

# Learning Environment



Core Therapies – Occupational  
Therapy Orthotics

# 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.

Placement Area: Occupational Therapy Orthotics (OT Orthotics)

Placement Address: Core Therapies Department, Royal Preston Hospital (Burgundy Street).

Telephone Number: 01772 522380 Email: [OTorthotics@lthtr.nhs.uk](mailto:OTorthotics@lthtr.nhs.uk)

Please organise a short pre-placement visit or a phone call with us prior to starting. For this placement we expect you to come with your own strategies to support learning needs and in your day one induction share any information about a Reasonable Adjustment Plan (RAP) if applicable to you. This is so that we can help you to get the best out of your placement.

Following infection control policy, your own clothes must be worn to and from work with changing facilities available for changing into your uniform. Unfortunately, there are no personal lockers available, but you can store your things in the changing room which has a lockable door.

- Uniform to be worn during working hours, however if going off site you must get changed into own clothes.
- ID to be worn at all times

Your hours of work will be: 8:00am – 4:00pm Monday – Friday (37.5 hours)

30 minutes for lunch, we have a fridge located in department.

Our team consists of: 1 Clinical Lead OT Band 7, 5 band 6 OT's (3.2 Whole time equivalent), 1 rotational band 5 OT, 2 Senior therapy assistants (1.5).



**Details of type of clients being dealt with:**

Orthotic services for clients of all ages, both in-patient and out-patients. Areas covered: orthopaedics, neurology, neurosurgery, neuro-rehab, rheumatology, medical, critical care, paediatrics, oncology and palliative care.

**The type of experience which may be gained from this placement:**

- The opportunity to work as part of a team of OTs, within the MDT network.
- You will:
- Work with a variety of thermoplastics and soft splinting. You will have hands on experience of moulding thermoplastic materials onto patients.
- Consider functional implications of the braces provided, with regular opportunities for problem solving.
- Functional assessments, treatment and follow up care.
- Making customised splints include static and dynamic, thermoplastic, lycra, also providing off the shelf splinting.
- Consent and record keeping, prioritizing, time management and organisation.

**Special Knowledge and information which would be useful to the student:**

- Basic understanding of anatomy, physiology, fractures and bone healing
- Basic awareness of medical and surgical conditions and terminology
- An understanding of the OT process

**Clinical Skills List:**

- Transferable skills
- Recording and reporting
- Communication, verbal and written, SOAP Notes
- Team working
- Prioritisation and time management
- Reflection
- Splint/brace management, including ADL, psychological support.

**Specialist Skills:**

- Assessment, measuring, manufacture and fitting of customized/off the shelf splint/braces.
- Soft splinting, e.g. lycra, neoprene.
- Monitoring of said orthoses, with option of adjustments, including, pressure relief

### **Learning Opportunities Available:**

- The Occupational Therapists offer opportunities to acquire a basic level of competency in the assessment, fabrication, fitting and management of customised/off the shelf orthoses.
- A wide variety of conditions will be considered, enabling continued development/understanding of basic anatomy and physiology.
- The significance of pressure areas with regards to bracing and tissue viability.
- Team working; we work as a small team of OTs, each with a role to play when assessing and moulding for braces and splints to allow for an appropriate outcome for the patient.

### **Recommended Reading:**

- Basic knowledge of what orthotics/splinting is
- The different bones in the spine
- Different types of fractures
- The impact on a patient when having to wear an orthoses

### **Visits/shadowing which can be arranged:**

- Orthopaedic ward (trauma)
- Neuro-surgery ward
- Fracture clinic
- Theatre
- OT specialities, e.g. critical care, neuro-surgery.

We are looking forward to your time with us on your placement 😊

## **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/>

## **Creating a positive Organisation Culture**

LTHTTr 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.