

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 12 October 2018.

I am pleased to confirm the following.

1. How many applications for Orthoptic work experience did your Trust receive in

- | | | |
|---------------------------------|---|--------------|
| a) Sept 2016 - Sept 2017 | - | 3 enquiries |
| b) Sept 2017 - Sept 2018 | - | 12 enquiries |

2. How many applications resulted in a work experience placement?

In total we facilitated 12 placements in either the eye clinic or optometry out of the 15 requested. 1 was declined due to no departmental availability for the dates requested. 2 did not progress due to no or incomplete applications being submitted.

3. What is the minimum age for work experience in Orthoptics?

Applicants need to be a minimum of 16 years old

4. Do applicants for work experience in Orthoptics require a Disclosure and Barring Service (DBS) check?

We request a DBS from applicants aged over 18 years of age.

5. What paperwork are applicants required to complete?

During the initial application we request an application form, health questionnaire and next of kin form are completed. Alongside this applicants must send us the following:

- Copy of Photo ID - Passport/Driver's License/Student Card
- Printout from their GP of their immunisation history – we will not accept any other form of evidence. We must see evidence of two doses of the MMR vaccine or two doses of Mumps, Measles and Rubella delivered individually.
- Character reference from their employer or tutor on headed paper.
- Copy of a recent DBS Certificate if they are over 18 - ideally dated within 3 months.
- Personal statement of a minimum of 500 words.

Once we have received a full application we check they meet our occupational health criteria. If they do, we then issue an honorary contract to them and a hosting young people form which outlines the possibility of witnessing traumatic events and negating any liability for the trust should this happen.

On return of both of these signed documents their placement is then confirmed and can go ahead.

6. Are applicants required to complete an induction?

Applicants do not complete an induction however departments are requested to complete a risk assessment with them on their first day

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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