

Learning Environment



Operating Department Practitioners

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.

Training and Development Clinical Educator
Phone 01772 522355 Ext: 2355

The Training and Development office –

Is situated next to theatre 1 and we operate an open-door policy. Learners/trainees are encouraged to 'drop in' with any queries or problems they may have.

We also have an office in CDH based in the anaesthetic offices.

The Training and Development team is responsible for learner/trainee theatre placements, staff induction, theatre rotation, mandatory training, in-house study days and training sessions as well as facilitating staff access to external courses and promoting ongoing professional development.

In main theatres there is a learner notice board. Please familiarise yourself with this as it contains details of study sessions that you may be interested in.

If you provide your email address, we will endeavour to email you your off duty for at least 3 weeks in advance. We will ask for emergency contact details and keep a folder with you for information- any details you give us will be kept confidential.

Whilst on placement in theatres you will have access to a regular learner/trainee meeting with the Practice Educators. This is your time to discuss progress, address issues or just to meet up with the other learners/trainees and discuss your experiences.

Clinical Placement Support Team

The Clinical Placement Support Team provides advice and support to clinical placements, Practice Assessors, Practice Supervisors and all health care learners/trainees.

The Clinical Placement Support Team at Lancashire Teaching Hospital are available via:

Email – placement.support@lthtr.nhs.uk
01772 528111

Please contact them if you feel you need any assistance.

Reporting Sickness

We have a strict policy in the department regarding the reporting of sickness and absence. If you are sick or are going to be absent for **ANY** reason you must ring the Training and Development office on **01772 522355** and speak to a member of the training team. If we are not in the office, you may leave us a message on our voice mail. You must ring after 8 am on the **first day** of absence and inform us how long you will be off and when you will return to placement. You must also contact Learner Support on learner.absences@lthtr.nhs.uk. If you are unsure how long you are going to be absent then you must ensure that you maintain contact with us and update us **daily** of your continuing absence.

If you do not turn up for placement and we have not been informed that this will be the case, then you will be marked as absent without reason and your University will be informed of this.

Chorley Hospital Lythgoe Theatres

Ring 01257 245701 after 0800 and ask to speak to the theatre coordinator.

Royal Preston Sharoe Green Unit

Ring the hospital switchboard (01772) 716565 and ask them to connect you to Ext 4872 ask to speak to the theatre coordinator

Royal Preston Hospital Day Case Unit

Ring 01772 523405 which is the theatre Clinical Manager phone number in the Sisters office.

Policies and Procedures

Trust policies and procedures can be found and accessed on the intranet. Theatre policies and procedures are the rules and guidelines set out to establish good patient care. They are reviewed and updated on a regular basis usually when new working practices are implemented or new research warrants change. These policies and procedures should be adhered to by all staff and can be used as supporting evidence within academic work.

On your first day in placement, you will be oriented to the department and be given an induction into the Health and Safety and Fire procedures within Theatres.

Reporting Accidents and Occurrences

Any accident or occurrence affecting a member of staff, a patient, a relative or any visitor to the department must be recorded and documented via the Datix online incident reporting system. Always report any incident to the senior nurse in charge of the department and they will guide you through the incident reporting process.

Uniform Policy

The uniform policy must be always adhered to.

Surgical scrubs and clogs are provided and available in the changing rooms.

Learners/trainees wear yellow hats in theatres so they can easily be identified. If there are none in the changing room, then please obtain them from the store.

Any jewellery must be kept to a minimum and is limited to studded earrings and a plain wedding band. No other jewellery should be worn. False nails are also not allowed in the department. Hair should be tied back neatly so that it can fit comfortably under your theatre hat.

If you leave the department to go outside the building for any reason i.e., to go the library, you must change into your outdoor clothing.

Break Facilities

There are two rest rooms provided for staff at RPH, 1 situated outside theatre 11 and another rest room situated opposite theatre 2.

There are 2 kitchens which provide tea and coffee making facilities.

Tea, coffee and cold drinking water are provided for you free of charge.

The kitchens contain microwaves, a toaster and a fridge to store food in from home. If you bring your own lunch, please ensure it is labelled with your name and date prior to placing it in the fridge.

Who's Who?

Co-Ordinator

They are responsible for coordinating the service, making optimal use of operating sessions. They will identify potential bottlenecks and facilitate smooth patient flow

through the department and communicate all relevant information to the multidisciplinary teams.

Clinical Manager (Band 7)

All specialities have a clinical manager who is responsible for ensuring that their team are adequately supported, resourced and organised. They are responsible for ensuring the safe practice of their specialities through the monitoring and maintenance of standards. (This is more of a non-clinical role)

Team Leader (Band 6) - Sister/ Charge nurse/ senior ODP/ SODP/ Scrub sister/ anaesthetic sister

They will support their line manager in the effective management of the team along with keeping a clinical role. The team leaders are responsible for staff rotas, carrying out staff appraisals and staff development along with support junior members within the team. They lead on new initiatives within their speciality and have strong links with the consultants in providing and resourcing the equipment that they require.

Scrub Practitioner (Band 5) – Scrub nurse/ scrub ODP

Works in a team to co-ordinate the theatre list, maintain communication within the team and ensure equipment is available for the procedures. They are responsible for maintaining a sterile field and managing the instruments, swabs and sharps during a procedure. A scrub practitioner ensures safe practice is delivered and that standards are met.

Anaesthetic practitioner (Band 5) – Anaesthetic ODP/ anaesthetic nurse

They are responsible for setting up the anaesthetic room and ensuring the safety checks have been done on the ventilation equipment. They work alongside the anaesthetist to deliver a high standard of care whilst the patient undergoes an anaesthetic. The anaesthetic practitioner will stay with the patient in theatre throughout the procedure.

Recovery Practitioner (Band 5)- Recovery nurse/ recovery ODP

They are responsible for setting up and co-ordinating the recovery area and ensuring all the safety checks are maintained on the equipment. The recovery practitioner monitors and delivers a high standard of care for patients who have undergone a procedure under anaesthetic. Once the patient is recovered to a safe level the recovery practitioner is responsible for communicating with the ward staff and transferring the patient to the relevant area.

Theatre Assistant Practitioner (Band 4)- A.P, T.A.P

Their role is similar to a band 5 scrub practitioner but they cannot do swab sharp or instrument counts or procedures without the support of a registered practitioner. Also

the procedures they can scrub for are more limited to those of a registered band 5 practitioner.

Theatre Support Worker (Band 3/ band 2)- TSW

The theatre support worker delivers support to the whole team. They will assist the team in setting theatre/ recovery area up and test the equipment before the operating list commences. They will collect all the equipment needed for the day and make sure the areas are stocked up. They will collect and transfer the patient from the ward to the theatre/ theatre waiting area. It is the responsibility of the theatre support worker to support the scrub practitioner during procedures and complete documentation when needed.

Theatres – Learners/Trainees checklist

TASK	Has observed/discussed	Has demonstrated	Independent.
Completed Theatre Etiquette blended learning package Date:			
<u>Theatre operating lights</u> <ul style="list-style-type: none"> • Knows how to turn theatre lights on/off. • Knows how to adjust the brightness. • Knows what to do if lights are not working correctly. 			
<u>Theatre Ventilation</u> <ul style="list-style-type: none"> • Knows how to check the theatre ventilation • Knows what to do if it is not working or if it fails. 			
<u>Theatre Temperature</u> <ul style="list-style-type: none"> • Can check the temperature of the theatre • Knows how to adjust the temperature • Knows what to do if theatre too hot / too cold 			

<p><u>Alarm system</u></p> <ul style="list-style-type: none"> • Where is the fire alarm and how would you activate it? • Can identify the different types of fire alarms • Can identify the procedure in the event of a fire alarm sounding • Can discuss how to evacuate theatres in the event of a fire • Can locate and discuss different types of fire extinguisher • Can identify the theatre emergency alarm system and how to activate it 			
<p><u>Equipment storage</u></p> <ul style="list-style-type: none"> • Can locate and access the equipment storage areas • Can identify how to safely store own specialities equipment. 			
<p><u>Theatre Doors</u></p> <ul style="list-style-type: none"> • Do they open and close easily? • Do they close properly? • Can describe why theatre doors closing properly is important 			
<p><u>Air flow</u></p> <ul style="list-style-type: none"> • What is laminar flow? • What is ultra clean? 			
<p><u>Overhead gas pipeline/ Vacuum supply (Boom)</u></p> <ul style="list-style-type: none"> • Can safely connect and disconnect 			

<p>equipment from the boom.</p> <ul style="list-style-type: none"> • Able to perform a 'tug test'. 			
<p><u>Plug sockets</u></p> <ul style="list-style-type: none"> • Are they safe and intact? • Able to discuss the importance UPS/ IPS marked plugs for medical equipment. • Can discuss the importance of keeping the noise level to a minimum while surgery is in progress. 			
<p><u>Waste management</u> Can discuss and demonstrate the correct use and disposal of,</p> <ul style="list-style-type: none"> • Clear bags • Yellow bags • Green/white bags • Red alginate bags • Used suction canister • Empty IV bags, vials and bottle containing non-hazardous medicinal products 			
<p><u>Personal Protective equipment</u> Can locate and discuss the importance of</p> <ul style="list-style-type: none"> • Surgical face mask • Laser face mask • FFP 3 Mask • Eye protection • Lead aprons/ thyroid protection • Theatre specific Footwear 			

<p><u>Hand washing</u></p> <ul style="list-style-type: none"> • Can discuss the difference between social and surgical handwashing (commensurate with role). • Can identify the WHO 5 moments of hand hygiene 			
<p><u>Sharps safety</u></p> <ul style="list-style-type: none"> • Able to discuss the procedure undertaken in the event of a needle stick injury 			
<p><u>Electrosurgery</u></p> <ul style="list-style-type: none"> • Can describe the main risks associated with the use diathermy and how these can be reduced. • Can describe the differences between monopolar and bipolar. 			
<p><u>Patient positioning</u> Can identify and describe the following patient positions;</p> <ul style="list-style-type: none"> • Supine • Prone • Lithotomy/Lloyd Davies • Trendelenburg • Reverse Trendelenburg 			
<p>Able to demonstrate/discuss measures used to prevent pressure ulcer development in patients positioned within your specialty.</p> <p>Able to discuss the special considerations required when positioning patients with:</p> <ul style="list-style-type: none"> • IV cannulas 			

<ul style="list-style-type: none"> • Urinary Catheters • Drains <p>Able to discuss the aids used to secure and protect patients limbs during surgery</p>			
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<p>Able to name and discuss the importance of the 5 steps to safer surgery</p> <ul style="list-style-type: none"> • Team brief • WHO surgical site check list • Time out • Sign out • Debrief 			
<p>Can discuss risks and contra-indications of different types of skin prep</p> <p><u>Aqueous</u></p> <ul style="list-style-type: none"> • Chlorohexadine gluconate • Iodinated Povidone <p><u>Alcoholic</u></p> <ul style="list-style-type: none"> • Chlorohexadine gluconate • Iodinated Povidone 			
<ul style="list-style-type: none"> • Can describe how to move around theatre during surgery to preserve the sterile field. 			
<ul style="list-style-type: none"> • How do you know if a set is sterile? • How long after processing is a set sterile for? 			

<ul style="list-style-type: none"> • Can locate and has read Principles of checking surgical implants. 			
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Date:			
<ul style="list-style-type: none"> • Can open sets and other sterile equipment aseptically 			
<ul style="list-style-type: none"> • Can discuss the importance of checking with the scrub practitioner before pouring any fluids or opening any medication on to the sterile field. • Can discuss the importance of putting the date and time on fluids/medications when they are opened. 			
<ul style="list-style-type: none"> • Can locate and has read the specimen handling policy Date:			
<ul style="list-style-type: none"> • Is aware of the procedure if Quadramed system is down. 			

Contact Details

For the duration of your placement, we ask that learners/trainees supply us with emergency contact details.

In addition to this if you provide us with an email address. We can email your off duty to you in advance. This is not mandatory.

Please complete the following details and return to the Practice Educators on the first day of placement.

Name of Learner/Trainee:

Email Address:

Emergency Contact Name:

Name, Relationship and Emergency Number:

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

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.