

A student guide to work experience placements

This document showcases the range of teams you could be working with if you're interested in discovering a career in your NHS

Our Trust Vision - 'We aim to be a leading provider of integrated health services, recognised for the care compassion and commitment of our staff and known as a great employer and a valued partner.'



Work Experience

Work experience involves the opportunity for students to gain study specific relevant experience, a real sense of what it is like to be in the workplace and gather skills, and knowledge ready for the next step in their career pathway either through an apprenticeship, university, or employment.

This directory is designed to make choosing your work experience placement easy!

So how does it work?

Look for the role which sounds most interesting to you, read which tasks you would enjoy and learn from in line with your future career aspirations.

Look at the skills you will learn throughout your work experience and how will they contribute to your aspirations.

Remember – there are over 350 roles within the NHS. If the role you're interested in is not listed, contact us to see what else we can offer you.



Please note that due to health and safety regulations and the lack of training, students will learn through observing health professionals within most departments.



Team: The Careers Team

Directorate: Workforce and Organisational Development

Address: Willerby- The Learning Centre, Trust Headquarters, Willerby Ct, Willerby, Hull, HU10 6ED



What does the team do?

The careers team manage work experience and apprenticeships within the Trust, visit various departments from clinical to non-clinical to support them in creating availability for work experience and visit schools, colleges, and other events to showcase work experience and apprenticeships. They also create materials for marketing work experience and apprenticeships either online or in paper form, such as leaflets and posters.

What will you be doing during placement?

- Learn the process and concepts of work experience
- Learn the process and concepts of apprenticeships
- Learn how to conduct an initial careers interview
- Help create and design ideas for marketing work experience
- Help search for marketing materials to take to events
- Take a personality trait or careers quiz to acknowledge one's skills and personal traits ideal for a specific job role
- From a student perspective, identify what young people want out of work experience within the trust
- Research with the aid of careers team member pathways for your career aspirations
- Create case studies of how individuals within the team came about their job roles
- Sit in on meetings or join any training if appropriate



What skills will you learn?

- Excellent IT skills
- Different career prospects
- Good organisational skills
- Creativity/initiative
- Build confidence

Team: Human Resources (HR) Team

Directorate: Workforce and Organisational Development

Address: Willerby- Mary Seacole Building, Trust Headquarters, Willerby Ct, Willerby, Hull, HU10 6ED



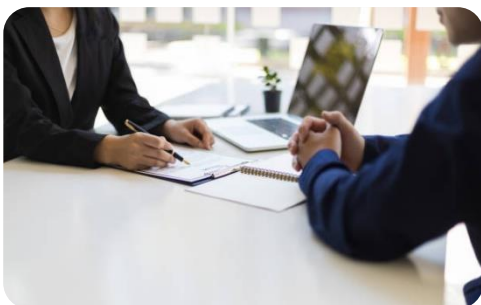
What does the team do?

The team supports the organisation in respect of:

- Terms and conditions of employment
- advising on policy and processes
- processing new starters to trust and changes to employment terms
- monitoring sickness
- processing DBS / Job Evaluation / professional registration

What will you be doing during placement?

- Learn the importance of HR
- Learn the recruitment process
- Learn about employee relation management and meeting the needs of colleagues
- The work experience student will be able to attend and observe meetings- only with consent from those involved.
- Learn the various processes within HR
- NMC checking Tasks
- Process and Mapping Tasks



What skills will you learn?

- Excellent IT skills
- Attention to detail
- Good organisational skills
- Excellent communication skills
- Ability to maintain confidentiality

Team: Hull and East Riding Memory Assessment Service

Directorate: Mental Health Planned Care

Address: 39-41 Coltman Street, Hull, Hu3 2SG

What does the team do?

A multi-disciplinary team, qualified in diagnosing and treating memory problems, will comprehensively assess and diagnose the nature of a person's memory difficulties. The team includes: nurses, support, time & recovery workers, psychologists, psychology assistants, occupational therapists and psychiatrists. Findings from assessments and any diagnosis are usually reported to the patients registered General Practitioner (GP)

We also work in partnership with the Alzheimer's Society and Carer Support Agencies – CISS (Hull) and the East riding Carers Support Service.

What will you be doing during placement?

- Learn the process of an early memory assessment
- Learn about various memory difficulties
- Learn the reasons for memory difficulties
- Meet and greet patients on arrival
- Offer refreshments to patients/visitors
- Observe assessment and the other aspects of the Dementia Diagnosis pathway- with patient consent



What skills will you learn?

- Increase in confidence
- Empathy
- Interpersonal skills
- Excellent communication skills
- Ability to maintain confidentiality
- Understanding a process
- Understanding vulnerability

Team: Integrated Specialist Public Health Nursing Service (ISPHNS) 0-19 years

Directorate: Children's and Learning Disability

Addresses: Bridlington, Bradley House, Enterprise Way. Pocklington Health Centre/ Alfred Bean Hospital (Driffield)- Bridlington Rd, Driffield YO25 5JR. The Walker Street Centre, 70 Walker Street, Hull, HU3 2HE. Rosedale Community Unit, Hedon HU12 8JU. Anlaby Clinic- Fist Lane HU10 6UE. Beverley Health Centre, Manor Rd. HU17 7BZ.

What does the team do?

Integrated specialist public health nursing team comprises of: Team Leaders, Health Visitors, School nurses, public health nurses, nursery nurses, community support workers and administrators, also specialist looked after children's nurses and family nurse partnership. The team provides the healthy child programme to all families within East Yorkshire from antenatal contact until 19 (25 if SEND). This includes child health clinics, developmental reviews, mental health support, school nurse drop ins, national child measurement programme, health promotion activities.

What will you be doing during placement?

- Observe and participate in Child health clinics, where babies are weighed, and health promotion advice is given. Over time they will be shown how to accurately record and interpret these measurements.
- Observe and participate in child health promotion contacts at age 3-4 months.
- Observe and participate in developmental reviews of children aged 9 months-1 year and 2-2.5 years.
- They may have the opportunity to take part in the national child measurement programme.
- Attend health promotion events in schools such as growing up talks, hand washing and oral health.
- If assessed as appropriate they will be able to observe the health visitor undertake home visits to pregnant and post-natal women.
- Where wider opportunities are present, they will be encouraged to embrace these. This may include spending time with colleagues in other departments such as speech and language, early years support, children's centres.



What skills will you learn?

- Learn the importance of baby clinics/visits
- Empathy
- Interpersonal skills
- A great Listener
- Ability to maintain confidentiality
- Understanding a procedure
- Understanding tools used for assessment

Team: Learning and Development

Directorate: Workforce and Organisational Development

Address: The Learning Centre, Trust Headquarters, Willerby Ct, Willerby, Hull, HU10 6ED



What does the team do?

Learning and Organisational Development trainers, tutors and facilitators work hard to design and deliver training courses and programmes; provide advice and guidance around learning opportunities; assist staff in their roles and support vocational learning, enabling the Trust to achieve its strategic objectives.

What will you be doing during placement?

- Understand why training sessions are important in organisations
- Set up training classroom
- Meeting candidates who attend course
- Participation and part facilitation in training courses
- Understand the importance and help collect feedback from candidates



What skills will you learn?

- Learn the importance and impacts of staff training
- Presentation delivery skills
- Interpersonal skills
- A great Listener
- Ability to maintain confidentiality
- Presentation literature
- Confidence growth
- Self-awareness



Team: Learning and Development Administration

Directorate: Workforce and Organisational Development

Address: The Learning Centre, Trust Headquarters, Willerby Ct, Willerby, Hull, HU10 6ED

What does the team do?

Add new courses and available dates for staff onto the ESR database, if new course, advertise through communication to make staff aware of training. Produce class attendance lists, e-mail MS teams lists to facilitators. Updating registers on ESR. Ordering equipment e.g PPE and marketing materials



What will you be doing during placement?

- Greet visitors in The Learning Centre and direct to correct classroom / if one-to-one meetings with member of staff inform them that their visitor has arrived
- Observing and shadowing L&D Admin staff adding new classes on ESR and updating staff attendance records
- Observing responses to staff enquiries in Learning Centre inbox then applying this
- Navigate around the ESR database
- Updated the course/meeting notice board in reception
- Check the Room bookings on the Shared Space database.
- Create a weekly room layout planner (Lecture Theatre) for use by the porters
- Observe stock ordering on Oracle and updating of the Expenditure spreadsheet and payments of invoices

What skills will you learn?

- Learn the importance of administration
- Excellent organisational skills
- Interpersonal skills
- Increased Confidence
- Ability to maintain confidentiality
- Understand and remember processes



Team: MSK/ Urgent Community Response and Community physiotherapy

Directorate: Community and Primary care

Address: Malton Hospital, Middlecave Road, Malton YO17 7NG



What does the team do?

Our urgent community response and physiotherapy team provide assessment and advice within the homes of mainly elderly patients in order to help treat and manage a wide variety of health conditions to maximise independence and promote safe mobility and function

What will you be doing during placement?

- Understanding the roles of physiotherapists
- Understand assessment and processes with regards to physiotherapy
- Some suitable tasks are limited to observation of clinical assessment and communicating with patients and their relatives/carers and joining our daily safety huddle.
- supporting patients by serving meals
- undertaking administrative tasks for the clinical team
- attending training sessions
- joining team meetings.



What skills will you learn?

- Learned the importance of physiotherapy
- Excellent organisational skills
- Interpersonal skills
- Ability to maintain confidentiality
- Understand and remember physiotherapy assessment and processes
- Great patient care
- Confidence growth

Team: Pharmaceuticals

Directorate: Medical

Address: King Street Medical Centre, 168 King St, Cottingham HU16 5QJ. Princes medical centre, Princes Court, Princes Ave, Hull HU5 3QA. Market Weighton Surgery, 10 Medforth St, Market Weighton, York YO43 3FF

What does the team do?

Pharmacy team is made up of pharmacists, technicians and a nurse working across the trust in Mental Health (in-patient and community), Primary Care and Community in-patient wards.



What will you be doing during placement?

Observing:

- Medication ordering
- dispensing,
- administration,
- disposal,
- patient assessment (with approval),
- prescription validation
- attending patient medication reviews and CPA's
- Talking to patients
- dealing with staff and patient queries
- researching and offering



What skills will you learn?

- Learned the importance of various medications and their use
- Excellent organisation skills
- Interpersonal skills
- Increased Confidence
- Ability to maintain confidentiality
- Understand and remember pharmaceutical assessment and processes
- Excellent patient care and needs understanding

Team: Urgent Treatment Centre

Directorate: Community and Primary Care

Address: Whitby Urgent Treatment Centre, Whitby Hospital, Spring Hill, Whitby, YO21 1DP



What does the team do?

The team comprises 9 Urgent Care Practitioners/Advanced Clinical Practitioners from nursing and paramedic backgrounds. Healthcare Assistants, Registered Nurses, and administrators/receptionists also make up our team. The team see/assess and manage patients of all ages presenting with undiagnosed and undifferentiated trauma/medical/surgical presentations. Application of Plaster of Paris and wound closure (including suturing) is performed within the centre.

What will you be doing during placement?

Observing:

- Learn what happens at an urgent treatment centre
- Initial triage assessment
- Clinical assessment and examination by the UCP/ACP, observation of any treatments/procedures.
- “Hands on” practice at applying a Plaster-of-Paris, dressings, bandaging could be performed on a placement supervisor.



What skills will you learn?

- Learned the importance of an urgent treatment centre
- Excellent under pressure
- Interpersonal skills
- Increased Confidence
- Ability to maintain confidentiality
- Understand and remember assessments and procedures
- Excellent patient care and needs understanding
- How to apply medical equipment



Team: Training Team

Directorate: Workforce and Organisational Development

Address: Learning and Development- The Learning Centre, Trust Headquarters, Willerby Ct, Willerby, Hull, HU10 6ED

What does the team do?

The team provide training and development facilitation for leadership and management skills. Create training courses and deliver recruitment training.



What will you be doing during placement?

- Understand why training sessions are important in organisations
- Acknowledge teaching skills of how to present to an audience
- Set up training classroom
- Meeting candidates who attend course
- Participation and part facilitation in training courses



What skills will you learn?

- The purpose of training within the NHS
- How to set up a classroom effectively
- Facilitate a training course
- Increase confidence
- Presentation skills



Team: Hull Integrated Care Team for Older People (HICTOP)

Directorate: Mental Health Planned Care

Address: Townend Court 298 Cottingham Rd, Hull HU6 8QR

What does the team do?

We provide mental health assessment and interventions predominantly for clients experiencing mental health problems who are over 65, although referrals to the service are considered according to individual need.

We work collaboratively with clients and carers and with statutory, private, and voluntary services. We provide assessment and interventions through an episode of care; treatment can include medicines management, evidence-based therapies, behaviour management advice and support for carers, such as education about diagnosis and prognosis.

What will you be doing during placement?

- Learn the process of initial mental health visit
- Learn about various roles with HICTOP
- To understand types of mental health problems. E.g. anxiety
- To understand what admin,do within the team
- To understand the types of visits and their purpose
- Observe assessment and the other aspects of the HICTOP Team



What skills will you learn?

- Increase in confidence
- Empathy
- Interpersonal skills
- Excellent communication skills
- Ability to maintain confidentiality
- Understanding a process
- Understanding vulnerability and mental health



Team: **Specialist Treatment and Recovery Service (STaRS)**

Directorate: Mental Health Unplanned Care

Address: Townend Court 298 Cottingham Rd, Hull HU6 8QR

What does the team do?

STaRS aims to maximise people's recovery from mental health through intensive evidence based interventions in people's homes, placements and local communities. They work to support and restore people to their optimal physical, cognitive, psychological, and social functioning. STaRS provides a multi-disciplinary approach; promoting recovery for individuals with complex and enduring mental health difficulties who may have previously had an inpatient rehabilitation admission.



What will you be doing during placement?

- Learn the process of initial mental health visit
- Learn about various roles within STaRS
- To understand types of mental health problems. E.g., anxiety
- To understand what the importance administrator's role within the team
- To understand the types of visits and their

What skills will you learn?

- Increase in confidence
- Empathy
- Interpersonal skills
- Excellent communication skills
- Ability to maintain confidentiality
- Understanding the STaRS process
- Understanding vulnerability and mental health



NOTE:

The maximum number of applications considered per individual in any calendar year is 1; this applies to all departments.

Some work experience may only be limited to 1- 3 days or in a block week.

This list above is not exhaustive – if you are interested in a job role which is not listed, please ring or email to discuss this with the NHS Careers Team, who will then liaise with a department to identify if your request can be supported.

Please contact:

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For further information on Apprenticeships within The Humber Teaching NHS Foundation Trust; please contact: hnf-tr.apprenticeships@nhs.net or visit [Apprenticeships \(humber.nhs.uk\)](http://Apprenticeships(humber.nhs.uk))

Visit [Work Experience \(humber.nhs.uk\)](http://Work Experience(humber.nhs.uk)) for more information on work experience

