

# Sheffield Teaching Hospitals NHS Foundation Trust

## Work Experience Students Y10-13 Guidance

### Current



**Royal Hallamshire Hospital**



**Northern General Hospital**



**Charles Clifford Dental Hospital Services**



**Weston Park Hospital**



**Jessop Wing Hospital**



**Combined Community & Acute Group**

### Times Past



This student guide contains important information for you to prepare, apply and undertake your work experience placement



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# Sheffield Teaching Hospitals Work Experience Student Guide

## About Sheffield Teaching Hospitals NHS Foundation Trust (STH)

As one of the largest and most consistently high performing NHS Foundation Trusts in the country, Sheffield Teaching Hospitals (STH) continue to offer some of the best care available in today's NHS, providing high quality value for money services at all of our five hospitals and in the community. The Trust is made up of Northern General Hospital, Royal Hallamshire Hospital, Weston Park Hospital, Jessop Hospital Wing, Charles Clifford Dental Hospital Services and Community Services.

## Vision

To be recognised as the best provider of health care, clinical research and education in the UK and a strong contributor to the aspiration of Sheffield to be a vibrant and healthy city region

## Mission

We are here to improve health and wellbeing, to support people to keep mentally and physically well, to get better when they are ill and when they cannot fully recover, to stay as well as they can to the end of their lives. We aim to work at the limits of science – bringing the highest levels of human knowledge and skill to save lives and improve health. We touch lives at times of basic human need, when our care and compassion are what matter most to people.

## Values

Patients first - Ensure that the people we serve are at the heart of all that we do  
Respectful - Be kind respectful, to everyone and value diversity  
Ownership - Celebrate our successes learn continuously and ensure we improve  
Unity - work in partnership and value the roles of others  
Deliver - Be efficient and accountable for our actions

We want you to make the most out of your work placement so read this short guide before you join us. It outlines what to expect and what is expected of you.

## Work Experience at STH

Work experience is an opportunity for direct experience of work within an organisational setting. Work experience includes some direct work for the organisation, alongside shadowing, which involves the observation of employees.

Work experience is one way that people, who are interested in applying to study or for work, can gain an understanding of working in a healthcare profession, the characteristics required and the realities of working in the NHS.

## Finding us

[Northern General Hospital](#)  
[Royal Hallamshire Hospital](#)  
[Weston Park Hospital](#)  
[Charles Clifford Dental Hospital](#)

# About the Work Experience Programme

Can anyone apply for work experience at STH?

No.

Applicants must be in Y10-13. They must attend school/college or be a resident within the city of Sheffield.

If you live within the city of Sheffield, but attend school in another city, you will need to ask your school to register on the STH Learner Portal. Your application will not go anywhere if your school is not registered.

What will the placement involve?

This depends on what profession you choose to carry out your placement. Some areas will be shadowing only, other areas will include basic activities under strict supervision.

How long is the placement

3 days (Monday-Wednesday)

What type of work experience can I apply for?

## Y12 & 13

Medicine  
Dentistry  
Nursing  
Allied Health Professional  
Healthcare Science

## Y10-13

Administration  
Estates  
Facilities

When can I apply?

3 times per year

February for placements between April and August

June for placements between September and December

October for placements between January and April

How do I apply?

Via the STH Learner Portal (on-line application system)

<https://sthlearnerportal.co.uk>

If you do not have an account, you will need to create one

See the [STH Learner Portal](#) section within this document

All communication will be via the STH Learner Portal. It is your responsibility to ensure that you download & read the required information for work experience and to check your emails for any correspondence. Instructions are set out in this guidebook and additional information such as join links to virtual meetings are available to download from your account.

# Application Eligibility

What happens to my application when I submit it?

When you select your school or college from the drop-down list on the STH Learner Portal, your application will automatically go to the careers representative for your school or college. Only when your application is viewed by the school will STH be able to view your application. If the school does not approve your application, STH will not be able to view your application.

If my application is approved by school, what is STH's selection process?

There are limited work experience places available, therefore there will be disappointment when a student's application is declined. To ensure a fair outcome across the city, we will make sure that students are selected from as many schools as possible. This will mean that where there is a high number of applicants from a given school, places will be more competitive for that school.

When assigning places, we will take into consideration:

- If the student has met all the application requirements (eg completing the application form correctly, provide all the requested documents, attended a job role virtual event where required)
- Student's personal statement
- Widening participation, eg ethnicity, background, access to opportunities to speak to health professionals

In a small number of cases, such as college day release applicants, students may be interviewed to secure a place. This will be based on a scoring system at the interview.

How would you summarise the process?

1. Apply for and attend job role live virtual event in the professional area that you want a placement (not required for non- clinical placements)
2. Apply for work experience
3. Complete Occupational Health Questionnaire – you will be emailed the link approximately 2-3 weeks before your placement week. You will be asked to submit a record of your vaccinations from childhood
4. Attend mandatory induction Part A (virtual)
5. Attend STH placement orientation induction Part B (in-person) You will be shown around the site, including your placement area. You will also receive your timetable and ID badge
6. On the Monday morning of placement, register on-site (virtual)
7. Attend post-placement session (virtual)
8. Complete placement evaluation



# Work Experience Programme Timeline

Time Frame	Activity
Before Applying	Download and read the work experience student guide If you do not have an account on the STH Learner Portal, create one
Before Applying	Ensure that you have done the following <ul style="list-style-type: none"> <li>• If applying for a clinical placement and you have not already done so, apply for the Job Role Virtual Event for the professional area that you are applying for placement. You must attend the event before your placement date</li> <li>• Make sure that you can attend all the additional requirements such as the mandatory induction and the placement orientation. These are available on screen when you choose your placement dates or from your Learner Portal account (Important Dates and Join Link document)</li> </ul>
Application	Complete application form, ensuring that all required documents are downloaded and completed. If any documentation is missing, STH will reject application Documents to download, sign and upload <ul style="list-style-type: none"> <li>• Work Experience Agreement</li> </ul> Submit application – this is sent to your education organisation A notification of the status of your application will appear on your STH Learner Portal account throughout the process
Submitted Application (School)	School (careers advisor) approve/reject application
Submitted Application (STH)	If approved by school, application is submitted to Sheffield Teaching Hospitals
When the application period is closed	Application is processed when the application period has ended This may take up to 1 month
1-2 months after applications has closed	Student application is provisionally approved or declined If your application is declined, your submitted documents will be deleted
1-2 months before placement start date	Attend STH virtual <b>mandatory</b> induction via MS Teams. If you do not attend, your provisional offer of placement will be withdrawn. Information on the <i>Important Dates and Join Links</i> document, download from your Learner Portal account
2-3 weeks before your placement start date	If approved, you will be emailed a link to complete an on-line Health Questionnaire. This will be sent approximately 2-3 weeks before your placement date. The email will be from the following address <a href="mailto:nhsoccupationalhealth@hostedcohort.co.uk">nhsoccupationalhealth@hostedcohort.co.uk</a>  It is your responsibility to complete and submit the Health Questionnaire. <b>You will be asked to submit up-to-date evidence of your full vaccinations from childhood, you must submit this.</b> Dependent on your responses, you may be requested to attend an Occupational Health appointment. You must keep this appointment or ring to change it as advised in the correspondence. If you fail to do this, your application cannot proceed and will be declined
1-2 weeks before placement date	In-person placement orientation (you will be shown your placement area, receive your ID Badge and given your timetable) Information on the <i>Important Dates and Join Links</i> document, download from your Learner Portal account
Following your placement (usually on the Thursday after your placement has ended)	Post Placement Session – You will be invited to a post placement session where you will be able to talk about your placement, what you contributed, how you benefitted and how you will use what you learned, you will complete the placement evaluation (if this is not completed, you will not receive a certificate)
1-2 weeks after post-placement session	When all the above has been completed, you will receive your end of placement documents. These will be available for download from your Learner Portal account

# Before Work Experience Placement

## COVID-19

We strongly advise that you have had both COVID-19 vaccines. You will be required to adhere to STH COVID-19 requirements regarding Personal Protective Equipment (PPE) for your local placement area, eg, mask wearing, social distancing and hand washing.

## Available Placement Weeks

Placement weeks are available to download from the STH Learner Portal on the News Board or go to Future Events.

## Job Role Virtual Event

If you are applying for a clinical placement, you must first attend one of the virtual events that corresponds to your work experience area eg, if you are applying for nursing work experience, you must attend the virtual event on nursing. Book at <https://sthlearnerportal.co.uk>

## Important Additional Meetings

Make sure that you are free to attend these dates before you chose your work experience week. If you fail to attend the induction, your offer of a place will be withdrawn. There are 3 dates, you will also receive your ID badges and timetables at the in-person induction

1. Mandatory Induction (Virtual)
2. Placement Orientation Induction (In-person) – ID badges/Timetables\*
3. Post-placement Session (Virtual)

Dates and times are available to download from the STH Learner Portal on the News Board or speak to your school contact.

\*In-person Placement Orientation Induction Meeting Points

### Northern General Hospital

Outside main entrance of the Clock Tower Building (where the H1 shuttle bus stops)

### Royal Hallamshire Hospital #

Outside the Medical School on Beech Hill Road, S10 2RX

# Includes RHH, Charles Clifford Dental Hospital, Weston Park Hospital, Claremont Place

## Punctuality

Please make sure that you are on time for all meeting and events otherwise, you will miss important information. There are no recordings available.

## Application Withdrawal

If you no longer wish to carry out the work experience for which you have applied, please log into your STH Learner Portal account, select the programme that you wish to cancel, select Withdrawal.

## Prepare What to Wear on Placement

Dress smartly. **Dark coloured trouser or skirt, a plain cream or white top** (this is the recognised work experience identifying attire at STH). Your clothes must be freshly laundered daily and bare below the elbow in clinical areas. Comfortable shoes which cover the entire foot must be worn. In some areas you may be asked to wear a uniform or protective clothing in line with Trust policy, these will be provided on commencement of placement. No jeans, leggings, cropped top or clothing bearing inappropriate slogans is to be worn. Do not wear jeans or ripped clothes. Wear closed toed comfortable shoes.

### Examples



If you have any questions about what to wear then do not hesitate to contact us before the placement, we will be happy to help. Contact Pamela Williams [sth.ledschoolengagement@nhs.net](mailto:sth.ledschoolengagement@nhs.net)

## Do Some Preparation

Asking questions is a good thing! Think about what you want to learn before you come on the placement and discuss this at your induction. What do each of the members of the team do? How do they interact with each other? What are their work patterns?

### Activity

Do some research about us. For example, see if you can find out: How many people work for us? Do we have any specialisms? What services do we provide?

Make some notes.

### Checklist

There is a lot to think about before your placement. Here's a checklist to make sure you have got everything:

- ☐ The dates, start and end times for your placement
- ☐ Who or where to report to on your first day
- ☐ How to get to the placement, and how long it will take
- ☐ Your contact's name and number for emergencies or any delays
- ☐ You know what you will wear



## Clinical Placements

(eg, Medicine, Nursing, Dentistry, Allied Health Professionals, Healthcare Science)

Think about what you want to gain from the work experience. Work experience can help you to demonstrate that you:

- Have had people-focused experience of providing a service, care or help to others
- Understand the realities of working in a caring profession
- Have the values, attitudes and behaviours essential to be a doctor or healthcare professional such as conscientiousness, good communication skills, and the ability to interact with a wide variety of people.

The [Medical Schools Council](#) (that represents all medical schools in the UK) have useful information about work experience on their website.

Think about the roles you are going to see where you are working. There are over 350 roles in the Health Services, in clinical roles, office-based jobs or services. For more information on different roles in the Health Service visit the [Health Careers website](#).

### Activity

- Look at the [Health Careers website](#). Explore the roles and real life stories.
- Research the roles you might expect to see when you go on placement. Write them down.
- Do you have any questions about these roles for when you are on placement? For example, what qualifications do you need, or what their working day looks like?

### Activity

The [Medical Schools Council](#) has produced information setting out the values and attributes needed to be a medical student. Read through the values and attributes.

### Activity

- Spend 10 minutes thinking about the characteristics and attributes of a doctor or other healthcare professional. Write down the characteristics and attributes you think they should have.
- Compare what you have written down with the values and attributes of a medical student found on the [Medical Schools Council](#) website.
- What did you miss?
- Work through the attributes and say out loud how you demonstrate this attribute.
- Make a note of any attribute you need to further develop, including during your placement

## Non-Clinical Placements

(eg Administration, Facilities, Estates)

Think about what you want to gain from the work experience. Work experience can give you:

- New skills and experience
- Understand the realities of working in the NHS
- Contacts in the NHS, which might help for future jobs

Think about the roles you are going to see where you are working. There are over 350 roles in the Health Services, in clinical roles, office-based jobs or services. For more information on different roles in the Health Service visit the [Health Careers website](#)

### Activity

- Look at the [Health Careers website](#). Explore the roles and real life stories.
- Research the roles you might expect to see when you go on placement. Write them down.
- Do you have any questions about these roles for when you are on placement? For example, what qualifications do you need, or what their working day looks like?

### Activity

- Spend 10 minutes thinking about the personal characteristics that are needed for one of the jobs you are going to see. For example, the job might need someone who is friendly, and can work with all types of people. Write them down.
- Find the role on the [Health Careers website](#). What personal characteristics does it say you need?
- What did you miss?
- Work through the characteristics and say out loud how you demonstrate it.
- Make a note of any areas you need to further develop, including during your placement

## Learning Pathway

### Y10-13

**Administration:** Students will be placed within the administration team and carry out basic activities under supervision. They will have opportunity to carry out tasks such as meet customers face to face. Reception duties. Basic administrative duties eg filing and photocopying. Attend meetings. Shadow individuals within the team. Click [here](#) and go to Wider Healthcare Team

**Facilities:** Students will be placed within the Facilities directorate where you will shadow staff and carry out basic activities under supervision. You will rotate around the various teams including catering, domestic services, portering and linen services, security and attend meetings as appropriate. Click [here](#) and go to Estates and Facilities

**Estates:** Students will be placed within the Estates team and carry out basic activities as appropriate (under strict supervision) and shadow members of staff within Estates. Click [here](#) and go to Estates and Facilities

**Skills & Understanding Gained:** You will experience what it's like to work in a hospital setting, how each role is crucial to patient care, how the department that you are placed in works with the wider teams within Sheffield Teaching Hospital and how each member of staff makes sure that the STH PROUD values are put into practice daily. You will also develop soft skills such as communication, punctuality, following instructions, reliability and being out of your comfort zone. This will help you to progress to your next work experience opportunity, whether this is within the healthcare service or somewhere else.

### Y12 - 13

**Medicine:** Students will be placed within the medical team and will shadow in clinics, ward rounds, attend meetings, shadow other professional teams appropriate to the placement. Communicate with patients, staff and visitors. Click [here](#) for career information.

**Dentist:** Students will be placed with someone within the medical profession. They will shadow individuals within the team in areas which may include ward rounds with consultants and other members of the team.

**Nursing:** Students will be placed within the nursing team and may have the opportunity to carry out basic activities under supervision. They will shadow individuals within the team in areas which may include ward rounds with members of the team. Shadow other professional teams appropriate to the placement. Communicate with patients, staff and visitors. Click [here](#) for career information.

**Allied Health Professionals:** You will spend time shadowing in some of the Allied Health Professional teams, such as physiotherapy, occupational therapy, orthoptic and podiatry. You will meet professionals in the wider team and attend meetings as appropriate. Click [here](#) for career information.

**Healthcare Science:** You will spend time shadowing in some of the Healthcare Science teams, such as LABs, Neurophysiology. You will meet professionals in the wider team as appropriate. Click [here](#) for career information.

**Skills & Understanding Gained:** You will experience what it's like to work in a hospital setting, how each role is crucial to patient care, how the department that you are placed in works with the wider teams (multi-disciplinary teams), how each member of staff makes sure that the STH PROUD values are put into practice daily. Why confidentiality is crucial. You will learn about the skills needed for the profession in which you are carrying out your work experience. You will also develop soft skills such as communication, punctuality, attendance, active listening, reliability, communication, teamwork, respect, customer service, asking appropriate questions and dealing with unfamiliar situations. You will reflect on what you have experienced and how this will help in your next step toward applying for university, college and/or employment.

# During Work Experience Placement

## Checklist

There is a lot to think about during your placement. Here's a checklist to make sure you have got everything:

- Who I should go to with any queries or concerns
- Where I should eat my lunch
- Thank everyone for the experience – they have given up time to provide the placement
- Ask questions about what you have seen
- Be polite to staff and patients introducing yourself as a work experience placement
- At the end of day completed reflective notes

## Placement Objectives

Your placement manager will be asked to give feedback on your performance, this will cover:

- Attendance
- Timekeeping,
- Attitude & behaviour
- Communication
- Working with others
- Independent enquiry (showing interest, asking questions)
- Dealing with unfamiliar/challenging situations
- Improving personal learning and skills

## Environment

When interacting with staff and patients you should be polite at all times and you should introduce yourself as someone on work experience. Please wear the badge that we will provide.

We want you to enjoy your placement, however, it can also be a very different environment. Whilst non-clinical placements will not have direct contact with patients, whilst you are on Trust site, you may observe or hear something that causes you distress. If this happens, please speak to your placement supervisor or contact Pamela Williams on 07974636518 or email [sth.ledschoolengagement@nhs.net](mailto:sth.ledschoolengagement@nhs.net)

## On-Site Placement Registration

All students must register on the Monday morning of the week of their placement. Registration is between 7.30 and 8.30am. *You will need to log in to the meeting and when you are admitted, just log straight out again.* This will register you on-site. Details will be available on your event information on the Learner Portal.

## Confidentiality

It is natural to wish to discuss your experience on a work placement with friends and family. However, you must ensure that you do not disclose confidential information that could identify an individual patient. Issues of confidentiality extend to access to the patient records and to the appointment book. You must also let a member of the team know immediately if you know any patient personally.

## Raising Concerns

Should you at any time have concerns about anything, please speak to your placement manager or contact Pamela Williams on 07974636518/0114 2266663 or email [sth.ledschoolengagement@nhs.net](mailto:sth.ledschoolengagement@nhs.net) or a member of the health careers team 0114 2266663

## Sickness Reporting

If you are unable to attend because of sickness you should inform your placement area as soon as possible.

Please also contact Pamela Williams on 07974636518/0114 2266663 or email

[sth.ledschoolengagement@nhs.net](mailto:sth.ledschoolengagement@nhs.net)

## Risks

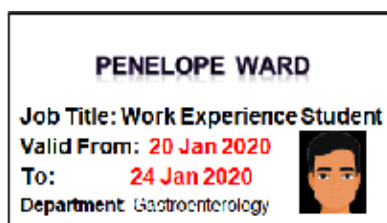
Shadowing members of our team carries with it an element of risk. By following the instructions of the person supervising you risk will be minimised. Please make sure that you, therefore, listen to and follow instructions at all times, particularly when these relate to health and safety issues.

In order to minimise risk of infection, you must follow instructions given by members of staff at all times. You must also ensure that you maintain a high standard of personal hygiene.

If you are in a clinical area you must not under any circumstances handle sharps (needles or other sharp objects) and you should take extreme care where you put your hands.

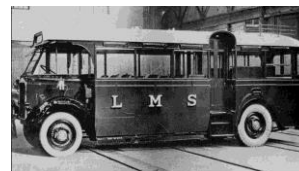
## ID Badge

ID Badge must be worn on placement at all times whilst on STH site.



## Hospital Shuttle Bus

The H1 shuttle bus travels between the NGH and RHH sites. It takes up to 20-30 minutes to cross site, dependent on traffic. The terminus is at the Clock Tower at NGH and at the turning circle at the RHH site. Have your ID badge displayed, you should get free travel, but have some money available, just in case you have to pay. Check with staff for times.



## Facilities

There are canteens and other food venues at the Hospitals. You may eat your own food in the canteens, but not in other on-site food venues.

NGH - Canteens are in the Clock Tower and Huntsman Building

RHH – Canteen is on D Floor

Other sites – please check with your placement supervisor on your first day

Some departments have a kitchen with access to fridge/microwave. please check with your placement supervisor on your first day

Please do not bring valuables on site. You will be shown where to store your bags and coats etc, however, you will not have a private locker.

## Work Experience Student Activities - Do's and Don'ts

These are examples of the tasks that would be appropriate for students. <b>Activities must be supervised at all times</b>	School Years 10 & 11	School Years 12 & 13
Have contact with patients in clinical areas with their consent, in line with Young Persons Work Experience Policy	No	Yes
Observe in X Ray, in line with area risk assessment	No	Yes - if students are over 16, not pregnant and does not have an MSK problem
Assisting with bed-making (empty beds only)	No	Yes
Shadowing a nurse or healthcare assistant	No	Yes
Assisting staff at meal times to distribute meals under supervision and cutting up food and encouraging patients to eat and drink	No	Yes
Assisting patients with reading and writing of letters	No	Yes
Helping with clinics	No	Yes
Attending team meetings	Yes	Yes
Use Word, Excel, and PowerPoint etc. Students cannot have access to the Intranet/Internet or have access to patient information systems, in line with Information Governance directive. <i>Staff must not give students access to their own account in line with Trust policy</i>	Yes	Yes
Communications – opportunities to deal with telephone calls or meet patients, visitors face to face	Yes – In OPD only	Yes
Preparation of documents not too complicated and where confidentiality will not be breached	Yes	Yes
Basic administration duties i.e. filing post and photocopying	Yes	Yes
Shadowing staff in non-clinical areas within the department	Yes	Yes
Have contact with bodily fluids	No	No
Escort patients alone	No	No
Undertake invasive procedures	No	No
Administer medication	No	No
Discuss or share anything of a confidential nature. Students have signed a confidentiality document, co-signed by parent/guardian	No	No
Have access to: <ul style="list-style-type: none"> <li>Theatres</li> <li>areas where patient consent cannot be gained</li> <li>areas where they may be put at risk of exposure to Hepatitis B or risk of TB infection</li> <li>Jessop Hospital Wing</li> <li>A &amp; E (Clinical)</li> <li>Radiology</li> </ul>	No	No
Have contact with sharps/needles	No	No
Move and handle (patient and non-patient)	No	No
Be left unsupervised	No	No



### **Timetable**

You will have received your timetable at the orientation, if there is an issue with your timetable, such as delay by the placement manager, the timetable will be emailed to you after the placement orientation. You must have your timetable printed off so that you can confirm details with your placement supervisor.

There may be information such as start times for all sessions that may need clarifying. **You must ensure that you speak-up to the placement supervisor as timetables are individual to the placement area and they are the ones that will answer any queries that you may have.**

### **Student Placement Feedback Form**

You will be given this form at placement orientation induction (see Additional Documents at the end of this document). This is to be given to your placement manager to complete during your placement.

You should try your best to get this completed, however, it may not always be possible. It may be useful to mention this at the start of your placement and again during the week. Placement managers are not obliged to complete this form.

### **Delays**

Be prepared for delays in being met by your placement manager. Bear in mind that this is a hospital and patients are our first priority, doctors, nurses and other staff are sometimes unavoidably delayed and therefore may be late for your appointment. There may also be times when it is not appropriate for you to sit in on a consultation, you will possibly be asked to wait until the consultation is over. It would be good to use these occasions to do some reflection on what you have experienced so far.

### **Returned Documentation**

You will be given a brown STH internal envelope with my details at the placement orientation. At the end of placement, you must put your ID Badge and the placement feedback form if it has been given to you, into the envelope and give it to a member of staff to put into the internal post.

If you mistakenly take these home, you must return to me by post to the below address, you will need to put in a regular envelope and ensure it has a stamp which covers the postage.

Pamela Williams  
Learning & Development Department  
Rivermead Training Centre  
Northern General Hospital  
SHEFFIELD  
S5 7AU

## Reflect

Reflection is essential. The focus is not how much work experience you undertake but what you learn from it.

To get the most out of this placement make time after each day to reflect on what you have learnt and put these thoughts into a diary, there is a section on your STH Learner Portal record where you can write-up your notes and later access <https://sthlearnerportal.co.uk/> If you leave it until the end you may forget something or miss out on an opportunity to ask a question.

There is no right or wrong way to reflect. By just describing what you did will help you consider what happened and how it made you feel. This is for you so be honest.

Begin with a description of your experience. Explore what you thought and felt at the time. Think about what was good and bad about the experience. Draw some conclusions based on your experience.

This guide provides worksheets that you can use to reflect. Create a worksheet like this for each day and complete it. It will help you articulate what you have learnt and be invaluable when you apply for a future career or course.

## Activity

### Think about reception

How do we receive patients and understand their needs? How do patients book appointments? What skills do staff demonstrate? What are their responsibilities and working patterns?

### Think about the administration and patient management

How does the ward or department work? Who manages the ward? What skills do they demonstrate? How do the wider team members work together?

## Daily Reflective Diary

### Think about!!!

- What did you do?
- What did you learn from this?
- Are there any questions or topics you need to find out about? If so, how will you learn more?

**Activity****Placement Reflection**

Please complete this form for discussion at the post-placement session

**Summarise the main activities you participated in during your placement**

**What were the highlights?**

**What did you find most difficult or challenging?**

**What have you learnt about working in the NHS?**

**What skills did you see staff demonstrating during your experience?**

**Give a few examples of how you saw some of the skills that you have mentioned above demonstrated.**

**What skills have you gained as a result of your experience?**

**How can the skills that you experienced during your experience support your career pathway into healthcare?**

## After Work Experience Placement

### Post Placement Session

Your placement session will be usually on the Thursday of the week of your placement, if there are 2 work experience weeks within the same month, the post-placement session will be on the Thursday of the second placement week.

This is a part of the STH work experience programme. This is an hour-long session that will give students the opportunity to:

- Share your experience
- Raise any concerns
- Complete the placement evaluation (if you fail to complete the evaluation, you will not receive a placement certificate)
- Ask any questions

Registration will be during the 15 minutes before the session starts. Please be on time.

Event details are on the Important Dates and Join Links document available for download from your Learner Portal account.

### Certificate & Statements

Upon completion of your placement, ***including the placement evaluation***, you will receive

- STH Placement Certificate
- Placement Manager Feedback (if provided)

For those students that have attended all the required meetings for the work experience programme, you will also receive the document below:

- STH Placement Statement

Your post-placement documents will be available by logging into your STH Learner Portal account, select the appropriate event, it will state *Certificate Ready*, when documents are available.

# Additional Information

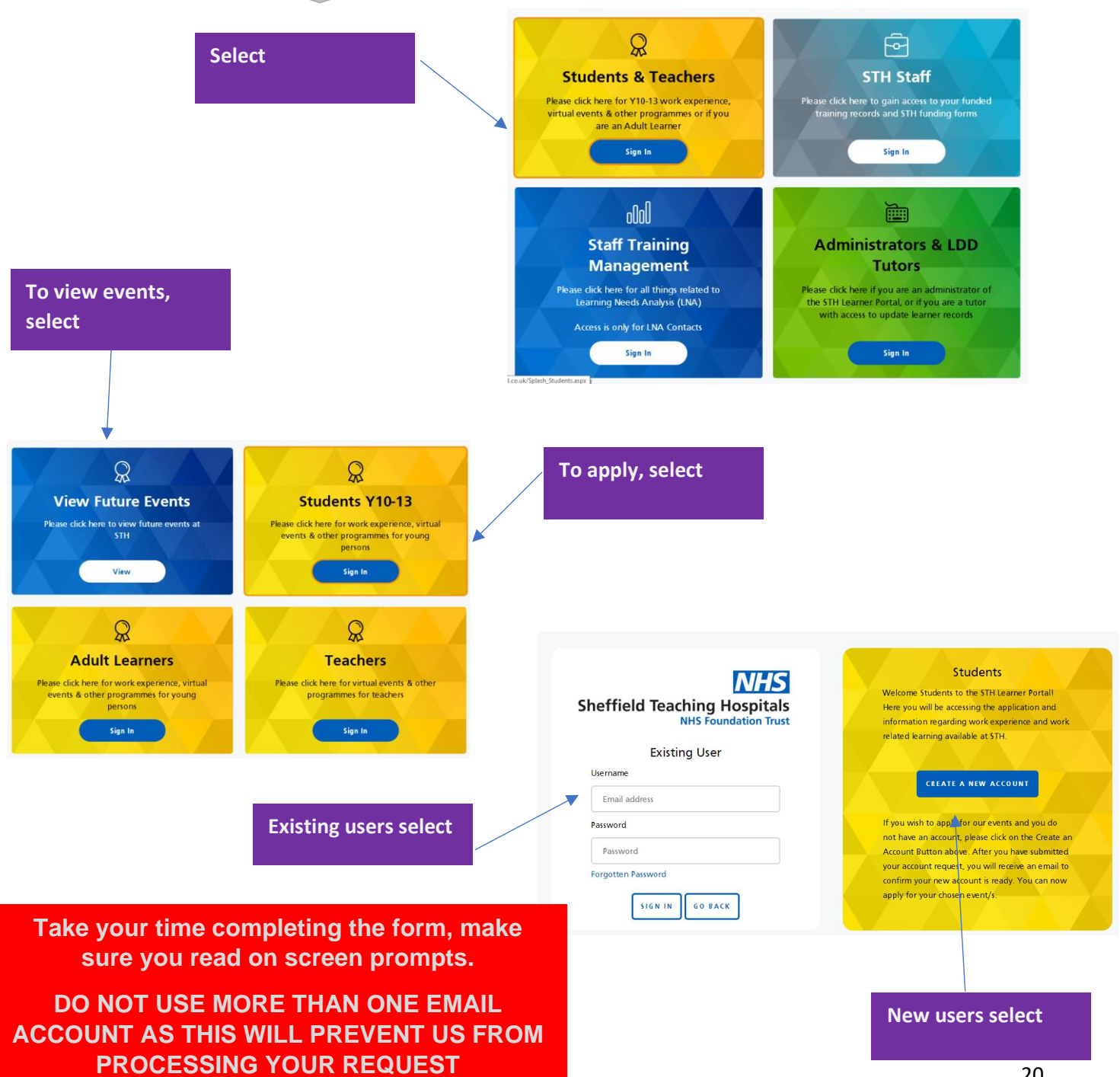
## STH Learner Portal Instructions

The STH Learner Portal is our online application and communication system. All information regarding our events, dates, join links, announcements etc are available on the system.

If you want to apply for any of the programmes in the Future Events list, you must first create an account. **If you cannot access your school email during the school holidays, use your personal email address as you will receive emails from us that you must respond to.**

When you book an event, this will be automatically sent to your school contact. If the request is approved by your school contact, it will be automatically sent through to Sheffield Teaching Hospitals to process.

STH Learner portal Link: <https://sthlearnerportal.co.uk>





# Information on the STH Learner Portal

## On-line application and communication system

Various information

News Board

Your Upcoming Events

Future Events

Your Event History

Your Profile

Your events booked

YOU ARE NOT CURRENTLY BOOKED ON TO ANY EVENTS

View FUTURE EVENTS to see all planned events over the coming months that you can apply for.

### Medicine Work Experience

Applied Schedule :

13/02/2023 - 17/02/2023

Below are the dates for the induction sessions. You must attend these or your placement will be withdrawn. Please ensure that you are available to attend, before selecting your work experience choices. October Placement - Induction: 29/ 09/22 (virtual) & Placement Orientation: 3/10/22 (In-person) February Placement - Induction: 06/ 02/23 (virtual) & Placement Orientation: 7/02/23 (In-person)

#### Placement Activities

Students will be placed with someone within the medical profession. They will shadow individuals within the team in areas which may include ward rounds with consultants and other members of the team. Shadow in Clinics. Attend meetings. Shadow other disciplines appropriate to the placement. Communicate with patients, staff and visitors

Information Link :

<https://www.healthcareers.nhs.uk/explore-roles/doctors>

YOUR APPLICATION HAS BEEN DECLINED BY THE NHS

Click on the arrow to view information about your event eg  
Dates  
Times  
Event/meeting join links

You must always check this information as some information is released 2 weeks before placement or at the start of placement

The withdrawal function is also in this area

Event Information	Document Type / Date Uploaded	
Student Information.pdf	Pre-course Document 24/01/2022	↓
15 Mar Join Event Details.docx	Course Start (2 Weeks Before) 02/02/2022	↓

### Person Specification: What it is and how to use it

Event Date

15  
Mar 2022

Start Time

16:00

Person Specification: What it is and how to use it

Learn what a person spec is and how to use it when finding out if you are qualified to apply for the advertised position and how it relates to your application form and statement

YOUR APPLICATION HAS BEEN DECLINED BY THE SCHOOL/COLLEGE

Click on the arrow to view events that you have attended.

Record Your Personal New Notes

In personal notes you can write your reflection and review at a later date. This is available as long as your account is active

### Urgent Communication

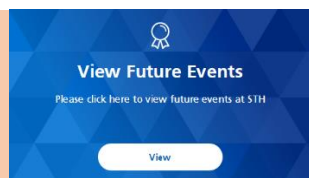
Information regarding events that you have booked, such as join links, induction dates, meeting points and times is urgent. We do not email this information to students individually. Sign in, go to Your Upcoming Events, click the arrow to view events that you have attended. You will find most of the information that you need in the student guide booklet. Induction join link is on the induction document.

Urgent communication will be shown in the pink shaded boxes on the Learner Portal

# Frequently Asked Questions



Question	Answer
Do you have a work experience website?	Yes <a href="https://www.sth.nhs.uk/work-for-us/work-experience">https://www.sth.nhs.uk/work-for-us/work-experience</a>
Can anyone access work experience?	No. Only students that attend school/reside within the city of Sheffield can apply for Work Experience and the Live Virtual Events
Can I apply for work experience at any time?	No There are specific application dates, usually for a 3-week period. There are specific weeks that you can apply for You can view these on the work experience website at <a href="https://www.sth.nhs.uk/work-for-us/work-experience">https://www.sth.nhs.uk/work-for-us/work-experience</a> You can however, apply for the live virtual events at any time up to 2 days before the event
Do I need any experience to apply for work experience?	If you are applying for a clinical placement, you need to do one of the live virtual events before your work experience placement. This has to be in the same profession for which you are applying eg if you want to do a placement in nursing, you have to attend a nursing live virtual event
Does my age matter?	Yes. Y10-13 may apply for live virtual events Y10-13 may apply for non-clinical work experience placements Y12/13 may apply for clinical work experience placements
How do I find out about work experience process?	You must access the STH Work Experience Student Guide from the work experience website <a href="https://www.sth.nhs.uk/work-for-us/work-experience">https://www.sth.nhs.uk/work-for-us/work-experience</a> From the STH Lerner Portal News Board, or from the careers advisor at your school
How do I find out about events that are available for young people, including work experience?	Go to the STH Learner Portal <a href="https://sthlearnerportal.co.uk/">https://sthlearnerportal.co.uk/</a> On the Students & Teachers square, select Sign In <div data-bbox="394 1724 699 1915" data-label="Image"> </div> Select View Future Events



You will see various options available. Select view to see a list of events available

How do I apply for any of the events, including in-person work experience?

Via the STH Learner Portal. Link <https://sthlearnerportal.co.uk/>  
If you are an existing user, you will need to apply via your account  
If you do not have an account, you will need to create one

How do I create an account?

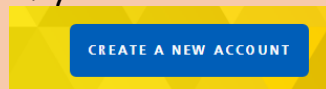
Go to <https://sthlearnerportal.co.uk/>  
On the Students & Teachers square, select Sign In



Select Students Y10-13



If you are a **new user**, select Create a New Account



You will need to provide some basic information and create a password. You must complete all sections.

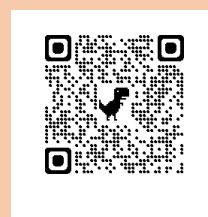
Press Register

**You must never use more than one email address at any time when using the system. If you do so, you will encounter serious issues that will prevent you from applying for events**

When you sign into your account to apply for an event, you will need to provide additional information

What if I have an account, but I have forgotten my password?

Log into the STH Learner Portal <https://sthlearnerportal.co.uk/>  
Enter your Username (the email that you used to create your account)  
Select forgotten password  
You will be emailed a temporary password to your email account



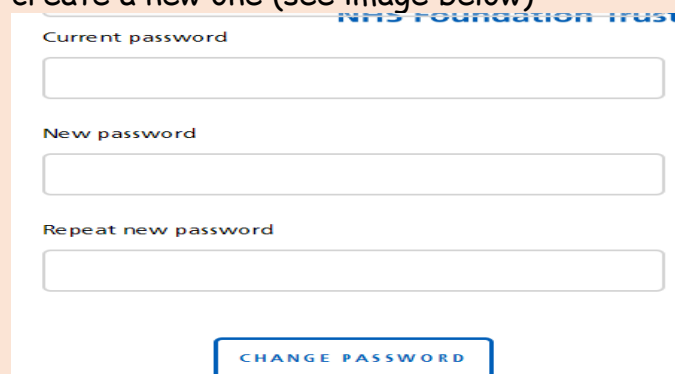
STH Learner Portal QR Code

Log into the STH Learner Portal

Enter your Username

Enter the temporary password

You will be taken to a new screen to change the temporary password and a create a new one (see image below)

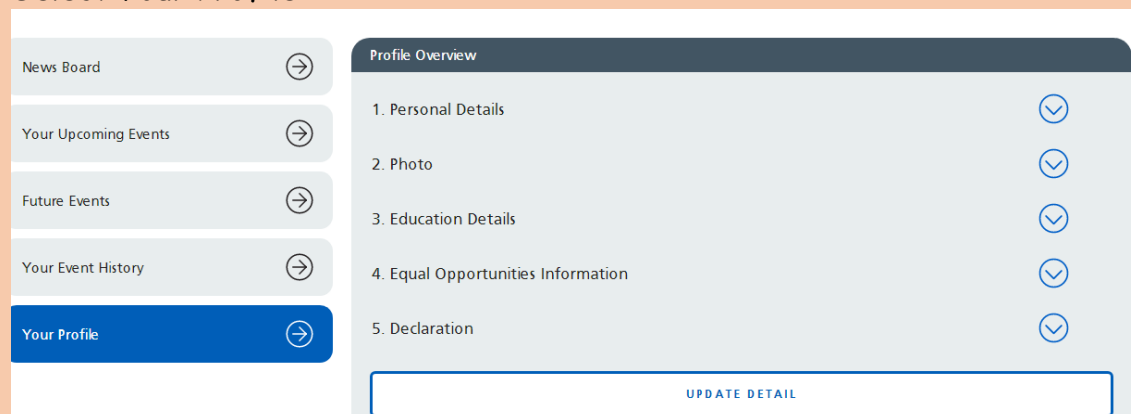
A screenshot of a web form for changing a password. The form is titled 'NHS Foundation Trust' at the top. It contains three input fields: 'Current password', 'New password', and 'Repeat new password'. Below these fields is a blue button labeled 'CHANGE PASSWORD'.

When you have completed the above steps, sign into your account, using your newly created password

Now that I am signed into my account, how do I apply?

Sign into your account at <https://sthlearnerportal.co.uk/>

Select Your Profile

A screenshot of the 'Profile Overview' screen in the STH Learner Portal. On the left is a sidebar menu with options: 'News Board', 'Your Upcoming Events', 'Future Events', 'Your Event History', and 'Your Profile' (which is highlighted in blue). On the right is the 'Profile Overview' section, which lists five items: '1. Personal Details', '2. Photo', '3. Education Details', '4. Equal Opportunities Information', and '5. Declaration'. Each item has a blue checkmark icon to its right. At the bottom right of the main content area is a blue button labeled 'UPDATE DETAIL'.

Select the Update Detail button

You will be taken through a series of screens, you must ensure that you complete all the sections and upload any requested information eg photo. You will see the buttons on the right of your screen change from blue to grey when you have completed each section. You must complete all these stages at the same time. Your information will only be saved when you select save at the end.

When all your details have been checked or updated

Go to Future events on your menu

Select the option that you are interested in eg face to face work experience

Choose your event and select *Apply*

Read and follow the onscreen instructions

Does it matter which photo I upload?

Yes. This will be used for your ID Badge, so you must upload a photo facing into the camera. This must be a head and shoulders shot and a clear likeness to your everyday self.



Where does my application go when I have submitted it?

Your application will go to your school/college contact for approval (the school contact information was generated when you selected your school from the dropdown list)

If your school contact approves your application, it will be sent to STH for processing

How do I know what is happening with my application?

Your status of application is shown on your account

<https://www.healthcareers.nhs.uk/explore-roles/doctors>

YOUR APPLICATION HAS BEEN DECLINED BY THE NHS

What do I do if I no longer want to attend an event that I have booked?

Sign into your account at <https://sthlearnerportal.co.uk/>

From your menu, select Your upcoming Events

Click on the arrow

Select *Withdraw The Event* (You must give the reason why you are withdrawing)

How do I find out information on my bookings, such as NS Teams Join Links?

Sign into your account at <https://sthlearnerportal.co.uk/>

From your menu, select Your upcoming Events

Click on the arrow

You will see all the downloads for the event

NHS Material Document	Date Uploaded	Download
Induction and Orientation Dates.pdf	12/04/2022	
WorkExperiencePolicySchoolYears10to13 (4).pdf	12/04/2022	
STH WEX Clinical Placement Guide.pdf	15/06/2022	

Can I write and save notes?

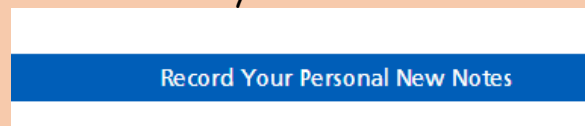
Yes

Sign into your account at <https://sthlearnerportal.co.uk/>

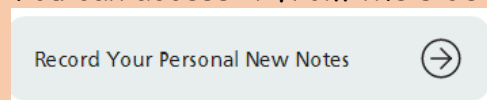
From your menu, select Events History

Click on the arrow

Select Record your Personal New Notes



You can access it from the side menu



What if I am having issues with my application?

Contact your school careers adviser or one of your teachers. If they are unable to solve your issue, **they** will contact STH on your behalf

What are the common reasons

You have not completed a live virtual event

why my work  
experience  
application is  
declined by STH?

You have not completed and signed the work experience agreement correctly

There are no remaining places for the date (this occurs when you have selected only 1 date on your application, thereby limiting your options)

You do not live in the city of Sheffield

You have not been cleared by Occupational Health

You have not attended both parts of the mandatory induction



## STH Work Experience Risk Assessment

This is a copy of the STH risk assessment for you to read

<p><b>RISK ASSESSMENT FORM</b></p> <p>To be completed for all newly identified risks. For further guidance on completing this form please refer to <a href="#">Guidelines for Assessing and Managing Risks</a> which supports delivery of the <a href="#">Framework for Risk Management</a> (available on the Trust's intranet) or contact your directorate Risk Lead.</p>
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Datix ID	4773	Date risk assessment completed / reviewed	23 May 2022	Version	1
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Title (Unplanned event*)	Trustwide-A young person coming to harm whilst undertaking a work-related learning activity or work experience placement at the Trust				
Directorate	HR	Department / Speciality	LDD		

### Risk articulation (describe the risk)

Cause (what might trigger the event to happen)
<ol style="list-style-type: none"> <li>1. Young persons may behave in an inexperienced manner due to their age</li> <li>2. The hospital environment is unfamiliar to students and they may not be aware of their limitations</li> <li>3. They could be asked to carry out tasks beyond their physical capability eg involving moving and handling</li> <li>4. Witness distressing situations regarding patients or visitors</li> <li>5. Might be exposed to infectious pathogens eg COVID-19</li> <li>6. Government recommendation is that individuals supervising young persons under 18 years of age, have an enhanced DBS and Child Baring List check. Currently this is not the case throughout the Trust.</li> </ol>
Event* (what is the unplanned/ unwanted event that may occur)
Trustwide-A young person coming to harm whilst undertaking a work-related learning activity or work experience placement at the Trust
Effect (what are the consequences/ impact of the event)
<ol style="list-style-type: none"> <li>1. The young person may harm patients or themselves by attempting activities that they are not trained or competent to do</li> <li>2. Entry into restricted areas eg theatres, radiation zones could result in exposure to harmful chemicals/radiation</li> <li>3. Muscular skeletal injuries</li> <li>4. May result in emotional distress/trauma eg by witnessing cardiac arrest or death on a ward</li> <li>5. May suffer symptoms of illness eg sickness &amp; diarrhoea</li> <li>6. The young person may be at risk of being abused</li> </ol>
Background information (optional)
Young persons aged 14-18 carry-out work experience placements and work-related learning visits to the Trust. These students are residents of Sheffield and are interested in a health care career. Students will shadow staff and carrying out basic tasks where appropriate under supervision at all times. Placements will be in medicine, dentistry, nursing, Allied Health Professionals, facilities and administration.

### Evaluate the risk

Describe the control measures in place to prevent the event occurring or to reduce the impact (add rows as necessary)
<p>Existing controls in place when risk was identified</p> <p>Examples:</p> <ol style="list-style-type: none"> <li>1. Under constant supervision</li> <li>2. Patient consent before any activity relating to patients</li> <li>3. ID badge to identify as work experience students</li> <li>4. Wear black trouser/skirt and white/cream top</li> <li>5. Work Experience Policy</li> <li>6. Manual Handling Policy</li> <li>7. Child Safeguarding</li> <li>8. PROUD Values</li> </ol> <p>Young persons attend mandatory work experience induction (currently Microsoft Teams) for 1 hour and a 2 hour in-person orientation visit.</p> <p>A local induction must be carried out by the placement manager and recorded on the placement briefing/feedback form. This should include local working practices and any hazards present in the workplace eg radiation, medical gases, equipment, moving vehicles, chemicals, drugs, patients with medical conditions likely to be abusive</p> <p>Placement managers must confirm that they have read and understood the following documents</p> <p>Work Experience Students Sponsor Guide</p> <p>Work Experience - School Years 10-13 policy</p> <p>Young persons risk assessment</p> <p>Students will not be present at procedures, or when very serious conversations are happening.</p> <p>Any exposure to situations that may have an emotional impact is carefully managed. We will ensure that students know that they can talk to the placement manager or another appropriate supervisor, if they feel that they have seen or heard anything that has caused them distress.</p> <p>Any such incidence will be stated on the end of placement briefing/feedback form, provided by Learning and Development Department, who will do a follow-up with the school/college and the student</p> <p>Students will be required to follow infection, prevention &amp; control measures eg using PPE as directed in local placement areas.</p> <p>Students must sign (co-signed by parent guardian if under 18) a young person work experience agreement in line with Health Education England's work experience toolkit. A confidentiality document is included.</p> <p>All students undergo occupational health pre-screening</p>

Individualised wellbeing plan put in place

Service Level Agreement signed by school principal

Continually monitor work experience programme, through feedback from staff, schools and students.

Young persons have been strongly advised to ensure that their vaccination status is up-to-date

### Risk scores (see scoring matrix at end of template)

Initial:	Consequence	3	Likelihood	2	Score	6
----------	-------------	---	------------	---	-------	---

Current:	Consequence	3	Likelihood	2	Score	6
----------	-------------	---	------------	---	-------	---

Target:	Consequence	3	Likelihood	2	Score	6
---------	-------------	---	------------	---	-------	---

### Identifying risk status

Tolerate	X	Treat		Transfer		Terminate	
----------	---	-------	--	----------	--	-----------	--

NB if the target risk score is lower than the current risk score, this indicates that the risk is to be treated and completion of an action plan is required.

### Action plan

Actions agreed	Lead for each action (name and job title)	Resource needed	Target completion date	Date completed	Evidence that the action has been completed
1					
2					
3					

### Review and approval

Risk assessment undertaken by:	Job Title:
Pamela Williams	Learning & Development Department Facilitator (School Engagement)

Risk / Governance lead:	Alison Hales	Job Title	Head of People Development
Risk Owner:	Amanda Lee-Kearsley	Job Title:	LDD Co-ordinator
Group approved by:	HR Risk and Governance	Date	
Oversight Committee: (optional)		Date:	

Review Date:	23 May 2023
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Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare - Will probably never happen / recur (1)	1	2	3	4	5
Unlikely – Do not expect it to happen / recur but it is possible (2)	2	4	6	8	10
Possible – Might happen / recur occasionally (3)	3	6	9	12	15
Likely – Will probably happen / recur but it is not a persistent issue (4)	4	8	12	16	20
Almost certain – Will undoubtedly happen / recur, possibly frequently (5)	5	10	15	20	25

## Student Placement Feedback

Your placement manager will be sent this form to complete at the end of your placement. This will form part of your end of programme information.

<p><b>Section A</b></p> <p>Given that this is a hospital, did you experience anything that disturbed you?</p> <p>Yes <input type="checkbox"/> (If the student answers <b>Yes</b>, please complete Sections <b>B &amp; C</b>)</p> <p>No <input type="checkbox"/></p>
<p><b>Section B</b> - Please summarise the concern</p>
<p><b>Section C</b> - Please summarise what action was taken in order to deal with the concern.</p>
<p><b>Section D</b> – (To be completed by Student Support Team). If the concern was escalated by the placement manager, please give details of what conclusive action was taken.</p>

## Placement Manager/Supervisor Feedback

Areas Covered	Please Select 1 Option From Each Category	Comments Please add any further comments that you wish to make
<b>Attendance</b>	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
<b>Timekeeping</b>	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
<b>Behaviour/Attitude</b>  Respectful Good Communication Active listening Asked appropriate questions Helpful Pleasant disposition Dress Code	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
<b>Learning Outcomes</b>  Please select the outcomes that the student has achieved whilst on placement	Communication (eg taking part in discussions, reading & obtaining information, speaking to patients, visitors and staff) ----- Active Listening ----- Working with others ----- Independent enquiry (showing interest, asking questions) ----- Dealing with unfamiliar/challenging situations ----- Improving personal learning and skills -----	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>