

Apprenticeships at Oxford University Hospitals

An apprenticeship at Oxford University Hospitals includes a **structured training plan** to meet your individual learning needs, supported by a **tutor** and a workplace mentor/buddy.

You will have **fully paid study time** during the working day and opportunities to develop work-based skills.

Through our network, you will be part of our enrichment and peer support programmes.

We can offer you an exciting opportunity to kick start your career with the NHS, with world-class professional support.

Level 3 Business Administrator

This apprenticeship programme is for **18 months**, and on completion of training you will receive a **Level 3** qualification.

You will learn how to:

- plan business communications and manage business processes
- provide effective administrative support
- develop a variety of IT skills
- deal with sensitive and confidential information
- engage with patients in a face to face environment.

We can offer this role across a range of teams, within our clinical and corporate Divisions.

[Institute for Apprenticeships and Technical Education - Business Administrator](#)

Level 2 Customer Service Practitioner

This apprenticeship programme is for **15 months**, and on completion of training you will receive a **Level 2** qualification.

You will learn how to:

- provide efficient high quality services to our patients
- develop IT skills
- deal with sensitive and confidential information
- be a first point of contact for patients
- work with administrative staff across our hospitals.

We offer this role within our reception and administration teams across all our hospital sites where there is a need for patient-facing roles.

[Institute for Apprenticeships - Customer Service Practitioner](#)

Level 2 Pharmacy Services Assistant

This apprenticeship programme is for **15 months**.

Pharmacy Assistants are members of the Pharmacy team, working under the supervision of a Pharmacist and alongside Pharmacy Technicians to provide pharmaceutical care for patients.

Duties may include:

- dispensing and labelling medicines from prescriptions
- checking deliveries and placing stock into the correct location
- checking expiry dates
- rotating stocks to ensure medicines are used in date order
- working on Pharmacy reception
- processing payments
- filing prescription paperwork
- taking in prescriptions from patients.

We offer this role within our hospital pharmacies, and you will be part of our wider team.

[Institute for Apprenticeships - Pharmacy Services Assistant](#)

Level 2 Healthcare Support Worker

This apprenticeship programme is for **15 months**, and on completion of training you will receive a **Level 2 Diploma** in care.

You will work as part of a team, providing high quality compassionate care for patients. You will learn to carry out clinical duties such as measuring blood pressure, temperature or weight, and checking patients' overall progress, comfort and wellbeing.

As part of your training you will complete a portfolio of your clinical competencies, as well as training in patient safety and confidentiality, and work towards gaining our Care Certificate.

Healthcare Support Worker apprentices are based on our hospitals wards and in our clinical teams, supporting our registered nurses and colleagues to deliver a high standard of care for patients in a safe environment.

[Institute for Apprenticeships - Healthcare Support Worker](#)

Level 2 Healthcare Science

This apprenticeship programme is for **18 months**, and on completion of training you will receive **Level 2 Diploma** in Healthcare Science, as well as competencies in working safely in a laboratory environment.

Healthcare Science Assistant (Microbiology)

Entry requirements:

- GCSE English, Maths, Science (including Biology, Chemistry)

Duties may include:

- preparing and processing urine, blood and swab samples
- using manual and automated assays for biomedical diagnosis
- keeping accurate records
- stock control of equipment and consumables
- inputting and retrieving specific technical data.

The role is based within our Microbiology Laboratory, where we will support you to work in a safe environment and gain functional skills.

[Institute for Apprenticeships - Healthcare Science Assistant](#)