

Work experience



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| Foreword

Work experience is very important to Maidstone and Tunbridge Wells NHS Trust. We hope to inspire excellence, encourage diversity, and foster innovation within our services.

As one of the leading trusts in the south east, we have a responsibility to raise awareness of the 350 different careers available in the NHS, to engage and attract individuals into our future workforce. Joining us for work experience means becoming part of an inclusive community where your unique contributions are celebrated.

Work experience enables the Trust to work with the wider community, particularly local schools, to support education initiatives to assist young people with their important career decisions and develop their professional network. However, work experience is not just aimed at school leavers, and we welcome applicants with different experiences or those looking for a new challenge from all backgrounds to consider MTW for their work shadowing placement.

It is a pleasure to recognise and acknowledge the outstanding contributions of our talented staff who significantly contribute to success and growth of the Trust to inspire the next generation of workers.

Work experience allows staff to welcome and mentor individuals into our positive and collaborative environment, enabling individuals to observe and obtain invaluable first-hand experience. Participants of our work experience programmes will receive a comprehensive induction and gain knowledge about the workplace and some of the skills, knowledge and behaviours needed to be successful within the NHS.

I hope you find the brochure useful and we look forward to welcoming you on your shadowing placements.

Miles Scott Chief Executive



| Our vision and values

Maidstone and Tunbridge Wells NHS Trust is a large acute hospital trust in the county of Kent, in the south east of England.

The Trust provides a full range of general hospital services and some areas of specialist complex care to around 500,000 people living in the south part of west Kent and the north part of East Sussex. The Trust's core catchment

areas are Maidstone and Tunbridge Wells and their surrounding boroughs. We have a team of around 8,000 full and part-time staff.

Our vision

Exceptional people, outstanding care.

Our PRIDE values are at the heart of what we do.



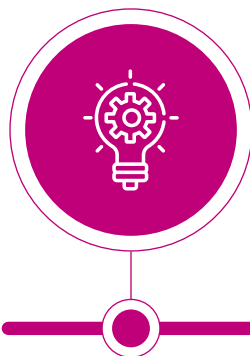
Patient first

We always put the patient first



Respect

We respect and value our patients, visitors and staff



Innovation

We take every opportunity to improve services



Delivery

We aim to deliver high standards of quality and efficiency in everything we do



Excellence

We take every opportunity to enhance our reputation

We have three objectives

1

To be recognised as a caring organisation

2

To provide sustainable services

3

To be improvement driven across all areas

| What is work experience?

Did you know, there are more than 350 careers in the NHS? Some roles involve direct contact with patients, while others form a vast support network vital to delivering healthcare.

Work experience offers an unpaid opportunity to explore these careers in an organisational setting.

Work experience is available for:

- Secondary school students
- Post-16 students, including those at college, A-Level students, undergraduates and postgraduates
- Adults not in full time education
- Adults interested in a career change
- Those who are currently unemployed
- Those who have had a career break and are looking to explore a new career

Work experience helps individuals prepare for professional study and future career opportunities. The placement allows you to shadow and observe what a job is really

like, understand the demands of the career, and find out whether it would be suitable for you. We do not offer any 'hands on' experience.

Placement lengths can vary depending on what the department can offer, however we provide short-term placements that last between two and five days.

We currently offer placements at two points in the year: during the Easter holidays and during the summer (June, July, August).

Candidates requiring a placement exceeding five days should consider volunteering. You can find out more about volunteering opportunities by getting in touch with the team at mtw-tr.volunteering@nhs.net

Work placements at MTW are available in the following areas:

Clinical



Non-clinical



| The application process

All applications must come through the Work Experience team via mtw-tr.workexperience@nhs.net

Please do not contact departments directly as they are extremely busy and your application will not be processed.

This brochure will help you complete your application form, which you can find on the 'Work experience' page on our website. Please note any applications received outside of the application window will not be accepted or processed.

Each work experience placement has its own entry requirements, including age restrictions. You should check the criteria before applying.

All placements take place at either Maidstone Hospital or Tunbridge Wells Hospital, or sometimes across both sites.

Placement availability is limited and demand is extremely high, so you are advised to consider your area of interest carefully and express this clearly in your application.

Make sure you are honest in your application, and that you obtain hand-written signatures. If you are at school, college or university, please use your tutor as a reference. This ensures they are aware of the placement and support your application. If you do not attend any educational institution, please obtain signatures from a line manager or trusted mentor.

Once you have applied for work experience and the application window has closed, the team will begin the blind shortlisting process.

Candidates will be shortlisted based on:

- Distance – both home and school
- Protected characteristics
- Meeting expected department criteria
- Personal statement on application form

From here, candidates will be informed as to whether they have been successful. Details of our shortlisting criteria are provided on our Trust website or on the application form.

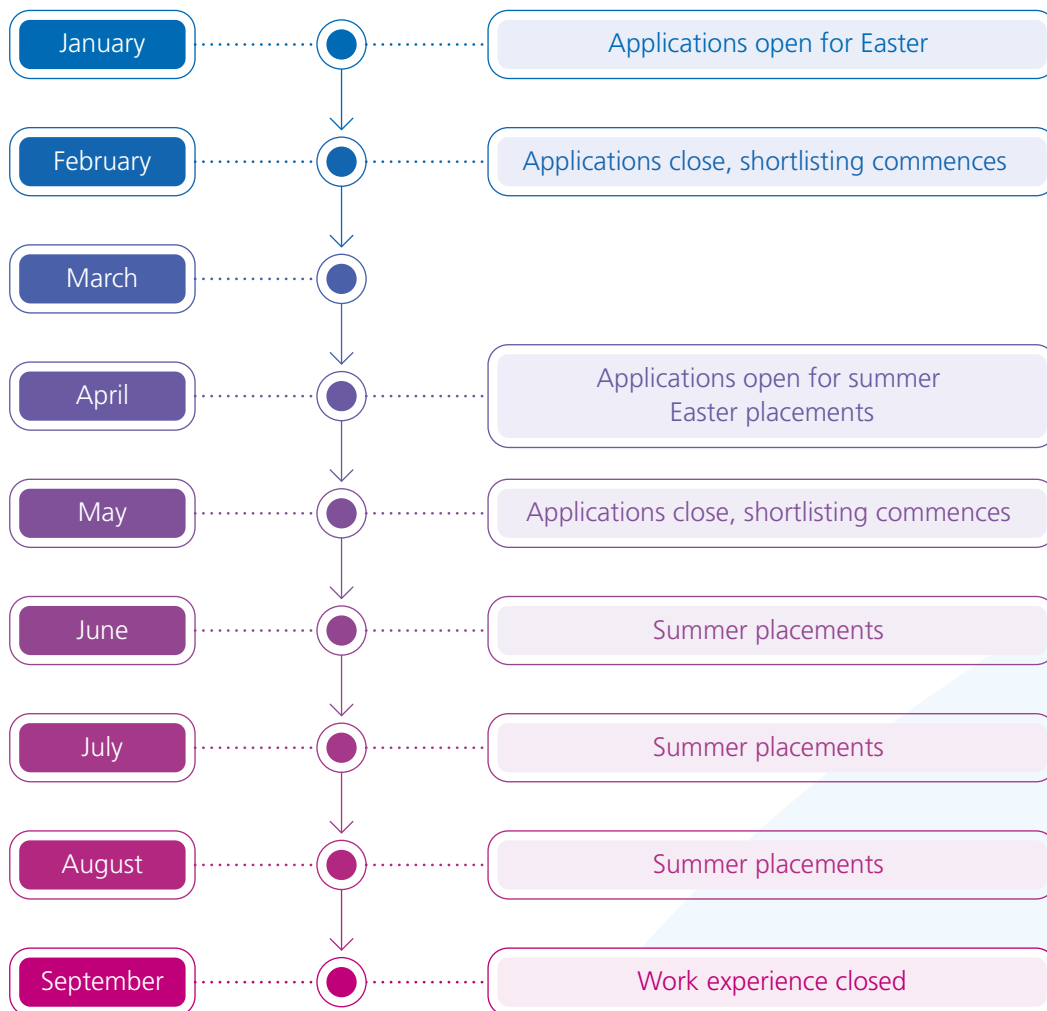
Maidstone and Tunbridge Wells NHS Trust strives to be an inclusive employer – any additional assistance will be provided and reasonable adjustments implemented.

Please note

new opportunities become available frequently, so if you have a particular interest, please get in touch with the Work Experience team



| Work experience timeline*



*Please note medical placements follow a slightly different timeline.



I Clinical placements

We accept applications in clinical areas from individuals aged 16 and over, and from students in Year 12.

Medical

Those wanting to go to medical school to become a doctor can undertake a placement in one of a range of medical specialties. The placement will consist of three days (normally Tuesday to Thursday) at either Maidstone or Tunbridge Wells Hospital. Applicants can express a preference for a placement in a particular area of interest, but we cannot guarantee that we will be able to arrange this.

“
Being given the opportunity to see the practical element of what I have only previously been able to study the theory for was very interesting and further helped my understanding in the field.”



Examples of specialties where placements are available:

- Accident & Emergency
- Acute Medicine
- Cardiology
- Gastroenterology
- Geriatric Medicine
- Intensive Care Unit

Individuals who are 17 years and older at the time of the placement will also be able to request a placement within Surgery, Trauma & Orthopaedics, Anaesthetics, or Oncology.

Criteria

- Minimum of five GCSEs at Grade 9-6 (A*-B), including English, Maths, Biology, Chemistry and Physics
- Be studying towards and expect to achieve the qualifications required for a career in Medicine
- Be committed to applying to a UK medical school within the next 12 months

Availability

- We can accommodate placements throughout the year apart from December, January or during the summer, as these are exceptionally busy times



Nursing

We are offering a seven-week Nursing programme. This placement will involve a general overview of this career in a two-hour after school session every Tuesday for seven weeks.

We currently do not offer any opportunities within Paediatrics.

Criteria

- Extremely caring individual
- Comfortable with exposure to bodily fluids and potentially distressing environments
- Individual must demonstrate enthusiasm and professionalism

Availability

- Twelve spaces available for the programme starting on the first week of June

Pathology

This cross-site four-day placement will involve exploring how the laboratory works and spending one day within each Pathology discipline: Microbiology, Cellular Pathology, Blood Sciences and Point of Care Testing (POCT).

Criteria

- Display keen interest in Biomedical Science and Pathology

Availability

- Seven placements: one individual per week across June and July

“

I found the placement incredibly informative, as it really opened my eyes to the range of careers that I am now considering.

I also learnt a lot during my time on the ward, not only related to careers, but also the treatments and care given to patients in different conditions, which I found very interesting.

”

Diagnostic Radiography

Experience an exciting day with the Diagnostic Radiography team where you will observe a range of X-rays and CT scanning. In addition, you may be rotated through Fluoroscopy, Ultrasound and Nuclear medicine, depending on your preferences.

Criteria

- Age 18 and over. With a keen interest in radiology/ diagnostic imaging
- GCSE Grade 4 (C) or above in Maths, Science, and English
- Be studying towards or already achieved A-Levels (minimum grades BBC), including a science or equivalent BTEC – 112 UCAS points

Availability

- One placement a day during the Easter holidays
- Several placements available in July and August

Therapeutic Radiology

We have Radiotherapy placements available at either our Maidstone or Canterbury site, where you will observe treatment procedures and CT planning, and discuss opportunities with specialist radiographers.

Criteria

- Must demonstrate a keen interest in Radiology
- GCSE Grade 4 (C) or above in Maths, Science, and English
- Be studying towards or already achieved A-Level qualifications or equivalent in Physics, Chemistry, Biology or Human Biology

Availability

- Four placements available during the Easter holidays
- Several placements available in July and August





Physiotherapy

Gain an insight into the day-to-day life of a physiotherapist during a two-day placement, exploring patient treatment plans to increase their mobility and/or function following injury, illness, or surgery.

Criteria

- Must be comfortable with bodily fluids
- Be interested in studying Physiotherapy at University or completing a degree apprenticeship
- Minimum five GCSEs Grade 9-4 (A*-C) including English Language, Maths, and at least one Science
- Be studying towards or already achieved two or three A-Levels (or equivalent), including Biology and/or PE

Availability

- Several placements available in June and July

Occupational Therapy

You will observe occupational therapists as they assess patients' independence and ability to conduct everyday tasks on this two-day placement. Working with the Discharge team, you will assess whether the patient has the appropriate equipment in place to be discharged to live independently.

Criteria

- Patient individual who is a good communicator
Minimum five GCSEs, Grade 9-4 (A*-C) including Science
- Be studying towards or already achieved two or three A-Levels

Availability

- Several placements available in June and July

Dietetics

Spend one day with the Dietetic team where you will observe the team assess, diagnose, and treat nutritional and dietary problems. You will attend team meetings, observe staff completing nutrition updates before the ward rounds, and observe the creation of community referral plans before the patient is discharged.

Criteria

- Minimum five GCSEs Grade 9-4 (A*-C) including Maths, English and Science
- Be considering studying the subject at university or as a degree apprenticeship. (To study Dietetics, you must be on track for AAA at A-Level or equivalent)

Availability

- Several placements available in June and July

Speech and Language Therapy

Spend two days with the Speech and Language teams assessing patients' communication and swallow. You will also attend team meetings and debriefs. If you have a particular interest in being placed on a stroke ward, please state this in your application.

Criteria

- Good communicator
- Minimum five GCSEs Grade 9-4 (A*-C), including English Language, Maths and Science
- Be studying towards or already achieved two or three A-Levels

Availability

- Several placements available in June and July





Pharmacy

This five-day placement will involve shadowing staff in undertaking daily tasks such as dispensing, accuracy checking, medicines management in a ward setting with Pharmacists, Pharmacy Technicians and Clinical Pharmacy Assistants, Pharmacy stores, Pharmacy distribution services, Pharmacy automation such as Pharmacy dispensing robot and Omnicell stock cabinets.

Criteria

- Minimum five GCSEs – Grade 4 (C) or above, including Maths, English, and Science
- For those interested in pursuing a Pharmacy degree (MPharm), individuals must be taking three A-Levels. This must include Chemistry and either Biology, Physics or Maths, and another high-grade A level academic qualification

Availability

- One placement available per week at each hospital throughout July and August

Oncology Pharmacy

This brand new three-day Oncology Pharmacy placement involves similar tasks to the Pharmacy placement, but will be more specifically involved in the treatment of cancer.

Criteria

- Minimum five GCSEs – Grade 4 (C) or above, including Maths, English, and Science
- For those interested in pursuing a Pharmacy degree (MPharm), individuals must be taking three A-Levels. This must include Chemistry and either Biology, Physics or Maths, and another high-grade A level academic qualification

Availability

- Four placements available during the Easter holidays
- Several placements available throughout June and July

Medical Physics

This five-day placement will involve shadowing a range of disciplines within Medical Physics. This includes Nuclear Medicine, Radiation Physics, Radiation Engineering, Computer Sciences and Radiotherapy Physics. Please note that under 18s will be more limited in terms of exposure to radiation within Radiation Physics.

Criteria

- Interested in pursuing Medical Physics as a career
- Be studying towards or already achieved A-Level in Physics

Availability

- Two placements available in Easter holidays
- Several placements available in June and July

Maternity

This five-day placement will involve shadowing a midwife to understand the role and scope of midwifery practice – this may include community, birth centres and acute hospital care.

Criteria

- GCSE Grade 4 (C) and above in Maths and English
- Be passionate about the subject and considering studying the subject at university or as a degree apprenticeship. Please note that Midwifery is a competitive degree course with high expectations of academic grades
- Comfortable with possible exposure to bodily fluids and sensitive information

Availability

- Four placements available during the Easter holidays
- Several placements available in June, July and August



| Non-clinical placements

We accept applications in non-clinical areas from individuals aged 16 and over and in Year 11, however some departments may have age restrictions in place.

Equality, Diversity and Inclusion (EDI), Retention and Engagement

An exciting opportunity to be involved in training, working with our staff networks, and learning about the Engagement and Retention team.

Criteria

- Interest in EDI
- Interest in staff engagement and retention (why staff work and stay at MTW)

Availability

- One placement available in the Easter holidays
- One placement available during the summer



I would most definitely recommend a work placement at Maidstone and Tunbridge Wells Trust because of how well you are prepared for your placement by the induction and information session which enables you to feel prepared and get the most out of your placement.

Completing the placement in a real NHS setting was invaluable as I was able to see for myself what it would be like to work in the NHS in a role that I hope to have in the future.



Communications

Spend three days shadowing the Communications team. You will learn more about their roles, see how they respond to media enquiries, and draft copy for their communication channels, including digital newsletters and social media. You may also observe planning meetings with different departments, and may potentially go around the hospital following up on staff stories, capturing photos and videos.

Criteria

- Interest in writing, journalism, social media, video and photography

Availability

- One placement available over the Easter holidays
- Two placements available during the summer

Digital Transformation and Clinical Software

This department is offering a five-day placement with our Clinical Software System team. This placement will involve working with various teams.

Placement outline

- One day will be spent with the Sunrise Business Change Team, where you will be involved in stakeholder meetings to capture the changes that are required, writing a functional specification document, validating changes within the system and/or supporting troubleshooting.
- One day will be spent with the Sunrise Configuration team, which will include translating the functional specification paper document from the Business Change team into a design using software.
- One day will be spent with the Clinical Systems Testing Team, which will involve going through testing scripts and testing out new functionality.
- Two days will be spent with the Clinical System Management team, which will involve going through all the clinical systems that are supported, preparing computer log in packs for staff, and learning about the IT helpdesk and how we support users with a range of issues with password resets

Availability

- One placement available during the Easter holidays
- Three placements available during the summer





Information Technology

The IT department is offering a three-day placement. This placement will involve working with various teams and shadowing members who work with Systems, Networks, Desktop, Devices Service Desk and IT Projects.

Placement outline

- Those interested in IT and software systems will spend their placement at either the Tunbridge Wells or Maidstone site to observe the desktop team as they support with a range of IT issues which may be in a various departments.
- Those interested in cyber security or our systems and servers will be based within our Maidstone office

Availability

- Several placements available in June and July

Finance

This five-day placement will involve spending some time within the Purchase Ledger, Sales Ledger and Cash, Capital and Charitable Funds team.

Depending on your interests, you may even be able to spend time with our colleagues who work on costing, income and financial management.

Criteria

- Interest in Finance

Availability

- One placement available per week during June and July

Learning and Development

The Learning and Development department have teamed up to offer a three-day placement. This placement will involve working with various teams and shadowing members who work within the Libraries, Learning, Systems and Compliance, and Career Development team.

Criteria

- Interest in HR, learning and development

Availability

- Several placements available every other week in June and July

Reception

The Reception team is offering a three-day placement involving meeting and greeting patients, directing patients and visitors to the correct departments and collecting wheelchairs.

Availability

- Several placements available every other week in June and July



| What next?

One of the benefits of work experience is learning about yourself and what you enjoy. It can enable you to understand what skills and qualifications you may need to progress into that career.

It can also uncover your strengths, including skills you already possess and also highlight what learning may need to take place to bridge any gaps in your knowledge or current skillset.

It demonstrates to employers that you are willing to learn, take your own initiative to better yourself and enhance your knowledge, skills and work place behaviours.

The opportunity allows you to network and build professional connections to help assist with your next steps.

After your work experience, you may be interested in exploring further opportunities, including university or college courses, apprenticeships or employment. You can explore pathways into NHS careers at www.healthcareers.nhs.uk or get in touch with the Career Development team at MTW at mtw-tr.careerdevelopment@nhs.net

Volunteering

Volunteering could be your next step after work experience.

Once it has been confirmed that your application for work experience has been successful, you will be asked if you would like the volunteering team to get in contact with you regarding any volunteering opportunities.

Volunteering requires three to four hours of work per week for six months. Once you have completed 60 hours, a written reference will be provided for you. If you are under 18, you will only be able to volunteer between 9am and 5pm on weekdays and will not be allowed into some areas, such as Paediatric wards.

For more information and to explore volunteering opportunities, please visit www.mtw.nhs.uk/get-involved/volunteering or contact: mtw-tr.volunteering@nhs.net

Apprenticeships

An apprenticeship is a training programme that is undertaken while working, and can be completed at any age post-16 and at any stage of your career.

MTW offers a variety of apprenticeships for new and existing staff, which range from 12 to 48 months and offer training and upskilling opportunities.

If you are interested in starting an apprenticeship, you can contact the Career Development team for more information and to find out about current apprenticeship opportunities: mtw-tr.careerdevelopment@nhs.net



| Useful links

For information about Healthcare Apprenticeships:
haso.skillsforhealth.org.uk/standards

For current Trust vacancies including
apprenticeships:
jobs.mtw.nhs.uk

NHS Careers Information:
www.healthcareers.nhs.uk

For information about Volunteering at the Trust:
www.mtw.nhs.uk/get-involved/volunteering



If you require further information, please contact
the Work Experience team at:
mtw-tr.workexperience@nhs.net

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