

# Learning Environment



**Core Therapies - Surgery**

# Learner Booklet

## Welcome

We would like to warmly welcome you to Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR). Incorporated on the 1st of April 2005, LTHTR was the first trust in the county to be awarded “Teaching Hospitals” status.

We have created this pack as a useful resource to help you to settle in with us. The purpose of this booklet is to provide you with information to help you on your learning environment.

## About LTHTR

### We have three equally important strategic aims:

- To provide outstanding and sustainable healthcare to our local communities
- To offer a range of high-quality specialist services to patients in Lancashire and South Cumbria
- To drive health innovation through world class education, training and research

We provide a range of Hospital based health services for adults and children and cover 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.

### Our five core values:

- Being caring and compassionate
- Recognising individuality
- Seeking to involve
- Building team spirit
- Taking personal responsibility



We deliver care and treatment from three main facilities:

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

In relation to car parking, please refer to your Induction to the Trust, for information regarding car parking. Additional information can be found on our Intranet page.

<https://legacy-intranet.lthtr.nhs.uk/car-parking-documents>



## Learning Environment

We would like to welcome you to your learning environment.

Welcome to the Core Therapy 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:

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

#### OT

Band 6- (Mon, Wed, Thurs)

Band 5- (Mon – Fri)

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 extension 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.

## **Useful Information**

### **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.

### **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 patient. 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 [learner.absences@lthtr.nhs.uk](mailto:learner.absences@lthtr.nhs.uk) 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 Critical Care
- 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**

<b>Suffix</b>	<b>Meaning</b>	<b>Example</b>
-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







## Induction

The Local Induction process will take place throughout the first week 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, 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
- Orientation
- Professional voice: - freedom to speak up, datix, chain of command, open door policy
- An awareness of our Educational Governance Team- evaluation and importance of feedback
- Inter-professional Learning Sessions
- Practice Assessment Record and Evaluation (PARE) training, if applicable
- Collaborative Learning in Practice (CLiP™), if applicable
- How the role of Practice Development Facilitator can support you, where applicable



## What to bring on your first day

- Uniform: All other items in the dress code policy must be adhered to <https://legacy-intranet.lthtr.nhs.uk/search?term=uniform+policy>
- 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.

## Inter-professional Learning Sessions and eLearning Resources

At our Trust, our Education Team facilitates a yearly programme of Inter-professional Learning (IPL) sessions. This programme consists of various teaching sessions, delivered by our Specialist Teams, to support and enhance our learners and trainees' learning experience with us.

Inter-professional learning is an important part of your development and allows you to build professional relationships and communication skills with the wider multi-disciplinary teams. Our IPL sessions are valuable in supporting you to stretch your knowledge and experiences to enhance your clinical practice. They also help bridge the gap between theory and practice, allowing you to hold a deeper understanding of the topics discussed. Our sessions are open for all learners and trainees on placement at our Trust to attend and these learning opportunities are an extension to your learning environment; therefore, these hours need to be recorded on your timesheets. We encourage our staff to facilitate enabling a learner/trainee to attend these sessions.

**Please note: You must inform your learning environment prior to attending a session.** These IPL sessions need to be discussed in a timely manner with your learning environment.

You are required to complete a reflection on each of your IPL sessions, as well as documenting on your HEI documentation what you have learnt and how this relates to your current placement.

You can book onto our IPL Sessions by accessing this link <https://elearning.lthtr.nhs.uk/login/index.php> and searching for 'IPL'.

You can access our policies and procedures via our Intranet page, which will help expand and stretch your knowledge.

## Support with evidencing your learning outcomes or proficiencies

We encourage you to use the Trust learning logs to collate and evidence your skills, knowledge and abilities achieved. You can then present your completed learning logs to your Practice Assessor/Educator during your assessment meetings. Any staff member who is involved in coaching you can complete your learning log feedback.

You can request time during your placement hours to complete these and request feedback prior to the shift ending. To obtain a copy of our learning logs, please visit our Health Academy Webpage on the link below, where you will see a copy of our CLiP™ Learning Log available for you to download, on the right hand side - <https://healthacademy.lancsteachinghospitals.nhs.uk/support/clinical-placement-support/collaborative-learning-in-practice-clip/>

## Chain of Command

Keeping patients safe, providing the best care that we can and learning in an environment where you feel safe and valued is important to us. Speaking up about any concern you have on your learning environment is also important. In fact, it's vital because it will help us to keep improving our services for all patients.

There may be occasions where we witness, experience or are asked to do something that causes us concern. Often, these concerns can be easily resolved, but sometimes it can be difficult to know what to do.

Our Clinical Placement Support Team are available Monday – Friday, 8.00am – 4.00pm should you need to contact them in relation to any concerns regarding your learning environment. If your concern relates to patient safety and/or your concerns are outside of these hours, please follow the chain of command in your learning environment and speak with the person in charge.

Please visit our Freedom to Speak Up page on the Intranet for more details.



## We value your feedback

Our Trust values your feedback. To continuously improve, we offer opportunities for our learners and trainees to provide feedback regarding both your learner experience and your learning environment. We would encourage you to kindly complete your end of placement evaluation, within your clinical hours.

We will keep you updated with the improvements that we make based on the feedback you provide us with.

## Learning Environment Improvement Forum

Our Learning Environment Improvement Forum began in November 2021, with key stakeholders attending; Learners, Trainees, Clinical Staff, Education Leads and our Nursing Directorate. Monthly meetings are held to share new and innovative ideas as to how we can collaboratively enhance our learning environments, to support both learners, trainees and staff.

All attendees at the Learning Environment Improvement Forums contribute their suggestions and guidance on our projects. Collaboratively, exciting improvements are implemented to enhance our learning environments.

Innovative changes made by our Learning Environment Improvement Forum, within Academic Year 2021-2022;

- NEW Learner Boards designed and placed on our learning environments
- Learner booklets made available on our Health Academy webpage to prepare our learners and trainees for their clinical placements, as suggested by our learners and trainees
- PARE and CLiP™ training embedded into our Learner and Trainee Inductions
- Quick Reference Guide designed and created to welcome our learners and trainees to the Trust and prepare them for their clinical placements

We welcome any of our staff, learners and trainees at the Trust to attend our Learner Environment Improvement Forums, to contribute your ideas and suggestions for our new and innovative projects. You can join via the E-Learning Portal - <https://elearning.lthtr.nhs.uk> and going to Courses, then selecting the tab 'Inter Professional Learning', where you will see our forum listed.