

Learning Environment



Rosemere

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.

We offer a range of specialist services to every patient with excellent care and compassion in Lancashire and south Cumbria.

Our aim is to work in partnership with patients to offer the best care with maximum support to cancer patients and their families, and to lead research programmes to develop new treatments that will improve patient outcomes.

The Preston Chemotherapy Unit operates from 8am-7pm Monday-Friday (Except on bank holidays when the unit is closed), it is staffed by the Ward Managers, Ward Sisters, Chemotherapy Support Nurses, Staff Nurses and Assistant Practitioners. There is a Hot Clinic based on the RPH Chemotherapy unit and is run by the Acute Oncology team. Other key personnel include our Ward Clerk, Housekeeper, Pharmacists, Doctors, Senior Specialist Nurses, Radiotherapists and Domestic staff.

The Chorley Chemotherapy Unit is based on Winstanley Ward at CDH and operates 8am-5pm Wednesday-Friday (excluding bank holidays). Learners will have an opportunity to work across both sites.

The unit is formed in a circular shape and is made up of – treatment chairs, -- side rooms (used for hot clinic, oral clinic, PICC line insertion, and all other cancer clinics), 1 clean utility, 1 sluice, 3 patient bathrooms, 1 store cupboard, 1 linen cupboard, 1 kitchen, 1 staff room/staff changing room, 1 staff bathroom and a front desk. Catering facilities include a microwave, fridge, tea, coffee and any food brought in by patients for staff.

Essential information for your placement-

Type of placement- clinical, day case, outpatients.

Address-

Chemotherapy Day Unit
Rosemere 1st Floor,
Royal Preston Hospital
Sharoe Green Lane
Fulwood
Preston
PR2 9HT

PLEASE MAKE NOTE OF THE FOLLOWING NUMBERS-
CARDIAC ARREST/FIRE/EMERGENCY- Ext 2222
SWITCHBOARD- Ext 0
BLEEP- Ext 66

Phone number- 01772 522056

Clinical Placement Facilitators – 01772 52(8111) placement.support@lthtr.nhs.uk

Details of types of patients being treated- Oncology and Haematology patients undergoing chemotherapy and immunotherapy treatment. Treatment may be for palliative or curative disease.

Type of experience / learning opportunities which may be gained from this placement- This placement allows you to follow a patient's journey from discussion around treatment following diagnosis to the patient having their chemotherapy treatment.

Off Duty-

You will be assigned a Practice Assessor and a Practice Supervisor whilst on this placement and we prefer for you to follow their shift patterns where possible. If you have any issues with the off duty, please discuss with your Practice Assessor or the Ward Manager.

Shift patterns-

Early- 8am-4pm

Late- 11am-7pm or 10am-6pm (Fridays)

Long day- 8am- 7pm

Uniform policy-

- If it is necessary to travel to work or home in uniform, healthcare staff must ensure that the uniform is completely covered regardless of weather conditions.
- Uniforms must be clean and well presented (e.g. no large or noticeable stains, creases, holes or tares)
- You must adhere to bare below to elbow in all clinical settings, with the exception of a singular wedding band which must be plain and smooth.
- False, acrylic, gel or any other artificial nails are not permitted.
- Hair must be clean, tidy and tied back at all times. Facial hair must be well groomed.
- Piercings are permitted but they must be small simple studs, with only 1 facial piercing allowed.
- Make up should be discreet
- As directed in the Trust No Smoking Policy, smoking in uniform or wearing an ID badge is not permitted on or off Trust premises.
- Trust ID badges must be worn.

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.

Sickness or absence arrangements-

- If you are sick or unable to make it to a shift you must ring the unit and speak to a member of staff to inform them how long you will not be in for.
- In addition to calling the unit you must also let the university know and email learner.absences@lthtr.nhs.uk
- If you are unable to inform the unit that you will not be in before or at the start of your shift you must contact them the same day or as soon as possible before your next shift. Failure to do so will be reported to the university and recorded on PARE.

WE PROMISE YOU

- Allocate a Practice Assessor and a Practice Supervisor for you to work alongside.
- You will receive an induction into your work to ensure you are familiar with the environment and are able to practice safely.
- You will discuss your learning needs and outcomes at the beginning of the placement to identify how goals will be met.
- Your Practice Assessor will assess your performance against your course learning outcomes and provide feedback to help you develop your skills.
- You will receive supervision during your clinical placement.
- We will complete PARE documents and meetings in a timely matter.
- We will provide a safe and healthy learning environment.
- Facilitate SPOKE placements as a chance to work with all members in the multidisciplinary team.
- Support and encourage your learning throughout placement.
- You will be a valued member of the team.
- We will support your individual needs, respect and listen to you.
- We will listen to your feedback about placement and respond to any issues.

SPOKE opportunities-

(Please notify your Practice Assessor when you book spokes so they can be added to the off duty)

Radiotherapy- *Radiotherapy* uses high-energy rays called radiation to treat cancer. It destroys cancer cells in the area where the *radiotherapy* is given. You can spend a day with radiographers observing radiotherapy.

Contact: Ext 2900

Acute oncology- Spend the day with the Acute Oncology Team as they complete ward rounds to see oncology patients that have been admitted to hospital.

Contact: Ext 4432

Oncology Helpline- Shadow the chemotherapy support team nurses on the 24-hour helpline. This deals with patients on treatment who are unwell and are seeking advice.

Contact: Chemotherapy Support Team on the unit

Pre-assessment- Work alongside the chemotherapy support nurses as they meet newly diagnosed patients for the first time and carry out Holistic Needs Assessments and give information about treatment.

Contact: Chemotherapy Support Team on the unit.

Clinics- You will be able to sit in on patient consultations with their oncology consultants and clinical nurse specialists.

Contact: Speak to Clinics Co-ordinator on ground-floor Rosemere Centre

Ribblesdale ward- Gain ward experience in the field of Oncology on Ribblesdale ward, nursing patients with complications of their disease or treatment.

Contact: Ext 3223

Hot clinic- Spend a day in the Acute Oncology Hot Clinic and work with an Advanced Nurse Practitioner assessing patients in ambulatory setting who are unwell as a result of their anti-cancer treatments.

Contact: Ext 4432

PICC line insertion- Watch the chemotherapy support nurses insert peripherally inserted central catheters (PICCs) for patients undergoing treatment who require a central line.

Contact: Chemotherapy Support Team on the unit.

Transferrable skills-

- Measurement and recording of systemic and neurological observations
- Use of Early Warning Score.
- Management of acutely ill adult patients
- Management and administration of IV fluids, chemotherapy and immunotherapy treatment.
- Drug administration (by oral, inhalation, rectal, subcutaneous, intra-muscular and intra-venous routes).
- Aseptic non-touch technique including care of central and IV lines/sites
- Blood glucose monitoring
- Holistic assessment of patients

Specialist skills-

- Management of infusion devices (volumetric pumps, syringe drivers)
- Observation of radiotherapy and administration of chemotherapy
- Care and management of central lines (including tunnelled lines, PICC lines and implantable ports)
- Management of symptoms of cancer
- Management of side-effects of cancer treatment

What is cancer?

The organs and tissues of the body are made up millions of cells. Cancer is a disease of these cells. Although cells in each part of the body may look and work differently, most repair and reproduce themselves in the same way. Normally, cells divide in an orderly and controlled way. But if for some reason the process gets out of control, the cells carry on dividing and develop into a lump called a solid tumour, or as ineffective blood cells that over proliferate and take the place of the effective blood cells, for example in leukaemia. Tumours are either benign (non-cancerous) or malignant (cancerous).

In a benign tumour, the cells do not spread to other parts of the body and so are not cancerous. However, they may carry on growing at the original site, and may cause a problem by pressing on surrounding organs.

In a malignant tumour, the cancer cells have the ability to spread beyond the original area of the body. If the tumour is left untreated, it may spread into surrounding tissue; this is called **metastasis**. It is easier for tumours situated near major blood and lymphatic systems to metastasise e.g. breast cancers can metastasise to the lungs, brain and bone. Another feature of cancers which helps them to grow and spread is their ability to trigger the growth of capillaries to develop their own blood supply; this is called **angiogenesis**.

Cancer is not one disease, you have probably heard of several different types. Broadly speaking can be divided into 2 main types:

Haematological and Solid tumours

The actual name of the cancer depends upon the type of tissue it is derived from

For example:

Tissue	Cancer
Plasma cells of the bone marrow	myeloma
Bone marrow	leukemia
Supportive/connective tissue	sarcoma

Epithelial tissue	carcinoma
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Glands, nodes/lymphatic system	lymphoma
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Anti-cancer treatments

Chemotherapy is the use of anti-cancer (cytotoxic) drugs to destroy cancer cells. Cytotoxic means toxic to cells. Chemotherapy disrupts the way cancer cells grow and divide but it can also affect normal cells. It works because cancer cells divide more rapidly than most healthy cells; consequently the cancer cells receive more of the damage. However, normal body cells that are growing and dividing will also be affected i.e. the cells of the, mouth, gut, blood and hair. This is why most chemotherapy causes side effects.

Immunotherapy uses our immune system to fight cancer. It works by helping the immune system recognise and attack cancer cells. There are different types of immunotherapies. These include monoclonal antibodies, checkpoint inhibitors, and vaccines. Some types of immunotherapies are also called targeted treatments or biological therapies.

Sometimes chemotherapy or immunotherapy is used alone to treat some types of cancer. But often it's used with other treatments such as surgery, radiotherapy, hormonal therapy, or other anti-cancer drugs such as targeted or biological therapies.

Not all cancers are treated with the same anti-cancer drugs or in the same way. There are many different chemotherapy drugs and new drugs are being developed all the time. Knowledge from research helps determine the most effective drugs to treat the type of cancer the patient has. They may have one drug, or a combination of different drugs (called a regimen or protocol). Chemotherapy can be given as tablets, injections or intravenously via a drip.

In-depth information on all aspects of cancer and different treatments including specific chemotherapy drugs and regimes can be found on the Macmillan website.

<http://www.macmillan.org.uk/Cancerinformation/Cancerinformation.aspx>

Local chemotherapy protocols can be accessed electronically via the Acute Oncology section of the Trust intranet.

When chemotherapy is used

Deciding to treat cancers with chemotherapy depends on different factors. These include the type of the cancer, the risk of it coming back, if it has spread and the patient's general health and fitness for treatment. Unlike radiotherapy and surgery, which destroys cancer cells in one area of the body, chemotherapy is a "systemic treatment". This means the treatment reaches cancer cells anywhere in the body; it is generally more effective in tumours that display rapid cell division. The exception to this lies with brain cancers as limited treatment exists that will pass the blood brain barrier.

Chemotherapy can be used in the following ways:

- as a main treatment for cancers, such as lymphomas and leukaemia's
- before surgery or radiotherapy to shrink a cancer; this is called neo-adjuvant chemotherapy
- after surgery or radiotherapy to reduce the risk of cancer coming back by treating any remaining cells; this is called adjuvant chemotherapy
- at the same time as radiotherapy to make it work better; called chemo-radiation
- to treat cancer that has spread into surrounding tissues (locally advanced) or to other parts of the body. This may cure certain cancers but, more commonly, the aim is to shrink and control a cancer to try to prolong life, and to relieve
- symptoms. Chemotherapy to relieve symptoms is called palliative chemotherapy.

As well as the Outpatients/Chemotherapy Day Case centre chemotherapy is also given in the in-patient ward setting too. There is a great deal to learn in this specialised environment, for example:

- patient assessment and monitoring
- patient information e.g. information prescriptions
- vascular access care – peripheral and central
- safe handling in relation to chemotherapy
- oral chemotherapy i.e. nurse led oral chemotherapy clinic
- chemotherapy checking processes
- scalp cooling
- management of side-effect

When immunotherapy is used

Immunotherapy is not suitable for all types of cancers. But it is one of the main treatments for a few types. Researchers are also looking at immunotherapy in clinical trials for some types of cancer. You can have immunotherapy on its own or in combination with other treatments such as surgery, chemotherapy or radiotherapy.

Whether you have immunotherapy depends on:

- the type of cancer you have
- how far your cancer has spread (the stage)
- other cancer treatments you've had

Common Drugs Used on the Chemotherapy Unit

DRUG

Dexamethasone
Ondansetron
Chlorphenamine
Hydrocortisone
Prednisolone
Allopurinol/Rasburicase
Atropine
Loperamide
Nystatin
Metoclopramide

Enjoy your placement!

If you have any questions, please don't hesitate to ask any member of our 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.