

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



Welcome to

***OT Orthotics***

## 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)
- **OT** Orthotics
- Burns and plastics
- MSK outpatients
- Specialist mobility and rehabilitation centre
- Women's health
- Orthopaedics ( Trauma and elective)
- Emergency medicine

Role emerging placements

- Health and well being
- SMRC
- 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

**Placement Area:** Occupational Therapy Orthotics (OT Orthotics)

**Placement Address:** Core Therapies Department, Royal Preston Hospital (Burgundy Street).

**Telephone Number:** 01772 522380

**Email:** [OTorthotics@lthtr.nhs.uk](mailto:OTorthotics@lthtr.nhs.uk)

Please organise a short pre-placement visit or a phone call with us prior to starting. For this placement we expect you to come with your own strategies to support learning needs and in your day one induction share any information about a Reasonable Adjustment Plan (RAP) if applicable to you. This is so that we can help you to get the best out of your placement.

Following infection control policy, your own clothes must be worn to and from work with changing facilities available for changing into your uniform. Unfortunately there are no personal lockers available but you can store your things in the changing room which has a lockable door.

•Uniform to be worn during working hours, however if going off site you must get changed into own clothes. Please see uniform policy here: ? PEF's please add link if possible

•ID to be worn at all times

**Your hours of work will be:** 8:00am – 4:00pm Monday – Friday (37.5 hours)

30 minutes for lunch, we have a fridge located in department.

**Our team consists of:** 1 Clinical Lead OT Band 7, 5 band 6 OT's (3.2 Whole time equivalent), 1 rotational band 5 OT, 2 Senior therapy assistants (1.5).

**Details of type of clients being dealt with:**

Orthotic services for clients of all ages, both in-patient and out-patients. Areas covered: orthopaedics, neurology, neurosurgery, neuro-rehab, rheumatology, medical, critical care, paediatrics, oncology and palliative care

**The type of experience which may be gained from this placement:**

- The opportunity to work as part of a team of OTs, within the MDT network.
- You will:
- Work with a variety of thermoplastics and soft splinting. You will have hands on experience of moulding thermoplastic materials onto patients.
- Consider functional implications of the braces provided, with regular opportunities for problem solving.
- Functional assessments, treatment and follow up care.
- Making customised splints include static and dynamic, thermoplastic, lycra, also providing off the shelf splinting.

Consent and record keeping, prioritizing, time management and organisation.

**Special Knowledge and information which would be useful to the student:**

- Basic understanding of anatomy, physiology, fractures and bone healing
- Basic awareness of medical and surgical conditions and terminology
- An understanding of the OT process

**Clinical Skills List:**

- Transferable skills
- Recording and reporting
- Communication, verbal and written, SOAP Notes
- Team working

- Prioritisation and time management
- Reflection
- Splint/brace management, including ADL, psychological support.

#### **Specialist Skills:**

- Assessment, measuring, manufacture and fitting of customized/off the shelf splint/braces.
- Soft splinting, e.g. lycra, neoprene.
- Monitoring of said orthoses, with option of adjustments, including, pressure relief

#### **Learning Opportunities Available:**

- The Occupational Therapists offer opportunities to acquire a basic level of competency in the assessment, fabrication, fitting and management of customised/off the shelf orthoses.
- A wide variety of conditions will be considered, enabling continued development/understanding of basic anatomy and physiology.
- The significance of pressure areas with regards to bracing and tissue viability.
- Team working; we work as a small team of OTs, each with a role to play when assessing and moulding for braces and splints to allow for an appropriate outcome for the patient.

#### **Recommended Reading:**

- Basic knowledge of what orthotics/splinting is
- The different bones in the spine
- Different types of fractures
- The impact on a patient when having to wear an orthoses

#### **Visits/shadowing which can be arranged:**

- Orthopaedic ward (trauma)
- Neuro-surgery ward
- Fracture clinic
- Theatre
- •OT specialities, e.g. critical care, neuro-surgery.

Looking forward to your time with us on your placement ☺

## **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 each 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).
- Café Preston 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 **do not** attend in your uniform, instead bring one set of uniform with you. All other items in the dress code policy must be adhered to
- 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
- **Bring black pens and small notepad.**

## **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

**Lancashire Teaching Hospitals NHS**  
NHS Foundation Trust

**WARD BLOCK FLOOR INFORMATION**

5th floor	Catheter Lab Resil Ward
4th floor	Stroke Unit Cardiac Medical Assessment Unit
3rd floor	Major Trauma Ward
2nd floor	Rehabilitation ward Vascular Assessment Ward
1st floor	Adolescent Unit Prenatal Assessment
Brown Street Ground floor	Plastic Surgery Burns Surgery Dressing Clinic
Grey St Ground floor	Clinical Cysts, CT Scan Nuclear Medicine MRI, PET/CT Centre
Wards 3,4	Respiratory Centre Theatre Reception Wards 1, 2A, 2B, 2C

**SHAROE GREEN UNIT**

Ground Floor  
Nuclear Clinic  
Immunology  
Maternity Day Care Unit  
Gynaecology Outpatient Clinic  
Paincraft  
Ultrasound Department

1st Floor  
Gynaecology Day Unit  
Maternity Ward A  
Maternity Ward B  
Precision Birth Centre

2nd Floor  
Delivery Suite  
Neonatal Unit

**HOW TO USE THIS MAP**

The floor block numbers 1-67 on this map are not necessarily in order on the map above. The colour symbols reflect the colour of the building you are in. The floor block levels are indicated at the end of the block letter (e.g. 15, 15B, 15C). Grey Street is the lower ground level.

**Key to symbols**

- Electricity system
- Bus stop
- Disabled parking
- Car parking only
- Car sharing points
- Visitors and changing facilities

**Excellent care with compassion**

**15** CRITICAL CARE  
16 C. T. SCANNER  
17 DAY CASE UNIT  
18 DAY TREATMENT CENTRE  
19 AVONDALE UNIT  
20 BREASTFEED CENTRE  
21 BLOOD TEST  
22 BOWLAND HOUSE HOTEL  
23 BURBS / PLASTIC SURGERY  
24 CAFE MAISON II  
25 CARBO RESPIRATORY  
26 CHAPLAINCY CENTRE  
27 CHARTERS RESTAURANT II  
28 CHEST CLINIC  
29 CHILDREN'S CLINIC

**27** EYE ASSESSMENT UNIT  
28 GENERAL OFFICE  
29 GORDON HESLING BLOCK  
30 GUM  
31 (GENITO URINARY MEDICINE)  
32 INFORMATION /  
33 MEDICAL REHABILITATION UNIT  
34 BARTON WARD  
35 BLEASDALE NRU  
36 BLOCK ASSESSMENT CENTRE  
37 FELL VIEW NRU  
38 MORTUARY  
39 MRI SCANNER  
40 NEURO PHYSIOLOGY

**47** NUCLEAR MEDICINE  
48 OCCUPATIONAL HEALTH  
49 OCCUPATIONAL THERAPY  
50 OVAL -  
51 MAXILLOFACIAL SURGERY  
52 ORTHOPAEDIC &  
53 FRACTURE CLINIC  
54 OUTPATIENTS  
55 PALS  
56 PATHOLOGY  
57 PHARMACY  
58 PET/CT CENTRE  
59 PHYSIOTHERAPY  
60 PRAYER ROOM/CHapel

**43** PRE-OP ASSESSMENT  
44 PRIMARY CARE CENTRE  
45 PUBLIC HEALTH  
46 RENAL UNIT DIALYSIS  
47 RESEARCH CENTRE  
48 ROSEBERRY CANCER CENTRE  
49 SAFE CENTRE  
50 SHAROE GREEN UNIT  
51 (SEE LEVEL MAP ABOVE)  
52 SHOPS  
53 SPECIALIST CARE DENTISTRY  
54 SPEECH THERAPY  
55 THEATRE RECEPTION  
56 VASCULAR ASSESSMENT

**67** WARD BLOCK  
(SEE LEVEL MAP ABOVE)  
68 XRAY DEPARTMENT  
69 INTERVENTIONAL UNIT

Get this map on your smartphone, scan here.

**Bus Stop 1** - Oulton Bus Stop, C. Hospital Bus 19

**Bus Stop 2** - Bus 22, 23, 24, 25

**Bus Stop 3** - Bus 22, 23, 24, 25

**Bus Stop 4** - Bus 19, 22, 23, 24, 25

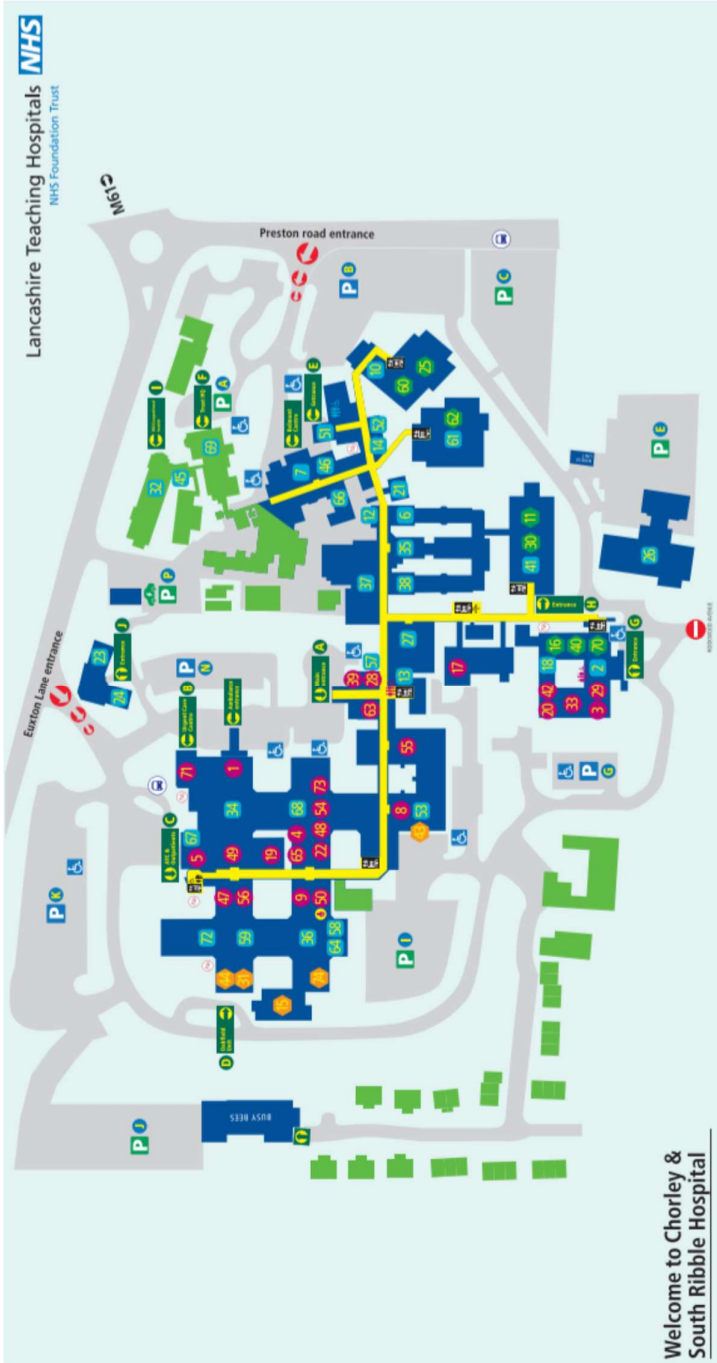
**Bus Stop 5** - Bus 19, 22, 23, 24, 25

**Bus Stop 6** - Bus 22

**Bus Stop 7** - Bus 32, 40H, 44 (Campanelli North)

**Bus Stop 8** - Bus 32, 40, 41, 44 (Campanelli South)

**Welcome to  
Royal Preston Hospital**



**Welcome to Chorley & South Ribble Hospital**

**HOW TO USE THIS MAP**  
 This map is intended for general information only. It does not provide a guarantee of accuracy. It is not intended to be used as a guide to navigation. It is not intended to be used as a guide to navigation. It is not intended to be used as a guide to navigation.

**Key to symbols**

- Bus
- Bus stop
- Cycle path
- Cycling to work
- Fast lane
- Fast lane 20
- Fast lane 40
- Fast lane 60
- Fast lane 80
- Fast lane 100
- Fast lane 120
- Fast lane 140
- Fast lane 160
- Fast lane 180
- Fast lane 200
- Fast lane 220
- Fast lane 240
- Fast lane 260
- Fast lane 280
- Fast lane 300
- Fast lane 320
- Fast lane 340
- Fast lane 360
- Fast lane 380
- Fast lane 400

- |    |                                     |    |                       |    |                                       |    |                          |
|----|-------------------------------------|----|-----------------------|----|---------------------------------------|----|--------------------------|
| 1  | ACCIDENT AND EMERGENCY              | 27 | ENDOSCOPY UNIT        | 31 | PHARMACY                              | 38 | TREATMENT SUITE          |
| 2  | ADDINGTON WARD                      | 28 | GENERAL CLINIC        | 32 | PHYSIOTHERAPY                         | 39 | TRUST HEADQUARTERS       |
| 3  | AVIATION CLINIC                     | 29 | GYNAECOLOGICAL CLINIC | 33 | PREPARE (FROST CLINIC)                | 40 | ULTRASOUND               |
| 4  | AVIATION CLINIC                     | 30 | HAEMATOLOGY           | 34 | PRE-OP ASSESSMENT                     | 41 | URGENT CARE CENTRE       |
| 5  | ASSESSMENT & TREATMENT CENTRE (ATC) | 31 | HUMAN RESOURCES       | 35 | RAWITTS WARD                          | 42 | WHISTLEBLOWER WARD       |
| 6  | ASTLEY                              | 32 | INTRAVENOUS CARE UNIT | 36 | RECALL UNIT                           | 43 | X-RAY/DIAGNOSTIC IMAGING |
| 7  | BIRMINGHAM ASSESSMENT CENTRE        | 33 | LABOURATORY           | 37 | RECONSTRUCTION UNIT A                 | 44 | YARROW                   |
| 8  | BIRMINGHAM CLINIC                   | 34 | LABOURATORY           | 38 | RECONSTRUCTION UNIT B                 |    |                          |
| 9  | BLOOD CLINIC                        | 35 | LABOURATORY           | 39 | RYG5 SUITE                            |    |                          |
| 10 | BRIDGE WARD                         | 36 | LABOURATORY           | 40 | SEIERS WARD                           |    |                          |
| 11 | CARDIAC UNIT                        | 37 | LABOURATORY           | 41 | SPEECH AND LANGUAGE THERAPY           |    |                          |
| 12 | CARDIO REHABILITATION UNIT          | 38 | LABOURATORY           | 42 | SPEECH AND LANGUAGE THERAPY (MEDICAL) |    |                          |
| 13 | CLONING PLACES                      | 39 | LABOURATORY           | 43 | SUMMIT SUITE                          |    |                          |
| 14 | CLINICAL INVESTIGATION UNIT         | 40 | LABOURATORY           |    |                                       |    |                          |
| 15 | COFFEE SHOP                         | 41 | LABOURATORY           |    |                                       |    |                          |
| 16 | COLOSCOPY SUITE                     | 42 | LABOURATORY           |    |                                       |    |                          |
| 17 | CRUISE UNIT                         | 43 | LABOURATORY           |    |                                       |    |                          |
| 18 | DIALYSIS UNIT                       | 44 | LABOURATORY           |    |                                       |    |                          |
| 19 | DIPLOMA CLINIC                      | 45 | LABOURATORY           |    |                                       |    |                          |
| 20 | DIABETES                            | 46 | LABOURATORY           |    |                                       |    |                          |
| 21 | DIALYSIS UNIT                       | 47 | LABOURATORY           |    |                                       |    |                          |
| 22 | DIAGNOSTIC CLINIC                   | 48 | LABOURATORY           |    |                                       |    |                          |
| 23 | DIAGNOSTIC CLINIC                   | 49 | LABOURATORY           |    |                                       |    |                          |
| 24 | DIAGNOSTIC CLINIC                   | 50 | LABOURATORY           |    |                                       |    |                          |
| 25 | DIAGNOSTIC CLINIC                   | 51 | LABOURATORY           |    |                                       |    |                          |
| 26 | DIAGNOSTIC CLINIC                   | 52 | LABOURATORY           |    |                                       |    |                          |
| 27 | DIAGNOSTIC CLINIC                   | 53 | LABOURATORY           |    |                                       |    |                          |
| 28 | DIAGNOSTIC CLINIC                   | 54 | LABOURATORY           |    |                                       |    |                          |
| 29 | DIAGNOSTIC CLINIC                   | 55 | LABOURATORY           |    |                                       |    |                          |
| 30 | DIAGNOSTIC CLINIC                   | 56 | LABOURATORY           |    |                                       |    |                          |



**Final note... We look forward to meeting you**