

# **Worcestershire Acute Hospitals Trust Work Experience Policy**

<b>Department/Service</b>	<b>Human Resources</b>
<b>Accountable Director</b>	<b>Chief People Officer</b>
<b>Date Approved by JNCC</b>	<b>19/12/2024</b>
<b>First Revision Date</b>	<b>19/12/2027</b>
<b>Changes since previous version</b>	<ul style="list-style-type: none"> <li>• Clarification of who is covered by Policy</li> <li>• Update to definitions &amp; types of placements to and update to definition of “clinical setting”</li> <li>• Responsibilities: Placement Providers section updated to give more clarity about assessing risks</li> <li>• Work Experience Team responsibility clarified to provide emergency contact details and any medical or support needs required for all students.</li> <li>• Appeals section removed.</li> <li>• Updates to Appendix 5: Work Experience Guidelines for Visiting Students – added in vaping and dress code from Trust Uniform Policy.</li> <li>• Risk Assessment paperwork: updated to assess risk of potential exposure to ionizing radiation</li> <li>• New Appendix: Appendix 6 Work Experience Placement Guidelines for Supervisors</li> </ul>
<b>Queries about interpretation and application of policy</b>	<a href="mailto:wah-tr.hrenquiries@nhs.net">wah-tr.hrenquiries@nhs.net</a>
<b>Target Organisation</b>	<b>Worcestershire Acute Hospitals Trust</b>

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## What this Policy Covers

The purpose of this policy is to ensure there is a consistent and fair approach to providing appropriate work experience in the Trust and that all work experience students, colleagues and managers involved fully understand the process by which work experience is managed. Please also refer to the supporting document:

- **Work Experience Policy: Supporting Documents for Managers** to view the “Application Cycle and when to apply”  
The Application Process Flow Chart

This policy and its supporting documents pack covers:

- Students in compulsory education (up to the age of 18 years), requesting to complete a work experience placement of one week or less.
- Applications received for work experience from local persons no longer in post-16 education wishing to join the NHS will be reviewed on a case by case basis, however priority will be given to those that fall under the Education Act.

This policy does **NOT** cover:

- Students requesting T-Level and Vocational Technical Qualification placements which are over 1 week long. Due to the enhanced checks and screening required, these placements are covered by the Student Placement Policy.
- Student Nurse, Midwives or AHPs undertaking a Health Profession related university course.
- Medical student electives/clinical attachments which are separately managed by the West Midlands Deanery.
- Volunteers. Individuals interested in voluntary work can find details and an application form on the Trust Internet pages.

## Definitions & Types of Placements

**Work Experience:** an individual that shadows an employee going about their normal work activities. This allows observation of a job that due to the complexity or for safety and security reasons, cannot be done by the individual. Suitable tasks for work experience students can be found in section 3 of the Work Experience Supporting Documents Pack.

**Year 10-11 Work Experience:** Placements for 14–16-year-old students will be in non-clinical areas with no patient contact only for Health & Safety reasons.

**Year 12-13 Work Experience:** Placements for students aged 16years+ can be in clinical and non-clinical settings and have patient contact with their consent.

**Work Experience Programmes:** These are short bespoke programmes offered by clinical services. They may include talks from health care professionals, Simulated Learning environments and visits and tours of departments.

**Clinical Setting:** A hospital department where patients visit for care and clinical interventions take place. This includes Healthcare Science and Pharmacy settings where specimens and medicines are handled.

**Non-Clinical Setting:** For work experience this is deemed as an area away from the Main Hospital clinical settings such as Corporate Offices and Trust Education Centres. No patient or specimen contact takes place here.

## Principles

Where a patient is present, the patient must verbally give their informed consent to the presence of the student. They must fully understand the student is not an employee of the Trust. The situation must be explained, and the agreement of the patient sought before the student is introduced to the patient. During the work experience the student will always be supervised both for their own safety and that of patients, as no DBS checks will be required. Students must not be given unsupervised access to patients' medical records; access must be supervised and for illustrative purposes (e.g. layouts) only. Confidentiality rules must be always explained and adhered to.

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

All work experience is unpaid, and the Trust will not meet any costs incurred such as travel. Both parties can terminate it at any stage. Due to high demand for work experience placements, they will be limited to a maximum duration of 5 working days (Monday – Friday only) and between the hours of 9.00am and 5.00pm.

## Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999 (MHSW) the Trust must protect young persons from any risks to their health and safety, which are associated with the young person's lack of experience or immaturity. Therefore, there must be no hands-on patient contact during work experience placements; they must be of an observational nature only and not be exposed to any substances that are hazardous to health.

The MHSW Regulations 1999 requires the Trust as the employer to carry out a risk assessment of the risk to young persons, ensure certain information is given to employees and to parents/guardians of children and protect young persons from any risks at work. The Trust may not take young persons unless a risk assessment has been carried out, or an existing risk assessment is reviewed, to ensure that any risks to those young persons are identified and addressed. If the results of a risk assessment deem that an area is unsuitable for a young person then the work experience must not go ahead.

## Responsibilities

### Responsibilities of the Trust Board:

- Recognise the value of work experience as an aid to recruitment and retention and fully endorse the work experience programme and its significance to the development of the future workforce.
- To maintain corporate responsibility for work experience, including Health & Safety of students whilst on Trust premises and Corporate Governance. The Trust insurance scheme (NHS Litigation Authority Liabilities) will cover work experience students for employer and public liability

### Responsibilities of the Human Resource Department:

- Provide expertise on employment law and other related issues.
- Ensure DBS checks (where applicable) are processed timely.

### Responsibilities of the Occupational Health and Wellbeing Services:

- Ensure Occupational Health check forms are processed in a timely manner.

### Responsibilities of the Placement Providers (Managers within Divisions):

- Ensure work experience opportunities are identified within their area.
- Liaise with Work Experience Team about work experience opportunities and support and implement this policy within their area.
- Ensure a current risk assessment is completed and returned to the Work Experience Team to consider immaturity, inexperience, vulnerability and a safe working environment.
- Ensure all colleagues within the remit of the work experience are informed of their responsibilities for work experience students as set out in this Policy.
- Ensure colleagues and students are provided with a safe environment in which to work.
- Ensure there is no exposure to any substances that are hazardous to health e.g. ionizing radiation (IRR 2017) in radiology.
- Ensure all requests for work experience placements should be channelled through the Work Experience Team.

### Responsibilities of Placement Supervisor (Nominated individual within the department of work experience placement):

- Maintain overall arrangements and monitor the work experience to ensure an appropriate and safe experience.
- To ensure that the student is supervised at all times
- Ensure patients have consented to the presence of the student before they observe care.
- To complete the Local Induction Checklist on the first day.
- Ensure all colleagues involved are aware of the work experience provision and are clear on their responsibilities and communication routes.
- Report issues relating to behaviour or non-attendance to the Work Experience Team immediately.
- Report accidents/incidents through Trust Risk Management channels.
- Ensure any necessary safety equipment and PPE is issued.
- Ensure all work experience requests are directed through the Work Experience Team.
- Contact the Work Experience Team if they wish to terminate a placement at any time.

### **Responsibilities of Student:**

- Arrive punctually each day and ensure general time keeping is exemplary.
- Notify placement supervisor before 9am on day of placement of any sickness or absence.
- Wear clothing that is in keeping with a business or clinical environment, and appropriate safe footwear.
- The Trust will issue protective outer wear and PPE where necessary.
- Ensure any safety wear allocated is kept clean and in good repair.
- Do not bring valuables. The Trust accept no responsibility for the loss or theft of personal property.
- Behave responsibly and work under guidance of their supervisor, within agreed parameters.
- Report immediately any safety or safeguarding issues, incidents or accidents to placement supervisor.
- Discuss any personal worries or concerns associated with place of work with supervisor immediately.
- Comply with Trust policies, particularly, Health & Safety, Confidentiality and Data Protection.
- Provide immunisation records for Occupational Health checks.
- Contact Work Experience Team if you wish to terminate a placement during or in advance of start date.

### **Responsibilities of the Work Experience Team:**

- To manage the work experience programme in line with Trust Policy.
- Ensure risk assessments are carried out for each department.
- Ensure Occupational Health Questionnaires are cleared through Occupational Health prior to start.
- To ensure that supervisors are fully aware of the work experience placement procedures.
- To provide advice to work experience providers and students as required
- Liaise with local schools/colleges to promote Work Experience offer.
- Produce Marketing materials to support internal/external promotion.
- To monitor EDI activity and produce activity reports to Assistant Director of People & Culture.
- Oversee application process and assessment of work placement.
- Confirm reporting instructions with student/department prior to start.
- Provide placement supervisors with emergency contact details for student and parent plus document any additional medical or pastoral support needs of student.

## **Criteria for Placements**

Whilst every effort is made to cater for different needs, each work experience placement will be dealt with individually on its own merit. A submitted application does not guarantee a placement.

### **Equality of Opportunity & Widening Participation into Healthcare**

All work experience opportunities will be offered on an equitable basis through the Trust's centralised process, regardless of race, religion or belief, disability, gender, marital status, sex or sexual orientation, social background, or academic abilities.

### **Applications from Persons no Longer in Post-16 Education**

Applications received for work experience from local persons no longer in post-16 education wishing to join the NHS will be considered, however priority will be given to those that fall under the Education Act. Applicants will be required to provide two character references from their most recent employer.

### **Applications from Family & Friends**

Friends and relatives of staff members wishing to apply for a work experience should follow the Trust Policy. This policy does not permit colleagues to bring their own friends or relatives to the workplace on an informal, unplanned basis.

### **Age Restrictions**

The minimum age for work experience in a clinical area is 16 years old. The minimum age for a non-clinical area is 14 years old. Students under the age of 18 years will not be permitted into any of the Trusts operating theatres or in -ray rooms during exposure.

### **Suitability of Placement Area**

Work experience can be offered in most departments in the Trust. However, some areas are considered unsuitable for students to undertake placements for example:

- Emergency Departments
- Cancer Services
- Mortuary
- Maternity Inpatient Areas (but Maternity Hub & Maternity Outpatients are accepted).
- ITU/CCU where patients are often unable to give consent to individuals observing their care or treatment.
- Clinical Paediatrics is an unsuitable area of work experience for a student of any age (based amongst other things, on the risk of meeting a school peer in clinic etc). The only exceptional circumstance is where a consultant with the understanding of the Divisional Manager and Ward Manager has agreed to be personally responsible and to supervise the student throughout the placement and not delegate the supervision. On such an occasion the student would be subject to a DBS Enhanced disclosure, the cost of which is payable by the student.

### **Availability of Placements**

All placements are dependent upon workload and staffing levels within a department and ward to ensure that the student has adequate supervision and a useful experience.

- Students wishing to undertake a placement in Occupational Therapy, Physiotherapy, Dietetics, Speech & Language Therapy or Orthotics should contact the Trust's Therapy Management Department on 01905 760724.

### **Serving the Local Community**

The Trust has a responsibility to serve the local community and will give priority to requests for work experience placements predominantly to students who either live or are studying within the geographical area that Worcestershire Acute Hospitals NHS Trust serves:



- Worcestershire: any WR postcodes
- Redditch: B96-B98
- Bromsgrove: B60-B61
- Kidderminster, Stourport, Bewdley: DY10-DY14
- Out of area requests will be considered subject to availability.

**Reporting and Monitoring**

Data collated from the evaluation forms from students will provide information which will be used to improve future placements. The process for monitoring the effectiveness of the work experience programmes will be conducted by the Work Experience Team and measured against the following key indicators:

- Equal opportunities data
- Numbers of placements provided annually
- Name/number of departments who have participated
- Drop out rates
- Placement success/views and experiences of students
- Career choice successes
- Evaluations provided by the work placement supervisor and school.

The Work Experience Team will provide an activity report each October. These reports will form part of the Work Experience Update as Reported to the Trust’s People and Culture Committee and the JNCC. Numbers and EDI data is also reported quarterly to Talent for Care (Midlands), NHSE.

**Review**

This policy will be reviewed every two years and approved by the Trust’s JNCC. The policy may be updated and amended as necessary in the light of any legislative changes and to ensure its continuing relevance and effectiveness.

Please also refer to support pack:

**Work Experience Placement Policy: Supporting Documents for Managers**

**Equality Impact Assessment**



**Herefordshire & Worcestershire ICS - Equality Impact Assessment (EIA) Form**  
Please read EIA guidelines when completing this form

**Section 1 - Name of Organisation (please tick)**

Herefordshire & Worcestershire STP	<input type="checkbox"/>	Herefordshire Council	<input type="checkbox"/>	Herefordshire CCG	<input type="checkbox"/>
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Worcestershire Acute Hospitals NHS Trust	X	Worcestershire County Council	Worcestershire CCGs
Worcestershire Health and Care NHS Trust		Wye Valley NHS Trust	Other (please state)

<b>Name of Lead for Activity</b>	Libby Marshall, Apprenticeship and Widening Participation Lead
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<b>Details of individuals completing this assessment</b>	<b>Name</b>	<b>Job title</b>	<b>e-mail contact</b>
	Libby Marshall	Apprenticeship & Widening Participation Lead	<a href="mailto:Libby.marshall@nhs.net">Libby.marshall@nhs.net</a>
<b>Date assessment completed</b>	17/01/23		

**Section 2**

Activity being assessed (e.g. policy/procedure, document, service redesign, policy, strategy etc.)	<b>Work Experience Placement Policy within the HR Policy Manual</b>			
What is the aim, purpose and/or intended outcomes of this Activity?	To ensure that policies are inclusive, and all work experience student applications are treated fairly to give equality of opportunity. To ensure they are not discriminatory, directly or indirectly.			
Who will be affected by the development & implementation of this activity?	x	Service User	x	Staff
	x	Patient	x	Communities
	q	Carers	x	Other: Local Schools and
	q	Visitors	q	Colleges_____
Is this:	x Review of an existing activity q New activity q Planning to withdraw or reduce a service, activity or presence?			
What information and evidence have you reviewed to help inform this assessment? (Please name sources, e.g. demographic information for patients / services / staff groups affected, complaints etc.)	Feedback from Local Schools and Sixth Form Colleges Feedback from 2023 WE Students via Evaluation Questionnaire Feedback from 2023 Placements via Evaluation Questionnaire Request for feedback on current Policy review from all staff via Worc Weekly (Dec 23) Request for feedback on current Policy review from all 2023 Placements (Dec 23)			
Summary of engagement or consultation undertaken (e.g. who and how have you engaged with, or why do you believe this is not required)	Request for feedback on current Policy review from all staff via Worc Weekly (Dec 23) Virtual drop in sessions for staff managers on 15 <sup>th</sup> & 19 <sup>th</sup> December Request for feedback on current Policy review from all 2023 Placements (Dec 23) Education Board (Jan 2024) 4Ward Steering Group (Jan 24)			

	<p>Policy Discussion Group, Policy Working Group, JNCC.</p> <p>Each policy is discussed at each of these groups to ensure they are inclusive and non-discriminatory.</p>
Summary of relevant findings	The findings are that this policy is inclusive and are non-discriminatory and work experience is open to all local young people regardless of background.
Does the content of the policy use inclusive language?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Inclusive language is language that does not exclusively refer to the binary of male and female. Please refer to the document <a href="#">A Guide to Inclusive Language in Policies</a> for further information</p>

### **Section 3**

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. in these equality groups.

<b>Equality Group</b>	<b>Potential positive impact</b>	<b>Potential neutral impact</b>	<b>Potential negative impact</b>	<b>Please explain your reasons for any potential positive, neutral or negative impact identified</b>
<b>Age</b>		X		Some age restrictions are in place to comply with H&S and protection of young person's legislation.
<b>Disability</b>	x			Promotes equal opportunity and complies with current legislation with regards to the prevention of disability discrimination
<b>Gender Reassignment</b>	x			Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
<b>Marriage &amp; Civil Partnerships</b>		X		Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
<b>Pregnancy &amp; Maternity</b>		x		Promotes equal opportunity and provides a fair and consistent procedure for work experience placements. May not be applicable to this Policy due to target audience or managed by risk assessments.
<b>Race including Traveling Communities</b>	x			Promotes equal opportunity and complies with current legislation with regards to the prevention of race discrimination.
<b>Religion &amp; Belief</b>	x			Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
<b>Sex</b>	x			Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Please explain your reasons for any potential positive, neutral or negative impact identified
<b>Sexual Orientation</b>	x			Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
<b>Other Vulnerable and Disadvantaged Groups</b> (e.g. carers; care leavers; homeless; Social/Economic deprivation, travelling communities etc.)	x			Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.
<b>Health Inequalities</b> (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies)	x			Promotes equal opportunity and provides a fair and consistent procedure for work experience placements.

**Section 4**

What actions will you take to mitigate any potential negative impacts?	Risk identified	Actions required to reduce / eliminate negative impact	Who will lead on the action?	Timeframe
	Impact on staff and service pressures when required to support work experience	Agreement of suitable placement provision to minimise service pressures	Placement/Department Managers.	During placement planning stage
	Health & Safety and Safeguarding risks associated with unsupervised	Students to be supervised at all times by placement supervisor. Risk Assessments in place. High risk	Placement/Department Managers. Supervision rules communicated by WE Team via student guidelines, Risk	6 weeks prior to placement

	under 18s in a clinical area.	areas not used. Parental support received & emergency contact details passed to placement.	Assessments, Policy and Local induction checklist. Datix reporting of any incidents.	
	Patient does not authorise WE student	Student removed from patient area	Placement supervisor	At time of placement
<b>How will you monitor these actions?</b>	Feedback From Placements, parents, schools and students Reported Datix Incidents Risk Assessments for each work placement area.			
<b>When will you review this EIA?</b> (e.g. in a service redesign, this EIA should be revisited regularly throughout the design & implementation)	When policies are amended, or new policies included in the HR Policy Manual			

**Section 5** - Please read and agree to the following Equality Statement

**Equality Statement**

All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation

Our Organisations will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.

All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carer's etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

<b>Signature of person completing EIA</b>	
<b>Date signed</b>	
<b>Comments:</b>	None
<b>Signature of person the Leader Person for this activity</b>	
<b>Date signed</b>	
<b>Comments:</b>	None
<b>Signature of Staff Side Chair</b>	
<b>Date Signed</b>	
<b>Comments:</b>	

**Implementation Plan**

This policy will be available on the Trust Intranet.

A policy briefing will be developed for Divisional Management Boards, Directorate Meetings and Worcestershire weekly.