

Learning Environment



Speech and Language - AIRWAYS

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

Welcome! We hope you enjoy your placement with us.

General Information

Therapists all have a busy timetable and it is helpful if learners/trainees have thought about their main objectives for the client group prior to placement. A brief outline of previous observation/experience helps us to support student's clinical development.

Your Practice Educator will do his/her best to enable you to have a successful placement. To help with this, it is vital that you are open and honest about your strengths and needs. If there are any issues in your personal life that may affect the success of the placement you should share these with your Practice Educator. This may involve health issues, carer responsibilities, learning and religious needs etc. Being open about these issues will not influence your CE's judgements on your skills but will enable him/her to make adjustments within the placement to support you and maximise your success.

Throughout your placement, please let your Practice Educator(s) know if you have any concerns about any aspect of the placement so that discussion can take place and adjustments made. If you feel unable to do this, you can raise your concerns with the student coordinator in the trust.

Placement Location

Royal Preston Hospital, Sharoe Green Lane, Fulwood, Preston, PR2 9HT

Main office: First floor above Day Treatment Centre/Discharge lounge (18/19)

Clinics: Chest Clinic (13) and Brock (33).

Summary of the service

The Airways Team is a multidisciplinary tertiary service for patients with complex breathlessness.

The Airways Team consists of Respiratory Consultants, 2 Speech & Language Therapists (SLT), Physiotherapy, Psychology, 2 Specialist Respiratory Nurses and Lung Physiologists.

The specialist service is involved in assessment, diagnosis and treatment of respiratory conditions including Asthma, COPD and Bronchiectasis.

The SLT predominantly will see patients with upper airways dysfunction. This is an umbrella term which encompasses chronic cough, inducible laryngeal obstruction, globus sensation and muscle tension dysphonia.

Opportunities during placement

- Experience of working as part of a specialist MDT.
- Observing diagnostic laryngoscopy and bronchoscopy clinics
- Outpatient assessment and therapy
- Respiratory related dysphagia
- Observation of other professionals/clinics
- Attendance at local and regional MDT's
- Involvement in training and health promotion
- Improving knowledge and awareness of administration and caseload management
- Self-directed independent learning activities

Pre-reading suggestions

- RCSLT Respiratory position paper
- RCSLT Speech & Language Endoscopy for voice disordered patients
- 'The Voice and its disorders' Lesley Mathieson (chapters 2 and 3)
- Self-directed review/research into Inducible laryngeal obstruction and chronic cough
- Dysphagia
 - Dysphagia screening tools
 - Working with Dysphagia Manual

Departmental information

Confidentiality and Respect

Use only first names or initials (not names) in case studies or notes and omit any identifying information, such as addresses, telephone numbers etc.

Remember not to use names or detailed comments in discussion with your peers and colleagues in public places e.g., staff rooms, buses, pubs, etc. You never know if the person next to you is the client's grandparent, next-door neighbour, etc. When you do discuss clients, be respectful of them and their circumstances.

Sickness/absence

Procedure will be confirmed at induction. If you are unwell on the first day of placement, please contact 01772 523237 and email learner.absences@lthtr.nhs.uk

Procedure if Clinical Tutor is absent.

The Independent Learning Activities provided by Manchester Universities are there to help you meet your learning objectives and can be used effectively in the absence of your therapist.

We will aim to arrange for you to be able to observe another member of the team.

Health and safety

Departmental Policies and Procedures are available on our intranet. Should any accident or untoward incident occur to either you or one of your clients this should be reported immediately to your Practice Educator. You will be asked to complete an incident form. Fire Safety: Be aware of fire exits, alarm procedures and no smoking policies.

Complaints

Any complaints or potential complaints – please inform your Clinical Educator immediately. You must write down details of the complaint in the case notes with advice from your Practice Educator.

Dress code

Clothing should be smart but practical. The dress code may vary according to the client group and environment. General policy is to be bare below the elbows.

Denim jeans, short skirts, shorts, revealing clothes and hooped earrings for pierced ears are not appropriate. Visible body piercing should be limited to ears and/or a small nose stud.

- Jewellery on hands/wrists: single plain metal ring only
- Long hair should be tied back in clinic areas
- Avoid high heeled shoes and open-toed shoes/sandals should not be worn.

- Nails should be kept short and clean.

Security

Please remember to keep all valuables, handbags in a safe place. If anything is stolen report it to your clinician immediately.

Some sites have door codes to gain entry, you will be provided with these which must be kept secure and returned at the end of your placement.

Start and finish times

To be confirmed at induction. **On your first day please arrive at the main office for 9am.**

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.