

# Workplace shadowing and experience Programme

## Code of Conduct

Welcome to Berkshire Healthcare. We hope you will enjoy the time you spend with us and benefit from the experience.

Our programme offers an opportunity to gain experience of working in a community hospital, it provides an overview of how a hospital is run, gives an insight into careers within the NHS to help to inform your career choices and enables you to spend time discovering if such a career is right for you.

**These notes are for your general information.**

On arrival you will report to the person in the area that you have been advised to meet with and who will conduct a brief induction with you.

## Days and Times

These have been agreed with yourself and the placement supervisor and it is essential that you keep to them. If you need to make changes, please consult with your supervisor.

## Absence

If you cannot come to the hospital during your work experience, please inform your placement supervisor.

## What you'll be doing

**Work experience:** Appropriate (non-clinical) activities may be undertaken under the supervision and discretion of the member of staff taking full responsibility for these actions.

**Workplace shadowing:** You will follow an employee going about their normal activities allowing close observation of tasks.

## Student/Staff Relationship

Students are directly accountable to their supervisor in the placement area and are asked to cooperate and assist under direction.

## Confidentiality

**You must not disclose any confidential information gained as a result of working at the Trust.**

Confidentiality is important for effective communication and is essential in gaining the trust of patients, relatives and visitors to the Trust. In the course of your work experience/shadowing, you may have access to, or hear information concerning the medical and personal affairs of patients and/or staff, or other Trust business. Such records are strictly confidential and on no account should they be discussed or relayed to unauthorised persons or shared on any social networking sites such as Facebook or Twitter. Even if you know a patient personally, you should not confirm their presence in the hospital to anyone else. Please do not read

patients' notes/records and do not leave confidential documents lying around. In a patient area please do not enter where curtains or cubicles are closed unless authorised to do so by staff. No comment or information should be given in response to press enquiries; any such enquiries should be forwarded to the Marketing and Communications team.

**A breach of confidentiality will be treated as a disciplinary and could result in civil action being taken against you.**

### **Dress Code/Appearance**

It is sensible to wear comfortable shoes. Please make sure you are smartly and appropriately dressed for your placement. Jeans, shorts, low cut tops, trainers etc. are not acceptable.

### **Mobile phones/media devices**

Smart phones/camera phones are **not** permitted in clinical areas.

### **Security of personal effects**

You will be shown where to leave your coat and belongings. We do not accept liability for articles of personal property lost or damaged on our premises, whether by fire, theft or otherwise. You are advised not to bring valuables with you and keep any money on your person.

### **Smoking Policy**

We comply with Health & Safety Legislation and Employment Law. All of our hospital/clinical buildings, grounds and car parks are smoke free areas.

### **Fire Regulations**

Your attention will be drawn to our fire regulations, exits and meeting places in your induction. Please make sure that you are aware of the appropriate action to take should a fire occur.

Please note, we have a No Smoking policy, which means smoking is not allowed on our sites.

### **Health and Safety**

In accordance with Health and Safety legislation, everyone has a duty to take reasonable care of himself/herself and any other person who may be affected by his/her actions whilst carrying out work experience. You must not interfere with or misuse anything that is provided in the interests of health and safety or welfare. You should not undertake tasks you have not been trained or authorised to do. Any injury or accident sustained while on placement must be reported immediately to your supervisor, who will arrange appropriate action/treatment.

### **Consent and Patient Dignity**

Patient confidentiality and dignity must be observed at all times. Patients will be asked if they object to being observed by students and it must be clearly stated that all patients have the right to refuse without it being detrimental to the care they receive. Students are not allowed to be present when any clinical activity/treatment is being carried out without the patient's

formal consent and without a designated supervisor being present. The consultant/clinician is responsible for obtaining patients consent for the student to observe and this must be recorded in the patient's record.

### **Dismissal**

If your conduct or attitude is deemed to be inappropriate, your supervisor has the right to terminate your placement.