



Work Experience Policy

Policy Summary

The Hospice contributes to the education of a wide range of individuals and supports those who wish to learn more about the Hospice and palliative care. For any student interested in work experience should contact the HR Department.

1. Scope

1.1 This policy applies to all:

- a. Students on a professional education course e.g. medical, nursing and social work or allied health professional, referred to Woking & Sam Beare Hospices as part of their course.
- b. 16+ students who independently approach the Hospice requesting work experience.
- c. Students aged 14-18 from a recognised organisation e.g. school.

1.2 This policy does not apply to individuals visiting the Hospice for accompanied observational tours.

1.3 This policy does not apply to people volunteering under the Duke of Edinburgh scheme. Students wishing to apply for volunteering opportunities should contact the Volunteer Services Department.

2. Principles

2.1 The Hospice seeks to provide appropriate positive learning experiences for visiting students.

2.2 Education needs to be provided whilst ensuring patient care quality is not affected.

2.3 The Hospice will comply with current legislation on Health and Safety and Child Protection to ensure a safe working environment.

2.4 The Hospices will not discriminate against current or potential work experience or placement students on the grounds of age, race, religion or belief, marital status or civil partnership, gender, sexual orientation, gender reassignment, disability, or pregnancy and maternity.

3. Duties

- 3.1 Staff will ensure that enquiries about placement or work experience are referred to the HR Department.
- 3.2 The HR Department will ensure that appropriate documentation is completed before the student visit / placement.

4. Policy

- 4.1 Individuals under the age of 16 will not be allowed to work in the ward areas. For students between 16-18 they can work in clinical areas under the control and guidance a named healthcare professional.

5. Procedure for the management of work experience

- 5.1 Anyone approaching Woking & Sam Beare Hospices for work experience will be referred to the HR department.
- 5.2 It would not normally be appropriate for students to be deployed in the same department as a relative or partner.
- 5.3 To apply students must complete an application form which will be available from the HR Department. Students should apply as soon as possible as placements during the year are limited. Normal processes from application to confirmation of a work experience placement would be between 8-10 weeks.
- 5.4 A DBS check will need to be completed for those students who wish to work in a clinical area, before acceptance of the application. Schools and colleges will be encouraged to apply direct for the applicant.
- 5.5 On receipt of the application form the HR Department will acknowledge the application assess the learning objectives and refer the application to the appropriate department manager / contact, and obtain references.
- 5.6 The departmental manager will consider the potential impact on the operation of the department and decide if it is possible to proceed with the student application.
- 5.7 Applicants will be invited for interview by the HR Director or an appropriate manager, and the details of the placement discussed at interview.
- 5.8 At interview the applicant's identity documents will be confirmed and details checked against their application form.
- 5.9 Unsuccessful applicants will be informed by letter or e mail and will be invited to discuss the outcome with a member of the HR department.
- 5.10 Successful applicants will receive confirmation of acceptance, start date and duration by letter or email from the HR Department. A Work Experience Confidentiality Agreement) will be sent with the confirmation letter, to be returned to the relevant department in advance of the start date.

6. Dress Code

The professional image presented by staff and volunteers plays an important part in how we are perceived by colleagues, patients and the public. All WSBH staff and volunteers represent WSBH and are visible in some capacity to patients, relatives, colleagues and the public.

A dress code incorporating the values of a smart professional appearance for staff and volunteers which facilitates recognition of staff and volunteer groups for the service users and public promotes trust and confidence. WSBH staff and volunteers adhere to a smart and simple dress code while recognising personnel religious and cultural observances.

Acceptable clothing includes: uniforms, skirts, blouses, smart shirts, or tops, jumpers jackets, dresses, culottes, trousers. Please note that you are not allowed to wear clothes with sleeves longer than your elbow or you should be able to roll it up. Casual clothing like jeans, trainers and t-shirts are not acceptable. Your shoes must be closed toe, low heeled, fully enclosed with a non-slip low noise sole.

Please see a table below with time line to help you plan. Placements are limited so apply early to avoid disappointment.

| Applications deadline | Interviews | Work Placement |
|-----------------------|------------|----------------|
| October | October | Feb |
| January | February | April |
| January | February | May |
| February | March | June |
| February | April | July |
| June | August | October |

We aim to make your work experience of value to you. To help us arrange your programme, please supply the following information

Work Experience / Placement application form

Before you begin:

- If completing this form by hand, please use black ink
- Applications may not be considered if full details are not given

| | | |
|-----------------------------------|--|--------------------------|
| Surname: | | |
| First name: | | |
| Known as: | | |
| Date of birth: | | |
| Address: | | Contact details: |
| | | Telephone (home): |
| | | Mobile: |
| Postcode: | | Email: |
| Role (for work placements) | | |

| | | |
|------------------------------------|--|---|
| School / College / Employer | | |
| Address: | | |
| Tutor's / Manager's Name: | | Contact details: Please provide at least one telephone number. |
| | | Telephone (work): |
| Job Title: | | Email: |

| | | |
|--|--|--|
| | | |
| Why are you interested in work experience / a work placement? (please tick a box) | <input type="checkbox"/> It is relevant to my course of study | |
| | <input type="checkbox"/> I am interested in a career in healthcare and would like to gain experience through this programme | |
| | <input type="checkbox"/> Any other reasons (Please specify below) | |
| What are your aims and objectives for undertaking work experience / a placement at Woking & Sam Beare Hospices? | | |

Availability

Please indicate your preferred dates for the placement

| | | | |
|-----------------|--|------------------|--|
| Start: | | End | |
| | | | |
| Weekdays | | Weekends | |
| | | | |
| Evenings | | Preferred | |

Work Experience / Placement opportunities

We have different Work Experience opportunities at the Hospice. Here are some examples of the type of work that might be available, although this is not an exhaustive list. Please tick all areas that interest you.

| Within the Hospice | | Within the Retail Shops / Distribution Centre: | |
|---|--|---|--|
| Working with patients and families | | Sales and Customer Service (within the shops) | |
| Marketing | | Processing donated stock | |
| Administration | | Warehouse and stock control | |
| Fundraising | | Other (please specify below | |
| Physiotherapy | | Preferred shop location | |
| Human Resources | | | |
| Finance | | | |
| Other (please specify below) | | | |

| Do you have any health issues or disabilities we should be aware of, or do you require any special adjustments to enable you to carry out your duties? | Yes (Please specify below) | No |
|---|-----------------------------------|-----------|
| | | |

References

Please give the names and contact details of two people who can act as referees, who have known you for some time (not relatives). One of them should be your school or college tutor, or someone from your referring organisation.

| | | | |
|-----------------------------|--|-----------------------------|--|
| Name: | | Name: | |
| Title: | | Title: | |
| Address: | | Address: | |
| Contact number: | | Contact number: | |
| Email: | | Email: | |
| Relationship to you: | | Relationship to you: | |

Emergency contact details

| | |
|-----------------------------|--|
| Name: | |
| Contact number: | |
| Relationship to you: | |

Declaration

I declare that to the best of my knowledge, the information I have given is true and accurate.

If I am accepted for work experience or placement, I understand the Hospice will process my personal data in a confidential manner for administrative purposes, in accordance with Data Protection legislation.

| | | | |
|-------------------|--|--------------|--|
| Signature: | | Date: | |
|-------------------|--|--------------|--|

HR Department
Woking & Sam Beare Hospice, Denton Way, Woking, Surrey GU21 3JU