**Work Experience Placement Opportunity Form**

Joined up Careers and its partners are working together to build our future workforce by promoting health and social care work experience opportunities. To enable people to get the skills they need for a career in health and social care we are widening the talent pool aimed at attracting a diverse future workforce.

A new work experience directory, bringing together all of the varied and exciting opportunities aims to raise the profile of careers and inspire individuals with a more equitable, streamlined and accessible approach. We are actively encouraging positive role models, teams and departments to consider offering a work experience placement.

Please complete the following sections on the form below in order for your placement to be showcased on the work experience directory at <https://joinedupcareers.co.uk>

|  |  |
| --- | --- |
| Lead Contact Name |  |
| Department  |  |
| Organisation |  |
| Telephone Number  |  |
| Email Address |  |
| 1. The location of the placement (including postcode and reporting instructions)
 |  |
| 1. Placement title
 |  |
| 1. Outline of what the placement will involve (see examples below)
 |  |
| 1. What is the dress code for work experience in this department? (identify all that apply)
 | * It is expected that work experience candidates will arrive for duty smartly dressed.
* Clothes should allow for a range of movements. Long trousers, or a calf length skirt, should be worn with a plain polo shirt or t-shirt/short-sleeved blouse, as some areas can be quite warm.
* Shoes should be supportive, cover the whole foot and be low heeled and dark in colour.
* Clothes should be changed daily to minimise the risk of cross-infection.
 |
| 1. When will the placement take place?

(where multiple placements are available please state all starting dates)  | Placement available dates: 1. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
3. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
4. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
5. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
6. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
7. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
8. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
9. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
10. Week commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Outline the working pattern of placement
 |  **Day** | **Yes****placement**  | **No placement**  |
| Mon |  |  |
| Tue |  |  |
| Wed |  |  |
| Thur |  |  |
| Fri |  |  |
| 1. Start and finish times for the placement
 | **Day** | **AM** | **PM** |
| Mon |  |  |
| Tue |  |  |
| Wed |  |  |
| Thur |  |  |
| Fri |  |  |
| 1. Are there any special requirements for the applicant? e.g. age restrictions
 |  |

Thank you for your support with these work experience opportunities.

**Examples of placement roles:**

**Health and Social Care role:**

* Assist with bed making
* Watch observations being taken and observe the completion of charts
* Talk to patients
* Observe drug round
* Observe personal care duties
* Observe simple dressings with patient’s consent
* Observe handover
* Attend a team meeting or a multi-disciplinary team meeting
* Attend ward round with patient’s consent
* Observe the nurse discharging the patient, with the patient’s consent

# Occupational Therapist & Physiotherapist, Speech & Language Therapist, Podiatrist:

* Observe them working with the patient, with the patient’s consent.
* Discuss with the AHP his or her particular role
* Observe the AHP treating a patient with the patient’s consent
* Observe the AHP discharging a patient with the patient’s consent
* Observe filling of reports and planning ongoing treatment
* See what equipment the AHP uses and help keep it in order

**Administration and Clerical:**

* Answer the telephone
* Photocopying
* Assist with filing
* Input data on computer under supervision

# Housekeeping:

* Assist and carry out a variety of duties to maintain patient environment,
* Talk to patients
* Assist staff maintain stock levels
* Discuss the requirements of the job
* Observe the process of preparation and serving of meals
* Help with cleaning up
* See safety procedures in action and ensure you always follow them
* Liaise with nurses and doctors where appropriate
* Attend a staff handover

# Catering Assistant:

* Assist and carry out the process of preparation and serving meals
* Planning meals and menus.
* Storing food correctly

# Porter:

# Moving patients on trolleys or in wheelchairs

# Moving stores and equipment, linens & vital stock to wards and departments

# Distributing post and parcels

# Removal and control of waste products

# Distribution of food and drink for patient meals