



# Core Therapies (Integrated Occupational therapy and physiotherapy teams) Student Handbook 2022





# Welcome to

Surgery – core therapies





## 1. Introduction

We hope that you enjoy your time on placement with us at Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR).

We have created this pack as a useful resource to help you to settle in with us. The purpose of this document is to provide you with information to help you on your first visit, as well as serving as a useful reference point until you are familiar with the hospital sites. The document will also help to clarify some questions you may have relating to your clinical work in the department you will be attending.

LTHTR was formed on 1<sup>st</sup> April 2005. We are one of the largest and highest performing trusts in the country, providing district general hospital services to 370,000 people in Preston and Chorley, and specialist care to 1.5m people across Lancashire and South Cumbria.

#### We provide care from three facilities:

- Chorley and South Ribble Hospital
- Royal Preston Hospital
- Specialist Mobility and Rehabilitation Centre

#### We are a regional specialist centre for:

- Adult Allergy & Clinical Immunology
- Cancer (including radiotherapy, drug therapies and cancer surgery)
- Disablement services such as artificial limbs and wheelchairs
- Major Trauma
- Neurosurgery and Neurology (brain surgery and nervous system diseases)
- Renal (kidney diseases)
- Vascular









## 2. Our placements

We would like your placement to be a two-way learning process between your Clinical Educator and yourself. We are here to support you in becoming a clinician and offer you the opportunities to develop your clinical skills. We expect that you will have a positive attitude to learning, take responsibility for your own learning outcomes and share this with your Clinical Educator.

#### The placements we offer are

- Acute medicine
- Acute stroke and stroke rehab
- Surgery and vascular
- Oncology
- Paediatrics
- Critical care
- Neurosciences
- Neurology
- Neuro rehab unit (NRU)
- Lancashire Integrated Frailty team( LIFT)
- Hands team ( Outpatient)
- Orthotics
- Burns and plastics
- MSK outpatients
- o Specialist mobility and rehabilitation centre
- Women's health
- Orthopaedics (Trauma and elective)
- o Emergency medicine

#### Role emerging placements

- Health and well being
- SMRC
- o Trauma orthopaedic and acute medicine working with patient's living with cognitive deficits







## 3. Trust Vision and 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,
- 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.















## 4. Your placement is with the Surgery Team

Welcome to your induction booklet for team surgery. As a team we provide a Physiotherapy and Occupational Therapy service Monday to Friday 08:00 -16:00. As a surgery team we cover 5 wards:

OT-

Band 6- (Mon, Wed, Thurs)

Band 5- (Mon – Fri)

Ward 3 - ENT, Head & Neck, Max Fax.

Ward 10- Urology

Ward 11- Upper GI

Ward 12- Colorectal

## **Surgical Staffing**

Physio –

Band 7 - (Mon, Tues, Fri)

Band 6 – Acute rotational surgery (Mon – Fri)

Band 5 - (Mon - Fri)

Band 5 -- Tues & Fri term time 9.30-2pm

Therapy assistants - Band 3 – Surgery

Band 2 – Surgery

## Wider Team

We share an office and offer support to the Oncology team too. Anyone will be happy to help you or offer support. So please ask!

## A general day in Team Surgery

Arrive: 08:00

Handover: 08:15-8:30

Lunch: 12:30 Home time: 16:00

Lunch can be had in the office, staff room or canteen. As a team we have lunch together in the office and you are more than welcome to join.

Bring own lunch or food can be purchased from canteen or nearby shops. If you are leaving the site you will need to change out of your uniform.





## **Door Codes**

Will be provided when you commence placement

## **Bleeps**

To bleep Phone 66... the bleep no... then the ext no...

Physio Bleeps- 3399/3323

OT Bleep- 4632

Vascular Therapy Bleep - 3440

Oncology Physio Bleep - 4231

## **Telephones**

Surgery office 3399

Main therapy reception 2876

Vascular therapy office 8369

## **Uniform**

You must adhere to the trust policy of bare below the elbow. You will be expected to wear white polo/tunic, green/blue trousers dependant on profession, black socks and black shoes. Ensure your ID badge is always visible.

## **Documentation**

Assessment and treatment sessions are written directly on to Quadramed, in SOAP format. Please ensure you write your name and designation at the end of the note, and ask your educator to countersign. Please also remember to input your contact on Quadramed to, your educator will go through this with you on your first day.





## <u>Useful Information</u>

## **Cardiac Arrest**

Make yourself immediately aware on commencing on the wards the location of all resuscitation equipment and emergency bells. The trolley is usually sited at the central nurse's station and the bells are behind each bed area and in the bathroom. If you are mobilising a patient on the stairs, a second person must always accompany the physio at all times.

#### **Confidential Waste**

Please make sure that any paperwork with patient details on is put in the confidential waste bag, in the office, or on the ward at the end of the day. Also make sure that you do not leave paperwork in public areas or loose it!

#### **Infection control**

Please make yourself aware of the red/amber/green patients on your wards. Face masks must be worn at all times, and apron and gloves for each patients. Please follow trust guidelines with regards to PPE. You will be mask fit tested in your first week on placement.

Please ensure you follow the Trusts handwashing policy at all times. Also be aware of the procedure for barrier nursing with regards to other infection control issues other than COVID which still apply.

#### **Additional Leave**

Other leave should be discussed and agreed with your clinical lead, and again written in the diary.

#### **Sick Leave**

Phone the surgical office 01772 523399 and speak to your clinical lead if possible or another Band 7 on the 1st working day of sickness, stating when your sickness commenced. If you know that you are going to be off for more than one day then that can be discussed and a return date can be agreed, if not then you must call daily. You must also inform your University link and the learner support team at Lancashire Teaching Hospital on <a href="mailto:learner.support@lthtr.nhs.uk">learner.support@lthtr.nhs.uk</a> or telephone 01772 528444.

Please make yourself aware of your departmental telephone number at the start of the placement so that you can use it if required.





## **Learning Opportunities**

Recommended visits to arrange:

- Stoma Nurses
- Pain Team
- Specialist nurses
- Shadow therapy colleagues OT/PT.
- Outreach
- Visit CrCu
- Shadow Prehab Physiotherapist to see full patient journey.
- Visit SMRC
- Exposure to patients with laryngectomies and tracheostomies.

## **Suggested reading topics**

Basic anatomy/physiology:

- Digestive system
- Colorectal system
- Urinary tract system
- Cardio-respiratory
- Gastrointestinal system

# **Terminology**

Suffix	Meaning	Example
- centesis	Puncture a cavity to remove fluid	Amniocentesis
- ectomy	Surgical removal or excision	Hysterectomy
- ostomy	A new permanent opening	Tracheostomy
- otomy	Cutting into, incision	Gastrotomy
- orrhaphy	Surgical repair or suture	Gastrorrhaphy





- opexy	Surgical fixation	Nephropexy
- oplasty	Surgical repair	Rhinoplasty
- otripsy	Crushing or destroying	Lithotripsy

Surgical Term	Procedure & Protocol





AP Resection	Removal of the anus, rectum and part of the sigmoid colon. Incision into abdomen cavity. End of sigmoid colon brought out of abdomen permanently into a colostomy (usually L sided stoma)	
Laparotomy	A surgical incision into the abdominal cavity.	
Bilateral Salpingo- Oophorectomy (BSO)	Removal of both fallopian tubes and ovaries. Usually due to ovarian cysts, ovarian Ca etc.	
Hemicolectomy	Removal of one side of the colon.	
VRAM (Vertical rectus abdominis myocutaneous)	rectus abdominis muscle is dissected from the posterior, medial, and lateral portions of the rectus sheath,	
AAA (abdo aortic aneurysm repair)	Fixing an aneurysm in the Aorta, usually an open repair.	
Cholecystectomy	Removal of the gall bladder	
Cholecystostomy	Removal of stones/drainage of the gall bladder	
Cystectomy	Removal of the bladder	
Nephrectomy	Removal of the kidney	
Total gastrectomy	Removal of the stomach.	
Cardio oesophagostomy (Upper GI)	Resection of the oesophagus and removal of part of the stomach which is then elongated and attached to the remaining part of the oesophagus.	





## 5. Directions

#### Royal Preston Hospital

### How to find us - by car: From the M6 motorway

Come off at junction 32 off 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 200yds on the right.

Alternatively, input PR2 9HT into your SatNav.

#### 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).

Preston Business Centre is approximately 1km away and Grasshoppers is 1.5km away. There is a regular free shuttle bus service available from Preston Grasshoppers.

If you wish to park in either carpark, you are required to submit an application at the before <u>each</u> placement.

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.

To park on site at the Royal Preston Hospital you will either need to park on the public car park – there will be a daily charge which is £3.00 for up to 6 hours and £10.00 for over that. Visitors' car parks are A, B, G, N, & L.

# How to find us - by local transport:

#### **Bus Service:**

Preston Bus Ltd operates services from the main Preston Bus Station to the Royal Preston and Sharoe Green Hospitals, via routes through local areas. Services required are numbers 7,19,22,23,123. Preston Bus has recently introduced onto the hospital routes buses adapted for use by disabled people to ensure easy access and exit from public transport. For further information please contact Preston Bus Ltd on 01772 821199 or 01772 253671 or access the following:

The Trainline; Preston Bus; Lancashire journey planner; John Fishwick & Sons **Taxi Service**:

Local taxi firms also offer a service to and from the hospital. Free-phones are available at Royal Preston Hospital site to make taxi bookings.

#### **Disabled access:**

All entrances to Royal Preston Hospital are accessible by wheelchair, either by being on ground level and/or having low gradient ramps. The hospital also has lifts to all floor levels. Any enquiries should be directed to the Volunteer Information Desk, telephone 01772 716565 ext 3113.





## Chorley and South Ribble District General Hospital

**How to find us - by car: From the M61 motorway:** 

Directions to the hospital are well sign-posted on public highways from all directions. The hospital site is situated within three-quarters of a mile from junction 8 of the M61 motorway. When leaving the motorway at Junction 8, follow signs towards Chorley (A6) along short dual carriageway. At the first roundabout, turn left, continuing to head towards Chorley (A6). At the second roundabout, take second turning onto the B5252 (Euxton Lane). The main hospital entrance is 200 yards on the left at the traffic lights.

Alternatively, input **PR7 1PP** into your SatNav

#### Car parking:

Chorley and South Ribble Hospital has three main public car parks. Please park in one of these on your first day.

Please complete and return the car parking permit form. We will endeavour to secure you a car park permit that you will be able to collect from the car parking office at CDH 2-3 days later.

#### How to find us - by local transport:

#### **Bus service**

Bus services to and from Chorley and South Ribble Hospital are as follows: Numbers: 114 119 125 126 210 301 302 C8 C9. For more information contact Chorley Bus Station on: 01257 241693.

#### Disabled access:

All entrances to Chorley and South Ribble Hospital are accessible by wheelchair, either by being on ground level and/or having low gradient ramps. The hospital also has lifts to all floor levels.

Patients and public are advised that should they require assistance once they reach the hospital, they should contact the Main Entrance Reception (General Office) on 01257 245661 who will arrange staffing assistance.

There is a shuttle bus service between both sites which students can use. Please request the timetable if you would need to use this to travel between the two hospital sites at the start and end of your day.





## 6. Food, Dining Facilities and other essentials

## Royal Preston Hospital

- RVS 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-2pm).
- <u>Café Preston</u> at the main entrance serves similar food to Charter's restaurant as well as Costa beverages, sandwiches and cakes (7.30am-7pm)
- WHS and Marks & Spencer mini food hall at main entrance fresh salads, sandwiches, a range of snacks, toiletries, cards and newspapers
- Mellor's Catering Education Centre 1 serves a variety of breakfast and dinner options between 8.30am – 2.00pm.
- 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 / Subway
  - Costa (a 5 min walk away, opposite the Black Bull Pub on Garstang Rd).



## Chorley Hospital

Costa Coffee 9am-4pm, by fracture clinic and near to out patients. Serves hot drinks, sandwiches and snacks

Café Education centre 3 Mon-Fri- Serves breakfast, hot food lunchtimes, sandwiches and snacks

RVS shop by main entrance serves sandwiches, snacks, drinks, newspapers and toiletries

Both sites have a cash point near the main entrances





## 7. Learner Support and Wellbeing

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.

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

#### 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!

You can contact us

Learner.Support@lthtr.nhs.uk

01772 528444





## 8. What to bring on your first day

- Uniform: Please <u>do not</u> attend in your uniform, instead bring one set of uniform with you. All other items in the dress code policy must be adhered to
- o A smallish bag which would fit into a small locker.
- You may wish to bring a packed lunch and a drink on your first day

# 9. Induction

The Local Induction process will take place throughout the first two weeks of your placement.

This will comprise of:

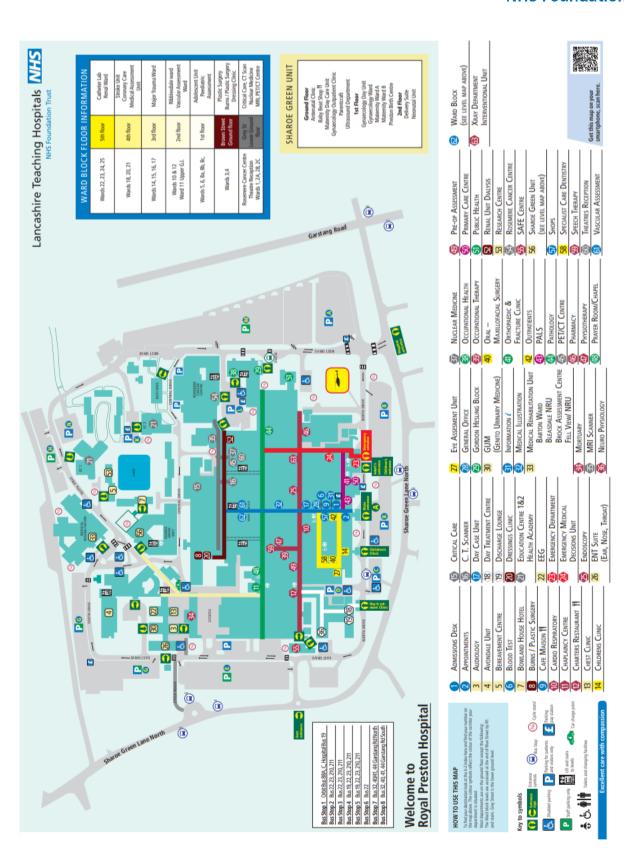
- Trust and department orientation, including housekeeping information
- Location of emergency equipment
- IT access
- Reading & Acknowledgement of mandatory Trust policies such as Health & safety, Fire Safety, Infection Control, ID, Information Governance, Staff Code of Conduct, Social Networking and Dress Code policies.
- Adult Basic Life Support training if applicable.
- Trust Moving & Handling Training if applicable.
- COVID-related policies & procedure

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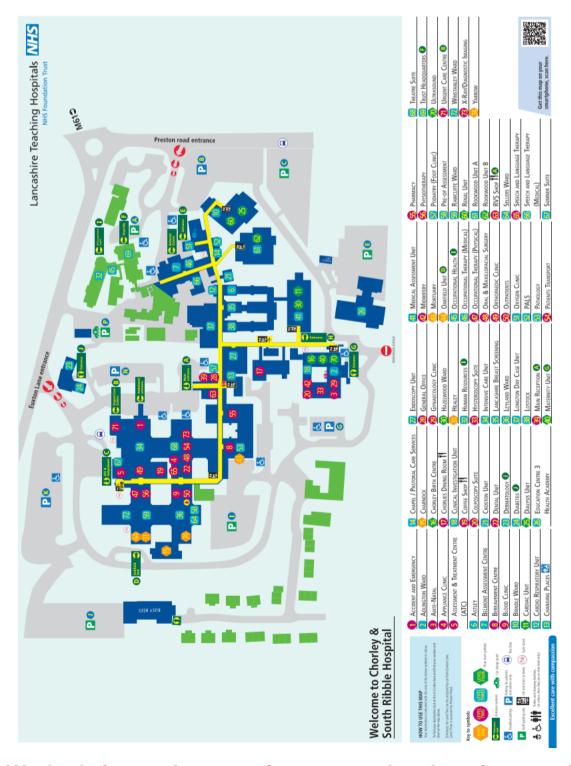












We look forward to meeting you and welcoming you into our team!