



POLICY	
Work Experience	
<b>Scope (Staff):</b>	Work experience participants, Supervisors/Managers, Human Resources
<b>Scope (Area):</b>	Child and Adolescent Health Service (CAHS)

### Aim

To outline the principles and requirements in relation to work experience placements.

### Risk

Participants for work experience not meeting correct criteria or understanding requirements, putting themselves, staff and patients at risk.

### Definitions

**Work experience:** work undertaken on a voluntary basis for a fixed duration before a career is commenced or recommenced.

- Under this policy, work experience does not include formally structured vocational placements offered by CAHS to universities and other educational organisations to complement tertiary studies in health-related disciplines.
  - Rather, it is informal arrangements whereby an individual has approached CAHS of their own accord for a work experience placement.
    - Volunteering is covered in the [CAHS Volunteer Management Policy](#).

### Principles

- CAHS recognises its responsibility to make an appropriate contribution to assist people to enter or re-enter the workforce.
- CAHS work experience placements will provide work experience participants with:
  - the opportunity to gain an insight into the skills and attributes required for roles within the health industry; and
  - guidance and support to potentially develop job-specific and/or transferrable skills that can increase participant employability.
- Work experience placements at CAHS are essentially offered for the purpose of observation.
- Participants will not perform duties undertaken by staff, however, those supervising placements may allocate minor duties to enhance the experience providing that the;
  - participant is supervised by at least one appropriate employee; and
  - work performed by the participant does not require licensing/registration unless the participant possesses the required licence / registration.

## Roles and Responsibilities

### ***Manager / Supervisor***

- Managers / supervisors are responsible for ensuring the proposed work experience placement is reported to Human Resources and all required documentation is provided to ensure compliance with this policy prior to the commencement of the placement.
  - A checklist can be found at [Appendix 1](#).
- Those responsible for the coordination of work experience placements must ensure participants understand all of the requirements specified in this policy and that this is documented prior to the placement commencing.
- At the commencement of a work experience placement, supervisors are to ensure that participants receive an appropriate induction to the work area, including, in particular, occupational health and safety requirements and emergency procedures.
- At the completion of a work experience placement it is recommended that managers / supervisors undertake a revision of the placement in conjunction with the participant.

### ***Work experience participant***

- Participants are required to:
  - Provide a satisfactory criminal record check prior to the commencement of the placement if over 18 years of age.
  - Undergo a Working with Children Check at their own cost prior to the commencement of the placement (if over 18 years of age and undertaking a placement in a child-related area).
  - Act appropriately in accordance with the [WA Health Code of Conduct](#).
  - Comply with all reasonable and appropriate directions given by CAHS employees.
  - Adhere to CAHS confidentiality and records management requirements.
  - Wear an identity badge and appropriate clothing and footwear that is professional and suitable for the work being undertaken.
- Work experience participants engaged in clinical areas are required to advise the Infection Control Nurse Consultant if they develop a rash, illness or become unwell in the week before, during or immediately after the work experience placement.
  - Participants may also require immunisation screening in accordance with the CAHS [Health Screening and Immunisation – Other](#) Policy.
- Failure to meet the above requirements may result in the placement being cancelled.


## Human Resources

- Human Resources will retain all relevant documentation within the electronic records management system in accordance with the [CAHS Record Keeping Plan](#).

<b>Related internal policies, procedures and guidelines</b>
<a href="#">WA Health Code of Conduct</a>
<a href="#">CAHS Record Keeping Plan 2015027</a>
<a href="#">Confidentiality of Medical Records and Patient Information</a>
<a href="#">CAHS Volunteer Management Policy.</a>
<a href="#">Health Screening and Immunisation – Other</a>

<b>Useful resources (including related forms)</b>
<a href="#">WA Health Work Experience - nursing and midwifery</a>
<a href="#">Medical work experience – CAHS Medical Workforce</a>
<a href="#">WA Health Insurance Personal Accident Cover - Volunteers, Work Experience and Other Persons</a>

This document can be made available in alternative formats on request.

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## Appendix 1 Documentation Checklist

- The following is a checklist of the documentation required to be provided to Human Resources prior to a work experience placement commencing.
  - Signed CAHS Confidentiality form.
  - Completed Conflict of Interest declaration and management plan (if applicable).
  - Criminal Record Check.
  - Working With Children Card.
  - Written confirmation and acknowledgement from manager/supervisor confirming the placement and participants understanding of the Work Experience Policy.