**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.
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| **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.
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| **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.
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| **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.
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| **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
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| 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
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| 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)
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| Social media standards | CS2 | * NCAF018(20) – Issue No 1 - Social Media (Maintaining Confidentiality) Policy
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| Ethical conduct | A5.12, S3.60 | * Local ethical conduct policy
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| H&Shand washingPPEWaste 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.
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| Telephone etiquetteInformation Governance considerations. Understanding scope of role | CS2, S3.60 | * Local Telephone policy.
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| Communication Skills | CS2, S1.25 | * Mandatory training module. Emphasis on empathy, kindness, anticipating needs and supportive communication.
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| **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.
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| Filing practice |  | * Use example forms to practice filing in alphabetical order.
* Use example forms to practice filing in numerical order.
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| 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.
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| Pipette skills | S3.51, S3.52, S3.53 | * PowerPoint on pipette skills workshop.
* Can bring pipettes in if college don't have.
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| 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.
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| Using a fridge thermometer | S3.51 | * Examples of fridge thermometers and how read and record temperatures.
* Temperature mapping.
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| 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.
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