

# Work Experience Passport



1 Week  
Placement



## Information Section

A record of key information relating to your work experience

**Learner's Name:**

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**Name of Programme:**

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**Placement Area & Contact Number:**

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**Name and Contact Number of College Representative:**

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**Education Provider:**

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**Work Experience co-ordinator details:**

**Phone:**

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**Email:**

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**Learner**

**Emergency Contact Name:**

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**Emergency Contact Number:**

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# Welcome to your work experience passport.

## Your record of learning

This passport is a continuing record of the skills you gain as you progress through your programme.

It shows the skills that you can acquire as you continue your training in order to work within the health sector. It is for you to keep; it is set out in the following sections.

- Information Section – details about you, your representative, your course and your placements
- About the Trust – what you need to know about ELHT
- Things you need to know – useful information about working here
- Identifying your strengths and weaknesses
- Work Experience Plan
- Induction checklist– making sure you know your workplace
- Daily Planner – showing how your learning has met the 6 C's.
- End of placement review

**Safe**  
**Personal**  
**Effective**

## About the Trust

East Lancashire Hospitals NHS Trust (ELHT) was established in 2003 and is a large integrated health care organisation providing acute secondary healthcare for the people of East Lancashire.

We provide high quality healthcare services primarily to the residents of East Lancashire which has a population of 530,000.

### Our Objectives

- Put safety and quality at the heart of everything we do
- Invest in and develop our workforce
- Work with key stakeholders to develop effective partnerships
- Encourage innovation and pathway reform and deliver best practice
- Become a successful foundation trust

### Our Values

We have the following values as being central to everything we do:

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

**Safe**  
**Personal**  
**Effective**

# Things you need to know

Some important information about your placement and how we work here at ELHT.

## Identification Badges

It is a requirement that every person should display an identification badge when working in any area within the organisation. This will be issued to you before placement. The badge should be returned upon completion of your work experience. If you are attending from college or sixth form, your education ID badge must be shown to your supervisor on the first day.

## Absence

If you are unable to attend due to sickness or otherwise, you must inform your placement supervisor as soon as possible and keep the supervisor informed as to the likely date of return. You must also report your sickness to the work experience co-ordinator at ELHT.

## Uniform

You must ensure that you wear the suitable uniform as agreed with your supervisor in line with health and safety requirements.

## Confidentiality

Any matters of a confidential nature, in particular, information relating to the diagnosis and treatment of patients, individual staff and/or patients records, and details of contract prices and terms must under no circumstances be divulged or passed onto any other person. Posting anything related to your patients/families on social media is strictly prohibited.

## Loss/Damage or Personal Effects

No liability can be accepted for loss or damage to personal property on Trust premises by burglary, fire, theft or otherwise.

## **Health and Safety at Work Act**

You are reminded that in accordance with the Health and Safety Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to comply with the Trust policies in meeting these statutory requirements. A copy of the Health and Safety Policy can be obtained from the work experience co-ordinator.

## **Data Protection Act**

It is your responsibility to comply with Data Protection Act 1998 when processing information during your time at the Trust. This applies to personal identifiable information relating to living individuals held in manual or electronic format. This will include but is not limited to medical, personnel and patrol records.

## **Smoke-Free Working & Environment**

Smoking (or use of electronic cigarettes) is not permitted anywhere on Trust grounds or within 15 metres of buildings owned, leased or rented by the Trust. This also applies to private cars parked on the Trust car parking facilities.

## **Trust Policies and Information**

When on placement in the Trust, it may be useful for you to look at policies and information that we have on our intranet page. Please discuss access to this with your supervisor.

## **Remuneration**

During the period of your placement you will not be regarded as an employee of East Lancashire Hospitals Trust and will not be eligible for remuneration or other employee benefits in respect of your time with the organisation.

## Identifying your strengths and weaknesses.

### To be completed before your placement

To get the most out of your placement, it's important that you identify where your strengths and weaknesses lie so you can plan where you need to develop your skills. These questions will help you to assess where you are.

**What skills and knowledge do you feel you will be able to contribute to the team?**

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**What do you think your strengths are? (e.g. organisational skills, communication skills, team work)**

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**What do you think your weaknesses are? (e.g. confidence, time keeping, interview techniques)**

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**What do you expect to experience from this placement? (give specific tasks or skills)**

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**What are your long term goals? (e.g. future employment, further study)**

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**Personal**

# Work Experience Plan—Week 1

To be completed by the placement supervisor

Area: \_\_\_\_\_

Student: \_\_\_\_\_

Day	Mon	Tue	Wed	Thu	Fri
Supervisor					
Start time and morning activity – to include break					
Lunch					
Supervisor					
Start time and afternoon activity – to include break					

# Induction Checklist

## Starting your placement

## Completed

- Welcome discussion, guided tour and introduction to the team and placement supervisor
- Exchange contact information
- Role overview, normal working hours of placement including breaks and details of lunch time facilities
- Provide emergency contact details for parent/guardian/next of kin and discuss any relevant medical and personal details
- Discuss what to wear on placement including the importance of having an ID Badge at work at all times
- Agree daily learning objectives
- Expectations at the end of placement—documentation

## Risk Assessment

- Review and discuss Risk Assessment relevant to the Experience role (including exclusion from Moving & Handling)

## Confidentiality

- Organisation rules of confidentiality

## Emergency Procedures

- Identify fire alarm point and procedure for raising alarms

- Location of Exits/Escapes/Fire Fighting Equipment/  
Location of Fire Assembly point

- Evacuation procedure and responsibility for patients/  
Visitors

## Infection Control

- Organisation Polices, Procedures and Protocols

## Prevent and Safeguarding

- Organisation Policies, Procedures and Protocols

Date: \_\_\_\_\_

Signed (Student): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Supervisor): \_\_\_\_\_

# Daily Planner

## Day 1—Induction

I would like to learn:

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I have observed:

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Today was:



# Daily Planner

Day 2

What do I want to get out of today?:

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Who did I meet?:

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I have observed:

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Today was:      

# Daily Planner

Day 3

I have learnt:

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Who did I meet?:

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I have observed:

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Today was:      

# Daily Planner

Day 4

I have learnt:

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Who did I meet?:

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I have observed:

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Today was:  😊  😐  ☹️



# Daily Planner

## Day 5—Feedback Friday & Celebration

My favourite parts of the week are:

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I enjoyed demonstrating:

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Where do I see myself in the next 10 years?:

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Today was:      

## The six C's

The six C's—Care, Compassion, Courage, Communication, Commitment and Competence—are a key way of demonstrating the skills and behaviours that we need in the NHS to provide the very best in patient care.

During your placement, you should record how you have demonstrated the six C's and your supervisor can confirm that you've done this by ticking the stamp of approval.

**How have I demonstrated Care?**

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**How have I demonstrated Compassion?**

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**Effective**

**How have I demonstrated Courage?**

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**How have I demonstrated Communication?**

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**How have I demonstrated Commitment?**

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**How have I demonstrated Competence?**

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## Reference

	Outstanding	Good	Adequate	Poor
<b>Time Keeping</b>				
<b>Put patients first</b>				
<b>Reliability</b>				
<b>Respect the individual</b>				
<b>Appearance</b>				
<b>Act with integrity</b>				
<b>Willingness to learn</b>				
<b>Compassion</b>				

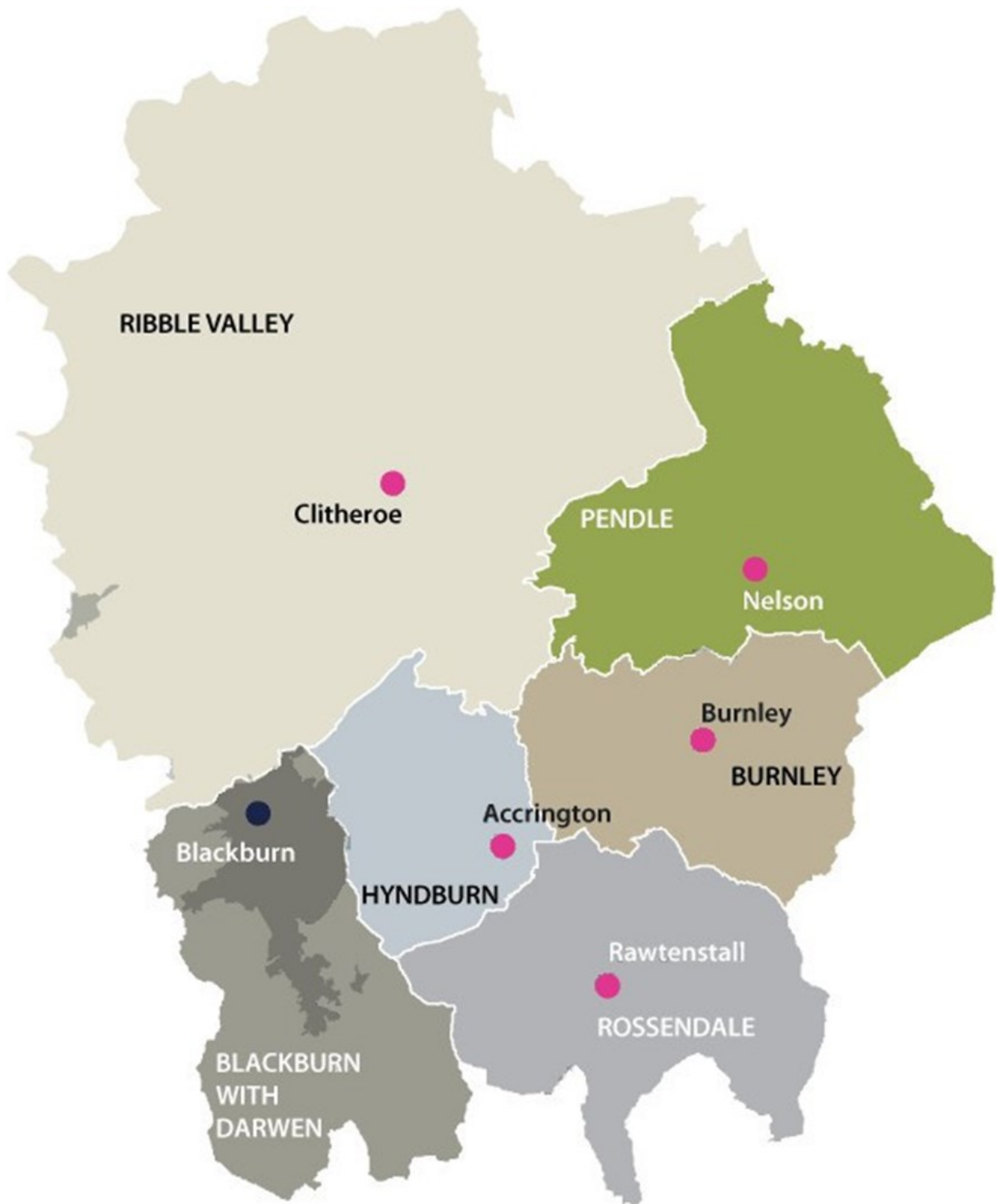
Comments (optional)



SAMPLE



# Work Experience Passport



Safe | Personal | Effective