



EXCELLENCE IN
RURAL HEALTH

Work Experience Program

Information for schools



AGREEMENT FORMS

Before commencement of placement a "Work Experience Arrangement Form" must be completed and sent to our Human Resources Department

PROGRAM

As part of our program, students will work to a roster, exposing them to a variety of professional roles and environments within the hospital. They can enter either a Clinical or Non-Clinical stream.

Non-Clinical areas include Finance, Human Resources, Catering, Administration, Linen Service, Domestic Services, Information Technology, Community Relations, Library.

Clinical areas include Medical or Surgical Wards, Theatre, Radiology, Pharmacy, Paediatrics, Diabetes, Fracture Clinic, Emergency, Community Rehabilitation, Aged Care and Dental Clinic.

DRESS CODE

Student should wear neat casual clothing and comfortable footwear (closed toe shoes).

HOURS OF PROGRAM

Monday
09.00am – 3.00pm

Tuesday - Friday
09.30am – 3.00pm

For further information contact

Work Experience Coordinator
(03) 5722 0306



PO Box 386, Wangaratta Vic 3676
Green Street, Wangaratta Vic 3677
Telephone: (03) 5722 0111
Facsimile: (03) 5722 0109
Internet: www.nhw.hume.org.au
Email: enquiries@nhw.hume.org.au

Northeast Health Wangaratta Incorporating:

- Wangaratta District Base Hospital
- WJ Smith Linen Service
- Wangaratta & District Nursing Home
- Psychiatric Services – Kerferd Inpatient Unit
- Medical Imaging

ABOUT US

Northeast Health Wangaratta (NHW) is a 228 bed health care facility, servicing a population of approximately 90,000 people.

NHW is a major specialist referral centre for the region with over 16,000 Emergency Department & 12,000 inpatient episodes a year.

In recent years the hospital has undergone extensive redevelopments so the community can now enjoy new modern facilities.

WORK EXPERIENCE OBJECTIVES

It is clear there are advantages for students exposed to day-to-day practices in an actual work environment.

They gain insight into organisational culture, become aware of behavioural and presentation expectations of both employer and employee.

Our aim is to provide students with a meaningful learning experience to assist them in making decisions about their future career pathway.

A varied program, and workplace diary has been developed to assist in this endeavour.



ADVANTAGES OF THE PROGRAM

Students participate in a rostered program, and are exposed to a variety of different areas. This allows the student to investigate their specific career choice in the actual work place, and provides comparable options should the reality fall short of expectations.

Timesheets to sign mimic the accountability of the workplace.

The students gain exposure to professional expectations and a truly collaborative organisational culture.

EXPECTATIONS OF STUDENTS

Students attending a work based learning experience at NHW will be working in a professional environment. They will encounter people at a very vulnerable state and may be privy to highly sensitive or confidential information. It is expected that the school will appropriately select students for this privilege.

Students must be over 15 years of age.

CODE OF CONDUCT

It is expected that students abide by our Code of Conduct for Visitors at all times.

CONFIDENTIALITY

Health care workers are bound by very strict Privacy and Confidentiality laws. Students will be asked to sign a confidentiality agreement form upon commencement of their program.

OCCUPATIONAL HEALTH & SAFETY

Prior to commencement, students are required to complete the appropriate Occupational Health & Safety module as designated by the Department of Education and Training "A Job Well Done" for students or "Safe @ Work".