

Work Experience Policy

INTRODUCTION

This policy is designed to cover the situation where non-medical students are to be considered for work experience placements. It will also be applied where medical students acting outside the formal medical school / university placement scheme request work. This may occur where students or pre-course students ask for summer vacation work to enhance their C.Vs.

These students will generally be sixth form school students considering a medical career.

For the purpose of the remainder of this policy the term “student” will be replaced by “work experience pupil” and this is the description which must be used by reception staff and by others in the practice when referring to these placements, to avoid patient misunderstanding.

The demand for places in medical school is high and applicants demonstrating an interest or previous experience in the field may have an advantage in their applications. There is however a number of issues arising for the practice in considering this type of placement and the key points and requirements are covered below.

POLICY

- The practice does/does not encourage such placements however acknowledges that there are circumstances where it is appropriate to consider an approach by a pupil, for example where known personally to a GP or staff member.
- Each request will be considered on an individual basis.
- Work Experience Pupils will normally be considered where they reside within a reasonable distance to the practice area and/or is able to get to and from the premises on their own.
- Each Pupil to be considered for a placement will require a personal sponsor from within the practice, normally a partner or a GP, who will vouch for the pupil and be responsible for their conduct and induction prior to, during, and after the placement.
- Each pupil will be required to sign and understand the confidentiality statement (See also **Confidentiality Clause Staff Contracts**)
- The maximum placement will be 1 week.
- The minimum age at commencement of the placement is 15 years.
- The placement will normally take place outside term time.
- The pupil will be permitted to sit in on patient consultations only with the express permission of each individual patient, which is to be recorded in the patient record.

- Each individual patient will be clearly advised by the GP prior to the start of the consultation that the pupil is not a medical student, but is a work placement pupil from in/outside the practice area.
- The work placement pupil will not normally be permitted to sit in on a consultation where the patient is of a similar age. Care must be taken where the patient is of the opposite sex to ensure that the patient fully understands the situation.
- Patients must be given the free choice to decline the third party without feeling obliged to accept the presence of the pupil.
- The pupil will not be permitted to sit in a consultation where the patient is known to him / her. The pupil must declare this prior to the start of the consultation.
- Pupils will not be permitted to remain alone with a patient at any time.
- Pupils will not have access to patient records other than with the direct supervision of the clinician or supervisory staff member, and this will then be restricted to the records of the patient under discussion, and limited to relevant sections of the record only.
- The student should be inducted in the normal way. To advise on protocols, health & Safety, as well as confidentiality.