Company name: HYWEL DDA UNIVERSITY HEALTH BOARD
Address: Corporate Offices, Ystwyth Building, Hafan Derwen, St David's Park, Job's Well Road, Carmarthen, Carmarthenshire.
Postcode: SA31 3BB
Contact Name: Tina Williams  Tel: 01554 783026 / 01267 239726
Email: tina.williams2@wales.nhs.uk

Hywel Dda UHB offers the opportunity for post 16 observational work placements in a variety of departments, examples of which may be administration, catering, estates, physiotherapy, radiography, pharmacy, nursing, medicine, midwifery, dental, speech and language, administration, IT etc. This is not an exhaustive list, please apply for whichever department or area of work you require and every attempt will be made to find a suitable placement. Applicants are required to have an interest in following a career in the area to which they are applying and in some instances applicants are offered places only if applying to University to study that particular field. For further information on careers within the NHS, students are advised to check out the NHS Careers website.

The pathology laboratories at Hywel Dda UHB do not offer work experience placements but do offer a masterclass for one half day. The process of application to gain a place on the masterclass is the same. This also applies to certain other departments but does vary between the Counties of the Health Board. If in doubt please contact Work Experience Assistant for advice.

Type of duties and tasks pupils will be involved in will vary according to the department that a placement is undertaken. All offers of placement will be made on an individual basis and the duration of the placement can vary from one to five days, depending on demand and capacity at any given time. Whilst every effort is made to accommodate students during ‘block periods’ it may be necessary to offer a placement on alternative dates - suitable to both department and applicant.

Placements can only be offered within the county that a student is being educated and/or lives in, and offers of placement can vary throughout each county. Whilst most placements will take place on the main hospital sites i.e. Bronglais, Glangwili, Prince Phillip or Withybush, it may be necessary for the placement to take place at one of the community sites this will be confirmed on offer.

Completion of the Hywel Dda UHB Application Form and Confidentiality Undertaking is required in order to apply for a placement. Incomplete application documentation will not be considered. Applications to be received by 31st January emailed to the address on the application form.
Once a conditional offer is made to your application, you will be required to complete a pre-placement health check (this form will be emailed to you at that time and you will be given a deadline for it’s return). Several departments are not able to take students on placement due to restrictions in health clearance i.e. lack of suitable immunisations and in particular the BCG immunisation covering against the risk of Tuberculosis. This is no longer offered routinely in schools and it may be in your interest to consider contacting your General Practitioner for advice on this if you are considering a career within the NHS.

Dress should be smart, casual, sensible footwear and no jeans. Clothes should allow for a range of movements, eg long trousers or calf length skirt with a polo shirt or t-shirt/short sleeved blouse as clinical areas can be quite warm. Clothes should be changed daily to minimise the risk of cross-infection. Minimal jewellery and no nail varnish.

You must also ensure that your standards of personal hygiene are very high. You must use hand wash at the beginning and end of each session and if you use the toilet facilities. You are expected also to observe other rules and regulations governing the workplace which are drawn to your attention.

There is a dining room on each hospital site where you can purchase a meal and refreshments, alternatively if you would prefer to bring a packed lunch this can also be eaten in the dining room. There will be no payment for meals or travelling expenses.

All Health Board sites, premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public. Whilst on placement you should behave with courtesy and respect at all times in your dealings with the public and also to the NHS staff who you will encounter.

Any act of misconduct or breach of confidentiality will result in the immediate termination of your placement.

No liability will be accepted for loss or damage to personal property on Health Service premises. Any documentation requiring completion by your mentor/supervisor with regards to your learning outcomes or references for school/career purpose should be brought along with you and asked for at the time of your placement. It is not always easy to remember a student a year down the line when perhaps you only undertook a one day placement! Requirements may vary depending on department of placement but in general an enthusiastic approach to any placement undertaken is required. Students should have a keen interest in working with people and a specific interest in the nature of the work of the department to which they are applying.

All applicants are required to complete a pre-placement health questionnaire and restrictions may occur pending occupational health advice (see advice above)

Within the daily work of the hospital you may be exposed to distressing situations, although we will do our best to pre-empt these situations, you should be prepared for them.