

**LANCASHIRE TEACHING HOSPITALS NHS
FOUNDATION TRUST**

**PRESTON SPECIALIST MOBILITY REHABILITATION
CENTRE**

**STUDENT LOCAL INDUCTION PACK
(ORTHOTICS and PROSTHETICS)**

Start date: _____

Student name: _____

Staff member providing induction: _____

INTRODUCTION

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

THE SPECIALIST MOBILITY REHABILITATION CENTRE

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

WHERE TO SEEK HELP OR ADVICE

In our department, we have a Clinical Educator, who will oversee the placement planning, provision and assessment.

You will be assigned to one clinical educator mainly but will also have the opportunity to work with other members of the orthotic team and within the MDT. This will be discussed with the placement lead who will discuss your progress and be included in your half way and final assessment. You will also be in contact with a non-clinical mentor from the trust who will meet with you in the first week or 2 and then every few weeks after this. You can contact them to discuss your placement if you need to.

Email address: - learner.support@lthtr.nhs.uk Tel 01772 528444/524924

We are a friendly approachable team, and any member of the department will try and assist you with any queries or help with familiarisation with new systems and processes, please ask. Any problems should be escalated to your clinical supervisor with whom you can discuss matters in confidence.

LEARNING OPPORTUNITIES

As detailed above we provide several different services and aim to give you some experience of each by organising your placement. If there is anything you are particularly interested, please advise your clinical lead and they can attempt to include this in your timetable.

PRIORITIES FOR LOCAL INDUCTION

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

- Departmental orientation
- Induction timetable
- Trust Uniform Policy

- I.D. Badges
- I.T. Access and systems
- Workshop familiarisation
- Health and safety including fire arrangements
- Medical Devices
- Policies

Departmental/Trust Orientation

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

Timetable

Your Clinical Supervisor or lead trainer completing your induction will provide you with a placement timetable and timesheets as you will be expected to log times in the centre. General working times are **8.30– 4.30pm** approximately. Lunch will depend on the clinician's timetable (the person you are with that day) and is 30 minutes.

Uniform/Dress Code Policy

The member of staff completing your induction will discuss with you the uniform requirements. Our orthotists wear navy polo shirts and black trousers, and we also allow students to wear their prosthetic whites from university. You will also be required to obtain a copy of the Trust Dress Code policy and will be responsible for always ensuring compliance with this.

I.D. Badges

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

I.T. Access and systems

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

Fire Procedure

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

Health and safety including fire arrangements

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

First aid

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

Confidentiality

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

Facilities at the SMRC

A bottled drink is allowed in the clinic room. Breaks are only taken at lunchtime. There is also a café at SMRC.

Car Parking

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

Telephone calls

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

Sickness

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

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

To call an external number: Dial 9 prior to the phone number. For emergencies dial 9999

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Medical Devices

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

Policies

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

Code of Conduct for Employees Policy and Procedure <http://lthtr-documents/current/P191.pdf>;
<http://lthtr-documents/current/P587.pdf>

Preventing Bullying and Harassment at work Policy and Procedure <http://lthtr-documents/current/P159.pdf>

Equalities Policy and Procedure <http://lthtr-documents/current/P377.pdf>

Email, Internet and Social Networking <http://lthtr-documents/current/P14.pdf>

Staff Development Policy <http://lthtr-documents/current/P292.pdf>

Dress Code Policy <http://lthtr-documents/current/P299.pdf>

Smokefree Policy <http://lthtr-documents/current/P291.pdf>

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

DEPARTMENTAL CONTACT DETAILS

Contact details – centre number 01772 716 921

Telephone Extensions

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

Orthotic/Prosthetic office 3864

Nurses 4488

Secretaries 3852

Physio 3850

DECLARATION

DATE OF INDUCTION:

STUDENT (print and sign name):

STAFF MEMBER PROVIDING INDUCTION (print and sign name):