

Learning Environment



Prosthetics and Orthotics

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

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, Health Care Assistants, Occupational Therapists, 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 team and within the MDT. This will be discussed with the placement lead who will discuss your progress and be included in your halfway and final assessment.

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 one by organising your placement. If there is anything you are particularly interested in, 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.T. Access and systems
- Workshop familiarisation
- Health and safety including fire arrangements
- Medical Devices
- Policies

Departmental 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 the SMRC.

Car Parking

A pay and display facility is in operation on 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. You will also need to email learner.absences@lthtr.nhs.uk

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.

Telephone Extensions

SMRC number 01772 716 921

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

Orthotic/Prosthetic office 3864

Nurses 4488

Secretaries 3852

Physio 3850

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.