 a disability is defined as a ‘physical or mental impairment which has a substantial long term effect on a person’s ability to carry out normal day to day activities’.</p>
--

Do you consider yourself disabled	Yes		No	
If YES please give a brief details of your disability -				

Ethnic Origin			
White British		White Irish	
White Other (Please specify*)		Mixed White/Black Caribbean	
Mixed White/Black African		Mixed White/Asian	
Mixed Other (Please specify*)		Indian	
Pakistani		Bangladeshi	
Other Asian		Black Caribbean	
Black African		Black Other (Please specify*)	
Chinese		Filipino	
Other (please specify*)		Not stated	
* If other please specify:			

Student, Parent/Guardian and Teacher Agreement to Trust Requirements

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 work place, to follow these rules and to make use of facilities and equipment provided for your safety. It is essential that all accidents, however minor, be 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 of the hospital buildings and grounds and that there are security arrangements applicable to most locations.
3. The Trust is committed to equal opportunities and will not discriminate on the grounds of ethnic origin, gender, disability, age, religion or sexual orientation.
4. There will normally be no payment for meals or travelling expenses.

I have read and understood the above requirements

Signed (student): Date:

Parent/Guardian (If under 18 yrs):

I have read the work experience placement 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 or infectious disease, which might create a hazard to him/herself or to those working with him/her.

I give permission for (name)
to attend work experience.

Signature: Date:

School Careers Advisor/Teacher (if under 18 yrs):

I give permission for (name)
to attend work experience within Luton & Dunstable University Hospital NHS Foundation Trust. I have read the work experience programme information.

I also confirm that he/she is currently studying at:

Signature: Date:



CLINICAL EXCELLENCE, QUALITY & SAFETY

NAME
ADDRESS

Date

Dear NAME

I am writing to confirm your work placement in **[DEPARTMENT]** at Luton & Dunstable University Hospital NHS Foundation Trust.

Prior to your placement starting, you will need to liaise with **[contact person on telephone number]** to agree where and to whom you need to report on your first day and during the rest of your placement.

Dress/Appearance Code: If you are not provided with a uniform clothing should be of a smart, professional appearance; denim, leather and suede are not suitable and are not permitted. Minimal jewellery should be worn. Shoes should be comfortable, with a low heel and the toe covered, no sling backs. Trainers may be permitted in some areas but please check with your supervisor prior to commencing your work placement. Long hair should be securely tied back. Protective clothing such as aprons and gloves must be worn in accordance with Trust policies in relation to infection control and food handling.

You need to complete the attached Agreement for Unpaid Work (x 2 - one to be kept by yourself, the other to be returned in the envelope provided to me at the above address.)

Please read and sign both copies of the Agreement and both copies of Occupational Health Declaration on page 2 of the Agreement as instructed.

PLEASE NOTE

If you have any medical or health related problems (e.g. diabetes, epilepsy, latex or other allergy) please make the work placement manager aware, so that appropriate steps can be taken to protect you.

Yours sincerely

**[Work Placement Manager Name]
[Department]**

APPENDIX E

Date:



CLINICAL EXCELLENCE, QUALITY & SAFETY

Agreement in relation to Unpaid Work Experience or Other Placement

NAME:

You are undertaking a period of work experience at the Trust. The work of the Trust involves health and safety critical environments and also, in its dealings with the public, the handling of highly sensitive and confidential information. For these reasons, it is necessary to ask you to sign this document, to ensure you act appropriately within the Trust and respect Trust staff and patients. The Trust requires that you maintain the confidentiality of any information you may acquire during the course of, or arising from your work experience placement.

During the period of your work placement you will not be regarded as an employee of the Trust, or be eligible for remuneration or other employee benefits.

This document covers you for the entire period of your unpaid work experience with the Trust, between the following dates (not to include Saturday or Sunday).

From: [insert DATE]

To: [insert DATE]

Department: [insert DEPARTMENT NAME]

Authorised by Work Placement Manager:

Print Name:

Date:

Please read the attached pages carefully, sign both copies of this agreement, and then return **one** copy to the placement manager (in the envelope provided).

AGREEMENT IN RELATION TO UNPAID WORK EXPERIENCE OR OTHER PLACEMENT

This agreement in relation to unpaid work experience or other placement (“the Agreement”) is made between **NAME** and Luton & Dunstable University Hospital NHS Foundation Trust (“the Trust”).

This agreement sets out the main terms on which you will undertake duties at the Trust.

1. On behalf of the Trust, I am pleased to set out your right to attend at the premises of the Trust for the purpose of a work experience placement, commencing on **[insert date]** and ending on **[insert date]** unless the agreement is terminated earlier in accordance with the clauses below.
2. You have the right to attend at **[insert department]** for the purpose only of performing **[Drafting Note: include description of the role and duties to be undertaken/such duties at such times and dates as have been specified and confirmed in writing by the Trust on [insert date]].** This right does not entitle you to exclusive possession of any part of any premises of the Trust at any time.
3.
 - (a) For the avoidance of doubt, there is no contract of employment between you and the Trust nor any contract for services and your status is purely that of a licensee on the premises.
 - (b) You are not entitled to any remuneration or any other payment whatsoever (including but not limited to salary, pension contributions, paid holidays, bank holidays or sick pay) from the Trust as a result of performing the duties referred to in paragraph 2 above.
 - (c) While attending the Trust’s premises, you will be accountable to **[insert head of relevant Trust department]** and you will follow the reasonable day-to-day instructions of **[insert placement manager name]** or those given on [his/her] behalf in relation to the terms of this agreement.
4. The following conditions apply to this agreement:
 - (a) You are required to satisfy the Trust that your health does not constitute a risk to patients of the Trust, Trust employees or visitors to Trust premises and you may be required to undergo such medical examination and/or provide such other information regarding your health as the Trust may reasonably require, both prior to the commencement of your attendance and at any time during the course of your attendance. By signing this agreement you consent to the results of any such assessment being passed to the Human Resources Department at the Trust.
 - (b) You must complete and return the Trust’s Occupational Health screening questionnaire. This is attached to this agreement and should be sent directly to the Occupational Health department. It is essential that the questionnaire is completed prior to the commencement of a work experience placement, as the placement will not start until this is received.
 - (c) No liability will be accepted for loss or damage to your personal property whilst on Trust premises whether as a result of burglary, fire, theft or otherwise. You are advised not to bring personal property with you other than that necessary to carry out any duties assigned to you. You may wish to provide your own insurance cover for any property you do bring with you to the Trust. Under no circumstances must Trust property be removed from the premises unless it is with the prior approval of the line manager. It is strongly suggested that you do not bring anything of value with you to the Trust, as there may not be a secure place for you to lock any items away.

- (d) All information you obtain during your work placement is confidential. 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. Patients must be treated with dignity and respect at all times. You must not discuss the names of patients with anyone outside the department in which you are placed. If you are given any documents that contain patient information, you should ensure this patient information is handed back to an appropriate person or put into confidential waste before you leave the department. You must not photocopy or keep copies of any such document.
- (e) Personal data must also be collected, handled and used in accordance with the Data Protection Act 1998. By signing this agreement you consent to the processing of your personal data by the Trust. Any third party request for any confidential information must be directed to your Trust supervisor. Unauthorised disclosure of confidential information may result in the Trust terminating this agreement with immediate effect and may also lead to personal liability under the Data Protection Act 1998. The Trust will not indemnify you against any liability incurred as a result of any breach by you of confidentiality or breach of the Data Protection Act 1998.
- (f) It is a requirement that every person displays an identification badge when working on any site associated with the Trust. The person responsible for your supervision will issue this to you on arrival. You must display this at all times whilst on Trust premises.
- (g) If you are not provided with a uniform you need to remember that what you wear reflects your school/college and the Trust. Clothing should be of a smart, professional appearance; **denim, leather and suede are not suitable and are not permitted**. Minimal jewellery should be worn. Shoes should be comfortable, with a low heel and the toe covered, no sling backs. Trainers may be permitted in some areas but please check with your line manager prior to commencing your work placement. Hair should be tidy. Long hair should be securely tied back. Protective clothing such as aprons and gloves must be worn in accordance with Trust policies in relation to infection control and food handling.
- (h) The Trust is unreservedly opposed to any form of discrimination whether on the grounds of gender or marital/civil partnership status, sexual orientation, disability, race, religion or belief, colour, creed, ethnic or national origin or age. Discrimination by you towards staff, patients or visitors to the Trust on any of the above grounds may result in the termination of this agreement with immediate effect. Your attention is also drawn to the Trust's Equal Opportunities Policy, a copy of which is available from the Trust's Human Resources Department.
- (i) You are required to comply with such of the Trust's procedures and policies as are applicable to your attendance at the Trust's premises in accordance with this agreement. You should ensure that you are familiar with the Trust's policies and procedures.
- (j) You are required to co-operate with the Trust in discharging its duties under the Health and Safety at Work Act 1974 and other health and safety legislation and to take reasonable care for the health and safety of yourself and others while on Trust premises. You are required to familiarise yourself with, and abide by, the Trust's Health and Safety Policy.

- 5.
- (a) This agreement will automatically terminate at the end of your work placement.
 - (b) The Trust may also terminate your work placement at any time if you are in breach of any of the conditions of this agreement or if you commit any act which the Trust reasonably considers to amount to serious misconduct or to be disruptive and/or prejudicial to the interests and/or business of the Trust or if you are convicted of any criminal offence.
 - (c) On completion of your work placement, you will immediately deliver to the Trust all documents, papers, drawings and copies relating to the Trust's activities as well as keys, security and

identification badge, equipment and other property of the Trust which may be in your possession or control.

6. The Trust requires you to disclose any criminal convictions that you have in accordance with the Rehabilitation of Offenders Act 1974 prior to commencing this agreement. Under the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975, you are also required to disclose any spent convictions prior to commencing this agreement. Failure to do so may result in this agreement being terminated immediately and without notice.
7. You must not accept from any company or representative or supplier organisation with which the Trust engages in business transactions any gifts of value, including but not limited to money, merchandise, gifts, weekend or vacation trips. If you are made such an offer, you should report the incident to the Trust immediately. You must not engage in any activity which might adversely affect the Trust's interests.
8. This agreement shall be in substitution for any previous agreement, whether by way of letter, agreement or arrangement, whether written, oral or implied in relation to your attendance of the Trust's premises for the performance of the duties referred to in paragraph 2 above. This agreement may only be varied with the express written agreement of the parties.

If you wish to accept the conditions of this agreement, please sign the form at the foot of this letter and return the letter to **[insert role and Department]** by **[insert date]** after which date the Trust's offer to attend its premises will lapse. A second copy of this letter is attached for your retention.

Yours sincerely

for and on behalf of

Luton & Dunstable University Hospital NHS Foundation Trust

DO NOT DETACH

I accept the agreement of a work experience placement at the Trust on the conditions set out above

Signed: Date:

Student

APPENDIX F

Luton and Dunstable University Hospital NHS Foundation Trust

Occupational Health Information

Please complete the attached health questionnaire.

Please read the following two statements and select the statement that applies to you:

- “I am not aware of any health conditions or disability which might impair my ability to undertake effectively the duties of the work placement which I have been offered”*
(Complete form in appendix F only)

Or

- “I do have a health condition or disability which might affect my work and which might require special adjustments to the work placement or at the place of the work placement”*
(Complete forms in appendices F and G)

Name:

Signature:

Date:

Post:

OCCUPATIONAL HEALTH

Health Declaration

For Control of Infection purposes we would be grateful if you could complete the following short declaration and questionnaire. Please return the completed form to your Work Placement Manager. Alternatively, you may request that **only** the Occupational Health Department see the contents of your questionnaire in which case your form should be placed in a sealed envelope and delivered to the Occupational Health Department. Your Work Placement Manager will be able to arrange this for you.

I (insert name)..... declare that so far as I am aware I am not currently suffering from any infectious disease e.g. chickenpox, mumps, measles etc. that might be transmitted to patients and / or hospital staff. I have not been advised to avoid patient contact. Should my health change I will ensure that I inform my Work Placement Manager.

Please answer the specific questions below (please circle):

Have you ever had tuberculosis (TB) or been treated for suspected TB in the past?

Yes

No

Have you had either a persistent cough of more than three weeks duration or a recurring cough over the last 12 months?

Yes

No

Have you had any night-time sweats e.g. had to change nightwear or bed linen, in the last 12 months?

Yes

No

Have you lost weight over the last 12 months without deliberate attempts to do so e.g. through dieting?

Yes

No

I have no medical condition(s) nor am I taking any medication that would interfere with my ability to safely observe work in a clinical area or any surgical or medical procedure to which I have been invited to observe.

I am aware that I can discuss any concerns about my health that might affect my ability to undertake this visit, in confidence, with the Trust's Occupational Health Department on (01582) 497226 or ext. 7226.

Cont. over...

I understand that to make a false declaration will jeopardise any future visits to the Luton & Dunstable Hospital or potential future employment.

Signature of work experience student	
Name in capitals	
Contact tel. no. (in case Occupational Health need to speak to you)	
Date	

Note: if any response above circled YES please refer to Occupational Health

OCCUPATIONAL HEALTH USE ONLY

Form viewed by

Signature	
Name in capitals	
Date	

(Please circle)

Satisfactory

Refer to Occupational Health

The form (if satisfactory) should be kept on file unless the work experience student has elected for it to be forwarded to Occupational Health.

APPENDIX H

LUTON & DUNSTABLE HOSPITAL OCCUPATIONAL HEALTH DEPARTMENT – ADDITIONAL INFORMATION FORM

Please answer ALL questions by ticking Yes or No. If you answer 'Yes', please give details in the space provided, or continue below or on a separate sheet of paper.

Do you need any special aids / adaptations / adjustments to assist you, whether or not you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been retired from work for health reasons?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever failed a medical examination or had special medical restrictions imposed e.g. life insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you currently attending, or waiting to attend a hospital, or other health facility for treatment or surgery?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you currently under medical supervision e.g. seeing your GP?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you currently take any form of medication on a <u>regular</u> basis? (excluding contraceptive medication).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever had health problems, which may have been caused by, or made worse by school/college/work (this includes 'stress')?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
During the past 12 months, have you been absent from school/college/work due to illness or injury for a period of two weeks or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
During the last 12 months have you had three or more periods of absence from school/college/work, related to ill health?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Additional information:

**This section has been removed from the policy version
published on the Trust's website**

APPENDIX J

EQUALITY ANALYSIS SCREENING FORM

Title of Proposal		Work Experience Policy		
Person completing this proposal		Erin Davage	Role or Title	HR Business Partner
Division		Human Resources	Service Area	
Date Started		10th December 2014	Date completed	10th December 2014
Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.				
This policy provides a framework within which the Trust must operate work experience placements				
Who will benefit from the proposal?				
Staff, managers, patients and service users				
Impacts on different Personal Protected Characteristics				
This policy seeks to promote equality of opportunity in respect of all personal protected characteristics				
Please click in the relevant impact box or leave blank if you feel there is no particular impact.				
Personal Protected Characteristic	No/ Minimum Impact	Negative Impact	Positive Impact	Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.
Age				
Including children and people over 65 – employees only Is it easy for someone of any age to find out about your service or access your proposal? Employees and members of the public via the Trust Intranet site Are you able to justify the legal or lawful reasons when your service excludes certain age groups? Not applicable				
Disability				
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability? Employees only Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families? Employees only				
Gender				
This can include male and female or someone who has completed the gender reassignment process from one sex to another Do you have flexible working arrangements for either sex? Not applicable to this policy Is it easier for either men or women to access your proposal?				
Marriage or Civil Partnerships				
People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships? - not applicable to this policy				
Pregnancy or Maternity				
This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post natal mothers both as staff and service users? – not applicable to this policy Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity? – not applicable to this policy				

Race or Ethnicity				
Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? – not applicable to this policy What arrangements are in place to communicate with people who do not have English as a first language?				
Religion or Belief				
Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? – not applicable to this policy When organising events, do you take necessary steps to make sure that spiritual requirements are met? – not applicable to this policy				
Sexual Orientation				
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? – not applicable to this policy Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea? – not applicable to this policy				
Transgender or Gender Reassignment				
This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your proposal or service? – not applicable to this policy				
Human Rights				
Affecting someone's right to Life, Dignity and Respect? – not applicable to this policy Caring for other people or protecting them from danger? – not applicable to this policy The detention of an individual inadvertently or placing someone in a humiliating situation or position? – not applicable to this policy				
If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation (the Equality Act 2010, Human Rights Act 1998)				
	Yes	No		
What do you consider the level of negative impact to be?	High	Medium	Low	
If the impact could be discriminatory in law, please contact the Equality and Diversity Officer immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.				
If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the Equality and Diversity Officer before proceeding.				
If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the Equality and Diversity Officer .				
Action Planning:				
How could you minimise or remove any negative impact identified even if this is of low significance?				

How will any impact or planned actions be monitored and reviewed? – see section 18

How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic. – see sections 13 / 16 / 19

Please save and keep one copy and then send a copy with a copy of the proposal to the **Equality and Diversity Officer at EqualityAnalysis@ldh.nhs.uk**. The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.