

## Work experience process

All placements are unpaid and the Trust will not meet any costs of travel, subsistence or accommodation.

Work placements are not available in Accident and Emergency, Theatres or Maternity.

## Responsibility of student

Complete the [online application form](#) having chosen your preferred placement area from the placement sponsor list stating your reasons for having applied to that particular area.

If accepted for placement, please do the following:

- Agree dates, times, location and content of placement with sponsor
- [Click here to download and complete the Occupational Health questionnaire \(Form A\)](#) and [Confirmation of placement terms and conditions form \(Form B\)](#).
- Form A should be sent directly to the Occupational Health Department using the following email address: [pehq.occhealth@bsuh.nhs.uk](mailto:pehq.occhealth@bsuh.nhs.uk)
- Form B should be sent directly to [work.experience@bsuh.nhs.uk](mailto:work.experience@bsuh.nhs.uk)

## Responsibility of work experience co-ordinator and placement sponsor

- Work experience co-ordinator forwards application form to relevant placement sponsor.
- Placement sponsor accepts student for placement and agree dates, location and content of placement remembering this must be appropriate to age and needs of the student.
- Work experience co-ordinator receives [completed confirmation of placement terms and conditions \(Form B\)](#).
- Placement sponsor is responsible for ensuring that a Young Persons Risk Assessment of the workplace and activities is completed by a competent person if the student is under 18 years of age. Please [record this on \(Form C\)](#) and send via email only to [sarah.wells@bsuh.nhs.uk](mailto:sarah.wells@bsuh.nhs.uk) and [Dominic.desouza-campbell@bsuh.nhs.uk](mailto:Dominic.desouza-campbell@bsuh.nhs.uk) for their approval.
- Placement sponsor plans programme of activity for placement to include supervision at appropriate level. Students must be supervised at all times and in clinical areas can be observers only.
- Placement sponsor carries out a [local induction \(Form D\)](#) for student on first day of placement.