

Learning Environment



Ward 23

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

- ð Arrange a pre-visit to your new Learning Environment.
- ð 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.
- ð Ask to be shown your Learner Board, where you will find out who your Supervisor and Assessor is.
- ð Ask to be shown your Learner Resource File.
- ð 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.
- ð Access your learning handbook via the Health Academy webpage and start planning what you want to achieve from your Learning Environment.
- ð 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

- ð Introduce yourself and inform them that it's your first day.
- ð Ask to be shown around again, should you require this.
- ð 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.
- ð 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).
- ð The local fire procedures have been explained and where you can find the equipment needed.
- ð Resuscitation equipment has been shown and explained.
- ð You know how to summon help in the event of an emergency.
- ð Lone working policy has been explained (if applicable).
- ð Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed).
- ð You are aware of your professional role in practice.

Within your first week on your Learning Environment

- ø Resuscitation policy and procedures have been explained.
- ø You are aware of where to find local policies.
 - ø Health & Safety
 - ø Incident reporting procedures
 - ø Infection control
 - ø Handling of messages and enquiries
 - ø Information Governance requirements
 - ø Other policies
- ø Policy regarding Safeguarding has been explained.
- ø 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.

Ward 23 is a medical speciality ward caring for elderly patients who are medically fit for discharge only. The ward has 34 beds and provides care for patients who require ongoing assessment, discharge planning and support to ensure a safe transition from hospital to their next place of care.

We liaise with the discharge facilitator and therapy team to provide us updates regarding the patient's discharge. We also have a TCI list which shows us a list of patients who are suitable to come to ward 23 to continue their care and discharge planning. There is also a medically fit for discharge list on FLEX which shows a list of all medically fit for discharge patients in the hospital which we can choose from to come to ward 23 but, this is only used if the TCI list has no patients suitable to come to ward 23.

Each shift will have a nurse in charge who oversees the ward and coordinates the team. If you require any support during your shift and your assessor, supervisor or coach is unavailable, please speak to the nurse in charge, ward sister or ward manager.

This ward provides a valuable learning environment for learners to develop knowledge and skills in the care of older adults, discharge planning and holistic nursing care. You will have the opportunity to work closely with the wider multidisciplinary team and gain insight into the processes involved in supporting safe and timely discharge from hospital.

Ward Contact Number: 01772 523143

Nursing Approach

The ward uses a team-based approach to care. Learners are encouraged to become active members of the team and take part in the day-to-day care of patients under appropriate supervision.

The focus of care on this ward is supporting elderly patients who are medically fit for discharge. This includes promoting independence, maintaining comfort and dignity, preventing de-conditioning, and working with patients, families and the multidisciplinary team to support safe discharge planning.

Learners will have the opportunity to develop their communication skills and understanding of the discharge pathway, whilst also gaining experience in essential nursing care and patient-centred practice.

Useful Abbreviations

MFFD- Medically Fit for Discharge
ADL- Activities of daily life
DNAR- Do Not Attempt Resuscitation
PMH- Past Medical History
STB- Short Term Bed
D2A- Discharge to Assess
EMI- Elderly Mentally Infirm
POC- Package of Care
HF- Home First
NH- Nursing Home
CCR- Care Connections Referral
IDS- Integrated Discharge Service
DAN- Discharge Assessment Nurse
EOL- End of Life
DF- Discharge Facilitator
PT/OT- Physiotherapy/Occupational Therapy
SW- Social Worker

Learning Opportunities

This ward offers a range of learning opportunities, including:

- discharge planning and discharge pathways
- medication rounds and medicines management
- basic nursing care, including hygiene, personal care, feeding and supporting nutrition
- communication with patients, relatives and members of the multidisciplinary team
- recognising and responding to the needs of older adults
- de-conditioning interventions and promoting mobility and independence
- documentation and care planning
- teamwork and coordination of care

This learning environment will support you to develop confidence in caring for older patients and understanding the wider factors that influence discharge, recovery and ongoing care needs.

Daily Ward Activities

This is a brief description of the activities usually carried out daily. However, it should be noted that this may vary depending on the needs of the ward and the patients.

07:00- Handover from night staff to day staff
 07:30- Medication round and morning care planning
 08:00- Breakfast and support with feeding where required
 08:30- onwards Personal care, hygiene needs, promoting independence and completing relevant documentation
 10:00- Morning breaks begin and are staggered to maintain safe staffing
 10:30- Observations (BD)
 12:00- Medication round, lunchtime and support with meals and feeding as required
 13:00- Patients' rest period
 14:30- Afternoon drinks round and visiting time
 16:00- Pressure area care, comfort rounds and ongoing patient care
 17:00- Medication round and evening meal
 18:00- Staggered breaks
 19:00- Handover to night staff

Observations

All patients on ward 23 have their observations completed once on each shift at 10/11am during the day shift and then at 9/10pm during the night shift unless the patient is scoring on their NEWS which means you must follow trust policy of further actions. If during a shift, day or night, a patient is looking unwell, then we must do a set of observations on them. All patients must have a recorded NEWS score. Unless the medical team has documented that a patient no longer needs their observations checking, all patients must have them done. Patients who have triggered the NEWS score of 3 in one parameter or a score of 5 and above, should be escalated appropriately following the trust policy.

Nutrition and Hydration

Night staff complete the menu at the start of their shift and patients missed must be handed over to the day team for them to complete. Please be aware of any dietary requirements such as levelled diets and fluid, halal, vegan, vegetarian or gluten free. Patients are offered hot/cold drinks regularly during the day. Please ensure diet and fluid balance is documented during the shift.

ADLs

Most patients who are admitted to ward 23 require some assistance or all care with their ADLs. On ward 23, we rehabilitate our patients to help them with the discharge process and their overall wellbeing. Intentional roundings and skin assessments must

be completed for every patient, especially those who are for all care and require 2 hourly turns. Equipment is available such as hoists, sara steady, returner and Zimmer frames to assist our patients with their mobility. Any skin concerns must be reported to the nurse and a datix completed.

Admissions and Discharges

All patients admitted to ward 23 must have their admission risk assessments completed within 6 hours of admission. Admission packs are available at the ward clerk's desk, and they include a list of everything that needs completing for admission. All risk assessments, including body maps must be completed within 6 hours.

All patients are required to sign a property disclaimer form on admission.

All patients admitted to the unit must have a set of observations done within 15 minutes of arrival. If the patient is above 65 then a lying a standing blood pressure should be taken if the patient is able to. Please make sure the NOK is aware of the admission and the contact details are correct.

Patients who are being discharged must have all documentation completed and NOK to be made aware of discharge. We encourage to send patients to the discharge lounge if they can sit in a chair as this helps with patient flow in the hospital. All patients must have a discharge checklist completed and any referrals to the community such as District Nurses must be completed as well if needed.

What We Expect from You

We expect the same high standards from everybody. We expect you to follow trust policy and to be professional. We expect you to turn up to your shift on time, to be presentable, and give our patients the high quality of care that they deserve. The unit is split into 3 teams, and you will be allocated into a team at the start of the shift. There will be 1 RN working alongside the HCAs in each team. You are responsible for the patients in your team BUT, please be mindful that we should help everyone even if it is not your team, especially if your work is completed or they need assistance.

Sickness

If you are sick, we expect you to follow trust policy by calling the ward at the nearest opportunity and speak to the Nurse in charge. We expect you to call in with a reason for not attending. All information will be dealt with confidentially and escalated appropriately if needed.

Information to Remember

Ward Manager- Laura Porter
LEMs- Bilal Vohra

Shift Patterns- Day (07:00-19:30), Night (19:00-07:30)

Ward Contact Numbers- 01772523143, 01772523783, 01772523524

Summary

We hope that your time spent on this ward is both enjoyable and productive. The team will support you in achieving your learning outcomes and gaining experience in caring for elderly patients within a discharge-focused environment.

All learners are encouraged to take an active role in their placement, reflect on their experiences and make the most of the learning opportunities available. If you have any questions, concerns or suggestions during your placement, please speak to the nurse in charge or your assessor, supervisor or coach.

Our aim is to help you develop your knowledge, confidence and competence in practice whilst ensuring that patient care remains safe, compassionate and person-centred.

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 reading our [Zero-Tolerance Statement](#), or 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](#).



about this by taking a look

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.