

Information pack for Non-Medical Healthcare Learners



Welcome to Hampshire Hospitals NHS Foundation Trust

HHFT Values

OUR TRUST VALUES



MAKE A DIFFERENCE!

MAKE THEM COUNT!

Compassion, caring about our patients and our staff

Accountable and responsible, always improving

Respect for all: colleagues, patients and their families

Encouraging and challenging each other to always do our best

How do these values relate to your job?
 Discuss this at your appraisal.

Andover War Memorial Hospital

Basingstoke and North Hampshire Hospital

Royal Hampshire County Hospital

Important Information: COVID-19

THIS MUST BE READ PRIOR TO STARTING YOUR PLACEMENT



Staff (and students) must put on a surgical mask when entering the hospital and wear it in hospital corridors and all public areas, as well as on wards.

Personal face coverings must not be worn by staff inside the hospital.

The following must be achieved on or before day 1 of your placement

(some of this will be included as part of your local orientation to your placement area)

Prior to your placement starting please watch the Public Health England films below:
https://www.youtube.com/watch?v=-GncQ_ed-9w - this provides an introduction to the use of PPE focusing on level 2 PPE which all staff are required to wear. Please note: this advice is correct as of publication date, please review the latest Government guidelines prior to your placement starting.

You must ask the matron/ senior staff/ supervisor if you require additional level 3 PPE training.

Level 3 PPE:

https://www.youtube.com/watch?v=kKz_vNGsNhc - Donning

<https://www.youtube.com/watch?v=oUo5O1JmLH0> - Doffing

When contacting the clinical area to introduce yourself please ask if you will need to be Mask Fit tested for that environment. Please also follow this up on day 1 of your placement. Learners who are going to be involved in aerosol generating procedures **must** be Mask Fit tested for an FFP3 mask. Your matron, senior staff nurse or supervisor will advise. Additionally, you will be contacted by the Learning Environment Team if there is a place available for you on one of the sessions they provide.

You must receive an explanation of PPE processes in that particular clinical practice area as part of your orientation on day 1 of your placement.

Please ask for a copy of the guidance posters detailing the process of donning and doffing in the clinical area.

If you have any of the following coronavirus symptoms:

- **If you are** experiencing any of the symptoms below during your placement call the Lasham Unit on ext. **42142** or **01256 262142** to arrange a swab. You must also inform the placement area immediately and the matron/ senior staff nurse or supervisor will advise. **DO NOT** come to the hospital:
 - Pyrexia (raised body temperature; fever)
 - New continuous cough
 - Loss of taste and/or smell
 - Headache, Myalgia (muscle pain and ache) or feeling fatigued.

However mild, please consider COVID-19 and call the helpline for advice.

- You also have a responsibility to inform your university immediately and they will also be able to advise.

When you have access to the hospital intranet please visit:

- The COVID-19 (Coronavirus) pages, the FAQs and the Learning Environment Team intranet pages.
- Check your HHFT emails as the Trust send out regular Covid-19 Briefing newsletters with up-to-date information that will be relevant to your placement.

Car sharing. Please remember that the current restrictions only allow you to share a car with people within your own household or support bubble.

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Welcome to Hampshire Hospitals NHS Foundation Trust

At Hampshire Hospitals NHS Foundation Trust we are committed to developing and improving practice placements ensuring that the quality of the experience contributes significantly to your future aspirations.

It is widely acknowledged that essential learning takes place during practice placements.

We hope that this Information Pack provides you with the essential information to support you during your placement with us.

We hope that you enjoy your time here and that you benefit from the many opportunities and resources we offer.

Welcome from Alex Whitfield Chief Executive



Welcome to Hampshire Hospitals NHS Foundation Trust (HHFT). I hope you find your placements at HHFT both rewarding and enjoyable.

Our vision is to provide outstanding care for every patient. We employ over 6,000 amazing people who work together every day to provide the best possible healthcare to our patients, those that are vulnerable and those in need of our help.

We have four strategic objectives:

- Outstanding Care for our patients
 - Empowered staff
 - Living within our money
 - Innovating for the Future
- And these are all underpinned by our CARE values (Compassion, Accountable, Respect, and Encouraging)

However short the time you are with us, I hope that you see our values and our objectives playing out. We want to empower and support you to be the best you can be, to provide the type of patient care which we would all want for our families. You are in a precious position of seeing how different teams and organisations work, so please give us feedback and make suggestions for improvement. That is how we will ensure we are always getting better.

The Trust is committed to investing in student education & development - any student could be a future employee of HHFT and will almost certainly work within the NHS. We believe in working in partnership so if your career takes you into one of our partner organisations we will still be proud you spent time with us.

We hope that during your time here, you will gain knowledge and experience in your chosen field, whilst contributing to the continuing success of this Trust. And we hope you will love it so much you will want to come back at the end of your training.

I hope that this induction pack will provide you with the background Information to assist you as you settle in to your placement here at HHFT.

About The Trust



Hampshire Hospitals NHS Foundation Trust serves a population of approximately 570,000 across Hampshire and parts of west Berkshire.

This includes people living in Andover, Basingstoke, Eastleigh and Winchester as well as the surrounding towns and villages across Hampshire and parts of west Berkshire including Tadley to the north; Alton and Bordon to the east; Romsey and Chandlers Ford to the south, Stockbridge, Bishops Waltham and Alresford.

Hampshire Hospitals NHS Foundation Trust came into being in January 2012 as a result of the integration of Basingstoke and North Hampshire NHS Foundation Trust, which achieved Foundation Trust status in 2006, and Winchester and Eastleigh Healthcare Trust. It is an NHS provider and care is free at the point of delivery.



Hampshire Hospitals NHS Foundation Trust employs around 6,000 staff and has a turnover of over £385.4 million a year (2016/17). There are over 15,000 public and staff members. As a Foundation Trust it has directly accountable to its members through the governors. Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

Hampshire Together: Modernising our Hospitals and Health Services is a programme that will deliver a new hospital to serve the people of north and mid Hampshire, as well as many other healthcare benefits, as part of the government's Health Infrastructure Plan to modernise NHS hospitals.

All NHS and social care organisations across the area are determined to make the most of this opportunity as we strive to support patients, their families and their carers to access the right care, in the right place, at the right time in order to keep them healthy.

A new hospital supports this ambition, but the programme's impact will reach far beyond the walls of this new building, involving GPs, mental health, community care, social care and the wider voluntary sector, as well as acute hospital care. It will also involve investing in our existing hospitals. We want to change health services across the area to make them work better, both for our patients and our hard-working staff.

Services

Clinical services are organised into three divisions. Each division has a medical director who is supported by an operations director. These are:

- Surgical Services
- Medical Services
- Family and Clinical Support Services

Locations

Basingstoke and North Hampshire Hospital (BNHH) provides a full range of planned and emergency services. These include specialist services for rare or complex illnesses for patients across the UK, including liver cancer, colorectal cancer and pseudomyxoma peritonei (a rare lower abdominal cancer).

The purpose built Diagnosis and Treatment Centre (DTC) opened in 2005.

The regional haemophilia service is based at Basingstoke and North Hampshire Hospital.

Royal Hampshire County Hospital (RHCH) provides a full range of general hospital services including accident and emergency, general and specialist surgery, general medicine, intensive care, rehabilitation, chemotherapy, diagnostic services, out-patient clinics and paediatric care.

The site also houses Florence Portal House (which provides maternity, neonatal, breast screening and some gynaecology services) and an education centre.

Andover War Memorial Hospital (AWMH) opened in 1926 as a replacement for the town's cottage hospital. At the time Andover was a small town of around 17,000 but it expanded rapidly in the second half of the 20th century.

The War Memorial Hospital has expanded similarly. Newer parts of the hospital provide in-patient rehabilitation, maternity services, a day surgery unit and a minor injuries unit, while a new outpatient unit opened in 2010. The site also houses the Countess of Brecknock Hospice, which provides in-patient beds, day care, and a base for Macmillan Nurses.

How to find & contact us:

Website: www.hampshirehospitals.nhs.uk

Basingstoke & North Hampshire Hospital

Aldermaston Road
Basingstoke
Hampshire RG24 9NA
01256 473202

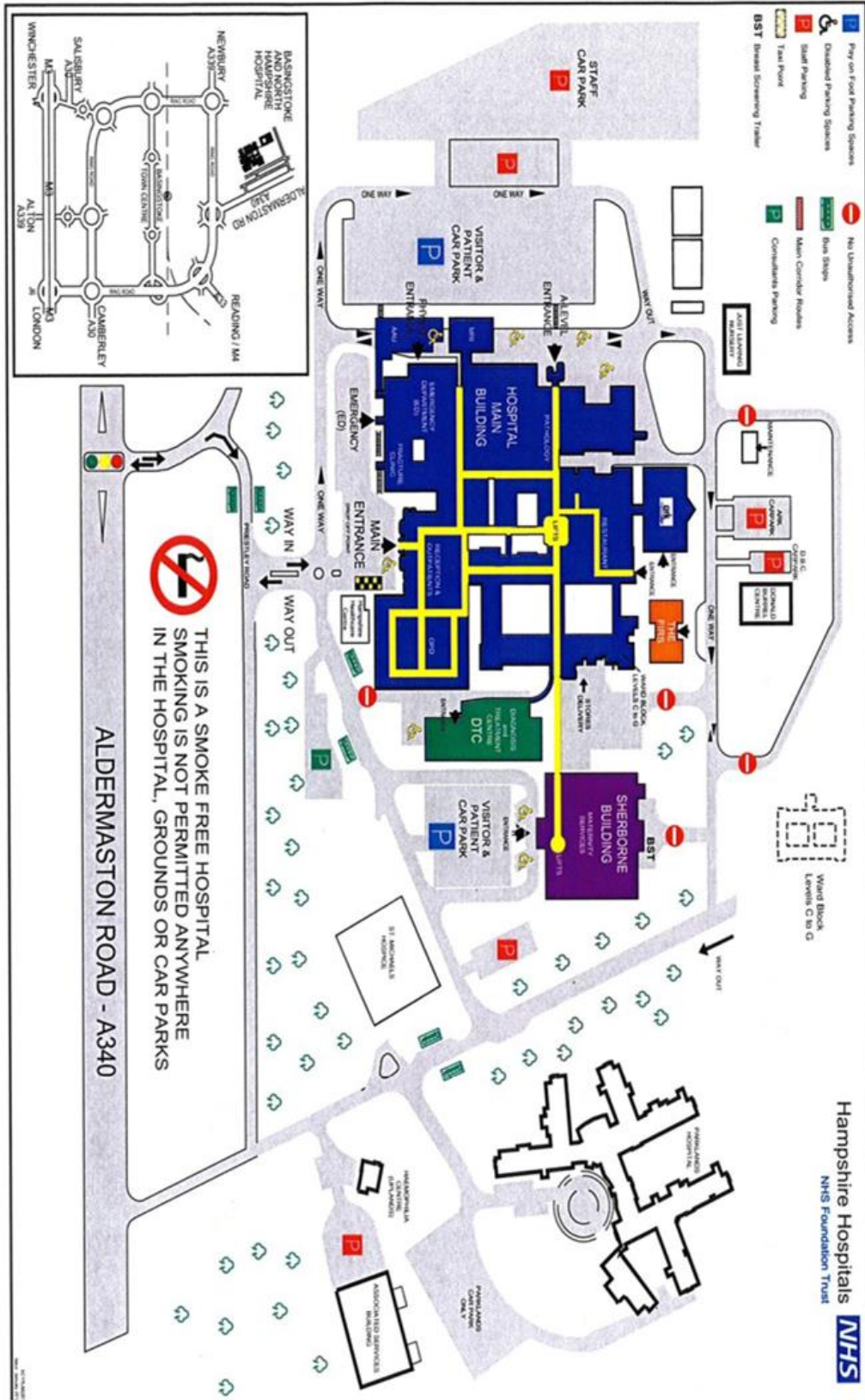
Royal Hampshire County Hospital

Romsey Road
Winchester
Hampshire SO22 5DG
01962 863535

Andover War Memorial Hospital

Charlton Road
Andover
Hampshire SP10 3LB
01264 358811

Basingstoke & North Hampshire Hospital



BNHH: Wards & Departments

August 2020 update – please be aware that some of the wards are currently providing different services to what is listed below:

Medical Division Wards and Departments

D1 - Acute Assessment Unit (AAU)
Emergency Department (ED)
Coronary Care Unit (CCU) and Cardiac Catheter Lab (Angiography)
E Floor Medical - E1, E2, E3, E4
Isolation Ward – E Floor
F Floor Long Term conditions/ Elderly Care – F1
Respiratory, F2, F3
Overton Unit

Surgical Division Wards and Departments

C Floor - C2, C3 C4
C Floor - Critical Care (ITU and HDU)
C Floor – Main Theatres
C Floor - Outreach
D Floor – D2 (Elective Orthopaedics) D3 & D4 (Trauma Orthopaedics)
Diagnosis and Treatment Centre- Day surgery and Endoscopy
Rainbow Unit based at Sarum Road, Winchester (previously Basing Unit) - oncology
Wessex Ward (Haematology Unit)
Pre-assessment Unit

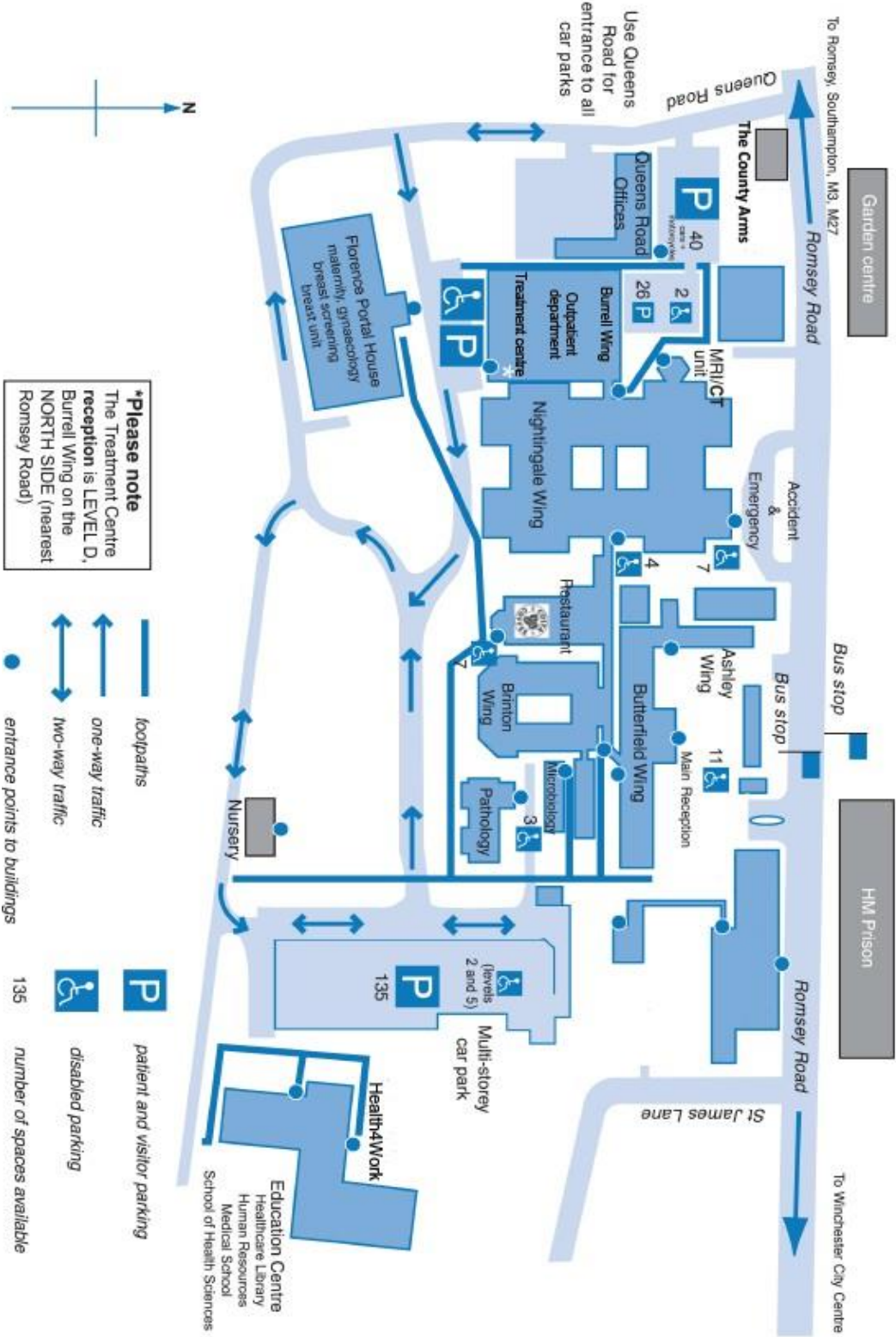
Family Services Division Wards and Departments

G Floor - G2 and Charlie's Day Unit – Child and Young Persons
Maternity Services - Delivery Suite /Ante Natal Ward / Post Natal ward
Neonatal unit (NNU)
Outpatients Department
Women's Health Unit
Interventional Radiology
Physiotherapy, Occupational Therapy, Orthotics
Pharmacy
Radiology
Cardiology
Audiology
Clinical Psychology
Speech and Language Therapy, Nutrition and Dietetics
Clinical Research

Royal Hampshire County Hospital

Royal Hampshire County Hospital

Site map



***Please note**
The Treatment Centre reception is LEVEL D, Burrell Wing on the NORTH SIDE (nearest Romsey Road)

- footpaths
- one-way traffic
- two-way traffic
- entrance points to buildings
- patient and visitor parking
- disabled parking
- number of spaces available

RHCH Wards & Departments

August 2020 update – please be aware that some of the wards are currently providing different services to what is listed below:

Medical Division Wards and Departments

Emergency Department (ED)

Emergency Assessment Unit- McGill & Acute Frailty Unit

Clarke Ward – Cardiology/ Stroke Rehab / General

Clifton Ward – Acute Medical Care with Elderly Focus

Freshfield Ward – Complex Discharge Unit

Shawford Ward - Respiratory/General

Twyford Ward – Acute Stroke Unit

Victoria Ward - Gastro / General Medicine

Wykeham Ward – Medical Care with Elderly Focus

Colebrook Unit

Surgical Division Wards and Departments

Main Theatres

Treatment Centre & Short Stay Surgical Unit (SSSU)

Kemp Welch Ward- Colorectal/Upper GI Surgical

Wainwright Ward – Surgical (currently closed)

Bartlett Ward—Surgery

St Cross—orthopaedic elective

Pre-Assessment Unit

Intensive Care Unit (ICU)

Outreach

Rainbow Unit based at Sarum Road, Winchester (previously Nick Jonas Ward) - oncology

Endoscopy Unit

Family Services Division Wards and departments

Anthony Letchworth ward - Gynaecology and breast

Northbrook and Sophie's Place - Children and Young People's Unit

Geoffrey Hammond Ward – Maternity Services

Neonatal Unit Labour Ward

Outpatients Department

Interventional Radiology

Physiotherapy, Occupational Therapy, Orthotics

Pharmacy, Radiology

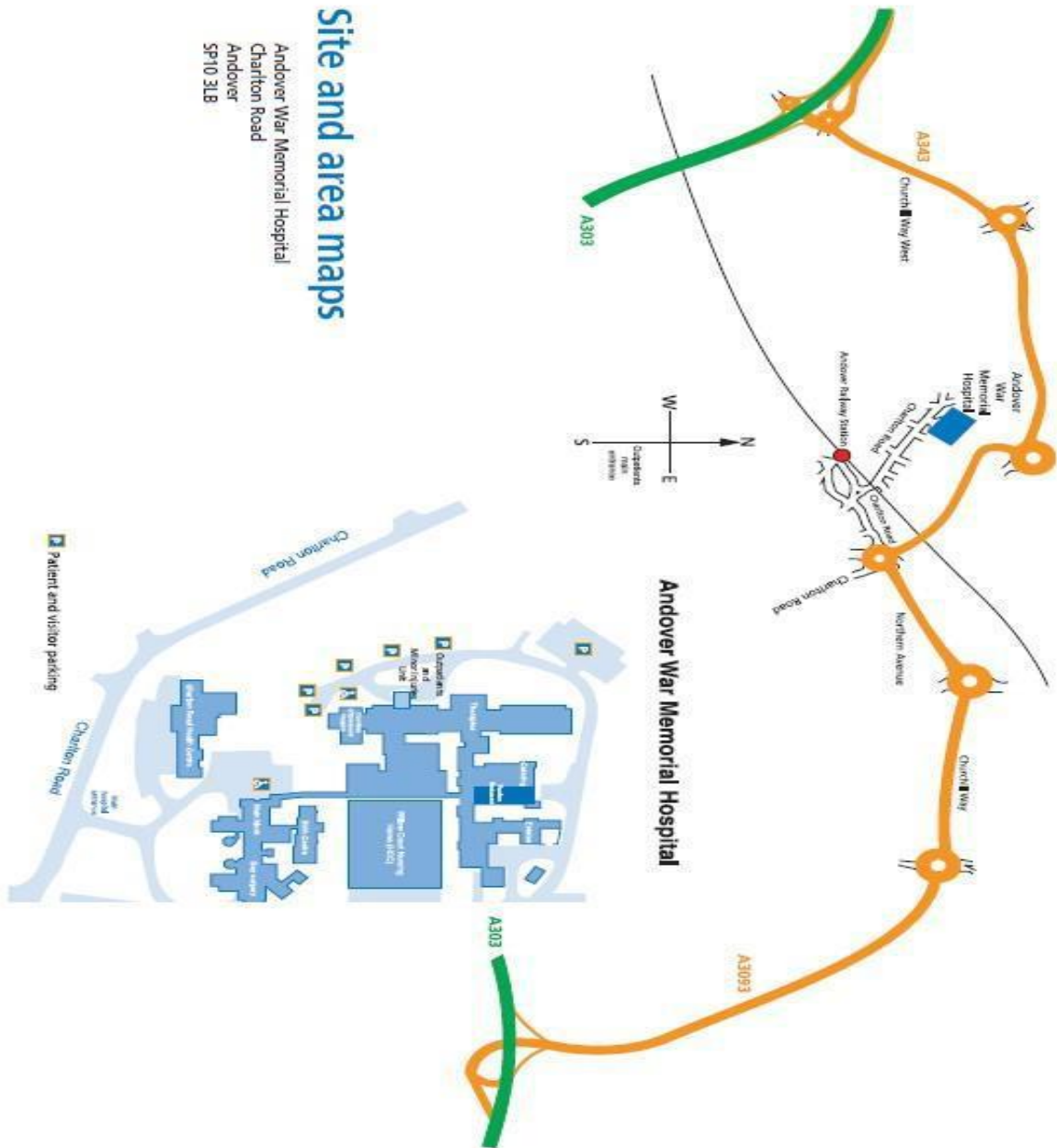
Cardiology, Audiology

Clinical Psychology

Speech and Language Therapy, Nutrition and Dietetics

Clinical Research

Andover War Memorial Hospital



AWMH Wards and Departments

August 2020 update – please be aware that some of the wards are currently providing different services to what is listed below:

Minor Injuries Unit
Countess of Brecknock - Hospice
Kingfisher Ward – long term conditions / elderly care
Outpatients Department
Day Surgery



Facilities and Shops in HHFT

Basingstoke & North Hampshire Hospital

Rendezvous Restaurant- situated on B Floor

Amigo shop (Newsagent) - in the Main Entrance Lobby

Costa Coffee - in the Main Entrance Lobby

Blue Café in the Ark Conference Centre

Royal Hampshire County Hospital

St Catherine's Restaurant

Amigo shop (Newsagent) - in the Main Entrance Lobby

Costa Coffee

Education Centre – Vending machines for snacks and hot and cold drinks

Andover War Memorial Hospital

Peaches Restaurant

WRVS tea bar – in the Outpatients Department

Learning Opportunities

Information about your placements can be found in the Placement Profiles. These can be accessed on our website – the link to this is: www.hampshirehospitals.nhs.uk

**** August 2020 update:** please be aware that some of the services, contact details may not be correct, this is due to services in some areas temporarily changing following on from the Pandemic and therefore information in the Profiles might not be up-to-date**

All students are invited to attend the following:

- Midweek teaching sessions- facilitated by Clinical Nurse Specialists
- Schwartz Rounds
- In touch Sessions

IT Training for students

Royal Hampshire County Hospital Winchester, Andover War Memorial Hospital and Basingstoke & North Hampshire Hospital all have a fully integrated computerised patient records system.

IT training is required in order to gain access to the IT systems at both sites. In most cases, 2 weeks before the start of your placement you will receive an email from the Learning Environment Team giving instructions on where and when to access IT training. To ensure that you can access the Trust policies on the hospital intranet system and can access the other IT systems to support patient care, this training **must** be attended.

Important information and resources can be found on the Intranet:

- **Covid-19 Resources and FAQs – information is updated on a daily basis**
- **Policies and Guidelines**
- **Learning Environment Resources for students and staff (under Education and Training)**

Hampshire Healthcare Library Service

The library on the BNHH site is located in the Ark Conference Centre.
The library on the RHCH site is located in Martial Rose Library, University of Winchester.
There is also a library facility on the AWMH site.

Library membership is available to students on placements within the trust.
On registering at your nearest NHS library, you will be given a SWIMS membership card.

To find out which books, journals we have in stock please go to:
NHS Library Catalogue <https://swims.inforlib.uk/iguana/www.main.cls?surl=HEE>

For further information on all the services available go to:
www.hantshealthcarelibrary.nhs.uk

On-site Accommodation For Learners on Placement at HHFT

Please be aware: Accommodation on both sites is limited and rooms cannot always be guaranteed.

BNHH

At Basingstoke and North Hampshire Hospital there is accommodation on site available for rent through OPTIVO Housing

If you would like to know more about this on-site accommodation please visit the following website or telephone: 02080360017 /
<https://keyworkeraccommodation.org.uk/properties/basingstoke-hospital/>

It is possible to book a room for one night - for costs please ring the above number, however availability is limited so advance booking advised. You are required to pay at time of booking.

RHCH

For information about accommodation at Royal Hampshire County Hospital, please send email to Chris Jackson on: accommodation@hhft.nhs.uk / 01962 824465.

Key HHFT Members of Staff



Alex Whitfield
Chief Executive



Julie Dawes
Chief Nurse

Learning Environment Team



Katie Webb – Learning Environment Lead



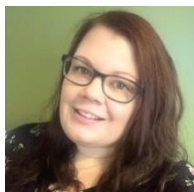
Gabrielle Clarke – Learning Environment Facilitator



Vanessa Mason – Learning Environment Facilitator – CLiP



Clementinah Phiri – Learning Environment Facilitator – TNA's



Sapphire Loveday – Workforce Development Business Coordinator

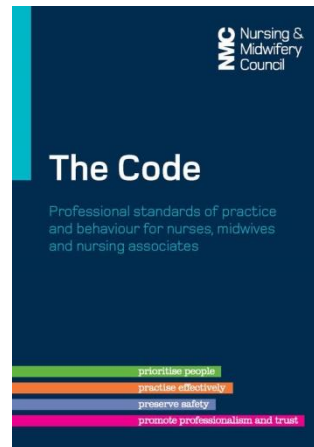


Megan Fell – Professional Development Business Support

For all enquiries please email: LearningEnvironment@hhft.nhs.uk

Please refer to useful documents below:

The Code
Professional standards of practice and behaviour
For nurses, midwives and nursing associates



<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>

Part 2: Standards for student supervision and assessment



<https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/student-supervision-assessment.pdf>

Future nurse: standards of proficiency for registered nurses



<https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/future-nurse-proficiencies.pdf>

Standards of proficiency for nursing associates



<https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-proficiency-standards.pdf>



At HHFT we support the following student groups:

Physiotherapists
Occupational Therapists
Operating Department Practitioners
Biomedical Scientists
Dieticians
Paramedics
Radiographers
Speech and Language Therapists
Clinical Scientists
Audiologists
Cardiologists
Practitioner Psychologists.

Please follow this link to access HCPC standards
<https://www.hcpc-uk.org/standards/>

HCPC have produced a document entitled 'Guidance on Conduct and Ethics for Students'—this is relevant to a student who is studying to be a member of a profession the HCPC regulates

Guidance on Conduct and Ethics includes:

1. You should always act in the best interests of your service users
2. You should respect the confidentiality of your service users
3. You should keep high standards of personal conduct
4. You should provide any important information about your conduct, competence or health to your education provider
5. You should limit your study or stop studying if your performance or judgement is affected by your health
6. You should keep your professional knowledge and skills up to date
7. You should act within the limits of your knowledge and skills

Parking at HHFT

In order to park at Hampshire Hospitals NHS Foundation Trust, you will need to have a valid parking permit.

Winchester

For Nursing and AHP students



If you are working shifts which start before 07:30 or finish after 20:00, parking is available in designated staff areas on site and you will need to apply for a Trust Parking permit (see below).

If however, you are working in Winchester and your shift starts after this time e.g. if your placement is in the outpatients dept, or physiotherapy dept. you will not be able to park on site, and will need to use the Park and Ride facility. Please use the link below for more information.

www.winchesterparkandride.co.uk

Parking at the Park and Ride is available for HHFT staff and students on placement - a Park and Ride 'smart' card will be required. To obtain one of these cards, please print off an application form and ask your manager to sign on your first day of placement. Please return the completed form to the EFM department who will issue you with your Park and Ride pass.

Basingstoke and Andover

If your placement is in Basingstoke or Andover, you can park in the designated staff parking areas on site, as long as you have a parking permit

Please email LearningEnvironment@hhft.nhs.uk to request a parking permit at least two weeks before your placement starts.

WHAT TO DO IF YOU ARE UNWELL

We all become unwell sometimes and need to take time away from work in order to recover. We are aware that as students you are required to make up any sick time and therefore it could be tempting to come back before you are fully recovered. Please be mindful that a patient's immune system is often compromised and they therefore find it harder to fight off common infections.

Please note

If you have coronavirus symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Do not come to the hospital, please follow the advice below:

Inform the placement area immediately and the matron / senior staff nurse will advise

Inform your university immediately and they will advise.

If you have diarrhoea and/or vomiting (sometimes referred to as the winter vomiting bug) you must not return to work until you are 48 hours clear of the last symptoms.

Returning to work too early slows your own recovery and may infect patients and colleagues.

Reporting sickness

Please telephone your placement as soon as you feel that you are too unwell to work.

This should be **before** your shift commences.

Please ask to speak to the nurse in charge so that the information reaches the appropriate person.

In addition you must telephone your University inform them of the situation and do so again after returning to work.

Returning to work

When you feel well enough to return to work, please telephone your placement giving your name and anticipated return to work with the date and time.

PLACEMENT CONCERNS

Students have an important role to play in safe- guarding vulnerable people and are exposed first hand to health and social care within their work- place or during their practice experiences/ placements, working alongside health and social care professionals, such as mentors, practice teachers, work based supervisors, professional tutors, or clinical case management supervisors.

Students are expected to develop the knowledge and skills to provide compassionate care, to recognise practice concerns, and act to raise or escalate concerns through appropriate channels. However, it is acknowledged that students can find this daunting and feel vulnerable when exposed to dissonance between professional expectations and the practice reality (Curtis et al., 2012a).

Students can feel unsure what to do if they witness unsafe care, unethical practice, or are worried about the general quality of care; and they need support and guidance to challenge poor practice (Curtis, 2012b; Curtis, 2013).

Within placements, students can feel vulnerable to personal consequences if they raise a concern, particularly as they rely upon practice staff to complete their assessments and occasionally those staff may be implicated within the concern.

One of the Francis Enquiry (2013) recommendations to Universities is that when students raise concerns they need to be followed up and investigated, and the student should not be exposed to ‘inappropriate pressure or bullying by staff’ (Francis, 2013: 59).

The Francis Report also recommends that healthcare workers need encouragement to report concerns (Francis, 2013: 105).

Raising and escalating practice concerns by health and social care students is therefore an essential activity that can protect the public, staff and other students, and the SOP has been developed to encourage and support students in this important aspect of their development....

References:

Francis, R. (2013) *Report of the Mid Staffordshire NHS Foundation Trust Public Enquiry*. London: The Stationary Office.

Curtis, K., Horton, K. and Smith, P. (2012a) *Student Nurse Socialisation in Compassionate Practice: a Grounded Theory Study*. *Nurse Education Today*, 32 (7), pp.790-795.

Curtis, K. (2012b) *Keep Compassion Alive*. *Nursing Standard*, 26(44), pp.64.

I have a concern – what should I do?

- In the first Instance a student should discuss their concerns IMMEDIATELY with their matron / manager, practice assessor, practice supervisor
- If a student feels unable to do so they should instead speak to another trusted senior nurse or alternatively contact the safeguarding lead for the trust and the Learning Environment Team.
- All concerns will be investigated and action taken (if appropriate) to ensure the safety of all involved.

Student Nurses - Responsibilities of Student and Practice Assessor and Practice Supervisors

Role of student

- Practice with honesty and integrity applying principles of the Nursing and Midwifery Council (NMC) Code (2015).
- Display a professional image and behaviour, for example adhere to uniform policy, excellent time-keeping, respect for diversity and individual preferences.
- Act in a manner that is attentive, kind, sensitive, compassionate and non-discriminatory to patients, relatives and friends and staff.
- Work within limitations of your knowledge and skills – you are responsible for your own actions.
- Keen to learn.
- Listen, seek clarity and carry out instructions safely.
- Act in a way that values the roles and responsibilities of all team members.
- Identify how your role is important in relation to safeguarding vulnerable adults and children.
- Develop good verbal and written communication skills.

(Source: Pre registration adult nursing programme (FHMS, University of Surrey 2012))

Role of practice assessor and practice supervisor

- Practice with honesty and integrity applying principles of the Nursing and Midwifery Council Code (2015)
- Supervise students in learning situations and provide constructive feedback on their achievements.
- Set and monitor achievement of realistic learning objectives
- Assess total performance – including skills, attitudes and behaviours.
- Access Academic Assessor / Learning Environment Lead for support and advice.

Nursing Students

Please see details below for the roles and responsibilities of the Practice Supervisor, Practice Assessor and Academic Assessor

Practice Supervisors	Practice Assessors	Academic Assessors
Any registered health and social care professional can supervise a nursing student	Practice assessors must be registered nurses with experience in the students field of practice	Has understanding of students learning and achievement in practice
Has current knowledge and experience in the area they are working in	Has current knowledge and experience in the area they are working in	Works in partnership with the practice assessor to evaluate and recommend student progression
Supports and supervises students. Provides feedback on the students progress	Conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning	Communication and collaboration between practice assessors and academic assessors occurs at relevant points in the programme and student progression
Receives ongoing support to participate in practice learning of students	Gather and coordinate feedback from practice supervisors, any other practice assessors and relevant people	Make and records evidence based decisions with regards to conduct, proficiency, achievement and makes recommendations for progression
Enables students to meet proficiencies and programme outcomes	Work in partnership with the nominated academic assessor to evaluate and recommend the student for progression	Collate and conform achievement of proficiency and competence (Academic)
Support learning in line with their scope of practice	All students are assigned to a nominated practice assessor for a practice placement	Maintains current knowledge and expertise relevant to the proficiencies and programme outcomes
Be a role model for safe and effective practice in line with their code of conduct	Nursing associate students are assigned to practice and academic assessors who are either a registered nursing associate or a registered nurse	
Contribute to students assessments to inform decisions for progression	Make and record objective, evidence based assessments on conduct, proficiency and achievement	
Expected to appropriately raise and respond to student conduct and competence concerns	Raises concerns regarding conduct, competence and achievement	



CLiP – Collaborative Learning in Practice

At HHFT we encourage a coaching approach to supporting students. This:

- Encourages the student to take responsibility for their own learning
- Develops the students confidence and competence
- Enables the student to find solutions to problems
- Develops the students skills in Leadership, delegation, time management
- Increases motivation and self esteem
- Aims to prepare the student to be better prepared to take on role of RN.

Some ward areas have introduced student bays. For more information on this and CLiP please contact Vanessa Mason (Learning Development Facilitator) on Vanessa.Mason@hhft.nhs.uk

Student AHPs

- You will be allocated a practice educator prior to starting with us, please contact them via email before your start date, to arrange working times and where to meet them on the first day
 - They may give you some reading to do before you start
 - Your educator will have attended a course with your University, therefore will be aware of the system for marking your placement/what support you may need
 - You will complete a local induction within your first few days, and be given information about the team, the wards you will be covering, and what your caseload may include.
- There will be opportunities to attend teaching sessions and in service training during your placement, please be proactive in asking about these
- You may be required to complete a presentation for your team at the end of your placement
 - If you have any queries or concerns at any point during your placement with us, please speak to your practice educator, named university link, or another member of staff you feel comfortable talking to.

Some RULES...

Correct uniform must be worn at all times.

Students must wear their University identification badge.

The majority of wards have a photograph board identifying the ward team.
You can also identify them from their uniforms.

Hair - in the interest of hygiene, hair should be neat, tidy and tied back off the collar if long.

When working in a clinical environment and providing direct clinical care you must follow standard infection control policy and bare below elbows principles.

Jewellery - no visible jewellery (except a plain wedding ring or plain stud earrings) to be worn. No facial piercings.

No nail varnish can be worn.

Shoes - must be black and have low heels and soft non-slip soles (no trainers, crocs or ballet pumps).

If unsure ask other members of staff for help and guidance.