

STUDENT NURSE WELCOME PACK

Welcome and Learning Guide for Student Nurses Ribblesdale Ward
Royal Preston Hospital

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(Updated Sept 2021 Annette Clancy LEM)



Welcome to Ribblesdale Ward

Our mission is to provide excellent care with compassion. To ensure this is a reality for every patient on every occasion

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

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

We strive to drive innovation through world class education, training and research

We continue to look after our community and the wider region with Rosemere Cancer Foundation

To offer outstanding healthcare to all our patients

The ward operates 24 hours a day over seven days a week and is managed by a Senior Charge Nurse, Ward Sisters, Staff Nurses and Health Care Assistants. Other key personnel include Ward Clerk, Pharmacists, Physiotherapists, Dietician, Speech Therapy, Pastoral Care, Volunteers and Domestic Staff. The ward offers Complementary Therapy.



Excellent
care with
compassion





Trust Values



- **Caring and Compassionate** – *we treat everyone with dignity and respect, doing everything we can to show we care.*
- **Recognising Individuality** – *we respect, value and respond to every person's individual needs.*
- **Seeking to Involve** - *we will always involve you in making decisions about your care and treatment and are always open and honest.*
- **Team Working** – *we work together as one team and involve patients, families and other services to provide the best care possible.*
- **Taking Personal Responsibility** – *we each take personal responsibility to give the highest standards of care and deliver a service we can always be proud of.*



**Lancashire Teaching
Hospitals**

NHS Foundation Trust

	Name/Date
Student Name	
Supervisor Name	
Assessor Name	
Induction to ward	
Introduction to Staff	
Student Folder location	
Student Board location	
Off Duty location	
Raising concerns (how to)	
Spokes (what's available)	
Initial Meeting	
Mid point	
End Meeting	

#Ribblesdaleward

Welcome to Ribblesdale ward,
please complete below with a
staff member as part of your
induction.

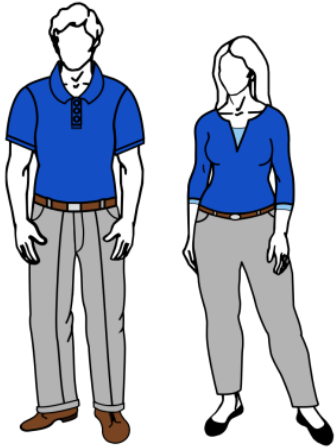


**THIS DOCUMENT HAS BEEN DEVELOPED FOR YOUR INFORMATION
AND WE HOPE YOU WILL FIND IT BENEFICIAL DURING YOUR
PLACEMENT ON RIBBLESDALE**

- **Essential Information you Need to Know**
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- **Ward Manager:** Danielle Jackson
- **Type of Placement:** Oncology – Adult Branch, Elective, Internship
- **Address:**
- Ribblesdale Ward
- Second Floor
- Royal Preston Hospital
- Sharoe Green Lane
- Fulwood
- PR2 91-IT
- **Phone Number:** 01772 522925/3223/3034
- **Practice Education Facilitator:** Clinical Nurse Tutor Team email: cnt@lthtr.nhs.uk
- **Matron:** Ext. 3052 Bleep 3052
- **LEM:** Annette Clancy

Off Duty

You will be assigned a mentor whilst on your placement and we prefer you to follow their shift pattern where possible. If you have any problems with the off duty, please discuss with your assessor.



Uniform/Dress Code

- To reduce infection control risks, uniform **MUST** not be worn outside hospital!
- Uniform policy must be adhered to.
- Appropriate black footwear.
- Hair must be kept clean, neat and tidy at all times. Facial hair must be well groomed.
- Make up should be discreet.
- Jewellery, if worn, must be simple plain studs, plain (no stones) wedding band.
- As directed in the Trust No Smoking policy, smoking in uniform or wearing an ID badge is not permitted on or off the Trust premises.
- Artificial nails or coloured nails is not allowed.
- Trust ID badge **MUST** be worn.



Sickness Absence Arrangements

- If you are sick and unable to come to work, you must ring one of the following numbers ASAP and speak to the nurse in charge:
- **Ribblesdale Ward; 523034**
- **In addition inform you university and complete their absence protocol**



Fire Safety

- Raise the alarm by operating the nearest manual call point and make a back up call to Ext 2222 to tell them the exact location and type of fire.
- Remove people from the scene of the fire, if safe to do so.
- Close all doors and windows.
- Obey instructions given by senior members of staff or the Fire Brigade – this may include the evacuation of patients.
- Leave the premises by the shortest safe route and wait at the fire assembly point.

Our Expectations from Students

- **Punctuality**
- We expect you to arrive on time for planned shifts and any other activity identified by the Mentor
- **Adhere with uniform policies**
- We expect you to act in a professional manner. We expect you to dress in accordance with your College / University uniform policy, and in accordance with the Trust dress code.
- **Good attitude to learning**
- We expect you to ensure your Mentor is aware of your learning outcomes for the placement and specific learning needs
- **Follow and familiarise yourself with trust core values which are:**
- Caring and compassionate
- Recognising individuality
- Seeking to involve
- Team working
- Taking personal responsibility
- **Familiarise and adhere yourself with the 6C' s of nursing.**
- **Always maintain and respect confidentiality:**
- **Follow sickness policy**
- You should inform your mentor or delegated person if you are unwell and not able to attend your placement.
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- We would like you to raise any issues regarding your placement with your Mentor or the Ward Manager if this is not possible you should contact your link tutor/placement coordinator.
- Your mentor will be responsible for your assessment, coordination of learning and personal support

WE PROMISE YOU

- Allocate a mentor and associate mentor to work alongside you. You will receive an induction into your work area 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 and your mentor 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 practice.
- Complete timely meetings and PARE documents.
- We will provide an environment conducive to meet identified individual student learning needs, which is also safe and healthy.
- Have regular meetings with you to highlight positive and negative experiences
- Facilitate SPOKE placements as a chance to work with the wider team.
- Support and encourage a learning environment throughout your placement
- You will be a valued member of the multidisciplinary team during your placement and can expect support from all our colleagues. You will receive supervision during your clinical practice.
- Support for individualised needs, respect you and listen to you.
- We will listen to your feedback about your placement and will respond to any issues raised confidentially .

Philosophy of Care

- We embrace the principles of the Equality and Excellence: Liberating the NHS, organising the service to meet the individual needs of the patient. We are dedicated to improving standards through a process of continuous review maximising resources available to create a quality service.
- We aim to reduce the time patients spend in hospital, through planning and nurse led initiatives; this ensures efficiency of service. We want our patients to feel safe and secure in a warm, friendly and flexible environment. We will endeavour to offer honest, accurate information to promote individual choice and reduce fears and anxieties.

Important Information – Make a Note

Please make a note of the following numbers:

- **Cardiac Arrest/Fire/Emergency:** Ext 2222
- **Switchboard:** Ext 0
- **Internal Bleep System:** Ext 66
- **Smart page is also used**

Policies & Procedures

- Trust policies can be found on the hospital intranet.

- **Guidelines for completing your PARE documents**
- You will be allocated a Mentor/Assessor to support your development whilst working on the Ward
- This document will form part of your Professional Portfolio and provide evidence of development.
- **Initial interview**
- This is an opportunity for you to discuss your objectives, existing knowledge, skills and how you plan to achieve the competency outcomes.
- **Intermediate (Formative) interview**
- This provides you opportunities to discuss your progress and any specific personal objectives you might be interested in pursuing
- **Final (Summative) interview**
- This interview should be conducted when you have completed your personal/professional programme of development
- Summative assessment for your competencies can however take place at any point when you feel ready to demonstrate independent practice.

The ward MDT

- Doctors
- Oncologists
- Radiotherapists
- Physiotherapists
- Occupational Therapists
- Dietician
- Pharmacists
- Speech and Language Therapists (SALT)
- Clinical Nurse Specialists
- Tissue Viability Nurse
- Social workers
- Discharge nurse Facilitators
- Infection control Nurses
- Falls Prevention Nurse
- Palliative and McMillan Nurse & Counsellor
- Housekeeper
- Ward Clerks
- Ward Administrator
- Voluntary helpers
- Social Workers and Community Discharge facilitator

Oncology – RDW Team

- Jennifer Redfern : Matron
- Zoe Geddes: Interim Matron
- Danielle Jackson: Ribblesdale Ward Manager
 - Ashleigh Wakeling : Ribblesdale Sister
 - Amy Shaw: Ribblesdale Sister
 - Bethany Davis: Ribblesdale Sister
 - Daisy Alty: Ribblesdale ward sister
 - Stephanie Ingham: Ribblesdale Sister



Hours of Duty Ribblesdale Ward

- Early Shift; 0700 – 19:30
- Night Shift; 19:00– 0730

Useful Telephone Numbers & bleeps

- Acute oncology – bleep 3316 & 3353
- Admissions – 2888
- Aseptic Pharmacy – x 3207
- Bed Managers – bleep 7043
- Bereavement Team – x3730
- Chemo Support Team – x3205
- Clinical Educator- 8147
- CVAD Team – x 4781
- Day Chemotherapy Unit – x2056
- Dietician – x2467
- Discharge Lounge – 2919
- Infection Control – bleep & x 2592
- Medical Illustration – x2316
- MSCC Co-ordinator – bleep 2694
- Nutritional Team – bleep & x 3057
- Outreach – bleep 3388
- Radiotherapy Reception – x 2900
- Ribblesdale Co-Ordinator – x 3034
- Ribblesdale Ward Clerk - x3223
- SALT – x 2426
- Site Bleep – bleep 3287
- Trial Nurses – x 2136

Common Abbreviations

- XRT– Radiotherapy
- MSCC – Metastatic Spinal Cord Compression
- PCT – Palliative Care team
- DN – District Nurse
- BMB – Bone Marrow Biopsy
- FR – Fluid Restriction
- S/D – Syringe Driver
- PICC – Peripherally Inserted Central Catheter
- GCSF – Granulocyte Colony Stimulating Factor
- SW- Social Worker
- WL- Waterlow
- AOT – Acute Oncology Team