

# Learning Environment



Therapeutic Radiography

# 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 hope that you enjoy your time on placement with us at Lancashire Teaching Hospitals NHS Foundation Trust.

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.

## 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.

## **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.

## 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 to complete some e-learning modules and to access our policies and procedures.

## Attendance

The university programme requires a minimum of **90%** clinical attendance per academic year 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 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. 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!



## 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



## 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.