



WORK EXPERIENCE STUDENTS & EMS STUDENTS

CODE OF CONDUCT

The following guidelines have been drawn up to help you understand the practice expectations of code, dress and behaviour during the time you spend with us. While you are on the premises you will be in the public eye and therefore judged to be part of the Scott Mitchell Associates Team. We, therefore, expect you to adopt a sensible, mature attitude. For most of your time you will be observing the vets and support staff at work, and working alongside them; you may be asked to assist with other duties too.

You must not handle animals and equipment unless asked to do so and unless supervised by a member of staff, although the vets will endeavour to allow you to be as involved as possible.

Owners will usually perceive you to be very knowledgeable, or even qualified - they will often therefore ask you questions about procedures, treatments etc. Try to avoid making categorical statements, especially when the vet is not with you (e.g. has returned to his/her car to collect some drugs) and refer any specific queries back to the vet.

Attendance

Students are expected to attend from 8.30am until 5pm unless alternative arrangements have been made. Please bring a packed lunch.

Clothing

Dress should be smart and practical. Flat shoes, but no trainers, and smart trousers, not jeans or tracksuits. For large animal EMS please bring clean Wellington boots, and clean waterproof clothing that can be easily cleaned and disinfected on farms. Make sure you have warm clothing in cold weather. Vet students should bring their own parlour tops, thermometer and stethoscope.

Personal appearance

We expect you to be clean, neat and tidy at all times with no excessive make-up, no jewelry other than keeper ear rings and a single band ring, and long hair must be tied back.

CONFIDENTIALITY

We expect all vets and staff (including students on work experience) to maintain client confidentiality. This means that the student must not discuss aspects of client cases outside of the surgery including names and details of the cases seen.

HEALTH AND SAFETY

Due to the nature of veterinary practice, the role of students undertaking work experience is largely one of observation rather than participation. This practice has a legal obligation to assess risk within the workplace and take every effort to eliminate or reduce the risk wherever practicable. This has been done and there are a few important considerations for work experience students.

1. Animals are unpredictable, sick and injured ones even more so, and because of this there are some risks that cannot be avoided. The whole of the surgery and any farms or other areas that may be visited are therefore regarded as medium to high-risk areas.
2. Personal health. If the student has any known allergies to animals or other health problems that may affect, or be affected by, work in the practice they must inform the Practice Coordinator before starting their placement.
3. Although protective clothing is provided you must wear smart casual, sensible, hardwearing clothing capable of punishment, and sturdy shoes with non-slip soles.

Animal Handling

Students must not handle, approach or even pet any animal unless specifically instructed by a member of staff. If you are accompanying a vet on farm visits you are advised to stand well back to avoid injury. When out on farm visits, only handle the animals under the instruction of the Veterinary Surgeon.

Disease Risk

There are a number of infections carried by animals that are transferable to man and can cause serious disease. Soiled areas should not be cleaned unless a member of staff has instructed the student and provided with the appropriate protective clothing.

After any session, the student must remember to wash their hands, this is particularly important prior to eating or drinking.

Drugs and chemicals

A wide range of potentially dangerous substances will be found in any vet practice and unless a member of staff specifically instructs you, students must not handle any drugs or other potentially harmful agents. The practice coordinator should be informed of any drug allergies that the student may have.

X-Rays

Students are not allowed within the designated X-Ray area while animals are being radiographed. We accept that this is not compatible with the idea of gaining experience. We would further ask the student to stand well away from the X-Ray room when X-Rays are being exposed.

Small Animal Operations

We do allow students to go into theatre and watch operations. However this isn't for everyone, if you do feel even slightly unwell in theatre you **MUST** let the nurses know as soon as possible and promptly sit down on the floor and lean against a wall. In the theatre and prep room areas there are a number of tables and work surfaces that have corners which cannot be avoided; these can cause further injury if caught whilst fainting. It is also important that students move around and flex their legs whilst in theatre due to the length of time they will be standing.

Farm visits

Protective clothing & Biosecurity

Protective clothing is NOT supplied so students should supply their own:

- Warm clothing
- Waterproof trousers/jacket
- Wellington boots (steel toe caps recommended)

Ensure that after farm visits you wash down thoroughly before leaving the premises with an approved disinfectant.

If students have an accident, however minor, or feel they are in imminent danger of injury they must inform the First Aider.

It is our policy to comply with all Health & Safety Legislation, Acts, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including premises, equipment and safe work that are, so far as is reasonably practical, safe and without risks to health.

For further information please refer to Scott Mitchell Associates Health & Safety Manual.



I have read and understood all of the above document relating to Health & Safety and Confidentiality for work experience & EMS students.

EMS Students:

Signed.....Student Date

Work Experience:

Signed.....Parent/guardian

Signed.....Student Date

Student Name

Student Address:

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Contact Numbers:

Do you have any medical conditions?

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Are you taking any medication that we need to be aware of to help us ensure your safety and the safety of others while you are on placement with us?

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Do you have any allergies?

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Is there anything else we need to be aware of?

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Emergency Contact Name:.....

Emergency Contact Numbers:.....