

Dear Student,

Please read the terms and conditions outlined in this as letter carefully as failure to comply may result in your work experience application being withdrawn. Please ensure that both you and your parent/guardian sign this letter and return to your college work experience co-ordinator.

Attendance & absences: it is very important that you arrive on time each day, and after lunch. Staff are very busy and will not want to waste time waiting. Make sure you leave yourself plenty of time to find your way to where you are working. If for any reason you are unable to attend your work experience you must call your placement area giving your reason. You will also need to let the hospital and college placement supervisors know. Lack of attendance may result in your placement being withdrawn. You will be given relevant contact numbers on your first day.

Lunch: There are a number of places for you to buy sandwiches, hot meals and drinks. Alternatively, you may wish to bring your own lunch.

Dress Code: You should wear comfortable, clean, smart clothes. You should not wear jeans, tracksuits, leggings, open toed sandals, trainers or high-heeled shoes. Please remember you will be required to be 'bare below the elbow' for infection control. If your hair is long, you should tie it back with a plain band. False nails, nail extensions/wraps or nail varnish must not be worn on duty; these can harbour bacteria.

Visible body piercing including tongue studs must be removed or covered; an SOS necklace may be worn to indicate the existence of a medical condition but this should be worn inside clothes and other than small stud earrings no other jewellery is permitted. Fingernails must be kept clean and short. You may be asked to wear protective clothing in certain areas.

Special requirements as a result of cultural or religious obligations should comply with health and safety and infection control precautions. Headscarves may be worn, unadorned and shoulder length only. Uniforms are required to be worn; these will be provided at Induction on your first day, with an ID Badge.

Confidentiality: During the course of your placement you may have access to information of a confidential nature, in particular information relating to the diagnosis and treatment of patients, individual staff and/or patients records, and details of contract prices and terms. You must under no circumstances disclose any confidential information to any person or make use of the information either during or after the placement. You should not access personal data that your supervisor has not instructed you to access. Failure to follow these conditions, may lead to prosecution should we become involved in a case of litigation instigated by the patient. If you disclose or misuse information we will terminate your placement immediately. In certain circumstances you may also be liable to prosecution under the Data Protection Act 1998.

Health and Safety: You have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to comply with our policies in meeting these statutory requirements. During induction you will undertake further training in health and safety. A copy of the health and safety policy is available for inspection.

Criminal Record: Any convictions, cautions or bind overs should be declared. Please contact me to discuss this if it affects you.

Raising a Matter of Concern: If you see or hear anything that concerns you, please notify the **ELHT Work Placement Co-ordinator** in the first instance.

Loss/Damage of Personal Effects: No liability can be accepted for loss or damage to personal property on our premises by burglary, fire, theft, or otherwise. You are advised accordingly to provide your own insurance cover.

Do take time before your placement to prepare. Before you arrive think about what you want to learn and any questions you have.

While you are on placement do enjoy yourself. It is a chance for you to find out a little about what the world of work is like. You will meet lots of new people and come across new and unfamiliar situations. Most people really enjoy their work experience and find it motivates them to find employment or study harder upon completion. We look forward to welcoming you soon.

Uniforms and ID badge

Uniforms are required to be worn, tops will be provided and an ID badge which should be worn at all times on placement.

Social Media and Mobile Phone Usage

The Trust understands that students may wish to use their own devices, such as mobile phones whilst they are at work. The use of personal devices must be limited to allocated break times only. All students who have their own personal social media account must be aware that personal views expressed may be jeopardising to Trust.

Social media must never be used in a way that breaches any of ELHT's policies and procedures.
Yours sincerely,

Radiology

Students attending placement in Radiology may have the opportunity to observe procedures within an X-Ray room, students are required to stand behind the screen to avoid radiation.

Form of acceptance

I accept this placement on the terms and conditions outlines above and have retained a copy.

Signed:

Date:

Parent/guardian's signature (if under 18)

Signed:

Date: