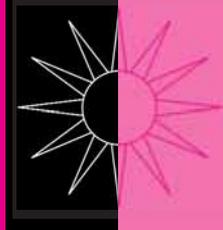


THE COLLEGE OF  
RADIOGRAPHERS

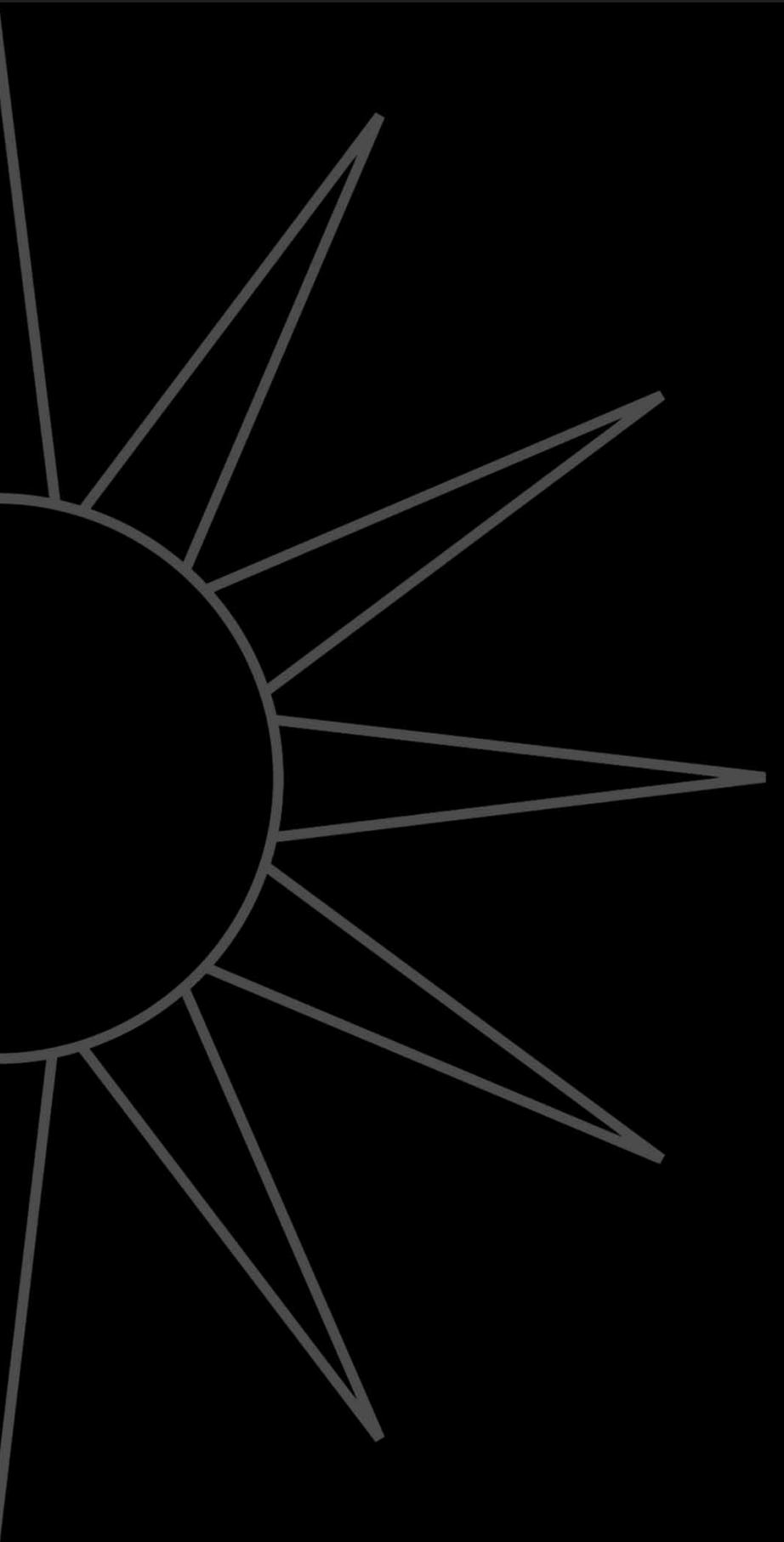


RADIOGRAPHY

**Guidance on the  
Provision of Work  
Experience for  
School Students**

THE SOCIETY OF  
RADIOGRAPHERS





## **Guidance on the Provision of Work Experience for School Students**

---

College of Radiographers' Responsible Officer:

**Christina Freeman**

**First edition**

**June 2004**

**ISBN 1 871101 13 1**

**£15 SCoR members**

**£25 non-members**

**The College of Radiographers**

207 Providence Square

Mill Street

London SE1 2EW

Telephone: 020 7740 7200

Facsimile: 020 7740 7233

E-mail: [info@sor.org](mailto:info@sor.org)

Website: [www.sor.org](http://www.sor.org)



## 1.0 Background

---

- 1.1 The Society and College of Radiographers is aware that Radiotherapy and Oncology and Diagnostic Imaging Departments frequently receive requests for work experience from schools, 6th form colleges and from individual students and their parents. This guidance provides advice on how to respond to such requests.
- 1.2 There is a shortage of radiographers and much effort has been made to improve recruitment, retention and return of radiographers. Throughout the United Kingdom clinical departments have responded to the need to promote the profession by forging local links and using every opportunity to gain publicity to encourage recruitment at all levels. National initiatives such as Radiography Awareness Week and, in 2003, World Radiography Day, have supplied the springboard for Radiotherapy and Oncology and Diagnostic Imaging Departments to get involved, and some have been extremely successful in gaining local media coverage.
- 1.3 This guidance should be read alongside Department of Health Guidance *Work Experience – Building the future of the team. Guidelines for Managers 2004* recently published (March 2004). The Department of Health publication is very helpful and is strongly recommended. The guidance includes models for an application form, honorary contract, health questionnaire, and induction checklist, all of which Service Managers will find invaluable. Copies can be obtained from NHS Careers (contact details given under Additional Resources for Service Managers on page 10.)

## 2.0 Initial approach

---

- 2.1 Making students aware of radiography and then stimulating their interest in it as a career option involves imaginative approaches and is time consuming for staff in Radiotherapy and Oncology and Diagnostic Imaging Departments. It is in the best interest of both students and staff that effort expended gives positive results.
- 2.2 Service Managers must adhere to any requirements specified by their NHS organisation. These requirements may include risk assessments, parental/guardian and student consent and provision of a suitable contract.
- 2.3 Service Managers offering work experience report that some schools try to place students with them who have no interest in pursuing radiography as a career but who have been placed there because their preferred option, eg nursing, is unavailable. Whilst it is possible to influence the student to turn to radiography, it is important that our clinical departments do not become recruitment centres for other health service careers. The professional body recommends that the possibility of achieving a recruit to radiography be ascertained at the outset. Time taken to identify the expectations of the student and clarity on what the clinical department is able to provide will reduce the chance of disappointment on both sides.
- 2.4 Higher Education Institutions providing radiography education have experience of linking with schools and 6th form colleges and will be able to provide help and support to their local clinical departments.
- 2.5 In England, Workforce Development Confederations and Strategic Health Authorities have recruitment responsibilities and should be able to provide support. Contact details can be found on-line at [www.nationalworkforce.nhs.uk](http://www.nationalworkforce.nhs.uk). In Wales, approaches should be made to Health Professions Wales [www.hpw.org.uk](http://www.hpw.org.uk). In Scotland to NHS Scotland [www.show.scot.nhs.uk](http://www.show.scot.nhs.uk) and in Northern Ireland to Health and Care Northern Ireland [www.n-i.nhs.uk](http://www.n-i.nhs.uk)

### 3.0 Under 14 year olds

---

- 3.1 In England, work experience is a requirement of the National Curriculum for all year 10/11 students (year 10 students are 15 years old during the academic year). The Society and College of Radiographers recommend that students younger than this are NOT given access to the working clinical environment. There are three main reasons for this:
- i) Radiation protection issues
  - ii) Patient confidentiality issues
  - iii) The patient experience.
- 3.2 It is the opinion of the professional body that the best way of providing a radiographic experience for young students is to provide open days/evenings when patients are not present. The opportunity can then be given for the students to see the departments without the problems of radiation protection and patient confidentiality. Although initially time consuming to set up, the provision of quizzes and displays are extremely popular with students and provide opportunities for question and answer sessions with staff.
- 3.3 There may be opportunities for radiographic staff to go to local schools and make a presentation to students, either under the guise of delivery of the National Curriculum or for careers advice. The professional body would encourage Service Managers to respond positively to such requests and, if unable to do so, to make every attempt to pass the request on to someone who will.
- 3.4 The professional body is aware that some Radiotherapy and Oncology and Diagnostic Imaging Departments permit young school students to gain experience in clerical and administrative areas. This practice is not without its problems and every effort must be made to avoid any possible issues of confidentiality and contact with patients. The experience offered should be mainly observational and, if given a task, close supervision of students is vital to ensure that it is impossible for them to make a mistake that may impact on the patient.

## 4.0 14-18 year olds (Years 10 & 11 and 6th form students)

---

- 4.1 In general, it should be possible to provide some clinical work experience for students 14 (rising 15 in year 10) to 18 years old; however, the issues of radiation protection, patient confidentiality and the patient experience must be addressed before the period of work experience commences. Service Managers are advised to use the forms and follow the guidance given in the Department of Health Guidance *Work Experience – Building the future of the team. Guidelines for Managers 2004* (March 2004). Service Managers need to be assured that the work experience student understands the need for them to maintain patient confidentiality.
- 4.2 The experience must be OBSERVATIONAL only. Furthermore, students should be identified and oral consent obtained from the patient before a student is allowed to observe and be present during the procedure. Some imaging procedures and treatments are unsuitable work experience for young people and forward planning is required to avoid any unintentional and possibly unfortunate events.
- 4.3 The student must be closely supervised by a designated radiographer. A process of shadowing should be used to allow the student access to the clinical practice of the radiographer without the risk of breaches of local rules and codes.
- 4.4 With regard to radiation protection, the local rules governing the controlled and supervised areas must be adhered to. The Society and College of Radiographers are advised that there is no statutory reason that would exclude work experience students from being placed in clinical departments using ionising radiation. Work experience students are not part of a formal process of training or in employment and therefore under the provisions of Ionising Radiation Regulations 1999 may be considered to be "other persons". Therefore Service Managers are advised that such individuals should not be placed in areas where the effective dose limit of 1 mSv per year could be exceeded. Service Managers are advised to consider local rules and the advice of the Radiation Protection Adviser. Good practice suggests that monitoring work experience students would be prudent, although this is not mandatory.
- 4.5 Advanced level syllabi contain topics linked to Radiotherapy and Diagnostic Imaging and Service Managers report success in using this as an aid to recruitment either by going into schools to provide an input, or in permitting access to groups of students after working hours.
- 4.6 Service Managers need to discuss any dress code requirements with the work experience student in advance. This should include health and safety issues such as footwear, jewellery and hair.

## 5.0 Conclusion

---

- 5.1 The Society and College of Radiographers acknowledges that providing meaningful work experience for young people demands a great deal of time and effort. However, the potential for gaining suitable recruits to the profession who have a clear understanding of the roles of the radiographer makes the effort worthwhile.
- 5.2 By using available resources and harnessing the enthusiasm of the radiographic workforce, it is possible to respond to demands from schools and 6th form colleges and to achieve a positive and pleasurable experience for all those concerned.
- 5.3 Further help and support is available from the professional team at the Society and College of Radiographers on 020 7740 7224.

## Relevant resources for 14-18 year olds

---

[www.radiographycareers.co.uk](http://www.radiographycareers.co.uk) provides on-line information written specially for young people.

NHS Careers provides on-line information at [www.nhs.uk/careers](http://www.nhs.uk/careers) and by telephone on 0845 60 60 655 or write to:

NHS Careers  
PO Box 2311  
BRISTOL  
BS2 2ZX

The Society and College of Radiographers can send a recruitment pack. Phone professional support on 020 7740 7224 or write to:

Professional Support  
The Society & College of Radiographers  
207 Providence Square  
Mill Street  
London SE1 2EW

## Additional resources for Service Managers

---

Department of Health Guidance *Work Experience – Building the future of the team. Guidelines for Managers 2004* is available from NHS Careers. This guidance is very helpful and is strongly recommended. Copies can be obtained by phoning 0845 60 60 655 or write to:

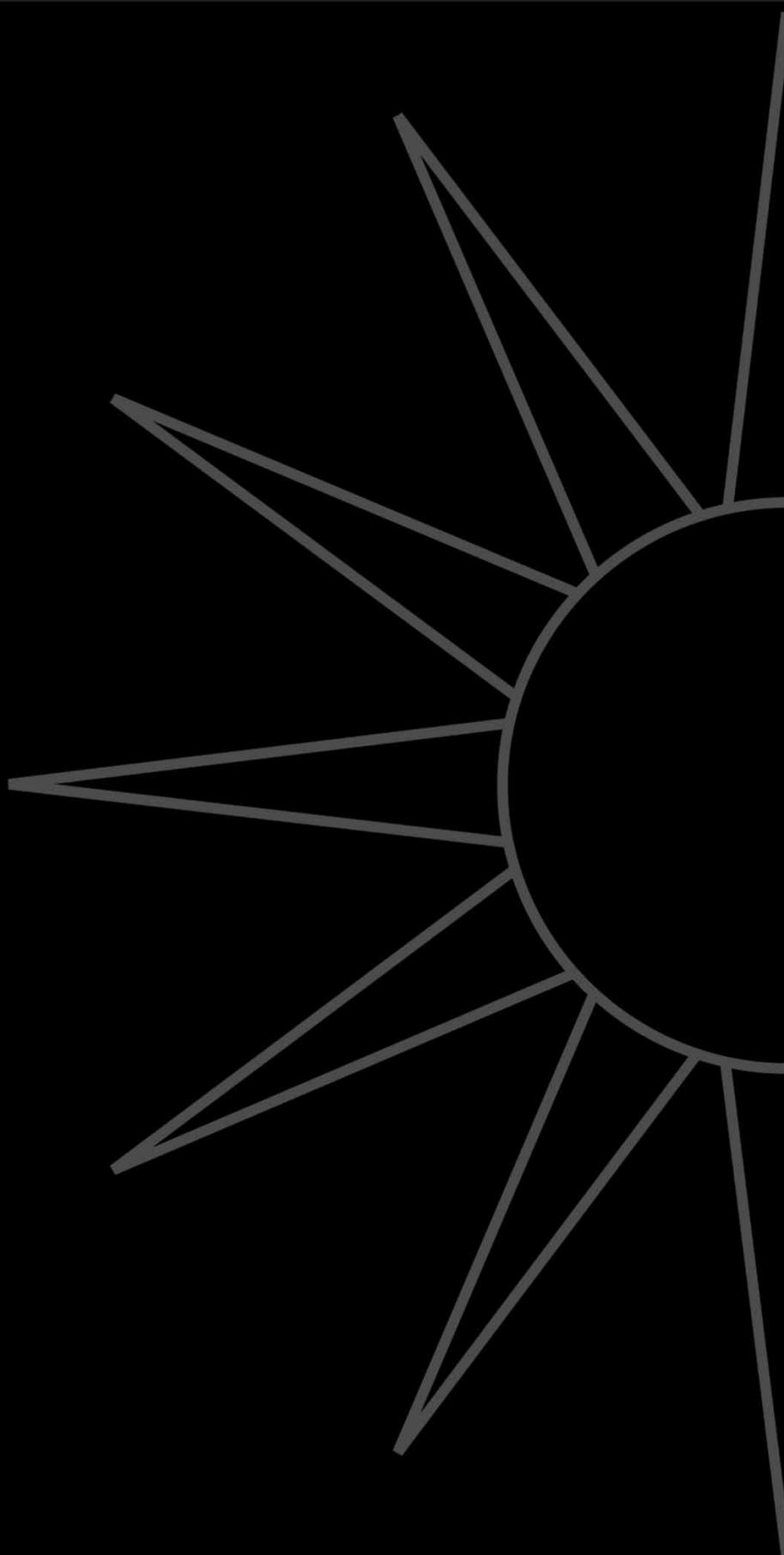
NHS Careers  
PO Box 2311  
BRISTOL  
BS2 2ZX

*New Generations – The Changing Face of Health Care Professions* aims to provide relevant information and resources on all Allied Health Professions. This project is due to deliver late 2004. Contact Christina Freeman for more details [christinaf@sor.org](mailto:christinaf@sor.org)

Additional support and advice is available from the Professional Team at The Society and College of Radiographers on 020 7740 7224 or write to:

Professional Support  
The Society & College of Radiographers  
207 Providence Square  
Mill Street  
London SE1 2EW







**The College of Radiographers**

Limited company registration number 1287383

Registered charity number 272505

**First edition**

**June 2004**

**ISBN 1 871101 13 1**

**£15 SCoR members**

**£25 non-members**

**The College of Radiographers**

207 Providence Square

Mill Street

London SE1 2EW

Telephone 020 7740 7200

Facsimile 020 7740 7233

E-mail [info@sor.org](mailto:info@sor.org)

**Website [www.sor.org](http://www.sor.org)**