

Learning Environment



Research

Learner Booklet

Welcome

We would like to warmly welcome you to Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR).

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.

We have included different aims and objectives that can be used as a guide and checklist of what you can expect throughout your placement with us. Our advice is to have an open-minded approach as this is very different from your previous placements.

We appreciate that you have an array of competencies on PARE needing to be signed off for this placement. It is, therefore, crucial to try and gain as much knowledge and experience as you can. The team are enthusiastic about your placement and will actively encourage you to make the most of it, so any suggestions or interests you have or would like to explore, please ask.

There are opportunities to spend time with other departments who help support research and the Trust and we hope that you will take advantage of these while you are here.

We welcome constructive feedback from you regarding your learning experience and will use this information to inform and enhance the placement that we offer. You will be provided with an evaluation form to complete and we will complete your PARE assessments in a timely manner.

Our Mission Statement:

Our Award Winning Research team will provide an environment where learners and trainees are well supported to meet individual learning needs, gaining an insight into how the evidence base for practice is developed at the forefront of healthcare delivery.

The Centre for Health Research and Innovation

Lancashire Teaching Hospitals is committed to improving healthcare through research and innovation. The Centre for Health Research and Innovation is a hub of activity supporting the design, conduct and delivery of clinical trials across the Trust. We are proud to have a large multi-disciplinary team that works together to provide our patients with access to innovative treatments and interventions. We offer staff across the Trust opportunities to develop their own ideas into high quality research projects.

Why engage with Research?

Clinical research offers a career path for many health professionals that is highly rewarding and intellectually challenging. Being involved with research and generating

new knowledge also means that there are widespread benefits for research participants. Studies suggest that patients who receive care in research active institutions have better health outcomes than patients who are treated in a non-research environment. By joining our team, therefore, you are actively helping improve the standard of healthcare for the patients. By helping to answer research questions, we help build a body of evidence that can lead to a positive change in future healthcare.

Why is Research important in the NHS?

The NHS has a constant challenge to provide a service that is up to date and efficient. Health research plays a vital role in this service by using the evidence from studies to support health strategies and changes in medical practice. The Department of Health's Strategy to improve the health of the nation continues to place research at the forefront of the NHS. The White Paper, *Equity and Excellence: Liberating the NHS* (DH, 2010) highlights research in terms of quality, transparency and value for money. It aims to achieve health outcomes as good as anywhere else in the world and deliver quality care from thoroughly researched evidence based practice.

Research in the NHS is a perpetually evolving landscape yet the key role it has to play in the future of the NHS is clear. The NHS Constitution (2009) cites that "the NHS aspires to the highest standards of excellence and professionalism...through its commitment to innovation and to the promotion and conduct of research to improve the current and future health and care of the population". Also that, "Research is a core part of the NHS. Research enables the NHS to improve the current and future health of the people it serves. The NHS will do all it can to ensure that patients, from every part of England, are made aware of research that is of particular relevance to them". The NHS is therefore putting in place procedures to ensure that patients are notified of opportunities to join in relevant ethically approved research and will be free to choose whether they wish to do so.

The research culture is growing across England for patients and health professionals to take part in multi-centre studies. So, working with the clinical research team you will play a key role in contributing to this culture through clinical trials and/or health related research. By doing this we are continually improving the quality and choices available for patients and healthcare overall.

For more information regarding research in the NHS, you may like to visit www.nhs.uk/conditions/clinical-trials

The National Institute for Health Research

In 2006, the National Institute for Health Research (NIHR) Comprehensive Clinical Research Network (CCRN) was created as part of the Government's Research and Development Strategy to establish the NHS as an internationally recognised centre of research excellence. For further information please go to:

[National Institute for Health Research | NIHR](#)

Research at Lancashire Teaching Hospitals NHS Foundation Trust

Serving a population of 1.5 million and providing a range of care in both a secondary and tertiary healthcare setting, Lancashire Teaching Hospitals NHS Foundation Trust is well placed to make a real impact on the health of the region through evidence based practice. We have over 250 on-going studies covering many types of research across a large number of different conditions at this Trust. This offers our patients the opportunity to be involved in trials of new treatments as well as studies involving questions and interviews looking at their quality of life and service improvement. The Trust benefits from its close proximity to a number of quality academic institutions as well as being a provider of a number of specialist services across the region.

Before it begins, all research involving NHS staff, facilities, service users, patients, their carers or relatives, will always have been approved by an independent research ethics committee and will have been reviewed by the Trust to ensure that it is safe and appropriate to conduct the research here at Lancashire Teaching Hospitals NHS Foundation Trust.

About the Directorate

The Department is based in the building next to the Sharoe Green Unit at Royal Preston Hospital. Research Teams in various specialities around the Trust are supported by this Department, based in this Centre. This means that not only can research staff around the Trust work in the department and use desk space/computers, but there are clinic rooms with facilities where research participants can be seen outside the speciality areas. There are seven parking bays outside the Department for participants to use free of charge when they are attending the Centre. The centre is open Monday to Friday, 08:00 to 18:00.

The Centre for Health Research and Innovation offers a wide range of information, advice and guidance and can offer support with studies, whether it be in developing an idea, NHS approvals, funding opportunities or finding research collaborators. We can support researchers through the entire research process to completion. It is important that the centre is aware of all research that is being undertaken at the Trust.

Partnering with us gives opportunities for researchers to gain:

- Rapid trial feasibility, start up and completion – our research governance team can support with NHS permissions and we have an average time of 8 days for granting NHS permission
- Access to experienced clinical investigators across secondary and tertiary healthcare
- We have strong links with all NIHR Clinical Research networks
- Wide and varied patient population
- Links to our well established partnerships with local higher educational partners and collaborators
- High recruitment rate to clinical trials in the UK
- We have a dedicated Innovation and Ideas Facilitator to project manage collaborations within the Trust

The Research Teams are:

Specialities
Lancashire Clinical Research Facility
Neurosciences (stroke, neurology, neurosurgery)
Oncology
Chronic Conditions
Division 6 (Respiratory/ ICU /Trauma)

Your-Placement

You will be based either in the Lancashire Clinical Research Facility or in Rosemere with the oncology team, at Royal Preston Hospital. We also have an office at Chorley District General Hospital and it may be that you have the opportunity to visit during your placement. Contact Number: 01772 522031.

Hours of work

Our core working hours are 0800 – 1800, Monday to Friday and we work to the Trust’s Flexitime policy. In essence, you negotiate your hours with your team, depending on the needs of the service and ensuring that all visits are covered. Any hours under or over your 37.5 hours need to be reviewed by your assessor or supervisor and balanced by early or late finishes.

Sickness/Absence

If you are going to be absent during your placement, you must call either your assessor or supervisor to advise them that you will not be at work, the reason for your absence, anticipated duration of absence and the next agreed contact date. If your assessor or supervisor is not available, please contact the shift co-ordinator for the day. Please note that you must talk to someone on your first day's sickness and it is not acceptable to text or leave a message on an answer machine. You will also need to email learner.absences@lthtr.nhs.uk

Policies and Procedures

These are available in the Research section of the Intranet. Our Standard Operating Procedures (SOP's) are stored on Q-Pulse (your assessor/supervisor can help you to get an access to it with this)

Evaluation

At the end of your placement you will be asked to complete an evaluation form (attached). Please complete this form open and honestly as all feedback is used to inform any improvements for the benefit of future students.

Uniform Policy

We adhere to the Trust uniform policy. All students should look clean, tidy and well groomed. Uniform should be worn in all areas when working with patients. In the LCRF (clinical area), there is a **Bare below the Elbows policy** for all the staff. If you are required not to wear uniform then students are expected to maintain a professional appearance at all times.

The role of a student nurse within the Research Department is to gain an;

Understanding and insight into the role of a Research Nurse

We hope to give you a flavour of the day to day running of our department and our studies, as well as the role of research within the Trust and the NHS.

Orientation around the Centre is required. It is recommended that you spend some allocated time with as many staff as possible so as to gain a greater understanding of the various roles. Dependent on workload and activities of the team this may vary. Each student should have the opportunity to go to the sites or on home visits.

Prior to each visit the student should have opportunity to:

- Review the documentation relating to the relevant study briefly
- To read Lone worker Policy (learner/trainee will always be with a trained staff)

- Discuss the study with the member of the team and consider any similarities or differences from other studies they have been involved with
- Observe study related activities – not all of this will be patient contact
- Complete parts of the work sheet as relevant

What to expect during your placement with us	
First day	<ul style="list-style-type: none"> • Orientation • LCRF checklist • CRF manager • Microsoft Teams access • Locker • Lone worker policy • Sickness/absence policy • Join for morning huddle and plan for the day • Discuss placement programme and plan for the placement. • Every student will have a named Assessor & Supervisor
Week 1 -2	<ul style="list-style-type: none"> • Initial meeting with the assessor- to discuss the objectives • Complete Good Clinical Practice training • Familiarise yourself with trials being run by your teams • Familiarise yourself with the terms used in the department and at the morning huddle. • Look into different ways of consent • What is ethics and why is it important? • Research into capacity and lack of capacity and capacity assessment (research into national and local policies surrounding this). • Attend recruitment of patients with senior staff, observing with a view to supporting recruitment in the future. • Understand the screening process • Arrange lab training with the team's CTSO. • Understand the role of the NIHR and the portfolio. • Understand the role of the research nurse • Understand the role of the CTSO
Week 3 - 4	<ul style="list-style-type: none"> • Start to screen patients for the inclusion and exclusion criteria to trials available, under supervision from trained staff. • Review ongoing patients recruited to study for Adverse Events, have an understanding of this process and its importance in research. • Assist in the recruitment of patients with trained staff and assist with randomisation/treatment delivery • Work in link areas (see list below)

	<ul style="list-style-type: none"> • Support venepuncture and sample processing, storage and despatch as required. • Complete mid-point meeting, review all progress/action plan and sign off hours.
Week 5 – 6 onwards	<ul style="list-style-type: none"> • Screen patients on the allocated studies, working alongside a trained member of staff. • Support the recruitment of a patient on to a trial (under direct supervision) • Support the randomisation • Support the administration of treatment/intervention • Support the completion of study assessments • Complete study specific documentation under direct supervision.
Final week of placement	<ul style="list-style-type: none"> • Complete placement survey to aid the research team and progression for future students. • Complete all paperwork required for final meeting and sign off hours • Mock Recruitment Scenario • Feedback session

Link department and opportunities

Other research teams	Although you will be based with one team, your assessor/supervisor will work with you to ensure that you spend time with the other research specialities.
Research Access Team	Looking at the processes we undertake to ensure that each study is safely and efficiently set up.
Clinical Trials pharmacy	There is a dedicated section in pharmacy with staff who manages their side of our pharmaceutical studies.
Laboratory CTSO Team	Including the Brain Bank
PPI	Various ongoing projects
PAF	Future opportunities

The Centre for Health Research & Innovation

Our Research Our Care

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.