

## Work Experience Placement Guidance

Work experience is limited to 12 visits. Usually, individuals will engage Mon-Fri for 2 weeks or once a week for 3 months depending on the needs of the service.

People who request to undertake an observational placement / visit or within Livewell Southwest may do so by completing a Visitor's Declaration, under the following conditions:

1. The manager will be given the opportunity to meet with the applicant prior to any offer of placement. If the visit will exceed one day, an application form should be completed.
2. The manager will be asked to complete a Job Description and a Risk Assessment (**Work Experience Pack**), prior to the start of the placement
3. The duration of the placement will be no longer than a two week block or twelve sessions / visits *i.e.* 1 visit per week for twelve weeks. The twelve visits should be taken within one three month period and the exact dates should be specified on the Visitor's Declaration (**Work Experience Pack – Section 2**), when it is completed and signed by both parties, on the first day.
4. **The visitor will be fully supervised at all times – that is, they will be observing alongside a nominated supervisor for the duration of their placement and will not be allocated work to be undertaken independently. If in a clinical area, the supervising manager will ensure that the visitor will not have hands – on patient contact, and will not be left unsupervised with patients at any time during the placement.**

Where the placement is expected to exceed the timescale as stated above, an Honorary Contract or Volunteer Agreement can be applied for and issued (subject to the necessary pre-attachment checks).

The person accepting someone for a work experience placement will be responsible for ensuring the individual (and their parent/guardian if under 18) are adequately warned about the risks to them within a clinical environment and are aware of the potential hazards prior to starting, in line with 'The Management of Health and Safety at Work Regulation 10'.

Work experience placement individuals must not:

- engage in work activities that involve manual handling,
- work more than eight hours in any one day
- or have less than two rest days in any one week

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People under the age of 18 must not:

- work outside of the hours 08.30 – 17.30
- or have less than a 30 minute break every four and a half hours

*Refer to the Working Time Regulations Policy*

- 8.4 Individuals who are under the age of 18 are not permitted to undertake work experience placements within mental health in patient units. (See Point 8.5 below).
- 8.5 Livewell Southwest arranges an annual Mental Health Awareness event, which is aimed at school individuals who are under the age of 18 and therefore are unable to undertake work experience placements within our Mental Health Services.
- 8.6 Individuals aged 16 years and above, may accompany suitably qualified staff, i.e. Psychiatrists, Community Mental Health Nurses, etc., to Mental Health out-patient clinics where the appropriate risk assessments have been completed and where there is deemed to be low risk. It would not be appropriate for under 18's to go into Mental Health patient's homes with Community Mental Health Teams or into Mental Health Inpatient Units.
- 8.7 Individuals aged 16 years and above may accompany suitably qualified staff i.e. Psychiatrists, Community Learning Disability Nurses, etc. to Learning Disability out-patient clinics and patient homes, where the appropriate risk assessments have been completed and where there is deemed to be low risk.
- 8.8 Individuals who are under the age of 16 are not permitted to undertake work experience placements within any clinical area, but may undertake non clinical i.e. admin related placements during their Year 10 work experience week.

**Extract from 'Protocol for Honorary Contracts, Volunteer Agreements, and Visitors Declarations & Contracts for Services'**

## **Suggested Tasks**

### **Overview**

Most staff groups can support work experience placements. These are some suggestions. Your department may have other professions they deal with that could be approached.

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## **Clinical**

- Assist with bed making
- Watch observation taking
- Observe completion of fluid chart
- Assist with menus
- Talk to patients
- Observe drug round
- Observe simple dressings with patient's consent
- Observe handover
- Attend team meeting
- Attend ward round with patient's consent
- Observe the nurse discharging the patient, with the patient's consent
- Obtain results from the computer under supervision

It is the responsibility of the person responsible for the clinical care of each patient to determine the extent of a young person's participation, taking into account the findings of the risk assessment and the relevant clinical protocols. You must also ensure that the consent of the patient is sought before the young person is allowed to be present and/or participate. Where consent is not given or available, the young person must be excluded from the activity/area

## **Non Clinical / Admin**

- Talk to staff and find out what job involves
- Answer the phone
- Assist with filing
- Input data on computer with supervision
- Photocopying
- Shredding
- Attend meetings
- Archiving

## **Example 'non clinical' Placement Options**

- Finance
- Estates
- Hotel Services
- IT
- HR
- Professional Training & Development
- Communications Team
- Wellbeing Team

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