WORK EXPERIENCE PLACEMENT GUIDE

Walsall Healthcare NHS Trust aims to offer high quality work experience placements to students that live attend school, college or university in the Walsall borough.

To enable the Trust to provide well organised placements in a wide range of areas, students should:

- Decide if there are any placements that you are interested in.
- Complete an application form
- Incomplete application forms will be invalid and not processed
- Allow 4 - 6 weeks notice.

Please read the details carefully relevant to the department which you require for your placement for age restrictions etc.

Due to the nature of work in most of the areas, students should be at key stage four or above.

Some departments require students to undertake a short informal interview with the Manager. This is specified under the special notes section of the relevant department.

Students will be required to complete a medical questionnaire and attend an appointment on the morning of their placement. The department will conduct an induction which will include areas such as Health & Safety, and confidentiality.
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<th>Manor Venues</th>
<th>Community Venues</th>
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<td>Complementary Therapies</td>
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<td>Dartmouth House Administration and Rehabilitation</td>
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<td>Podiatry</td>
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<td>Imaging</td>
<td>Rushall Mews/Intermediate Care Team</td>
</tr>
<tr>
<td>Lymphodema</td>
<td>Specialist Falls and Osteoporosis Service</td>
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<tr>
<td>Nursing</td>
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<td>Occupational Therapy</td>
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<td>Orthotic</td>
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<td>Pathology</td>
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<td>Physiotherapy</td>
<td></td>
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<tr>
<td>Procurement and Distribution</td>
<td></td>
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</tbody>
</table>
Description of Department
Work carried out by the hospital administration is wide and varied and includes dealing with medical and other senior professional staff, gathering information from which interpretation and judgement is possible, investigating problems and taking or recommending action.

Nature of Work Experience Offered
This is mainly clerical but it does provide an insight into the work carried out by this department and offers training in handling office equipment which includes: Photocopying, Fax Machine, Postage Machine (franking).

Administrative Information

<table>
<thead>
<tr>
<th>Maximum number of pupils</th>
<th>One</th>
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<tbody>
<tr>
<td>Length of Placement</td>
<td>up to one week</td>
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<tr>
<td>Preferred periods in the year</td>
<td>Any time, subject to adequate staffing levels</td>
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<tr>
<td>Minimum Age</td>
<td>14 plus</td>
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Personal Requirements
Students must have good communication skills and initiative. Students must also be numerate and literate.

Dress/Appearance
Smart dress - collar and tie for males. Sensible shoes. No jeans, shorts or mini-skirts please. Long hair should be tied back.

Education Requirements in this Career Pathway
Minimum entry requirements for Management and Administrative careers varies as it depends on which area is of interest.
BARIATRIC SERVICES

Description of Department
The Bariatric Services comprises of Chemical Pathologist, Clinical Psychologist, Clinical Nurse Specialist, Dietician, Specialist Anaesthetist and two Surgeons.

Nature of Work Offered
- Care for patients with morbid obesity
- Providing the following procedures: -
  - Laparoscopic Gastric Band
  - Lap/Open Gastric Bypass
  - Lap Sleeve Gastrectomy
  - Intragastric Balloons

Administrative Information

| Maximum number of students at any one time | 2 |
| Length of placement                        | 2 days |
| Preferred Periods                          | Tuesdays + Fridays |
| Minimum Age                                | 18 |

Personal Requirements

Dress/Appearance
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
Description of Department
The Blood Services Department provides a routine and emergency service to assist clinicians with the diagnosis and management of their patients through the examination of the cellular and chemical components of blood, body fluids and associated products.

Nature of work
- Carrying out blood tests essential to
- diagnosis
- prognosis
- management of the patient’s conditions

Administrative Information

<table>
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<tr>
<th>Maximum number of students at any one time</th>
<th>2</th>
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<tbody>
<tr>
<td>Length of placement</td>
<td>1 week</td>
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<tr>
<td>Preferred Periods</td>
<td>No preference</td>
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<tr>
<td>Minimum Age</td>
<td>14</td>
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</table>

Personal Requirements

Dress/Appearance
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
Description of Department
The Trust Cancer Team is responsible for the implementation of the milestones and standards identified in the NHS Cancer Plan. It provides support and guidance to the individual Multi Disciplinary Cancer Teams (MDT) within the Trust, and manages patients against national waiting times standards to ensure that diagnosis and treatment is prompt and equitable. The Cancer Team also provides secretarial support to a number of consultants.

Nature of Work Offered

Administrative duties in support of MDTs – these include preparation of paperwork for weekly meetings, taking and distributing minutes. Sending required information to tertiary centres for discussion at central MDTs.

Patient pathway tracking in support of national waiting times standards.

Collection and submission of national and local audit data.

Secretarial duties – filing, collection of patient records.

Administrative Information

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<tbody>
<tr>
<td>Maximum number of students at any one time</td>
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<tr>
<td>Length of placement</td>
<td>n/a</td>
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<tr>
<td>Preferred Periods</td>
<td>n/a</td>
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<tr>
<td>Minimum Age</td>
<td>n/a</td>
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</table>

Personal Requirements

Dress/Appearance
Smart dress; no shorts. Sensible shoes must be worn.

Education requirements in this Career Pathway

Special note
Students need to appreciate that the information they deal with is confidential. Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
CATERING

Description of Department
Young people can enter the catering profession at different levels depending on their qualifications and experience. We have many staff who have progressed from junior positions to that of supervisor or management positions within the department.

Nature of Work Experience Offered
General/Cleaning/Portering/Stores Porters
Simple food preparation/Food service
General office work

Administrative Information

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<tr>
<td>Maximum number of pupils</td>
<td>1 to 2</td>
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<td>Length of Placement</td>
<td>Up to one week</td>
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<tr>
<td>Preferred Periods</td>
<td>Anytime, subject to adequate staffing levels</td>
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<tr>
<td>Minimum Age</td>
<td>15</td>
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</table>

Personal Requirements
To be numerate and literate. Must not bite their nails otherwise they will not pass the medical examination

Dress/Appearance
Smart casual dress. Flat sensible shoes, safety shoes (supplied). No jeans. Hair must be tied back. Uniform/white coat will be provided for use whilst at the hospital. Good personal hygiene.

Education Requirements in this Career Pathway
No formal qualifications required for most positions. Good educational qualifications are an advantage for those young persons who wish to become chefs via college. Further qualifications and training will be required for management posts.
**Description of Department**
Work in this department comprises of Cardiology, Respiratory, Physiology and Neurophysiology. The purpose is to support doctors in the diagnosing, treatment and monitoring of patients.

It is suitable for those persons who are interested in a science based paramedical field and have a very definite interest and ability in science who are likely to meet the educational qualifications listed below.

**Nature of Work Experience Offered**
Working under the supervision of a technician which gives an insight into the majority of diagnostic tests, the equipment and procedures used. Having direct contact with patients who are under stressful conditions. Some clerical duties

**Administrative Information**

<table>
<thead>
<tr>
<th>Maximum number of pupils at any one time</th>
<th>One per month only</th>
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<tbody>
<tr>
<td>Length of placement</td>
<td>Up to one week</td>
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<tr>
<td>Preferred periods</td>
<td>Any time, subject to adequate staffing levels</td>
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<tr>
<td>Minimum Age</td>
<td>17</td>
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</tbody>
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**Personal Requirements**
Students must be interested in science and have a caring attitude

**Dress/Appearance**
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes.

**Educational Requirements in this Career Pathway**
Current minimum requirements 4 GCSE subjects Grade D or above with no fewer than two appropriate scientific or mathematical subjects, plus 2 A levels (including a science) at Grade D or above.

**Special Note**
Sixth form students only. Students may be asked to complete an application form and may be subject to a short listing process. Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
CRITICAL CARE

Description of Department
Critical care involves delivering care to critically ill patients. Providing effective nursing care and infection control measures to provide the highest quality care in a safe, clean environment.

Nature of Work Offered: observation of
- Critically-ill Patients management
- Monitoring patients
- Organ support including ventilation and dialysis
- End of life management

Administrative Information

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<th>Maximum number of students at any one time</th>
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<tbody>
<tr>
<td>Length of placement</td>
<td>5 days</td>
</tr>
<tr>
<td>Preferred Periods</td>
<td>Any time except December and January</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>17-yr-old</td>
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</tbody>
</table>

Personal Requirements
Students must be interested in science and have a caring attitude to patients and family members. They must have mature outlook.

Dress/Appearance
Smart dress. No neck ties, long sleeves, or rings allowed in the unit. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway
Minimal qualification required is nursing or medical degree.

Special note
Students need to appreciate that the information they deal with is confidential. Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
DIETETIC

Description of Department
Dietitians are responsible for providing advice on all aspects of nutrition for inpatients and outpatients. Promoting nutritional well being, treat disease and prevent nutrition-related problems.

Nature of Work Offered
- Informing the general public about nutrition
- Give unbiased advice
- Evaluate and improve treatments
- Educate clients, doctors, nurses, health professionals and community groups

Administrative Information

<table>
<thead>
<tr>
<th>Maximum number of students at any one time</th>
<th>One student at any one time and a maximum of 2 students per year.</th>
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</thead>
<tbody>
<tr>
<td>Length of placement</td>
<td>Up to one week</td>
</tr>
<tr>
<td>Preferred Periods</td>
<td>9th-13th May, 13th-17th June</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>18</td>
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</tbody>
</table>

Personal Requirements

Dress/Appearance
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway
You will need five GCSEs, or the equivalent, including Maths and English

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
Department Description:

The Hospital Finance Department is broadly split into two halves:

- Financial Control - incorporates cash and treasury, payroll, creditor payments, fixed assets, debtors and cash collection, charitable funds, capital programme, financial returns to the SHA and Department of Health, Freedom of Information requests as they relate to Finance.

- Financial Performance - incorporates budget setting, service line reporting, costing, contract management, in year financial performance, long term financial modeling, support for savings delivery and service improvement, development of business cases etc

Following the bringing together of the Acute hospital and the Community Provider services, in future, this combined finance function will also look after the finance for the new combined organisation.

Finance & Performance Information

| Maximum number of students at any one time | One          |
| Length of placement                       | Up to one week |
| Preferred Periods                         | Summer holidays eg July/August |
| Minimum Age                               | 16            |

Personal Requirements
Students must be interested in nutrition, show initiative and be numerate and literate. Students must also be able to communicate well and enjoy meeting the general public.

Dress/Appearance
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education Requirements in this Career Pathway
Five GCCE passes including English and maths

Special Note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
HOSPITAL STERILE AND DISINFECTANT UNIT (HSDU)

Description of Department
All suitable sterile equipment once having been used in procedures for patient care requires cleaning, re-packing and sterilisation, utilising Autoclaves and other sterilising methods. The work is particularly suited for those persons of less academic abilities but who possess literature and numerate skills.

Nature of Work Experience Offered
Training under the supervision of the HSDU staff on the different machines which includes:
- Washing machines
- Packing sterile items
- Assembling of theatre trays (1 week placement only)
- Sterilising machines
- Assembling suture sets
- Working as part of a Team

By the end of the placement the pupil will be able to assemble a simple basic set of surgical instruments.

Administrative Information

| Maximum number of pupils at any one time | One |
| Length of placement | Up to one week |
| Preferred periods | Any time, subject to adequate staffing levels |
| Minimum Age | 15 |

Personal Requirements
Must be able to work as a member of a team. Must be numerate and literate.

Dress/Appearance
Uniform will be provided. Consisting of theatre scrub suit and over gown, no make-up, hair spray, nail varnish or jewellery is allowed in theatre packing room. All hair must be covered by hats provided and shoes must be covered by overshoes provided.

Special Note
Certain medical conditions may prevent pupils working in all areas of HSDU. HSDU Department is located on the opposite site to the hospital on Pleck Road. Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
Description of Department
Providing a comprehensive diagnostic Imaging service for both elective and non-elective imaging investigations.

Nature of Work Offered
- Computerised Tomography
- Obstetric and General Ultrasound
- General Radiography and administration

**Placement in MRI is not available**

Administrative Information

<table>
<thead>
<tr>
<th>Maximum number of students at any one time</th>
<th>Two</th>
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<tbody>
<tr>
<td>Length of placement</td>
<td>Two to five days</td>
</tr>
<tr>
<td>Preferred Periods</td>
<td>April to September</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>17 years</td>
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</table>

Personal Requirements
Ideally the applicants should be considering a career in medicine or allied health profession.

Dress/Appearance
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway
Should have completed GCSE’s and be undertaking AS and A level education or have the requirements for University entrance

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
LYMPHOEDEMA

Description of Department
The Lymphoedema Team offer specialist support, advice and management of complex symptoms for patients with primary, secondary or mixed oedemas. The service deal with cancer and non cancer related Lymphoedema.

Nature of Work Offered
Under 16 –administration duties over 16 observation of clinical practice if redeemed suitable by the team leader.

Administrative Information

| Maximum number of students at any one time | one |
| Length of placement | One week |
| Preferred Periods | anytime |
| Minimum Age | 14 |

Personal Requirements:
Interest in working within the NHS.
Friendly/ good communication skills.
Able to cope with possible difficult situations.

Dress/Appearance
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway
Studying on either a GCSE or A level programme.

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
**Nature of Work Experience Offered**
Observation of specimen processing and associated procedures.

**Administrative Information**

<table>
<thead>
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<tr>
<td>Length of placement</td>
<td>One week</td>
</tr>
<tr>
<td>Preferred Period</td>
<td>Any time, subject to adequate staffing levels</td>
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<tr>
<td>Minimum Age</td>
<td>16</td>
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</table>

**Personal Requirements**
Students must have a genuine interest in Microbiology.

**Dress/Appearance**
Neat and tidy appearance. Lab coat will be provided.

**Educational Requirements in this Career Pathway**
The minimum qualification required is a honours degree in Microbiology or another relevant biological discipline.

**Special Note**
Students will not be permitted to handle specimens. Specimens include sputum, pus, faeces and urine, this department is therefore not suited to the squeamish!

Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
NURSING (LEARNING CENTRE)

Introduction to Health Career Pathway - Groups of young people from local schools/colleges visiting the hospital in order to gain an insight from members of Trust staff about training/job opportunities within the hospital.

- Work Experience Programme - Providing people 16 years onwards with an insight into working in the hospital environment.

Nature of Work Offered
A range of placements that give an overall picture of the hospital environment, these include placements on/with:
- Paediatric wards
- Medical Photography
- Plaster Room

Administrative Information

<table>
<thead>
<tr>
<th>Maximum number of students at any one time</th>
<th>Two</th>
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</thead>
<tbody>
<tr>
<td>Length of placement</td>
<td>One week</td>
</tr>
<tr>
<td>Preferred Period</td>
<td>June/July/August</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>16 years</td>
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</tbody>
</table>

Personal Requirements
Students must have an interest in pursuing a career in nursing, be able to communicate effectively and have a good understanding of the need for confidentiality. To access any clinical areas you will need to have had vaccinations including TB.

Dress/Appearance
Smart dress, ideally black trousers and a plain polo shirt. No jewellery, sensible shoes and tidy hairstyle.

Education Requirements in this Career Pathway
Dependent on level of access.

Special Notes
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
**Description of Occupational Therapy:**
Occupational Therapy is a healthcare profession with a science foundation. It helps people of all ages who have physical, mental or social problems manage daily activities by learning new techniques, through advice and support, with equipment and / or home adaptations. The range of work is very broad and varied and involves working with people to promote their own health and well being.

**Nature of clinical work at Walsall Manor Hospital:**
o Provide assessment and rehabilitation to return people to functional activities: our occupational therapists work across: stroke, neurology, elderly medicine, acute care, general and trauma and orthopaedic surgery.
o Work in a variety of settings: clinics, wards, and A&E.

**Administrative Information**

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<td>Maximum number of students at any one time</td>
<td>1 only</td>
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<tr>
<td>Length of placement</td>
<td>1 week</td>
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<tr>
<td>Preferred Periods</td>
<td>Avoiding all school holidays</td>
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<tr>
<td>Minimum Age</td>
<td>17</td>
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**Personal Requirements**
Must be in the process of applying for a university place in occupational therapy.

**Dress/Appearance**
Smart dress. No jeans, mini-skirts, shorts or jewellery please. Sensible shoes must be worn.

**Education requirements in this Career Pathway**

**Special note**
Students need to appreciate that the information they deal with is confidential.
**ORTHOTIC**

**Description of Department**
Orthotist provide care for anyone requiring a device to support or control part of the body (orthosis).

**Nature of Work Offered**
- Assess the patient’s problem
- Assign the orthosis.
- Dealing with people of all ages
- Will be responsible for taking careful and precise measurements of the patient
- Educating patients in fitting and using their orthosis

**Administrative Information**

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<thead>
<tr>
<th>Maximum number of students at any one time</th>
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<tbody>
<tr>
<td>Length of placement</td>
<td>One week</td>
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<tr>
<td>Preferred Periods</td>
<td>9 am to 4 pm daily</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>18</td>
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**Personal Requirements**

**Dress/Appearance**
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

**Education requirements in this Career Pathway**
Three A levels at good grades, including maths and at least one science, preferably physics, chemistry or biology.

**Special note**
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
**Description of Department**
Pathologists specialise in the detection of disease through the use of a variety of investigative techniques. Their work can be vital in finding an accurate and early diagnosis and improving the prospects for treatment. They also play an important role in identifying sources of disease and reducing the possible risks of further spread. The department has a number of departments which include Blood Sciences/ Microbiology and Histopathology.

**Nature of Work Offered**
- Treating patients with all ailments, illnesses and diseases

**Administrative Information**

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<th>Maximum number of students at any one time</th>
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<tr>
<td>Length of placement</td>
<td>5 days</td>
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<tr>
<td>Preferred Periods</td>
<td>n/a</td>
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<tr>
<td>Minimum Age</td>
<td>16</td>
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**Personal Requirements**

**Dress/Appearance**
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

**Education requirements in this Career Pathway**
Four GCSE grade C and above including English and Dual Science

**Special note**
Students need to appreciate that the information they deal with is confidential.
Students must be interested in a science based career.
Students need to be aware that they will see pathological specimens, including blood, faeces, sputum and tissue samples. Due to the nature of the work they will mostly observe techniques and there will be limited “hands on” work.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
**Description of Physiotherapy:**
Physiotherapy is a healthcare profession with a science foundation. It uses physical approaches to promote, maintain and restore physical, psychological and social well-being, taking account of variations in health status. Physiotherapy helps restore movement and function to as near normal as possible when someone is affected by injury, illness or by developmental or other disability. The range of work is very broad and varied and involves working with people to promote their own health and well being.

**Nature of clinical work at Walsall Manor Hospital:**
- Diagnose and treat musculoskeletal problems.
- Provide rehabilitation to return people to functional movement: our physiotherapists work across: stroke, neurology, elderly medicine, acute care, critical care, general and trauma and orthopaedic surgery, women’s health and paediatrics.
- Work in a variety of settings: clinics, wards, critical care and A&E.

**Administrative Information**

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<td>Maximum number of students at any</td>
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<tr>
<td>Length of placement</td>
<td>1 week</td>
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<tr>
<td>Preferred Periods</td>
<td>Avoiding all school holidays</td>
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<tr>
<td>Minimum Age</td>
<td>17</td>
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**Personal Requirements**
Must be in the process of applying for a university place in physiotherapy.

**Dress/Appearance**
Smart dress. No jeans, mini-skirts, shorts or jewellery please. Sensible shoes must be worn.

**Education requirements in this Career Pathway**

**Special note**
Students need to appreciate that the information they deal with is confidential.
Description of Department
The procurement department is responsible for obtaining quotations for the goods required within the Hospital. Also placing orders for items such as: medical equipment/consumables, stationary, computer hardware/software, clothing, printing etc. They also negotiate contracts, receive and distribute goods etc to wards. The storekeeper clerks visit wards/departments to complete a stock check using Materials management – bar coding.

Nature of Work Experience Offered
General clerical duties such as answering the telephone, sending fax messages, input data onto the computer. Students will also liaise with suppliers and hospital departments. They will assist in the receipt of goods and will accompany the storekeeper/clerk on a top-up visit to wards to see stock bar coding system in operation.

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<tr>
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<td>Up to one week</td>
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<tr>
<td>Preferred Periods</td>
<td>June/July</td>
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<td>Minimum Age</td>
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Personal Requirements
Must have good spoken English for dealing with suppliers on the telephone must be numerate and literate.

Dress/Appearance
Smart dress - collar and tie for males. Sensible shoes. No jeans, shorts or mini-skirts please. Long hair should be tied back.

Educational Requirements in this Career Pathway
Students must be numerate and literate and have a good general education including Maths and English.

Special Note
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
COMMUNITY CHILDREN’S NURSING SERVICE

Description of Service
The service aims to provide Case Management to support children and young people who have specific health needs and long term conditions that require intensive management to provide high quality, child and family centred co-ordinated care to support the holistic health, educational and social needs of the child and family, thereby reducing the need for hospital admissions and enabling early discharge into the community. The service provides palliative care and end of life care to children & their families.

Nature of Work
- Nursing care in the home eg. Gastrostomy care, nasogastric tube care, administration of medication, wound care, end of life care.
- Case management
- Nurse led asthma, eczema, allergy, constipation clinics.
- Nursing care provided in 3 Walsall Special Schools

Administrative Information

| Maximum number of students at any one time | One |
| Length of placement                      | One day |
| Preferred Periods                        | 09:00 – 16:00 Monday - Friday |
| Minimum Age                              | 16 years |

Personal Requirements
Good level of education in English & Maths

Dress/Appearance
Smart dress. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway
3 ‘A’ Levels

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
COMPLEMENTARY THERAPIES

Description of Department
Specialist Complementary Therapies provides a supportive service for patients with a diagnosis of cancer and those with palliative & end of life care needs.

The service provides clinics from the Manor Hospital and the new Walsall Palliative Care Centre in Goscote. The team also deliver complementary therapies in the patients own home and in reach to wards at both hospital and palliative care centre. Relaxation classes are also provided for both patients and carer’s. The service aims to provide symptom control and improved wellbeing and relaxation.

Nature of Work Offered
Shadow and aiding therapists in team  
Carry out therapies in clinic under supervision if qualified to do so.  
Helping with day to day running of service.

Administrative Information

| Maximum number of students at any one time | one |
| Length of placement | 1 week |
| Preferred Periods | By arrangement |
| Minimum Age | 21 |

Personal Requirements
Undergraduate BSc (hons) Complementary Therapies

Dress/Appearance
Smart dress.. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway

Special note
Students need to appreciate that the information they deal with is confidential.  
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
Description of Department
Dartmouth House is a specialist rehabilitation unit. Our aim is to assist with improvement of the level of independence and is a pro-active response to the patients needs to encourage and support independent living.

Nature of Work Offered
To support administrative and clerical staff to produce an efficient and professional admin support service by:

- Communicating and working effectively with health and social care colleagues, visitors, and/or members if the general public.
- Using IT systems such as word, spreadsheets, databases and presentations to produce documents.
- Filing, retrieving and archiving.
- Operating office equipment.
- Using telephone systems.

Administrative Information

| Maximum number of students at any one time | 2 |
| Length of placement                     | 1 week – 4 weeks |
| Preferred periods                       | Available all year round |
| Minimum age                             | 14 years old |

Personal Requirements
- Smart ‘office’ dress
- Sensible shoes
- Collar/tie for males
- No jeans/leggings/mini skirts/ shorts/ flip flops

Education requirements in this Career Pathway
You will need to be studying an administrative and/or business recognised qualification or wish to gain experience in a professional administrative environment.

Special note
Placements are available through Workforce Information Department. Placements are available to schools, colleges or relevant social enterprises. Observational placements are available for students 16+ years.
GOVERNANCE DEPARTMENT

Description of Department
Governance is the systems and processes by which our organisation directs and controls its functions to achieve organisational objectives, safety and quality within all its services. This is delivered by driving quality, promoting best practice, meeting national and locally agreed standards and above all improving patient safety.

Walsall Healthcare NHS Trust strives to achieve this through adherence to standards monitored by the Care Quality Commission. It also seeks to deliver the best quality care as recommenced through guidance produced by NICE (National Institute for Health and Clinical Excellence). Patient safety is assessed, controlled and monitored through Risk Management arrangements.

Nature of Work Offered
To support administrative and clerical staff to produce an efficient and professional admin support service by:

- Communicating and working effectively with health and social care colleagues, visitors, and/or members of the general public.
- Using IT systems such as word, spreadsheets, databases and presentations to produce documents.
- Filing, retrieving and archiving.
- Operating office equipment.
- Using telephone systems.

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<td>Preferred periods</td>
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Personal Requirements
- Smart ‘office’ dress
- Sensible shoes
- Collar/tie for males
- No jeans/leggings/mini skirts/ shorts/ flip flops

Education requirements in this Career Pathway
You will need to be studying an administrative and/or business recognised qualification or wish to gain experience in a professional administrative environment.
HEALTH TRAINER SERVICE

Description of Department
The health trainer service aims to tackle health inequalities by improving access to preventative services. It provides one to one personalised support setting individual health plans to achieve personal goals.

Nature of Work Offered
- One to one personal support
- Personalised health plans around lifestyle changes
- Referrals to other lifestyle services

Administrative Information

| Maximum number of students at any one time | 1 |
| Length of placement                       | 1 week |
| Preferred Periods                         | By request and availability |
| Minimum Age                               | 14 |

Personal Requirements

Dress/Appearance
Uniform can be provided.

Education requirements in this Career Pathway

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
Description of Department
The Walsall Informatics Directorate is dedicated to the improvement of health care delivery through the appropriate and innovative application of concepts within Information Communication Technology.” About Walsall Health Informatics Walsall Health Informatics Directorate is a shared service across Walsall Health economy providing a range of IM&T services to NHS Walsall PCT, Walsall Community Health, Walsall Hospitals Trust and Dudley/Walsall Mental Health Trust.

IT Services
This area of the business deals with all the many technical aspects of the Information technology to our user base. The team under this heading consists of a wide range of technical skills and wealth of NHS/Health experience helping to deliver a professional, quality and timely service. The scope of service ranges from installing and supporting a single PC, to the delivery of a multi-million network project effecting all staff across the Walsall Health Economy.

“Information Technology is now intrinsic to the delivery of an effective Health Service in the 21st century and this keeps us focused on everything we do”.

To support administrative and clerical staff to produce an efficient and professional admin support service by:

- Communicating and working effectively with health and social care colleagues, visitors, and/or members if the general public.
- Using IT systems such as word, spreadsheets, databases and presentations to produce documents.
- Filing, retrieving and archiving.
- Operating office equipment.
- Using telephone systems.

Administrative Information

| Maximum number of students at any one time | 1 |
| Length of placement | 1 week |
| Preferred periods | Available all year round |
| Minimum age | 14 years old |

Personal Requirements
- Smart ‘office’ dress
- Sensible shoes
- Collar/tie for males
- No jeans/leggings/mini skirts/ shorts/ flip flops
**Description of Unit**
Little Bloxwich Day Hospice provides nurse led care for people with life-limiting illnesses, providing links to other members of the multidisciplinary team, to promote independence and keep people in their preferred place of care for as long as possible.

**Nature of Work Offered**
- Specialist Assessment and onward evaluation of patient’s physical, psychological, social, spiritual needs.
- Onward referral to services as needed.
- Diversional therapy for those who wish to participate
- Liaison with carers.

**Administration Information**

| Maximum number of students at any one time | 3 |
| Length of placement                        | 1 Day |
| Preferred periods                          | 9:30am – 3:30pm |
| Minimum age                                | 18 years |

**Personal Requirements**
Undertaking medical training or nursing training.
New staff members – to gain understanding of services offered.

**Dress / Appearance**
Smart dress, No jeans, miniskirts or shorts. Sensible shoes must be worn.

**Educational requirements in this Career Pathway.**
Medical Students.
Nursing Students

**Special Note**
Students need to understand the principles of confidentiality.
Students should be prepared to mix with people with complex care needs.
Placements to be arranged via university / nursing team through Day Hospice nursing staff.

**Please notify the Day Hospice if unable to attend visit**
LYMPHOEDEMA

Description of Department
The Lymphoedema Team offer specialist support, advice and management of complex symptoms for patients with primary, secondary or mixed oedemas. The service deal with cancer and non cancer related Lymphoedema.

Nature of Work Offered
Under 16 –administration duties over 16 observation of clinical practice if redeemed suitable by the team leader.

Administrative Information

| Maximum number of students at any one time | 1 |
| Length of placement                       | One week |
| Preferred Periods                         | anytime |
| Minimum Age                               | 14 |

Personal Requirements:
Interest in working within the NHS.
Friendly/ good communication skills.
Able to cope with possible difficult situations.

Dress/Appearance
Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway
Studying on either a GCSE or A level programme.

Special note
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
**Description of Department**
Paediatric Occupational therapists assess and treat children with a physical difficulty or co-ordination problem affecting their access to play, self care and education.

**Nature of Work Offered**
Assessment of difficulties to establish possible cause
Assessment of environmental factors affecting inclusion in play and education
1-1 or group intervention to develop skills required
Advice to schools, parents and other agencies regarding specific disabilities

**Administrative Information**

| Maximum number of students at any one time | 1 |
| Length of placement                       | Max 1 week but would be better to spread the week across different areas of occupational therapy to give a broad knowledge of the profession. |
| Preferred Periods                         | 1 week |
| Minimum Age                               | 15 (Year 10 and above) |

**Personal Requirements**

**Dress/Appearance**
Smart dress. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

**Education requirements in this Career Pathway**
You will need five GCSEs, or the equivalent, including Maths and English and 3 A levels

**Special note**
Students need to appreciate that the information they deal with is confidential.
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.
Description of Physiotherapy:
'Chartered Physiotherapists combine their knowledge, skills and approach to improve a broad range of physical problems associated with different 'systems' of the body. In particular they treat neuromuscular (brain and nervous system), musculoskeletal (soft tissues, joints and bones), cardiovascular and respiratory systems (heart and lungs and associated physiology)' (CSP, 2010).

Nature of clinical work at Walsall community Health:
- Diagnose and treat musculoskeletal problems.
- Provide rehabilitation to return people to functional movement: our physiotherapists work across: stroke, neurology, falls, intermediate care, learning disabilities, and paediatrics.
- Work in a variety of settings: clinics, patient's home, care homes and rehabilitation units.

Areas Work experience students will be able to shadow:
- Spend one day in rehabilitation: across neurology, stroke, and falls.
- MSK clinics: shadowing clinicians assessing and treating patients.

Administrative Information

| Maximum number of students at any one time | 1 |
| Length of placement                      | 2 days |
| Preferred Periods                        | N/A |
| Minimum Age                              | 16 |

Personal Requirements

Dress/Appearance
Smart dress. No jeans, mini-skirts, shorts or jewellery please. Sensible shoes must be worn.

Education requirements in this Career Pathway
Three A levels at B or above or equivalent.

Special note
Students need to appreciate that the information they deal with is confidential.
Description of Department: Podiatry is a form of healthcare that provides preventative care, diagnosis and treatment of patients with foot and lower limb injuries. Podiatrists assess and treat the lower limb for biomechanical deformities and musculoskeletal injuries. By looking at the way certain joints and muscles function they are able to determine if the way you are walking may be contributing to a current injury or may cause an injury in the future. Podiatrists treat many injuries of the feet and lower limbs, including:

- Heel Pain
- Arch Pain
- Plantar Fasciitis
- Achilles Tendon Injuries
- Big Toe Joint Pain (Bunions)
- Shin Pain
- Knee pain
- Iliotibial Band Pain
- Leg Length differences
- Lower Back Pain

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Personal Requirements: Dress/Appearance Smart dress. Collar and tie for males. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Education requirements in this Career Pathway

Education to become a podiatrist is through one of 13 schools across the country. They offer a recognised course of study leading to a bachelor of science honours degree in podiatry. The full-time course takes three or four years to complete; the part-time course is usually completed over four and a half years. Courses are modular, with approximately half the time being hands-on clinical experience.
RUSHALL MEWS INTERMEDIATE CARE TEAM

Description of Department
Intermediate Care aims to provide you with the opportunity to improve and regain your energy, skills and confidence after illness or surgery by providing support to the process of going home or staying at home to resume a healthy life.

Nature of Work Offered
To support administrative and clerical staff to produce an efficient and professional admin support service by:

- Communicating and working effectively with health and social care colleagues, visitors, and/or members of the general public.
- Using IT systems such as word, spreadsheets, databases and presentations to produce documents.
- Filing, retrieving and archiving.
- Operating office equipment.
- Using telephone systems.

Administrative Information

| Maximum number of students at any one time | 2 |
| Length of placement                       | 1 week |
| Preferred periods                         | Available all year round |
| Minimum age                               | 14 years old |

Personal Requirements
- Smart ‘office’ dress
- Sensible shoes
- Collar/tie for males
- No jeans/leggings/mini skirts/ shorts/ flip flops

Education requirements in this Career Pathway
You will need to be studying an administrative and/or business recognised qualification or wish to gain experience in a professional administrative environment.

Special note
Placements are available through Workforce Information Department. Placements are available to schools, colleges or relevant social enterprises. Observational placements are available for students 16+ years.
Description of Department
The specialist falls team is a multidisciplinary team comprising of
Nurses
Occupational Therapist
Physiotherapist
Consultant Physician
Rehabilitation support workers

The team provide a multifactorial assessment for people who have sustained falls and / or fractures.

Nature of Work Offered
- identification of falls history
- assessment of gait, balance and mobility
- assessment of fracture history and osteoporosis risk
- assessment of activities of daily living, functional activity and home hazards
- rehabilitation programmes, including a 12 week falls programme and 15 weeks balance programme

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<td>Minimum Age</td>
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Personal Requirements
An interest in health care and possible career pathway in rehabilitation, or health care intervention.

Dress/Appearance
Smart dress. No jeans, mini-skirts or shorts please. Sensible shoes must be worn.

Special note
Students need to appreciate that the information they deal with is confidential.
The service is based at Dartmouth House, Ryecroft Place, Ryecroft, Walsall, WS3 1SW
Following confirmation of a placement, please ring approximately 2 weeks prior to placement commencing to confirm placement.