



EXCELLENCE IN
RURAL HEALTH

AGREEMENT FORMS

To participate in a workplace learning program at NHW, you will need to have a "Work Experience Arrangement Form" completed and sent to our Human Resources Department.

Talk to your Careers/Pathways teacher at school about how to get one of these.

PROGRAM

Depending on your areas of interest, your roster will allocate you to spend time in a number of different parts of the organisation. You can choose from a "Clinical" program or a "Non Clinical" program. **Non-clinical** areas include Finance, Human Resources, Catering, Administration, Linen Service, Domestic Services, Information Technology, Community Relations and **Clinical** areas include Medical or Surgical Wards, Theatre, Radiology, Pharmacy, Paediatrics, Diabetes, Fracture Clinic, Emergency, Community Rehabilitation, Aged Care and Dental Clinic.

DRESS CODE

Students should wear neat casual clothing with comfortable closed toe footwear, no thongs or sandals. No dangling jewellery.

HOURS OF PROGRAM

Monday
09.00am – 3.00pm

Tuesday - Friday
09.30am – 3.00pm

**For further advice contact the
Career Pathways Coordinator**



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

Work Experience Program

Information for
students



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

There are clear advantages for you to participate in workplace learning programs where you are exposed to the day-to-day practices in an actual work environment.

You will gain an insight into organisational culture, become aware of behaviour and performance expectations of both managers and employees.

Our aim is to provide you with a meaningful learning experience to help you make choices about your future career options and pathways.

A varied program and workplace diary have been developed to assist you in this endeavour.



ADVANTAGES FOR YOU

- Provides experience of responsibilities in an adult role within the work place.
- Increases the understanding of the relevance of school studies in relation to the requirement of work.
- Provides first-hand knowledge of the work environment.
- Allows you to investigate the role of your chosen career, in the actual work place.
- Exposes you to a variety of healthcare roles.
- Enhances understanding of how school work relates to the work place

EXPECTATIONS

You will need to be fifteen years of age or older to participate in a workplace learning program at NHW.

CODE OF CONDUCT

There are certain expectations of anyone entering our organization regarding their behaviour. These are outlined in our Code of Conduct for Visitors document and will be given to you when you start. It will clearly outline what we consider as acceptable behaviour for you during your time with us.

CONFIDENTIALITY

Privacy and Confidentiality laws are very strict, and students are not permitted to talk about any patient during or after leaving NHW. Students will be asked to sign a confidentiality agreement form at the beginning of the program.

OCCUPATIONAL HEALTH & SAFETY

Before a workplace experience can begin, you will have to complete a quick OHS program either "A Job Well Done for students" or "Safe @ Work".