

# Learning Environment



**Maternity Triage and  
Assessment Suite**

# 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>



### **E-roster for Nursing and Midwifery Learners**

It is your responsibility to ensure that you access your Healthroster account on a regular basis, to make a note of your rota.

Please note the following;

- You will need to make any specific requests of change to your rota to your placement area, in line with our Trust Healthroster deadlines.
- You will need to make a request to your placement area for study leave to be added to your Healthroster, should study leave be required.

## **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.
- Access your Healthroster to ensure you have your off duty and should you have any queries regarding your rota, please direct them to your Ward Manager or Learning Environment Manager.
- 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!*

We would like to welcome you to your learning environment and give you some information prior to starting here with us in the Maternity Assessment Suite.

### **Orientation to the area**

Maternity Assessment Suite (MAS) is situated within the Sharoe Green Unit (Ground floor) at Royal Preston Hospital and is located near to the ultrasound department. MAS is responsible for triaging women from 16/40 gestation up until 4 weeks postnatal, with pregnancy related urgent concerns. We see around 800 women per month in triage and see a variety of different women with medical and obstetric complications. Women are able to self-refer to the triage service via telephone, and we also accept referrals from community midwives, antenatal clinic, GPs, ED and urgent care. The department consists of 2 clinical triage rooms, and 5 bed spaces all equipped with CTG monitors and appropriate equipment for triage. We have a waiting area for women and a water machine for both patients and staff, along with a staff kitchen.

In addition to the triage element of MAS, we also run a scheduled appointment service for those requiring additional monitoring. This includes BP profiles, additional fetal heart rate monitoring, iron infusions and various other appointment types. We see on average around 150 -200 women a month in addition to the unplanned service we run, so often each month we are seeing up to 1000 women. The area is a very fast paced and acute environment, staffed by core midwives who work closely with the wider MDT to provide safe and effective care to women and families. It is a great place to learn and there will be opportunity to gain experience in a variety of different elements of maternity care.

During the night time hours, we relocate the service from the ground floor and run MAS from the Maternity A ward, this is because only 1 midwife staffs the service at night and so cannot work alone on the ground floor. When you attend for your shift, report to maternity ward A where the MAS staff will be located prior to moving down to the ground floor following handover.

### **What to bring on your first day**

- Uniform
- ID badge
- Fob watch (useful to have)
- Lunch; we have a fridge in our staff kitchen you can use, please ensure a sticker with your name and date is placed on any items stored in the fridge otherwise its at risk of being disposed of. We have a canteen and shops in the unit should you wish to buy your lunch on the day.
- Drinks bottle – its very important to keep hydrated on shift, we have a water machine in the unit for both staff and patient use. There is also hot drinks facilities and milk you may use in the staff kitchen.
- Note pad and pen – you may find it useful to keep note of any important information/guidance to aid your learning journey throughout your time on placement.

### **Changing/Catering facilities**

We have a small number of lockers where you can store your personal items, but due to lack of space this is limited so please do not bring large bags! We have a

microwave you are welcome to use, a geyser to make hot drinks and cutlery available which should be washed after use.

### **Sickness policy**

If you are unable to attend your shift due to sickness or for any other reason, its important you make us aware of this. You can do this by contacting the midwife on duty in MAS on 01772 524976 and university before your shift is due to commence. If you are absent without reason this will be noted and reported to the university.

### **Hours of work**

You will be notified of your shifts prior to starting placement and these are the shifts you may be rostered to work:

**Early** = 07.30 – 15.30 (30 minute break)

**Late** = 12.30 – 20.30 (30 minute break)

**Long Day** = 07.30 – 20.30 (2x 30 minute breaks)

**Night** = 20.00 – 08.30 (2x 30 minute breaks)

Due to the nature of MAS, it is anticipated that you will only workday shifts and not night shifts in the area. The learning experience is much better during the daytime so we will try to ensure that you are not rostered on night shifts where possible.

### **Learning opportunities available**

MDT working	Scan reviews
AN checks	Reduced fetal movement checklists
Abdominal Palpation	IT skills (including use of badgernet)
Venepuncture	Safeguarding
CTG monitoring	Communication Skills
Fetal Heart Auscultation	Use of interpreter services
Vaginal Examination	Risk Management
Medicines management	Medical Device training
Observations	Infection Control
BP profile / PET screens	History taking
Obstetric cholestasis screens	Familiarisation with BSOTS triage system
Obstetric emergencies (shoulder dystocia, PPH, breech birth, cord prolapse, neonatal resuscitation)	Referral to other specialities
Daily equipment checks	Involvement in audits
Telephone triage exposure	<u>SBAR handovers</u>

### **Team structure**

An expected shift on MAS would consist of 2 midwives and 1 maternity support worker on a long shift, and 1 midwife on a twilight shift which is 1030-2230. We take part in a daily huddle at 09.15, which includes a member of staff within each area of maternity, to have an overview of staffing/activity within the service.

### Contact telephone numbers

**Maternity Assessment Suite**

01772 524976 / 01772 524495

### Sources of help and advice

Should you encounter any problems during your time on placement you can access support from:

- Your mentor
- Triage lead midwife
- Student Clinical Link Midwife
- Any member of staff you have confidence in
- Human Resources
- Occupational Health
- Pastoral Care
- Information available on the intranet for Staff Support

### Expectations/Professional Values

Please familiarise yourself with the trusts uniform policy and infection control – these can be found on the intranet under ‘policies and guidelines’. <https://legacy-intranet.lthtr.nhs.uk/search?term=uniform+policy> We remind you that:

- Hand hygiene is essential
- Only simple studs should be worn if you wish to wear earrings
- No wrist watches/bracelets or necklaces to be worn
- No false nails/nail varnish
- Remember ‘*bare below the elbow*’ - when entering a clinical space you should be bare below the elbow and jackets should not be worn unless outside of a clinical area and adheres to trust policy.

Regular audits are conducted within all departments to ensure professional standards are met and monitored. Whilst on clinical placement please remember your responsibilities in accordance with the NMC guidance on professional conduct for nursing and midwifery students. We look forward to welcoming you to our Maternity Assessment Suite and sharing our knowledge to the future workforce of maternity. Please feel free to ask lots of questions and we hope you enjoy your time working with us!

## 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



## 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 your 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/>

## Collaborative Learning in Practice (CLiP™)

CLiP™ is an innovative clinical education model designed to enhance the learning experience of healthcare learners by fostering a collaborative and supportive environment. Originating in Amsterdam and introduced to the UK by Charlene Lobo, Senior Lecturer at the University of East Anglia, CLiP™ has been successfully implemented in various NHS trusts, including Royal Preston Hospital and Chorley & South Ribble Hospital.

### ➤ How CLiP™ Works in a Learning Environment

Learners are assigned to a practice environment and divided into smaller groups. These groups consist of learners from various year levels, promoting peer learning and support.

Each group is supervised by a coach rather than a traditional mentor. The coach is responsible for guiding the learners in delivering holistic patient care, covering essential skills, documentation, ward rounds, and shift handovers. Our coaches;

- Provide guidance and ensure that learners meet their learning objectives.
- Help bridge the gap between theoretical knowledge and practical application. Offer continuous feedback and support to enhance the overall learning experience.

Learners will be encouraged to engage in a comprehensive range of patient care activities, which include performing essential clinical skills, maintaining accurate documentation, participating in ward rounds and conducting handovers. Additionally, learners will have the opportunity to follow their patient's journey through specialist units, by attending surgeries and also partaking in specialised treatments, therefore gaining a broader practical experience.

An overarching Practice Assessor supports the coach in order to promote the quality of the learning experience. The Practice Assessor is responsible for overseeing the learners practice assessment documentation and providing necessary support to both the coach and learners.

### ➤ Benefits of Collaborative Learning in Practice (CLiP™)

The collaborative environment helps address the challenges of traditional mentoring, such as workload balance and teaching time. This model aims to alleviate stress for both learners and Practice Assessors whilst promoting a supportive and effective learning experience.

By involving Practice Supervisors and Educators, CLiP™ ensures comprehensive support and continuous feedback, leading to richer learning experiences and better-prepared healthcare professionals.

The structured support system and hands-on learning opportunities help mitigate issues related to perceived lack of support, reducing learner dropout rates compared to traditional mentoring models. (not sure I would include this paragraph as it sounds a bit negative and I don't think the learner needs to read this)

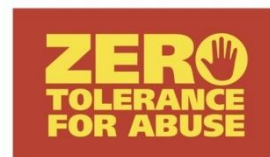
LTHTr are dedicated to implementing innovative educational methods, such as CLiP™, to ensure our learners receive high-quality clinical education and are well-prepared to deliver exceptional patient care.

## 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](#) taking a look at [Creating a Positive Culture](#). 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](#).



[Statement](#), or by [Intranet](#) pages.

## 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.

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.