INFORMATION & WELCOME PACK

FOR STUDENTS AND
CLINICAL WORK PLACEMENTS

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1. WELCOME

Welcome to your placement at Papworth Hospital. This pack has been put together to provide you with information for your placement with us.

The following information will be provided to you on your first day with us.

Mentor Name: _____________________________
Supervisor: ______________________________
Link Tutor: ______________________________
Placement Co-ordinator: ____________________

2. WHAT YOU CAN EXPECT FROM US

- You will receive an induction into your work area to ensure you are familiar with the environment and are able to practice safely.
- You will discuss your learning needs and outcomes at the beginning of the placement.
- We will provide an environment conducive to meeting identified individual student learning needs which is also safe and healthy.
- During your placement you will be allocated a mentor to work alongside. The mentor will be a qualified practitioner who will assist and support you during your clinical work.
- Your mentor will assess your performance against your course learning outcomes, and provide feedback to help you develop your skills.
- You will receive supervision during your clinical practice.
- You will be a valued member of the multidisciplinary team during your placement, and can expect support from all your colleagues.
- We will listen to your feedback about your placement and will respond to any issues raised sensitively.
3. WHAT WE EXPECT FROM YOU

- We expect you to arrive on time for planned shifts and any other activity identified by the Mentor or delegated supervisor.

- We expect you to ensure your Mentor is aware of your learning outcomes for the placement and specific learning needs.

- We expect you to act in a professional manner.

- We expect you to dress in accordance with your College / University uniform policy, and also in accordance with the Papworth uniform policy.

- You should inform your mentor or delegated person if you are unwell and not able to attend your placement. The process for how to do this will be covered on your local induction to Papworth.

- We expect you to maintain and respect confidentiality at all times. This applies to clients, their records and discussions between the student and the Mentor.

- We would like you to raise any issues regarding your placement with your mentor. If this is not possible you should contact your link tutor / placement co-ordinator.
4. INFORMATION ABOUT PAPWORTH HOSPITAL

Papworth Hospital is a specialist cardiothoracic hospital located 12 miles from Cambridge, in the village of PapworthEverard. For a map of how to find us please see www.papworth-hospital.org.uk

The hospital first opened in 1917 as a tuberculosis hospital and when Mr Pendrill Varrier-Jones conceived the idea, he wanted to create not just a hospital, but also a community. This sense of community remains, but our work has grown over the years.

During the 1950s, Papworth became one of the region’s main hospitals, developing first thoracic surgery, then cardiac surgery and cardiology. Today, we are a two star trust and are the country’s main heart and lung transplant centre. We provide a full range of adult services in cardiology, cardiac surgery, thoracic surgery and respiratory medicine. We also offer deliver a number of highly specialised services in respiratory medicine and thoracic surgery to the national population. We are the only centre in the UK to perform pulmonary thromboendarterectomy surgery and only one in three centres in the UK trialling ventricular-assist device therapy.

We treat over 20,000 in-patients and day cases and 20,000 outpatients each year; have 1,300 staff, 231 beds and an annual budget of over £80 million. We provide a full range of adult services in cardiology, cardiac surgery, thoracic surgery and respiratory medicine, and are the country’s main heart and lung transplantation centre. We also deliver a number of highly specialised services in respiratory medicine and thoracic surgery to the national population. We are the only centre in the UK to perform pulmonary thromboendarterectomy surgery, and only one of three centres in the UK trialling ventricular-assist device therapy.

The hospital has grown into a centre with a national and international reputation. In the last five years alone, we have seen immense growth, with clinical activity increasing by 40%.

Our facilities include the following beds (as at 2004)

- 23 Critical Care
- 22 Surgical Unit Ground Floor Ward
- 42 Mallard Ward
- 22 Varrier Jones
- 27 Cardiac Ward
- 12 Hemingford Ward
- 20 Respiratory Support and Sleep Centre
- 28 Chest Medical Unit
- 8 Cystic Fibrosis Unit
- 16 Cardiac Day Ward
- 7 Thoracic Day Ward
- 5 Hostel

Of these, 196 are inpatient beds and 25 are day case beds. We also have:
- 5 Operating Theatres, 4 Angiographic Suites, 1 CT Scanner, and 1 Mobile MRI Scanner.
5. LEARNING OPPORTUNITIES
CARDIAC SERVICES

About our services

**Mallard Ward** is a 42 bedded surgical ward seeing patients undergoing cardiac surgery and transplantation. Patients with Ventricular Assist Devices (VADs) are also cared for on this ward.

**Varrier Jones Ward** is a 22 bedded ward caring for both private patients and NHS patients undergoing cardiology and cardiothoracic procedures, including lung and oesophageal surgery, and those requiring medical management.

**Cardiac Unit** has 27 beds providing care for patients undergoing cardiology procedures / cardiac surgery and provides support for those patients with heart failure and those awaiting cardiac transplant.

**Cardiac Day Ward** has 16 beds providing a nurse led service, operating from 8am to 8pm 5 days per week. It delivers care to patients undergoing day-case angiography, Percutaneous Coronary Intervention (PCI), electrophysiology studies / ablation and surgery. The team here also runs a wound review service.

**Surgical Unit Ground Floor** has 22 beds and provides care for patients primarily undergoing a wide range of thoracic surgical procedures, including oesophagectomy and pneumonectomy. The team provides a pre admission service for patients with cancer who are to be admitted for surgery.

**Hemmingford Ward** currently has 15 beds. Patients nursed here are those undergoing cardiology procedures and cardiac surgery.

**Radiology Department** sees a specialist team assisting in diagnostic and interventional cardiology, pacemaker insertions and electrophysiology studies.

**Cardiac Technicians** provide a service in 4 main areas – Cardiac Catheter laboratory, electrophysiology / pacemaker / internal defibrillator, non-invasive investigations and echocardiography.

**Cardiac Support Nurse team** provide a pre-admission service for patients prior to surgery giving explanations about their treatment and recovery. The team see the patients following their operations and provide a link line once the patient has been discharged. A pre-hab service is also provided supporting patients between diagnosis of coronary heart disease and surgery.

**Electrophysiology Nurse Specialist** works alongside the Cardiac Electrophysiology Unit to provide support and education to patients with Cardiac Arrhythmias who require Electrophysiological Studies (EPS) and/or Radio-Frequency Ablation (RFA) and in particular to those awaiting or with an Implantable Cardioverter Defibrillator (ICD). Patients awaiting these procedures require extensive psychological preparation particularly those requiring an ICD as many may have already experienced a serious ventricular arrhythmia requiring resuscitation and hospitalisation alongside drug therapy. This role is also highly committed to ensuring
that nurses within the Cardiac Directorate have the knowledge and skills to support and care for this group of patients.

**Tissue Viability Nurse Specialist** provides a Trust wide service for the effective management of surgical wounds, pressure and leg ulcers. The post holder is responsible for ensuring that staff are knowledgeable and competent in the art of wound management, through the development of assessment skills and the introduction of new techniques, dressings and management strategies.

**What you can expect from a placement within the Cardiac Services Directorate**

You can expect to be welcomed to a team who hold a very good level of experience and knowledge in delivering care to the wide range of cardiology and cardiothoracic surgical patients that we cater for. In addition to this you will have access to a wide range of other experienced personnel, i.e. Tissue Visibility Nurse Specialist, Cardiac Specialist nurse Team, Electrophysiology Nurse Specialist, physiotherapists and many more, helping you to address the holistic needs of the patient. You can expect to be able to visit other areas pertinent to the care/treatment of your patient i.e. theatres, catheter laboratory, critical care and pre-admission clinic.

Staff within the directorate will support your learning in a proactive manner engaging you in making choices regarding your individual needs.
CRITICAL CARE

About our services

About the unit and the patients we care for

The new 25 bed Critical care was opened in 2002 and is staffed to provide Intensive or High dependency care depending upon patient need. All the beds can be utilised at any time for either of these nursing dependencies, thereby providing a flexible service of care. The unit also benefits from modern up-to-date equipment and technology to support patient’s monitoring and treatment needs.

Most of the patients admitted to CCA have undergone any sort of cardiothoracic surgery including transplantation. Admissions are also taken from other parts of the hospital and directly from other Trusts.

The team

A team of more than 150 nurses provide skilled and specialist care led by Critical Care Practitioners (CCPs). CCPs are highly trained and experienced sisters who have developed a unique role in which they share some of the clinical decision making with medical colleagues.

The medical lead for Critical Care is provided by an anaesthetist with a specific interest in Intensive Care. All aspects of medical care are discussed daily in multidisciplinary ward rounds involving specialist consultants, specialist nurses, a physiotherapist, pharmacist, dietician and others. Research is an ongoing activity in Critical Care.

Teaching staff

Teaching and developing staff is given high priority in CCA. The unit supports 4/5 teaching staff that work with staff to develop their skills and expertise in critical care nursing. Students to our unit are assured a warm welcome and the opportunity to gain a sound basic understanding of the specialty.

Learning opportunities

Learning opportunities in CCA will include caring for patients following major heart and lung surgery including heart/lung transplantation. Experience can be gained caring for patients needing advanced monitoring, organ support (including ventilation, renal support and cardiac assist devices), and following the progress of individual patients as they recover and return to the ward. Students are encouraged to spend time with the critical care outreach team and other specialist nurses and to take full advantage of any other opportunities that arise.
RESPIRATORY SUPPORT AND SLEEP CENTRE (RSSC)

About our services

The RSSC is a 24 bedded progressive care unit specialising in the treatment of patients with respiratory and sleep disorders. It is a national centre accepting referrals from the whole of the UK.

The unit offers various treatments to a wide range of patients, which include:
- a weaning programme for patients with prolonged weaning problems;
- initiation of domiciliary non-invasive ventilation and Continuous Positive Airway Pressure (CPAP) and the subsequent care and support;
- long term oxygen therapy;
- Investigations of numerous sleep disorders – the majority of which are carried out in the sleep laboratory with treatments being undertaken on the ward.

A multidisciplinary team approach results in the patients receiving individualised care.

Education and information giving is vital to ensure compliance with the use of non-invasive ventilation in the home.

Nurse Education/Development

Nurses on the RSSC are given two mentors to work alongside for the first month of employment as well as the support from the Education Nurse in order to work towards competencies specific to the RSSC.

These include:
- commencing a patient on non-invasive ventilation;
- commencing a patient on Continuous Positive Airway Pressure (CPAP) therapy;
- performing a sleep study;
- care of the patient with a tracheostomy.

Training needs are identified as part of a Personal Development Plan and nurses are encouraged to undertake further education and develop themselves through a variety of learning opportunities.

These include:
- observing on the ward rounds;
- participating and attending teaching sessions within the directorate;
- visiting different departments within the directorate to gain an insight into the patient journey;
- undertaking courses run by Homerton College, Cambridge;
- attending in-house study days.

The RSSC welcomes visitors from all disciplines and regularly has student’s pre registration and post registration on placements.
CHEST MEDICAL UNIT

About our services

The Chest Medical Unit is 28 bedded ward, which is divided into two main areas: Princess, which has 16 beds, and Baron, which has 12 beds.

The ward specialises in the care of patients with chronic and acute respiratory diseases. This includes patients with:
- pulmonary hypertension;
- lung cancer;
- lung defence patients;
- cystic fibrosis;
- patients within the transplantation programme.

The multidisciplinary team provides a collaborative approach, which aims to promote a forum designed to establish links between clinics, ward and community within which the ongoing needs of patients are met.

Patients are encouraged to participate in planning their own care, including self-administration of oral and intravenous medications and support in this is provided by highly skilled nurses.

Nurses Education/Development

Nurses, both trained and untrained, are encouraged to undertake further education to help with their professional development, which includes:
- participating in teaching sessions within the ward area;
- attending study days;
- undertaking courses e.g. mentorship, respiratory and thoracic module, etc;
- undertaking a national vocational qualification.

Nurses are also encouraged to extend their roles and support is provided for this. Extended roles include:
- venepuncture and cannulation;
- insertion of midlines;
- INR check;
- taking CABG’s.-capillery arterial blood gases.

Summary of learning opportunities

To gain insight into the management and support facilities for patients with respiratory diseases by:
- observing procedures and investigations e.g. FOB, RHC, Echo etc;
- attending multidisciplinary meetings;
- participating in ward rounds;
- spending time with other disciplines e.g. dietician, physio, etc.

In addition to this, the team undertakes research projects, the findings of which are presented at both national and international conferences.
About our services

The Cystic Fibrosis (CF) Unit is an 8 bedded specialised regional unit bridging the care needed between paediatric and adult patients with Cystic Fibrosis. The majority of patients are adolescents – some of whom are assessed for suitability for transplantation.

CF is a genetically inherited disorder affecting many systems including respiratory, digestive, reproductive, liver and pancreas. The most common complaint patients present with are repeated chest infections, which can result in loss of lung function and eventually respiratory failure. Our main aim in caring for this patient group is to maximize and maintain lung function whilst creating a relatively normal environment which allows patients to continue their everyday activities. This is often achieved by teaching patients to administer their own intravenous antibiotics at home and this is supported by good patient education and community back-up by our nursing staff. This encourages many patients to continue with school or college and to return to work. For those patients who have to be admitted into the Unit we have created a home from home environment with individual rooms that have been equipped with items that can be found in most adolescent/young adult bedrooms i.e. TV/Video, CD player, etc.

The multidisciplinary team provides a collaborative approach to care, providing a link between hospital and home, and is progressive in encouraging nursing staff to extend their roles enabling the provision of highly individualised patient care. This includes:

- care and access of Totally Implanted Venous Access Devices (TIVAD);
- venepuncture and cannulation;
- insertion of midlines;
- care of gastrostomy feeding tubes (PEG’s and Mic-Key);
- Taking CABG’s – capillary arterial blood gases.
- Use of different home care delivery systems for IV administration.

There is a ward-based outpatient clinic that caters for new referrals and annual reviews.

Summary of learning opportunities

To gain insight into the management and support facilities for patients with CF by:

- Attending CF clinics;
- Attending weekly multidisciplinary meetings;
- Visiting other departments with the patients for procedures i.e. insertion of TIVADs;
- Community visits.

To gain an understanding of the treatment and holistic approach to caring for patients with CF by:

- Teaching sessions with members of the CF team;
- Participating in research/development projects, the findings of which are often presented at both national and international conferences.
About our services

The Thoracic Day Ward is situated near main reception at the front of the hospital. It consists of 7 beds and provides an environment for patients to be managed through various invasive and non-invasive investigations and procedures.

A G grade sister and a team of experienced nurses, who come from a variety of clinical backgrounds, lead the ward.

Beds are allocated to specialist services including:
- Thoracic oncology (2 stop lung cancer and mesothelioma service);
- Pulmonary vascular diseases;
- Immunology patients;
- General respiratory medicine;
- Cystic fibrosis;
- Bronchiectasis;
- Interstitial lung disease.

Summary of learning opportunities

- Insight into the holistic management of day case patients from admission to discharge;
- Pre and post care of patients undergoing diagnostic procedures i.e. fibre optic bronchoscopy, needle and pleural biopsy;
- Psychological care of patients with uncertain diagnosis;
- Insight into the care and management of patients with immunodeficiency undergoing replacement therapy;
- Insight into different types of venous access e.g. mid lines and passports.
- Participate in patient health education and promotion;
- Observe the teaching of safe practice in the administration of home IV therapy;
- Insight into nurse led admission and discharge of some specific patient groups;
- Opportunity to escort patients and observe procedures or investigations within other departments;
- Attend multidisciplinary meetings.

The Thoracic Outpatient Department is situated at the front of the hospital beneath the Chest Medical Unit and is next to the Diagnostic Imaging Suite (CT Scan). The department works closely with the Respiratory Physiology Laboratory Technicians who see many of the patients for lung function testing prior to consultation.

The Department consists of ten consulting rooms adjacent to a central waiting area. Rooms are used by the various members of the multidisciplinary team: physiotherapists, dieticians, specialist nurses, social workers, Macmillan nurses, research personnel and for counselling.
The department is managed by the thoracic services assistant manager and the sister with a team of qualified nurses and health care assistants responsible for:

- Preparation of clinics by reading notes, collating results, anticipating sick patients and identifying infectious patients;
- Meet the greeting patients new to the department and discussing their visit;
- Liaising with, GP surgeries and other departments and professionals within Papworth and local hospitals to maintain continuing care;
- Education of patients e.g. smoking cessation, inhaler technique, old and new medication, giving appropriate information on their disease, and management plan;
- Provision of educational and health promotion literature;
- Participation in counselling, breaking bad news; supporting the patient and family;
- Co-ordination of the “two stop” lung cancer service;
- Documentation specific to outpatient setting;
- Enhanced practice nursing procedures.

The speciality clinics within the department are:

- Lung defence (bronchiectasis);
- Immunology;
- Oncology;
- Cystic fibrosis;
- Palliative care;
- Quick access chest clinic;
- Pulmonary hypertension;
- Thoracic pre admission clinic;
- Nurse led breathlessness clinic;
- Nurse led home therapy clinic (immuoglobulin replacement treatment);
- Nurse consultant clinic.

Summary of learning opportunities:

- To observe the investigations and practices carried out in the department;
- Care and support that these client groups receive;
- Psychological care of patients and visitors in a clinic setting;
- Interaction with clinical nurse specialists, and the multidisciplinary team;
- Participation in clinical audit/research activities;
- Participation in patient education and health promotion;
- Observe nurse led services;
- Observing the role of the Consultant Nurse in Respiratory Medicine.
6. LEARNING RESOURCES

Library and Knowledge Services

We offer all students and visitors a comprehensive range of resources and services in support of their clinical work, their research and their education.

You are invited to visit the Library, which you will find on the top floor of the Baron Block. Our opening times are Monday – Thursday, 9am – 5pm and Friday 9am – 4.30pm.

We ask you to register with us and we will be happy to explain how to access our services and how we can help you during your time at Papworth.

The Library has a specialised collection of print and electronic resources covering all aspects of cardio thoracic work. We can offer you these services:

- Study space
- Book loans
- Remote access to NHS resources on a temporary basis
- Photocopying facilities (for a small charge)
- Article and book requests (for a small charge)
- Access to our wide range of training sessions
- One-to-one training if required
- Assistance with literature searches

For more information, please contact Lyn Edmonds, Library and Knowledge Services Manager, Ext 4145
7. LOCAL INDUCTION CHECKLIST
Local Induction Checklist – Students and Clinical Placement

Aim: On completion of the induction process, you will be capable of undertaking your role in a safe and effective manner with any training/development needs identified and agreed as part of their personal development plan.

Objectives of the induction process: to ensure you understand what is expected of you; familiarise yourself with the Trust including policies and procedures, the local working environment; and have undertaken mandatory and local training to carry out your role.

Please tick each subject when it has been fully covered and understood by the individual (√).

1. INTRODUCTION TO THE WORKPLACE

TO BE COVERED ON DAY ONE OF THE PLACEMENT

Introduction to other members of staff
Allocation of mentor and key supervisors’
Brief tour of ward, department or work area, toilets, rest room, Restaurant, car parking etc
Fire exits, alarms, and equipment and fire evacuation procedures
and emergency procedures
How to report accidents to yourself, others or near miss
Health and safety including infection control measures,
Food hygiene, chemicals and physical hazards in the workplace
Local arrangements for safe lifting and handling including equipment
Telephone and bleeps – use and location
Safe keeping of property – for staff and patients
Confidentiality – personal and access to patient records etc
Collection of personal mail
Access to intranet and e-mail account including training
2. **TRUST AND LOCAL POLICIES AND PROCEDURES**

Location of and access to reference books, policies and standards:  

- Accident Reporting  
- Health and Safety  
- Infection Control  
- Needle Stick Injuries  
- Fire Regulations and Procedures  
- Confidentiality/Data Protection Act/Security of Information  
- Human Resources e.g. Equality and Diversity/Disability/Bullying and Harassment, Whistle blowing, disciplinary and grievance etc

3. **PLACEMENT RESPONSIBILITIES**

- Hours of work including shift work, flexi-time arrangements  
- Requesting annual leave and bank holidays  
- Reporting sickness absence and other absence  
- Outline of duties and supervision  
- Performance standards

4. **TRAINING NEEDS IDENTIFIED AND ACTIONS**

- Learning Outcomes for placement discussed  
- Specific learning needs discussed  
- Learning Resources available discussed

I confirm that a local induction has been completed and all the topics have been discussed and understood.

Student / Placement

Date

Mentor / Supervisor

Date

To be retained by ward / department
8. EVALUATION OF PLACEMENT

An evaluation form is included in the full student pack for you to give your feedback.

At the end of the placement please return his form to:

Karen Webster
Education Coordinator
Employee Services Department
Papworth Hospital NHS Trust
Papworth Everard
Cambs
CB3 8RE