

Learning & Development
 Old Ward 2
 Kings Cross Hospital
 Clepington Road
 Dundee
 DD3 8EA
 Telephone Number
 (01382) 740074 ext
 71428
www.nhstayside.scot.nhs.uk

Tomas Cechmanek
 14 John Street
 Montrose
 DD10 8LZ

Date 22nd August 2018
 Your Ref.
 Our Ref
 Enquiries to Irene Thompson
 Extension 71428
 Email i.thompson@nhs.net

Dear Tomas

APPLICATION FOR WORK EXPERIENCE

I refer to recent correspondence and am pleased to confirm that a clinical placement has been arranged for you within Theatres, Stracathro Hospital from Monday 27th to Friday 31st August 2018. Lorraine Paterson, Senior Charge Nurse will be your placement supervisor and you should meet her at 8.30am on Monday.

Please read the terms and conditions below carefully and sign both copies; return one copy to me and retain the other for your own records.

Dress Code

Smart dress is required for this type of attachment and please wear flat comfortable shoes. Attached is a copy of National Dress code which you should comply with.

Sick Leave Arrangements:

If you are unable to attend due to sickness, you should inform your placement supervisor or Head of Department as soon as possible.

Security

Please have photo identification with you when on placement as we no longer issue I.D. Badges to placement students.



Everyone has the best care experience possible

Headquarters: Ninewells Hospital & Medical School,
 Dundee, DD1 9SY (for mail) DD2 1UB (for Sat Nav)

Chairman, John Brown CBE
 Chief Executive, Malcolm Wright OBE



Confidentiality:

Any matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, individual staff, and/or patients records, and details of contract prices and terms must under no circumstances be divulged or passed on to any other unauthorised person or persons.

Health & Safety at Work Act 1974

You are reminded that, in accordance with the Health & Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and others by your work activities and are required to comply with Health Board policies in meeting these statutory requirements. A copy of the Health & Safety policy is available for inspection.

Loss/Damage of Personal Effects:

No liability can be accepted for loss or damage to personal property on Health Service Premises by burglary, fire, theft or otherwise. You are advised accordingly to provide your own insurance cover.

During the period of your placement you will not, at any time, except where the law requires, be regarded as an employee of NHS Tayside, and will not be eligible for remuneration in respect of your work placement.

May I take this opportunity to wish you good luck with your placement, and every success in your future career.

Yours sincerely,

Irene Thompson
Learning & Development Co-ordinator

I accept the offer of placement on the terms and conditions outlined above and have retained a copy for my records:

Signed: _____

Print Name: _____

Date: _____



TOMAS CECHMANEZ

27.8.2018