

**ASHFORD AND ST. PETER'S HOSPITALS NHS FOUNDATION TRUST**  
**Code of Practice for Work Experience/ Work Shadowing Students**

Welcome to Ashford and St. Peter's Hospitals NHS Foundation Trust. We hope you will enjoy the time you spend here and benefit from the experience of working as a member of our team. Although the person in charge of you will give you guidance on the routine of the ward or department in which you will be working, these notes are for your general information.

**Days and Times:**

These have been agreed with yourself and the Work Experience Co-ordinator and it is essential that you keep to them. If you need to make changes, please consult the Work Experience Co-ordinator.

The Work Experience Co-ordinator will arrange an appropriate programme for you so please do not ask the ward or department to arrange visits to other parts of the hospital, such as the operating theatres. The experience arranged for you will be sufficient to help you with applying for nursing, medicine or other health service careers.

**Name Badge:**

You will be given a name badge when you start. It is important that you wear it whenever you are in the hospital, so that you can be easily identified in a busy ward or department. The badge must be returned to the Work Experience Co-ordinator at the end of the placement.

**Arrival:**

On arrival in the Post Graduate Centre, please report to the Work Experience Co-ordinator, who will conduct a brief induction, give you your name badge and take you to the placement area.

**Absence:**

If you cannot come to the hospital during your work experience, please inform the Work Experience Co-ordinator by telephone on 01932 72 3650. Time off for examinations, school activities, or interviews should be arranged in advance.

**Student / Staff Relationship:**

Students are directly accountable to the senior member of staff in the placement area and are asked therefore to co-operate and assist under direction. However, the Work Experience Co-ordinator is available to help you should you have any concerns/questions regarding your placement, so please do not hesitate to ask.

## **Confidentiality**

Confidentiality is important for effective communication and is essential in gaining the trust of patients, relatives and visitors to the Trust. In the course of your work experience, you may have access to, or hear information concerning the medical and personal affairs of patients and/or staff, or other Trust business. Such records are strictly confidential and on no account should they be discussed or relayed to unauthorized persons. Even if you know a patient personally, you should not confirm their presence in the hospital to anyone else. Please do not read patients' notes/records and do not leave confidential documents lying around. If you are shadowing in a patient care area please do not enter where curtains or cubicles are closed unless authorised to do so by staff. No comment or information should be given in response to press enquiries; all such enquiries should be forwarded to the Communications Department.

Remember, a breach of confidence will be treated as a disciplinary matter and could lay you open to civil action being taken against you.

## **Dress Code / Appearance:**

It is sensible to wear comfortable shoes as you may be standing for long periods. Please make sure you are smartly and appropriately dressed for your placement. Jeans, shorts or tight skirts, low cut tops, trainers, etc. are not acceptable. No jewellery / nail polish should be worn in patient care areas and long hair should be neatly tied back.

## **Security:**

You will be shown where to leave your coat and belongings. Ashford & St. Peter's Hospitals NHS Foundation Trust does not accept responsibility for articles of personal property lost or damaged on their premises, whether by fire, theft or otherwise. You are advised not to bring valuables with you and keep any money on your person.

## **Fire Regulations:**

Your attention is drawn to the Fire Regulation Notice, which is displayed in each placement area. If you cannot find it, please ask the staff to show you. Make sure that you know the appropriate action to take should a fire occur. Ashford & St. Peter's Hospitals NHS Foundation Trust has a 'No Smoking policy', which means smoking is not allowed on the hospital site.

## **Health & Safety at Work Act:**

Every student has the duty to take reasonable care of the health and safety of him/herself and any other person who may be affected by his/her acts of omissions whilst carrying out work experience.

No student must interfere with or misuse anything that is provided in the interests of health, safety and welfare. You should not undertake tasks you have not been trained or authorized to do. Any injury or accident sustained while on placement must be reported immediately to the person in charge of you, who will arrange for the appropriate treatment. The Work Experience Co-ordinator also needs to be informed of any such incident.

## **Dismissal:**

If your conduct or attitude is deemed to be inappropriate, the Work Experience Co-ordinator has the right to terminate your placement and ask you to leave.