

# Learning Environment



**Nursing Directorate**

# 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.

The Nursing Directorate placement is split up into 4 departments; Tissue Viability (TVN), S.T.A.R (Safety Triangulation Accreditation System), Infection Prevention Control (IPC), and Safeguarding. All departments on this placement are based at Royal Preston Hospital (RPH) however all departments also cover Chorley District Hospital (CDH) and you may be required to work across either site. RPH base is located in the Gordon Hesling block Nursing Directorate on the first floor and all offices are located on the corridor through the right door.

Throughout the four-week placement you will undertake a rotation spending one week in each team. You will be allocated a Practice Assessor on day one of the first week and this assessor will sign off your PARE document and timesheets.

The four areas you will cover are

- **Tissue viability-** A nurse lead clinical advice-giving service which provides recommendations in all aspects of tissue viability, complex wound management, specialist wound care and pressure ulcer prevention and validation. The TVN service provides strategic involvement across the trust within all divisions collating pressure ulcer data, report writing work with procurement. The TVN team are involved in reviewing harm and incidence levels that look at ways to prevent and promote the reduction in harm and identify learning opportunities by continuous improvement and collaborative working strategies.
- **STAR-** The STAR Team undertake STAR accreditation visits throughout the trust. The quality assurance framework used is a robust, multifaceted approach to quality assurance. The STAR Team produces written reports and provide high level feedback. The STAR Team also supports clinical areas with action planning and continuous improvement work.
- **IPC-** Infection control and prevention is a diverse role. We provide specialist nursing input within the Infection Prevention & Team in the identification, prevention, monitoring and control of infection within the Trust.
- **Safeguarding-** A placement with the Safeguarding Team will allow the student to learn about, Safeguarding concerns and strategies for risk minimisation, Relevant legislative frameworks, Specialist areas such as safeguarding in mental health, dementia and learning disabilities, The role of the Independent Sexual Violence Advisor, Multiagency working and collective responsibility.

**Contact details:**

<b>TVN</b>	01772 522655
<b>IPC</b>	01772 523785
<b>Safeguarding</b>	01772 524915

**Shift Patterns**

<b>Department</b>	<b>Shift</b>	<b>Site</b>
<b>TVN</b>	Mon-Fri 8am-4pm	RPH CDH
<b>STAR</b>	Mon-Fri 8am-4pm	RPH CDH
<b>IPC</b>	Mon- FRI 9am-5pm	RPH CDH
<b>Safeguarding</b>	Mon-Fri 9am-5pm	RPH CDH

**Sickness Policy:**

If you are sick and you unable to come into placement you need to contact the team you are working with that week (for example if your allocated week is with the TVN team then you need to contact that team) and inform them of your absence.

You are expected to document all sickness on PARE, you need to make sure you document who you spoke to when you reported sickness and inform HEI and [learner.absences@lthtr.nhs.uk](mailto:learner.absences@lthtr.nhs.uk).

If you are off sick for longer than 3 days you need to let your AA know.

**Health problems**

If you suffer from any ongoing health problems, you need to inform your student lead as soon as possible so they can support you where they can. If you have any symptoms of viral infections such as cold or sickness and diarrhoea you need to inform your lead as soon as possible as you may not be able to have patient contact.

**Make up time**

You allowed to make up to 37.5 hours per placement block without having to have this approved by HEI or placement support but only if it can be facilitated however it is not a given right.

Any time longer than this has to go through HEI and allocations due to insurance and money etc.

However, if you are off sick for example on a Monday you cannot make up your hours in that week it will have to be in another week.

### Identification

Please wear your university badge at **ALL** times. Always introduce yourself to other members of staff and patients, either face to face or on the telephone.

**Your ID badge will not allow you into the main door to access the offices. You are expected to contact the placement before you start for them to gain you access.**

### Uniform policy

You are not permitted to travel to or from work in your uniform, you must arrive to work in your own clothes and then get changed on site in designated changing facilities.

- **Hair** should be clean, neat and worn in such a way that the hair does not reach below the collar. Hair should be tied back when working in clinical settings.
- **Fingernails** must be short and nail varnish must not be worn. False, acrylic, gel or any other artificial nails are not permitted for clinical staff or in clinical areas.
- **Jewellery** Only one ring may be worn which must be a plain band. Clinical staff may not wear rings containing stones as they compromise standards of hand hygiene. Earrings, if worn must be limited to plain studs only. Rings and/or studs in other body parts visible to patients are NOT permitted. Wristwatches, wrist jewellery or other wrist adornments must not be worn in clinical areas.
- **Perfume** Please do not wear strong scented perfumes this may be problematic for both patients and work colleagues
- **Footwear** must have enclosed toes to protect from potential hazards of sharps injuries if instruments are dropped, contamination with blood or body substances or injuries when moving or working around equipment. Shoes should be quiet, low heeled and comfortable.

The above information is from Lancashire Teaching Hospitals NHS Trust Uniform Policy, the full version is available on the intranet if required. If in doubt, ask your student lead.

If you have any concerns over staff member who is not adhering to the trusts uniform policy report this to the student lead or your clinical tutor.

### Confidentiality

As a Student Nurse/TNA/RNA you have the duty to respect the confidentiality and dignity to all receiving care. Confidentiality is vital and should be maintained at all times, ensure you dispose of all confidential paperwork or documentation no longer required in allocated disposal areas. Do not use names or detailed comments in



discussion with your peers or colleagues in public places. Breach of confidentiality is unethical and unlawful, BUT all information must be shared with your practice assessor who is responsible for the placement area. If you have any concerns over staff member who are breaching confidentiality report this to the student lead or your clinical tutor.

### **Legal and Professional Accountability**

You will be expected to work in a professional manor within your limitations and knowledge, working alongside an assessor who is responsible for your actions/omissions, that being said at all times you are also responsible for your own acts/omissions. If you have any concerns over staff member who do not demonstrate legal and professional accountability report this to the student lead or your clinical tutor.

### **Telephone calls, Bleep system and Emergency call**

#### **Telephone calls**

If you receive a telephone call you must take note of who is calling, the area the person is calling from, the reason for telephone call and pass the message onto the Nurse/AP/HCA

#### **Bleeps**

If you are required to bleep another medical professional (Bleep numbers are available via switch board)

Dial 66 and wait for message

Enter bleep number of the person you require

Wait for message

Enter ward extension number

Wait for message that your paging request has been accepted

Replace receiver

#### **In an emergency call 2222**

State the reason for emergency e.g adult or paediatric cardiac or respiratory arrest, fire, security alert then location e.g Gordon Hesling Block, first floor, kitchen.

### **Department Facilities**

There is a shared kitchen with a hot and cold water system, toaster kettle and fridge. Tea, coffee, sugar, milk, cups and cutlery will need to be brought with students as this is not provided, toilets are located on every floor in the block, changing room facilities are located on the lower ground floor.

## 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.