

Placement Workbook



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Introduction

Welcome to Wrightington, Wigan and Leigh NHS Foundation Trust.

You have now completed all the relevant checks and we are pleased to be able to offer you a observational work placement opportunity. We hope that you will find it both enjoyable and productive.

There are over 300 different job roles in the NHS from Domestic Assistant to Consultant Doctor, Electrician to Chaplain. The Trust recognises the importance of experiences in shaping future career ideas and providing valuable and often fascinating insight into how an acute hospital, such as ours, really works!

Your experience will enable you to understand what an NHS career involves which may also support you with applications for vocational training, qualifications, academic study or in applying for employment.

Before you arrive it is important that you read this workbook. We have compiled the workbook to help you to get to know the Trust, understand the work that we do, be clear on what we will expect of our during the time you are with us and to enable you to evidence the knowledge that you have acquired.

It is also important that you take the opportunity to reflect on your experiences as your time spent with the Trust may enable you to sample the career that you wish to pursue.

If you enjoy your experience, please get in touch with our Voluntary Services team which is a great way to continue your involvement with the Trust.

Good luck!

An overview of the Trust

The Trust has three main hospital sites - Royal Albert Edward Infirmary, Wrightington Hospital and Leigh Infirmary.

Our Trust board is made up of both Executive and Non-Executive Directors.

The Trust Executives are:

- Silas Nicholls – Chief Executive
- Rob Forster – Deputy Chief Executive/Director of Finance
- Alison Balson – Director of Workforce
- Mary Fleming – Director of Operations and Performance
- Pauline Law – Director of Nursing
- Richard Mundon – Director of Strategy & Planning
- Dr Sanjay Arya Medical Director/Consultant Interventional Cardiologist

The Trust is structured around 5 divisions: Medicine, Surgery, Specialist Services, Estates & Facilities and Corporate Services.

Broadly jobs in the Trust can be divided into clinical and non-clinical roles. Clinical roles including Nursing, Medicine, Pharmacy, Healthcare science, Midwifery as well as a range of Allied Health Professional roles such as Physiotherapists, Radiographers, Counselling and Dieticians.

Non clinical roles include Human Resources, IT, Finance, Building Services amongst many others.

Medicine

The Division of Medicine is a large multi-functional division comprising of four directorates based over three sites. It is a division that works collaboratively with all professions of staff in order to deliver the best possible care to our patients.

Specialist Services

The Specialist Services Division is a large division comprising of Trauma and Orthopaedics, Rheumatology, Radiology, Pharmacy, Pathology, Healthcare Operations, Outpatients, Oncology, Dermatology and Medical Illustration.

Surgery

The Division of Surgery includes Endoscopy, Urology, Ear Nose and Throat Surgery, General Surgery, Maxillio Facial Surgery, Vascular Surgery, Anaesthetics, Maternity and Midwifery, Children's Services, Paediatrics, Obstetrics and Gynaecology, Ophthalmology and Elective Surgery

Estates and Facilities

The Estates and Facilities Division manages all aspects of Security, Hotel Services, Fire Safety, Capital Design, Medical Electronics, Safety Management, Works Department, Grounds Maintenance, Waste Management, Sterile Services and Decontamination and Endoscopy Reprocessing.

Corporate Services

Corporate Services includes Human Resources, IT, Finance, Strategy and Planning, Research, Occupational Health, Corporate Nursing e.g. Infection Control, Quality and Safety, Adult and Child Safeguarding, Governance, Legal, Procurement.

More information can be found on our Trust website <http://www.wvl.nhs.uk/>

The WWL Strategy

WWL have recently launched their new strategy **The WWL Way 4wards**.

Our Purpose is to provide the best possible healthcare for our Community.

Our Vision is that we make a positive difference to people's lives



Priorities, Values, Behaviours

At the heart of everything we do is our **Patients and Community**

Our Values: **Safe, Effective and Caring**

Our Behaviours: **Collaborative, Respectful, Accountable, Forward Thinking, Compassionate**



Patients: Every patient receives the best possible care

People: Everyone has the opportunity to achieve their purpose

Performance: We aim to be in the top 10%

Partnerships: We work together for the best patient outcomes

We illustrate our Priorities our Values and our Behaviours in the WWL Wheel :

Complete the WWLwheel with the missing words:



Find out about the pledges of each of the 4P's:

Expectations

What you can expect of us:

As a Trust, Wrightington, Wigan & Leigh NHS Foundation Trust is committed to providing opportunities to support students commencing further education with their chosen career path. Throughout the Trust there is a strong emphasis on teaching, learning and assessment, and applying knowledge to practice.

We are proud that approximately 73% of our workforce who work at the Trust live within the Wigan Borough so we are keen to support our local colleges and sixth form schools to grow our own talent and workforce for the future.

We will ensure that you are allocated a named Supervisor for the duration of your placement. See the section 'Supervision' for further information.

We will aim to make your placement as enjoyable as possible and help you make the most of your time with us.

What we expect of you:

- ✓ To have viewed the Wrightington, Wigan & Leigh Observational Placement – Presentation, prior to your placement.
- ✓ To ensure that you bring this document with you on your first day to be completed and signed off by your Supervisor.
- ✓ In being accepted agree to abide by the expectations as outlined below:

Dress Code

We expect all Trust staff to dress in smart clean attire as this presents a professional image to our patients, the public and other Healthcare workers. When on your placement we expect the same standards of dress code.

Ward Based Areas

- ✓ You will be expected to wear:
 - Black/navy trousers (no denim) and short sleeved top (bare below the elbows). All clothes must be smart and in good repair; an overall professional appearance should be maintained. No slogans which could be considered offensive should be worn.
 - Jewellery limited to one pair of metallic studs, no rings
 - Nail varnish, acrylic and false nails not to be worn
 - Non slip shoes (no trainers). Footwear must be clean and in a good state of repair.
 - Hair must be clean and neat, fastenings must be discreet.
 - Piercing should be discreet and in keeping with the overall appearance.

Office Based Areas

- ✓ You will be expected to wear:
 - Black/navy trousers or skirt
 - Smart shirt/blouse
 - Limited jewellery must be discreet and in keeping with the overall appearance, excessively long or hanging jewellery must not be worn.
 - Nail varnish, acrylic and false nails must be discreet.
 - You will return all of the documents required in order for your placement to proceed.

Identification including (ID) Badges

- ✓ You must identify yourself as a work placement and not for example as a 'medical student.'
- ✓ A College or University photo ID Badge must be worn at all times for security purposes.
- ✓ You will receive a Trust ID card from your placement supervisor. You must ensure that both are clearly visible at all times.
- ✓ On your last day your Trust ID card must be returned to your supervisor

Data Protection and Confidentiality

All staff working for the Trust have a responsibility to ensure that information about patients and staff within the Trust and other organisations is handled in a confidential and secure manner and are

During your placement you may see or speak to people that you know. You must **never** ask why they are there or what is wrong with them. You must never discuss anything you hear or see about patients outside of the Trust.

Information about our staff and patients **must not** be divulged in the future through any form of communication including the use of social networking sites e.g. Facebook, Twitter, Snapchat, What'sapp.

You should ensure that no patient identifiable information is removed from the Trust.

You can discuss with friends or relatives what you have observed during the day but never discuss individual patients or members of staff.

The Trust has a Confidentiality Code of Conduct which has been based on the Department of Health's Code of Practice 'Confidentiality: NHS Code of Practice'.

The Confidentiality Code of Conduct applies to all established and temporary employees, non-executive Directors, governors, volunteers, students and all individuals who work under a contract of service with the Trust.

The Confidentiality Code of Conduct applies whilst you are on site and off site as the duty of confidentiality applies even where an individual is not representing the Trust.

The principle of the Confidentiality Code of Conduct is that no staff shall breach their duty of confidentiality, allow others to do so or attempt to defeat any of the Trust's security systems in order to do so.

- ✓ You have been asked to sign the Confidentiality Code of Conduct as part of your application and you must bring this on your first day.

Any breach will automatically result in the termination of your placement and notification to your College Supervisor.

Inclusion and Diversity

The core commitment of the NHS is to provide fair, accessible services for all. Wrightington, Wigan & Leigh NHS Foundation Trust is committed to actively recognising and promoting equality and diversity within our community.

Wrightington, Wigan & Leigh NHS Foundation Trust believes that people who use our services, their carers and our staff should be treated with respect and dignity.

The Trust is committed to challenging discrimination in all its forms and ensuring that equality lies at the heart of everything we do. We want to be a fair and equitable organisation, one where everyone accepts difference between individuals and values the benefits that diversity brings.

Ending discrimination is not simply about making hospital buildings accessible by putting in ramps or producing patient information documents in different formats, but about systematically identifying barriers and reducing inequalities.

Health and Safety

Always be aware of health and safety whilst on the Trust's premises.

- ✓ You will ensure that you:
 - Take reasonable care for your own health and safety and that of others who may be affected by you.
 - Co-operate with the Trust regarding health and safety issues i.e. comply with policies and procedures of the Trust, take part in induction, report to your supervisor any incident or near miss in which you are involved.
 - Do not interfere with or misuse any equipment provided for health and safety reasons.

- Ensure that you are aware of the Fire Safety and Evacuation arrangements in your department and listen to instructions carefully in the event of an emergency.
- If you see anything which you may believe to be a hazard or a danger to yourself or others, report it to your placement supervisor or another member of staff.

The Trust operates a smoke free site and therefore no smoking is permitted on any of the Trust sites.

Security of Personal Belongings

Please only use the designated areas, within the department where you will undertake your placement, to put your personal belongings (coats, bags, purses, etc). We strongly recommend that you refrain from bringing in valuable belongings and carrying large amounts of money as facilities to securely lock them away may not always be available.

Supervision

You will be allocated a named Supervisor for the period of your placement. Please ensure that you report to this person daily, or the agreed nominated deputy if appropriate.

- You will be present for the hours as agreed for the placement to enable you to gain the best possible experience whilst not compromising health and safety and the needs of the service. This will be 9am until 4pm over the course of the four days.
- You will ensure that you arrive on time each day and your placement will not exceed 35 hours per week.
- You will contact your supervisor or nominated deputy if you are unable to attend on the day at the earliest opportunity, this is a matter of general courtesy. Therefore please make a note of the telephone number of the department you are working in on the first day of your placement.

General Information

- You are not permitted to access, Operating Theatres or Treatment rooms or attend Trust formal meetings, or meetings which may involve safeguarding matters or other sensitive patient discussions. You may not access other Departments and Wards where it is inappropriate to do so.
- Whilst your placement will be observational, it is advisable that you eat breakfast.
- You will be required to have a 15 minute break during the morning; lunch break of 45 minutes; and a 15 minute break during the afternoon.
- Always introduce yourself to patients and colleagues and address them by their preferred name. A good resource is the 'Hello my name is.....' campaign available on the internet. <https://hellomynameis.org.uk/>
- Always show patients and their families the level of respect you would expect for yourself or your family.
- Act in a professional and polite manner. Whilst you are with us you are representing our Trust.
- In the event of any incident whereupon it is deemed that the Trust cannot continue with your placement your College Supervisor will be contacted or you will be advised accordingly and your placement will be concluded immediately.
- You will be expected to provide your own transport to and from your placement location.

Escalating Concerns

If you should have any concerns please contact the following Trust staff members:

Medical

Cheryl Dagnall
Head of Medical Education and Trust Library Service

T: 01942 822508
E: cheryl.dagnall@wwl.nhs.uk

Other placements

Amanda Montford
Senior HR Business Partner
T: 01942 773799
E: amanda.montford@wwl.nhs.uk

Department Induction

ORIENTATION CHECKLIST TO BE COMPLETED ON FIRST DAY	ACHIEVED (Signed by Supervisor)
ID Check <ul style="list-style-type: none"> • Provision of ID 	
Dress code <ul style="list-style-type: none"> • University/College Photo ID badge • Trust ID card provided • Dress code adhered to • Bare below the elbows (Ward based areas) 	
General layout and organisation of the placement area <ul style="list-style-type: none"> • Toilets • Refreshments • Breaks 	
Emergency procedures <ul style="list-style-type: none"> • Procedure in the event of fire and position of fire exits, blankets and extinguishers • Phone 2222 • Procedure for emergency resuscitation and location of equipment (where appropriate) 	
Health and Safety <ul style="list-style-type: none"> • Discuss placement risk assessment • Ensure learner knows risks associated with department/ environment, safety and security measures, policies and procedures 	
Infection Control <ul style="list-style-type: none"> • Control of infection policy and procedures • Importance of hand washing • Use of Personal Protective Equipment 	
Moving and handling <ul style="list-style-type: none"> • No lifting of patients • No heavy lifting 	
Confidentiality <ul style="list-style-type: none"> • Signed Confidentiality Code of Conduct • No social media • No taking of photos 	

Appendices

Placement Log

Supervisor:		Dates:	
Student :		Department:	

DAY	Week/Day 1	Week/Day 2	Week/Day 3	Week/Day 4
Start time:				
Activity (am)				
Break				
Start time:				
Activity (pm)				

Placement Reflection:

Dates:	
Department:	
Week/Day 1	
What did I observe?	
Who did I meet today?	
What did I learn?	

Placement Reflection:

Dates:	
Department:	

Week/Day 2

What did I observe?

Who did I meet today?

What did I learn?

Placement Reflection:

Dates:	
Department:	

Week/Day 3

What did I observe?

Who did I meet today?

What did I learn?

Placement Reflection:

Dates:	
Department:	

Week/Day 4

What did I observe?

Who did I meet today?

What did I learn?

Evaluation of Placement

Supervisor:		Dates:	
Student :		Department:	

What have you learned about how Departments work together and help look after people?

Have you seen or learned anything that surprised you – what was it specifically?

Evaluation of Placement (page 2)

Supervisor:		Dates:	
Student :		Department:	

What did you enjoy most - why?

How could we have improved your placement in the Trust?

Evaluation of Placement (page 3)

Supervisor:		Dates:	
Student :		Department:	

In what way do you feel this placement will help you prepare to apply for vocational training, further academic study or applying for employment?

Any other comments you would like to make?

Evaluation of Placement (page 4)

Supervisor:		Dates:	
Student :		Department:	

If you are happy for us to use your comments anonymously for the purposes of internal and external promotion please sign and date below:

Signed:

Name in full:

Please return the form to Practice Education Facilitators Team, The Elms, Trust Headquarters – Jen and Helen

Careers in the NHS

There is a wide range of information about NHS Careers available. Here are some useful links for further information:

Health Careers <https://www.healthcareers.nhs.uk/>

Step into the NHS <https://www.stepintothenhs.nhs.uk/careers>

The Greater Manchester NHS Careers and Engagement Hub <http://gmcareershub.nhs.uk/>

NHS Digital <https://digital.nhs.uk/about-nhs-digital/careers>

Say hello to Sophie - Career Profile: Booking Clerk

Who's this?

Sophie is a Booking Clerk within the Health Care Operations team at Wrightington, Wigan & Leigh NHS Trust (WWL)

What's the story of their career to date?

Sophie attended college for a year after leaving school whilst working at a children's play centre at the weekend. During her second year at college, Sophie realised the A-level/university path wasn't for her and decided to apply for an apprenticeship vacancy that she found on the [NHS Jobs](#) website and was successful in her application. After completing the apprenticeship Sophie achieved a Level 2 Btec National Diploma in Business Administration and was offered a permanent position within the team. 2 years on she is now an experienced Booking Clerk.

What do they do?

Sophie is responsible for booking all new Dermatology, Orthopaedic fracture and Haematology appointments for the Trust. Sophie manages waiting lists and speaks to patients daily to ensure they are seen by consultants as soon as possible. Sophie is office based and deals with lots of emails, phone calls and paper work, attending a meeting every morning where any departmental issues are discussed within the team

What's the best thing about their role?

Sophie's feels that the best part of her job is the team she works with! Sophie also appreciates how the NHS has supported her during her apprenticeship

Where are they going from here?

Sophie would like to stay in her current job role for at least another couple of years to gain more experience and hopefully have the opportunity to study Level 3 & 4 in Business Administration, before applying for a higher banded job role within the team as part of her career progression



Say hello to Beth – Career Profile: Diagnostic Radiographer

Who's this?

Beth is a Diagnostic Radiographer at Wrightington, Wigan and Leigh NHS Foundation Trust (WWL)

What's the story of their career to date?

Beth originally looked into becoming a physiotherapist but, due to the academic competitiveness didn't believe that Physiotherapy was achievable for her. She then explored different career opportunities within the NHS including nursing until she came across Radiography. Radiography had everything that she looked for in a job including caring for a patient, an insight into how the human body works and technology. Beth is now a Band 5 Radiographer at WWL having qualified in 2015 after completing her training at Birmingham City University

What do they do?

An average day for Beth starts with daily housekeeping, making sure work stations are clean and tidy, equipment is warmed up and ready for use. The main part of her day is spent X-raying patients and giving them the best care she can in the short time that they are with her

What is the best part about their role?

Beth enjoys being able to play a part in a patient's journey to recovery. A lot of patients look to her for comfort and reassurance and by the time they leave they have a different mind-set and are calmer about the journey they are undertaking. Beth is doing a job she loves and gets job satisfaction from making a difference to patients' lives

Where are they going from here?

Beth is currently in the process of applying for a Post Graduate Certificate in Forensic Radiography which is an area she is particularly interested in. There are many fields within Radiography that she will have the opportunity to progress into for example; Cross-sectional imaging (CT & MRI), Ultrasound, Mammography. Beth is really enjoying the work she is currently undertaking in plain film and interventional and hopefully in the near future she will progress to be a senior radiographer where she will undertake more responsibilities



Say hello to Lucy – Career Profile: Audiologist



**Wrightington,
Wigan and Leigh**
NHS Foundation Trust

Who's this?

Lucy is an Audiologist in the Audiology Department at Wrightington Wigan and Leigh NHS Foundation Trust (WWL)

What's the story of their career to date?

Lucy studied Psychology, English Language and Business Studies at A-Level and decided in her second year at sixth form that she wanted to study Audiology. She originally looked at Speech and Language Therapy, but looking at the person specification and following a day spent within the Audiology Department at Bolton Hospital she knew Audiology was for her. Lucy successfully applied to study Audiology at The University of Manchester (UoM). She studied Audiology [BSc Hons] for four years with the third year spent on placement. The degree has now been condensed into the three year HealthCare Science [BSc] and placements are arranged every year. She graduated and successfully gained a Band 5 position within the Audiology department at WWL

What do they do?

Each day is varied and typically involves the assessment of hearing, the issue of hearing aids, hearing aid repairs / follow ups and supporting the Ear, Nose and Throat clinic. Lucy leads a specialised clinic for patients with complex needs and dementia. She is also the placement co-ordinator for students coming from The UoM for their clinical placements in first, second and third year

How has the NHS supported them in their career progression?

Lucy has been well supported by her Line Manager and has annual personal development reviews and monthly one-to-ones. Every year, objectives are given to achieve and often tailored to interests and skillset, she can go on complete further courses if needed. She has completed an online dementia course, to expand her knowledge on dementia for the specialised clinic and also completed a course at The University of Central Lancashire for assessment and supporting students on placement



What is the best part about their role?

The role of an Audiologist can be emotional at times, particularly for a patient who has had difficulty hearing for a number of years and has hearing aid(s) fitted for the first time. Hearing is something we take for granted and undiagnosed hearing loss can impact on relationships with family/friends, social activities and confidence. As an Audiologist, you can improve an individual's quality of life and this is the most rewarding part of the role



**Wrightington,
Wigan and Leigh**
NHS Foundation Trust

Say hello to Geoff –

Career Profile: Deputy Team Leader - Anaesthetics

Who's this?

Geoff is Deputy Team Leader in Anaesthetics at Wrightington, Wigan and Leigh NHS Foundation Trust (WWL)

What's the story of their career to date?

Geoff didn't know what he wanted to do when he left school, after college he decided to have "a year out" which turned into six years working at a leisure centre. He knew a change of career was needed and just happened to be sitting next to an Operating Department Practitioner (ODP) on a plane going to Ibiza on holiday and, after a three hour chat, Geoff knew that ODP was the career for him. He started as a student ODP aged 24 in 2010. His training took place at WWL in conjunction with a local university and, after three years, he gained his full qualification and was successful at interview for a Band 5 Anaesthetic/Recovery Practitioner post at Wigan Infirmary. In 2015 Geoff gained promotion to Deputy Team Leader for Anaesthetics, the role he currently works in

What do they do?

Geoff works alongside the anaesthetist on a day to day basis looking after patients before, during and after surgery. He sets up the anaesthetic room, ensuring all relevant equipment is available in order to safely take care of the patients. He works together with the surgical team, the main focus being on the wellbeing of patients under their care. As things don't always go to plan, he sometimes has to act fast and move to emergencies in other areas of the hospital where the team's specific knowledge and skills are required. Geoff gained a mentorship qualification in 2016, this enables him to teach student ODP's, which he enjoys. Geoff has been supported by the NHS to broaden his knowledge through funding to attend various courses

What is the best part about their role?

Geoff says the best part of his job is the satisfaction of helping people. The healthy banter in theatre and the camaraderie within the team makes for a positive environment to work in and makes the working day fly by. He looks forward to coming to work and being part of a perioperative team that makes a difference in patients' lives

Where are they going from here?

Geoff is happy in his role at the moment but would never rule out moving to a different position. He would always like to maintain the patient contact on a day to day basis as that is the most rewarding aspect of the job for him



Say hello to Ellie – Career Profile: Apprentice Software Developer

Who's this?

Ellie is an Apprentice Software Developer in the Production and Modernisation team at Wrightington,, Wigan & Leigh NHS Trust Foundation Trust (WWL)

What's the story of their career to date?

Ellie left high school and decided college was not for her, however, she still wanted a qualification. She looked at lots of apprenticeships available on the www.gov.uk website and applied for the roles that were most relevant to her. She successfully applied to be a Level 3 Apprentice with WWL and then went on to study for a Level 4 which she has recently accomplished. Ellie is now a permanent member of staff at WWL and will continue her studies by doing the BSc Degree in Digital and Technology Solutions. As an apprentice at WWL Ellie was paid the minimum wage for her age, £5.60 per hour which is higher than the Apprenticeship wage of £3.50. As a permanent member of staff she has started at Band 5 on the pay scale, £22,128

What do they do?

Ellie undertakes a variety of different tasks in her role which includes developing quantities of front-end software for the internal systems. She deals with technical requirements, supports the senior developers and resolves failed patient details in the internal systems. She is proud of the role as the development she does reflects on patient care

What is the best part about their role?

Ellie enjoys being an apprentice, especially working in the production and modernisation team, the team is made up of many exceptionally smart team members who all have different roles. She relishes the fact that she can interchange between each of the roles and acquire something from each team member to support her future career

Where are they going from here?

Ellie is pleased with her apprenticeship and would like to continue with her career in the NHS. After completing the degree she would like to progress to work in a more senior role, if there is a suitable position available at the time



Say Hello to Michelle – Career Profile - Ward Manager

Who's this?

Michelle is a Registered General Nurse (RGN) and is the Ward Manager for Rheumatology at Wrightington, Wigan and Leigh NHS Foundation Trust (WWL)

What's the story of their career to date?

Michelle always wanted to be a nurse and worked in a Nursing Home at weekends to gain experience while studying on a Pre Nursing course at Preston College. She started Nurse training in 1987 and qualified as a State Enrolled Nurse (SEN) two years later. Michelle's first position was in Orthopaedics at WWL before moving on to complete a conversion course to qualify as a Registered General Nurse (RGN). She then moved to the Female Orthopaedics Lower Limb ward and remained there when she qualified as a RGN. After a three year career break to work abroad, Michelle successfully gained a Senior Staff Nurse position on the John Chanley Wing (JCW) at Wrightington before moving to Recovery as a Band 6 Staff Nurse. From there, Michelle took up a secondment Deputy Ward Manager role on the Male Orthopaedic Lower Limb ward and was then approached about an acting Ward Manager post on JCW to cover maternity leave. During this time a permanent Ward Manager post became available for Rheumatology which Michelle was interviewed for and successfully achieved.

What do they do?

Michelle has two roles; clinical and managerial. Clinical duties include admitting patients, cannulating, delivering oxygen, oxygen therapy and administering drug infusions as appropriate for their disease. Patients are monitored and checks recorded, checks include; blood pressure, heart rate, respiration rate, oxygen levels and temperature. Managerial tasks tend to be mainly office based as this involves responding to e mails, preparing off duty in advance, covering the bleep (on call), interviewing for job applications, appraisals, attending various meetings, ward audits, ensuring the ward is covered when staff are off sick, teaching basic life support to staff and signing off staff competencies (blood sampling & cannulation)

What is the best part about their role?

Patient satisfaction, a happy work force, and for the team to receive excellent feedback. Michelle really enjoys training and teaching new starters/students, because "after all, these staff are our future in the NHS and will more than likely be caring for me in my old age!"



Say hello to Joseph – Career Profile: Operating Department Practitioner



Who's this?

Joseph is an Operating Department Practitioner (ODP) in Anaesthetics and Recovery at Wrightington, Wigan and Leigh NHS Foundation Trust (WWL)

What's the story of their career to date?

Joseph's ambition was to become a teacher or a fire fighter; he left college and helped a friend who was a painter and decorator until he could secure a place in the fire service. Unfortunately, he did not join the fire service and continued painting and decorating for almost ten years. Nearing his 30th birthday he realised he needed a challenge; a friend suggested the ODP course. Joseph successfully applied and began training at Bolton NHS Foundation Trust (Bolton) on scrub which he enjoyed. He rotated to anaesthetics (assisting the anaesthetist with the anaesthetic) and loved it. On completing his training he worked at Bolton on everything from maternity to trauma and emergencies. Three years ago he gained a position at WWL in Recovery where he cares for patients immediately after operations

What do they do?

The role involves checking equipment such as the anaesthetic machine or resuscitation equipment, attending theatre team briefs with the surgeon, anaesthetist and nursing colleagues to discuss the day's patients, completing patient information checks, preparing for anaesthesia and being responsible for airway management. These skills and checks are vital as they could potentially save a life. Joseph has recently been promoted to deputy team leader so has other responsibilities such as team management, co-ordinating in absence of team leaders and being responsible for training and education

What is the best part about their role?

Joseph says the best part of his job is the patients you meet, some are real characters and he loves chatting with them. He also enjoys the technical side such as fixing broken machines and also assisting in emergency situations, such as difficult airway management. He is proud to be an ODP as he feels like he has made a difference



Where are they going from here?

Joseph is learning and adapting to his new role, and is especially enjoying arranging training opportunities for his team. He would love to, one day, be involved in the education side of ODP's, whether that be as a lecturer or as a Clinical Skills Facilitator.

Where can I go from here?

This profile has been created by the Greater Manchester NHS Careers & Engagement Hub in partnership with Wrightington, Wigan and Leigh NHS Foundation Trust. If you'd like to find out more about career opportunities and working in the NHS then email us: careers.hub@mft.nhs.uk or visit our website gmcareershub.nhs.uk

Say hello to Rachel!

Career Profile: Senior Communications & PR Officer



Who's this?

Rachel is the Senior Communications & PR Officer for Wrightington, Wigan and Leigh NHS Foundation Trust (WWL)

What's the story of their career to date?

Rachel left university and spent seven years working for the Lancashire Evening Post, initially as an editorial researcher, then going on to be a journalist. She then spent a year working in a PR agency in Chorley before being headhunted from another agency in Manchester where she spent nearly a year. Rachel saw the advert for the job at WWL and didn't hesitate to apply. She began on a zero hours contract before gaining full time employment as part of the new External Communications & PR Team. Rachel's first day was the day after the Manchester Arena terror attack, so she was thrown in at the deep end! She gained an insight as to how both WWL and the wider NHS work together in times of crisis. Since then, Rachel has been part of developing the Communications & PR team at WWL and has received great feedback. The NHSI has been approached by another Trust to ask if WWL could tell them how their team is structured and how they work so that they can emulate WWL's success. It is a real compliment to how far the team has come in less than six months which Rachel is very proud of.

What do they do?

Rachel's day is spent dealing with press enquiries, filming requests and attending meetings both to ensure that the reputation of WWL is at the forefront of any messages that are being sent out and to keep abreast of any developments within WWL that might be of press interest. She works closely with the Internal Communications and Staff Engagement Team also, to align messages and keep a consistent line of communication to staff.



What is the best part about their role?

The variety of work and being part of a positive and hard-working team. "A lot of what we do in PR is what you DON'T see but when there is something that SHOULD be seen, we make sure that we're loud and proud about it." Rachel loves working for WWL and values the opportunities to shout about the WWL Family. No two days are the same and she is always learning something new.

Where are they going from here?

Rachel is very happy in her role but is always eager to progress and nurture both her own talents and that of the people in her team.

Where can I go from here?

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Placement Certificate

This is to certify that

Name: _____

Attended **Wrightington, Wigan and Leigh NHS Trust**

For an Observational Placement in the Department of:

Between: _____ and _____

Signed by : _____

Name and position: _____