The Health Academy

NHS
Lancashire Teaching Hospitals
NHS Foundation Trust

Learning Environment

Rawcliffe Day Case

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.

The Rawcliffe Day Case Unit is an area with the capacity to hold 36+ patients at one time, as many as 50+ in rotation within one day, using a range of chairs and patient trolleys available dependent on whether the patient will be undergoing a General Anaesthetic, Local Anaesthetic, Spinal etc.

Our role on the Day Case Unit is to safely admit our patients through a green stream, when they arrive at the arranged times during the day. It is then our duty to commence the patient's journey through observations, assessments, operation checklists and consent etc, allowing them to become prepared for their planned procedure and subsequent discharge. It is important to stablish on admission if the patient has transport home post procedure and if any support is required. This allows early intervention and action.

Once we receive the patient back from their procedure, we follow the post-operative observation guidelines until the patient is fully recovered.

We can then proceed to complete the necessary discharge paperwork, looking into whether the patient will require referrals to specialists' areas and/or wound management services, and finally ensuring that the patient is able to be safely discharged closely co-ordinating with the hospital transport if the patient is unable to travel home via family members/friends

Should the patient not be fit for discharge and require further care post operatively, the nurse in charge would follow the Standards Operating Procedure (SOP) to admit the patient to an identified In-Patient area (Sellers ward/Leyland ward) and we will work closely with these areas in ensuring the patients safety is maintained throughout.

Sickness policy
If you are off for any reason, it must be reported to the band 7 or band 6 in charge. You must call on the first day of your absence and continue to keep the ward updated of your absence. Furthermore, you must ring and confirm the date of return; even if you are on days off, the ward will need to be aware of the date you plan to resume. You must also make your university aware to ensure hours are not missed/ need to be made up and also email learner.absences@lthtr.nhs.uk

What to bring on your first day
On your first day we try to make it possible that you work with your Practice Assessor/Supervisor. It is expected that you work collaboratively with your Practice Assessor/Supervisor to ensure your initial meeting and induction is completed in

your first week and at this time any duty arrangements can be discussed and plans for mid-point and end point meeting arranged.

Please bring your ID badge, your own food to placement and ensure you name and date your food when you use the fridge. Alternatively, there are shops within the hospital which are open until 4pm if you wanted to utilise those.

Please bring a few pens with you and you may bring small notepad for you to make notes throughout your day if you wish to.

There are lockers available for use in the staff changing room so you may also want to bring a refundable pound coin to utilise these.

It is recommended that you regularly check the trust dress code policy. You may come to work in your own clothes as per the trust policy, but it is advised that you please get changed on site using the facilities provided at the end of the shift, into your own clothes.

Team structure, including wider MDT

Rawcliffe Day Case Unit is a 'Nurse led' unit which means the unit is run solely by the ward manager with the support of ward sisters, staff nurses, nurse practitioners and health care assistants. However, the unit is visited daily to prepare patients for surgery by surgeons, consultants, anaesthetists, junior doctors, medical doctors, occupational therapists, physiotherapists and specialist nurses.

Hours of work
- Monday – Saturday; 07:30 – 20:00 / 08:30 – 21:00 (12-hour shifts)

   Breaks; 1x 30-minute breaks

Contact telephone numbers

Rawcliffe Day Case – 01257 24 5100 / 5733 / 5732

Learning opportunities available

You will have the opportunity to explore many specialities of spoke placement during your placement and these can be looked and accompany your sign off proficiencies.

Types of spoke placements linked to Rawcliffe Day Case Unit:

- Longton unit – urology day case
- Theatres
- Pre-op
- Leyland ward (elective orthopaedics)
- SECU – higher level of care than ward based but not requiring ICU bed. Currently taking spinal and hip patients
- Ortho physio
- Sellers Ward (inpatient elective surgery)

- Breast physio
- Breast care unit
- Cardioversions

List of commonly used medications
- Dihydrocodeine
- Paracetamol
- Ibuprofen
- Codeine phosphate
- Morphine (IV/oral)
- Oxycodone hydrochloride (oral)
- Ondansetron (IV/oral)
- Cyclizine (IV/oral)
- Phosphate enemas
- Botox

Transferable skills
- Admissions
- Discharges
- A to E assessment/ SBAR
- Recovering patients post op
- Preparing patients pre-op
- Wound care
- ECG's

Expectations, linked with professional values
- Communication
- Being open and honest
- Punctual
- non-judgemental, respectful and courteous always when interacting with patients/service users/carers and all colleagues.
- Advocate for patients and maintain privacy and dignity, seeks consent prior to care and advocates on their behalf.
- demonstrates openness (candour), trustworthiness and integrity.
- recognise and work within the limitations of own knowledge, skills and professional boundaries and understand that they are responsible for their own actions.

Escalation of concerns process
- In a non-emergency you would escalate to the nurse you are working with and/or the nurse in charge.
- In the event of an emergency, you would follow emergency protocol as per trust guidance in your basic life support training.

Following the above, you would dial 2222 and state your emergency (e.g cardiac arrest) to the operator including the area that you are in and if additional people who are required (e.g anaesthetist)

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.