

Radiotherapy Student Handbook 2020/21



Piral Raja & Paul Attwood
Radiotherapy Clinical Tutors
Rosemere Cancer Centre,
Royal Preston Hospital

We welcome you to Rosemere Cancer Centre, part of the Lancashire Teaching Hospital NHS Foundation Trust. This is where you will be spending the majority of your clinical training for the duration of your Radiotherapy programme with University of Liverpool.

From the moment you commence your clinical training with us, you will be considered a valuable member of our Trust, our community and our profession. Equally, we endeavour that you will represent our Trust in a positive light as you evolve into caring, compassionate and highly-skilled healthcare professional through your training with us.

This pack has been put together to help provide you with a rewarding and productive clinical learning experience from your placements. It should offer you all the useful information you will need to know to prepare you for what's ahead and hopefully answer some of those pertinent questions you. You are encouraged; to fully integrate with each team you spend time with and actively engage in the learning opportunities provided.

Rosemere Cancer Centre (Atrium)



[Page of Contents](#)

1. Trust Vision & Values.....	4
2. The Radiotherapy Department.....	5
3. How To Get There.....	7
4. Car Parking.....	8
5. Accomodation.....	8
6. Food & Dining Facilities.....	9
7. Pre-placement requirement & Preparation.....	9
8. Day 1 of your clinical placement.....	10
8.1 What <u>you</u> need to bring with you on Day 1.....	10
8.2 What <u>we</u> will provide on Day 1.....	11
9. Induction.....	11
10.Attendance.....	12
10.1 Shift-working.....	12
10.2 Study Leave.....	13
10.3 Absences.....	13
11.LIFTUPP.....	13
12.Your Placement Rotation.....	14
13.Spoke Placements.....	14
14.What we expect from you.....	15
15.What you can expect from us.....	16
16.Learner Support & Wellbeing.....	17
16.1 Learner Support.....	17
16.2 Wellbeing.....	17
16.3 Staff benefits.....	17
Appendix 1-8.....	20-40

Welcome to Lancashire Teaching Hospitals NHS Foundation Trust.

We hope that you enjoy your time on placement with us at Lancashire Teaching Hospitals NHS Foundation Trust. Lancashire Teaching Hospitals NHS Foundation Trust was formed on 1st. April 2005. The predecessor Trust (Lancashire Teaching Hospitals NHS Trust) had been formed in 2002 following the merger of Chorley and South Ribble NHS Trust and Preston Acute Hospitals NHS Trust.

The Trust was the first in the County to be awarded “Teaching Hospital” status. It provides a range of Hospital based health services for adults and children and covers 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.

1. Trust Vision & Values

The Trusts mission is to provide excellent care with compassion.

We have three equally important strategic aims – to provide outstanding healthcare to our local communities, to offer a range of high quality specialised services to patients in Lancashire and South Cumbria, and to drive innovation through world-class education, training and research.

We are constantly striving to improve, and working towards becoming an outstanding, high performing organisation.

Our values define who we are and how we behave.

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.



2. The Radiotherapy Department

Rosemere Cancer Centre is one of the leading Oncology Centres in the Northwest of England, serving a population of 1.5 million people, spanning from South Lancashire, Cumbria, East Lancashire and the Fylde coast.

RCC is based at Royal Preston Hospital - forming an integral part of Lancashire Teaching Hospitals NHS foundation Trust - which includes Chorley & South Ribble District Hospital (CDH). It was the first Trust to receive a Teaching Hospital accolade in 2005.

At RCC, we pride ourselves on continually enhancing our workforce and our reputation through education, research and innovation in order to provide pioneering Radiotherapy treatment using world-renowned state-of-the-art equipment to constantly improve outcomes for our cancer patients.

Further, we celebrate in the achievements of our Radiotherapy learners. Not only have our Radiotherapy students successfully qualified to become reputable radiographers, but many have stayed on at Rosemere and progressed to become Advanced Clinical Practitioners, including the first Consultant Macmillan Practitioner in the UK.



Radiotherapy Department entrance

At Rosemere, we currently boast:

- 8 Elekta Agility linear accelerators with advanced imaging software for routine Image-Guided Radiotherapy,
- One linac has Hexapod capabilities.
- A superficial x-ray unit.
- Our treatment modalities are photons, electrons and KV.
- 2 Philips wide-bore CT-Simulators
- An extensive treatment planning department with sophisticated 3D and 4D computer planning systems.

We also have a purpose-built Virtual Environment for staff and student education.

Please refer to [Appendix 1](#) for a layout of the department.

You will be spending time in all these clinical areas during the course of your training, as well as with other specialisms which feed into the network of cancer care, such as chemotherapy and Consultant reviews.



3. How to get there

By car:

Junction 32 of the M6.

Turn left off the slip-road onto the A6 Garstang Road, heading towards Preston.

At the second major set of traffic lights turn left into Sharoe Green Lane.

The main entrance to Royal Preston Hospital is 200 yards on the right.

Alternatively, input **PR2 9HT** into your SatNav.

By bus:

From Preston Bus Station in the city centre, you can take buses 19A/22/23 which come regularly throughout the day and stop on either in main road outside the hospital, or on the main grounds.

Please go to <https://www.lancashire.gov.uk/search/?q=bus+timetable> for an up-to-date bus timetable and travel route.

The bus service from Preston City Centre to the hospital is **FREE** to all NHS healthcare professionals; just show your ID badge to the driver on each journey.

Please refer to **Appendix 2** for the map of the hospital. RCC is situated on location 54 on the map. If you are coming from the Main entrance of the hospital, the Radiotherapy department is on the lower ground level.

4. Car parking

Unfortunately, there is no on-site parking available for students or the majority of the staff.

However, you can apply to park at either the **Preston Business Centre** (PR2 8DY) or **Preston Grasshoppers Rugby Football Club** Car Park (PR4 0AP).

PBC is approximately 1km away and Grasshoppers is 1.5km away. There is a regular free shuttle bus service available from Preston Grasshoppers. Please refer to **Appendix 3** for the bus timetable.

If you wish to park in either carpark, you are required to submit an application at the beginning of each placement block. Please refer to **Appendix 4** for the application form and costings.

Alternatively, you may wish to seek parking in the surrounding residential area. Please note that this would be at your own risk as staff have been known to have their car scratched.

5. Accommodation

Unfortunately, there is no on-site accommodation available. Our students usually opt for the local IBIS hotel, or Airbnb. Please plan this in advance as there may be restrictions in place as a result of COVID-19.

6. Food & dining facilities

- WRVS in the Radiotherapy department – serves hot and cold drinks, soup, sandwiches and snacks (9am – 6pm).
- Charter's restaurant on Ground Floor - serves a variety of hot meal options (8am – 7pm).
- Café Preston at the main entrance - serves similar food to Charter's restaurant as well as Costa beverages, sandwiches and cakes (8.30am – 6.30pm)
- Marks & Spencer mini food hall at main entrance – fresh salads, sandwiches and a range of snacks



There is also a choice of shops across the road from the Main Entrance of the Hospital. However, you are required to be out of uniform to leave the hospital grounds as per the Trust dress code.

- Booths food hall and café
- Greggs
- Subways
- Costa (a 5 min walk away, opposite the Black Bull Pub on Garstang Rd).

7. Pre-placement requirements & preparation

We will be working closely with our Trust and UoL to make sure that everything is ready in advance of your first placement.

As you know, we will not be able to accept you for commencement of placement until you have had:

- DBS clearance
- Occupational Health clearance
- Risk Assessment completed and you are deemed fit to practice.

It is important that you chase up any pending checks in a timely manner, so as not to delay your start.

The university will provide you with your student uniforms.

You must refer to our Trust Dress Code policy in **Appendix 5** for the rules and regulations on hair, nails, jewellery and footwear. Failing to comply with these rules could mean you are prohibited from attending placement with us.

You will be having a Simulation week at the university, to help prepare you for your first clinical placement in a typical radiotherapy department.

Your clinical Tutor will have met you at the university in a group setting to give a brief introduction to the department, what is expected and answer any questions you may have. However, if you have further questions or concerns, do not hesitate in getting in touch at any point.

8. Day 1 of your clinical placement

On the 1st day of placement, please arrive into our Radiotherapy Department at the Rosemere Cancer Centre at **9am**. Let the Receptionist know you are here to meet your Radiotherapy Clinical Tutor.

We would recommend that you have a good night's sleep beforehand and eaten some breakfast, as it will be a busy morning. You may wish to do a dummy run of the travel to the hospital if you are concerned about traffic and travel route.

8.1 What you need to bring with you on Day 1:

- Uniform: Please **do not** attend in your uniform, instead bring one set of uniform with you, making sure it has been ironed. All other items in the dress code policy must be adhered to*
- A smallish bag which would fit into a small locker.
- Stationary: A 15cm metallic ruler, a black biro, a small notebook which can fit into your trouser pocket.
- Your Ipad from UoL (fully charged) with the LIFTUPP app on.
- A padlock or a £1 coin for the use of lockers (optional)

*a smart professional appearance must be maintained when attending for your placement, irrespective of whether you are in uniform or not.

8.2 What we will provide on Day 1:

- A Trust ID badge which will enable access to Rosemere Education room and the changing rooms. It will also enable access to trust printers.
- A name badge. Please let us know in advance if your preferred name is different from the name we have been given.
- A radiation dosimetry monitor badge. You will be instructed on how, where and when to wear your radiation badge and how to look after it. Your radiation badge must be returned to us at the end of the placement block, or replaced on the expiry date (whichever comes first) and there will be a cost incurred for any missing radiation badges.
- A skin marker – this is subject to possible infection control policy change post COVID-19.
- Trust IT access – this will enable you to log into the Trust PCs, giving you access to the intranet/internet/Outlook. You will need this in order to complete some e-learning modules and to access our policies and procedures.

9. Induction

The Local Induction process will take place throughout the first two weeks 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, ID, Information Governance, Staff Code of Conduct, Social Networking and Dress Code policies.
- Reading & Acknowledgement the local rules – specific to working in the Radiotherapy Department such as Radiation Safety and IR(M)ER policies.
- Adult Basic Life Support training.
- Trust Moving & Handling Training.
- COVID-related policies & procedures.
- LIFTUPP set-up.

There will also be an opportunity to meet the rest of the education team at Rosemere as well as students from other cohorts who are also studying Radiotherapy at UoL.

You will be working 'on-set' from your very first day of your clinical placement. This will involve interaction with the radiotherapy team, observation of treatments, and a lot of following staff in and out of the room. You may also feel comfortable calling patients through for treatment and making general conversation. All your activities will be fully supervised by the team.

There will be lots of information to take in and retain as well as lots of standing around observing, so don't be surprised if you feel mentally and physically drained by the end of the first week. The important thing is that you are engaged in the process and aren't afraid in getting involved if you feel confident in doing so. We also encourage you to ask questions if unsure of anything at a time and place that is appropriate, ie not in the middle of preparing a patient for treatment! You will be fully supported by your mentors and the Clinical Tutor as well as your peers who are often great source of information during those first couple of weeks.

10. Attendance

The university programme requires a minimum of **90%** clinical attendance per academic year in order to progress. If your attendance falls before this threshold you will be required to make up this clinical time at a time to suit both you and the radiotherapy department.

10.1 Shift working

To allow you the opportunity to assimilate yourself with travel to the hospital, the clinical environment and working practices, we are not expecting you to work any shifts for your first week of placement. Instead, please attend at **9am** each morning and finish at **5.30pm**.

From Week 2, your clinical tutor has assigned you shifts in order to fit around the service and to minimise of the number of students in the clinical area at any one time.

Shifts:

Early shift is 8am - 4.30pm with a 1 hour lunch*.

Late shift is 10.30am – 7pm* with a 1 hour lunch.

***You may choose to have a 30-minute lunch and end your shift 30 minutes earlier, at the discretion of your team leader or mentor.**

Additional break: You are allowed a 20 minute break either in the morning (around 10.30am) or in the afternoon (around 3.30pm). Please do not go on a break at the same time as another student on your machine.

You must arrive for your shift in a timely manner and inform your team member(s) when you are going for a break.

You must record your start-of-shift and end-of-shift on an attendance form daily, which must be signed by a qualified member of the radiotherapy team, and hand it in to your clinical tutor at the end of the week. Please refer to [Appendix 6](#) for the form. You will also be able to access this electronically.

10.2 Study Leave

You are entitled to one study day per week. This will be assigned by your clinical tutor and is likely to vary from week to week, taking into consideration the number of students per clinical area, and any treatment machines being serviced.

10.3 Absences

Should you be absent from placement, you must inform your Student Experience Co-ordinator **no later than 9.30am** on the morning of absence. This could be by phone call, SMS or e-mail.

You must also inform your Clinical Tutor of your absence by 9.30am on the morning of absence. This needs to be by phone call. If there is no answer, you must leave an answer message which will be picked up by the Education Team. Along with this you will need to email Learner.Absences@LHTR.nhs.uk to inform the trust of your absence. You must also let your clinical area know of your absence.

Please refer to [Appendix 7](#) for important phone numbers.

11. LIFTUPP

As you are aware, you will be continually assessed using the LIFTUPP app for the duration of your clinical placements. When you arrive for your first placement, your clinical tutor will work with you to ensure everything is set up for use.

You will be assigned a mentor from your Radiotherapy team who will complete the scoring at the end of the week. This will be checked by your clinical tutor on the following Monday

morning (at the latest), to make sure the feedback is relevant, appropriate, constructive and reflective of your placement, as well as addressing anything which needs attention.

Please note that LIFTUPP is a student-led operation, which means that your mentor may rely on you to navigate the app.

It is your responsibility to keep the ipads in a safe and secure place, and fully charged for use. Any lost ipads must be reported immediately to your clinical tutor and the university.

12. Your placement Rotation

The clinical Tutor will email you your placement rota approximately 2 weeks before the start of each placement block. She will take into consideration previous rotations; specialist rotations; action plans from previous placements; the number of learners in the department; the duration of placement required and linac services. As staff regularly rotate around the department you will experience working with the majority staff throughout your training.

If your clinical tutor has allocated your placement in Carlisle, you will be given at least one terms advance notice, where possible.

13. Spoke placement

As part of the course, there is an expectation for you to attend other Radiotherapy Centres which are affiliated to University of Liverpool programme.

This will include at The Northern Centre for Cancer Care in North Cumbria (NCCC-NC), Ninewells Hospital in Dundee, and the private Genesis Centre in the Midlands.

This will provide a great opportunity for you to experience – and critically evaluate - different techniques, regimes and equipment, enabling you to acquire further skills and knowledge of differing working practices. The rotation weeks will be assigned by the university in collaboration with the clinical sites.

14. What we expect from you

- We expect you to arrive on time for planned shifts and any other activities identified by the Mentor/Educator or team.
- We expect you to ensure your Mentor/Educator is aware of your learning outcomes for the placement and to inform them of any specific learning needs.
- We expect you to act in a professional manner at all times.
- We expect you to dress in accordance with your University uniform policy, and also in accordance with the Trust uniform policy, which overrides the University policy.
- As well as informing University you should inform your Mentor/Educator or delegated person if you are unwell and not able to attend your placement.
- We expect you to maintain and respect confidentiality at all times. This applies to clients, their records and discussions between the student and the Mentor/Educator.
- Respect the practice environment, practitioners you are working with, and ultimately the clients in your care, by **NOT** texting, making phone calls or using any of the facilities available on your phone in the presence of patients/clients or their families.

Good practice would be to switch off your mobile phone as you arrive in practice settings to avoid temptation.

- You should always adhere to any NHS Trust policies with regard to personal mobile phone use.

15. What you can expect from us

- We would like you to raise any issues regarding your placement with your Mentor, clinical tutors or your Link Tutor from the university. If this is not possible you should contact your Learning Environment Manager or a member of the Placement Support Team within the Trust, or the Practice placement co-ordinators Pauline Pilkington & Lauren Oliver.
- You will receive a local induction into your placement area to ensure you are familiar with the environment and are able to practice safely.
- You will be given an opportunity to discuss your learning needs and outcomes at the beginning of the placement.
- We will provide a safe and healthy environment, conducive to meeting your identified individual student learning needs.
- During your placement you will be allocated a Mentor/Educator to work alongside. However, as you become more familiar with staff you will be expected to find a mentor yourself.
- The Mentor/Educator will be a qualified practitioner who will assist and support you during your clinical work.
- Your Mentor/Educator will assess your performance against your course learning outcomes, and provide feedback to help you develop your skills, using LIFTUPP as a tool.
- You will be a valued member of the Multidisciplinary Team during your placement, and can expect respect, support, learning opportunities and encouragement from the radiotherapy teams.
- We will listen to your feedback about your placement and will respond to any issues raised sensitively.

16. Learner Support & Wellbeing

16.1 Learner Support:

The mental wellbeing of our students is of paramount importance. We understand that there are a lot of plates to spin while you are undergoing your training, be it holding down a part-time job, having dependants at home, having assessment deadlines running along clinical practice, financial issues, dealing with matters of conflict or struggling with some aspects of the clinical learning to name a few. We hope you will feel supported by the following key people:

- Clinical Tutor - Your Clinical Tutor's door is always open to listen and to support and should be regarded as your first port of call.
- Mentor – you may have a practical issue which your mentor could address
- Education Principal – Gillian Clarkson Gillian.clarkson@lthtr.nhs.uk ext 3711
- Staff Educator – Shelley Shuttleworth shelley.shuttleworth@lthtr.nhs.uk ext 2694
- Link Tutor from UoL – who will visit you as a group at least once during each clinical placement block to address any placement or university matters
- Your academic advisor – you could arrange a meeting at the hospital/MSTeams which will be arranged via the clinical tutor
- Trust Clinical Placement Support Team ext 8111 pefs@lthtr.nhs.uk
- Radiotherapy Service Manager – Gillian Clarkson Gillian.clarkson@lthtr.nhs.uk ext 3711

There is also a comprehensive confidential service within the Trust to support learners through matters which are physical, mental, emotional, health-related, clinical education related, academic, and conduct or just for a chat. Their details are on the intranet homepage or email learner.support@lthtr.nhs.uk or refer to **Appendix 8**.

16.2 Wellbeing:

The Trust offers a range of services for their staff and learners, geared towards wellbeing as we appreciate the importance of self-care. Please refer to the intranet homepage for more details.

16.3 Staff Benefits:

As you fall under the umbrella NHS healthcare workers, you are entitled to the benefits offered to NHS staff. You will find details of this on the intranet <https://lthtr.nhsbenefits.net/staff-discounts/>

Final note...

Just a few comments/advice from previous students at Rosemere to set you on your way!

*'This is a lovely place to be a student; staff are always helpful so if you are ever stuck just ask!
Don't rush anything, it will all make sense eventually.'*

3rd Year Radiotherapy student 2020

"Rosemere is a lovely, friendly centre to learn and gain clinical experience, with all staff willing to help and make you feel part of the team from day 1. I'd recommend throwing yourself into things, as staff are always there to observe you and offer advice and make use of the other students you work with on the linacs, as it is often beneficial to learn from them and get tips. Also make use of MDT sessions, they're very valuable and informative"

3rd Year Radiotherapy Student 2020



PGDip 2020 Radiotherapy Graduates

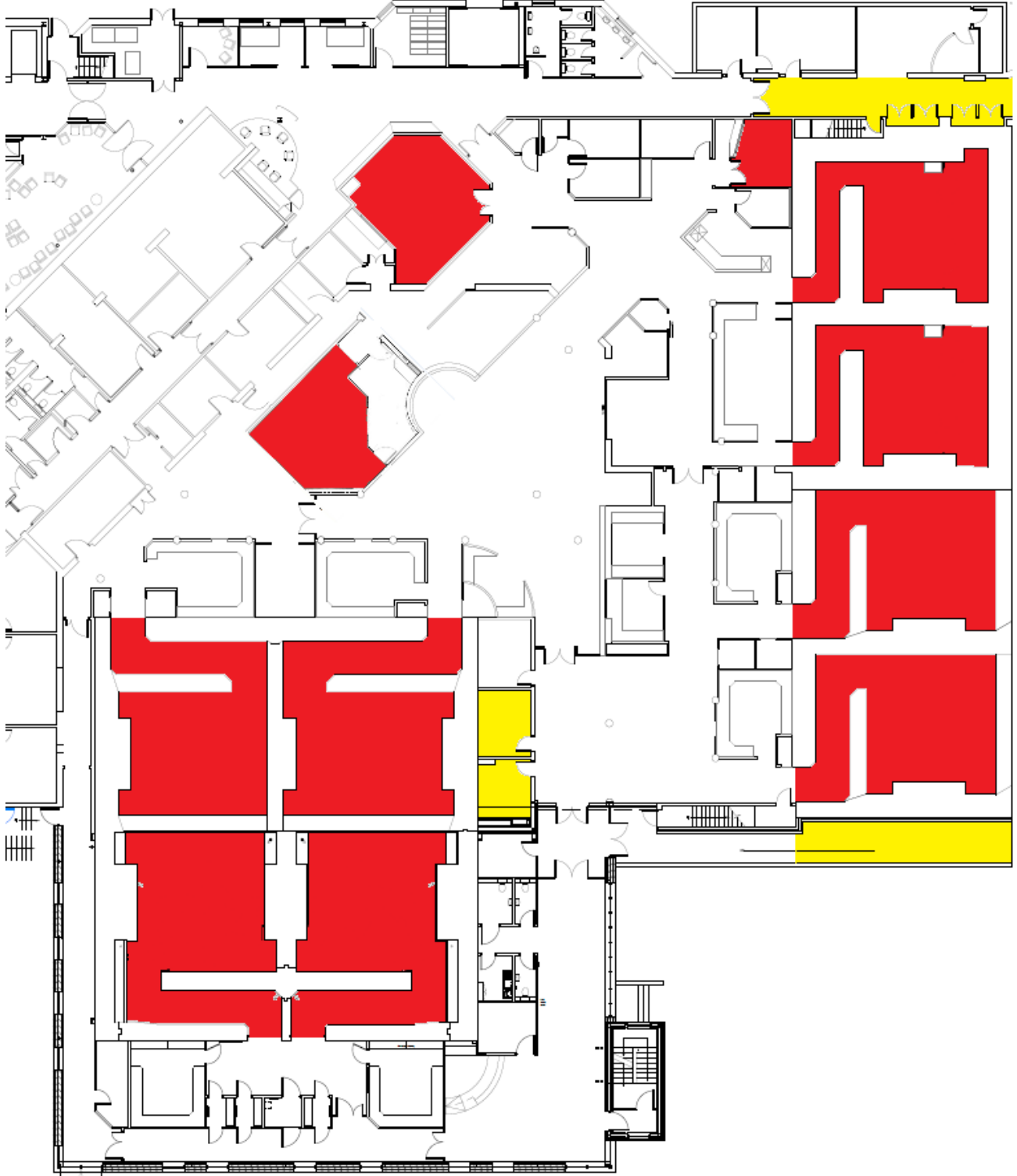


BSc Hons Radiotherapy Graduates 2019

We are Rosemere are really excited for you to start your clinical training with us on your journey to become Therapeutic Radiographers.
We look forward to meeting you very soon!

Piral & Paul
Radiotherapy Clinical Tutor
Rosemere Cancer Centre

Appendix 1 – MAP OF DEPARTMENT



Controlled areas are marked in Red, supervised areas are in yellow.

Appendix 2 – Map of RPH

RCC is located on 54 (lower ground floor).

download:driver=810 X + V
https://nrs.nhs.uk/download:driver=810

15:40
29/05/2020

LANCASHIRE TEACHING HOSPITALS
NHS FOUNDATION TRUST

WARD BLOCK FLOOR INFORMATION

Ward	Room	Room	Room
Ward 22, 23, 24, 25	1st floor	2nd floor	3rd floor
Ward 16, 20, 21	1st floor	2nd floor	3rd floor
Ward 14, 15, 17	1st floor	2nd floor	3rd floor
Ward 11, 12, 13	1st floor	2nd floor	3rd floor
Ward 5, 6, 8, 9, 10	1st floor	2nd floor	3rd floor
Ward 3, 4	1st floor	2nd floor	3rd floor
Ward 2	1st floor	2nd floor	3rd floor
Ward 1	1st floor	2nd floor	3rd floor
Ward 0	1st floor	2nd floor	3rd floor

SHARON GREEN UNIT

General Floor
1st floor
2nd floor
3rd floor
4th floor
5th floor
6th floor
7th floor
8th floor
9th floor
10th floor
11th floor
12th floor
13th floor
14th floor
15th floor
16th floor
17th floor
18th floor
19th floor
20th floor
21st floor
22nd floor
23rd floor
24th floor
25th floor
26th floor
27th floor
28th floor
29th floor
30th floor
31st floor
32nd floor
33rd floor
34th floor
35th floor
36th floor
37th floor
38th floor
39th floor
40th floor
41st floor
42nd floor
43rd floor
44th floor
45th floor
46th floor
47th floor
48th floor
49th floor
50th floor
51st floor
52nd floor
53rd floor
54th floor
55th floor
56th floor
57th floor
58th floor
59th floor
60th floor
61st floor
62nd floor
63rd floor
64th floor
65th floor
66th floor
67th floor
68th floor
69th floor
70th floor
71st floor
72nd floor
73rd floor
74th floor
75th floor
76th floor
77th floor
78th floor
79th floor
80th floor
81st floor
82nd floor
83rd floor
84th floor
85th floor
86th floor
87th floor
88th floor
89th floor
90th floor
91st floor
92nd floor
93rd floor
94th floor
95th floor
96th floor
97th floor
98th floor
99th floor
100th floor

Key to symbols

1st floor
2nd floor
3rd floor
4th floor
5th floor
6th floor
7th floor
8th floor
9th floor
10th floor
11th floor
12th floor
13th floor
14th floor
15th floor
16th floor
17th floor
18th floor
19th floor
20th floor
21st floor
22nd floor
23rd floor
24th floor
25th floor
26th floor
27th floor
28th floor
29th floor
30th floor
31st floor
32nd floor
33rd floor
34th floor
35th floor
36th floor
37th floor
38th floor
39th floor
40th floor
41st floor
42nd floor
43rd floor
44th floor
45th floor
46th floor
47th floor
48th floor
49th floor
50th floor
51st floor
52nd floor
53rd floor
54th floor
55th floor
56th floor
57th floor
58th floor
59th floor
60th floor
61st floor
62nd floor
63rd floor
64th floor
65th floor
66th floor
67th floor
68th floor
69th floor
70th floor
71st floor
72nd floor
73rd floor
74th floor
75th floor
76th floor
77th floor
78th floor
79th floor
80th floor
81st floor
82nd floor
83rd floor
84th floor
85th floor
86th floor
87th floor
88th floor
89th floor
90th floor
91st floor
92nd floor
93rd floor
94th floor
95th floor
96th floor
97th floor
98th floor
99th floor
100th floor

LANCASHIRE TEACHING HOSPITALS
NHS FOUNDATION TRUST

APPENDIX 3 – Grasshoppers Shuttle Bus timetable

PRESTON GRASSHOPPERS SITE

PARK AND RIDE SCHEME

The Preston Grasshoppers park and ride scheme operates to and from the Grasshoppers car park and Royal Preston Hospital using a fleet of mini-buses. The location is near junction 32 off the M6 on Lightfoot Lane, Preston. The journey time is approximately 8 minutes and vehicles operate between Monday to Friday 7.00a.m. to 9.30a.m. and 4.00pm to 7.00pm at a frequency of 10 minutes. The drop-off and collection point at the RPH is at the turning circle opposite St Clare's Church, Fulwood which avoids the vehicles becoming gridlocked in the site congestion at busy periods.

If staff need to access their vehicle during the day or outside normal working hours, there is a separate free staff transfer service operated by the Trust and this can be accessed by contacting extension 8282 option 5. Staff who are found to be regularly requesting transfers outside of the scheduled timetable will be transferred to Preston Business Centre where public transport operates a regular service throughout the day and is free to staff between RPH and PBC.

If staff are asked to work later, i.e. after 7pm, then arrangements can be made for alternative transport by contacting extension 3166. The use of this service will be monitored and any abuse could result in the member of staff being removed from the park and ride scheme.

The car park is patrolled by car parking staff from Royal Preston Hospital and also monitored by staff at Preston Grasshoppers. Staff, however, should always check that their car is locked and ensure that no valuables or belongings are in view.

Staff are also reminded that the Trust and its agents cannot guarantee the security of any vehicle and will not accept liability for loss or damage to members' vehicles arising from use of the car park. This includes theft of vehicles.

The car park provides parking for 200 staff vehicles. The cost of using this facility is 50% off normal car parking charges. Staff are reminded that valid permits are required to be displayed at all times.

Any staff who is a member of the trust car parking scheme may park on site in the staff car parks from 4.00pm to 6.00am Monday to Friday, bank holidays and at weekends.

Staff parking in the evenings or week-ends at the RPH or CDH must display their park and ride windscreen permit and advise the car park control room via the barrier intercoms when accessing and/or exiting the staff car parks.

Useful contact numbers:

- Car Park Help Desk – extension 8282 option 5, Monday - Friday between 8am – 4.30pm
- Car Park Control – extension 3166 at all other times

Grasshoppers timetable.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Grasshoppers timet... x

1 / 1 66.6%



Preston Grasshoppers Shuttle Service Time Table



Bus	PGRFC Pickup	Rph Drop Off
1	07:00	07:15
2	07:10	07:25
3	07:20	07:35
1	07:30	07:45
2	07:40	07:55
3	07:50	08:05
1	08:00	08:15
2	08:10	08:25
3	08:20	08:35
1	08:30	08:45
2	08:40	08:55
3	08:50	09:05
1	09:00	09:15
2	09:10	09:25
3	09:20	09:35
1	09:30	09:45

Bus	RPH Pickup	PGRFC Drop Off
1	16:00	16:15
2	16:10	16:25
3	16:20	16:35
1	16:30	16:45
2	16:40	16:55
3	16:50	17:05
1	17:00	17:15
2	17:10	17:25
3	17:20	17:35
1	17:30	17:45
2	17:40	17:55
3	17:50	18:05
1	18:00	18:15
2	18:10	18:25
3	18:20	18:35
3	18:40	18:50
3	19:00	19:10

APPENDIX 4 – CAR PARKING APPLICATION FORM

The Trust's hospital sites are situated in urban, residential areas, and the number of parking spaces available are limited to serve both the public on healthcare business and staff who require to use the car as a means of transport to and from work or on hospital business.

To achieve the above aims, a managed car parking system is in operation which includes three park and ride facilities and on site parking both at RPH and CDH. Staffs wishing to apply for a car-parking permit are required to complete and return an application form to carparkhelpdesk@lthtr@nhs.uk, advising of their preference.

Permits are issued strictly in accordance with the system of eligibility criteria and therefore applications are scored using a fair and objective system that takes into full account both work and social needs.

The criteria will establish whether you;

- a) Park on a hospital site
- b) Use one of the park and ride facilities
- c) Use alternative means, i.e. other forms of transport

You will be notified of the result of your application as soon as possible following receipt please ensure you fill out the form in full with a **valid email address**.

Application forms can be obtained via the Trust's intranet. Both the Car Parking Scheme Staff Application Form and the Car Parking Criteria Assessment Form need to be completed at the same time.

Please note, the windscreen permit and pass card are no longer provided as the ANPR (Automatic Recognition) cameras on site recognize registration details of the vehicle you provide. Failure to provide correct, precise Registration details may result in PCN's (Parking Charge Notices) which would result in a charge.

CAR PARKING SCHEME – APPLICATION FORM

Dear Colleague, Membership of the Car Parking Scheme allows you to park on staff car parks across the Trust's hospital sites and provides access to the staff car parks and offsite car parks. The Trust and its Agents, however, cannot guarantee the security of any vehicle and will not accept liability for loss or damage to or from member's vehicles arising from use of the car parks. This includes theft of and from vehicles. The scheme is governed by the Car Park Management Operational Procedures and Specification, and, in applying to join the scheme, you are agreeing to be bound by the terms and conditions contained in the document.

Section 1 - Personal Details		Home Address Details	
Title	Miss \ Ms \ Mrs \ Mr \ Dr \ Prof \ Other	House No / Name	
Name		Street	
Job Title		Town	
Department		County	
Hospital Site		Post Code	
Extension Number		Email Address	
Mobile Number		Telephone Number	

Section 2 – Employer Details – This Section MUST be completed

Are you a paid employee of Lancashire Teaching Hospitals NHS Foundation Trust? Yes ☐ No ☐

If YES please provide your employee number as shown on your Pay slip: If you are new to the trust please forward this information when available to carparkhelpdesk@lthtr.nhs.uk

If NO please provide your Employer's Name

Please tick all sites that you will work at:

RPH ☐ CDH ☐ PBC ☐

Please tick your primary working site:

RPH ☐ CDH ☐ PBC ☐

Section 3 – Vehicle Details – CAR Registration MUST be provided

	Vehicle Registration	Vehicle Manufacture	Vehicle Model	Vehicle Colour
Vehicle 1				
Vehicle 2				

Trust Staff – Payment through salary

Do you wish to join the Salary Sacrifice Scheme?
If so, please see separate details attached.

Non-LTH Trust Staff payment by cash/
cheque/card (Optional)

I hereby authorise the deductions of the sum identified relevant to my salary range and contracted hours. To be taken in installments from my weekly/monthly pay in respect of car parking provided by the Trust. I also agree that, subject to prior notification, any increase in charges may be automatically deducted from payments due to me.

I hereby pay the sum identified in full in respect of car parking provided by the Trust. I also agree that, subject to prior notification, any increased charges can be invoiced to me.

Please note: All cash / cheque / card payments must be made via General Office where a receipt will be provided as this is required. As confirmation of payment. Cheques should be made payable to "Lancashire Teaching Hospitals NHS Foundation Trust". Please e-mail the completed form to carparkhelpdesk@lthtr.nhs.uk

N.I. Number

Payroll Number

Date deductions to commence

Receipt Number

Value of Payment

Date of Payment

Employee's Signature	Employee's Signature
----------------------	----------------------

I wish my employer to be invoiced (Only Available to selected Applicants) ☐

Employer Name	
Invoice Address	
Budget Code (If Applicable)	
Date deductions to Commence	
Employee's Signature	

LANCASHIRE TEACHING HOSPITALS NHS FOUNDATION TRUST

STAFF CAR PARKING PERMIT CRITERIA ASSESSMENT

NO	CRITERIA FOR ASSESSMENT	INFORMATION	COMPLETE APPLICABLE	AS	FOR OFFICE USE ONLY
1	Travel				
	(a) Please provide the direct distance from home to place of work.				
	(b) Does your journey to work by public transport involve:	No change			
		One change			
		More than one change			
	(c) Journey time by public transport. Please indicate the time taken by public transport for a single journey – i.e. from home address to base location.	Up to 1 hour			
		Over 1 – 2 hours			
		Over 2 hours			
2	Conditions of Employment				
	(a) Please indicate the shifts you are contracted to work. (Do not indicate ad hoc work arrangements).	Mornings: Days: Afternoons: Nights:			
	(b) What are your normal working hours and days? (Please indicate).				
3	Other Considerations				
	Are you a Registered Disabled Blue Badge Holder? (This will be verified prior to issue of Permit).				
4	Car Sharing				
	Would you be interested in car sharing?				

	Please circle, as applicable.	YES / NO		
--	-------------------------------	----------	--	--

I understand that, should I knowingly and deliberately make a false statement, I may be liable to disqualification from the Car Parking Scheme.

Signed: (Applicant) Date:

Divisional Manager's Name.....

Signed: (Divisional Manager) Date:

Did you know? - Travelling by car is not the only option!



- Preston Bus weekly and monthly Easirider bus passes are available from General Office at RPH with a 10% saving on regular prices.
- Weekly discounted bus vouchers for travel on stagecoach Chorley network are available from General Office at CDH.
- FREE secure bicycle bins are available to any member of staff wishing to travel via bicycle.
- Staff can use the FREE staff shuttle between RPH and CDH.
- You can save money on your travel cost to work by car sharing.



For further information on any Transport issues please contact the helpdesk via email on carparkhelpdesk@lthtr.nhs.uk. More information can be found on the intranet under Estates & Facilities TAB / Transport for Staff

Car Parking Charges

Please indicate with a (✓) the appropriate band/contracted hours that you work.

STAFF CAR PARKING CHARGES

ON SITE PARKING AT ROYAL PRESTON AND CHORLEY

	OVER 30 HOURS	INCREASE	OVER 25 - 30	INCREASE	OVER 18 - 25	INCREASE	OVER 10 - 18	INCREASE	UP TO 10	INCREASE
SALARY BAND £0- £19,999										
WEEKLY	£2.65	£0.60	£2.13	£0.48	£1.60	£0.36	£1.05	£0.24	£0.56	£0.13
MONTHLY	£11.48	£2.64	£9.23	£2.12	£6.93	£1.59	£4.55	£1.05	£2.42	£0.55
ANNUAL	£137.80	£31.69	£110.76	£25.47	£83.20	£19.13	£54.60	£12.55	£29.12	£6.69
SALARY BAND £20,000-£40,999										
WEEKLY	£3.00	£0.69	£2.41	£0.55	£1.80	£0.41	£1.21	£0.27	£0.61	£0.14
MONTHLY	£13.00	£2.99	£10.44	£2.40	£7.80	£1.79	£5.24	£1.20	£2.64	£0.60
ANNUAL	£156.00	£35.88	£125.32	£28.82	£93.60	£21.52	£62.92	£14.47	£31.72	£7.30
SALARY BAND £41,000-£89,999										
WEEKLY	£3.40	£0.78	£2.74	£0.63	£2.05	£0.47	£1.39	£0.32	£0.70	£0.16
MONTHLY	£14.73	£3.38	£11.87	£2.73	£8.88	£2.04	£6.02	£1.38	£3.03	£0.69
ANNUAL	£176.80	£40.66	£142.48	£32.77	£106.60	£24.51	£72.28	£16.62	£36.40	£8.37
RESERVED & £90,000 +										
WEEKLY	£7.60	£1.74	£6.08	£1.39	£4.52	£1.04	£3.00	£0.69	£1.44	£0.33
MONTHLY	£32.93	£7.57	£26.35	£6.06	£19.59	£4.50	£13.00	£2.99	£6.24	£1.44
ANNUAL	£395.20	£90.89	£316.16	£72.71	£235.04	£54.05	£156.00	£35.88	£74.88	£17.22

APPENDIX 5 – Trust Dress Code Policy

1. SUMMARY

This document provides a comprehensive framework to ensure that all staff including volunteers of Lancashire Teaching Hospitals NHS Foundation Trust adhere to the defined standards and expectations described within.

2. PURPOSE

This policy sets out the standards of appearance required of the staff of Lancashire Teaching Hospitals NHS Foundation Trust.

3. SCOPE

The policy has general application throughout Lancashire Teaching Hospitals NHS Foundation Trust. It represents the governing principles outlined within the document which are fully supported in every respect by the Board of Directors. All members of staff are required to adhere to the principles involved as outlined within this document, together with any related procedures, which are enabled by this policy.

4. INTRODUCTION

This policy applies to all staff working in the Trust along with those on a secondment or placement from other departments, organisations and ALL student placements with the Trust.

The Trust wishes to ensure that the appearance of staff at work is professional at all times and meets the expectations of patients and their families, their peers and visitors and thus minimises risks to staff and patients and upholds the professional image of Lancashire Teaching Hospitals.

Wherever this policy refers to clinical areas/clinical contact, it should be understood that this means any area of the organisation (or location in which an employee may work e.g. within the community) in which patients are present to receive treatment, where clinicians attend procedures or in which clinicians/technicians prepare for these activities.

The objectives of the policy are to:

- a) Promote public confidence in healthcare staff.
- b) Enhance the image of the Trust as a professional and business-like organisation.
- c) Minimise the risk to staff and patients by compliance with relevant Health and Safety, Food Hygiene and Infection Prevention and Control of Infection validated local and national regulations.
- d) Provide for the easy identification of staff.
- e) Ensure compliance with: Uniforms and Workwear: guidance on uniform and work wear policies for NHS employers, DoH March 2010.
- f) Comply with The Health and Social Care Act 2008 Revised amendment 2014

5. ROLES AND RESPONSIBILITIES

- The Nursing and Midwifery Director is accountable to the Board of Directors for the compliance of the policy by non-medical staff.
-

- The Medical Director is accountable to the Board of Directors for the compliance of the policy by medical staff and Medical Students.
- The Divisional Nursing and Midwifery Directors, the Associate Director for AHPs and Divisional Directors are responsible for the compliance of the policy by all staff members in their Divisions.
- Line Managers, Supervisors, Matrons and Ward and Department Managers are responsible for ensuring compliance of the policy within their areas of management control.
- All members of staff are expected to comply with the policy at all times.

6. HEALTH AND SAFETY

- 6.1 Uniforms and work wear are provided by the Trust to those members of staff who are required to wear a uniform in the course of their duties. Members of staff issued with uniforms are required to wear them not only as part of maintaining the professional image of the Trust, to support infection prevention practice and also for their own health and safety.

7. INFECTION PREVENTION AND CONTROL

- 7.1 Healthcare staff required to wear uniforms, will be issued with a sufficient supply to facilitate the laundering process and the availability of a clean uniform for each day.
- 7.2 Uniforms can become contaminated with micro-organisms during clinical duties. It is therefore essential that the disposable protective clothing (i.e. disposable plastic aprons) that is supplied for staff is used when providing direct patient care and/or when exposure to blood and body fluids is likely.
- 7.3 Disposable protective clothing must be changed between patients and tasks and hands cleansed in accordance with the hand hygiene procedure.
- 7.4 Healthcare staff should be aware that there is a small risk micro-organisms acquired from the clinical area might be transferred to other family members at home from their hands and uniform. Therefore, where possible, staff will avoid travelling to home from work in uniform.
- 7.5 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.
- 7.6 Staff travelling in their uniforms should ensure they have additional clothing i.e. a clean uniform or a set of their own clothes to wear for travelling should their uniform become soiled and need to be sent for decontamination.
- 7.7 Items of uniform that have become soiled with body substances present a risk of infection and need to be sent to the Trust's laundry service for laundering and thermal disinfection. They should not be taken home.
- 7.8 Staff wearing dresses should wear natural or black colour tights; however, in the months of July and August or during heatwaves, it is reasonable for staff to remove tights to balance comfort with the heat.
- 7.9 Staff groups, where wearing of shorts is permitted, must wear Trust issue knee length tailored shorts with dark socks that come to the ankle. Short wearing is permitted during the months of July and August or during heatwaves and in gym or garden settings.
- 7.10 All staff, in any clinical area, regardless of role must be bare below the elbow, have no wrist or hand jewellery other than one ring/wedding bangle that is a plain smooth band and have nothing other than natural short nails. This is to facilitate effective decontamination of hands. Cardigans should not be worn when delivering care to patients.
- 7.11 Being bare below the elbow during direct patient care activity, is based on International Best Practice, which is evidence based. The evidence identifies that undertaking clinical procedures, hands and wrists can become heavily colonised with bacteria from the patient and the environment. Therefore, safe and effective hand hygiene can only be undertaken

when hands up to wrists are washed/decontaminated to reduce or remove that microbial load. This is best facilitated, when “Bare Below The Elbow”. This includes short nails excluding nail varnish and any artificial substances.

- 7.12 Jackets/coats/cardigans etc. should be removed when entering clinical areas to facilitate bare below the elbow and ties should either be removed or tucked into shirts.

NB: Direct patient care activity is defined in full in the appended DH guidance¹ attached to this policy, and includes **any activity that involves patient contact, e.g. examining patients in wards or outpatient clinics and in treatment and minor surgical procedure rooms when patients are being treated.** The **only** exception to the rule of ‘bare below the elbows’ is staff administering radioactive medication where they must adhere to the Ionising Radiation Regulations as well as adhering to Infection Prevention and Control procedures.

- 7.13 Clinical personnel that are not issued with a uniform (including medical staff) should wear clothing that does not present an infection risk within the clinical setting. As with uniforms, personal clothing worn at work:

- Will be clean and laundered.
- Will be capable of withstanding washing at higher temperatures and also minimise the adherence of contaminants and have minimal shedding (smooth fabrics such as cottons or polyester are preferred).
- Will avoid wool and acrylic fabrics with a thick pile, as there is evidence they readily colonise with higher levels of bacteria.

8. STANDARDS OF PERSONAL AND PROFESSIONAL APPEARANCE FOR ALL STAFF

A smart, professional image must be maintained by all staff working within the Trust, irrespective of whether they are in uniform or not.

All staff should be well groomed, with a standard of personal hygiene that does not emit offensive odours or appear unkempt. The clothes worn should be appropriate for attendance at work. Staff are reminded that that whilst sponsored by the Trust when attending courses or events, internally or externally organised, that they are representing the Trust and their appearance must reflect a suitable image at all times.

8.1 Clothing

Staff must ensure that clothes and accessories worn are well maintained, and comply with patient and public expectation.

The following items of clothing are examples of unacceptable clothing, either on grounds of health and safety or the Trusts public image:

- Denim jeans or skirts – all colours and styles
- Track suits
- Any type of shorts other than Trust issued tailored knee length
- Combat style trousers
- Leggings

- Overly tight or revealing clothes
- Clothing bearing inappropriate slogans
- Skirts/trousers that are sufficiently long that they touch the ground when walking
- Tops that show a bare midriff, allow an inappropriate amount of cleavage to be visible, or have 'spaghetti' straps.

** The medical records team will be exempt from this until a uniform is provided.

Skirts/dresses should be of a length that allows an appropriate range of movement and should not hinder staff during moving and handling procedures.

Cardigans/pullovers if worn in clinical areas, when not delivering patient care (e.g., updating notes at a desk) must have the sleeves rolled up and match the colour of the uniform or be navy blue or black.

In extreme hot weather local adaptations may be considered by line managers. However, all decisions must be risk assessed (and documented), reflect the general principles of appearance already outlined in this policy and must be fair to all genders.

It may be necessary to defer to local health and safety guidance or local risk assessments for staff undertaking activities that require specific clothing adjustments to maintain the member of staff safety e.g. estates staff undertaking some duties that require arms to be covered.

¹ Uniforms and workwear: Guidance on uniform and workwear policies for NHS employers DH 2010

8.2 Hair

In Clinical areas and whilst wearing uniform at all times hair must be clean, off the collar and tidy at all times with the colour within natural choices.

	Clinical areas (inc. out patients)	Non clinical areas
8.3 Fingernails	Fingernails must be short and nail varnish MUST not be worn. False, acrylic, gel or any other artificial nails are not permitted for any staff who access clinical areas or who work in clinical areas. Only natural short nails are permitted.	Staff not in clinical areas, wearing nail varnish should ensure that the nail varnish is well maintained.
8.4 Cosmetics and perfumes	Make-up must be discreet.	Make-up must be discreet.
8.5 Jewellery and Tattoos	Only one ring or wedding bangle may be worn which must be a plain smooth band. Rings containing stones compromise hand hygiene and may cause skin trauma to patients, thus affecting Patient Safety. Earrings, if worn must be limited to one pair of studs only and worn one in each ear. Rings and /or studs in other body parts visible to patients are NOT permitted. Wristwatches, wrist jewellery or other wrist adornments must not be worn as this is not compatible with the National Standard of Bare Below The Elbow. Necklaces are not permitted due to the risk of strangulation. False eyelashes are not permitted. Offensive tattoos aligned to non inclusive communication are not permitted to be on display.	Jewellery, if worn, must be discrete, compatible with the maintenance of safety in the work area and not compromise the safety of the wearer. Staff should be bare below the elbows always in clinical areas. Long necklaces or dangling earrings must not be worn in clinical areas or in areas where there is the risk of contact with machinery.
8.6 Headwear	Turbans, kippots, and headscarves are supported on religious grounds. The latter should be above the shoulder, if not, short, either tucked and securely fastened so as to ensure it does not fall away from the body and worn unadorned and secured neatly so as not to interfere when delivering direct patient care, or working with equipment. The colour should be either black, navy, cream or white or the same colour as the uniform.	Turbans, kippots, and headscarves are supported on religious grounds. (See also section 5.9)
8.7 Footwear	**ONLY low heeled, soft soled, closed toe shoes in black or navy blue are to be worn by staff in uniform in all clinical areas. Where clogs are worn the supporting heel strap must be in place. Shoes MUST be cleanable and have non slip soles and heels no higher than 2.5cm (1 inch). Dark blue or black trainers are permitted with discreet logos. Full shoe black or navy blue crocs with no holes are permitted for staff in uniform . Crocs style shoes with holes on the forefoot area, flip flop style sandals and permeable canvas shoes are not permitted	Safety footwear, in line with guidance, where provided, must be worn in line with relevant risk assessment. Where safety footwear is not provided staff must wear footwear appropriate to the environment in which they are working and the job they perform. Staff are reminded that in the workplace very high heels or unsupported sandals can create a risk. Flip flop style sandals and canvas style shoes are not permitted.

8.8 The following badges are approved:

- A Trust issued ID Badge which **must** be worn at all times, and positioned in such a way either with a clip or lanyard and be clearly visible so that patients families and other staff can easily identify individuals.
- A "Hello My Name Is" badge for the purposes of identification can be worn.
- Protection badges i.e. Radiation Dosimeter badges, where applicable
- Two other badges from the following may be worn:
 - Training Establishment Badge
 - Badge of Qualification
 - Professional Organisation / Union Badge
 - Specialist role/function

All badges must be removed in situations where they are likely to cause injury to patients, staff or visitors. Scissors and Pens if worn in a top pocket must be securely anchored.

Break away lanyards are permissible but must be removed when undertaking tasks where contact with wounds, bodily fluids may facilitate the lanyards as a vehicle to pick up and transmit micro-organisms.

8.9 Allowance on the grounds of religious or cultural beliefs

The wearing of items arising from religious norms is supported by the Trust, providing that the health and safety and security of patients are not compromised.

The wearing of items arising from cultural norms are usually supported by the Trust providing that the health and safety and security of patients is not compromised.

Staff who wear facial coverings for religious reasons must remove these while on duty. This is to ensure that the member of staff is identifiable, and to enhance engagement and communication with patients, visitor and colleagues.

Religious bangles can be worn as an equivalent to a wedding band. This should be pushed up the arm. Other religious artefacts may be worn about the person e.g. in a pocket or pushed up to / above the elbow and tucked under top sleeves.

Henna tattoos are permitted as long as hand, wrist, and forearm can be adequately washed.

9 LAUNDERING OF UNIFORMS AND WORKWEAR

It is the responsibility of each individual member of staff to ensure that their complete uniform is maintained in a clean, hygienic and presentable condition at all times.

9.1 If staff choose to launder uniforms at home, it is essential that the following guidance be followed.

- A ten minute wash cycle at 60°C is sufficient to remove most micro-organisms. Uniforms should be washed at the highest temperature suitable for the fabric.
- Normal washing powder/tablets should be used. It is not necessary to add any chemical to afford disinfection, i.e. bleach products

- Home laundered items to be dried and ironed affording further thermal disinfection.
- Once ironed uniforms should be stored to reduce any risks of contamination.

10 PERSONAL PROTECTIVE EQUIPMENT

- 10.1 The Personal Protective Equipment (P.P.E.) at Work Regulations 1902 forms part of health and safety regulations implementing European Community (EC) Directives. It requires that P.P.E. is supplied and used at work wherever there are risks to health and safety that cannot be controlled in other ways. Items supplied by the Trust for this purpose include safety footwear, gloves, eye and ear protection, high visibility and weatherproof clothing. Further information regarding P.P.E can be obtained from your manager, risk assessments, Physical Risk Team and Trade Union Accredited Health and Safety Representative.
- 10.2 Personal protective equipment such as aprons/gowns, gloves, safety glasses and facemasks are available in all clinical areas. These will be worn as per the Trusts Infection Prevention and Control Policies, which are available on the intranet.
- 10.3 Catering services staffs have a separate departmental uniform policy that provides compliance with Food Hygiene legislation, which conform to the principles of this policy.

11 SPECIALIST CLINICAL AREAS

In some clinical areas uniforms may not be worn outside Trust premises. In addition all uniforms worn by staff in these areas **must** be washed by the Trust's laundry service and these must not be worn outside the trust. Your Manager will advise if these rules apply to your area of work. Where these rules are relevant the following will apply:

- 11.1 Only the Trust ID badge and protection badges (i.e. radiation dosimeter badges) may be worn.
- 11.2 Any footwear issued to staff, with the exception of footwear specifically for outside wear, will not as a rule, be worn outside the building. Should an emergency situation require this rule to be breached the contaminated footwear procedure must be followed on return to the department. Footwear contaminated with body fluids will be removed and cleaned at the first available opportunity by the wearer.
- 11.3 In some settings such as theatre, critical care, anaesthetics and the Emergency departments the wearing of 'scrubs' is the norm and as in the case of theatre is required.
- 11.4 The wearing of 'theatre scrubs' will, in the main be restricted to the relevant department and **must not be worn when travelling to and from home**. Certain circumstances such as: Pre-operative visiting, resuscitation team activity, and inter and intra-hospital transfers may require scrubs to be worn outside the designated area. Scrubs will be changed if they become soiled with blood or body fluids on return to the department or unit.
- 11.5 When wearing cloth reusable hats in theatre, a clean hat must be used and changed on at least a daily basis.
- 11.6 Where staff need to leave the department or unit for meetings, meals or for any other reason the department uniform may be worn in accordance with the following:
- Departmental shoes must be changed as above.
 - No hospital facemasks will be worn.
 - No theatre PPE hats to be worn.
- 11.7 Cardigans/sweatshirts must not be worn in theatre areas.
- 11.7 When participating in on call arrangements, scrub suits will not be used to sleep in.
-

12 ADDITIONAL RULES FOR WEARING UNIFORM

- 12.1 Where possible staff will change on the premises, however, if this is not possible: staff, in order to protect them and others, the uniform must be completely covered with a jacket regardless of weather conditions and staff must travel straight home and change. It is acknowledged there are times when staff are delayed from leaving work thus impacting on essential carer responsibilities, (picking children up, providing care) in these circumstances, the uniform should be completely covered and the time limited. For safety, staff in uniform, off premises whilst travelling, should not be able to be identified as a healthcare professional.
- 12.2 Where staff whose duties require them to wear uniform and work off-site 9.1 applies.
- 12.3 Staff **must not** go shopping in uniform or engage in other activities outside of work whilst still in uniform.
- 12.4 Outer garments, e.g. cardigans, sweatshirts or fleeces, must not be worn in clinical areas to facilitate hand washing in line with the “bare below the elbows” national strategy.
- 12.5 In other circumstances where cardigans and sweatshirts are worn outside of the clinical area by uniformed staff they should be plain and of one colour. The standard colours for the teams below are:

Nursing and Midwifery Staff	-	Navy Blue
Clerical Staff	-	Navy Blue
Imaging Staff	-	Maroon
Occupational Therapists	-	Bottle Green
Physiotherapists	-	Navy Blue

Note: Cardigans and sweatshirts are not provided by the Trust as part of the Trust uniform

13 EMERGENCY PROVISION OF REPLACEMENT UNIFORM IN THE EVENT OF EXTREME CONTAMINATION

- 13.1 Between the hours of 7.30am and 4.00pm contact the Linen Unit on extension 3351(RPH) or 5218 (CDH) where a clean scrub suit will be made available to you.
- 13.2 Outside these hours contact the porter on duty who will access the linen unit and arrange for a replacement scrub suit to be made available.
- 13.3 The contaminated uniform must be placed in a red alginate bag inside a blue laundry bag and left at the appropriate collection point in order that it can be professionally cleaned and thermally disinfected.

14 SMOKING IN UNIFORM

- 14.1 As directed in the Trust No Smoking policy, smoking in uniform is not permitted on or off the Trust premises.

15 SPECIAL EXCEPTIONS

- 15.1 Divergence from wearing the standard uniform on grounds of physical risk or personal health must be formally risk assessed on an individual basis and approved by the Head of Department/Matron. This will occur only in exceptional circumstances. The Divisional Director and Dress Code Policy author must approve alternative attire prior to issue/use.

- 15.2 The Trust values diversity and recognises that staff may have cultural concerns in respect of some elements of this policy. However, patient safety, their health and effective communication with them must remain the primary and overriding basis on which the content of this policy is determined.

16 PROCUREMENT AND PROVISION OF UNIFORMS

16.1 Centrally Funded, e.g. Nursing uniforms

The following procedure applies to centrally funded provision of uniform;

- Uniform request form raised by Accountable Line Manager
- Individual attends Linen room for measurement
- Linen Room orders uniform
- Uniform is delivered to Linen Room
- Uniform checked and identification marked by Linen Room staff
- Uniform issued to individual staff member by Linen Room staff.

16.2 Divisional/Department Funding e.g. Imaging

The following procedure applies to Division/department funded provision of uniform;

- Requisition raised in department/division
- Requisition sent to supplies department
- Supplies department liaise with Linen Room for verification of requisition
- Order placed by Supplies Department
- Uniform delivered to linen room
- Delivery checked and identification marked by linen room staff
- Linen room staff issue uniform to individual or department

17 STAFF LEAVING THE TRUST

Guidance reminding staff to return their uniforms, identity badges and car park passes is detailed in the Workforce Termination Guidance form and is sent by managers after receipt of notice from a member of staff.

It is the Managers responsibility to agree local arrangement to ensure that these items are returned by staff prior to their leaving the Trust.

18 AUDIT OF COMPLIANCE WITH POLICY

Compliance with this policy will be audited through the STAR Quality Assurance system and recorded on AMaT. Line Managers and shift leaders are responsible for ensuring any breaches of uniform policy are addressed immediately. Continuous breaches will be addressed using the disciplinary policy.

APPENDIX 6 – Daily Student Sign-in sheet

Student name

Placement

<u>Date</u>	<u>Designated shift</u>	<u>Time in</u>	<u>Time out</u>	<u>Lunch (mins)</u>	<u>Mentor signature</u>

If there are two students on a machine you must work opposite shifts and have different study time unless agreed by your Clinical Tutor.

A normal shift is 7.5 hrs per day, on half day study days it is 3.75 hrs. Any arrangements outside of this must be pre-arranged and authorised.

This form must be completed and returned to your Clinical Tutor by **Friday**.

Clinical Tutor

APPENDIX 7 – Department Phone Numbers

Crash Call - 2222
Rosemere Reception - 01772 522900
Education Office – 01772 522694
Education Principal's Office – 01772 523711
Radiotherapy Service Manager – 01772 522912
LA1 – 01772 522910
LA2 – 01772 522911
LA3 – 01772 528579
LA4 – 01772 522680
LA5 – 01772 523517
LA6 – 01772 523261
LA7 – 01772 528461
LA8 – 01772 528462
CT-Sim 1 – 01772 523086
CT-Sim 2 – 01772 523684
SXT – 01772 523087
LA7/8 Reception – 01772 528459
Support Workers – 01772 523740
Band 7 Area – 01772 522306
Quality Corner – 01772 521415
Computer Planning – 01772 523085
Clinical Control area – 01772 522905
ACP area – 01772 522908
Quality Manager – 01772 522908
Staff room – 01772 523380
Chemo Day unit – 01772 522056
Ribblesdale Oncology Ward 01772 522925
Radiotherapy Research – 01772 523317
Physicists Bleep* -2054
Engineers – 07510500388 (dial 9 for an outside line followed by the number)
Band 7 Duty Bleep* - 2911
Band 7 Technical Bleep* – 2914

APPENDIX 8 – Trust Learner Support Team

Our experienced Learner Support Team can offer advice, guidance and support to all students, trainee doctors, apprenticeship HCA's and other learners.

We also offer the same advice, guidance and support to our supervisors, tutors and clinical staff who may have concerns about a learner.

We want to ensure the learning experience is enjoyable and successful for everyone.

We can offer support with;

- Academic / Health / Personal / Conduct / Placement Issues — to name a few!
- Are you finding work / training difficult due to health, family or personal issues? Please tell us, we can help.
- Have you concerns with regards to your current placement, lack of teaching, supervision or rota issues?
- Concerns with regards to patient wellbeing? It won't change unless you tell someone.
- Have you been subject to or witnessed bullying, discrimination or harassment during your placement? It needs to stop.
- Are you worried about a trainee or student for whatever reason and not sure who to contact?
- Has a trainee, student or clinical supervisor / teacher / member of staff really impressed you? — Please let us know!

We provide a confidential support service for those in education and training and any decision to refer to additional support will be discussed and agreed with you. We are dedicated and passionate about supporting you throughout the various stages of your career.

Contact her on Learner.Support@lthtr.nhs.uk or 01772 528444