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**www.doncasterlmc.co.uk**

**Experience General Practice**

**Placement Offer**

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| Name of Surgery |  |
| Name of Student |  |

**Conditions Governing Work Experience Placement**

Students are requested to conform to the regulations and conditions outlined to them by their supervisor. They must follow the instructions of any member of staff designated by their supervisor. Students are required to conform to and observe all safety, security and other regulations laid down by the Practice, and made known either by the Practice representative or displayed instructions. I would like to draw your attention to the following conditions that will apply to your work experience placement.

**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 payments, must under no circumstances, be passed on to any unauthorised person or persons. You must be aware that, regardless of any action taken by the Practice, 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. A Confidentiality agreement is enclosed.

**Loss/Damage of Personal Effects**

You will appreciate and understand that should you incur loss or damage to any personal property during the period of your attachment with the Practice by burglary, fire, theft or otherwise, the Practice can accept no liability. You are, therefore, advised to provide your own insurance cover. 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**

The Practice operates a no smoking policy for staff, patients and visitors.

**Health & 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 the Practice in meeting statutory requirements. The Practice meets its obligation to provide Employer’s or Public Liability insurance. However, it must be noted that the Practice do not have a personal accident insurance policy for employees and others carrying out work on the Practice’ premises. However, as a placement provider, we have a responsibility under Health and Safety legislation which ensures that, when students are carrying out work in good faith in accordance with instructions that have been agreed, the Practice will act as they would towards paid staff with regard to the requirements of this legislation. Should you be involved in an accident whilst on the Practice premises, details of the incident must be reported immediately to your Supervisor. Industrial Injury Benefits are only payable in respect of insurable employment and persons injured in the course of carrying out work experience tasks cannot claim benefit. A health and safety agreement is enclosed.

**Removal of Practice Property**

No materials or goods which are the property of the Practice are to be removed from the Practice premises unless it is the normal course of duty and the necessary authorisation has been obtained from your supervisor.

**Conduct**

It is emphasised that your conduct whilst representing Practice must be made impartial and honest.

**Acceptance**

If you accept this work experience placement on the above conditions, I should be grateful if you would sign the form of acceptance attached to this letter and return a copy to me.

I confirm that I have read and understood the conditions outlined in the above letter and agree that I will observe the conditions as set out.

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| --- | --- | --- |
| Name | Signature | Date |
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