

Learning Environment



Neuro High Care

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

We would like to welcome you to your learning environment – Neurosurgical High Care Unit.

Hours of Work

Our shift patterns are 12 hours and are 7:00am-7:30pm on a day shift, and 7pm-7:30am on a night shift.

Contact Telephone Numbers

NHCU telephone number: 01772 528192

Orientation to Ward

Orientation to the ward will be carried out by either the nurse in charge on shift, or your Practice Assessor. This will be completed on your first shift and subsequent initial meeting will be completed on this day.

Sickness Policy

Our sickness policy involves ringing the ward telephone number (01772 528192) and speaking with the nurse in charge on that shift. You must also contact your university to inform them of your absence as per placement guidelines and email learner.absences@lthtr.nhs.uk

What to bring on your first day

A pen, a notebook, and your diary to jot down your roster. We'll provide you with a pen-torch (an essential for neurosurgical nursing). Please bring a water bottle to keep hydrated and most importantly something to eat.

Changing Facilities

We have limited changing facilities in our area, therefore arriving to the hospital in your uniform is acceptable if it is covered with an appropriate coat. Otherwise, changing facilities can be found in other areas within the hospital.

Please note it is best practice to change out of your clinical uniform prior to travelling home due to infection control prevention. Considering this, it is understandable that due to limited changing facilities this is not always possible – but please try and adhere to this when able.

Catering Facilities

We have two main spaces for breaks, a kitchen and break room located between Ward 2A and 2B, or the conservatory located next to Ward 2B kitchen. Both kitchens have fridges, a kettle and microwave facilities for you to utilise as you wish.

There are two cafeterias, one at the main entrance with a costa coffee and Charter's Café located on the ground floor of the main hospital. Please seek further information related to their opening times – found on the trust intranet.

We also have a Marks & Spencer concession located at the main entrance, as well as a variety of food shops off-site next to Booth's supermarket.

Team Structure

Our team is made up of fantastic nursing and healthcare staff, including ward sisters and our ward manager. Extended team members within our MDT include;

- Neurosurgical Specialist Nurses (neurovascular, neuro-oncology and nurse practitioners)
- Neurosurgical Doctors (senior house officer, registrar, consultant)
- Neuroradiology team
- Specialist therapy teams – Physiotherapists and Occupational Therapists, Speech and Language Therapists
- Dietician
- Critical Care Outreach
- Theatre and Recovery Staff

Learners/trainees can attend SPOKE placements shadowing and working alongside some of our MDT colleagues, this can be organised and arranged with your Practice Assessor once you commence your placement.

Learning Opportunities

NHCU is fast paced and busy unit, where we care for acutely unwell, demanding patients. As a learner/trainee you will get the opportunity to learn about a multitude of neurosurgical conditions, diseases and injuries as well as the procedures used to treat these and best practices when nursing patients affected.

With the support and guidance of your mentor, below is a list of some learning opportunities you will gain exposure to;

- Prepare patients for theatre
- Receive them from recovery to provide post-operative care
- Provide wound care, including wound dressings, removal of sutures and clips
- Experience caring for level 2 patients, including those with tracheostomies, EVDs, lumbar drains, arterial lines and ICP monitoring
- Record neurosurgical observations, including vital signs, GCS, pupillary reaction and limb assessment
- Expand knowledge and skills related to the escalation of an acutely unwell patient, including A-E assessments, emergency procedures, seizure management and airway management
- Collaborate with our physiotherapy and occupational therapy colleagues
- Experience caring for patients with tracheostomies, including tracheostomy care and management
- Experience caring for patients with nasogastric or PEG tubes, developing knowledge related to insertion of nasogastric (NG) tubes,

administration of enteral feeding or medications via an NG or PEG tube, collaborating with our dietician and nutritional nurse colleagues

- Gain a better understanding of the Mental Capacity Act (2005) and the importance Deprivation of Liberties (DOLs) and safeguarding in neurosurgery

Commonly used Medicines

- Nimodipine
- Dexamethasone
- Levetiracetam
- Paracetamol
- Dihydrocodeine
- Glycopyrronium
- Hyoscine Patch
- Oramorph
- Ondansetron
- Cyclizine
- Meropenem
- Vancomycin
- Amlodipine

Expectations and Professional Values

As healthcare professionals we expect our learners/trainees to act within their appropriate limitations and professional boundaries. This by following the trust values and policies, the Nursing & Midwifery Council code of conduct (NMC, 2015) and additional legislation such as General Data Protection Regulation (GDPR, 2018) and information governance.

In line with our trust values, we should always act with professionalism, integrity, compassion, empathy, understanding, candour, showing respect to all staff, patients and relatives from all groups or backgrounds.

Escalations of Concerns Policy

No matter the concern or issue, we advise you to escalate this to a member of staff you feel most comfortable. This could be your Practice Assessor, the nurse in charge of the shift, a ward sister, the ward Learning Environment Manager (LEM) or our Ward Manager. You can also escalate any concerns with your university so long it adheres to our information governance policy.

Our Practice Assessors and LEM) have regular contact with the trust Clinical Placement Support Team (STAPs), as well as further contacts with our Learner Support Team.



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 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.

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.