

# Learning Environment



**Core Therapies – Hand Therapy**

# 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>



## Learning Environment

We would like to welcome you to your learning environment.

The Hand Therapy Team at LTHTR has departments on both the Chorley and the Preston site. When your placement is confirmed with your educator, you will be informed whether your time with us will be site specific or cross site.

We are a fully integrated therapy team which means that Occupational Therapists and Physiotherapists have the same role within the department, having undergone extra training. Although your Educator will be specific to your chosen profession you will work with both disciplines, as well as our very skilled therapy assistants, in order to gain a good understanding of our field of work.

As a team, we accept referrals from a variety of sources however patients cannot self-refer. Our referrals are usually from an orthopaedic or a plastic surgery team and may be either trauma or elective patients. There are some exceptions to this, and GP's can also refer into our service.

Below is a link to a presentation which will give you a good overview of Hand Therapy and the areas with which we are involved and can make a difference. It also contains some information regarding documentation and common abbreviations.

### Hand Therapy presentation

As a team we cover Orthopaedic and Plastics Clinics on both sites most days meaning that we see a number of patients on a 'walk-in' basis having been referred straight from these clinics. We also have a large number of bookable appointments each week.

At RPH, the team also run the Therapy Led Dressings Clinic (TLDC), in which patients are seen at an acute post-operative stage. At these appointments, dressings will be reduced, wounds checked and redressed as needed, stitches removed, splints and exercises provided.

There is also some ward-based work with inpatients as needed.

You will have the opportunity to work with the MDT in clinic, experience the TLDC, observe in theatre and spend time with therapists in other specialities whilst you are on placement here. Please speak to your supervisor at the beginning of your placement about any requests that you have so that these can be arranged.

Further information regarding this placement can be found in the Hand Therapy placement profile document.

### **Team structure**

Band 8a OT

Band 7 physio's x 2

Band 7 OT's x 2

Band 6 physio (static post)

Band 6 physio (rotational)

Band 6 OT x 3

Band 5 OT (rotational)

Therapy assistants x 3

### **Working hours and telephone numbers**

The core hours for our service are Monday to Friday 08.30 to 16.30, however due to flexible working and late clinics there is some variation within this. Staff are in on both sites from 08.00.

Telephone numbers:

Chorley 01257 245 763

Preston 01772 524 439

### **General information**

If you are going to be absent at any time during your placement, please ring as early as you can to inform your Educator. You also need to email [learner.absences@lthtr.nhs.uk](mailto:learner.absences@lthtr.nhs.uk) as student absences in the trust are recorded centrally, as well as following procedure for informing your specific university.

All staff are expected to travel to and from work in their own clothes and change on site, regardless of whether you are travelling in your own car or on public transport. Both departments have access to changing facilities and lockers. You will be shown to these on your first day.

Mobile phones are allowed within the department, and it is accepted that these may need to be accessible for students who have dependents or other caring responsibilities. They should however be kept on silent and out of view where possible other than at lunch time.

### Useful resources

A basic knowledge of hand anatomy is desirable prior to the start of the placement. If you are familiar with the names of the bones and joints, this would be particularly helpful. There are many excellent resources online to help with this. If you have an Athens password, then you can access Anatomy TV which facilitates learning through a variety of 3D imaging. Teachmeanatomy.info is another website with clear graphics and a quiz type method of learning. There are countless more besides and it's good to have a look at a few and see which one fits best with your particular style of learning.

The British Association of Hand Therapists

The British Society for Surgery of the Hand

Both websites are a good resource. There is some information aimed at health professionals and some for patients. It is all helpful.

It is also useful to understand fracture healing times, and basic principles of the management of soft tissue injuries.

### **Common conditions seen:**

Dupuytren's contracture

DeQuervain's tenosynovitis

Carpal tunnel syndrome

Mallet finger



## 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 look in the Learner Resource File on your learning environment.

## Creating a positive Organisation Culture

LTHTr strive to create a great place to work for every colleague and deliver excellent care with compassion to our patients. We all play a pivotal role, not only in providing services but also in shaping the culture of our organisation.

The attitudes, actions and behaviours we experience from others makes a huge difference, both personally and professionally. We want you to feel safe and supported in work to be able to deliver high quality care to others. We also want you to feel confident, supported and empowered in taking positive action to address and challenge others in situations that may make you or those around you feel uncomfortable.

We take a zero-tolerance approach towards any form of abuse. You can find out more about this by reading our [Zero-Tolerance Statement](#), or by taking a look at [Creating a Positive Culture Intranet pages](#).

Here you will find the links to lots of information, resources and training opportunities to help develop your knowledge, skills, and awareness in how to uphold the principles of [zero-tolerance](#), as a colleague at LTHTr.



There is also further information available on [Civility](#), our [Best Version of Us Culture Framework](#) and Supporting Sexual Safety in the Workplace.



## 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 to Friday, 8.00am – 5.00pm 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. 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.