

Learning Environment



Orthoptists

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.

The Team

Head of Orthoptics and Optometry

Deputy Head Orthoptist

Lead Clinical Tutor

Clinical Lead in ABI/Stroke

Clinical Lead in Low Vision

Clinical Lead in Audit and Research

Orthoptists

Optometrists

Neuro-Ophthalmologist, paediatrics and ocular motility

Neuro-Ophthalmologist and ocular motility

Paediatrics and ocular motility

Oculoplastics

Cataracts

Glaucoma

Vitreoretinal

The Department

The Orthoptic service is based at Royal Preston Hospital. In addition to providing Orthoptic clinics we also provide stroke, specific literacy difficulty and low vision support services. We work alongside Ophthalmologists to deliver paediatric, squint and neuro-ophthalmology clinics.

Clinics usually run from 08.30 until 16.40.

Please arrive at the Orthoptic department on your first day for 09.00.

The Orthoptic department is located on Broughton Suite in Outpatients

Directions:

- Take the first corridor on your left after entering the main entrance (the appointment's desk will be on your left)
- Second corridor on your right- Broughton suite
- Orthoptics is the first door on your right in Broughton suite.

Dress code

If you have a university uniform you will need to wear this for all clinics. Otherwise you are expected to dress in a smart and professional manner. It is trust policy to wear flat black shoes, no ties and to be bare below the elbow during clinics. You must also wear your student ID badge at all times as per hospital policy. Changing facilities and a locker are available.

Sickness/Absence notification

For medical advice contact NHS 111 (life threatening emergency contact 999).

Please contact the department as soon as possible if you are ill or unable to attend placement. The direct contact number for the department is: **01772 522417**

As the telephone is in a clinical area, it may go to answerphone if staff are busy with patients (please leave a message). It is your responsibility to follow the university procedure of informing them of any absence. Please also email learner.absences@lthtr.nhs.uk to inform the Learner Support Team of your absence.

Facilities

Dining room/eating facilities

The main canteen at RPH is the Charters restaurant where hot and cold food can be purchased for breakfast and lunch. There is a smaller café area in the main entrance which serves Costa Coffee and an M&S Food outlet.

There is a small area where staff can store food in a fridge with access to a kettle for hot drinks. Hot drinks are allowed in clinic but must be kept in a lidded cup. There are multiple water fountains located around the hospital.

Opposite the hospital is a Booths shop and restaurant (selling hot and cold food) which is open 7.00am until 10.00pm. There is also a Subway and Greggs. You can also catch the 23/22 Preston Bus to Asda in Fulwood.

Cash machine

RPH: Located in the main foyer, next to “the stock shop”.

CDH: Located by the WRVS café in the main entrance.

Car Parking

Unfortunately, staff car parking at RPH is often off-site at either Preston Business centre (PR2 8DY) or Grasshoppers (PR4 0AB). You can catch the 19/19A bus to and from Preston Business centre or the staff shuttle to and from Grasshoppers using your ID badge for free. Please let us know if you require a parking space before your placement so that we can send more information.

Library

You will have access to public Wi-Fi and computers in clinic through which you will be able to access university e-books. You will also be able to use Ophthalmology textbooks within the department. The trust also has an education centre and library for study.

Clinical Supervision

The level of supervision you receive will be dependent on your academic year of study. During first and second year the tutor may observe more closely, however by the end of final year you may be left to assess the patient without direct supervision. The clinic is split in to three clinical bays where the tutor can observe from a far and can hear any discussions. The tutor will always remain in the department whilst you are assessing a patient.

Clinical Portfolio

We will provide a placement portfolio on your first day which will include your timetable and will be used to store your feedback throughout placement. It is your responsibility to bring your portfolio to all clinical sessions so that your tutors can provide the best learning experience.

Some students use electronic portfolios or apps on their phones to record their experiences and reflections. We ask that these are not accessed while you are seeing/observing a patient to maintain professionalism. The trust does not allow photography or recording of a patient without their consent.

Assessment

Written formative assessment will be provided daily (at the end of the morning/afternoon session where possible) to help you monitor your learning and identify areas of improvement. Summative assessments to evaluate your learning will be completed via your mid and end of placement feedback according to the university guidelines. Any feedback will be given to you to store in your placement portfolio.

The Trust has a Clinical Placement Team who can offer additional support to AHP learners/trainees on placement. They can be contacted on placement.support@lthtr.nhs.uk or telephone number 01772 528111.

Accommodation

Hospital accommodation is located at RPH or at CDH (subject to availability). If you require accommodation please call 01772 522230 to arrange.

Royal Preston Hospital Accommodation Office: 01772 522452

RPH

The current cost of the accommodation is £461.00 per month. There is no internet access at present, however the trust has public Wi-Fi and the education centre has internet access.

The accommodation is a two bedroom flat with a shared kitchen, bathroom and toilet. The rooms have basic furniture with bedding and towels provided but you may wish to bring your own. The kitchen has a fridge/freezer, cooker, microwave, toaster, kettle, iron/ironing board and cooking utensils. There is no T.V in the lounge.

CDH

The cost is £461.00 per month. There is no internet access at present, however the trust has public Wi-Fi and the education centre has internet access.

The accommodation will be either a 3 bed or a 2 bed roomed house, with separate bedrooms but shared facilities. The houses have basic furniture, with T.V, cooker,

microwave, fridge freezer & washer. Bedding is provided but you may wish to bring your own. Basic crockery is provided in the kitchen also iron and ironing board.

Hotels

The following Hotels are located in central Preston or near RPH:

- 1) Legacy Preston International Hotel, Marsh Lane, Preston.
Tel: 0844 4119028
- 2) Premier Inn, Preston.
Tel: 0871 5278908
- 3) Holiday Inn, Preston.
Tel: 01772 567000
- 4) Whitburn House Hotel, Garstang Road, Preston.
Tel: 01772 717973
- 5) Ibis Preston North, Garstang Road, Preston.
Tel: 01772 861800

In order to gain a wider experience you may be asked to travel to any of the following sites on placement:

Induction

The Local Induction process will take place throughout the first week of your placement.

This will comprise of:

- Trust and department orientation, including housekeeping information
- Location of emergency equipment
- IT access
- Reading & acknowledgement of Mandatory Trust policies such as Health & Safety, Fire Safety, Infection Control, Information Governance, Staff Code of Conduct, Social Networking and Dress Code policies.
- Adult Basic Life Support training if applicable
- Trust Moving & Handling Training if applicable
- COVID-related policies & procedure
- Orientation
- Professional voice: - freedom to speak up, datix, chain of command, open door policy
- An awareness of our Educational Governance Team- evaluation and importance of feedback
- Inter-professional Learning Sessions
- Practice Assessment Record and Evaluation (PARE) training, if applicable
- Collaborative Learning in Practice (CLiP™), if applicable
- How the role of Practice Development Facilitator can support you, where applicable



What to bring on your first day

- Uniform: All other items in the dress code policy must be adhered to <https://legacy-intranet.lthtr.nhs.uk/search?term=uniform+policy>
- A smallish bag which would fit into a small locker.
- You may wish to bring a packed lunch and a drink on your first day.

Inter-professional Learning Sessions and eLearning Resources

At our Trust, our Education Team facilitates a yearly programme of Inter-professional Learning (IPL) sessions. This programme consists of various teaching sessions, delivered by our Specialist Teams, to support and enhance our learners and trainees' learning experience with us.

Inter-professional learning is an important part of your development and allows you to build professional relationships and communication skills with the wider multi-disciplinary teams. Our IPL sessions are valuable in supporting you to stretch your knowledge and experiences to enhance your clinical practice. They also help bridge the gap between theory and practice, allowing you to hold a deeper understanding of the topics discussed. Our sessions are open for all learners and trainees on placement at our Trust to attend and these learning opportunities are an extension to your learning environment; therefore, these hours need to be recorded on your timesheets. We encourage our staff to facilitate enabling a learner/trainee to attend these sessions.

Please note: You must inform your learning environment prior to attending a session. These IPL sessions need to be discussed in a timely manner with your learning environment.

You are required to complete a reflection on each of your IPL sessions, as well as documenting on your HEI documentation what you have learnt and how this relates to your current placement.

You can book onto our IPL Sessions by accessing this link <https://elearning.lthtr.nhs.uk/login/index.php> and searching for 'IPL'.

You can access our policies and procedures via our Intranet page, which will help expand and stretch your knowledge.

Support with evidencing your learning outcomes or proficiencies

We encourage you to use the Trust learning logs to collate and evidence your skills, knowledge and abilities achieved. You can then present your completed learning logs to your Practice Assessor/Educator during your assessment meetings. Any staff member who is involved in coaching you can complete your learning log feedback.

You can request time during your placement hours to complete these and request feedback prior to the shift ending. To obtain a copy of our learning logs, please visit our Health Academy Webpage on the link below, where you will see a copy of our CLiP™ Learning Log available for you to download, on the right hand side - <https://healthacademy.lancsteachinghospitals.nhs.uk/support/clinical-placement-support/collaborative-learning-in-practice-clip/>

Creating a positive Organisation Culture

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.