St Andrews Community Hospital

Ward 2

Student Nurse Welcome Pack

Name.................................
Student Induction Checklist

Name:

Contact Details:

Start Date: Finish Date:

Stage of Training:

Date of Formative Assessment:

Date of Summative Assessment:

This pro-forma is a guide for mentors to plan and document the induction/orientation of your journey and should be initiated within two days of commencement of your placement.

Allocation of a student to a named mentor should be completed one week in advance of student’s arrival. This is to allow for planning duties to accommodate the minimum requirement of 40 percent of time in placement.

<table>
<thead>
<tr>
<th>Orientation of checklist</th>
<th>Signature &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation of your work area</td>
<td></td>
</tr>
<tr>
<td>Emergency exits/procedures/equipment</td>
<td></td>
</tr>
<tr>
<td>Off Duty</td>
<td></td>
</tr>
<tr>
<td>Dress code</td>
<td></td>
</tr>
<tr>
<td>Absence Procedures/special requests</td>
<td></td>
</tr>
<tr>
<td>Discuss induction/assessment schedule</td>
<td></td>
</tr>
<tr>
<td>Introduction to staff members</td>
<td></td>
</tr>
</tbody>
</table>

Familiarise yourself with:

- Health & Safety File
- Hospital/Community Policies
- Infection Control Policies
- Nursing Documentation
- Risk Assessment File
- Nursing Standards File
- Resources Available
- Catering Facilities
- Changing Facilities
Ward 2 StACH Student Learning Objectives.

- Provide patient centered care with the inclusion of evidence based practice and NMC Code of Conduct
- Development of communication and interpersonal skills
- Be a team player and in the ward and the wider Multi Disciplinary Team
- Show an understanding of nursing skills
- Ensure you treat everyone with dignity and respect.
- Maintain a level of professionalism, confidentiality and safety at all times.

Activities that you may undertake whilst on placement

- Ward rounds with GP’s which take place Monday, Wednesday, Friday, 9am
- Daily white board round Nurse, Physiotherapist, Occupational therapist and GP in attendance 08.50
- Multi Disciplinary Meetings, Rehabilitation meeting Wednesday 9am, Specialist palliative care meeting Thursday 1.00pm
- Admission and discharge process
- Nutrition, assisting with the completion of menus and assisting patients with food and fluid intake.
- Personal care including oral hygiene, eye care, catheter care, bed bath, showering, bathing.
- Wound care
- Patient observations, FEWS, Comfort rounds, PURA, Falls risk.
- Medication rounds if applicable to placement.
- Observation of syringe pump administration.
- Care of the dying and last offices.
- Opportunities to visit other departments within the hospital e.g. Rehab Gym, Out Patients, Minor Injuries, X Ray and Renal.
- Visiting staff who area here to assess patients e.g. Psychiatric Liaison Nurse, Specialist Palliative care nurse.
- Home visits with Occupational Therapist
- Blood transfusion

This list is here to guide you with some examples. Please feel free to comment or suggest any further aspects of care or objectives you would like to see included.
WARD 2 PHILOSOPHY OF CARE

1. We will treat each person in a holistic manner.

2. We believe that everyone is unique.

3. Each person shall be treated with dignity and respect involving him/her in each process of the care pathway.

4. Relatives and/or Carers shall also be involved in the multi-disciplinary approach according to the clients' wishes.

5. Relationships between nursing and non-nursing colleagues are based on mutual respect.

6. Each nurse is willing to share his/her knowledge, skills and experience, reflecting on practice and demonstrating continual professional development.
A Typical Day

7.30am: Retrieve report from night shift.

7.45am: Using all appropriate hygiene and hand washing techniques, sit patients up in bed or in chairs beside their bed. Make them comfortable and allow them to put dentures in or go to the toilet. Some patients may not get up at breakfast time, according to their preferences or medical condition (in this instance take guidance from ward staff).

8.00am: Drug round commences. Serve breakfast and assist patients who require help with meals

9.00am: Commence baths, showers and bed baths according to care plans and patient wishes. Physiotherapists, Doctors and OT’s also start seeing patients at this time.

10.00am: Patients morning cup of tea.

12.00pm: Serve lunches. Protected meal time in operation

12.30pm: Drug round commences.

1.00pm: Rest time, some patients may lie of top of their beds.

2.30pm: Afternoon cup of tea. Some patients may have diversional therapy:

2.00-8.00pm: visiting time.

5.00pm: Serve suppers. Protected meal time in operation

5.30pm: Drug round commences.

7.30pm: Night shift arrives, handover commences.

8.00pm: Some patients may like to start getting ready for bed or watch TV etc.

NB: All patients receive individual care according to their needs and treatments. This is only a rough guide.

Patients in specialist hospice beds may have visitors’ outwith normal visiting times
Philosophy/Statement of Values in Relation to the Education of Students

We encourage students to ask questions and will always try to answer them. However, we will expect the students to assist with their own learning by developing a questioning approach. We look forward to hearing their views and suggestions about how we can improve the learning experience for our students.

(Evidence of this could be using a student evaluation sheet)

We will:

- Treat students as individuals acknowledging their needs and encouraging their participation in formulating care management plans.
- Encourage students to feel part of the care team by involving them in assisting and directing healthcare professionals in providing patient care.
- Recognise and value the contribution of all students in the process of planning and carrying out patient care and assist them to achieve/maintain knowledge and skills in order to provide safe and effective care.

(Evidence of this might be reflected in the welcome pack and the learning opportunities, etc.)
Welcome to Ward 2

Address: St Andrews Community Hospital
          Largo Road
          St Andrews
          KY16 8AR

Tel: 01334 465938

Contact: Senior Charge Nurse Sam Keane
          Charge Nurse Rebecca Stewart

Ward 2 has a 16 in-patient beds, providing care for patients who require rehabilitation (12 beds), end of life care (4 specialist palliative beds). Medical care is provided by local General Practitioners that are based within the practices on the ground floor of the hospital. Dr Fiona Walker is our medical care cover for our specialist palliative care beds.

On arrival you will be allocated a Mentor within our team on Ward 2. He/she will ensure that your induction and initial interview are completed within week 1 of your placement and oversee your progress throughout your placement with us.

Your Personal Mentor is –

Our team is highly committed to supporting you to achieve your learning objectives and we hope that you will take full advantage of the opportunities available to you whilst you are here.

We operate a 12 hour shift pattern as follows which can be flexible in extenuating circumstances:

Day Duty - 0730-2000hrs
Night Duty - 1930-0800hrs

Policies and procedures can be accessed via the NHS Fife intranet, although we do have some of our policy and procedure documents located in our duty room.

If at any time throughout your placement you feel unhappy with any aspect please do not hesitate to contact Senior Charge Nurse Sam Keane or alternatively speak to your mentor.

We hope you enjoy your placement with us here at Ward 2.