



Work Placement Information

Careers in the NHS

Choosing a career is one of the most important decisions you will make in your life. There are endless possibilities and many questions, which you will need to have answered before you make your final choice.

The NHS in Scotland provide a range of careers, which extends far beyond Medicine and Nursing.

Noted below are some of these career options:

- ❖ Medicine
- ❖ Dentistry
- ❖ Nursing & Midwifery
- ❖ Hotel Services - Catering, Portering, Domestic Services
- ❖ Lothian Management Training Scheme
- ❖ Human Resources
- ❖ Finance
- ❖ Information Services
- ❖ Administration/Clerical
- ❖ Medical Records
- ❖ Pharmacy
- ❖ Technicians and Scientists - medical photography, audio visual
- ❖ Radiography
- ❖ Physiotherapy
- ❖ Orthopaedics
- ❖ Podiatry
- ❖ Occupational Therapy

Work Experience Placements

The following information should be read carefully before commencing your placement. This enables you to have an understanding of the hospital's responsibility as an employer to ensure your safety at all times.

Insurance

NHS Lothian is covered by CNORIS (a copy of the Certificate of Employer's Liability Insurance is held with the Work Placement Team).

In the event of on an injury to either the student or others whilst on the organisation's premises or damage to or loss of employers property, the student on work experience will be treated as an employee for the duration of their Work Experience placement and will be covered under the organisation's insurance policy.

Health and Safety

Health & Safety at Work: NHS Lothian will take all appropriate steps to ensure the Health, Safety and Welfare of its staff and volunteers.

The organisation has a written statement of general policy in terms of the Health and Safety at Work Act 1974. The organisation has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. Every employee/student is also under a duty to take reasonable care of, themselves and others who may be affected by their activities at work and to co-operate with their employer and others in meeting statutory requirements. Additionally, students must be aware that they are required to report all incidents and to use any safety equipment provided for their protection.

Under the Fire Precautions Act 1971, each student must receive instructions on the action to be taken in the event of an emergency.

Uniforms

For reasons of security, during the placement each student will be provided with a name badge which must be worn at all times whilst on site. We would advise that students in the clinical/maintenance area wear appropriate trousers and flat shoes. If necessary, protective garments will be provided. Students attending work experience in an administration/clerical or clinical capacity must be smartly dressed at all times. Jeans are not permitted whilst on placement.

Personal Property

NHS Lothian does not accept any responsibility for loss of or damage to personal property, with the exception of property handed over and accepted by the Ward/Department for safe custody. Students are therefore advised to ensure they are appropriately insured for the loss/damage of Personal Property and to keep monies brought with them to a minimum.

Special Requirements

Any ethnic or religious requirements will be considered on an individual basis.

Disclosure Checks

You should find out if it is necessary to have a disclosure check completed prior to the commencement of your placement. This will probably not be necessary if you are a school student as you will not be working alone. If you are completing a placement as part of a university/college course you should contact the Workplacement Team to see if it is required.

Confidentiality

Students must be aware that they are not entitled to use for their own benefit or gain or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the organisation or relating to the organisation affairs or dealings which may come to their knowledge during their placement. You will be required to sign a confidentiality declaration prior to commencing your Work Experience programme.

On no account must information relating to patients/clients be divulged to unauthorised persons. Any enquires relating to patients should be directed to the permanent staff within the ward/department to which you have been allocated. Similarly, no information of a personal or confidential nature concerning individual members of staff or health service business should be divulged to anyone without proper authority having first been given.

Particular regard should be given to:

The terms of the Data Protection Act 1984.
Computer Misuse Act 1990.
Code of Practice on Confidentiality of Personal Health Information.

Failure to comply with obligations

Failure to observe these obligations will be regarded by NHS Lothian as serious misconduct that could result in serious action being taken against you.

Guidance for Clinical Placements

On the first day of placement the student should be given an induction talk from your designated supervisor.

The person in charge of the department which you have been allocated, should make you aware of the following:

- ❖ Local Health & Safety issues.
- ❖ First Aid - the whereabouts of the first aid facilities in the department
- ❖ Procedure to follow in the event, of an accident/incident.
- ❖ Procedure to follow in the event, of a fire.
- ❖ Dress Code - please dress smartly at all times.

1. Students will be encouraged to communicate with patients and should introduce themselves as volunteers.

2. **On no account must information relating to patients be divulged to anyone other than authorised persons** - for example, medical nursing or other professional staff who are concerned directly with the care, diagnosis and/or treatment of the patient. Similarly, no information of a personal or

confidential nature should be divulged to anyone without the proper authority first having been given.

3. The students **will not** participate in any clinical tasks or procedures, although they may be asked to help or observe in appropriate clinical tasks under the complete supervision of a qualified member of staff having sought the permission of the patients involved.

4. The students **must not** participate in the lifting and handling of patients.

5. Visits to other parts of the organisation, e.g by accompanying patients to x-ray, theatre etc where appropriate and should be encouraged, only with **the patients permission**. The student should not be exposed to any invasive procedures.

6. The student should be issued with appropriate items of protective clothing if necessary.

Guidance for Non-Clinical Placements

1. Students will be encouraged to communicate with staff at all times and to introduce themselves as work placements.

2. All students will be made aware of the importance of working within a hospital environment and as a consequence not to divulge any confidential information without proper authority to do so. This is especially important when working on patient records in an administration/clerical capacity. (See confidentiality statement)

3. Students will not be asked to participate in any activity which may result in personal injury:

- ❖ Lifting heavy objects
- ❖ Working on electrical/mechanical equipment
- ❖ Removing clinical/radioactive/toxic waste etc.

Students should only have access to electronic/paper-based systems (such as Medical Records, IT, Finance Systems) whilst being supervised.

5. On the first day of placement the student will be given a brief induction talk from the Department Manager (or his/her nominee). This will cover function of the department and how its overall service level fits into the organisational structure of NHS Lothian.

Contact details

If at any time during the placement you need clarification on any procedures please contact the Employability & Placement team:

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NHS Lothian - OUR VALUES

NHS Lothian is determined to improve the way their staff works so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

NHS Lothian – Our Values into Action:

Care and Compassion

- We will demonstrate our compassion and caring through our actions and words
- We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
- We will be visible, approachable and contribute to creating a calm and friendly atmosphere
- We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
- We will meet people's needs for information and involvement in all care, treatment and support decisions.

Dignity and Respect

- We will be polite and courteous in our communications and actions
- We will demonstrate respect for dignity, choice, privacy and confidentiality
- We will recognise and value uniqueness and diversity
- We will be sincere, honest and constructive in giving, and open to receiving, feedback
- We will maintain a professional attitude and appearance.

Quality

- We will demonstrate a commitment to doing our best
- We will encourage and explore ideas for improvement and innovation
- We will seek out opportunities to enhance our skills and expertise
- We will work together to achieve high quality services
- We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

Teamwork

- We will understand and value each other's role and contribution
- We will be fair, thoughtful, welcoming and kind to colleagues
- We will offer support, advice and encouragement to others

- We will maximise each other's potential and contribution through shared learning and development
- We will recognise, share and celebrate our successes, big and small.

Openness, Honesty and Responsibility

- We will build trust by displaying transparency and doing what we say we will do
- We will commit to doing what is right – even when challenged
- We will welcome feedback as a means of informing improvements
- We will use our resources and each other's time efficiently and wisely
- We will maintain and enhance public confidence in our service
- We will be a positive role model.

Throughout your placement candidates will need to demonstrate they meet all of Our Values.