**Pathology Pre-Placement Module for Cadets**

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| **Professional behaviours and attitudes you need to demonstrate in the workplace** |
| **Display professionalism**   * Are courteous and respectful to other staff and members of the public. * Have good attendance and time keeping. * Are calm under pressure. * Are reliable and you contact your manager directly if you are unable to attend work due to illness or another reason. * Are enthusiastic and interested in your work. * Do not get distracted by personal issues or your mobile phone whilst at work and only use your phone during formally recognised breaks or in an emergency. * Always adhere to organisation policy and procedures, including around health and safety, equal opportunities, equality and diversity, appropriate IT use, disciplinary procedures, and acceptable behaviour. * Maintain confidentiality regarding any of the information you access whilst on your placement. This incudes not gossiping and keeping confidential any personal information that work colleagues share with you. * Do not do anything which may bring you and/or the education provider into disrepute i.e. which would negatively affect the reputation of you or your education provider. * Dress appropriately for the employer’s work environment. |
| **Produce results**   * Complete your work to an agreed standard, with very few or no errors. * Are organised, plan your work effectively, prioritise tasks, work independently as needed and meet deadlines. * Always ask for support or clarity if you are unsure of what you need to do. * Want to learn and develop your skills. * Want to receive feedback and act on any feedback given. |
| **Work well as part of a team**   * Build good relationships with your colleagues, understand what your role in the team is and show positive attitude to working as part of a team. * Treat all colleagues with respect. * Listen effectively to different points of view and respond in a professional way. * Are a supportive team member, proactively offering help and support to the team. |
| **Communicate appropriately**   * Use a polite and professional tone and language when communicating with colleagues and customers. * Produce clear, well written work which uses the right tone for the audience and has very few or no mistakes. * Share your thoughts and present your ideas clearly. * Follow instructions and listen carefully, including maintaining eye contact, to show that you are approachable and ready to listen. * Are confident to check you understanding of tasks you’ve been asked to do and ask for clarification as needed. |
| **Take responsibility for your actions**   * Are open to feedback and act on feedback given. * Are Honest if you make a mistake and seek to learn from your mistakes, so it does not happen again. |

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| **Behaviours and Attitudes required** | **Curriculum area** | **Resources and links available from NCA** |
| Professional Expectations   * time keeping * helpful attitude * demeanor appropriate to situation * how to address colleagues * team working | CS2, CS3 | * Placement expectations document * Reminder that will receive reference at end of placement * Part of welcome and inductions and placement logbook |
| Uniform/work wear   * clean and tidy * hygiene * sleeves * jewellery * make up * nails | A3.3 | * local model rules * Part of welcome, inductions and in placement handbooks |
| Mobile phone use | CS2 | * Local model rules. * Trust policy TI1(09) – Issue No 8 - Mobile Device Governance Standards Policy (Including mobile telephone, Smartphone, and Tablet Devices) |
| Social media standards | CS2 | * NCAF018(20) – Issue No 1 - Social Media (Maintaining Confidentiality) Policy |
| Ethical conduct | A5.12, S3.60 | * Local ethical conduct policy |
| H&S  hand washing  PPE  Waste and cleaning | A3, A4, A7.5, A7.6, S1.75, S2.60, S2.61, S2.63, S2.71, S2.72 | * Local H&S policy. * Local Waste policy. * Mandatory training module. |
| Telephone etiquette  Information Governance considerations.  Understanding scope of role | CS2, S3.60 | * Local Telephone policy. |
| Communication Skills | CS2, S1.25 | * Mandatory training module. Emphasis on empathy, kindness, anticipating needs and supportive communication. |
| **Skills Required** | **Curriculum area** | **Resources and links available from NCA** |
| Sample collection, forms and sample types | S2.64, S2.65S2.66, S2.67, S2.68, S3.44, S3.45, S3.46, S3.47, S3.48 | * Examples of forms to see format. * Example sample tubes and bottles to show types. * Explain differences and importance of using correct types and why. * Examples of clinical details and requests. * Discuss acceptance policy. |
| Filing practice |  | * Use example forms to practice filing in alphabetical order. * Use example forms to practice filing in numerical order. |
| Recording information | S3.58 | legible/accurate/contemporaneous/complete/easy to locate   * Good and bad examples of logs which may need to complete. * Attention to detail. * Send away samples. |
| Pipette skills | S3.51, S3.52, S3.53 | * PowerPoint on pipette skills workshop. * Can bring pipettes in if college don't have. |
| Stock Control and sample storage | S2.68, S2.73, S2.74 | * Examples of reagent boxes and containers to demonstrate different stock conditions. * Discuss ramifications of incorrect storage. * Discuss labelling with dates opened and stock rotation. Costs involved. |
| Using a fridge thermometer | S3.51 | * Examples of fridge thermometers and how read and record temperatures. * Temperature mapping. |
| Using a balance | S3.51 | * If College have suitable balance to use. * Using z factors. * Humidity - water pots. * Weighing boats v bottles. * Scales and understanding readouts. * Taring readings. |