

CONDITIONS OF SERVICE FOR WORK EXPERIENCE STUDENTS

1. CONFIDENTIALITY

Whilst on placement, you may at times have access to information concerning patients, staff or of commercial sensitivity. Such information is **STRICTLY CONFIDENTIAL** and must not be communicated to any unauthorised person (see enclosed leaflet).

2. CONDUCT AND APPEARANCE

Whether dealing with patients, other members of the public or staff, please remember that you are in the public eye, and it is important therefore that your conduct is of a high standard. You will also be representing your school in the Trust.

A neat personal appearance and friendly disposition is important as it helps to convey an impression of the high standard of professional care offered by Salisbury NHS Foundation Trust to its patients.

In general, the standard of dress should be appropriate to the work area. You will be required to adhere to current workwear/uniform policies appropriate to the area you are working in. Please wear black trousers, you will be issued with a Work Experience T-shirt on the first day (please bring a £10 deposit with you on your first morning). As a general rule the following applies to clinical areas (areas with patients):

- You may be required be 'bare below the elbow' (i.e. no clothing, watches, jewellery etc – below the elbow)
- All visible jewellery and piercings (other than a small stud in each ear and a plain ring) must be removed.
- Make up must be discrete and appropriate to the working environment
- Fingernails must be clean, short and unvarnished. False nails are not allowed.
- Hair must be tied back.
- Shoes should be comfortable and quiet

3. HEALTH AND SAFETY AT WORK

You have a responsibility to ensure that you are familiar with the health and safety aspects of your placement. You will be given a health and safety briefing by your supervisor (or nominated deputy) on your first day and will be required to sign to say this has been undertaken. If for some reason this is not done you have a responsibility to remind your supervisor and let the work experience coordinator (Human Resources Department) know.

Please familiarise yourself with the fire evacuation procedures, location of fire alarms, fire exits etc. for the areas in which you will be working/visiting.

Any hazard which you identify during your time with the Trust should be brought immediately to the attention of your supervisor.

Any incident which occurs, either to yourself or another person in your presence, should be reported immediately to your supervisor.

Appendix B: Terms and Conditions of Work Placement

If you at any time suffer from an infectious illness you should inform your supervisor and should not attend work at the Trust again until you are well.

4. PERSONAL PROPERTY

The Trust accepts no responsibility for articles lost or damaged on hospital premises whether by fire, burglary, theft or otherwise. Students are advised to cover themselves, so far as they think proper, against all risks.

5. PERSONAL INJURY

The Trust is insured for Employee and Public liability and placements are covered while on Trust premises.

6. CANCELLATION or TERMINATION OF PLACEMENT

The Trust reserves the right to cancel or amend a placement at short notice depending on service needs. However, the Trust will try to find an alternative placement, if possible, but this cannot be guaranteed.

A supervisor has the right (following consultation with the work experience manager or coordinator) to terminate a placement if the behaviour, conduct or appearance of the student is deemed inappropriate to the placement area.

7. OTHER

Smoking is illegal under the age of 18 and the Trust has a no smoking policy (except for designated areas).