

Sheffield Teaching Hospitals NHS Foundation Trust Work Experience School Years 10-13 Guidance 2022/23

Non-Clinical Placements



Royal Hallamshire Hospital



Northern General Hospital



Charles Clifford Dental Hospital Services



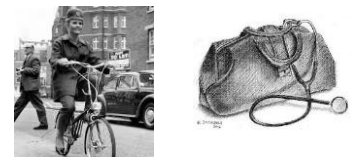
Weston Park Hospital



Jessop Wing Hospital



Community Services



This guidance contains important information that you will need in order to prepare for and carry out your work experience placement



Deliver the best clinical outcomes



Provide patient-centred services



Employ caring and cared for staff



Spend public money wisely



Deliver excellent research, education and innovation

Sheffield Teaching Hospitals Work Experience Guide

For non-clinical placements

Sheffield Teaching Hospitals NHS Foundation Trust (STH)

As one of the largest and most consistently high performing NHS Foundation Trusts in the country, Sheffield Teaching Hospitals (STH) continue to offer some of the best care available in today's NHS, providing high quality value for money services at all of our five hospitals and in the community. The Trust is made up of Northern General Hospital, Royal Hallamshire Hospital, Weston Park Hospital, Jessop Hospital Wing, Charles Clifford Dental Hospital Services and Community Services.

Vision – To be recognised as the best provider of health care, clinical research and education in the UK and a strong contributor to the aspiration of Sheffield to be a vibrant and healthy city region

Mission – We are here to improve health and wellbeing, to support people to keep mentally and physically well, to get better when they are ill and when they cannot fully recover, to stay as well as they can to the end of their lives. We aim to work at the limits of science – bringing the highest levels of human knowledge and skill to save lives and improve health. We touch lives at times of basic human need, when our care and compassion are what matter most to people.

Values

Patients first - Ensure that the people we serve are at the heart of all that we do
Respectful - Be kind respectful, to everyone and value diversity
Ownership - Celebrate our successes learn continuously and ensure we improve
Unity - work in partnership and value the roles of others
Deliver - Be efficient and accountable for our actions

We want you to make the most out of your work placement so read this short guide before you join us. It outlines what to expect and what is expected of you.

If you are thinking about a career in medicine or healthcare, work experience in the NHS offers the chance to see what the job is really like. It may confirm your career choice or open your eyes to other options that you hadn't considered.

What is work experience?

Work experience is an opportunity for direct experience of work within an organisational setting. Work experience includes some direct work for the organisation, alongside shadowing, which involves the observation of employees.



Work experience is one way that people, who are interested in applying to study or for work, can gain an understanding of working in a healthcare profession, the characteristics required and the realities of working in the NHS.

What will the placement involve?

Your placement is not to learn about medicine but to learn about what doctors and other members of the team do. You will get to meet doctors, the medical team and the administrators – everyone that takes part in running our ward or department. Remember that you are there to observe and so do not expect to carry out clinical tasks such as taking blood pressure.

Work Experience Application Timeline

Please note that all communication will be via your STH Learner Portal account. You will gain access to various documentation throughout the process. You must check your account regularly.

Activity	Action By
<p>Complete application form, ensuring that all required documents are downloaded and completed. If any documentation is missing, STH will reject application</p> <p>Documents to download, sign and upload</p> <ul style="list-style-type: none">  Work Experience Agreement  You will be asked to provide a photo suitable for an ID badge 	Student
<p>Submit application – this is sent to your education organisation</p> <p>A notification of the status of your application will appear on your STH Learner Portal account throughout the process</p>	Student
School (careers advisor) approve/reject application	School Contact
If approved, application is submitted to Sheffield Teaching Hospitals	
<p>Application is processed when the application period has ended</p> <p>This may take up to 1 month</p>	Sheffield Teaching Hospitals (STH)
<p>Student application is provisionally approved or declined</p> <p>If your application is declined, your submitted documents will be deleted</p>	Sheffield Teaching Hospitals
<p>If approved, you will be emailed a link to complete an on-line Health Questionnaire. This will be sent approximately 3-4 weeks before your placement date. The email will be from the following address</p> <p>nhsoccupationalhealth@hostedcohort.co.uk</p>	Sheffield Teaching Hospitals
<p>It is your responsibility to complete and submit the Health Questionnaire. You will be asked to provide up-to-date evidence of your vaccination, including Mumps, Measles and Rubella (MMR).</p> <p>Dependent on your responses, you may be requested to attend an Occupational Health appointment. You must keep this appointment or ring to change it as advised in the correspondence. If you fail to do this, your application cannot proceed and will be declined</p>	Student
The STH placement team will be notified when you are cleared	STH Occupational Health
<p>You will be invited to an STH mandatory induction</p> <p>Part A: Virtual</p> <p>You will be notified which hospital your placement is based prior to attending the in-person induction</p> <p>Part B: in-person (you will be shown your placement area and receive your ID Badge)</p>	<p>Sheffield Teaching Hospitals</p> <p>Student</p>
<p>After you have attended the mandatory induction and you have been cleared by Occupational Health, you will be approved to start your placement. If any of the above STH clearance checks is not in place, any offer of placement will be withdrawn</p>	Sheffield Teaching Hospitals
<p>Placement completed</p> <p>Your placement manager will provide the placement team with feedback on your attitude, behaviour whilst on placement. If there is any cause for concern, your school/college will be notified</p>	Sheffield Teaching Hospitals
<p>For security reasons, at the end of your placement you will need to return your ID badge to your placement manager or Rivermead Training Centre</p>	Student
<p>Post Placement Session – You will be invited to a post placement session where you will be able to talk about your placement, what you contributed, how you benefitted and how you will use what you learned</p>	Sheffield Teaching Hospitals
Complete placement evaluation	Student
When all the above has been completed, you will receive your placement certificate	Sheffield Teaching Hospitals

Available Placement Weeks July 2022 - March 2023

You must ensure that you are able to attend the 3 additional respective sessions under *Important Dates* before choosing your placement week

Non-Clinical
W/C 18/07/22
W/C 01/08/22
W/C 12/12/22
W/C 06/03/23

Induction Dates

Placement Month/Dates	Additional Sessions	Date & Time
July & August Placements	Mandatory induction (Virtual):	5 July 4.30-5.30pm
July Placements	Placement Orientation and ID Badge Collection (In-person)	6 July If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
July Placements	Post-placement Session (Virtual)	2 August 10.30-11.30
August Placements	Placement Orientation and ID Badge Collection (In-person)	1 August If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
August Placements	Post-placement Session (Virtual)	15 August 10.30-11.30
October & November Placements	Mandatory induction (Virtual):	29 September 4.30-5.30pm
October Placements	Placement Orientation and ID Badge Collection (In-person)	3 October If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
October Placements	Post-placement Session (Virtual)	1 November 9.30-10.30
November Placements	Placement Orientation and ID Badge Collection (In-person)	7 November If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
November Placements	Post-placement Session (Virtual)	22 November 9.30-10.30
December & January Placements	Mandatory induction (Virtual):	6 December 4.30-5.30pm
December Placements	Placement Orientation and ID Badge Collection (In-person)	7 December If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
December Placements	Post-placement Session (Virtual)	20 Dec

		9.30-10.30
January Placements	Placement Orientation and ID Badge Collection (In-person)	9 January If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
January Placements	Post-placement Session (Virtual)	24 January 9.30-10.30
February & March Placements	Mandatory induction (Virtual):	6 February 4.30-5.30pm
February Placements	Placement Orientation and ID Badge Collection (In-person)	7 February If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
February Placements	Post-placement Session (Virtual)	21 February 9.30-10.30
March Placements	Placement Orientation and ID Badge Collection (In-person)	1 March If your placement is at: NGH: 9.30-10.30am Central Site*: 12.30-1.30pm
March Placements	Post-placement Session (Virtual)	20 March 9.30-10.30

* Royal Hallamshire Hospital/Charles Clifford Dental Hospital/Weston Park Hospital/Claremont Place

Before the placement

Think about what you want to gain from the work experience. Work experience can give you:

- New skills and experience
- Understand the realities of working in the NHS
- Contacts in the NHS, which might help for future jobs

Think about the roles you are going to see where you are working. There are over 350 roles in the Health Services, in clinical roles, office-based jobs or services. For more information on different roles in the Health Service visit the [Health Careers website](#).

Activity

1. Look at the [Health Careers website](#). Explore the roles and real life stories.
2. Research the roles you might expect to see when you go on placement. Write them down.
3. Do you have any questions about these roles for when you are on placement? For example, what qualifications do you need, or what their working day looks like?

Asking questions is a good thing! Think about what you want to learn before you come on the placement and discuss this at your induction. What do each of the members of the team do? How do they interact with each other? What are their work patterns?

Activity

1. Spend 10 minutes thinking about the personal characteristics that are needed for one of the jobs you are going to see. For example, the job might need someone who is friendly, and can work with all types of people. Write them down.
2. Find the role on the [Health Careers website](#). What personal characteristics does it say you need?
3. What did you miss?
4. Work through the characteristics and say out loud how you demonstrate it.
5. Make a note of any areas you need to further develop, including during your placement.

What to wear

Think about what you are going to wear.

Dress smartly. **Dark coloured trouser or skirt, a plain cream or white top (this is the recognised work experience identifying attire at STH)**. Your clothes must be freshly laundered daily and bare below the elbow in clinical areas. Comfortable shoes which cover the entire foot must be worn. In some areas you may be asked to wear a uniform or protective clothing in line with Trust policy, these will be provided on commencement of placement. No jeans, leggings, cropped top or clothing bearing inappropriate slogans is to be worn. Do not wear jeans or ripped clothes. Wear closed toed comfortable shoes.

If you have any questions about what to wear then do not hesitate to contact us before the placement, we will be happy to help. Contact Pamela Williams pamela.williams19@nhs.net

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Activity

Do some research about us. For example, see if you can find out: How many people work for us? Do we have any specialisms? What services do we provide?

Make some notes.

Checklist

There is a lot to think about before your placement. Here's a checklist to make sure you have got everything:

- The dates, start and end times for your placement
- Who or where to report to on your first day
- How to get to the placement, and how long it will take
- Your contact's name and number for emergencies or any delays
- You know what you will wear

During the placement

When interacting with staff and patients you should be polite at all times and you should introduce yourself as someone on work experience. Please wear the badge that we will provide.

We want you to enjoy your placement, however, it can also be a very different environment. Whilst non-clinical placements will not have direct contact with patients, whilst you are on Trust site, you may observe or hear something that causes you distress. If this happens, please speak to your placement supervisor or contact Pamela Williams on 07974636518 or email pamela.willams19@nhs.net

It is natural to wish to discuss your experience on a work placement with friends and family. However, you must ensure that you do not disclose confidential information that could identify an individual patient. Issues of confidentiality extend to access to the patient records and to the appointment book. You must also let a member of the team know immediately if you know any patient personally.

Shadowing members of our team carries with it an element of risk. By following the instructions of the person supervising you risk will be minimised. Please make sure that you, therefore, listen to and follow instructions at all times, particularly when these relate to health and safety issues.

In order to minimise risk of infection, you must follow instructions given by members of staff at all times. You must also ensure that you maintain a high standard of personal hygiene.

If you are in a clinical area you must not under any circumstances handle sharps (needles or other sharp objects) and you should take extreme care where you put your hands.

If you are unable to attend because of sickness you should inform us as soon as possible.

Reflect

Reflection is essential. The focus is not how much work experience you undertake but what you learn from it.

To get the most out of this placement make time after each day to reflect on what you have learnt and put these thoughts into a diary, there is a section on your STH Learner Portal record where you can write-up your notes and later access <https://sthlearnerportal.co.uk/> If you leave it until the end you may forget something or miss out on an opportunity to ask a question.

There is no right or wrong way to reflect. By just describing what you did will help you consider what happened and how it made you feel. This is for you so be honest.

Begin with a description of your experience. Explore what you thought and felt at the time. Think about what was good and bad about the experience. Draw some conclusions based on your experience.

This guide provides worksheets that you can use to reflect. Create a worksheet like this for each day and complete it. It will help you articulate what you have learnt and be invaluable when you apply for a future career or course.

Activity

Think about reception

How do we receive patients and understand their needs? How do patients book appointments? What skills do staff demonstrate? What are their responsibilities and working patterns?

Think about the administration and patient management

How does the ward or department work? Who manages the ward? What skills do they demonstrate? How do the wider team members work together?

Checklist

There is a lot to think about during your placement. Here's a checklist to make sure you have got everything:

- Who I should go to with any queries or concerns
- Where I should eat my lunch
- Thank everyone for the experience – they have given up time to provide the placement.
- Ask questions about what you have seen.
- Be polite to staff and patients introducing yourself as a work experience placement.
- At the end of day completed reflective notes

Daily Reflective Diary

Day [day and date]
What did you do?
What did you learn from this?
Are there any questions or topics you need to find out about? If so, how will you learn more?

Placement Reflection

Summarise the main activities you participated in during your placement
What were the highlights?
What did you find most difficult or challenging?
What skills have you gained as a result of your experience?
What have you learnt about working in the NHS?

