



# SUMMER STUDENT PLACEMENTS 2018

Jark UK Healthcare Team





# INTRODUCTION

Jark Healthcare is one of the UK's leading healthcare staffing providers, and started its Summer Healthcare Internship Programme ("Jark SHIP") over 7 years ago, with ever-increasing success.



Among our clients, a great example is Four Seasons Health Care ([www.fshc.co.uk](http://www.fshc.co.uk)), with over 400 Nursing and Care Homes throughout the UK: high-quality facilities providing care for older people, those with dementia, respite care, rehabilitation, intermediate and end of life care, palliative care, and care for younger persons suffering from chronic conditions.

The purpose of the 8-week placements is not only to earn money, but also to gain experience in a different healthcare system, improve one's English, visit interesting places and meet new friends! Placements are full time across a number of locations in **Northern Ireland and England**, with assistance to identify suitable, low-cost accommodation, free uniforms and ongoing training.



# RECRUITMENT AND SELECTION

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# RECRUITMENT

Interested students usually apply after hearing about the programme from friends who participated in previous placements, reading about it on social media and dedicated websites, or meeting our staff at events across Europe.

We have strong links with many UK and EU healthcare universities and endeavour to establish new ones to promote our programme, making sure all is clear and transparent for the applicant's academic institution.

Our goal is to work with newly-established academic institutions so that the placement is recognised and added to the student's Transcript of Records, which thing will also potentially allow them to apply for grants such as Erasmus+ Traineeship and thus receive additional financial support.

Although all summer placements fall loosely under the umbrella of "Healthcare Assistant work", by interacting directly with the various universities we will be able to tailor each job description and make each placement more fulfilling and useful for the student's studies and career.

# SELECTION – THE PROFILES

We are seeking...

2<sup>nd</sup> – 6<sup>th</sup> year Healthcare Students from all Allied Healthcare faculties and courses:

**Nursing, Medicine, Public Health, Physiotherapy**

**Midwifery, Occupational Therapy, Dentistry**



They must also have...

1. a minimum English level of B1/pre-intermediate or higher,
2. relevant work experience in a hospital, clinic, or care home setting,
3. the right attitude!

These last 3 requirements will be discussed and verified at the interview stage.



# SELECTION – THE PROCESS

There are two ways in which a student may express their interest in Jark SHIP:

❑ **direct enquiry:** cover e-mail and CV to our Student Co-ordinator Jayne Munn [jmunn@jark.co.uk](mailto:jmunn@jark.co.uk)

❑ **indirect enquiry:** for those Universities who prefer to carry out a pre-selection themselves, students should follow that internal application process first.



Candidates based in Lithuania and neighbouring countries will be interviewed in person: our staff will be in Vilnius and Kaunas in early Spring 2018, due to the fact that historically most applicants come from Lithuania and Latvia. **For candidates in this area we will arrange an in-person interview in mid-March.**

For candidates coming from other EU countries (e. g. Portugal, Spain, Italy, France, etc.) arrangements may vary depending on number of candidates and other factors.

# SELECTION – THE PAPERWORK 1

Selected candidates must complete or provide the following paperwork:

**Jark SSP Application Form**

**CV (in English)**

**Terms & Conditions**

**2 Copies of Birth Certificate (original and English translated)**

**2 Copies of Proof of Address (original and English translated)**

**University Letter (in English)**

**2 References**

**2 Copies of Police check (original and English translated)**

**2x Copies of Passport/ID card**

**2 Passport-sized Photos**

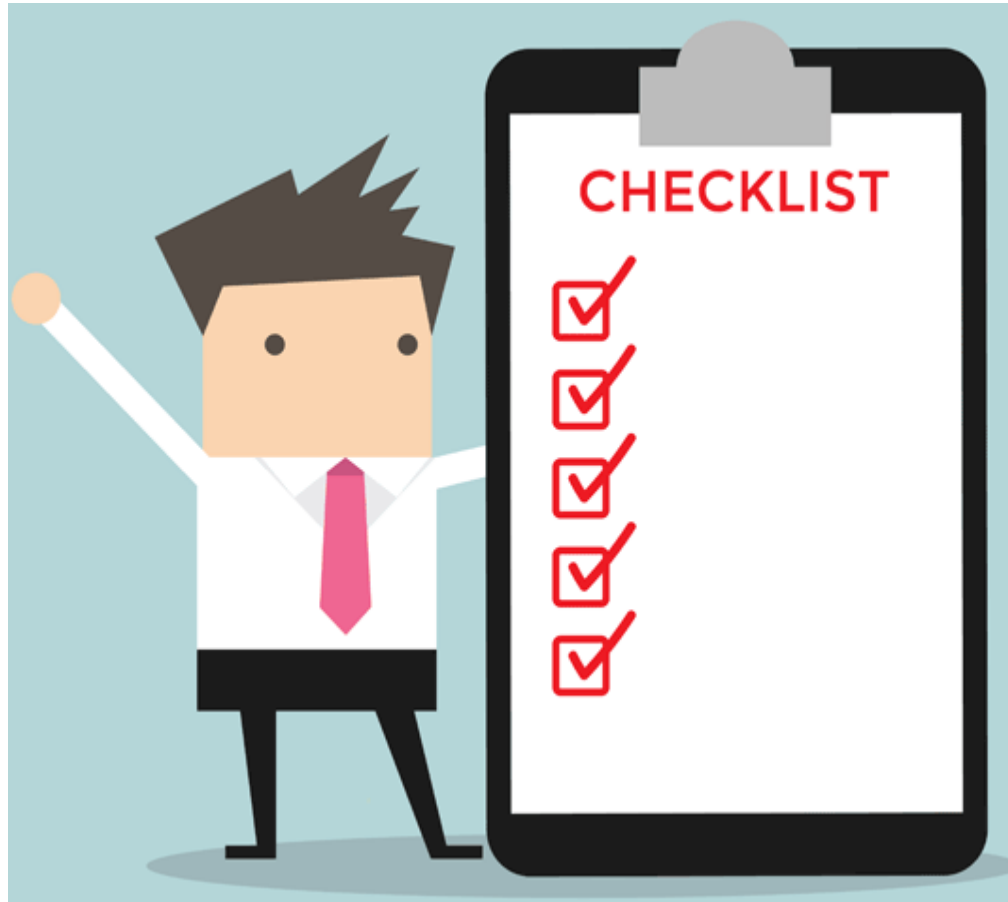
**Copy of Drivers Licence (if applicable)**



NB: We require 2 copies of everything as we have to compile 2 files for every student. One is sent to the client and one is retained by Jark Healthcare.



# SELECTION – THE PAPERWORK 2



The list below is normally completed when we meet in person, however for candidates who have been interviewed and accepted via Skype we will do everything remotely:

**Carer Questionnaire** and **Data Protection Act** (to be received at time of interview)

**UK Proof of National Insurance** (upon arrival in the UK)

**Local police Check** (once the candidate is accepted and their flight booked, this will be done online by the client)

**NISCC** (at interview, it costs £33 and there is an online application process)

**eLearning course** final certificate(s)



**TRAINING AND LOGISTICS**

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# TRAINING – OFFLINE

All selected candidates will be immediately informed and assigned to one of the available facilities, according to their preferences and background.

At the beginning of April, the candidates who were interviewed in person will also receive any training which needs in-person delivery (e.g. Privacy and dignity, Dementia Awareness, Adult Abuse and Challenging Behaviour). More will also be provided by the healthcare facility of placement upon arrival, i.e. Moving & handling.

For candidates coming from other EU countries the offline training will be provided upon their arrival, immediately before starting their placement (again, arrangements may vary depending on the circumstances).







# TRAINING – ONLINE

All selected candidates will undergo intensive compulsory online training on Jark’s eLearning platform before starting their placements.

The programme is composed of 14 modules aimed at fully preparing them to their Care Assistant job, by familiarising them with all local rules, regulations and norms.

Each module takes between 1 and 3 hours to complete, and is also a great chance to practice their Occupational English skills.

 Students-Fire Safety

 Students-HIV Awareness for Healthcarers


 Students-Moving and Handling People Theory


 Students- Dementia Awareness


 Students-Complaint Handling


 Students-Conflict Resolution

 Students - Privacy and Dignity


 Students-Final Induction Training

 Students-Health and Safety

 Students- Admin of Meds

 Students-Infection Control

 Students-Safeguarding Adults at Risk of Harm

 Students-Child Protection

 Students-Food Hygiene

# LOGISTICS — FLIGHTS & ACCOMMODATION

## FLIGHTS

As soon as the placement is confirmed, the candidate will be able to book their flights. If needed we will advise on the most suitable airport and flying dates.



## ACCOMMODATION

Finding a house can be daunting, so always provide useful information to help candidates find a house or room that is affordable, located in a safe and secure area, and not too far from their workplace e.g. sharing useful websites and contacts or the shared Facebook page.

The usual cost for a room to rent in UK is from £60.00 - £90.00 per person per week, depending on location. Accommodation providers usually required 1 month's rent and **refundable** deposit to be paid beforehand or upon the candidate's arrival.

# LOGISTICS - FINANCES

Neither Jark Healthcare nor our clients charge for their service, but students will need to make sure that they have money (from about £700) for:

- ❑ the transport to the UK e.g. plane tickets
- ❑ up to one month accommodation and rental deposit (if required)
- ❑ the transport to get to work and back (if required)
- ❑ the food, mobile top up and general living for the first month, before their first pay check.



# LOGISTICS - OTHER

Participants will receive guidance in all other practical aspects of life in the UK by either the home, Jark, or local authorities, including

- ❑ setting up a local national insurance number
- ❑ registering with a local doctor or health centre
- ❑ opening a UK bank account





**THE PLACEMENT**

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# PLACEMENT INFO



## **JOB TITLE:**

HEALTH CARE ASSISTANT

## **REPORTS TO:**

Nurse / Senior Carer in charge

\* all staff report through their supervisor to the Manager

## **PURPOSE OF JOB:**

Under the supervision of nursing/senior care staff, work as part of a team to deliver excellent standards of care to residents. Care will be carried out in accordance with **individual care plans**, whilst promoting privacy and dignity and enhancing independence, rehabilitation and personal choice = PERSON-CENTRED CARE

## **MAIN JOB ACTIVITIES AND RESPONSIBILITIES:**

All job activities and responsibilities are to be carried out in accordance with the client's Policies and Procedures.



# PLACEMENT INFO — MAIN TASKS 1

The work will be part of an agreed **person-centred programme of care**, and supervised by nurses.

Day-to-day tasks could include:

- **familiarise themselves and act according to each resident's care plan**, to guarantee individualised and continuous care.
- assisting with bathing, dressing, undressing, toileting and personal hygiene, as well as meals
- helping with residents' mobility, using appropriate equipment and procedures
- talking to residents, reassuring them, socialising with them
- tidying the communal areas or residents' room, including making beds
- collaborate with other care assistants, nurses, doctors, managers and admin staff
- communicate clearly with residents, taking into account individual needs and ability, ensuring they use hearing aids, spectacles and other communication aids appropriately



# PLACEMENT INFO – MAIN TASKS 2

- assist with the orientation, admission and discharge of residents, handling personal property appropriately
- obtaining a sound knowledge of the resident's life history and routines, personality, physical health and those factors that influence the way that they would choose to receive their care and support helping with residents' mobility, using appropriate equipment and procedures
- act as an advocate for the resident in the case of suspected abuse, ensuring that any concerns are passed on to the Senior Carer/Nurse in Charge immediately
- as requested by a supervisor or manager, participate in the facility's quality and clinical governance programme, including the audit of care and services delivery.
- record and pass on observations and messages e.g.: weight, food and fluid intake, telephone messages.

**The candidate's tasks will slightly vary depending on the facility and/or department in which they will carry out their placement. However, their official title will always be that of Healthcare Assistant.**



# PLACEMENT INFO — SALARY



Hourly rates are based on national guidelines\*:

- £7.83 per hour - 25 years old and over
- £7.38 per hour - 21-24 years old

Salaries are paid every 4 weeks.

Overtime is paid at **£9.00 per hour** after 156 hours worked in 4 weeks period (within particular care home pay scale)\*.

A standard work week is comprised of 42 hours, of which 39 are paid and 3 are comprised of accumulated unpaid breaks. 6 hours (breaks are 15-30 min) or 12 hours shift (breaks are 1h 15 min).

Opportunity to work additional hours may be available.

\* there might be some slight variation depending on the employer



**FAQS, SUPPORT & CONTACTS**

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# PLACEMENT FAQs



- 1. How are work locations assigned?** It will be discussed during our face to face meeting and preferences will be taken into consideration, however no guarantee will be given that it will be the exact location the candidate prefers, due to our clients type of business.
- 2. Can I travel in a group of students?** Yes.
- 3. How many students can be placed in one care home?** From 1 to 4.
- 4. How many students can usually stay in the same location?** up to 10.
- 5. What is the length of the placement?** The candidate must be available for minimum 8 weeks.
- 6. When will the placements take place?** Placements will run from the very end of June to the beginning of September.
- 7. What clothing will I need?** The employer will supply selected candidates with a free uniform. They will need to bring appropriate black or blue work shoes and any other clothing they may need during days off.

# SUPPORT



Aside from all the support candidates receive before their arrival, they will also have access to a **24/7 helpline** in case of any emergency or query.

At their work placement they will be assigned a **buddy and/or mentor** to help them in everyday work tasks.

Finally, they will all be added to a shared **Facebook group** so that they can chat with their peers before, during, and after the experience.

# CONTACTS

## GENERAL QUERIES

**Jayne Munn**

EU Student Co-ordinator

[jmunn@jark.co.uk](mailto:jmunn@jark.co.uk)

## GRANT- and VISA RELATED QUERIES

**Ludovica Piccinini**

EU Recruitment Consultant

[lpiccinini@jark.co.uk](mailto:lpiccinini@jark.co.uk)







**THANK YOU!**

The Jark Belfast Team