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Northern Care Alliance
NHS Foundation Trust

NHS T Level Cadet Programme 2021-2023

Placement Handbook

This is the place to take your first steps towards an NHS Career



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Northern Care Alliance
NHS Foundation Trust

Student Name:

Student ID Number:

Course Title:

Course Code:

Placement area:

Course Tutor:

Placement supervisor:

Tutor Contact details:

Supervisor Contact details:

Welcome to your industry placement journey.

Please work through this handbook with your college tutors to prepare for your placement.

Your industry placement is an integral part of your T Level qualification.

Being accepted as an NHS T Level Cadet with your College is a privilege and can open up great opportunities both in the workplace and in further education.

Make the most of the opportunity and enjoy each new experience.

Northern Care Alliance Values

Patient & Customer Focus

- Communicates to all relevant parties in an holistic, timely manner.
- Anticipates and delivers on patient needs.
- Cares for the patient and their families as well as for Salford's reputation.

Continuous Improvement

- Responds well to change and embraces initiatives.
- Open to new ideas and encourages forward thinking.
- Takes ownership for continuous learning and self development.

Accountability

- Strong focus and personal accountability on actions and results.
- Takes responsibility for own actions.
- Accounts for wider pieces of work rather than limited job description duties.

Respect

- Acts as a team player; recognises and rewards others.
- Fosters a participative work environment.
- Respects policies & procedures & resources.



Think about times when you have shown the NCA values in your daily life.

Think about examples from interactions with family, with friends, with college staff and with people who you didn't really know.

Write a couple of sentences about how you feel you have met the NCA values in the spaces below.

Patient and Customer Focus _____

Continuous Improvement _____

Accountability _____

Respect _____



Now consider why these values are so important in a healthcare setting like the one you will be carrying out your Industrial placement in.

Imagine a scenario where you might have to show these values whilst on placement and write about it below with the reason that you think it would be important to a colleague, a patient or a visitor to the hospital.

Patient and Customer Focus _____

Continuous Improvement _____

Accountability _____

Respect _____

Are you Ready for Placement?

	Not confident at all	Not very confident	Neutral	Confident	Very confident
I can speak clearly to employers about my skills and experiences at an interview.					
I am prepared for how to travel to the workplace.					
I understand the behaviours and attitudes that employers are looking for.					
I have the behaviours, attitudes and social skills that employers need to do the job I want to do .					
I have the knowledge and technical skills that employers need to do the job I want to do.					

On your placement you will meet lots of new people who may be different to you. Colleagues and patients.

Whilst you complete this table, consider how you communicate and work as a team with others. How have your past experiences influenced your thoughts and feelings about other people?

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
I am good at communicating my thoughts and ideas in a way that is easy for others to understand.					
I am good at organising my time and the things I have to do.					
I work well as part of a team.					
I feel connected to my local community.					
Most people are generally trustworthy.					
I have a good understanding of what life is like for people who are different to me.					

Are you ready for placement—self -assessment

How confident do you feel with regards to each of these statements?

	Not confident at all	Not very confident	Neutral	Confident	Very confident
I know how to write a good CV and cover letter					
I can speak clearly to employers about my skills and experiences at an interview					
I know how to research the organisation that my industry placement will be with					
I have the employability skills that I need for my industry placement (e.g. teamwork, communication and problem solving)					
I have the technical skills and knowledge that I need for my industry placement					
I understand the professional behaviours and attitudes that employers will expect me to display on my industry placement (e.g. time keeping, dress code, adhering to health and safety rules)					
I understand that the industry placement will be a valuable addition to my CV					
I understand how I will benefit from completing my industry placement					

What is expected of you?

During your placement, you will be expected to:

- Work towards the objectives you've set in advance.
- Track progress by keeping your placement log book updated, having regular one-to-one meetings with your mentor/supervisor and tutor, and attending any necessary reviews.
- Meet professional standards and etiquette and abide by all rules regarding health and safety during your placement.

Some of the expectations of you are set out on the next page in more detail so that you can make sure that you understand what is required and discuss anything which you don't fully understand with your tutors before you go on placement.

Professional behaviour 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 includes 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.

Now that you know what is expected from your placement you will be given help and guidance on how to achieve this.

Someone with experience in your placement areas will come in to College and you will be able to chat to them and ask questions about the roles so that you feel fully prepared and comfortable when you arrive.

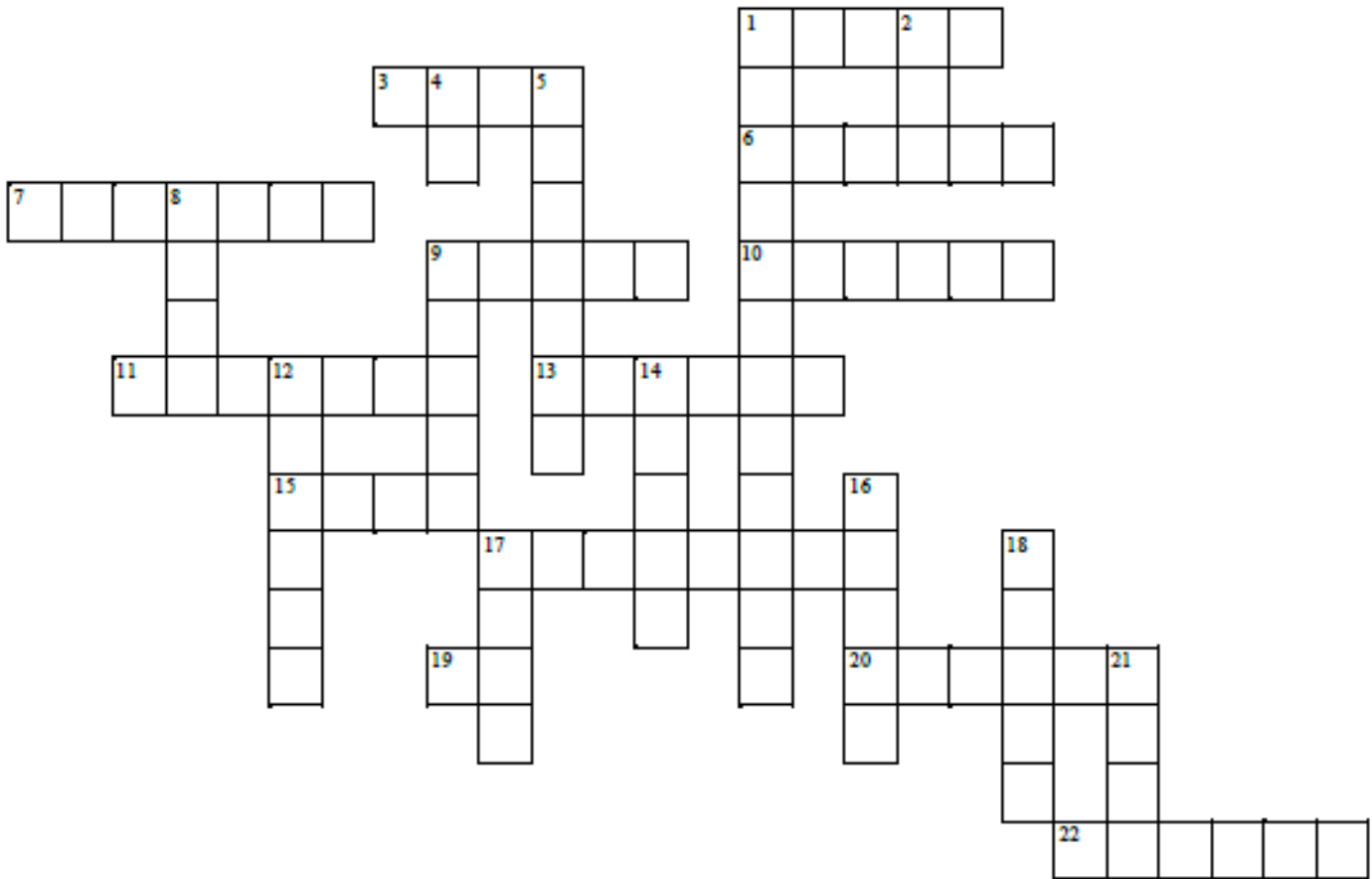
They may also help your tutors to deliver placement related knowledge and skills which will mean that you turn up on your first day ready and able to make a real difference.

Over the next few pages you'll find some fun activities which will help you to get accustomed to some of the different language and terms that you might come across during placement.

If you haven't already done so, now is the time to begin a health terms glossary. You can keep a note of medical and technical terms, language and abbreviations which will help you whilst on placement.

Medical Terms Crossword

See how much you know first - then use the internet to help



Across

1. Imaginary line through the body (5)
3. Word root for "heart" (4)
6. Suffix for "surgical removal" (6)
7. "Ren" is word root for _____. (7)
9. Word root for "lungs"
10. Space within the body
11. Cavity that contains the brain
13. Suffix for "infection"
15. Word root for "bones"
17. Body parts above other parts
19. Abbreviation for "gastrointestinal"
20. Body parts toward the back
22. Word root for "uterus"

Down

1. Abbreviated by "Rx"
2. Prefix for "new"
4. Abbreviation for "each ear"
5. "Patho-" is prefix for _____.
8. Word root for "nerves"
9. "P" stands for _____.
12. Abbreviation for "nothing by mouth past midnight"
14. Word root for "veins"
16. Prefix for "slow"
17. "Derm" is word root for _____.
18. Cavity with parts for the nose
21. Suffix for "study of"

R E T Y C O H P M Y L C M E M
H O L H E L A N I M O D B A S
I T C A R D I O L O G I S T I
R O I R E P U S E M R D F Y D
L S V G B Z X I F E R P I Q I
A E P E R I O S T E U M B E O
T S I M O T O B E L H P R Y R
S I T I V I T C N U J N O C Y
O W E G A C O L O S T O M Y H
C K J H S L N E P K D K Y L T
R G L Y C O S U R I A E A A O
E D X L U M B A R K H V L D P
T C F C L S U F F I X A G U Y
N A G P A S I I U F A U I A H
I M U I R T E M O D N E A C W

Abdominal

Cardiologist

Cerebrovascular

Colostomy

Conjunctivitis

Endometrium

Fibromyalgia

Glycosuria

Hyperthyroidism

Intercostal

Lumbar

Lymphocyte

Periosteum

Prefix

Suffix

Are you ready for placement? - activities

Describe a time when you demonstrated.....

Enthusiasm

Initiative

Good Communication

Time management/organisational skills

Honesty/Integrity

Problem Solving/Creativity

Team working

IT skills

Negotiation/Decision making skills

On the next page you will find a list of Uniform requirements which is taken from the Northern Care Alliance Cadet agreement . You will be asked to read and sign the agreement before you are accepted on placement.

(Your tutors will give you the agreement at an appropriate time).

Please read over this list and make sure that you have plenty of time before your placement to prepare for your placement .

- You will need time to purchase any clothing and shoes that you will need on placement.
- You will need time to grow out false nails and allow new piercings to heal before you go on placement.
- You will need time to practice tying long hair up so that it is safe during your placement (for you and your patients).

Uniform Requirements

	PERMITTED	NOT PERMITTED
Hairstyle	Tidy, not requiring constant repositioning, nor causing annoyance or hazard when carrying out working duties Hair shoulder length and below should be tied up above the collar	
Hair Accessories	Plain hair ties	Brightly coloured clips, slides, beads
Makeup	In moderation	
False Eyelashes	False eyelashes carry an associated infection risk. If staff have any eye infections they must take appropriate treatment and not attend work until infection free	
Piercings	One pair small stud earrings	No other visible body piercings
Jewellery	One plain band ring Necklaces if out of sight	Other jewellery Watches
Fingernails	Short and clean	Nail varnish False nails, including overlays
Workwear	<ul style="list-style-type: none"> Teal Cadet Tunic or Pathology Howie Laboratory Coat Black trousers (not jeans or track suit bottoms) Uniform should be fully covered when travelling to and from work Scrub should not be worn when travelling on public transport Available changing areas should be used Offsite uniform may only be worn travelling directly to and from work or when involving direct patient care Uniform must not be visible 	Pathology Howie coats will be provided by the laboratory
Shoes	Flat, black, full shoes with soft soles, which fit the feet securely Footwear must be clean	
Socks	Black, grey	
Cardigans/ Jumpers		<ul style="list-style-type: none"> No Cardigans or Jumpers to be worn when carrying out clinical procedures Hoodies do not form part of the workwear policy
Sleeve Length	Short sleeves, or rolled up sleeves when working in clinical areas	
Badges	College ID Badge to be worn and visible at all times	
Pens/Scissors	Observe safe practice when carrying pens, scissors etc	Not to be carried in outside breast pockets as this may cause injury when moving patients
Smoking	Smoking in designated areas if uniform, name badges and protective clothing not visible Take whatever steps necessary to ensure tobacco odour not present on person or clothing/uniform so maintaining professional image at all times	Refrain from smoking whilst in uniform

You will receive a log book along with the goals and objectives to complete on your placement.

You will also receive a list of activities (Activity Remit) which you can and cannot do whilst on placement. This list is for both your safety and the safety of our patients.

If you have any other questions about your placement, note them down here and so you can ask them during your pre-placement tutor meetings.

Relax and enjoy your placement, knowing that you have prepared well for it.

NCA T Level Cadet Team Contacts

NCA Cadet Practice Education Practitioner: XXXXXX

NCA Cadet Support Facilitator: XXXXXXXX

NCA Cadet Administrator: XXXXXXXX

Email: **cadets@nca.nhs.uk**