

# Radiotherapy Learner Placement Booklet



**Rosemere Cancer Centre,  
Royal Preston Hospital**

## 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 1<sup>st</sup>. 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.

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.

## 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.



## 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.

At Rosemere, we currently have:

- 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.

## 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.

## 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.

## **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).

You must refer to our Trust Dress Code policy 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. Please visit our Intranet to see our Dress Code Policy.

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



## 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.

### 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.

## 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.

## 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.

## 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 5](#) for the form. You will also be able to access this electronically.

## 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.

## 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@LTHTR.nhs.uk](mailto:Learner.Absences@LTHTR.nhs.uk) to inform the trust of your absence. You must also let your clinical area know of your absence.

## **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.*

## **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.

## **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.

## 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.

## 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.
- 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.

### **Learner Support & Wellbeing**

The mental wellbeing of our students is of paramount importance. 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
- Staff Educator
- 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/MS Teams which will be arranged via the clinical tutor
- Trust Clinical Placement Support Team ext 8111 [placement.support@lthtr.nhs.uk](mailto:placement.support@lthtr.nhs.uk)

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](mailto:learner.support@lthtr.nhs.uk)

## 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.'*

3<sup>rd</sup> 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"*

3<sup>rd</sup> Year Radiotherapy Student 2020

We at 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!

**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).

**How to Use This Map**

This map is intended to provide a general overview of the hospital site. It is not intended to be used for navigation or to provide detailed information about the hospital's services. For more information, please contact the hospital's reception desk or visit our website.

**Key to symbols**

- Blue circle: Reception
- Green circle: Pharmacy
- Red circle: Radiology
- Yellow circle: Outpatient
- White circle: Ambulance
- Blue square: Car Park
- Green square: Cycle Path
- Red square: Fire Exit
- Blue square: Lift
- Green square: Disabled Access
- Red square: First Aid
- Yellow square: Information
- White square: Waiting Area
- Blue square: Reception
- Green square: Pharmacy
- Red square: Radiology
- Yellow square: Outpatient
- White square: Ambulance
- Blue square: Car Park
- Green square: Cycle Path
- Red square: Fire Exit
- Blue square: Lift
- Green square: Disabled Access
- Red square: First Aid
- Yellow square: Information
- White square: Waiting Area

**Ward Block Floor Information**

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

**SHARGE GREEN UNIT**

General Floor  
 Accident and Emergency  
 Intensive Care Unit  
 Coronary Care Unit  
 Neurology  
 Paediatrics  
 Obstetrics  
 Gynaecology  
 Urology  
 Plastic Surgery  
 Burns  
 Transplant  
 Child Care  
 Day Surgery  
 Outpatient  
 Radiology  
 MRI  
 CT  
 X-ray  
 Ultrasound  
 Nuclear Medicine  
 Pathology  
 Pharmacy  
 Physiotherapy  
 Occupational Therapy  
 Speech and Hearing  
 Dietetics  
 Psychology  
 Social Work  
 Patient Support  
 Reception  
 Security  
 Cleaning  
 Maintenance  
 IT  
 Finance  
 HR  
 Training  
 Quality Improvement  
 Research  
 Development  
 Innovation  
 Sustainability  
 Compliance  
 Risk Management  
 Governance  
 Legal  
 Ethics  
 Equality and Diversity  
 Environmental  
 Health and Safety  
 Information Systems  
 Communications  
 Public Relations  
 Community Engagement  
 Fundraising  
 Charity Partnerships  
 Corporate Social Responsibility  
 Governance  
 Risk Management  
 Compliance  
 Quality Improvement  
 Patient Safety  
 Clinical Governance  
 Research and Innovation  
 Sustainability  
 Environmental  
 Health and Safety  
 Information Systems  
 Communications  
 Public Relations  
 Community Engagement  
 Fundraising  
 Charity Partnerships  
 Corporate Social Responsibility

**Ward Block**

(See list, ward 200)

Ward 200  
 Ward 201  
 Ward 202  
 Ward 203  
 Ward 204  
 Ward 205  
 Ward 206  
 Ward 207  
 Ward 208  
 Ward 209  
 Ward 210  
 Ward 211  
 Ward 212  
 Ward 213  
 Ward 214  
 Ward 215  
 Ward 216  
 Ward 217  
 Ward 218  
 Ward 219  
 Ward 220  
 Ward 221  
 Ward 222  
 Ward 223  
 Ward 224  
 Ward 225  
 Ward 226  
 Ward 227  
 Ward 228  
 Ward 229  
 Ward 230  
 Ward 231  
 Ward 232  
 Ward 233  
 Ward 234  
 Ward 235  
 Ward 236  
 Ward 237  
 Ward 238  
 Ward 239  
 Ward 240  
 Ward 241  
 Ward 242  
 Ward 243  
 Ward 244  
 Ward 245  
 Ward 246  
 Ward 247  
 Ward 248  
 Ward 249  
 Ward 250  
 Ward 251  
 Ward 252  
 Ward 253  
 Ward 254  
 Ward 255  
 Ward 256  
 Ward 257  
 Ward 258  
 Ward 259  
 Ward 260  
 Ward 261  
 Ward 262  
 Ward 263  
 Ward 264  
 Ward 265  
 Ward 266  
 Ward 267  
 Ward 268  
 Ward 269  
 Ward 270  
 Ward 271  
 Ward 272  
 Ward 273  
 Ward 274  
 Ward 275  
 Ward 276  
 Ward 277  
 Ward 278  
 Ward 279  
 Ward 280  
 Ward 281  
 Ward 282  
 Ward 283  
 Ward 284  
 Ward 285  
 Ward 286  
 Ward 287  
 Ward 288  
 Ward 289  
 Ward 290  
 Ward 291  
 Ward 292  
 Ward 293  
 Ward 294  
 Ward 295  
 Ward 296  
 Ward 297  
 Ward 298  
 Ward 299  
 Ward 300

## **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

Navigation icons: Save, Star, Print, Email, Search, Previous, Next, Page 1 / 1, Mouse, Hand, Zoom In, Zoom Out, 66.6%, Full Screen, Download, Comment, Erase, Draw

**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

Windows taskbar: Start, Search, Task View, Edge, File Explorer, Google, Word, PDF Reader, System Tray (Network, Volume, Power)

## **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](mailto: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**

<b>Are you a paid employee of Lancashire Teaching Hospitals NHS Foundation Trust?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<b>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 <a href="mailto:carparkhelpdesk@lthtr.nhs.uk">carparkhelpdesk@lthtr.nhs.uk</a></b>							
<b>If NO please provide your Employer’s Name</b>							
<b>Please tick all sites that you will work at:</b>		RPH	<input type="checkbox"/>	CDH	<input type="checkbox"/>	PBC	<input type="checkbox"/>
<b>Please tick your primary working site:</b>		RPH	<input type="checkbox"/>	CDH	<input type="checkbox"/>	PBC	<input type="checkbox"/>

**Section 3 – Vehicle Details – CAR Registration MUST be provided**

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

<b>Trust Staff – Payment through salary</b>	<input type="checkbox"/>	<b>Non-LTH Trust Staff payment by cash/ cheque/card (Optional)</b>	<input type="checkbox"/>
<b>Do you wish to join the Salary Sacrifice Scheme? If so, please see separate details attached.</b>	<input type="checkbox"/>		

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](mailto:carparkhelpdesk@lthtr.nhs.uk)

<b>N.I. Number</b>		<b>Receipt Number</b>	
<b>Payroll Number</b>		<b>Value of Payment</b>	

Date deductions to commence		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	

**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](mailto:carparkhelpdesk@lthtr.nhs.uk). More information can be found on the intranet under Estates & Facilities TAB / Transport for Staff**



**APPENDIX 5 – Daily Student Sign-in sheet**

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

Student name .....

Placement .....

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 .....



Lancashire Teaching  
Hospitals  
NHS Foundation Trust