## Appendix 2: Work-experience Placement Agreement

DATE

Name and Address of the Individual

Dear <Name>

I am writing to welcome you to NHS Scarborough and Ryedale Clinical Commissioning Group and I hope you will enjoy your time spent with us. Whilst on your placement you will report to <enter supervisor’s name>.

You are requested and required to conform to the regulations and conditions outlined to you by <enter supervisor’s name>. You must follow the instructions of any member of staff designated by that department. You are required to conform to and observe all safety, security and other regulations outlined by NHS Scarborough and Ryedale Clinical Commissioning Group.

I would like to draw your attention to the following conditions that will apply to your work experience placement. Please sign both copies of this letter and return one to the manager supervising your placement, the other should be retained by you for your own reference.

### Confidentiality

Any matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, clients, individual staff records and details of contract prices and terms, must under no circumstances, be passed on to any unauthorised person or persons. You must be aware that, regardless of any action taken by NHS Scarborough and Ryedale Clinical Commissioning Group, a breach of the Data Protection Act 1998 could result in criminal or civil action for damages against you. This applies before, during and after the period of work experience.

### Loss/Damage of Personal Effects

Please be aware that should you incur loss or damage to any personal property during the period of your work experience by burglary, fire, theft or otherwise, NHS Scarborough and Ryedale Clinical Commissioning Group can accept no liability. It is advised that personal property is kept in a secure place during working hours and any valuables kept to a minimum.

### No Smoking Policy

NHS Scarborough and Ryedale Clinical Commissioning Group is based within Scarborough Town Hall buildings and operates a no smoking policy for all staff and visitors.

### Health and Safety at Work Act

You are reminded that in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and that you are to co-operate with NHS Scarborough and Ryedale Clinical Commissioning Group and others in meeting statutory requirements.

NHS Scarborough and Ryedale Clinical Commissioning Group meets its obligation to provide Employer’s or Public Liability insurance.

**Removal of NHS Scarborough and Ryedale Clinical Commissioning Group property**

Materials or goods which are the property of the trust are not to be removed from NHS Vale of York Clinical Commissioning Group premises unless it is the normal course of duty and the necessary authorisation has been obtained from your supervisor.

### Acceptance of Gifts

You must not accept any gifts or money from patients or service users. If you are offered anything at all during your placement speak to your supervisor.

### Conduct

Any concerns about your conduct during your placement with NHS Vale of York Clinical Commissioning Group may result in the immediate termination of your placement.

**Payment**

You acknowledge that this work placement will be unpaid and the CCG are not expected to incur any expenses during the course of the placement.

### Declaration

If you accept this work experience placement on the conditions outlined above I would be grateful if you would sign the attached form of acceptance a return a copy to <managers name>.

Yours sincerely

<Manager’s Name>

<Job Title>