Pre-Registration Student INFORMATION BOOKLET

“To provide the very best care for each patient on every occasion”

2013
On behalf of all managers and staff can we welcome you to the Pennine Acute Hospitals NHS Trust.

We hope that the time you spend with us in your different clinical placements will be useful, enjoyable and a rich source of learning for your nursing course.

The Trust is eager to work with the Universities to ensure our practice placements meet quality standards.

Part of this process involves audit and evaluation - we would like to take this opportunity to say that your comments are extremely important as part of this process and urge you to complete your evaluations in an honest constructive way.

We have put together some information, which you may find useful in your first few weeks with the Trust and would like to take this opportunity to wish you well with your future studies.

PRACTICE EDUCATION FACILITATORS (PEFs)

- SHERYL O’FLANAGAN Oldham Site: 778 5430
- SANDRA LLOYD-JOHNSON Oldham Site: 656 1042
- ANNE MEDCALF North Manchester Site/Community: 921 4976
- SUZANNE DRURY Rochdale/Bury Site: 778 5778
The Pennine Acute Hospitals NHS Trust

Established on 1 April 2002, The Pennine Acute Hospitals is one of the largest in the country. It employs 10,000 multi-disciplinary staff at five major hospital sites and provides a broad range of specialties and services to the people of Bury, North Manchester, Rochdale and Oldham.

The five hospital sites and one community are as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Hospital/Institution</th>
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<tbody>
<tr>
<td>Bury</td>
<td>Fairfield Hospital</td>
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<tr>
<td>North Manchester</td>
<td>North Manchester General Hospital</td>
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<tr>
<td>Oldham</td>
<td>The Royal Oldham Hospital</td>
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<tr>
<td>Rochdale</td>
<td>Birch Hill Hospital &amp; Rochdale Infirmary</td>
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<tr>
<td>North Manchester</td>
<td>Adult Community Services</td>
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Each site offers a range of specialties and a variety of learning experiences. Some of these specialties include ENT, accident & emergency, critical care, general surgery, paediatrics, care of the elderly, trauma and orthopaedic surgery, urology, obstetrics and gynaecology, ophthalmology and cardiology.

However, due to recent consultations around reconfiguration of adult and children’s services across Greater Manchester, the broad range of specialties on each site will reduce. The consultations that hugely affect Pennine Acute are:

Healthy Futures - The Healthy Futures programme is a partnership between five North East Greater Manchester primary care trusts: Bury, Heywood and Middleton, North Manchester, Oldham and Rochdale and the Pennine Acute Hospitals Trust.


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**Important Note!**

In light of the decisions made in the Healthy Futures and Making It Better programmes and as services change to meet the health care needs of the community, so will the nature of placements. Therefore students will be allocated placements anywhere across Pennine Acute to ensure learning experiences are maximized.

Placements are also expanding in community settings and students now have the benefits of accessing experiences within the private, voluntary and independent sectors.

Child branch students and University of Manchester Adult Branch Students will move around Trusts in the Greater Manchester Placement circuit to experience a variety of specialties.
Trust Layout

We did think it would be useful to give you an idea about the wards and departments around the Trust and some basic information of the managerial structure for placement areas.

There are four Divisions:
Division of Medicine including Adult Community services
Division of Surgery
Diagnostic and Therapeutic Division
Women’s and Children’s Division
All of which have their own management structure, including an Associate Director of Nursing and Clinical Nurse Managers.

These can be found on the Trust intranet site.

All wards and departments across the five sites have been split into the four divisions, depending on the specialty of that area.

As you will be allocated to areas across sites to fully maximize your learning experience, we thought it useful to have a list of addresses and a guide to the placements with contact numbers to get you started. We have also included site maps in this booklet. However, changes are occurring quite rapidly so be aware this information will not stay current.

Bury (Fairfield General Hospital) - Rochdale Old Road, Bury, Lancashire, BL9 7TD, Telephone Number – 0161 624 0420

North Manchester General Hospital - Trust Headquarters, Delaunays Road, Crumpsall, Manchester, M8 5RB, Telephone Number - 0161 624 0420

Royal Oldham Hospital - Rochdale Road, Oldham, OL1 2JH, Telephone Number - 0161 624 0420,

Rochdale (Birch Hill Hospital) - Rochdale, Lancashire, OL12 9QB, Telephone Number – 0161 624 0420

Rochdale (Infirmary) - Whitehall Street, Rochdale, Lancashire, OL12 0NB, Telephone Number – 0161 624 0420
Hospital Site maps can be found via:
www.tinyurl.com/yegznyt

Placement details (such as phone numbers, PEL contact details, speciality) can be found via the University Placement Directories:

University of Manchester and MMU:
www.tinyurl.com/bxmwbmn8

University of Salford:
www.tinyurl.com/akpfhkx

OTHER THINGS YOU MAY WANT TO KNOW

INDUCTION DAY

Prior to starting your Clinical Placement you must attend the mandatory Induction day organised by the PEF team. Failure to attend may result in your clinical placement being revoked.

CONFIDENTIALITY

“You must be open and honest, act with integrity and uphold the reputation of your profession” The Code. NMC 2008

Our standards of conduct, performance and ethics say that:
’you must not knowingly release any personal or confidential information to anyone who is not entitled to it, and you should check that people who ask for information are entitled to it’;
And ’you must protect information in records from being lost, damaged, accessed by someone without appropriate authority, or tampered with’. HCPC 2012

This includes all verbal and written communication, including social network sites.
SICKNESS AND ABSENCE

If you are sick or absent when on practice placement with the Trust you must inform records department at the University and your practice placement on the first day of sickness or absence.

Sponsored Students have the added responsibility of informing the PEF team of any sickness or absence.

Your practice placement will document any student sickness and absence on a weekly basis in your practice assessment document and communicated to the relevant University on a regular basis to be included in student records.

ID BADGES

ID badges for student are not provided by the Trust. You must wear your university ID badge at all times. You will not have access to a swipe card system. If you are in a clinical area that needs an access card then you will need to ring the buzzer.

SMOKING

In line with Government policy the Trust operates a no smoking policy anywhere on the premises across Pennine Acute.

Whilst student nurses are on placements within the Trust, you must adhere to our policies. Any incidence of non-compliance will result in possible removal from your placement, and the University will be informed of this.

SHIFT PATTERNS

Do not assume that all placements have the same shift patterns because they don’t. Even placements within one Division may have different start and finish times. We would advise you to check the shift patterns for every placement you are allocated to when you ring the placement to introduce yourself before starting there.

STAFF RESTAURANTS / CAFES

There are canteens / cafes for staff and the public on each of the hospital sites. Wearing your student ID badge will ensure you get staff discount as visitors get charged more for their food than staff. Also, prices and staff discount may vary from place to place.

CHARGES FOR STUDENT CAR PARKING – Important information

With regard to parking for students on placements etc, in addition to the standard pay and display parking charges they have the option to apply for
and purchase parking vouchers, but this requires them to complete an application form which can be found on the intranet. It is necessary to complete this by hand due to the signatures etc required.

With their fully completed applications for parking, when processed by the relevant parking office, they will all be placed on the voucher purchase option.

Each student can then purchase a book of 20 one day parking vouchers for £26 (this will involve a trip to the Cashiers (one on each site) to pay, then return to the parking office with a receipt to obtain the voucher book) which will allow a period of parking. After this, they can then purchase vouchers in required numbers up to a maximum of 60.

Each person visiting us will therefore be provided with 20 days worth of parking if they buy the vouchers. The vouchers can be used for any date on any or all of our sites; you scratch off the relevant and write on your registration number. They then use this to park in the pink sign staff areas only.

**INTRANET**

This is the Pennine Acute Hospitals internal computer work system and all placements have access to the Intranet.

The Intranet provides staff with access to a wide range of information, which includes the Hospitals policies and procedures, specific Divisional information, NMC documents and much more.

Therefore, when on placement ask staff if you can use this resource.

There is a student nurse section of the intranet which contains details of teaching sessions on each site and useful links. This can be accessed externally from the Trust website www.pat.nhs.uk by following the careers link or internally:

www.tinyurl.com/aj4wne5

On the library page you will find access to the Marsden Manuel that holds all evidenced based practice for clinical procedures, please make the effort to find this as it may well help with your studies and clinical practice.
TERMS YOU MAY COME ACROSS..........  

When you first embark on the programme there are terms that you may not be familiar with. Here is a brief introduction on the common ones that you will hear in your first few weeks;

**Mentor (Nursing)**
A registered nurse, midwife or health visitor, appropriately qualified, who facilitates your learning and supervises and assesses you and other students in the practice setting. You will be assigned a mentor in all of your ‘hub’ placements.

**Registrant (Nursing)**
A nurse working alongside, and under the supervision of a qualified mentor, who assists in facilitating yours and other students experience, is involved in the interviewing and assessment process of a student under supervision, but one who has not yet undergone full mentorship preparation.

**Sign-off Mentor (Nursing)**
A qualified mentor who has met additional criteria to become a sign off mentor. Required only for students on final placement in year 3.

**Team Mentorship/Assessment**
This consists of three or four qualified professionals, who could be a mix of Mentors and registrants or assessors. The student will still work a minimum of 2 shifts per week alongside their mentor/assessor but for the remaining shifts, the student should work consistently alongside one or other team members, who would preferably, but not necessarily, have had some form of mentorship preparation. These members of the team will contribute to assessment process. If you are on spokes for a length of time in one area then you will also be assigned a mentor / supervisor as appropriate who will liaise with your hub mentor.

**Supernumerary Status**
Students are supernumerary throughout their educational programme. This means that the experience that they gain during practical placements should be determined by their educational needs. It does not mean that students are purely observers. To develop the required skills and achieve the identified learning outcomes, students must participate in clinical activities under the direct or indirect supervision of the Mentor / assessor or supervisor. This will be discussed with your mentor at the start of your placement, you should also make yourself familiar with the policy pertaining to this when you start on placement.

**University Link Lecturer**
A team of lecturers at the Universities who have a clear link with practice areas in the Trust’s across Greater Manchester to support students and their mentors in all matters relating to education, training and practice and issues impacting on education in practice.
**Hub / Spoke Model**
The majority of placements that you are allocated to throughout your training will utilise the hub and spoke model. The advantage of this model includes:

1) Maximising your learning opportunities to broaden your experience and meet the European Union Directives.
2) Maximising your exposure to interprofessional practice
3) Appreciation of the patient/client journey.

The placement area that you are allocated to will be the hub placement and associated experiences will be the spokes. All placements will have a list of the spokes that are appropriate to that area and you are advised to take advantage of this great opportunity. You will be assisted in this process and will be encouraged to identify your ‘own spokes’ to meet your learning needs.

How the hub and spoke model works;
LIBRARY SERVICES

There is an Education Centre library at Fairfield General Hospital, North Manchester General Hospital and the Royal Oldham Hospital, each of which offers a full library service to all hospital staff, including student nurses regardless of the site at which they are based. Students are welcome to use the library service even when they are not currently on clinical placement at one of our hospitals. To register as a library user simply turn up at any site library with your student ID badge.

The libraries hold an extensive book stock and most books are for loan. They also hold a small collection of videos, audiocassettes and CD ROMs and there are plans to extend this collection.

Computer facilities are available and the libraries provide access to the internet at their drop in PC suites. Library members have access to a wide variety of online resources including:

1) Electronic books, including the Royal Marsden Manual
2) Databases, including Medline, Cinahl, BNI, EmBase HMIC and Cochrane Library,
3) Access to about 3000 electronic journals on medical, nursing or health management themes, and
4) UpToDate, the online, evidence-based, point-of-care tool, ideal for providing you with instant access to expert evidence summaries.

Most online resources require you to enter details of a Pennine Acute NHS Athens account which staff at the libraries can easily set up for you.

Photocopying facilities are available for library users using a prepaid photocopy card on sale at each of the libraries.

The library is also able to arrange inter library loans of books and photocopies of journal articles. Please note that the library has to pass on the costs incurred in ordering these so check with staff before ordering.

A recurrent programme of training on information retrieval is offered at each site and students are strongly encouraged to attend these. Most sessions offer hands-on training in small groups.

Library staff can assist with literature searching alt the ability to conduct your own literature searches is essential to your future career.

Details of opening times, electronic journals and a variety of additional information can be found on the library pages on the Trust’s internal and external website. To look at these materials from your own PC simply enter www.pat.nhs.uk in your browser, click on the word Careers at the top of the page which downloads and then select Library Services the next page that appears.
Rochdale Library Resources

Although Rochdale Infirmary no longer has its own library, Lorraine Webb, library assistant at Oldham visits the hospital on Tuesday mornings to deliver library materials, and provide advice and on the spot training to staff. If you are based at Rochdale you can contact Lorraine on 75160 or via email on oldham.library@pat.nhs.uk or lorraine.webb@pat.nhs.uk

The library pages on the internal website features a special section for Rochdale staff giving information on how they can submit a variety of library requests online.

the web site with a “For Rochdale” users section. Their document requests/search requests can be made online and will be sent to another site library to be dealt with. The catalogue is now on line and it is possible for readers to be issued with a PIN number for a limited range of borrower transactions. One of the Rochdale library assistants will be taking up a post at Oldham library, but will spend one part day a week at Rochdale to deliver and accept returns of books and to be available to help any staff members who require it. It is anticipated that this day will be a Tuesday.

Practice Education Facilitator (PEF)

The purpose of the PEF role is ultimately to ensure academic rigour is applied in practice, maintain and enhance the quality of clinical placements across Pennine Acute in partnership with managers and mentors and implement inter-professional learning across all professionals allied to medicine.

The PEF role is multi-professional focused and they will offer support to mentors for pre registration students across all professions as appropriate. They will work in collaboration with affiliated HEIs across the North West to ensure service needs are reflected in curriculae and that curriculum outcomes are supported and met in practice.

A final note ……

“Utilise all the learning experiences that are available to you, seek support and help, bond with your peers, accept constructive criticism. Build on your strengths and your weaknesses. Respect your colleagues and understand the pressures faced by others. You will experience many times of happiness and also episodes of sadness; you will experience highs and lows. But remember that what you have now embarked on is a pathway, therefore don’t just look forward to the destination, enjoy the journey which leads you there”.

(Anon).