

**LANCASHIRE TEACHING HOSPITALS  
NHS FOUNDATION TRUST**

**SPECIALIST MOBILITY REHABILITATION CENTRE**

**STUDENT LOCAL INDUCTION PACK**

**Start date:** \_\_\_\_\_

**Student name:** \_\_\_\_\_

**Staff member providing induction:** \_\_\_\_\_

## **INTRODUCTION**

A very warm welcome to Lancashire Teaching Hospitals NHS Foundation Trust and the Specialist Mobility Rehabilitation Centre. You have joined a warm and friendly team of Prosthetists, Orthotists, Physiotherapists, Nursing, APs, HCAs, OTs, Personal Trainers, Gym Instructors, Wheelchair engineers & Admin Support staff and we hope you will really enjoy your placement with us. We understand that starting a clinical placement can be a daunting experience and hope that you will find this pack a useful resource as you settle in with our team.

## **THE SPECIALIST MOBILITY REHABILITATION CENTRE**

Our department engages in a wide range of clinical services, in a number of specialities within this large teaching hospital, including adult and paediatric services within our centre, at Royal Preston Hospital (RPH) and Chorley and South Ribble Hospital (CDH).

## **WHERE TO SEEK HELP OR ADVICE**

Our departmental Clinical Educators for prosthetics are Dawn Connah, Asif Roudwall, Paul Leishman and Avril Watson who will oversee the placement planning, provision and assessment. The prosthetic Managers are Vicki Bateman and Steve Laird.

You will be assigned to one clinical educator mainly but will also have the opportunity to work with other members of the prosthetic team and within the MDT. This will be discussed with the placement lead who will discuss your progress and be included in your half way and final assessment.

You will also be in contact with a non-clinical mentor from the trust who will meet with you in the first week or 2 and then every few weeks after this. You can contact them to discuss your placement if you need to. E-mail address:- [learner.support@lthtr.nhs.uk](mailto:learner.support@lthtr.nhs.uk) Tel 01772 528444/524924

We are a friendly approachable team and any member of the department will try and assist you with any queries or help with familiarisation with new systems and processes, please ask. Any problems should be escalated to your clinical supervisor with whom you can discuss matters in confidence. As the office is restricted for space, please let them know if you need to discuss something in private, this can be arranged.

## **LEARNING OPPORTUNITIES**

As detailed above we provide a number of services and aim to give you some experience of each by organising your placement.

Initially this may involve shadowing the clinician but we aim to enable you to interact with patients early on in your placement to be involved to practice and build your skills as much as possible.

If there are any particular relevant procedures that you would like to see, please advise your clinical lead and they can attempt to include this in your timetable.

## **PRIORITIES FOR LOCAL INDUCTION**

Within your first days in the department, the following matters will be covered:

- Departmental orientation
- Induction timetable
- Trust Uniform Policy
- I.D. Badges
- I.T. Access and systems
- Workshop familiarisation
- Health and safety including fire arrangements
- Medical Devices
- Policies

### **Departmental/Trust Orientation**

You will be provided with a general tour of the centre and clinical areas relevant to your role, including team orientations. If you are required to work at other sites, you will have the opportunity to see both Royal Preston Hospital (RPH) and Chorley and South Ribble Hospital (CDH). You may wish to refer to the Trust Intranet for details of the inter-hospital shuttle service.

### **Timetable**

Your Clinical Supervisor or lead trainer completing your induction will provide you with a placement timetable and timesheets as you will be expected to log times in the centre. General working times are 8.30/9am – 4.30pm approximately. Lunch can be taken between the hours of 11.45 and 2.15pm for 30 minutes.

### **Uniform/Dress Code Policy**

The member of staff completing your induction will discuss with you the uniform requirements. You will also be required to obtain a copy of the Trust Dress Code policy and will be responsible for ensuring compliance with this at all times.

### **I.D. Badges**

A student I.D. badge will be issued to you and you will be required to wear and display this at all times when on Trust premises. This will also give you facilities such as use of printers and photocopiers.

### **I.T. Access and systems**

Within the department we make use of the Prosys I.T. system. You will be provided with training (cascaded by another member of team).

### **Fire Procedure**

You will be shown where the nearest “break glass” fire point and fire extinguishers are, and where your nearest assembly point is. Fire evacuation details are held on office notice boards. Please make sure you read these and understand them. Fire drills take place at regular intervals. However, if a continuous alarm bell sounds evacuate **immediately** at the nearest fire exit.

### **Health and safety including fire arrangements**

The organisation is committed to improving the safety of patients in relation to their treatment or care. You need to be aware of what clinical risks patients may face when being cared for in your working environment or how your job can affect patient safety. All staff are responsible for raising any concern around patient safety immediately. It is important to speak to your Clinical Supervisor, or staff in the area where any incident occurs. This ensures that everyone is aware of the incident and what has been done to resolve it or prevent it reoccurring.

Fire safety and evacuation procedure will be discussed at your induction

### **First aid**

There are trained medical staff and first aiders in the centre at all times. See office notice boards for named staff and designation.

### **Confidentiality**

The disclosure of information concerning staff and patients is **not permitted**. Your computer screensaver should be used at all times when away from your work area, and your password should be kept secret. If you suspect anyone knows your password – change it immediately.

### **Facilities at the SMRC**

Drinks and light snacks may be taken at your desk whilst working (avoid eating or drinking over your keyboard. Breaks are only taken at lunchtime. There is also a café at SMRC.

### **Car Parking**

A pay and display facility is in operation on the site. Please speak with your clinical educator if you need to park here to inquire about a pass.

### **Telephone calls**

Personal calls must be made in your own time from the payphone in reception or the public phone across the road. The use of mobile phones or pagers is not permitted in the SMRC and only in designated areas in the main hospital site.

### **Sickness**

All sickness should be reported to your Clinical Educator before 9.30am. contact details attached.

**Student information form the trust** - <https://vimeo.com/444852013/dbe72d32a0>

### **To call an external number:**

Dial 9 prior to the phone number.

For emergencies dial 9999

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### **Medical Devices**

If you are required to use the weighing scales or hoists for patients you may be required to undertake training to use these items. Your Clinical Supervisor will discuss with you as relevant to your role.

**Policies**

There are a number of policies that you will need to be familiar with. These policies can be found on the intranet and will be discussed with you by the member of staff completing your local induction. It is your responsibility to know where to find these policies following induction:

- Code of Conduct for Employees Policy and Procedure
  - <http://lthtr-documents/current/P191.pdf>
  - <http://lthtr-documents/current/P587.pdf>
- Preventing Bullying and Harassment at work Policy and Procedure
  - <http://lthtr-documents/current/P159.pdf>
- Equalities Policy and Procedure
  - <http://lthtr-documents/current/P377.pdf>
- Email, Internet and Social Networking
  - <http://lthtr-documents/current/P14.pdf>
- Staff Development Policy
  - <http://lthtr-documents/current/P292.pdf>
- Dress Code Policy
  - <http://lthtr-documents/current/P299.pdf>
- Smokefree Policy
  - <http://lthtr-documents/current/P291.pdf>

Local policies within the SMRC are found on the notice board.

**DEPARTMENTAL CONTACT DETAILS**

Contact details – centre number 01772 823822. Prosthetic office number 01772523864.

E-mails

- [victoria.bateman@lthtr.nhs.uk](mailto:victoria.bateman@lthtr.nhs.uk) Prosthetic manager
- [Dawn.connah@lthtr.nhs.uk](mailto:Dawn.connah@lthtr.nhs.uk) Prosthetist/Clinical educator
- [asif.roudwall@lthtr.nhs.uk](mailto:asif.roudwall@lthtr.nhs.uk) Prosthetist/Clinical educator
- [Paul.leishman@lthtr.nhs.uk](mailto:Paul.leishman@lthtr.nhs.uk) Prosthetist/Clinical educator
- [Avril.watson@lthtr.nhs.uk](mailto:Avril.watson@lthtr.nhs.uk) Prosthetist/Clinical educator

**Telephone Extensions** (From outside the hospital pre-fix the extension number with 52)

Prosthetic office	3864	Nurses	4488
Secretaries	3852	Physio	3850

**DECLARATION**

DATE OF INDUCTION:.....

STUDENT (print and sign name): :.....

STAFF MEMBER PROVIDING INDUCTION (print and sign name): :.....

