

University Hospitals of Morecambe Bay NHS Trust
Application for Work Experience Work

University Hospitals of Morecambe Bay NHS Trust supports the provision of work experience placements where possible depending on the capacity of the different departments and staff groups. There are some areas where we cannot offer placement opportunities these are: Operating Theatres, Midwifery, Children's Services, Intensive Care Unit and the Emergency Department. Whilst on placement you will be shadowing members of the healthcare team as they go about their role and there is a chance you will see things / be exposed to situations which you may find emotional or distressing.

Personal Details

Title _____ Forename(s) _____ Surname _____

Permanent Address _____

_____ Post Code _____

Contact Telephone No _____

Email Address _____

Please state preferred method of contact (delete as appropriate) Phone / Email

Date of Birth _____ Age _____

All applicants must be a minimum of 16 years of age.

School / College attending _____

Course of Study (eg GCSEs, NVQ, BTEC etc) _____

Placement

Career(s) / Profession(s) of interest _____

Please state hospital/s or area/s in which you would like your placement: _____

Please state preferred dates (**Please note:** these are not always possible)

Education

Dates From - To	School / College	Exam subjects taken	Level	Date obtained / Results awaited

Part - time Employment (if applicable)

Employer and Address	Position	From	To

Supporting Information

It would be useful if you could give some additional details to outline why you are interested in undertaking Volunteer Work / Work Experience Placement within University Hospitals of Morecambe Bay NHS Foundation Trust and how you envisage such a placement assisting with your future career plans.

If under the age of 19, please ask your college/school tutor to complete a short reference

IMPORTANT – Declaration of Health

1) Are you in good current health with no current medical problems that would present a risk to hospital staff or patients? **YES / NO (please circle)**

If the answer is **NO** please notify Vicky Lumley and a separate health questionnaire will be sent to you, which should be completed and returned directly to occupational health.

However if you have answered ‘yes’ because you are presently in good health please be advised **NOT** to attend ‘work’ if by the time your placement is arranged you are unwell, feverish or have a rash.

You should **NOT** attend ‘work’ either if you have been in contact with anyone with known tuberculosis, measles, rubella, chicken pox, shingles or a rash for at least 3 weeks.

2) Do you have a disability? **YES / NO (please circle)**

If the answer is **YES** please notify Vicky Lumley and a separate health questionnaire will be sent to you, which should be completed and returned directly to occupational health.

Alternatively please consult with occupational health if required for advice.

Occupational Health Royal Lancaster Infirmary Ashton Rd, Lancaster, LA1 4RP	01524 512296
Occupational Health Furness General Hospital Dalton Lane, Barrow in Furness, Cumbria, LA14 4LF	01229 491234
Occupational Health Westmorland General Hospital Burton Road, Kendal, Cumbria LA9 7RG	01539 795292

Rehabilitation of Offenders Act

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section (2) of the Rehabilitation of Offenders Act 1975. Applicants are therefore required to disclose any criminal convictions, bindovers or cautions. Any information given will be considered only in relation to an application for positions to which the order applies.

Do you have convictions for criminal offences, cautions or bindovers? **Yes / No**

EMERGENCY CONTACT DETAILS

Please fill in the details of somebody we could contact on your behalf in the event of an emergency:

EMERGENCY CONTACT NAME: _____
RELATIONSHIP: _____
TELEPHONE: _____

UNIVERSITY HOSPITALS OF MORECAMBE BAY NHS TRUST
WORK PLACEMENT AGREEMENT

Morecambe Bay Hospitals NHS Trust has agreed to take work placement students in order to assist them towards a career in the NHS.

The Trust has a structured placement with clear objectives to ensure the best possible experience for students. The Trust will endeavour to ensure that students are protected from experiences which may be unpleasant. Due to the acute nature of the clinical areas however, the Trust cannot guarantee this.

Guidelines have been drawn up for placements to minimize risk of exposure to situations which may adversely affect students on placement. Please ensure that the student, parent / guardian and college tutor are fully aware of this and consent to the work experience.

PART 1 – WORK EXPERIENCE STUDENT TO COMPLETE

As the student named above, I agree to take part in this work placement. I will hold in confidence any information about the employer or patients which I may obtain during the work period. I am aware of the acute nature of work undertaken and that I may be exposed to unexpected situations.

I understand that the work experience placement, if offered, will be subject to the information given on this form being correct. I also understand that a placement will be subject to satisfactory medical clearance if required. I declare that all the foregoing statements are true and complete to the best of my knowledge and belief

Name..... Signature Date.....

PART 2 - PARENT / GUARDIAN TO COMPLETE (if student under 18)

As parent / guardian of the student named above, I have read and understood this form and agree to his / her taking part in this programme. I am aware that whilst minimizing risk of exposure to unexpected situations, the Trust cannot guarantee this.

Name..... Signature Date.....

If successful in your application for a work experience placement, the information given on this form will be treated in a secure and confidential manner, under the terms of the Data Protection Act 1984. The information will also be held on a secure database within the department. If you do not wish for us to hold on to the information for longer than the immediate purposes of the placement, please tick the box. []

Please return these forms to Vicky Lumley in the Careers & Engagement Hub via email: victoria.lumley@mbht.nhs.uk or by post:

Vicky Lumley
Careers & Engagement Hub
Moor Lane Mills
Moor Lane
Lancaster
LA1 1QD