

## 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 in 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.

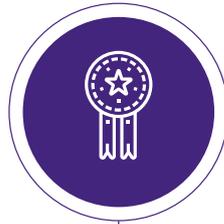
The Trust provides a full range of general hospital services and some areas of specialist complex care to around 500,000 people living in the south part of west Kent and the north part of East Sussex. The Trust's core catchment

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.

				
<b>Patient first</b>	<b>Respect</b>	<b>Innovation</b>	<b>Delivery</b>	<b>Excellence</b>
We always put the patient first	We respect and value our patients, visitors and staff	We take every opportunity to improve services	We aim to deliver high standards of quality and efficiency in everything we do	We take every opportunity to enhance our reputation

## We have three objectives

<b>1</b> To be recognised as a caring organisation	<b>2</b> To provide sustainable services	<b>3</b> To be improvement driven across all areas
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# | 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 April 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](mailto:mtw-tr.volunteering@nhs.net)

## Work placements 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](mailto: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.

Most placements take place at 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

Candidates will be informed whether they have been successful. Details of our shortlisting criteria are provided on our website or on the application form.

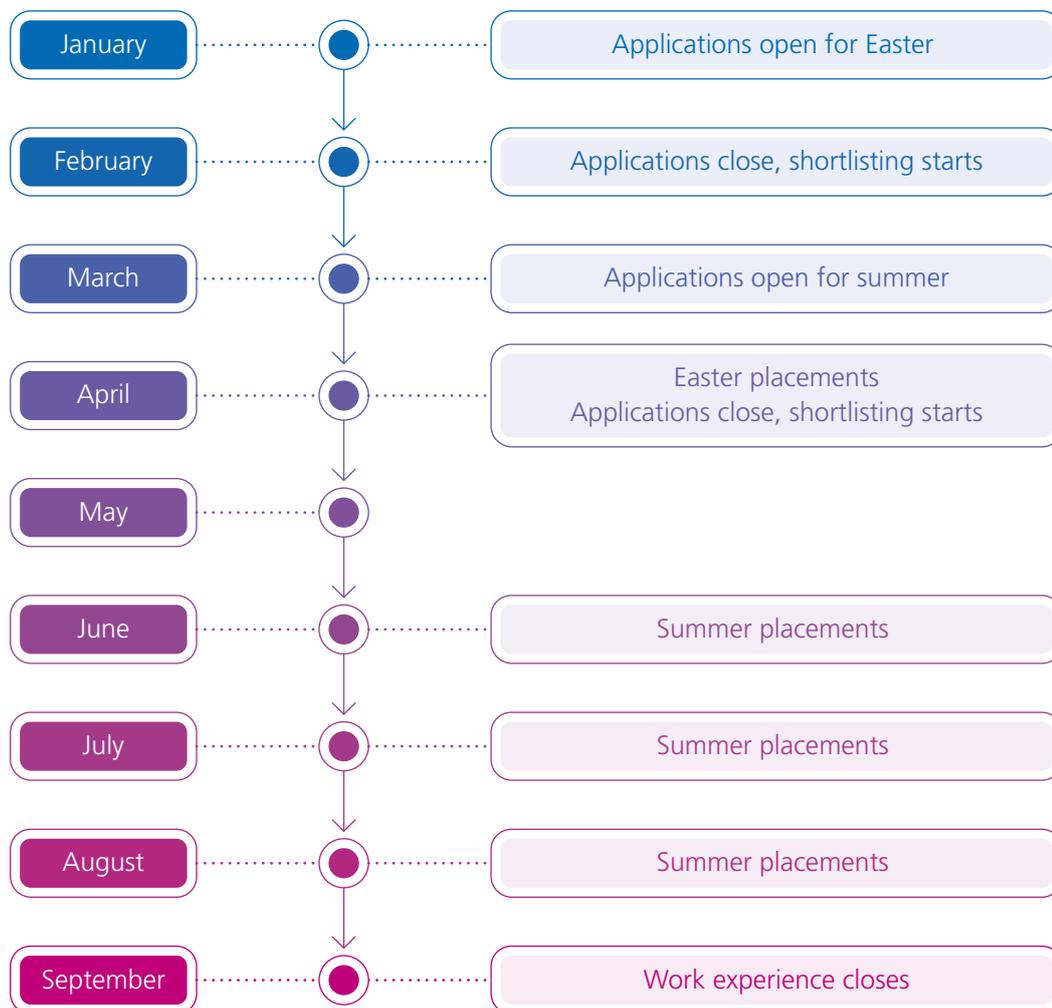
Maidstone and Tunbridge Wells NHS Trust strives to be an inclusive employer – any additional assistance will be provided and reasonable adjustments implemented.

## **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\*



\*Medical placements follow a slightly different timeline.



# | 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 this cannot be guaranteed.

“  
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 placements in specialties:

- 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

Visit our  
website

# Clinical healthcare careers programme

Our Clinical Careers After-School Programme includes Nursing and a range of healthcare careers. This placement will involve a general overview of each careers in a two hour after-school session once a week.

We offer a three week programme in April/May for students in Year 10 and 11.

We offer a seven week programme in June/July for students in Year 12 and above.

Attendance for all sessions is required. We do not offer any opportunities in paediatrics.

This opportunity is ideal for those interested in healthcare careers but unsure which area to specialise in. Each week will explore a different profession and involve department tours, presentations and interactive, hands-on activities.

## Examples of specialties:

- Nursing and Midwifery
- Physiotherapy and Occupational Therapy
- Dietetics and Speech and Language Therapy

- Pharmacy
- Diagnostic Radiography and Radiotherapy
- Pathology

## Criteria

- Curious about healthcare careers
- Individual must demonstrate enthusiasm and professionalism

## Availability

- 20 spaces available in each programme



# Pathology

This four-day placement will involve exploring how the laboratories works at Maidstone and Tunbridge Wells hospitals and spending one day with each Pathology team: Microbiology, Cellular Pathology, Blood Sciences and Point of Care Testing.

## 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 with different conditions, which I found very interesting.**

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## 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 a clinical role and 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

- Several placements available during April
- Several placements available in July and August

## Radiotherapy

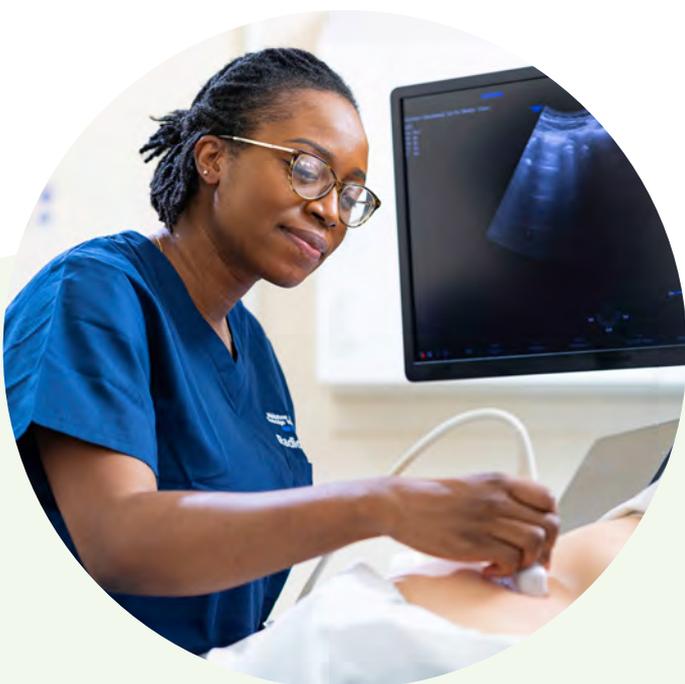
We have Radiotherapy placements available at either our Maidstone Hospital or Kent and Canterbury Hospital, where you will spend the day observing treatment procedures and CT planning, and discuss opportunities with specialist radiographers.

### Criteria

- Must demonstrate a keen interest in radiotherapy
- 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 April
- 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

- 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.

This placement will provide a good overview of occupational therapy specialties including orthopaedics, stroke, intensive care and neurology.

### 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 July

# Dietetics

Spend one day with the Dietetics 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

## Audiology

Spend five days with the Audiology team observing patient appointments for hearing assessments, hearing aid fittings and repairs. Learn about the process of hearing and how hearing can be tested in adults and children. Assist with restocking rooms and ensuring clinical leaflets are provided. Observe the reception area and admin responsibilities.

### Criteria

- Display a keen interest in audiology/ear, nose and throat, with science and technical interest
- Minimum five GCSEs 4-9 (A\*-C) including Maths, English and Science
- Be studying towards or already achieved two or three A-level qualifications (or equivalent) in science subjects

### Availability

- One placement available during April
- Two placements available in the summer

## Pharmacy

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This five-day placement will involve shadowing staff in daily tasks such as dispensing, accuracy checking and medicines management in a ward setting with pharmacists, pharmacy technicians and clinical pharmacy assistants, pharmacy stores, pharmacy distribution services and automation such as the dispensing robot and Omnicell stock cabinets.

### Criteria

- Minimum five GCSEs 4-9 (A\*-C) including Maths, English and Science
- Be passionate about the subject and considering studying it at university or as an apprenticeship

### Availability

- One placement available per week at each hospital throughout July

## Oncology Pharmacy

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This two-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 4-9 (A\*-C) including Maths, English and Science
- Be passionate about the subject and considering studying it at university or as an apprenticeship

### Availability

- Two placements available during April
- One placement per week available in June



## Medical Physics

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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, under 18s will be more limited in terms of exposure to radiation in Radiation Physics.

### Criteria

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

### Availability

- Several placements available in June and July

## Maternity

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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 exposure to bodily fluids and sensitive information

### Availability

- Four placements available during April
- Several placements available in June, July and August



## Healthcare Science – Cardiology

You will observe cardiac healthcare scientists performing tests used to diagnose and monitor patients with a range of heart conditions. During this placement at Maidstone and Tunbridge Wells hospitals you will observe ECGs, Holter monitors, exercise tolerance tests, echocardiography, pacing clinics, pacemaker implants and coronary angiography.

### Criteria

- Must demonstrate a keen interest in becoming a cardiac healthcare scientist.
- Good communicator and keen to observe minor surgical procedures
- GCSE Grade 5 (B) or above in Maths, English and Science
- Be studying towards A-Levels or equivalent including at least one science subject, and expected to achieve BBB/120 UCAS points

### Availability

- Two placements available in April
- Several placements available during June, July and August

## Research and Innovation (clinical)

You'll get the opportunity to shadow our clinical research professionals observing the delivery of clinical trials in areas including maternity, gastroenterology, stroke, and trauma & orthopaedics.

You will attend team meetings, observe staff consenting patients and performing trial procedures (where appropriate) and participate in research administration.

If you are interested in a particular area of clinical research please state this in your application.

### Criteria

- Age 18 and over
- Minimum five GCSEs Grade 9-4 (A\*-C) including Maths, English and Science
- Be interested in a research-oriented career in healthcare, or healthcare leadership

### Availability

- One placement available in April
- One placement available over July and August



# | Non-clinical placements

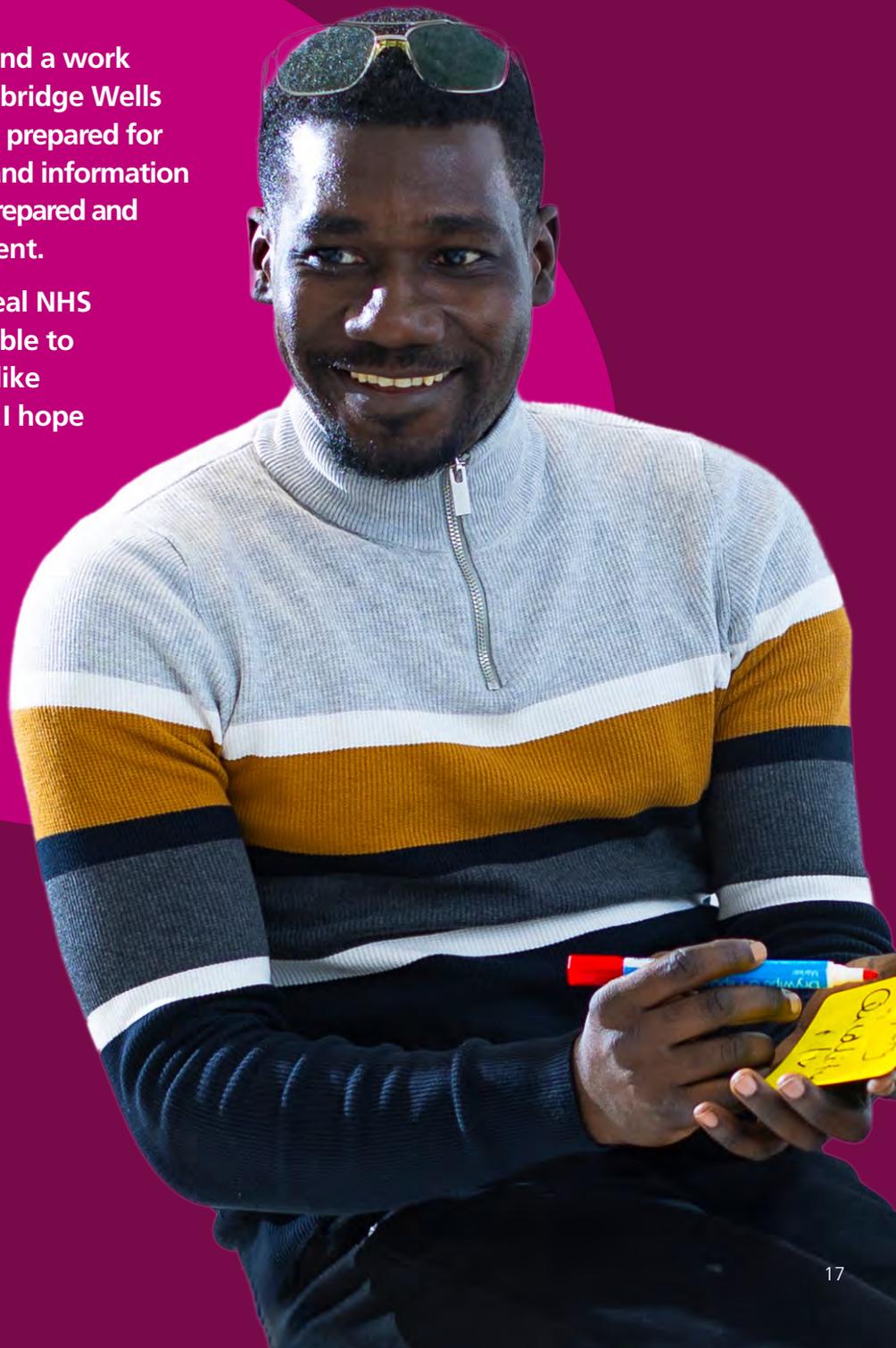
We accept applications in non-clinical areas from individuals aged 15 and over and in Year 10, however some departments may have age restrictions in place.

“

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.

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## Communications

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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

- Two placements available during the summer

## Digital Transformation and Clinical Software

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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 Systems 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. There will also be an opportunity to join the Information Technology team for half a day to learn about the infrastructure our clinical systems rely on

### Availability

- One placement available in April
- 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, our IT service desk and IT projects.

### Placement outline

- Those interested in IT and software systems will spend their placement at Tunbridge Wells or Maidstone hospitals 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 in 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 teams.

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

- Several placements available throughout June and July

# Talent, Learning and Leadership



Teams within People and Organisational Development are offering a placement rotating through Talent, Learning and Leadership, and Recruitment specialisms.

It will also involve an insight into the work of the Equality, Diversity and Inclusion team.

## Criteria

- Interest in People and Organisational Development

## Availability

- Several placements available every other week in June and July





## Clinical Coding and Business Intelligence:

In this five-day placement you'll spend three days with the Clinical Coding team and discover the vital role they play in financing and supporting the NHS. You will have an opportunity to have a go at Clinical Coding yourself, learning how to transform clinical information into coded data, which is a highly specialist skill.

You will spend the final two days with the Business Intelligence team learning about the analysis of data to drive operational and strategic decision making. Shadowing information analysts you'll get an overview of the BI team and Statutory Mandatory Returns (data sent to regulators to provide assurance), take a look at some of the reporting that drives decision making at MTW and have the opportunity to analyse a dataset for trends and themes.

**If you are interested in healthcare but unsure about direct patient care this could be an opportunity for you.**

You will learn how clinical coding and business intelligence fits into the workings of a hospital trust.

### Criteria

- Demonstrate a keen interest in biology, in particular anatomy and physiology
- Have an interest in data and use of Microsoft Office tools such as Excel
- Minimum five GCSEs (or studying towards) Grade 9-4 including English Language, Maths and at least one Science

### Availability

- One placement available in April
- One placement available in the summer months

## Research and Innovation (non-clinical)

Spend time with the Investigator-Led Research and Innovation team learning about the design and development of health research and the processes and regulations ensuring it is safe, legal, and ethical.

You will attend team meetings, research administration and engagement activities (e.g. archiving study documents and producing promotional materials) and other relevant activities as they arise.

### Criteria:

- Age 18 and over
- Minimum five GCSEs Grade 9-4 (A\*-C) including Maths, English and Science
- Be interested in a research-oriented career in healthcare, or healthcare leadership

### Availability

- One placement available in April
- One placement available over July and August

## Fire Safety

Spend time with the Fire Safety team to obtain an overview of fire safety legislation and a basis understanding of the principles of fire safety in a healthcare environment.

The placement will involve observing and understanding fire inspections at a variety of MTW locations.

You will also spend time with other Resilience Directorate Departments including, Emergency Planning and Security.

Where possible, a visit to one of our local fire stations to meet the Kent Fire & Rescue Service may also be included.

### Criteria:

- Demonstrate a keen interest in this area

### Availability

- Two placements available in April at Maidstone
- Several placements available during the summer months at Maidstone



# | 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 workplace behaviours.

The opportunity allows you to network and build professional connections to help 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](http://www.healthcareers.nhs.uk) or get in touch with the Talent, Learning and Leadership team at MTW at [mtw-tr.careerdevelopment@nhs.net](mailto: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 children's wards.

For more information and to explore volunteering opportunities, please visit [www.mtw.nhs.uk/get-involved/volunteering](http://www.mtw.nhs.uk/get-involved/volunteering) or contact: [mtw-tr.volunteering@nhs.net](mailto: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](mailto:mtw-tr.careerdevelopment@nhs.net)



## | Useful links

For information about healthcare apprenticeships:  
[haso.skillsforhealth.org.uk/standards](https://haso.skillsforhealth.org.uk/standards)

For current Trust vacancies including  
apprenticeships:  
[www.mtwcareers.com](https://www.mtwcareers.com)

NHS careers:  
[www.healthcareers.nhs.uk](https://www.healthcareers.nhs.uk)

Volunteering at the Trust:  
[www.mtw.nhs.uk/get-involved/volunteering](https://www.mtw.nhs.uk/get-involved/volunteering)



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

If you require further information about medical  
work experience, please contact the Medical  
Work Experience team at:  
[tr.medicalworkexperience@nhs.net](mailto:tr.medicalworkexperience@nhs.net)

**Maidstone Hospital**  
Hermitage Lane,  
Maidstone  
Kent, ME16 9QQ  
01622 729000

**Tunbridge Wells Hospital**  
Tonbridge Road,  
Tunbridge Wells  
Kent, TN2 4QJ  
01892 823535

**Fordcombe Hospital**  
Fordcombe  
Tunbridge Wells  
Kent, TN3 0RD  
01892 740047