

Learning Environment



Critical Care Unit

Learner Booklet

Welcome

We would like to warmly welcome you to Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR).

We have created this pack as a useful resource to help you to settle in with us. The purpose of this booklet is to provide you with information to help you on your learning environment.

About LTHTR

We have three equally important strategic aims:

- To provide outstanding and sustainable healthcare to our local communities
- To offer a range of high-quality specialist services to patients in Lancashire and South Cumbria
- To drive health innovation through world class education, training and research

We provide a range of Hospital based health services for adults and children and cover a range of specialities. These include cancer services such as radiotherapy, drug therapies and surgery, disablement services such as artificial limbs and wheelchair provision. Other specialities include vascular, major trauma, renal, neurosurgery and neurology including brain surgery and nervous system diseases.

Our five core values:

- Being caring and compassionate
- Recognising individuality
- Seeking to involve
- Building team spirit
- Taking personal responsibility



We deliver care and treatment from three main facilities:

- Royal Preston Hospital
- Chorley and South Ribble Hospital
- Specialist Mobility and Rehabilitation Centre, Preston

In relation to car parking, please refer to your Induction to the Trust, for information regarding car parking. Additional information can be found on our Intranet page.

<https://legacy-intranet.lthtr.nhs.uk/car-parking-documents>



Orientation to your Learning Environment – Adult Nursing

Please complete and present at your initial meeting.

Pre-orientation 2 weeks prior to starting your Learning Environment

- Arrange a pre-visit to your new Learning Environment.
- Visit your Learning Environment; ask to be shown around and ask what to expect on your first day i.e. where do I put my belongings, where can I put my lunch, where should I go on my first day and who should I report to.
- Ask to be shown your Learner Board, where you will find out who your Supervisor and Assessor is.
- Ask to be shown your Learner Resource File.
- Ask to be shown your off duty and find out what the process is should you need to request an amendment. (It would be at this point that any requests are to be made).
- Access your learning handbook via the Health Academy webpage and start planning what you want to achieve from your Learning Environment.
- We advise that on your **first day you will be starting at 9am**, please discuss this with your learning environment.

First day on your new Learning Environment

- Introduce yourself and inform them that it's your first day.
- Ask to be shown around again, should you require this.
- Request to be shown the Team Board where the teams for the day are displayed, so you can familiarise yourself with; who is in your team, who you are working alongside and where your break times will be displayed.
- Ask to have the chain of command explained to you on this Learning Environment and ask who oversees this Learning Environment (i.e. Unit/Ward Manager).
- The local fire procedures have been explained and where you can find the equipment needed.
- Resuscitation equipment has been shown and explained.
- You know how to summon help in the event of an emergency.
- Lone working policy has been explained (if applicable).
- Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed).
- You are aware of your professional role in practice.

Within your first week on your Learning Environment

- Resuscitation policy and procedures have been explained.
- You are aware of where to find local policies;

- Health & Safety
- Incident reporting procedures
- Infection control
- Handling of messages and enquiries
- Information Governance requirements
- Other policies
- Policy regarding Safeguarding has been explained.
- Complete your initial meeting with your Practice Supervisor/Assessor and discuss any Inter-professional Learning Sessions that you would like to attend.

If you require any further support with your orientation, please contact your Unit/Ward Manager or our Clinical Placement Support Team on 01772 528111/placement.support@lthtr.nhs.uk

Please note: Any member of staff can complete this document with you.

Learning Environment

Hello and welcome to Lancashire Teaching Hospital Critical Care Unit. This pack has been designed as an information resource to help you get started and settled on the unit.

So who are we?

Critical Care has a combination of intensive care (level 3) and high dependency (level 2) patients and 34 beds staffed 1:1 or 1:2 depending on patients' clinical condition.

The Preston Site has 5 areas:

- Bluebell
- Orchid 1 and 2
- Sunflower
- Lavender
- Iris

What do we do?

Critical Care is for patients with life threatening conditions who require constant interventions and monitoring usually needing airway and/or blood pressure support.

What specialities do we treat?

- Neurosurgical
- Trauma
- Orthopaedic
- Surgical
- Upper and lower GI
- Renal

Our Team

Our nursing team is approximately 250 members of staff alongside a high number of Consultants, Doctors, Physiotherapists, Occupational Therapists, Dietitians and Clinical Psychologists. We also have specialist nursing teams within our unit such as Critical Care outreach Team, Advanced nurse practitioners, specialist nurses in Organ Donation and Research nurses.

Shifts:

Early Shift: 07.00 – 15.00	7.5 hours
Late Shift: 11.30-19.30	7.5 hours
Night Shift: 19.30-7.30	12 hours
Long days 7.30-19.30	12 hours
Breaks either 2 x 30 minutes	Or 2 x 15 minutes and x 30 minutes

We will allocate you to a coaching team of 2/3 coaches, you will follow their shifts, but you will have the opportunity to work more independently as your placement progresses and there are a variety of ways you can achieve your learning outcomes. However, feel free (where appropriate) to move around the unit to gain maximum exposure to all things going on the unit.

We will give you 4 weeks off duty, then you need to arrange further off duty with your coaches.

If you have any problems, please don't struggle but contact the education team, we work shifts over 7 days and can be contacted by email.

- **Every students' off duty needs to be documented on a timesheet and kept with the ward clerks behind reception.**
- **You MUST sign in and out every shift and ensure your mentor gives an authorisation signature**
- **You MUST get your "Log" signed every shift by the nurse you've been working with.**

We have developed a learning contract that we will be asking you to sign on your orientation with a clinical educator.

If you have any issues, please feel free to discuss these with your mentors, clinical educators or STAPs team.

Facilities

You must come to work in your own clothes and change on site. There are changing rooms available on the unit. We have a large coffee room, please help yourselves to tea and coffee. Please ensure you maintain 2 metre distance when having a break in the coffee room.

Learning resources

Staff – all of the staff members working on the unit have a variety of backgrounds and experiences with varying levels of knowledge and experience. You will primarily have access to the nursing staff but this also includes the doctors, physiotherapists, occupational therapists and specialist teams to name a few. Make sure you access their knowledge and ask any questions!

Paperlite - In October 2015 we went 'Paperlite' meaning all our documentation is now completed using the computer system.. This is a massive resource for your patient information. You will complete a Quadramed training session within the first few weeks on the unit and be given your own log in to be able to use computer system.

IT: Each bed has its own computer trolley and chair. Please also use our computers to gain access to the internet for resources, policies and protocols. There are specific CRCU resources on the CRCU desk top. On quadramed there is a CRCU guidelines tab at the top of the page, which has a vast amount of information required in your role, please feel free to use.

Overlap teaching: Between 2pm- 3pm on a Wednesday there is consultant led teaching sessions. Within this time we also hold interest group meetings for example neuro, pain, tissue viability, infection control and nutrition to name a few, which students are also invited to attend. We also have a weekly MDT, M+M and Clinical Effectiveness group, which you are welcome to attend.

Emergency Contact Details: On induction please make sure you complete an emergency contact form and place it in the back of the student file. This means we have contacts for you in case of an emergency and also can contact you should the off duty need to change.

Sickness : If you are off for any reason, it must be reported to a band 7 either directly or via a ward clerk using the numbers provided. You must call on the first day and the last day you are going to be off. You need to ring and inform us, even if it is going to be your days off. You will also be required to report any sickness to PLSU as per protocol. Royal Preston – 01772 523407, 521304, 521600. Please also email learner.absences@lthtr.nhs.uk and inform your University.

Learners coming to Critical Care may find the environment quite daunting, this is completely normal!!

Whether it is adapting to the unexpected with patients, action planning patient care or changing priorities for patients, it can be difficult at first to adjust to. However, we all have to start somewhere!

Some of the clinical skills you may be exposed to include:

- Learners will be able to document observations following the guidance and teaching from a mentor (the qualified nurse is responsible for ensuring the observations are recorded accurately, in a timely manner and the appropriate action taken). Learners will be able to complete the NEWS documentation and learn what goes into the development of a management plan for each individual patient. The NEWS scoring includes observations such as blood pressure, pulse, temperature and urine output readings (see below). Alongside the NEWS, students will also be taught how to document ventilator settings, pump rates and blood sugar readings to name a few.
- Learners will learn the importance of carrying out a full A to E assessment of the acutely unwell patient, accurately document the fluid balance, and understand the rationale to why it is so important for the CrCU patient.
- Nursing learners may have the opportunity to assist in administering medicine under direct supervision. May get exposure to subcutaneous injections, nebulisers, and NG or Jejunostomy medications.
- Learners can observe how to programme epidurals and PCA under direct supervision only. May record epidural observations under indirect supervision once the mentor ensures the learner has full understanding of the piece of equipment.
- May perform oral suctioning under direct supervision.
- Observe procedures on the unit for example: intubations, extubations and insertion of lines.
- Observe a patient having haemodialysis.



- Become involved with a transfer either to CT scan or the ward.
- Become involved with an admission or discharge.
- Able to complete all relevant nursing documentation for example: nursing care plans, risk assessments and reviewing blood and ABG results.

The learner **should not**:



- Mute alarms without direct supervision (if alarms are muted a student would be expected to give rationale to why they have done so).
- Take blood samples or use the gas machine – but we encourage students to analyse the results once they have been taken with their mentor.
- **Change the infusion rate on syringe or volumetric pumps.**
- Manually bagging/ suctioning a patient without direct supervision.
- Give information to relatives without direct supervision.
- To be expected to be responsible for the airway during rolling a ventilated patient.

Under current UCLAN guidelines students are not able to administer any intravenous medications. However, they are able to assist in the preparation of medications and can be a third check during the checking of a controlled drugs.

IV fluids may be changed on volumetric pumps provided two trained nurses check the fluids. The bag change must be under direct supervision.

Opportunities may be taken to examine theory of IV drug administration if appropriate for an individual student. In summary there are still opportunities for skills development in medication preparation, and administration.

Infection Control

CrCU patients are classed as High-risk patients. This is because they are susceptible to infections. As mentioned previously we have nine side rooms. As our patients have a lot of hands on care we must strive to break the chain of cross contamination by adhering to the following points. (This list is not exhaustive.)

- **Hand washing** – compulsory, must be carried out on start and end of shift. Pre and post meals, before and after the use of gloves, before and after patient contact.

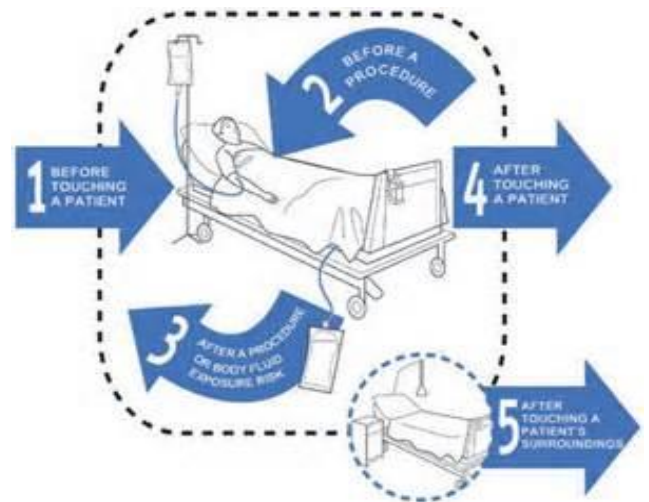
- **Use of alco-gel** - In between patients (where gloves are not worn.), In-between procedures when caring for same patient (i.e. handling urine drainage tube).
- **Gloves to be worn** - If likely contact with bodily fluids. (These are for your protection; note if they become contaminated they may contaminate the patient).
- **Aprons** - New patient new apron. To be worn when dealing with patients or bodily fluids. Each bed space has their own apron dispenser. Yellow aprons to be used for those patients requiring barrier nursing.

It is really important that we ensure we maintain good hand hygiene in-between the “5 points of contact” (see above), to reduce the risk of cross infection.

Students will also become more familiar with ANTT (Aseptic None Touch Technique) used on the unit, which is involved with making intravenous medications, dressings and procedures.

AGP's

A lot of our patients will receive treatment that cause aerosol generating procedures. For these cases a FFP3/disposable 3M mask must be worn. Please inform the team if you have previously not been mask fitted.



We hope you enjoy working as part of our team here on Critical Care!

Induction

The Local Induction process will take place throughout the first week of your placement.

This will comprise of:

- Trust and department orientation, including housekeeping information
- Location of emergency equipment
- IT access
- Reading & acknowledgement of Mandatory Trust policies such as Health & Safety, Fire Safety, Infection Control, Information Governance, Staff Code of Conduct, Social Networking and Dress Code policies.
- Adult Basic Life Support training if applicable
- Trust Moving & Handling Training if applicable
- COVID-related policies & procedure
- Orientation
- Professional voice: - freedom to speak up, datix, chain of command, open door policy
- An awareness of our Educational Governance Team- evaluation and importance of feedback
- Inter-professional Learning Sessions
- Practice Assessment Record and Evaluation (PARE) training, if applicable
- Collaborative Learning in Practice (CLiP™), if applicable
- How the role of Practice Development Facilitator can support you, where applicable



What to bring on your first day

- Uniform: All other items in the dress code policy must be adhered to <https://legacy-intranet.lthtr.nhs.uk/search?term=uniform+policy>
- A smallish bag which would fit into a small locker.
- You may wish to bring a packed lunch and a drink on your first day.

Inter-professional Learning Sessions and eLearning Resources

At our Trust, our Education Team facilitates a yearly programme of Inter-professional Learning (IPL) sessions. This programme consists of various teaching sessions, delivered by our Specialist Teams, to support and enhance our learners and trainees' learning experience with us.

Inter-professional learning is an important part of your development and allows you to build professional relationships and communication skills with the wider multi-disciplinary teams. Our IPL sessions are valuable in supporting you to stretch your knowledge and experiences to enhance your clinical practice. They also help bridge the gap between theory and practice, allowing you to hold a deeper understanding of the topics discussed. Our sessions are open for all learners and trainees on placement at our Trust to attend and these learning opportunities are an extension to your learning environment; therefore, these hours need to be recorded on your timesheets. We encourage our staff to facilitate enabling a learner/trainee to attend these sessions.

Please note: You must inform your learning environment prior to attending a session. These IPL sessions need to be discussed in a timely manner with your learning environment.

You are required to complete a reflection on each of your IPL sessions, as well as documenting on your HEI documentation what you have learnt and how this relates to your current placement.

You can book onto our IPL Sessions by accessing this link <https://elearning.lthtr.nhs.uk/login/index.php> and searching for 'IPL'.

You can access our policies and procedures via our Intranet page, which will help expand and stretch your knowledge.

Support with evidencing your learning outcomes or proficiencies

We encourage you to use the Trust learning logs to collate and evidence your skills, knowledge and abilities achieved. You can then present your completed learning logs to your Practice Assessor/Educator during your assessment meetings. Any staff member who is involved in coaching you can complete your learning log feedback.

You can request time during your placement hours to complete these and request feedback prior to the shift ending. To obtain a copy of our learning logs, please visit our Health Academy Webpage on the link below, where you will see a copy of our CLiP™ Learning Log available for you to download, on the right hand side - <https://healthacademy.lancsteachinghospitals.nhs.uk/support/clinical-placement-support/collaborative-learning-in-practice-clip/>

Chain of Command

Keeping patients safe, providing the best care that we can and learning in an environment where you feel safe and valued is important to us. Speaking up about any concern you have on your learning environment is also important. In fact, it's vital because it will help us to keep improving our services for all patients.

There may be occasions where we witness, experience or are asked to do something that causes us concern. Often, these concerns can be easily resolved, but sometimes it can be difficult to know what to do.

Our Clinical Placement Support Team are available Monday – Friday, 8.00am – 4.00pm should you need to contact them in relation to any concerns regarding your learning environment. If your concern relates to patient safety and/or your concerns are outside of these hours, please follow the chain of command in your learning environment and speak with the person in charge.

Please visit our Freedom to Speak Up page on the Intranet for more details.



We value your feedback

Our Trust values your feedback. To continuously improve, we offer opportunities for our learners and trainees to provide feedback regarding both your learner experience and your learning environment. We would encourage you to kindly complete your end of placement evaluation, within your clinical hours.

We will keep you updated with the improvements that we make based on the feedback you provide us with.

Learning Environment Improvement Forum

Our Learning Environment Improvement Forum began in November 2021, with key stakeholders attending; Learners, Trainees, Clinical Staff, Education Leads and our Nursing Directorate. Bi-monthly meetings are held to share new and innovative ideas as to how we can collaboratively enhance our learning environments, to support both learners, trainees and staff.

All attendees at the Learning Environment Improvement Forums contribute their suggestions and guidance on our projects. Collaboratively, exciting improvements are implemented to enhance our learning environments.

Innovative changes made by our Learning Environment Improvement Forum, within Academic Year 2021-2022;

- NEW Learner Boards designed and placed on our learning environments
- Learner booklets made available on our Health Academy webpage to prepare our learners and trainees for their clinical placements, as suggested by our learners and trainees
- PARE and CLiP™ training embedded into our Learner and Trainee Inductions
- Quick Reference Guide designed and created to welcome our learners and trainees to the Trust and prepare them for their clinical placements

We welcome any of our staff, learners and trainees at the Trust to attend our Learner Environment Improvement Forums, to contribute your ideas and suggestions for our new and innovative projects. You can join via the E-Learning Portal - <https://elearning.lthtr.nhs.uk> and going to Courses, then selecting the tab 'Inter Professional Learning', where you will see our forum listed.