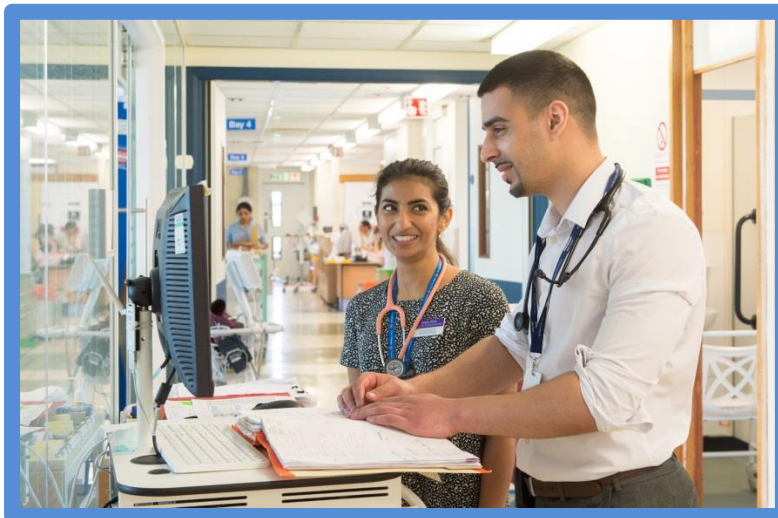


## Work Experience Directory



This directory lists all the departments and job roles the Trust is able to offer work experience placements in. Should you have any specific careers aspirations that are not listed here please contact us.

You can only apply for 1 placement during each academic year. You can identify up to 3 areas that you would be interested in having this placement in that supports your career path. We will then liaise with managers within these areas to see if they are able to accommodate your request and let you know within 6 weeks of application. If after this time you have not heard from us please contact [sath.workforcetransformation@nhs.net](mailto:sath.workforcetransformation@nhs.net)

All departments outlined in this directory have been checked by Shropshire Education Business Links and are risk assessed to ensure they comply with Health and Safety recommendations for the placement of 'young people'. We are not able to offer placements in areas that have not been through this process.

How to apply for a work experience placement:

- Using this directory decide which department or job role you wish to have your placement opportunity with.
- Complete an application form – see Trust website: [www.sath.nhs.uk](http://www.sath.nhs.uk) or [www.belongtosomething.co.uk](http://www.belongtosomething.co.uk)
- Fully completed application forms should be sent to:

Nursing Applications: [jacqui.alexander@nhs.net](mailto:jacqui.alexander@nhs.net)

Midwifery Applications: [sath.workforcetransformation@nhs.net](mailto:sath.workforcetransformation@nhs.net)

Medical (shadowing a Doctor) student living in a TF postcode or attend a Telford School  
[sath.educationcentreprh@nhs.net](mailto:sath.educationcentreprh@nhs.net)

Medical (shadowing a Doctor) student living in a SY postcode please send to: **Kate Ironmonger, Shropshire Education Conference Centre, Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, Shropshire SY3 8QX**

For all other placements please send to: [sath.workforcetransformation@nhs.net](mailto:sath.workforcetransformation@nhs.net)

Unfortunately due to the demand for placements we are only able to offer an opportunity to those who live within Shropshire and Telford and Wrekin.

For all placements smart sensible clothing is required with no trainers or jeans to be worn. Many areas will require you to be 'bare below the elbow' therefore short sleeves tops are to be worn. Flat sensible shoes are essential in many areas with no jewellery allowed.

For further information on the variety of careers which exist within the NHS please go to [www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk).

## Administrative Opportunities

Department or job role	During the placement, the learners will:	Other information
<b>Clinical Audit Department</b>	<ul style="list-style-type: none"> <li>• General Office duties (filing, photocopying, typing, computer work)</li> <li>• Attend meetings, if appropriate</li> <li>• Gain insight into a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Year 10 and above</li> <li>• Good attention to detail</li> <li>• Good interpersonal skills</li> <li>• Further information available on offer of placement</li> </ul>
<b>Corporate Education</b>	<ul style="list-style-type: none"> <li>• Experience the day to day running of the department</li> <li>• Assist the admin team</li> <li>• Meet the members of the team to understand their role and responsibilities</li> <li>• Have a small project to complete</li> </ul>	<ul style="list-style-type: none"> <li>• Year 10 and above</li> <li>• Must have genuine interest in training and development and administration tasks</li> <li>• <b>Should dress smartly</b></li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Observation of the finance department</li> <li>• Insight into the different members of the team</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 and above</li> <li>• More information provided on offer of placement</li> </ul>
<b>Medical Records</b>	<p>Activities will include</p> <ul style="list-style-type: none"> <li>• Filing</li> <li>• Distributing mail</li> <li>• Reception work</li> <li>• Basic computer work</li> <li>• Dealing with patients</li> </ul>	<ul style="list-style-type: none"> <li>• Year 10 and above</li> <li>• Good numeracy skills</li> <li>• Methodical worker, with good attention to detail</li> </ul>
<b>Medical Secretary (various teams)</b>	<ul style="list-style-type: none"> <li>• Shadow secretaries from a number of specialities</li> <li>• Type notes</li> <li>• Assist with booking notes in and out</li> <li>• Assist setting up clinics</li> <li>• General office duties</li> <li>• Gain overall experience of how to be a proficient Medical Secretary</li> <li>• May be some patient contact within this role</li> </ul>	<ul style="list-style-type: none"> <li>• Year 10 and upwards</li> <li>• Further information available on offer of placement</li> </ul>
<b>Medical Staffing</b>	<ul style="list-style-type: none"> <li>• Experience the day to day running of the department</li> <li>• Assist the medical staffing team</li> <li>• Meet the members of the team to understand their role and responsibilities</li> <li>• Take part in general office duties such as filing, typing, photocopying and computer work</li> <li>• Learn the recruitment process for medical staff</li> <li>• Understand the structure for medical staff and their roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Year 11 and above</li> <li>• Should have good attention to detail</li> <li>• Good interpersonal skills</li> <li>• Keen to work as a “team member”</li> <li>• Should dress smartly</li> </ul>
<b>Kaizen Promotion Office (KPO)</b>	<ul style="list-style-type: none"> <li>• Undertake projects supporting the Trust’s work with Virginia Mason Institute</li> <li>• Assist the KPO Team</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 and above</li> <li>• Should dress smartly</li> <li>• Further information available on offer of placement</li> </ul>

## Support Services

Department or job role	During the placement, the learners will:	Other information
<b>Library Services</b>	<ul style="list-style-type: none"> <li>Take part in general library duties (shelving, issuing books, processing materials)</li> <li>Meet with members of the team to understand their role and responsibilities</li> <li>Have the opportunity for involvement in more complex tasks</li> <li>Learn about the role of libraries in a hospital environment</li> </ul>	<ul style="list-style-type: none"> <li>Year 10 and above</li> <li>Should have good attention to detail and an interest in information (print &amp; electronic)</li> <li>Must have some computer skills</li> <li>Good interpersonal skills required</li> </ul>
<b>Catering</b>	<ul style="list-style-type: none"> <li>Experience the day to day running of the department</li> <li>Complete catering tasks (under supervision) e.g. serving patient meals, assisting a cook in the restaurant &amp; coffee shop</li> <li>Gain an insight into the provision of special diets &amp; the responsibilities of catering staff towards patient meals, team work</li> <li>Gain an appreciation of the social skills &amp; customer service skills required for catering posts</li> <li>May be some patient contact within this role</li> </ul>	<ul style="list-style-type: none"> <li>In year 10 and above</li> <li>Good personal hygiene &amp; manual dexterity essential</li> <li>Must be able to use initiative if required &amp; be willing to accept instruction</li> <li><b>No trainer or jeans to be worn</b></li> <li><b>Need to provide own flat, fully enclosed sensible shoes</b></li> <li><b>Protective clothing will be provided, which must be washed by the learner daily &amp; returned in full at the end of the placement</b></li> </ul>
<b>Marketing/ communications</b>	<p><b>Placements for students on marketing/media courses or related courses:</b></p> <ul style="list-style-type: none"> <li>Have the opportunity to undertake specific projects to support the Trust to engage with &amp; communicate with our communities &amp; younger people in particular</li> <li>Support the development of marketing &amp; communication materials, creating outputs for your course portfolio where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Higher Education &amp; Further Education students on media/marketing or related courses</li> <li>School students year 12 and above</li> <li>Applicants should have good communication skills, attention to detail and interpersonal skills</li> </ul>
<b>Portering</b>	<ul style="list-style-type: none"> <li>Daily interaction with patients</li> <li>Observation only</li> <li>Insight into all aspects of Portering including management, supervision and general work</li> <li>Opportunity to see how Portering interacts with all services within the hospital</li> </ul>	<ul style="list-style-type: none"> <li>Year 10 and above</li> <li>Physically fit- there is a large amount of walking involved</li> <li>More information will be provided on offer of a placement</li> </ul>
<b>Switchboard</b>	<ul style="list-style-type: none"> <li>Learn how to operate the switchboard</li> <li>Be involved with some clerical work</li> </ul>	<ul style="list-style-type: none"> <li>Year 10 and above</li> <li>Excellent communication skills</li> </ul>
<b>Medical Engineering</b>	<ul style="list-style-type: none"> <li>An insight into all aspects of Medical Engineering, including management, supervision and general work</li> <li>Opportunity to see how Medical Engineering interacts with all services within the hospital</li> </ul>	<ul style="list-style-type: none"> <li>Observation role only</li> <li>Year 11 and above</li> <li>Physically fit – there is a large amount of walking involved</li> <li>Must be able to use initiative if required &amp; be willing to accept instructions</li> <li>Good interpersonal skills required</li> </ul>

## Clinical/Patient Facing

Department or job role	During the placement, the learners will:	Other information
<b>Audiology</b>	<ul style="list-style-type: none"> <li>• Audiology is about identifying and assessing hearing and balance function and their associated disorders</li> <li>• Be involved with clerical support- patient information, room preparation and infection control, basic patient contact, waiting rooms etc.</li> <li>• Observe a variety of test techniques</li> <li>• Answer the telephone</li> <li>• Gain experience in basic communication skills, telephone techniques, cleanliness, precision and preparation of clinics and some computer data work</li> </ul>	<ul style="list-style-type: none"> <li>• Year 11 and above</li> <li>• Must have a desire to communicate with people and have a clear voice, courtesy, cleanliness and good personal hygiene are essential</li> </ul>
<b>Cardio- Respiratory Technician</b>	<ul style="list-style-type: none"> <li>• An insight into heart and lung function testing using a variety of techniques and equipment</li> <li>• Insight into the career structure within cardio-respiratory</li> <li>• Insight into how the department operates</li> <li>• All activities will be observation only</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 and above</li> <li>• Excellent communication skills</li> <li>• Studying relevant subjects/qualifications</li> </ul>
<b>Dental Nurse</b>	<ul style="list-style-type: none"> <li>• Observation only</li> <li>• Insight into the role of a dental nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 and above</li> <li>• More information provided on offer of placement</li> </ul>
<b>Medical Placements (shadowing a Doctor/ Consultant)</b>	<ul style="list-style-type: none"> <li>• This placement is <b>observation only</b></li> <li>• Experiences with different disciplines are available</li> </ul>	<ul style="list-style-type: none"> <li>• Student must be over 17 years of age on date of placement</li> <li>• Must be taking relevant A levels for medicine</li> <li>• Students are advised to request placements at least 3-6 months in advance</li> <li>• <b>Students who live in Shrewsbury please see postal address on page one</b></li> <li>• <b>Students who live in Telford or attend a Telford school contact <a href="mailto:sath.educationcentreprh@nhs.net">sath.educationcentreprh@nhs.net</a></b></li> </ul>
<b>Occupational Therapy</b>	<p>Observe the work of an occupational therapist, including:</p> <ul style="list-style-type: none"> <li>• Interviewing</li> <li>• Assessment for provision of equipment &amp; supply</li> <li>• Kitchen assessment</li> <li>• Home visits</li> <li>• Splinting</li> <li>• Hand &amp; upper limb therapy</li> <li>• Cardiac rehab</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 and above</li> <li>• Maximum of 1 day placements</li> <li>• Must be seriously considering a career in occupational therapy and have an understanding of the role</li> <li>• Should have good interpersonal skills &amp; be aware of the requirement for confidentiality</li> </ul>

Department or job role	During the placement, the learners will:	Other information
<p><b>Nursing</b></p>	<ul style="list-style-type: none"> <li>• 5 day work observation only, due to the nature of the post and restrictions on what the students can participate in</li> </ul>	<ul style="list-style-type: none"> <li>• We provide a limited number of ward based placements for local FE students to access as part of their FE courses, years 12 and up</li> <li>• Advice on clothing will be provided once a placement is confirmed</li> <li>• Applicants will be required a minimum of 8 weeks prior to requested placement start date</li> <li>• Due to winter pressures, work experience placements <b>will not be</b> available between Dec and Feb (inclusive) each year</li> <li>• <b>Contact</b> <a href="mailto:Jacqui.alexander@nhs.net">Jacqui.alexander@nhs.net</a></li> </ul>
<p><b>Nutrition &amp; Dietetics</b></p>	<ul style="list-style-type: none"> <li>• Observe the work of a Dietitian, including <ul style="list-style-type: none"> <li>- Interviewing and assessment</li> <li>- Dietary modifications</li> <li>- Advice</li> </ul> </li> <li>• Learn about how Dietitians work within different specialities and different settings (e.g. medical, surgical, stroke, oncology, paediatrics, renal and care of the elderly)</li> <li>• Meet with members of the department to understand the role of the Dietitian and how to train to be a Dietitian</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 or above only</li> <li>• Maximum 1 day placements offered only (across the 2 hospital sites we are only about to offer a total of 6 X 1 day placements in any calendar year)</li> <li>• Priority will be given to applicants residing in Shropshire</li> <li>• Should have a keen interest in dietetics as a career and be studying the relevant qualifications</li> <li>• Priority given to applicants applying to university to undertake a Dietetic degree course</li> <li>• Should have some understanding of Dietetics as a career</li> <li>• Should be physically fit</li> <li>• Should have good interpersonal skills</li> </ul>

Department or job role	During the placement, the learners will:	Other information
<b>Orthoptics</b>	<ul style="list-style-type: none"> <li>• Orthoptists investigate, diagnose and treat defects of vision and abnormalities of eye movement</li> <li>• Observation only</li> <li>• Gain understanding of orthoptic practice</li> <li>• Learn how the orthoptic team relate to other health care professions</li> </ul>	<ul style="list-style-type: none"> <li>• Year 11 and above</li> <li>• Should have good interpersonal skills and be aware of the requirement for confidentiality</li> <li>• Medical or optometry students may have minimal 'hands on' experience under close supervision</li> </ul>
<b>Pharmacy</b>	<ul style="list-style-type: none"> <li>• Experience the day to day running of the department</li> <li>• Meet with members of the team to understand their role and responsibilities</li> </ul>	<p><b>Work experience only available for Pharmacy undergraduate students over summer months</b></p> <p><u>Open days</u> Half day open days are available periodically for an insight into hospital pharmacy for GCSE/A-level students planning to study Pharmacy at university</p>
<b>Physiotherapy</b>	<ul style="list-style-type: none"> <li>• Accompany the Physiotherapist in other areas of the hospital to see how their work varies (e.g. stroke, care of the elderly, neuro gym, fitness centre)</li> <li>• Meet the team to discuss the variety of roles within Physiotherapy field</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 and above</li> <li>• Year 11 and below may be offered a tour of the department, and have the opportunity to speak to the staff about their profession</li> <li>• Should have keen interest in physiotherapy as a career and an understanding of what the role entails</li> </ul>
<b>Radiography (X-Ray)</b>	<ul style="list-style-type: none"> <li>• Observation role only</li> <li>• Experience the day to day running of the department</li> <li>• Be given a small project to complete</li> <li>• Observe the operations and procedures of an x-ray department</li> </ul>	<ul style="list-style-type: none"> <li>• Offered to students living locally with an interest in Radiology</li> <li>• Year 11 and above (must be age 16 or over due to H&amp;S regulations)</li> <li>• We offer a 2 day observational placement in a working department</li> </ul>
<b>Radiotherapy (Cancer Services)</b>	<ul style="list-style-type: none"> <li>• Observation role only</li> <li>• Experience the day to day running of the department</li> <li>• Observe the operations and procedures of an Radiotherapy department</li> </ul>	<ul style="list-style-type: none"> <li>• Year 11 and above (must be 16 years old or above due to H&amp;S regulations)</li> <li>• Offered to students living locally with an interest in Radiotherapy</li> <li>• Offer a 1 day observational placement in a working department</li> </ul>

Department or job role	During the placement, the learners will:	Other information
<b>Oral &amp; Maxillofacial Surgery and Orthodontics</b> <b>Roles: Dental Nurse or Dental Hygienist</b>	<ul style="list-style-type: none"> <li>• Observe Orthodontic &amp; Oral surgery clinics</li> <li>• Experience the day to day running of the department within a busy hospital environment</li> <li>• Have an opportunity to meet team members and understand their training, roles and responsibilities</li> <li>• Assist the clerical team with basic filing tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Year 12 and above</li> <li>• Smart dress is required</li> </ul>
<b>Speech &amp; Language Therapy</b>	<ul style="list-style-type: none"> <li>• Attend an information/ awareness raising session run by the adult acquired speech and language therapy team</li> <li>• We do not offer individual weekly placements</li> <li>• Learn how speech and language therapists work with adults with communication and swallowing problems i.e. types of patients we work with, where we work, what we do, who we work with, what therapy is etc.</li> <li>• Have an opportunity to interact and try out some communication tasks and look at communication aids</li> <li>• Gain some insight into the patient's experience of communication or swallowing difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• Information sessions are run once/twice a year depending on the volume of requests</li> <li>• Year 11 and above</li> <li>• Students should be keen to pursue Speech and Language therapy as a career</li> <li>• Priority given to students applying to university to study a Speech and Language therapy course</li> <li>• Should have some understanding of our role</li> </ul>
<b>Midwifery</b>	<ul style="list-style-type: none"> <li>• Shadow healthcare workers to gain experience of the clinical environment</li> <li>• Assist with tasks not involving direct patient contact</li> </ul>	<ul style="list-style-type: none"> <li>• Shadowing the Maternity team</li> <li>• Applicants must be aged 16 or over</li> <li>• Clinical placements are limited</li> <li>• Placements may be available in different areas of the county, depending on the department</li> <li>• Confidentiality and health and safety issues may restrict access to some areas</li> </ul>

Should you require a placement within a department not listed within this directory please email [Sath.workforcetransformation@nhs.net](mailto:Sath.workforcetransformation@nhs.net) or telephone 01952 641222 ext. 4828 for further assistance.