

Welcome to Outpatients

Royal Preston Hospital



Outpatients at Royal Preston comprises of three departments including Main Outpatients (OPD), Chest clinic, Brock Assessment centre and the discharge Lounge. We come under the division of Diagnostics and Clinical Support and our Directorate is Patient Access and Flow.

OPD clinics are designed for people with health problems who visit the hospital for diagnosis or treatment but may not require hospital admission at this time.

The patient's first contact with the hospital is often through OPD following a referral from their GP/A&E.

Each department offers a wide range of treatments & diagnostic tests.

The discharge lounge offers a safe place for patients to wait that are been discharged home. The staff contribute to the safe discharge of all patients. They are open 8am-8pm

The management team for the above departments are:

Matron: Sharon Brown

Band 7 Manager: Sister Michelle Hayes

Band 6 Manager: Sister Helen Johnson – Main OPD

Band 6 Manager: Sister Angela Flood – Chest Clinic & Brock Assessment Centre

Main Outpatients

Contact: 01772 522404 – Main OPD

Main Outpatients (OPD) consists of a team of one Sister, 10 Staff Nurses, 2 Assistant Practitioner and 10 Healthcare Assistants.

We work over 3 suites including Fulwood suite, Deepdale suite, and Garstang suite in Main OPD.

We work alongside many members of the Multi-disciplinary Team (MDT) including doctors, surgeons, specialist nurses, dietitians and clinic clerks. The

specialities covered within Main OPD include Renal, Gastroenterology, Neurology, Cardiology, Endocrinology, Colorectal, Urology, Plastic surgery, Immunology & Vascular.

The working week is 7 days but we close on bank holidays. The working hours are: You will take this as either an annual leave day or your day off.

- Mon - Wed: 8am – 8pm.
- Thurs - Sun: 8am – 6pm. However due to the pandemic we have only been working Monday to Friday 8am – 6pm time will vary with weekends been an option to work extra for now.
- If however the performance managers give us six week's notice to cover WLI's in the evening or at weekends then we will be expected to cover in our own time. You will be asked to work a late or at the weekends with 6 week's notice. This will give you time to make arrangements for child care etc.
- This was agreed at the consultation that we went through in 2018

Consultants in Main Outpatients

Renal

Dr Woywodt & Reg

Dr Dhaygude

Dr Solomon & Reg

Dr Ponnussamy & Reg

Dr Arunachalam

Dr Ahmed

Dr Brady & Reg

Dr Shetty

Dr Anderton

Dr MacDowall & Reg

Dr Shetty

Gen Surgery/Colorectal

Mr Mitchell & Reg

Miss Jadav

Mr Peristerakis & Reg

Mr Beveridge & Reg

Mr Vashisht

Mr Hany & Reg

Mr Parker

Specialist nurses: Cath, Maria, Helen

Vascular

Mr Egun & Reg

Miss Drinkwater & Reg

Dr Asghar

Mr Spachos & Reg

Specialist nurses: Mags, Jenny

_Mr Joseph

Specialist nurses: Mel, Louise, Rachael

Urology

Mr Mokete & Reg

Mr Javle & Reg

Miss Blades & Reg

Mr Haq & Reg

Mr Smolski

Mr Finney

Mr Zelhof & Reg

Miss McHugh & Reg

Mr Zelhof

Upper GI

Mr Pursnani

Mr Ward

Mr Ball

Miss Shetty

Cardiology

Dr Ahmed & Reg

Dr Khan & Reg

Dr Fox

Dr Brown

Dr Waqas-Khan

Plastics

Mr Iyer & Reg & SHO

Mr Laitung & Reg & SHO

Mr Agarwal & Reg & SHO

Mr McKirdy & Reg & SHO

Mr Dalal & Reg & SHO

Mr Srinivasan & Reg & SHO

Mr Hamilton

Neurology

Dr Barberan

Dr Chhetri

Dr Dyananden

Dr Shakespeare & Reg

Dr Gall

Dr Kumar

Dr Mills

Specialist nurse: Clare, Nina, Sam

Dr Emsley & Reg

Dr Nixon

Dr Kulkarni

Immunology

Dr Majeed & Reg

Dr Vijayadurai

Dystonia nurses: Racheal, Carole

Dr Anantharachagan

Specialist nurse Kathryn

Dr Gimpas

Diabetes

Dr Salazar

Neurosurgery

Mr Hall & Reg

Mrs Donaldson-Hugh

Gastroenterology

Mr Ray & Reg

Dr Mohammed

Mr Ansar

Dr Shields & Reg

Mr Park

Dr Sharma & Reg

Mr Roberts & Reg

Dr Mushtaq

Prof Gurusinghe & Reg

Dr Nixon & Reg

Mr Golash & Reg

Mr Ghosh

Endocrine/Pituitary

Dr Kaushal & Reg

Dr Howell & Reg

Suggested Spoke Placements for Main OPD All students must arrange their own spoke placements but no more than one a week.

Chest clinic

Brock Assessment unit

X-Ray

Endoscopy

Cardio-Respiratory

Pre-op Assessment

Vascular lab

Leg Ulcer clinic

Pathology lab

Cardiac catheter lab

Theatres

Charles Beard Theatre – Ward 4

Specialist Nurses on OPD

Wards linked to area

Chest clinic

Contact: 01772 524269

The Chest clinic team comprises of one Sister, one Staff Nurse, one Assistant Practitioner and one HCA.

The working hours are Monday to Friday from 8am – 6pm. closed bank holidays.

Consultants

Dr Munavvar – Special Interest in Tuberculosis and Lung Cancer

Dr Vyas – Special Interest in Allergic Asthma and the Respiratory Care of Patients with Neuromuscular diseases and Vocal Cord Dysfunction

Dr Singh – Special Interest in Sleep Apnoea

Dr Haider – Special Interest in Interstitial Lung Disease

Dr Marsden – Special Interest in COPD and Cough

Dr Mehdi – General Respiratory

Dr Gudur – General Respiratory

Dr Nuttall – Special interest in Sleep apnoea and Ventilation

Dr MacRae – General Respiratory

Dr Prior – General Respiratory

Dr McCann – General Respiratory

Dr Ahmed

Mr Rose – Cardiothoracic Wed/ Friday pm alt week. From Blackpool Hospital

Mr Bittar – Cardiothoracic Monday am

Mr Raimondo

Consultant Physiotherapist – Special interest in Respiratory Care of Patients with Neuromuscular diseases and Vocal Cord Dysfunction

We also have 3 visiting cardiothoracic surgeons from Blackpool Victoria Hospital, Mr Bittar, Mr Rose and

COPD Specialist Nurse

Nazra Hussain

Suggested Spoke placements for Chest Clinic

- X-Rays in Chest Clinic
- Main Outpatients
- DTC
- Brock Assessment centre
- Ward 23 (respiratory link ward)
- Endoscopy Unit
Bronchoscopy/Rebus/Thoracoscopy)
- Asthma Nurse Sarah Godard
- Respiratory Specialist Nurse Lynne Barton
- Ventilation Nurse Sam Wood
- Lung Specialist Nurses Laura Hall
Sharon Spencer
- TB Nurse Linda Johnson
- Community TB Nurses Sue Cannon
Sally Dearlove
- Speech and Language therapist Jess & Claire
- Airways and Bronchiectasis Physio Jenny Harrison
- Oxygen Assessment Physio (Lead) Shakila Perumal
- Oxygen Assessment Specialist Nurse Kate Atherton
- Pulmonary Function Lab Martina Lambert
- Cardiac Cath Lab (only 2nd or 3yr students allowed)

Brock Assessment unit

Contact: 01772 524380

The Brock assessment team consists of one Sister who covers from Chest clinic, one Staff Nurse, one Assistant Practitioner & one HCA.

The clinics carried out in the department include Renal, Gastroenterology, Neurology, Osteoporosis clinic, Nurse-led Bisphosphonate clinic, Falls clinic, TIA/Stroke/Parkinson's clinic.

The working hours are Monday to Friday from 8am - 6pm. closed bank holidays.

Consultants in Brock Assement

Elderly Medicine

Dr Agrawal

Dr Thorp

Dr Chen

Dr Ahmed

Dr Anadozo

Dr Sultan

Neorology Rehabilitation

Dr Shakespeare

Dr Barbaren

Dr Ringrose

Louise Brown

Cardiology

Dr Kumar

Dr Ahmed

Neurology

Dr Majeed

Professor Emsley

Professor Chhetri

Dr Zambo

Dr Tanveer

Dr Dayanandan

Dr Boardman

Dystonia Nurse

Renal

Dr Arunachalan

Dr Ponnussamy

Professor Woywodt

Dr Dhayagude

Nurse Led Renal Clinics

General Medicine

Dr Sharma

Dr Akhtar

Dr Shuttleworth

Dr Gashau

Suggested Spoke placements for Brock Assessment centre:

Main OPD

DTC

Chest clinic

Cardio-Respiratory

Endoscopy

Pre-Operative assessment

Vascular Laboratory

Leg Ulcer Clinic

Pathology Lab

Chest Clinic

Cardiac catheter lab

LIFT

Allergy clinic

stroke nurses

Fracture clinic

MS research

Cross site working

Although you will usually have a base, you will be required to work across each of the departments when asked to ensure staffing levels are safely maintained. This may include working in Chorley OPD. The shuttle bus can be used to transport you to and from Chorley.

Lunch breaks

30 minutes is allocated for lunch breaks. The first break starts at 12.30 and the second one starts at 1pm. Those you on the 12.30 break must relieve the other staff so that they can go on their break at 1pm to ensure that they are back for the start of the afternoon clinic at 1.30.

If you are going across to Greggs or booths then you must get changed out of full uniform. Wearing a coat over the top of your uniform is not sufficient.

Fridges

We have fridges in all of our departments. Please ensure your food is labelled with your name and the date. Any food unlabelled will be disposed of as per hospital protocol.

Lockers

Most departments have some lockers however you may have to share. Please ensure any valuables are kept secure. The trust cannot be held responsible for items that may go missing.

Sickness & Absence

In case of sickness or absence, please ring the department and inform the shift co-ordinator who will ask you to ring later in the day to confirm an expected return to work date.

Student nurses must also inform their university in addition to this.

Uniform Policy

Please adhere to the uniform policy:

- Clean ironed uniform

- Black shoes
- Hair tied up off collar
- Correct footwear
- Plain stud earrings
- Plain wedding band
- Bare below elbows
- No cardigans to be worn on a clinical area.
- Visible ID badge
- Do not chew gum
- No false nails or eyelashes.

Infection Control

Please help maintain a high standard of infection control by ensuring you wear the appropriate Personal Protective Equipment (PPE) when needed and always maintain effective hand hygiene.

Ensure Aseptic Non Touch Technique (ANTT) is carried out to a high standard and waste is disposed of in the correct manner. Contact infection control when you come across incidents such as Covid, C-Diff, MRSA and other infections that may require special precautions such as deep clean/fogging.

Ensure you wear a facemask at all times whilst in the clinic and adhere to infection control procedures as information changes.

Safety & Security

If you ever feel threatened by anyone whilst in the hospital setting, try to get away ASAP, keeping yourself near a door.

Security can be called on 2215.

They can also be fast tracked by dialling 2222 and stating “security, red alert”.

Emergencies & CPR policy

The procedure for an emergency situation in Outpatients is the same as any other area in the hospital.

Patients who come to clinic are often very unwell and the situation can quickly escalate to an emergency.

Please take the time to familiarise yourself with the emergency equipment and its location.

Outpatients is classed as a **green area** in relation to Covid.

Dial 2222 in the event of a cardiac arrest stating “adult/paediatric cardiac arrest” followed by the name of the area in which you are working along with the location i.e. “Adult cardiac arrest, green patient, Deepdale suite” This is to help those less familiar with the hospital layout to get to us as promptly as possible.

Ensure you shout for help and press the emergency buzzer.

Ask colleagues for emergency equipment such as oxygen and a non-rebreather mask, the resuscitation trolley, glucometer, vital signs monitor and emergency trolley for transferring and come back in full level 3 PPE. (FFP3 mask, full gown, visor, gloves)

The current guidance advises not to commence any aerosol generating procedures (AGP) (i.e. using bag valve mask/pocket mask for breaths during CPR) unless you are in full level 3 PPE. This applies for both green and red patients.

If the patient is confirmed as having COVID or is displaying symptoms – treat them as amber/red and inform 2222 of this when you ring. Do not commence any compressions or breaths until full level 3 PPE is worn.

Carry out an A – E assessment and record the results on the NEWS2 chart.

Listen out for emergency buzzers in clinics and toilets and attend promptly. Main OPD also cover for the cardio-respiratory department and the blood test clinic when they have an emergency. Test alarms are carried out each morning.

Admissions from clinic to another department

As stated above, patients who come to clinic are often very unwell and may have been advised to bring an overnight bag to their clinic appointment in preparation for admission. However, most admissions are unexpected. Ensure that the protocol “Adult patient causing clinical concern in outpatient department” is adhered to and inform the shift co-ordinator.

In the event of hypoglycaemic attack, check the blood glucose level promptly and administer Glucoboost which is kept unlocked in case of emergencies. Glucogel and other medications are kept locked up but can be opened by a band 5 member of staff.

A full set of observations must be carried out (and repeated as necessary) and documented on the NEWS2 chart. A patient transfer form must also be completed and the patient handed over to the department along with this paper work.

Mobile phones

Mobile phones are not permitted at any times apart from your break. If there are extenuating circumstances, please gain permission from sister.

Personal phone calls must not be made on the trusts phones.

Emergency contact details

Please fill out your contact details and your next of kin contact details in case of emergencies. The form is attached to this pack and should be given to your mentor/manager. These details will be kept confidential and will be locked away securely.

Mentors

All student nurses will be allocated a practice supervisor and practice assessor and new starters will be allocated a mentor to help support you in your new placement/role.

Student Nurses

You will be based in either, Main OPD, Chest Clinic or Brock Assessment Unit. You will have the opportunity to spend a week or two with the other departments.

Each student nurse will be allocated a practice supervisor and assessor who will be responsible for completing your off duty, carrying out assessments, meetings and completing any paperwork.

We are really keen for you to get the most out of your placement and actively encourage you to attend spoke placements to fulfil your learning and development. You will learn many skills such as recording vital signs, NEWS2, ECGs, application of dressings using ANTT, administration of injections, falls assessments, urinalysis, emergency situations & admissions.

We would be very grateful if you would complete a feedback form for your mentor and any other nurses you feel have helped you throughout placement.

We hope you have an excellent placement with us.

Complaints

If at any time you feel concerned about any issue, please do not hesitate to inform your mentor/sister who will address your concerns and do all they can to help you. In the unlikely event you are unable to speak to any of these, please discuss with another mentor/sister.

Datix's should be completed in the event of untoward incidents or near misses.

Venepuncture and Cannulation course:

There is a new application form for this course which is in the corporate forms on your desktop. Please follow this link to find the form: Corporate Forms (desktop)/Workforce Forms/Employee Forms/Internal Application Form.

To book a place on this course, please contact the Clinical Education Team at: Clinical.Education@lthtr.nhs.uk

ECG Course

Prior to booking a place on this course, please ensure you have completed the accompanying eLearning package. This can be accessed via the eLearning icon on your Trust PC desktop or at <https://elearning.lthtr.nhs.uk>

To book a place: an application form needs to be completed which can be found in the corporate forms section on the intranet: Corporate Forms/Workforce Forms/Employee Forms/Internal Application Form

Queries regarding this course should be directed to the Clinical Education Team at: Clinical.Education@lthtr.nhs.uk

Emergency contact form

Name:

Address:

Contact number:

Next of kin:

Relationship:

Contact number:

Address:

Ward Numbers

Out Patient Numbers

Reception 3780

Blood Clinic 2596

Sharon 4390

<i>Helen</i>	<i>3381</i>
<i>Angela</i>	<i>4269</i>
<i>Michelle</i>	<i>07879427423</i>
<i>Judy</i>	<i>07432826158</i>
<i>Brock</i>	<i>4380/4436/4333</i>
<i>Chest</i>	<i>4269</i>
<i>Fulwood</i>	<i>2404</i>
<i>Deepdale</i>	<i>2352</i>
<i>Barry</i>	<i>07925348824</i>
<i>DOSAA</i>	<i>01772 522594</i>
<i>HDU</i>	<i>01772 522274/523407</i>
<i>Day Case Unit</i>	<i>01772 522518</i>

Wards

<i>Ward 2A</i>	<i>01772 522217</i>
<i>Ward 2B</i>	<i>01772 522713</i>
<i>Ward 2C</i>	<i>01772 528162</i>
<i>Ward 3</i>	<i>01772 522498</i>

<i>Ward 4</i>	<i>01772 522590</i>
<i>Ward 10</i>	<i>01772 522590</i>
<i>Ward 11</i>	<i>01772 524062</i>
<i>Ward 12</i>	<i>01772 522472</i>
<i>Ward 14</i>	<i>01772 522474</i>
<i>Ward 15</i>	<i>01772 522471</i>
<i>Ward 16</i>	<i>01772 522990</i>