

## WORK EXPERIENCE POLICY

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<b>(i) CONSULTATION AND DISTRIBUTION RECORD</b>	
<p>This Policy has been created from the previous School Pupil Work Experience Policy for S4, S5 and S6 Pupils and Adults.</p> <p>Contributing Author(s)</p> <ul style="list-style-type: none"> <li>• Business Support Manager, Medical Education</li> <li>• Clinical Learning Quality Team Lead</li> <li>• Senior L&amp;OD Advisor</li> <li>• L&amp;OD Advisor</li> <li>• Director of Medical Education</li> <li>• Voluntary Services Manager &amp; Staff Side Representative</li> <li>• Senior Practitioner, Practice Development Centre</li> </ul>	
<p>Consultation Process Stakeholders (2022)</p>	<p>Listed below are a range of colleagues, both internal and external, who were asked to comment on the varied range of issues covered in the Policy. The list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Health and Safety Officer, North Lanarkshire Council</li> <li>• Head of Learning and Organisational Development</li> <li>• Health and Safety Officer, South Lanarkshire Council</li> <li>• Head of HR Medical &amp; Employment Services</li> <li>• Director of Medical Education</li> <li>• Senior Dental Nurse</li> <li>• CNORIS Scheme Manager, NHS NSS</li> <li>• Director for Allied Health Professions</li> <li>• Corporate Risk Manager</li> <li>• Information Governance Manager</li> <li>• Director of NMAHP Practice Development</li> <li>• Head of Health and Safety</li> <li>• Equality and Diversity Manager</li> <li>• Head of Infection, Prevent and Control</li> <li>• Principle Occupational Health Nurse</li> <li>• Director of Human Resources</li> </ul>
<p>Distribution:</p>	<ul style="list-style-type: none"> <li>• Learning Strategy Group</li> <li>• Firstport</li> <li>• Divisional Management Team Meetings</li> <li>• Staff Brief/Pulse Magazine/Online</li> </ul>

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CHANGE RECORD WORK EXPERIENCE POLICY			
Date	Author	Change	Version No.
June 2018	OD Manager OD Advisor	<ul style="list-style-type: none"> <li>• Single policy developed for work experience in NHS Lanarkshire</li> <li>• Minor revision in process</li> <li>• GDPR statement added into Section 4 and updated name of Data Protection Act</li> </ul>	1
September 2018	OD Manager OD Advisor	<ul style="list-style-type: none"> <li>• Policy updated to reflect guidance for Public Website publishing</li> </ul>	1.1
January 2019	OD Manager OD Advisor	<ul style="list-style-type: none"> <li>• Policy updated throughout to reflect changes required to comply with GDPR</li> <li>• Additional Appendix - Personal Information Usage Posters</li> <li>• FAQs updated</li> </ul>	1.2
June 2022	Senior L&OD Advisor L&OD Advisor	<ul style="list-style-type: none"> <li>• Policy updated to reflect Pandemic adjustments – virtual and hybrid working</li> <li>• Acronyms in full</li> <li>• Additional reference to NextGen website included</li> <li>• Governance group name updated</li> <li>• Paragraph 7.3 - Change Insurance to Indemnity</li> </ul>	2

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### 1. INTRODUCTION

- 1.1 NHS Lanarkshire (NHSL) is one of the largest single employers in Lanarkshire and, as such, it is essential for the organisation to attract people to jobs and careers in tomorrow's National Health Service and to develop strong links with the local community. In particular, this Policy seeks to assist in the involvement and engagement of our local communities, through providing work experience placements.
- 1.2 This policy aims to ensure a comprehensive approach to the facilitation of observational work experience placements. It **does not** provide or cover the full scope and range of access arrangements to NHS Lanarkshire. Work experience provides an observational experience only and, therefore, the use of other learning and development policies may be required for further or higher education students, formal practice, volunteers or individuals seeking to undertake research. Further information for educational placements within these areas can be found on Firstport.
- 1.3 The Education (Scotland) Act 1980 (Section 123) as amended by the Self-governing Schools (Scotland) Act 1989, provides the legal basis to allow pupils below the statutory school leaving age to participate in Work Experience towards the end of their compulsory education. An effective work experience partnership will provide opportunities for school pupils to gain an insight into working life, including the wide and varied potential career paths available within NHS Lanarkshire. Partnership working will ensure effective implementation of the Developing the Young Workforce – Scotland's Youth Employment Strategy.
- 1.4 NHS Lanarkshire also recognises the value in the provision of an insight into the National Health Service as a whole to those out with the traditional educational route and seeks to offer this opportunity to those expressing an interest in a career in the health service.
- 1.5 NHS Lanarkshire recognises the importance of inclusivity and as such aims to ensure no person or employee receives less favourable treatment on the grounds of gender, disability, religion, age, race (including colour, nationality, ethnic or national origin), sexual orientation, marital or parental status or other attributes including beliefs or opinions such as religious beliefs or political opinions. NHS Lanarkshire is fully committed to ensuring equality and diversity is part of everything it does.
- 1.6 NHS Lanarkshire aims to ensure that its local community is provided with the opportunity to be involved in the future of healthcare services through ensuring safety and protection from harm, whilst participating in a work experience placement.

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### 2. AIM, PURPOSE AND OUTCOMES

#### 2.1 Aim

- 2.1.1 The policy aims to provide appropriate and proportionate management and governance arrangements for work experience placements in NHS Lanarkshire. It has been developed to enable safe, effective, successful and beneficial work experience placements for school pupils from the August academic terms of S4–S6 and for adults over the age of 16 who may be considering a future career, career change or employment within a healthcare environment.
- 2.1.2 This policy supports staff to effectively manage requests for work experience. Adhering to the Policy ensures work experience placements are managed from an organisational, school, local authority and individual perspective.
- 2.1.3 This policy has been developed to enable local managers to effectively manage requests for work experience in line with organisational policy and requirements.
- 2.1.4 The policy aims to ensure that work experience opportunities are provided through a fair and equitable process.

#### 2.2 Purpose

- 2.2.1 Work Experience aims to provide:
- An introduction to the world of work
  - Increased awareness of career choices and professions available within the National Health Service
  - An opportunity to build confidence and to develop personal and social skills
  - An insight into the knowledge, skills and attitudes required in the workplace
  - An awareness of employer expectations regarding standards of performance, attitude and behaviour
- 2.2.2 Work Experience aims to provide NHSL staff with:
- An opportunity to promote NHSL to the workforce of the future and to the local community

#### 2.3 Outcomes

- 2.3.1 The outcome of all work experience placements will be measured through ongoing evaluation and feedback, reported to the appropriate internal governance committees.

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### 3. SCOPE

#### 3.1 Who is the Policy intended to Benefit or Affect?

- 3.1.1 The policy is intended to benefit and support staff or individuals where local requests are received for work experience placements from both school pupils and adults.
- 3.1.2 The policy applies to all directly employed NHS Lanarkshire staff and those contractors working on NHS Lanarkshire premises, e.g. PFI/PPP providers.
- 3.1.3 Supporting information is provided by our dedicated webpage – [www.nextgen.scot.nhs.uk](http://www.nextgen.scot.nhs.uk) to complement this policy, highlighting the responsibilities and process of providing work experience placements.
- 3.1.4 The policy **does not cover** work experience opportunities in clinical or non-clinical areas used as part of any vocational training leading to a qualification or volunteering. Other supporting policies need to be considered in offering experiences such as:-
- 3.1.4.1 **Volunteering Opportunities**  
The NHSL Volunteering Policy gives clear guidance on opportunities available to any individual, over the age of 16 years, who is interested in pursuing a longer term work commitment through volunteering.
- 3.1.4.2 **Students on Further/Higher Education Programmes**  
Nursing, Midwifery and Allied Health Professional (NMAHP) Students or those requiring supervision by NMAHPs access NHSL via the Nursing Midwifery and Allied Health Professions (NMAHP) Student Access and Management Policy. Medical Students access the organisation via the Medical Education Department.
- 3.1.4.3 **Research and Development**  
Non-NHS researchers are required to gain an Honorary Research Contract or Letter of Access either through direct application or through use of a Research Passport. Researchers who wish to carry out research where NHS Lanarkshire patients, staff or data are involved will need to inform the R&D department to identify the need for an Honorary Contract or Letter of Access.

#### 3.2 Who are the Stakeholders?

- 3.2.1 The stakeholders are all NHS Lanarkshire staff, school pupils, local authorities, contractors, schools and individuals requesting work experience placements.
- 3.2.2 The authors of this Policy have consulted with the Stakeholders listed in the Consultation and Distribution Record.

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### 3.3 Confidentiality and Data Protection

3.3.1 NHS Lanarkshire take care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process information, please visit the Data Protection Notice on our website at [www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk) or ask a member of staff for a copy of our Data Protection Notice.

## 4. PRINCIPAL CONTENT

### 4.1 Content and Context

- 4.1.1 NHS Lanarkshire staff **must not** accept or organise work experience placements in local departments without completing the appropriate paperwork (discuss with Work Experience Co-ordinator). Formal and approved routes involve risk assessments for individuals, confidentiality agreements and risk assessment of the workplace.
- 4.1.2 No employment contract or payments are required/provided for work experience placements.
- 4.1.3 Work experience placements should **not** be detrimental to our patients, their care or staff/contractors, must not compromise the health and safety of any person and must meet NHS Lanarkshire's guidelines and health and safety risk assessments. The respect, safety and confidentiality of our patients and staff are paramount and should not be compromised in any way. Respect and safety of the individual undertaking work experience is equally as important.
- 4.1.4 Transport and meals/refreshments are the responsibility of the individual and will not be provided by NHS Lanarkshire.
- 4.1.5 Work experience placements must not compromise existing agreements or arrangements with partners, e.g. student placements from educational programmes.
- 4.1.6 Work experience placements generally take place between Monday – Friday. Placements can last no longer than a maximum of five days and can range for periods up to these five days.
- 4.1.7 Priority will be given to requests from school pupils and adults living and/or schooling/working in Lanarkshire.
- 4.1.8 The 'experience' involves shadowing, observing and time with professionals. **It does not include 'hands on' experience in clinical work.**

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### 4.2 Contributing Factors for Considering a Work Experience Placement

- 4.2.1 Work experience placements are subject to agreement between the Work Experience Co-ordinator and appropriate line management.
- 4.2.2 All appropriate paperwork must be completed by the appropriate NHSL Supervisor before the commencement of any work experience placement.
- 4.2.3 Any S4 school pupil work experience placement must be conducted commencing from August of the S4 academic term, during term time only.
- 4.2.4 Any S5-S6 school pupil work experience placement should, wherever possible, be conducted during academic term time.
- 4.2.5 Approved work experience placements are managed through a formal process; **NHS Lanarkshire's indemnity will only cover placements which have been arranged through the formal process.**
- 4.2.6 The use of complex medical equipment or dangerous machinery should not be undertaken by any individual on a work experience placement.
- 4.2.7 Placements will not be offered in clinical areas **where patient consent cannot be gained** or in areas deemed inappropriate for young persons under the age of 16.
- 4.2.8 Work experience placements must not be supervised by a close relative, carer or friend.
- 4.2.9 NHS Lanarkshire staff are not permitted to transport individuals on work experience placements.

### 4.3 Commencement of a Work Experience Placement

- 4.3.1 Individuals on work experience placement **must be supervised at all times.**
- 4.3.2 Patient consent must be sought for any shadowing or observation elements of the work experience placement.
- 4.3.3 An Information and Agreement Pack, including signed informed confidentiality agreement, will require to be completed. Failure to receive completed documentation in advance of the placement start date, will result in the removal of the offer of a placement. This pack includes agreement to adhere to NHS Lanarkshire's requirements in relation to confidentiality, social media, infection, prevention and control, information security, smoking, and proof of identity or information relating to existing or imminent criminal record. Photographs and the posting of information/media relating to NHSL, its patients and its staff on any social media site is prohibited. Placements offered to adults from overseas would be filtered through Medical Staffing to ensure eligibility to be in the United Kingdom.

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4.3.4 The completion of an online information security/governance module, hosted on NextGen, must also be completed before a pupil/adult commences a work experience placement. Failure to complete this online module will result in the removal of the placement offer.

4.3.5 A local induction process will be undertaken by the Work Experience Supervisor at the beginning of the work experience placement.

### 3.4 Evaluating Work Experience

3.4.1 The work experience process will be reviewed on an ongoing basis.

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### 5. ROLES AND RESPONSIBILITIES

**Under no circumstances should any member of NHS Lanarkshire organise or accept a work experience placement without reference and discussion with a Work Experience Co-ordinator** (details listed in Appendix 1, Firstport & NHS Lanarkshire's website).

<p><b>5.1 Work Experience Co-ordinator</b> – is the delegated person responsible for the overall management/administration of the work experience placement.</p> <ul style="list-style-type: none"> <li>• <b>Work Experience Co-ordinators must be aware of any work experience placements for insurance purposes.</b></li> <li>• Discuss and agree placement requests with the Work Experience Supervisor.</li> <li>• Final decisions on granting access will lie with the Work Experience Co-ordinator, the manager of the service and for school pupils, with the agreement of the Health and Safety/Work Experience Co-ordinators from each corresponding local authority.</li> <li>• Ensure the annual receipt of the CNORIS Scheme cover note. This provides indemnity in relation to legal liability associated with work experience recruits of whatever age acting on behalf of the Member organisations.</li> <li>• Liaise directly with the Work Experience Supervisor in relation to the completion of/assurance of completed paperwork relating to each and every work experience placement.</li> <li>• Ensure all processes adhere to the GDPR requirements, as approved by the Information Governance (IG) Committee and the Corporate Management Team (CMT).</li> </ul>	<p><b>5.2 Work Experience Supervisor</b> – is the member of staff responsible for the person during their actual work experience placement on NHSL premises.</p> <ul style="list-style-type: none"> <li>• Ensure sufficient Health &amp; Safety, Risk Assessments and Risk Assessments for Young People at Work* are in place.</li> <li>• Ensure that a procedure of managing confidentiality and social media is in place (Information and Agreement Pack.</li> <li>• For adults ensure the required forms of ID have been documented and copies forwarded to the Work Experience Co-ordinator at end of placement. Further information on required ID is provided in Supervisor's information pack.</li> <li>• Ensure a programme has been developed in advance of the placement with clear learning outcomes.</li> <li>• Ensure all placements comply with GDPR requirements.</li> <li>• Identify a deputy supervisor or additional staff member to support individual in case of emergency or changes in circumstances. Any changes to supervisor arrangements must be notified to the Work Experience Co-ordinator.</li> <li>• Complete a local induction which outlines key information and responsibilities, e.g. working hours, identity badge, confidentiality agreement, social media requirements, etc.</li> <li>• Undertake an evaluation process.</li> <li>• Forward the induction checklist, evaluation form, etc. to the Work Experience Co-ordinator at the end of the placement.</li> </ul>
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### 6. WORK EXPERIENCE PLACEMENT AREAS - OVERVIEW

Areas that are generally suitable for work experience placements in healthcare: <i>(Some areas may require additional consideration as to suitability – see note below)</i>	Areas that are not suitable for work experience placements in healthcare:
<ul style="list-style-type: none"> <li>▪ Information Technology</li> <li>▪ Finance (excluding Payroll)</li> <li>▪ Property and Support Services, such as Maintenance, Catering, Laundry and Estates</li> <li>▪ Nursing, e.g.:               <ul style="list-style-type: none"> <li>○ Outpatient Departments</li> <li>○ Clinical treatment areas</li> <li>○ Minor injuries services</li> <li>○ Elective theatre services, etc.</li> <li>○ Treatment Rooms</li> <li>○ Near Me Consultants (where patients give express consent)</li> </ul> </li> <li>▪ Allied health professions, e.g.:               <ul style="list-style-type: none"> <li>○ Physiotherapy</li> <li>○ Orthoptics</li> <li>○ Occupational therapy, etc.</li> </ul> </li> <li>▪ Doctors and Dentists in a range of specialities, e.g.:               <ul style="list-style-type: none"> <li>○ Consultations with patients</li> <li>○ Elective theatres</li> <li>○ Minor injuries, etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Accident and emergency resuscitation areas (including Maternity Assessment Units)</li> <li>▪ Administration and Clerical</li> <li>▪ Areas where patients cannot give consent</li> <li>▪ Areas with highly unpredictable environments, including some Mental Health areas</li> <li>▪ Clinical Laboratories, including Mortuaries</li> <li>▪ High Dependency Units and Infectious Diseases</li> <li>▪ Human Resources &amp; Learning and Development</li> <li>▪ Obstetrics and Gynaecology, including Labour and Neonatal Wards</li> <li>▪ Emergency theatres</li> <li>▪ Payroll</li> <li>▪ Prison health care, or to prisoners whilst attending NHS Lanarkshire services</li> <li>▪ Radiology</li> <li>▪ Specialist Oncology Services</li> <li>▪ Trade Union/Partnership Representative roles</li> <li>▪ Visiting a patient's home</li> <li>▪ Wards where not all patients are consented</li> </ul>

**This list is not exhaustive. Additional/enhanced Health and Safety Risk Assessments and agreement from Head of Service/General Manager or Clinical Lead may be required.**

**It should be noted that due to the Pandemic, some work areas may now be operating hybrid/virtual work practices, and this should be taken into account when arranging Work Experience Placements. All policies in relation to Pandemic working must be adhered to by work experience students.**

Please refer to the Work Experience Co-ordinator for further assistance and guidance.

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### 7. HEALTH, SAFETY AND SECURITY

#### 7.1 General:

- 7.1.1 Under health and safety law, NHSL must ensure, so far as reasonably practicable, the health, safety and welfare of their employees, irrespective of age. As part of this, there are certain considerations that need to be made for Young Persons. The Management of Health and Safety at Work Regulations 1999 requires NHSL to ensure that Young Persons employed by them are not exposed to risk due to: lack of experience; being unaware of existing or potential risks; and/or lack of maturity.
- 7.1.2 NHSL will need to consider whether the work the young person will do:
- Is beyond their physical or psychological capacity
  - Involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way
  - Involves harmful exposure to radiation
  - Involves risks of accidents that cannot be reasonably recognised or avoided by young people due to their insufficient attention of safety or lack of experience or training; and
  - Has a risk to health from extreme cold, heat, noise or vibration
- 7.1.3 In addition The Education (Scotland) Act 1980 (Section 123) as amended by the Self-governing Schools (Scotland) Act 1989, details all under the age of 18 and attending a local authority school are deemed as 'children'.
- 7.1.4 In relation to adults undertaking a work experience placement, other than no remuneration and no contract of employment, an adult will be treated no differently from a staff member in relation to health and safety. Appropriate and approved PPE will require to be worn in line with Scottish Government Guidelines, at the time any placement takes place.

#### 7.2 Risk Assessments

- 7.2.1 Risk assessment of work activities must be completed **before** the commencement of a work experience placement.
- 7.2.2 Existing work activity assessments will detail control measures in place to protect staff's health, safety and wellbeing and should form the basis of 'young person', adult or 'child' assessments that are expected to work within the scope of existing health and safety procedures.
- 7.2.3 For all placements, whether school pupils or adults, risk assessments should be dynamic e.g. if in minor injuries within accident and emergency departments, and a member of the public due to intoxication or injury behaves or speaks in an inappropriate manner, the person must be removed immediately and the designated supervisor ensure the person's wellbeing.

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- 7.2.4 In particular, the aforementioned regulations require that parents of any pupils below the statutory school leaving age (16) must be made aware of the key findings of the risk assessment and measures introduced to eliminate or minimise the risk. Within this policy these regulations have been extended to include all school pupils.

### 7.3 Indemnity

- 7.3.1 NHS Lanarkshire is a member of Clinical Negligence and Other Risks Indemnity Scheme (CNORIS).

#### 7.3.2 *Extract from CNORIS Confirmation of Cover*

'General: CNORIS provides indemnity to Member organisations in relation to Employer's Liability, Public/Product Liability and Professional Indemnity type risks (inter alia). The level of cover provided is at least £5m Public Liability, £10m Employers Liability and £1m Professional Indemnity. The Scheme will provide 'Indemnity to Principal' where required. CNORIS also provides cover in relation to Clinical Negligence.

Work Experience and Student Placements: CNORIS provides indemnity to Member organisations in relation to their legal liability associated with work experience recruits of whatever age acting on behalf of the Member organisations. CNORIS will similarly provide indemnity to member organisations in relation to their legal liability associated with students working with the Member organisation on placement from an educational establishment'.

### 7.4 Infection Control

- 7.4.1 It is important that persons on a work experience placement follow the same policy guidance on infection control as all NHSL employees. Persons undertaking work experience placements should be provided with information during the local induction to their work experience, particularly in relation to the wearing of PPE.

- 7.4.2 If there are any issues around infection control during the work experience placement, the supervisor should seek advice from the Infection, Prevention and Control Team.

### 7.5 Confidentiality: Patient Consent/Pupil/Adult Placement Information

- 7.5.1 Persons undertaking work experience placements must work within the NHSL Information Security Policy.
- 7.5.2 Information on the importance of confidentiality is included in the Information and Agreement Pack, together with Conditions for Work Experience Placement forms, supplied by the Work Experience Co-ordinator.

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7.5.3 The information provided by the pupil or adult will be used only for the purposes of registration and ensuring a safe work experience. This information will be stored according to the NHSL Information Security Policy and current data protection legislation.

**7.5.4 A signed declaration is included in the Work Experience Supervisor's pack for all pupils to sign before commencing the placement induction.**

7.5.5 The Information and Agreement pack will include a Statement advising NHS Lanarkshire's requirements to meet the GDPR/UK legislation effective from 25<sup>th</sup> May 2018.

### 7.6 Information Technology Access

7.6.1 If it is appropriate to the work experience, supervisors can demonstrate information systems to the persons on a work experience placement and allow access to use information systems for data entry, etc. provided they are closely supervised during this activity by the logged in user. In line with the Information Security Policy, persons on work experience placements will not be given individual passwords or have unsupervised access to information systems. This is applicable to both paper and electronic information.

7.6.2 Whilst in NHS Lanarkshire persons may access information, with the designated supervisor. Work experience placements, therefore, are subject to the same rules relating to confidentiality as an NHS employee. Failure to observe these rules could result in the work experience placement being ended and/or further actions initiated.

## 8. DISCLOSURES

8.1 Robust and constant supervision is a requirement of each work experience; therefore, disclosures are not required by staff members. Disclosures for NHS Lanarkshire staff working directly with people on a placement, although not legally required at present, is recommended as good practice.

## 9. HEALTH CHECKS

9.1.1 Health checks by NHS Lanarkshire are not required as people on work experience placements are within the organisation for a short period of time and are in constant supervision.

**9.1.2 It is important to highlight that schools no longer routinely provide the Bacillus Calmette-Guerin (BCG) vaccination. There should be no contact between pupils and any confirmed or suspected case of Tuberculosis.**

9.1.3 For adults accessing the work environment on a placement, it is recommended they are asked if they have a BCG vaccination. If they have not, there should be no contact between adults and any confirmed or suspected case of Tuberculosis.

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9.1.4 Where it may be a requirement those undertaking a placement must comply with NHSL's Covid Testing Guidance.

9.1.5 Completion of the appropriate paperwork is essential to highlight any medical conditions. A brief health declaration form is included within the Work Experience Information and Agreement Pack. This includes a signed agreement to share limited health information which may impact the work experience placement. The information request refers to allergies, medicines and health conditions which may require additional assistance or adaptation to complete the placement. If further information or advice is required this should be initially sought from the individual.

### 9.2 Reporting Accidents, Incidents, Illnesses and Absence

9.2.1 The reporting procedure for NHSL staff should also be used for individuals undertaking work experience placements.

9.2.2 The Work Experience Supervisor should advise the Work Experience Co-ordinator as soon as possible of any accident, incident, illness or absence of a person undertaking a work experience placement.

9.2.3 The Work Experience Co-ordinator will, in relation to school pupils, liaise directly with the pupil's school in the event of an accident, incident, illness or absence.

9.2.4 In the event of an accident, incident or workplace related episode of illness, the Work Experience Co-ordinator will record a DATIX incident.

### 9.3 Travel Security

9.3.1 Individuals undertaking work experience **must not** be transported by staff members during the hours of the work experience placement. This applies whether the car is a personal car, a lease car or a pool car.

## 10. WORKING ARRANGEMENTS

### 10.1 Hours of Work

10.1.1 Each local area should agree hours of work. Placements will generally take place within the hours of 9.00am to 4.00pm and never exceed more than an eight-hour day. The placement should be within the working hours of the supervisor. Breaks should be taken at the same time as the supervisor.

### 10.2 Identity/Security/Personal Protective Equipment

10.2.1 A name badge, clearly stating the individual is on work experience/attending an event will be provided by the Work Experience Co-ordinator, at their induction into the placement. This will be worn and should be clearly visible at all times. For patient safety reasons it is important that individuals on work experience are not mistaken as members of NHS staff.

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- 10.2.2 School uniform is required to be worn by pupil at all times, with the exception of placements in PSSD (the only exception to this would be within PSSD catering and estates departments, where pupils' clothes should be casual and 'old'). This will ensure the safety and wellbeing of pupils whilst on placement.
- 10.2.3 Protective clothing will be provided where necessary. Where provided it is the responsibility of the Work Experience Supervisor to ensure adherence.
- 10.2.4 The NHSL dress code should be adhered to and control of infection guidelines followed by all work experience supervisors and individuals, for example, within patient areas ties will require to be removed while observing clinical activity and long sleeves will require to be rolled up to above the elbow.
- 10.2.5 In line with NHSL's dress code appropriate footwear requires to be worn in clinical areas. The wearing of jewellery and nails/nail polish also need to be in line with this dress code.

## 11. RESOURCE IMPLICATIONS

- 11.1 The resources are centred on the time commitment required from the development of work experience opportunities. This may be in sourcing suitable placements, preparation in advance of placements, delivery and evaluation of the work experience together with time commitment provided by the agreed supervisor.
- 11.2 Where a work experience placement is offered, it is essential for the responsible manager/supervisor to ensure all paperwork and processes are completed and adhere to this policy. Failure to complete this process and comply with the guidelines may result in the work experience placement not being covered by CNORIS.

### 11.3 Expenses

- 11.3.1 The applicant is responsible for all expenses incurred relating to the work experience, e.g. travel, meals, etc. No expenses are provided for any work experience placement provided and this should be considered by the individual before requesting a placement.

## 12. COMMUNICATION PLAN

- 12.1 The policy and process will be communicated via the NHSL internet and intranet. Articles referring to the policy will be carried in the staff brief and updated within the policy section of Firstport.

## Work Experience Policy

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### 13. QUALITY IMPROVEMENT – MONITORING AND REVIEW

- 13.1 The policy will be reviewed at least every three years by the contributing authors and a range of the Stakeholders including North and South Lanarkshire Local Education Authority Work Experience Co-ordinators, school pupils and participating departments.
- 13.2 Reports will be submitted to the appropriate NHS Lanarkshire governance committee.
- 13.3 It is essential that a record of placement activity is locally maintained with all information electronically recorded for organisational reporting purposes. Equal Opportunities monitoring forms should be returned by the applicant directly to the Work Experience Co-ordinator.
- 13.4 Completed and signed Application Forms, Information and Agreement Packs, Equal Opportunities Monitoring Forms, etc. will be held by the Work Experience Co-ordinator. The retention cycle will be based on the academic cycle and documentation will be held for one full year following the completion of each academic year. (For example paperwork for a placement in October 2022 will be held until June 2024 before being appropriate disposed of).

### 14. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

- 14.1 This policy meets NHS Lanarkshire's EQIA



(tick box)

### 15. SUMMARY OR FREQUENTLY ASKED QUESTIONS (FAQs)

- 15.1 See Appendix 2.

## Work Experience Policy

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### 16. REFERENCES/ADDITIONAL READING

- Management of Health Safety at Work Regulations  
<http://www.hse.gov.uk/pubns/books/l21.htm>
- Young people and work experience – brief guide to health and safety for employers,  
<http://www.hse.gov.uk/youngpeople/law/index.htm>
- NHS, National Services Scotland, CNORIS – Confirmation of Cover, 2017-2018
- Education Lifelong Learning, *Work Experience in Scotland*, 2008
- Learning and Teaching Scotland, *Determined to Succeed: Enterprise in Education: Work Experience Guidance*, 2006
- NHS Careers, *Enabling Work Experience in the NHS*, 2009
- Scottish Executive, *A Curriculum for Excellence*, 2004
- Education Scotland, Curriculum for Excellence Implementation Plan 2014-2015,  
[http://www.educationscotland.gov.uk/publications/c/publication\\_tcm4829954.asp?strReferringChannel=thecurriculum&strReferringPageID=tcm:4-720613-64&class=l3+d150816](http://www.educationscotland.gov.uk/publications/c/publication_tcm4829954.asp?strReferringChannel=thecurriculum&strReferringPageID=tcm:4-720613-64&class=l3+d150816), Accessed August 2014.
- CIPD, *Work experience placements that work*, April 2012
- A range of NHS Lanarkshire Policies were consulted, including:
  - NHS Lanarkshire, *Nursing, Midwifery and Allied Health Professions (NMAHP) Students Policy*, 2017
  - NHS Lanarkshire, *Hand Hygiene Policy*, May 2017
  - NHS Lanarkshire, *Dress Code and Appearance at Work Policy*, July 2015
  - NHS Lanarkshire, *Information Security Policy*, September 2010
  - NHS Lanarkshire, *Volunteering Policy*, 2017

Further information and enquiries for:

- Work experience placements
- General enquiries

Should be directed to [www.nextgen.scot.nhs.uk](http://www.nextgen.scot.nhs.uk)

A copy of the Work Experience Policy will be found on the NHS Lanarkshire Public website – [www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk)

## Frequently Asked Questions

### Can I organise my own placement or work experience?

All placements must be agreed through the Work Experience Co-ordinator. The Work Experience Co-ordinator will be able to help process the required paperwork and can be contacted via the NextGen website – [www.nextgen.scot.nhs.uk](http://www.nextgen.scot.nhs.uk)

### When can work experience placements take place?

- All S4 school pupils' work experience placements must take place during academic term after the beginning of the August academic term. No S4 work experience placements will be organised out with academic term time, including in-service days and public holidays.
- S5-S6 school pupils' work experience placements should, wherever possible, be conducted during academic term time.
- Adult work experience placements should be facilitated in line with departmental commitment and availability.

### In what way is Work Experience and Volunteering different?

- Work experience placements are facilitated for school pupils and adults to provide them with an introduction to the world of work, to raise awareness of career choices and NHS professions they aspire towards. Work experience pupils and adults generally observe and gain an understanding of a department, function or individual role. Work experience placements last no more than five days.
- Volunteering is an opportunity for people of all ages over 16 to make a key contribution to the wider community and NHS Lanarkshire, as well as the opportunity to give freely and willingly of their time to help improve the health and wellbeing of patients, users and their families and carers. Volunteers have specific areas in which they can volunteer (service giving, mutual support, influencing and advocating on behalf of others, participating in decision-making). Volunteering typically requires a longer term commitment.
- Work experience placements or volunteering have no monetary remuneration.

## Work Experience Policy

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### Can I offer/support:

- A request for unpaid work experience from an adult, e.g. an unemployed graduate who wants some work experience in the field of their degree?
- A request from an adult for work experience to consider a change of career?
- An enquiry from an individual who says they have to organise a placement for their university/college course?

**Yes, provided you liaise directly with the Work Experience Co-ordinator to ensure organisational requirements are adhered to.**

### Can I bring my daughter/son/relative to shadow me or others at work?

- NHS Lanarkshire welcome work experience placement enquiries from S4, S5 and S6 pupils. Placements, however, will not be authorised for family members and pupils to work together. Placements must replicate the world of work and this is best done through supervision by non-family members. Contact the Work Experience Co-ordinator for further advice/guidance.

### I have been approached by someone who wants to come in to speak to me about my profession/role – how do I do this?

- NHS Lanarkshire welcomes work experience placement requests or enquiries relating to specific profession/roles from S4, S5 and S6 pupils and from adults. Requests must be co-ordinated through the Work Experience Co-ordinator (see Section 6 above).

### Who fills in the necessary paperwork to allow work experiences to happen?

- Paperwork is completed between the Work Experience Co-ordinator and the placement supervisor (you if you are arranging the placement).

### Are there any areas where pupils or adults on work experience are unable to go?

- See Section 6 – Work Experience Placement Areas – Overview.
- This list is not exhaustive. Additional/enhanced Health and Safety Risk Assessments and agreement from Head of Service/General Manager or Clinical Lead may be required.

## Work Experience Policy

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**I have been approached by a member of staff looking for work experience for their son/daughter/relative – can I do this?**

- Yes, provided you liaise directly with the Work Experience Co-ordinator to ensure organisational requirements are adhered to, such as the pupil cannot not be supervised by family or close friends.

**I have been approached by a member of staff looking requesting to bring their daughter/son/relative in for a Bring Your Daughter/Son to Work day - can I do this?**

- If the request is for a Primary School, S1, S2 or S3 pupil – the answer is no as they are not covered in the policy.
- If the request is for an S4, S5 or S6 pupil – the answer may be yes, subject to all the policy requirements above. Please contact the Work Experience Co-ordinator for guidance.

**Personal Information Usage Posters**

**Click on the link to see the posters relating to informing patients, visitors and staff on the use of personal information**



Personal Data  
Usage Posters.pdf

**CONSULTATION AND DISTRIBUTION RECORD**

**SCHOOL PUPIL WORK EXPERIENCE POLICY  
FOR S4, S5, S6 SCHOOL PUPILS**

<p>Contributing Author(s)</p> <ul style="list-style-type: none"> <li>• Version 1</li> <li>• Practice Education Facilitator, Allied Health Professions</li> <li>• Post Graduate Tutor</li> <li>• Volunteer Services Manager</li> <li>• Recruitment Development Manager</li> <li>• Director of Medical Education</li> <li>• Training Manager, OD Directorate</li> <li>• Practice Education Facilitator Team Leader, Nursing and Midwifery</li> <li>• Senior Biomedical Scientist</li> </ul>	
<p>Consultation Process Stakeholders Version 1</p>	<p>Listed below are a range of colleagues, both internal and external, who were consulted and asked for advice on the varied range of issues covered in the Policy. The list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Lanarkshire Schools Volunteers Co-ordinator</li> <li>• Director of NMAHP Practice Development</li> <li>• Director of Medical Education</li> <li>• Deputy Director Organisational Development</li> <li>• Health and Safety Advisor</li> <li>• Allied Health Professions</li> <li>• Corporate Risk Manager</li> <li>• Work Experience Co-ordinator, South Lanarkshire</li> <li>• Consultant Radiologist</li> <li>• Senior Occupational Health Nurse</li> <li>• Information Governance Manager</li> <li>• Head of Patient Affairs</li> <li>• Infection Control Team, Wishaw General Hospital</li> <li>• Range of managers from Acute, Primacy Care and Corporate Departments</li> <li>• National Working Group on Work Experience in the NHS</li> <li>• Consultation documents are listed as appendices</li> </ul>
<p>Reviewed from April 2012</p>	<p>Participants:- Development group with representatives from Medicine, Nursing, Allied Health Professionals, Health Care Scientist, Organisational Development Review surveys and one to one calls with Local Authorities, participating pupils and participating members of staff</p>

## Work Experience Policy

<p>Reviewed from July 2013</p>	<p>Participants:- Development group with representatives from Medical Education, Nursing and Midwifery, Allied Health Professionals, Healthcare Scientists, Organisational Development, Volunteering Services</p> <p><b>Evaluation forms completed by pupils through 2012/13</b></p>
<p>Version 3 September 2014</p>	<p>Listed below are a range of colleagues who were consulted and asked for advice on the varied range of issues covered in the Policy. The list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Medical Education</li> <li>• Divisional Medical Director (Acute)</li> <li>• Allied Health Professions</li> <li>• Director of NMAHP Practice Development</li> <li>• Director of Medical Education</li> <li>• CNORIS Scheme Manager, NHS NSS</li> <li>• Health &amp; Safety Advisor</li> <li>• Learning and Development Advisor</li> <li>• Senior Dental Nurse Manager</li> <li>• BMS 4 Senior Chief in Haematology</li> <li>• Corporate Risk Manager</li> <li>• Consultant Surgeon</li> <li>• Volunteer Services</li> <li>• Allied Health Professions</li> <li>• HR Recruitment Manager</li> <li>• Equality and Diversity Manager</li> <li>• Salus Occupational Health</li> <li>• Practice Education Facilitator Team Leader, Nursing and Midwifery</li> <li>• Information Governance Manager, e-Health</li> </ul>

## Work Experience Policy

<p>Version 4 April 2017</p>	<p>Listed below are a range of colleagues who were consulted and asked for advice on the varied range of issues covered in the Policy. The list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Business Support Manager, Medical Education</li> <li>• Divisional Medical Director (Acute)</li> <li>• Clinical Learning Quality Team Lead</li> <li>• Director of Medical Education</li> <li>• CNORIS Scheme Manager, NHS NSS</li> <li>• Senior Dental Nurse</li> <li>• BMS 4 Senior Chief in Haematology</li> <li>• Director for Allied Health Professions</li> <li>• Corporate Risk Manager</li> <li>• General Manager, Mental Health and Learning Disabilities</li> <li>• Consultant Surgeon</li> <li>• Voluntary Services Manager</li> <li>• Information Governance Manager</li> <li>• General Manager, PSSD</li> <li>• AHP Practice Education Lead</li> <li>• Director of NMAHP Practice Development</li> <li>• HR Recruitment Manager</li> <li>• Health &amp; Safety Advisor</li> <li>• Equality and Diversity Manager</li> <li>• Head of Infection, Prevention and Control</li> <li>• Salus Occupational Health</li> </ul>
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