



**Lancashire Teaching Hospitals**  
NHS Foundation Trust

# INDUCTION HANDBOOK

**FOR STUDENT MIDWIVES**



V3 April 2025

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# Welcome

## To Lancashire Teaching Hospitals NHS Trust

Congratulations on securing your place as a student midwife at LTHTR - We hope you enjoy working here as a valued member of our team!

This Handbook has been designed to give you a brief introduction to the trust, the areas you will be working in and to some of the members of our team. We also aim to introduce you to some vital information that you will need when you join us.

We hope to make your transition into midwifery as smooth as possible and would welcome any feedback you may have along the way.

A brief introduction to some of

# Our Senior Midwifery Management Team



Lancashire Teaching  
Hospitals  
NHS Foundation Trust



**EMMA ASHTON**

Divisional Midwifery and  
Nursing Director



**JOANNE GOSS**

Consultant Midwife



**JOANNE**

**LAMBERT**

Deputy Divisional  
Midwifery and Nursing  
Director



**LAURA THORPE**

Matron in Midwifery  
Led Services



**MARIE RYAN**

Matron for Complex  
Care



**DEBBIE GIBBONS**

Safeguarding Named  
Lead



**NEESHA RIDLEY**

Divisional Clinical  
Governance and Risk  
Manager

A brief introduction to some of

# Our Senior Corporate and Medical Management Team



Lancashire Teaching  
Hospitals  
NHS Foundation Trust



**PAULA  
GARSTANG**

Divisional Director



**NICHOLAS  
WOOD**

Medical Director



**EMMA ROMANO**

Obstetric Clinical  
Director

## Consultants:

- Saina Ahmed
- Christian Amoah
- Safiyya Choudhri
- Raj Mohanraj
- Lauren Murphy
- Joanna Smith
- Jenny Barber
- Charlotte Cox
- Zosia Detko
- Emma Ingram
- Julie Guiver
- Nicola Loster
- Jemimah Obaro
- Happy Towadros

A brief introduction to some of

# Our Specialist Midwives



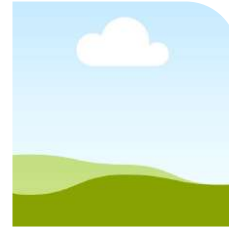
**LAURA  
MILLER**

Fetal Monitoring Lead



**LAURA  
HOSKIN**

Infant Feeding Lead



**HASSIN  
RASOOL**

Digital Lead Midwife



**BRYONY  
WARNER**

Diabetes Specialist  
Midwife



**ANDREA  
WHITEHEAD**

Service Improvement  
Lead



**CATHERINE  
NEILD**

Public Health Lead



**LISA  
SNAPE**

Safeguarding Lead



**NIAMH  
FOWLER**

Screening Lead



**NICKY  
HEYWORTH**

Perinatal mental health  
Lead



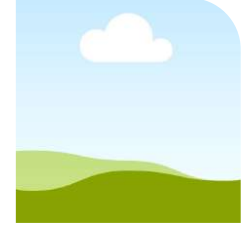
**GILLIAN BYRNE**

Information Technology  
Lead



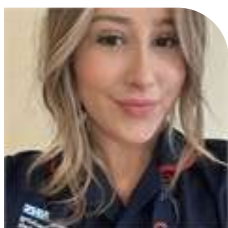
**BRITTANY OGDIN**

Practice Development  
Midwife



**JUNE  
POPE**

Screening Lead



**CHANTELLE  
MCCANN**

Clinical Governance  
and Risk Lead



**ALISON WADE**

IOL AND ELCS Flow  
Lead



**LISA COOK**

Maternal Medicine  
Midwife



**CLAIRE  
BRAITHEWAITE**

Bereavement Midwife



# A brief introduction to some of Our Delivery Suite CoOrdinators and Community Team Leaders



**LIZ HOLMES**

DS Co-ordinator



**LINDSEY WALL**

DS Co-ordinator



**MICHELLE PARR**

DS Co-ordinator



**LYNNE  
WIGNALL**

DS Co-ordinator



**BETH LAMB**

DS Co-ordinator



**JACKIE  
BURGESS**

DS Co-ordinator



**BECKI  
WOLFENDEN**

DS Co-ordinator



**GABBY  
HOLLAND**

DS Co-ordinator



**CHOI LING  
KONG**

DS Co-ordinator



**DEENA  
GOVINDE**

DS Co-ordinator



**LAURA  
SKINNER**

DS Co-ordinator



**KATHERINE  
GOVES**

DS Co-ordinator



**REBEKAH  
GRANT**

Team Leader



**JENNIFER  
CRADDOCK**

Team Leader



**SARAH INKPEN**

Team Leader



**JENNA SEDDON**

Team Leader

# Trust Values

**At Lancashire Teaching Hospitals, trust values are at the forefront of care we provide for women, babies and families throughout their maternity care.**

**These include:**

- Caring and Compassionate – We treat everyone with dignity and respect, doing everything we can to show we care.
- Recognise Individuality – We respect, value and respond to every person's individual needs.
- Seeking to Involve – We will always involve you in making decisions about your care and treatment and are always open and honest.
- Team Working – We work together as one team and involve patients, families and other services to provide the best care possible.
- Taking Personal Responsibility – We each take personal responsibility to give the highest standards of care and deliver a service we can always be proud of.



### HOW TO USE THIS MAP

Most departments are on the ground floor except the following: The Ward block levels are accessed at the end of Blue Street by lift and stairs. Grey Street is the lower ground level.

**Key to symbols:**



- |    |                         |    |  |    |   |    |                                  |    |                           |    |  |
|----|-------------------------|----|--|----|---|----|----------------------------------|----|---------------------------|----|--|
| 1  | ADMISSIONS DESK         | 15 | CRITICAL CARE                          | 27 | EYE ASSESSMENT UNIT   | 57 | NUCLEAR MEDICINE                 | 49 | PRE-OP ASSESSMENT         | 55 | XRAY DEPARTMENT<br>INTERVENTIONAL UNIT |
| 2  | APPOINTMENTS            | 16 | C. T. SCANNER                          | 28 | GENERAL OFFICE  | 58 | OCCUPATIONAL HEALTH              | 50 | PRIMARY CARE CENTRE       |    |  |
| 3  | AUDIOLOGY               | 17 | DAY CASE UNIT                          | 29 | GORDON HESLING BLOCK  | 59 | OCCUPATIONAL THERAPY             | 51 | PUBLIC HEALTH             |    |  |
| 4  | AVONDALE UNIT           | 18 | DAY TREATMENT CENTRE                   | 30 | GUM<br>(GENITO URINARY MEDICINE)  | 40 | ORAL --<br>MAXILLOFACIAL SURGERY | 52 | RENAL UNIT DIALYSIS       |    |  |
| 5  | BEREAVEMENT CENTRE      | 19 | DISCHARGE LOUNGE                       | 31 | INFORMATION &<br>MEDICAL ILLUSTRATION   | 41 | ORTHOPAEDIC &<br>FRACTURE CLINIC | 53 | RESEARCH CENTRE           |    |  |
| 6  | BLOOD TEST              | 20 | DRESSINGS CLINIC                       | 32 | MEDICAL ILLUSTRATION  | 42 | OUTPATIENTS                      | 54 | ROSEMEYER CANCER CENTRE   |    |  |
| 7  | BOWLAND HOUSE HOTEL     | 21 | EDUCATION CENTRE 1&2<br>HEALTH ACADEMY | 33 | MEDICAL REHABILITATION UNIT<br>BARTON WARD<br>BLEASDALE NRU<br>BROCK ASSESSMENT CENTRE<br>FELL VIEW NRU | 43 | PALS                             | 55 | SAFE CENTRE               |    |  |
| 8  | BURNS / PLASTIC SURGERY | 22 | EEG                                    | 34 | MORTUARY  | 44 | PATHOLOGY                        | 56 | SHAROE GREEN UNIT         |    |  |
| 9  | CAFE MAISON II          | 23 | EMERGENCY DEPARTMENT                   | 35 | MRI SCANNER   | 45 | PET/CT CENTRE                    | 57 | SHOPS                     |    |  |
| 10 | CARDIO RESPIRATORY      | 24 | EMERGENCY DECISIONS UNIT               | 36 | MULTI-MODAL DIAGNOSTIC  | 46 | PHARMACY                         | 58 | SPECIALIST CARE DENTISTRY |    |  |
| 11 | CHAPLAINCY CENTRE       | 25 | ENDOSCOPY                              |    |   | 47 | PHYSIOTHERAPY                    | 59 | SPEECH THERAPY            |    |  |
| 12 | CHARTERS RESTAURANT II  | 26 | ENT SUITE<br>(EAR, NOSE, THROAT)       |    |   | 48 | PRAYER ROOM/CHAPEL               | 60 | THEATRES RECEPTION        |    |  |
| 13 | CHEST CLINIC            |    |  |    |   | 49 | PRAYER ROOM/CHAPEL               | 61 | VASCULAR ASSESSMENT       |    |  |
| 14 | CHILDRENS CLINIC        |    |  |    |   | 50 | PRAYER ROOM/CHAPEL               | 62 | WARD BLOCK                |    |  |



### HOW TO USE THIS MAP

To find your account number go to the **My Account** section and select the **My Account** link.

### Key to symbols



- |                                       |                                    |                                |                                    |  |                             |
|---------------------------------------|------------------------------------|--------------------------------|------------------------------------|--|-----------------------------|
| 1 ACCIDENT AND EMERGENCY              | 24 CHAPEL / PASTORAL CARE SERVICES | 27 ENDOSCOPY UNIT              | 41 MEDICAL ASSESSMENT UNIT         | 59 PHARMACY                              | 66 THEATRE SUITE            |
| 2 ASHLINGTON WARD                     | 25 CHARNOCK                        | 28 GENERAL OFFICE              | 42 MIDWIFERY                       | 58 PHYSIOTHERAPY                         | 68 TRUST HEADQUARTERS       |
| 3 AXTE-NATAL                          | 26 CHORLEY BIRTH CENTRE            | 29 Gynaecology Clinic          | 43 MORTUARY                        | 59 PODIATRY (FOOT CLINIC)                | 69 ULTRASOUND               |
| 4 AMPLEBANE CLINIC                    | 17 CHORLEY DINING ROOM II          | 30 HAZLEWOOD WARD              | 44 OAKFIELD UNIT                   | 58 PRE-OP ASSESSMENT                     | 70 URGENT CARE CENTRE       |
| 5 ASSESSMENT & TREATMENT CENTRE (ATC) | 18 CLINICAL INVESTIGATION UNIT     | 31 HEALEY                      | 45 OCCUPATIONAL HEALTH             | 59 RANCLIFFE WARD                        | 72 WINSTANLEY WARD          |
| 6 ASTLEY                              | 19 COFFEE SHOP II                  | 32 HUMAN RESOURCES             | 46 OCCUPATIONAL THERAPY (MEDICAL)  | 60 RENAL UNIT                            | 73 X-RAY/DIAGNOSTIC IMAGING |
| 7 BELLAMONT ASSESSMENT CENTRE         | 20 COLPOSCOPY SUITE                | 33 COLPOSCOPY SUITE            | 47 OCCUPATIONAL THERAPY (PHYSICAL) | 61 RIGBYWOOD UNIT A                      | 74 YARROW                   |
| 8 BERNARDINE CENTRE                   | 21 CROSTON UNIT                    | 34 INTENSIVE CARE UNIT         | 48 ORAL & MAXILLOFACIAL SURGERY    | 62 RIGBYWOOD UNIT B                      |                             |
| 9 BLOOD CLINIC                        | 22 DENTAL UNIT                     | 35 LANCASHIRE BREAST SCREENING | 49 ORTHOPAEDIC CLINIC              | 63 RVS SHOP II A                         |                             |
| 10 BRINCLIFFE WARD                    | 23 DERMATOLOGY                     | 36 LEYLAND WARD                | 50 OUTPATIENTS                     | 64 SELLERS WARD                          |                             |
| 11 CARDIAC UNIT                       | 24 DIABETES                        | 37 LONSDOWN DAY CASE UNIT      | 51 OXYGEN CLINIC                   | 65 SPEECH AND LANGUAGE THERAPY           |                             |
| 12 CARDIO RESPIRATORY UNIT            | 25 DIALYSIS UNIT                   | 38 LOSTOCK                     | 52 PALS                            | 66 SPEECH AND LANGUAGE THERAPY (MEDICAL) |                             |
| 13 CHANGING PLACES                    | 26 EDUCATION CENTRE 3              | 39 MAIN RECEPTION              | 53 PATHOLOGY                       | 67 SUMNER SUITE                          |                             |
|                                       | 27 HEALTH ACADEMY                  | 40 MATERNITY UNIT              | 54 PATIENTS TRANSPORT              |  |                             |
- Get this map on your smartphone, scan here.



# About Us

**At Lancashire Teaching Hospitals, we currently offer 4 places of birth. These are Preston Birth Centre (PBC - alongside midwifery unit), Chorley Birth Centre (CBC - freestanding midwifery unit), Delivery Suite and Homebirth. We have a dedicated Homebirth team, Chorley Birth Centre team and the Tulip team who look after the Diabetic women. We have roughly 4500 births a year.**

Your shifts will be on a rotational basis around some/all of the clinical areas including Delivery suite, Maternity A (Antenatal Ward), Maternity B (Postnatal ward and Transitional Care), PBC, Enhanced support team, Antenatal Clinic, Community and CBC.

Our shift patterns in the unit tend to work around an Early / Late/ Long day / Night shift pattern. On community your hours will be based around your clinics/visits and shifts on the birth centres. Shifts on Antenatal clinic can also vary depending on clinics.

**Early: 07:30am - 15:30pm (0.5 hour break)**

**Late: 15:30pm - 20:30pm (0.5 hour break)**

**Long Day: 07:30am - 20:30pm (1 hour break)**

**Night : 20:00pm - 08:00am (1 hour break)**

# Clinical Areas

## Delivery suite

'DS' is located on the second floor of the Sharoe Green Unit (SGU). It deals with all high risk labours and inductions and comprises of 12 en-suite rooms including a dedicated bereavement suite. We have one permanent pool and 3 inflatable pools. At the end of the corridor you will find the obstetric and gynaecology theatres where the majority of elective and emergency theatre cases take place. There are two dedicated obstetric theatres - one for elective and one for emergencies.

Tel No: 01772 524731



**HANNAH  
MERCER**  
DS Manager

## Maternity A

Maty A is located on the first floor of SGU. It is the Antenatal Ward and looks after all antenatal inpatients and inductions of labour. There are 3 4 bedded bays and 5 side rooms (total 17 beds).

Tel No: 01772 524959



**LAUREN  
DAWSON**  
Maty A manager

## Maternity B

'Maty B' is located on the first floor of SGU. It consists of the postnatal ward and also a transitional care unit where a collaboration between the midwifery and neonatal teams facilitates keeping mothers and babies together within the ward environment. There are 7 4 bedded bays and 3 side rooms (total 31 beds).

Tel No: 01772 524830



**HELEN  
ARMSTRONG**  
Maty B Manager

## Maternity Assessment Suite

'MAS' is located on the ground floor of SGU. It is the first port of call for women needing antenatal or postnatal assessment outside of their routine care bundle. It is an amalgamation of Maternity Triage and Day Assessment Unit. If they need to be admitted they will be transferred from here to the relevant area.

Tel No: 01772 524495



**SAM  
HINDLE**  
MAS Manager

## Preston Birth Centre

'PBC' is located on the first floor of SGU. It consists of 4 ensuite birthing rooms with pools and two family rooms. The community midwives office is also located on PBC.

Tel No: 01772 528223



**LUCY GILMOUR**  
PBC Manager



## Antenatal Clinic

'ANC' is located on the ground floor of SGU. All complex antenatal clinics take place here as well as some midwife clinics and blood clinics. There is also an Ultrasound scan department who deal exclusively with Obstetric and Gynaecology cases.

Tel No: 01772 524495



**LISA  
MADDOCK**  
ANC Manager

## Chorley Birth Centre

'CBC' is located at Chorley District General Hospital. It is a brand new state of the art stand alone midwifery unit and consists of 3 ensuite birthing rooms, 2 of which house pools.

Tel No: 01254 525235



**CORRIE MARAY**  
CBC and Continuity  
team Manager

# Student Support

**You will already have met your Clinical Placement Facilitator from the education team but from a midwifery perspective we are here to provide you any further help and support that you may need.**



**SARAH  
DIXON**

Preceptorship lead  
sarah.dixon@lthtr.nhs.uk  
01772528294



**BRITTANY  
OGDIN**

Practice Development  
Midwife  
01772528294

We will be involved with practice elements such as induction, allocation of practice assessors, CPD study days and any other support you may need.

We operate an open door policy so if you need anything and we are available please feel free to drop by the Education Office (next to theatres on Delivery Suite).

Your off duty will be done by the Learning Environment Manager from each placement area. Their details are as follows:

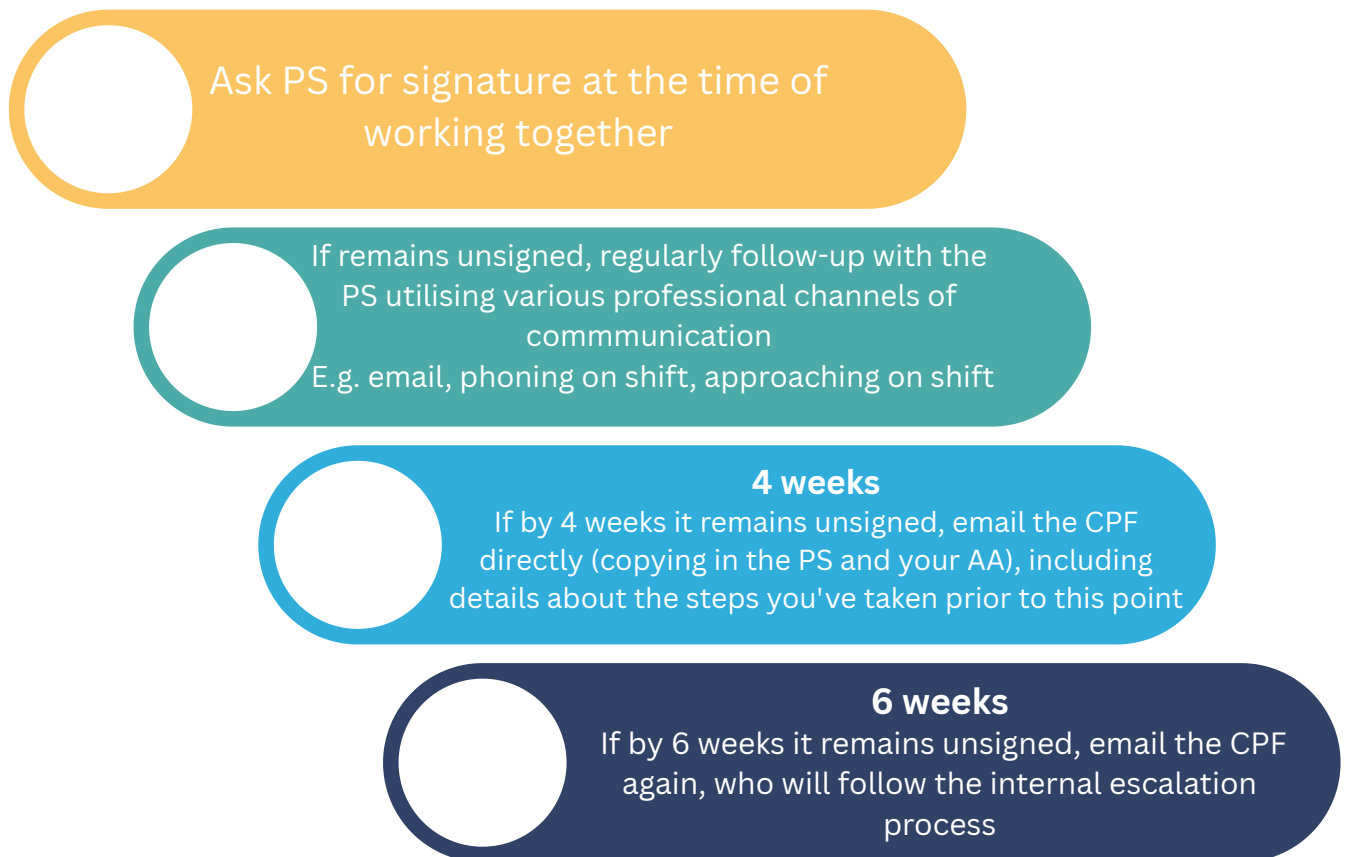
- |                                   |                               |
|-----------------------------------|-------------------------------|
| • Chloe Greenhow - Delivery Suite | chloe.greenhow@lthtr.nhs.uk   |
| • Ayesha Vorajee - Maty A and B   | ayesha.vorajee@lthtr.nhs.uk   |
| • Amy Berry - Ivy Team            | amy.berry@lthtr.nhs.uk        |
| • Trish Alton - Chorley BC Team   | patricia.alston@lthtr.nhs.uk  |
| • Bonnie Troughton - PBC          | bonnie.troughton@lthtr.nhs.uk |
| • Lisa Maddock - ANC              | lisa.maddock@lthtr.nhs.uk     |



# Student Support

## MORA / PARE Outstanding Signature Process

We recognise that it can be unsettling and frustrating when there are outstanding signatures for your MORA/PARE. To support the process of chasing up these signatures, this document has been created to outline the steps and timeframes for chasing these up.



Once escalated to the CPF, please ensure that you email with an update once it has been signed – this will reduce the chance of duplicated work.

# Student Support

## Health and Wellbeing at LTHTR

At Lancashire Teaching Hospitals we aspire to be a great place to work and the wellbeing of our colleagues is absolutely a priority to us. We know that when colleagues are supported to feel well at work, they are enabled to deliver excellent care for our patients. This is why our organisation has a dedicated, in-house health and wellbeing team, a service focused on caring compassionately for the physical and mental health and wellbeing of our workforce. This service is externally accredited with the Workplace Wellbeing Charter mark and has consistently achieved a rating of 'excellence' across several areas.

We have a number of benefits and a comprehensive offer available to support colleague wellbeing, you can find details of these and more information about the service within our intranet page. If you can't find what you're looking for, or you have a query for our team, please contact us directly via e-mail to [healthandwellbeing@lthtr.nhs.uk](mailto:healthandwellbeing@lthtr.nhs.uk).

If you need support from our psychological wellbeing service, please e-mail [psychologyforstaff@lthtr.nhs.uk](mailto:psychologyforstaff@lthtr.nhs.uk) or call our helpline on 01772 521394, available Tuesdays and Wednesdays 9.30am to 4.00pm.



# Student Support

## Freedom to Speak up Service

At Lancashire Teaching Hospitals, we are committed to creating a culture where every voice is heard, respected, and valued. The Freedom to Speak Up Service is here to support everyone to speak up when they have concerns about patient safety, staff welfare, or any aspect of how we work.

We understand that raising concerns can sometimes feel daunting — but speaking up is essential to improving care and creating a safe, supportive environment for everyone. Our dedicated Freedom to Speak Up Guardians and Champions are here to listen without judgment, offer guidance, and ensure that your concerns are handled fairly and appropriately.

What Can You Speak Up About?

You can speak up about anything that is affecting:

- Patient safety and quality of care
- Your own wellbeing or that of your colleagues
- Concerns about inappropriate behavior or unfair treatment
- Anything you feel is not aligned with [our values](#)

## Why Speak Up?

When you speak up, you help us:

- Improve patient safety and care
- Foster a respectful and supportive workplace
- Strengthen our culture of openness and learning

## How to speak up

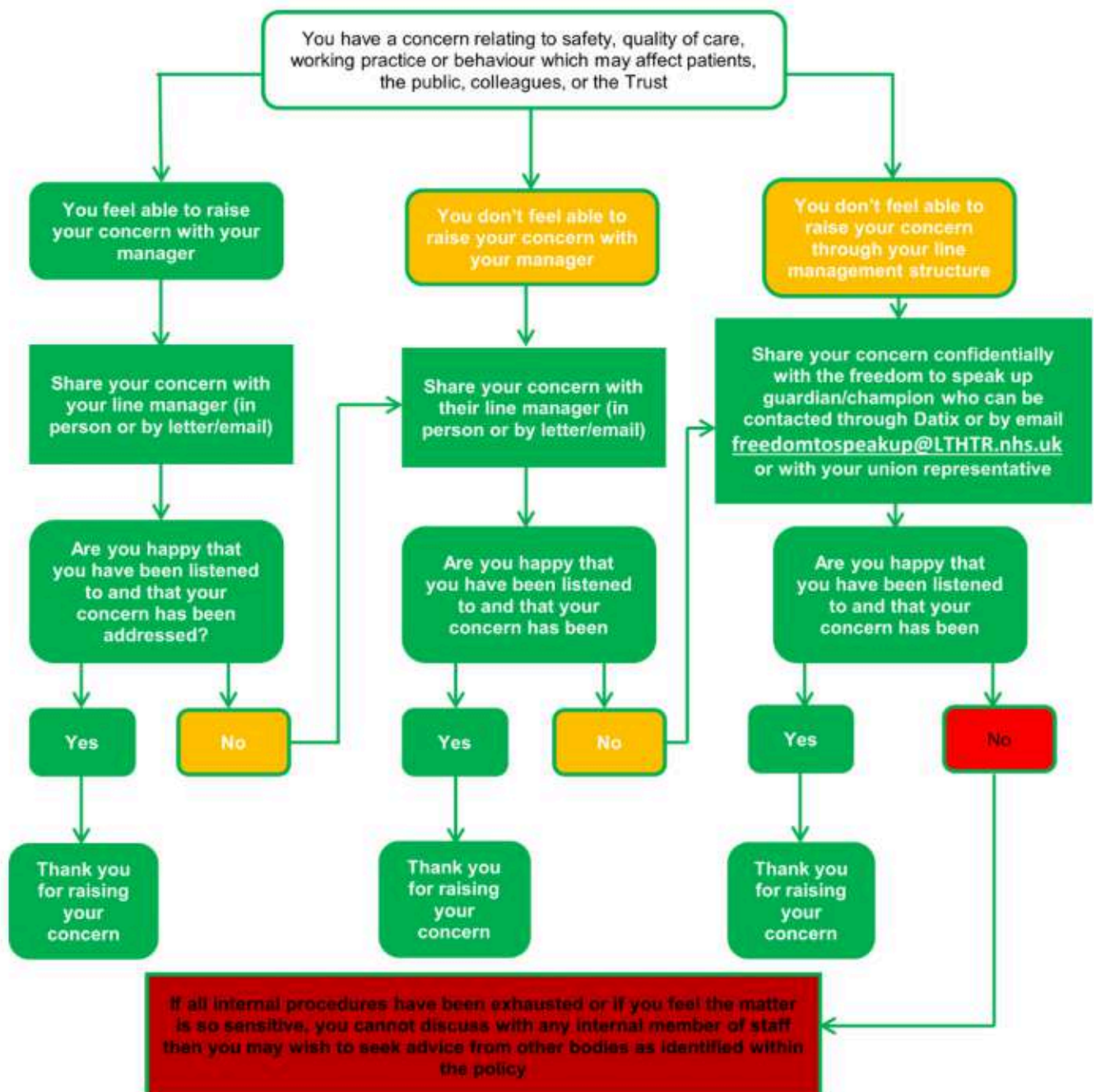
If you see or experience something that causes you to be concerned and worried, there are a number of ways you can speak up to make a difference.

- Raising Concerns to Your Manager
- Raising Concerns via DATIX
- Raising Concerns to the Freedom to Speak Up Service
- Raising Concerns to A Specialised Team
- Raising Concerns to a Trade Union
- Raising Concerns Externally & Whistleblowing

More information on how to explore each of these avenues can be found on the trust intranet page

# Student Support

## Freedom to Speak up Algorithm



**NOTE:** If your concern is about any incident, near miss or issue that could or did have a harmful effect on a patient, colleague, contractor, or member of the public, then this should be reported to your line manager and recorded in Datix

# Student Support



## Trauma Risk Management (TRiM)

If you require support following an incident or due to a build up of stress, you can contact one of our fully trained TRiM Practitioners

- TRiM is an evidence based risk assessment tool which is used to assess staff following any incident that they may have found traumatic
- TRiM is completely confidential
- TRiM is not a counselling session or therapy. It is not a group debrief or critical incident debrief
- TRiM is able to highlight if an individual requires further professional help as well as being a form of peer support
- You can choose from a number of TRiM Practitioners and the location you have the assessment
- If necessary, the TRiM Practitioner will arrange a referral to counselling services and is able to assist with all matters relating to this
- The majority of people will not require counselling services
- The TRiM Practitioner will share useful self-help information and provide an opportunity to talk through the incident

**If you would like to access a TRiM assessment please email:**  
**[trim.wcd@lthtr.nhs.uk](mailto:trim.wcd@lthtr.nhs.uk)**

V1 Jan 2025

# General Information

## Off duty

Off duty is inputted via Employee Online which can be accessed through the intranet if onsite or via the Loop app if at home (see page 15) . Your rota will generally be done 6 weeks in advance. If you have any specific requests please contact the Learner Environment Manager of the area in which you will be working (See page 13)

## Absence

Please remember to follow Trust and the University Policy in reporting absence. Also, remember to document this on PARE.

Any absence must be reported to.

- Placement Area
- Maternity Manager/ Band 7 01772 524731
- Placement Unit at the University
- Learner Absence ([learner.absences@lthtr.nhs.uk](mailto:learner.absences@lthtr.nhs.uk))

You need to call every day for absences, unless you have stated it's for a full week

## IT systems

We are well on our way to becoming a paperless system here at LTHTR.

The two main computer systems we use are Badgernet and Flex. Badgernet is a dedicated maternity system that enables service users to access their documentation via an app on their phone. They are also able to access information leaflets and a parentcraft course from The Real Birth Company which is currently engaging much larger numbers than our previous parentcraft classes.

Flex is used across the hospital - here in maternity it is predominantly used for accessing test results and some forms of documentation.

You will be given log in details and formal training in both these systems when you start.



# Loop App

## Download the Loop App to access your roster

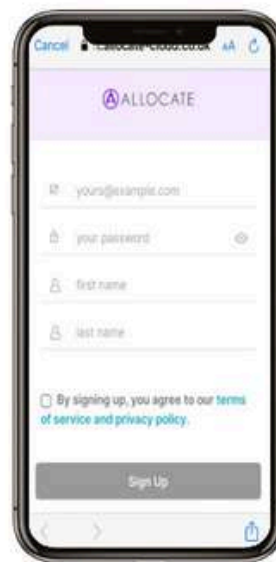
- 1 Download the **Loop app** from the appropriate smartphone store. The landing page screen will appear. Select **Sign Up** or **Sign In**.



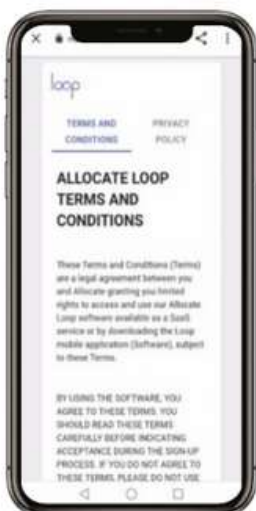
- 2 Make sure you have your **chosen email address** and **mobile number** to hand and select **Continue**.



- 3 Enter your **Email, Password, First Name, Last Name** and **Phone Number**. Tap the **terms of service and privacy policy** to view and read. Tick the box to agree. The **Sign Up** button will be greyed out until you agree.



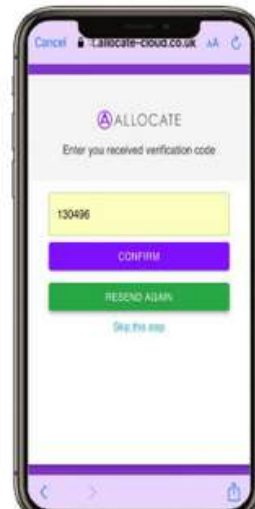
- 4 Read the **Allocate Loop Terms and Conditions**.



- 5 Once you have agreed to the **Terms and Conditions**, you have the option to add a **phone number** for another **Sign In** option. Enter your phone number and press **Continue** or press **Skip This Step**.



- 6 If entered correctly, you will get a notification with a verification code. Enter the code and press **Confirm**, or **Resend Again** if the code has not been delivered.



# Loop App

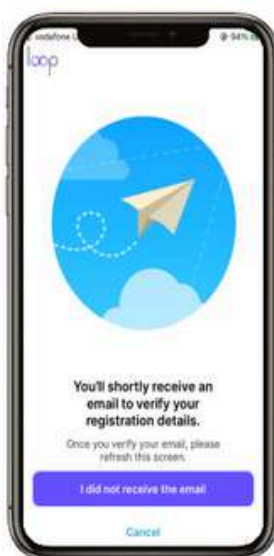
7

Once you have agreed to the terms, and (optionally) added a phone number, select to **Sign Up**



8

**Check your email/Text message.** Click the **link** in the email/text message to **verify your account**. If you haven't received the email, select the **I did not receive the email** link at the bottom of the screen.



9

If you have followed all of the instructions and still not received the email, select **Resend Email** or if it has come through, select **Go Back**



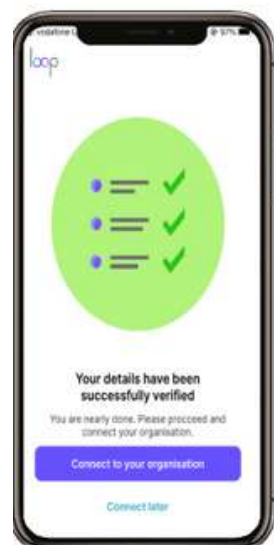
10

If the **verification link** has expired, then you will get the following message. Select **Resend Email**



11

Once the email is verified, select **Connect to your organisation**



12

Type the name of your **organisation** in the **search** field and then select it.



# Loop App

13

Enter your **User name** and **Password**  
for **EmployeeOnLine (EOL)**  
Select **Connect** or **Cancel**

14

You are now connected to your  
organisation. Select **Next**

