



Prospective Student Package

Welcome:

Prospective students wishing to visit a Radiotherapy department should be advised in the first instance to contact the Admissions Tutor at Sheffield Hallam University (Jo McNamara - Joanna.mcnamara@shu.ac.uk). This is to ensure that you receive all the necessary information about the course, eligibility can be assessed and we can monitor the amount of prospective students visiting each of our 9 clinical placement sites.

Once an enquiry comes through to the admissions tutor, the PDF or Link Lecturer for the placement site you wish to visit will be contacted. It is then the responsibility of the PDF, Link Lecturer or appropriate member of clinical staff to contact you and arrange a convenient time for your visit. We aim for visits to be conducted within a month of the enquiry being made.

Prior to your visit, it is imperative that you read and complete the paperwork within this package.

Please be aware that your suitability for the course will be assessed by the relevant clinical staff and PDF during your visit. This assessment is then fed back to the admissions tutor and will feed into the selection process. Please be aware you may be rejected as a result of feedback from your prospective student visit.

These are our 9 clinical placement sites

- Sheffield Teaching Hospitals NHS Foundation Trust, Sheffield
- Lincoln County Hospital, Lincoln
- James Cook University Hospital, Middlesbrough
- Nottingham City Hospital, Nottingham
- Royal Derby Hospital, Derby
- Leicester Royal Infirmary, Leicester
- Castle Hill Hospital, Hull
- St James's University Teaching Hospital NHS Trust, Leeds

- Northern Centre for Cancer Care, Newcastle

Please feel free to visit other Radiotherapy departments; however you have to arrange this yourself and the clinical feedback forms still need to be completed by clinical staff. We also value prospective students having had other care experience, this could be within a GP surgery, on a ward, within a hospice or within a care home to mention a few.

You may find these websites useful to learn more about the course and the profession.

SHU Radiotherapy Placement Website

<https://www3.shu.ac.uk/HWB/placements/RadiotherapyAndOncology/index.html>

SHU Online Prospectus

<http://www.shu.ac.uk/prospectus/course/751/>

Society of Radiographers

<https://www.sor.org/>

Departmental Visiting

To support your application for a place on our Radiotherapy & Oncology course we need you to arrange a visit to a hospital Radiotherapy department. This must be arranged through the Admissions Tutor. You will find contact details at the end of this form.

You **must try** and carry out your visit before you come to the University for interview. Please note we will only be able to make you a conditional offer for the course until we have received the attached documentation fully completed and the clinical staff feedback.

Before you will be allowed to visit the clinical department you must fill in the attached form. **You must take the form together with proof of identification (e.g. Passport or driving license) with you to the Hospital Department on the day of your visit, if you do not you will be turned away.**

Within some of our departments you will need to obtain medical confirmation that you are immunized for MMR (measles, mumps and rubella), and Hepatitis B. This will need to be provided on headed paper from your GP practice which has been certified with GP stamp.

Please give pages 6 & 7 of this form to the staff at the radiotherapy department that you visit. They should complete them and return them directly to the admissions tutor at the address stated. If you have already undertaken a visit please arrange for a member of staff at the department you visited to complete the feedback form and return to us. You may use another Universities feedback forms if you are applying to multiple Institutes.

If you are under 18 years of age you will be subject to regulations regarding radiation protection measures at some hospitals. This means that you will be shown around the Department, but will not see patients being treated and will only spend half an hour in the department.

Please note that it is sometimes very difficult to allow prospective students into the treatment rooms and some departments will only allow students to view the treatment set up from outside the room on a television monitor.

Criminal Convictions

Certain criminal convictions and health problems e.g. eating disorders, can bar you from employment within the Health Service. For the protection of patients, prospective workers, however short their visit to the hospital, have to be vetted.

Confidentiality

Whilst visiting the Department you may be in the position to gain personal information regarding the patients attending for treatment. Such information is both sensitive and confidential and you must agree to respect that confidentiality before visiting the Department. Patient information covered by these rules includes the patients name, what condition or disease that they have been diagnosed as having etc. Please do not discuss such information at a later date with family or friends.

Introduction

Please ask a professional who has known you for at least 3 years to complete this form (e.g. family doctor, teacher, solicitor etc.) and attach a passport style photograph of yourself, signed on the reverse by the same professional who completes this form.

Attach photograph here

Photographs to be signed by
the professional verifying
your identity.

I confirm that this is an accurate likeness of

Signed

Position

Relationship/connection to the above named
Person

To be completed by the applicant:

I hereby confirm that I have no criminal convictions and agree to be bound by those rules and conditions governing confidentiality in the hospital that I am visiting. I understand that failing to do so may result in prosecution and rejection of any application that I may make to the University regarding any Health Service related courses.

Signed -----

Name (please print) -----

Address -----

Date -----

This section is to be completed by the clinical staff.

Application for Radiotherapy and Oncology

Please complete the following when a prospective student visits your department. The form of introduction and the photograph should be returned to:-

Mrs Joanna McNamara
Admissions Tutor
Radiotherapy and Oncology
Faculty of Health & Well Being Building
Broomhall Road
Collegiate Crescent Campus
Sheffield S10 2BP

Name of prospective student.....

Hospital Visited.....

Date of visit.....

Please circle appropriate response

	<u>Poor</u>	<u>Good</u>	<u>Excellent</u>
Presentation	1	2	3
Punctuality	1	2	3
Interest demonstrated at visit	1	2	3
Prior knowledge of Radiotherapy as a career	1	2	3
Level of communication skills	1	2	3
Would the applicant in your opinion be suitable for a career in radiotherapy	Yes	No	

Please add further comments regarding this student below (this feedback will be used to decide if the candidate is suitable for the course and relayed to the student in an event of an appeal):

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Signed..... (Member of staff)

Print name.....

Date.....

Visitation Guidance

When visiting a Radiotherapy department, you **MUST** have the completed documentation and photo ID for staff to check your identity. If you fail to present the documentation and ID, you will not be permitted to have a visit. If you are unable to attend a scheduled visit please ensure you let the department know in a timely manner.

GENERAL CONDUCT

- I Always be polite, whatever the circumstances.
- I Be courteous - a little more time and attention will make people feel welcome even though they are in hospital.
- I Smile - it may help to put patients, relatives and/or colleagues in a more relaxed mood.

CONFIDENTIALITY

- I **It is essential that patients are assured of complete confidentiality in all aspects of their care at all times.**
- I It can be easy to innocently or accidentally breach this right to confidentiality and the consequences can be extremely distressing to both the patient and the person involved in the breach of confidentiality. You should therefore follow the simple rules given below:
- I You must **not** disclose to any unauthorised person the fact that a patient has been connected with the hospital. This includes people that might be known to you personally who you might see within the hospital's premises.
- I You must **not** discuss confidential information concerning patients in public areas, i.e. corridors, dining areas, within the hospital, back at school or at home with your family.
- I You must refer all enquiries from relatives, the media, police or any other individual to the person in charge of the ward/department.

- I The rules given regarding patient confidentiality also apply to information you may acquire about the Trust and its employees. You must not therefore discuss or disclose any information to an unauthorized person in public or with those unconnected with your placement. For example, you should not confirm or deny whether a person works for the Trust or not and you should never disclose any personal information about an employee.

PUNCTUALITY AND ATTENDANCE

- I On your placement you will be working or shadowing individuals undertaking tasks often with tight timescales. It is important that the least disruption occurs to the normal activities of the individual you are working alongside or shadowing. You must, therefore, adhere to any rules concerning the hours of attendance. These will be communicated to you prior to or at the commencement of your placement. You must notify, as soon as possible, either the manager of your placement or the Personnel Department should you be unable to attend on a particular day.
- I You will not be allowed to work outside normal working hours of the ward/department.

DRESS

- I Your dress and appearance during your placement are important for two main reasons. First because we are providing a service to the public and second for health and safety reasons. Please therefore follow the guidelines below:
- I Be **neat, tidy and respectably dressed** and pay attention to personal hygiene. **Please do not visit wearing jeans.**
- I Wear any protective clothing that is provided by the hospital, your college or school. Please remove overalls or white coats before going into the dining room for meal breaks or beverages. The trust operates a bare below the elbow policy. Please ensure you are **not wearing rings, bracelets or festival bands** on the day of the visit.

- I In clinical areas you should wear shoes which are flat or have a low heel without adornment. Shoes should encase the whole foot. **Please do not wear pumps, canvas shoes, high heels or trainers.**
- I You will be expected to return any clothing loaned from the Trust on your final day of the work placement.

During your visit you may see the following scenarios. If you have any concerns at all please don't hesitate to raise them with the member of staff supervising your visit.

- Patients may be undressed and some anatomy exposed e.g. breasts or genitalia.
- Palliative and unwell patients, who may be confined to a bed or be mentally impaired.
- Patients with tracheostomy's
- Patients with speech and language impairments
- Patients with fungating lesions
- Paediatric patients

If you have any concerns at all prior to attending the Radiotherapy Department please contact the Admissions Tutor.

Visit Checklist

Photo ID (driving license/ Passport)	
Form of Introduction: Photo paper work with professional verification	
Vaccination confirmation certified with GP stamp (relevant to some departments)	
Occupation Health questionnaire (relevant to some departments)	
Read and understood all of the prospective student package	