

Learning Environment



Cuerden Ward

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>



Orientation to your Learning Environment – Adult Nursing

Please complete and present at your initial meeting.

Pre-orientation 2 weeks prior to starting your Learning Environment

- Arrange a pre-visit to your new Learning Environment.
- Visit your Learning Environment; ask to be shown around and ask what to expect on your first day i.e. where do I put my belongings, where can I put my lunch, where should I go on my first day and who should I report to.
- Ask to be shown your Learner Board, where you will find out who your Supervisor and Assessor is.
- Ask to be shown your Learner Resource File.
- Ask to be shown your off duty and find out what the process is should you need to request an amendment. (It would be at this point that any requests are to be made).
- Access your learning handbook via the Health Academy webpage and start planning what you want to achieve from your Learning Environment.
- We advise that on your **first day you will be starting at 9am**, please discuss this with your learning environment.

First day on your new Learning Environment

- Introduce yourself and inform them that it's your first day.
- Ask to be shown around again, should you require this.
- Request to be shown the Team Board where the teams for the day are displayed, so you can familiarise yourself with; who is in your team, who you are working alongside and where your break times will be displayed.
- Ask to have the chain of command explained to you on this Learning Environment and ask who oversees this Learning Environment (i.e. Unit/Ward Manager).
- The local fire procedures have been explained and where you can find the equipment needed.
- Resuscitation equipment has been shown and explained.
- You know how to summon help in the event of an emergency.
- Lone working policy has been explained (if applicable).
- Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed).
- You are aware of your professional role in practice.

Within your first week on your Learning Environment

- Resuscitation policy and procedures have been explained.
- You are aware of where to find local policies;

- Health & Safety
- Incident reporting procedures
- Infection control
- Handling of messages and enquiries
- Information Governance requirements
- Other policies
- Policy regarding Safeguarding has been explained.
- Complete your initial meeting with your Practice Supervisor/Assessor and discuss any Inter-professional Learning Sessions that you would like to attend.

If you require any further support with your orientation, please contact your Unit/Ward Manager or our Clinical Placement Support Team on 01772 528111/placement.support@lthtr.nhs.uk

Please note: Any member of staff can complete this document with you.

Learning Environment

We would like to welcome you to your learning environment.

Cuerden Ward is a 24-bed ward, 5 bays, 4 side rooms - split into 3 teams

Shift hours: 07:00 - 19:30 with 2 x 30-minute breaks

Ward Tel Numbers: 01772 527315 / 52

Cuerden Ward specialises in Endocrine Disorders and Diabetes, but we do have other conditions at times such as:

- Cardiac
- Respiratory
- Gastroenterology
- Renal
- Elderly care

- In the Event of an Emergency:

Cardiac /Respiratory Arrest – ring 2222 stating Adult cardiac or respiratory arrest (e.g ward Cuerden ward bay number and bed number)

Fire -- ring 2222

Security Alert -- ring 2222

ALWAYS DISPOSE OF HANDOVER AFTER EACH SHIFT in confidential waste bins provided.

- Patient mealtimes:

Mealtimes on ward are protected, all staff assist giving out meals to patients and assisting patients that require assistance.

Breakfast 08.00

Lunch 12:00

Tea 17:00

After each meal all fluids balances are updated for each patient in your team.

➤ Absence

If you are going to be absent, please contact the ward prior to your shift starting. You will also need to email learner.absences@lthtr.nhs.uk and contact your University.

➤ How to use the bleep system

Dial 66

Wait for message

Enter the number of who you wish to contact (e.g. Doctor)

Then the number of the phone you are calling from

Wait for acceptance message then hang up and wait for the call back from who you bleeped.

➤ Daily routine on Cuerden Ward

7am - Have ward handover for your designated team (check allocation board)

Full ward huddle to highlight unwell or at risk patients.

7:30am - Staff nurses to carry out medication round (Students not to carry out morning medication round unless in 3rd yr)

Sit up patients and clear all tables ready for breakfast.

After breakfast clear away pots, assist patients with hygiene needs (shower, bedbath bowl of water)

From 9am- start breaks

10am

Carry out observations if trained to do so

Complete all paper on the computer (meals and fluids)

12pm

Lunchtime; Nurses medication round

Patient's meal time assist where required.

Clear away put meals on computer

1pm;

Pressure relief for patients who require it

From 2pm

QDS Observations

Start afternoon Breaks.

4pm

Evening medication round

5pm

Clear tables for meal sit patients up.

Clear pots away, pressure relief given to patients

6pm

QDS Observations & Blood glucose

Check all intentional roundings are updated hourly and all paperwork completed before leaving your shift

19:00

Handover to Night Team!

- Night Shift routine on Cuerden Ward

19:00 Handover from day staff

Complete safety huddle

21:00 Nurses medication round

Observations and blood glucose levels

Settling patients down for the night.

Through the night answer buzzers,

Nurses complete medical notes

From 2am start breaks

During night Nurses to check CDs and Resus trolley and temp of fridges

Tidy ward, full up draws outside bays with bedding pads and PPE

6am

Morning IV antibiotics

QDS observations, blood glucose levels Patient care.

7am

Handover to day team!

All learners will be given their Off Duty and must not change it without their Practice Assessor or the Ward Managers agreement!

➤ Common Medications

The following table shows the common medications used on Cuerden ward

Drug	Used for	Dosage	Common side effects
Act Rapid(insulin)			
Lantus (insulin)			
Tresiba(insulin)			
Humalog(insulin)			
Glicazide			
Metformin			
Furosemide			
Salbutamol			
Aspirin			
Ensures			
Cyclizine			
Codeine			
Lansoprazole			
Bisoprolol			
Thiamine			
Lactulose			
Prednisolone			

➤ Learning opportunities available on Cuerden Ward:

- Developing skills and knowledge in Diabetes and Endocrine conditions.
- Develop an understanding of the multidisciplinary team (MDT) and how they work together.
- Develop leadership and management skills.
- Participation with patient care.

- Development of communication skills to build nurse-patient therapeutic relationships and to be able to communicate within the MDT.
- Develop knowledge and skills regarding medication management.
- Develop knowledge and skills in monitoring vital signs and interpreting the findings i.e., blood pressure, pulse rate, temperature, respiratory rate, etc.
- Understanding the importance of accurate and timely documentation of risk assessments, care plans and any nursing assessments that have been carried out.
- There are also opportunities for student nurses to visit other departments within the hospital that liaise with ward staff

➤ Abbreviations:

CBG – Capillary Blood Gas	FBC - Full Blood Count
ABG – Arterial Blood Gas	CRP – C Reactive Protein
BP – Blood Pressure	C&S – Culture sensitivity
BM – Blood Glucose Monitoring	FR – Fluid Restriction
MSU – Midstream Specimen of Urine	AF – Atrial Fibrillation
CSU – Catheter Specimen of Urine	NMB – Nil by Mouth
IV – Intravenous	DOLs – Deprivation of Liberty
IV ABX – Intravenous Antibiotics	MCA - Mental Capacity Act
IM – Intramuscular	IDDM – Insulin Dependent Diabetic
PO – Per Oral	NIDDM – Non-Insulin Dependent Diabetic
PR – Per Rectum	PE – Pulmonary Embolism
PV – Per Vaginal	HB – Haemoglobin
QDS – Four Times Daily	U&E – Urea & Electrolytes
TDS – Three Times Daily	NG – Nasogastric Tube
BD – Twice Daily	NJ – Nasojejunal Tube
OD – Once Daily	PEG – Percutaneous Endoscopic Gastrostomy
Stat – Immediately	Melena – Dark bloody stools
PRN – As required	MI – Myocardial Infarction

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. Bi-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.