

# Welcome to Pilgrim Hospital Radiography X-ray Student Induction!

Learn about the Hospital, Radiography Department and our policies,  
what to expect and what we will expect from you



# About the Hospital

Let's dive into the nitty-gritty of the Pilgrim Hospital! This healthcare gem opened its doors back in 1976, replacing a bunch of smaller medical centres.

Today, it's part of the United Lincolnshire Hospitals NHS Trust, one of the largest trusts in the UK.

The trust boasts three acute hospitals: Lincoln County Hospital, Pilgrim Hospital, and Grantham Hospital. Plus, it works its magic across four community-based hospitals:

Spalding, Skegness, Louth, and Gainsborough.

The hospital's towering ten-story building is a local landmark and packs a whopping 800 beds across its 20 wards. Its clinical specialties serve a dynamic community, adapting to the ever-changing needs of the population.



## Our Mission Statement

"To provide consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride."

Patient Centred

I am fully committed to providing the very highest standards of care to our patients

Safety

I do everything I can to keep my patients and my colleagues safe, my environment clean & tidy, and if I see something wrong I have the courage to report it

Compassion

I show a genuine concern for my patients and my colleagues, communicating well and showing interest, being positive, approachable and friendly

Respect

I treat my patients and my colleagues with dignity and respect, working openly and honestly as part of a team

Excellence

I am competent to carry out my role and committed to my personal and professional development, sharing good ideas and encouraging best practice

Trust Values is something you will hear a lot in and around the hospital

# Imaging Department

The imaging department consists of 2 main x-ray rooms dividing the workload into inpatients and out patients. There is an additional unit based in A+E. We also have four DR mobile machines, and one DR dental machine.

Within the department there is also a fluoroscopy room dealing mainly with barium studies, SALTs and arthrograms. We have a vascular suite which covers angiography procedures and other interventional examinations. The department also hosts a CT scanner (with another mobile scanner outside), an MRI unit, Ultrasound facilities and Bone Densitometry. Currently our Kit is changing along with amount of diagnostic rooms, as we have an expansion on our hospital.

Within the day to day workings of the department there is plenty of opportunity to gain experience in plain film imaging alongside fluoroscopy within orthopaedic, trauma and urology theatre.

As with all district general hospitals we provide a service 24 hours a day, 7 days a week, 52 weeks a year.

As far as the staffing goes we like to pride ourselves on being a friendly, and supportive bunch that will help you to soon settle into the department. We hope that you will not only learn while you are with us but have fun doing it.



# Your Clinical Liason Team

While on placement there are currently two members of staff that are responsible for ensuring that you gain a range of experiences and to guide you through your clinical training. These members of staff are who you also go to if you have any problems or questions, so feel free to ask. (Although all staff will be able to assist you and are there if you need help or a shoulder).

## Who's Who?



**Hollie Edwards:** Senior Radiographer. Works within general x-ray, the interventional suite at Pilgrim Hospital and general x-ray at Johnson Community Hospital. ([Hollie.Bone@ulh.nhs.uk](mailto:Hollie.Bone@ulh.nhs.uk))



**Poppy Hadgraft:** Senior Radiographer. Works in general x-ray, Doris, CT and Johnson Community Hospital. ([Poppy.Hadgraft@ulh.nhs.uk](mailto:Poppy.Hadgraft@ulh.nhs.uk))



**Cameron Melia:** Radiographer. Works in general x-ray, CT, and both peripheral sites. Ex-SHU student and was on placement here and loved it so much he came to work with us! ([Cameron.Melia@ulh.nhs.uk](mailto:Cameron.Melia@ulh.nhs.uk))



**Chloe Walker:** Radiographer. Works in general x-ray, Doris and both peripheral sites. Ex-SHU student and was on placement here and loved it so much she came to work with us too! ([Chloe.Walker@ulh.nhs.uk](mailto:Chloe.Walker@ulh.nhs.uk))



**Jenny Benford:** Senior Radiographer. Works in general x-ray, the interventional suite at Pilgrim Hospital and Skegness District Hospital. ([Jennifer.Benford@ulh.nhs.uk](mailto:Jennifer.Benford@ulh.nhs.uk))

# Your Working Week



Prior to beginning placement, each student will get a copy of their personal rota through email. Each week will include different days and hours. Please make sure you arrive at the right location at the right time especially as we utilise our two satellite hospitals and all seven days of the week. Please be aware that students are required to go to our two peripheral sites which are Johnson Community Hospital Spalding and Skegness District Hospital.

**! If you attend the wrong department or site, you can be asked to leave and unauthorised absence will be noted. We can only accommodate a certain number of students in each location!**

As with the radiology staff you will be required to be in department, ready for work and attend morning brief at 9:00. You are entitled to an hour lunch break.

It will be the responsibility of each student to ensure they complete their pebblepads, ask a radiographer to sign their attendance as well as the sign-in sheets in the dark room.

**PEBBLEPADS MUST BE COMPLETED IN FULL ONE WEEK PRIOR TO THE FINAL HAND-IN DATE AS STIPULATED BY THE UNIVERSITY.**

# Absence Reporting



If you cannot make it into placement, kindly get in touch with us as soon as possible

Call the x-ray department at **01205 445485** before 8:30 and ask to speak to a CLO team member or the lead radiographer if you are going to be absent for any reason

Please complete Microsoft form for every absence

This is the **ONLY** permissible method of notifying the department of an absence; communications sent via Facebook, email or other channels or ones relayed by other students are not acceptable

You must also let the university know you won't be there. If you don't do the aforementioned, your attendance record will reflect that you had an unauthorised absence

Attendance is expected to 100%. Failure to achieve this may result in you failing your end of year assessment

You must also fill out this absence for which can be found by using this QR code below



# Food Facilities

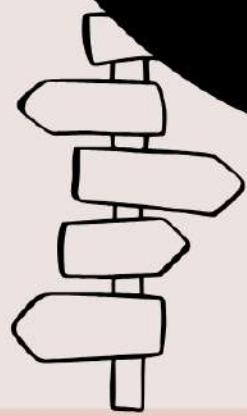


Students are welcome in the staff room and can use all facilities provided. Please ensure if you are using the fridge or freezer you name and date food and always adhere to hygiene standards.

PLACE	RANGE OF MEALS	OPENING HOURS
Restaurant	Full range of meals, hot and cold and snacks	08:00 - 14:30
ULHTea	Sandwiches, jacket potatoes and snacks	08:00 - 20:00
Shop at the main entrance	Sandwiches and snacks	08:00-16:00 (M-F) 08:15-16:00 (SS)



# Parking & Public Transport



Onsite parking is free and operated by Parking Eye.  
IF YOU WISH TO USE THESE FACILITIES PLEASE ENSURE  
YOU REGISTER PRIOR TO STATRING PLACMENT  
OTHERWISE YOU WILL RECIEVE A FINE.

Please follow the QR to register, if you need any help  
please contact a CLO.

There is limited off-site roadside parking available close  
to the hospital- Sibsey Road/ Hospital Lane. Although  
many school staff use this so it gets busy.

The bus station is a two minute  
walk from the train station and  
the hospital has its own bus stop.



Boston > Skegness



Boston > Spalding



Private hire taxi company contacts;

- Nicks taxis 01205 615055
- Angels taxis 01250 366366
- Acorn taxis 01205 358358



# Accommodation

Hospital accommodation is available onsite at Pilgrim Hospital. Progress Living provide accommodation services contact them on 0345 1303786, email [bostonaccom@progressgroup.org.uk](mailto:bostonaccom@progressgroup.org.uk) or apply online.

It is advisable to book this as far in advance as possible. If you need any help, advice or to ask questions report to Chloe or Cameron as they have both stayed here as students.

The accommodation offers cooking facilities, fridge freezer, utensils etc. There is also facilities available for you to wash your clothes but these are at an extra expense. Internet access is also available at the accommodation.

There are also a range of offsite hotels and B&BS within walking distance or a small drive of the hospital.



# Lockers

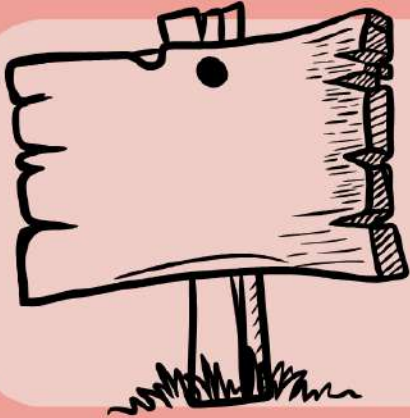
As our changing facilities are quite small we recommend leaving any valuables at home or in your accommodation, despite having lockers in there items have gone missing before.

There are a limited amount of lockers in the dark room just off the viewing area. They are available for you to use but please leave the key in the door when you leave at the end of the day.

With regards to mobile phones they are only to be used for emergencies but these **must not be seen in patient areas**. If mobile phones are an issue and you are found on your phone in patient areas we will ask you ONCE to put it away, if it is seen again we will take it off you and give you it at breaks and the end of the day.



# Student Notice Board



Notice board is located next to the staff room and included information about your course and department, contact details for Hallam Help, Marcus and Progress living

Located in the dark room is a copy of the rota, attendance sign in sheets, course information and learning outcomes, relevant contact numbers and assessment information

# Student Meetings

We will be operating individual meetings with each student in order to discuss any issues and ensure your aims and objectives are being met, it also gives us time to discuss any pathology, anatomy and positioning questions and queries you may have. Each term you will be assigned to one of the CLOs who will be carrying out your meeting, these will change each term.



# Policies



## Uniform Policy

- Travelling to and from placement in uniform is not permitted. Changing facilities are provided within the Radiology Department.
- Hair: Must be clean, neat, off the face and collar.
- Make-up: Should be kept to a minimum.
- Fingernails: False nails are not permitted. Natural nails must be clean, short and without nail varnish.
- Jewellery: Strict rules for IPC and Personal Safety. We must be “bare below the elbow” at all times. Watches, necklaces and bracelets must not be worn. (A single wedding ring is permitted). Stud earrings are permitted, worn in the earlobe. Visible piercings must be removed or covered with a blue plaster.
- Perfume/Aftershave: Must be discreet and not overpowering.
- Footwear: Shoes should be plain black and washable. Trainers are acceptable as long as they are plain black.
- Identification badge: These must be carried at all times.
- Radiation monitors: These must be worn at all times. Please advise a CLO or RPS if you forget or lose your badge.

## Social Networking

It is acknowledged that student may want to use social media in their personal lives. However it is suggested that students keep in mind that these websites are public forums. You must not divulge any private information regarding patients, employees, or the Trust. Do not 'post' anything if you are unsure it is appropriate to do so. It is a disciplinary offence for staff and therefore cannot be tolerated for students.

## Smoking and Alcohol

The hospital has both No Smoking and No Alcohol policy. You must not smoke in your uniform at any time (see trust uniform policy). We are a no smoking trust, please do not smoke on the trust grounds.

# Assessments & Feedback

In our Trust we require our Radiographers to be employed for at least six months before they can perform your assessment (information on who can assess can be found in the student information folder). We also advise you to have a variety of radiographers perform your assessments so you get a generic overview of how you are doing.

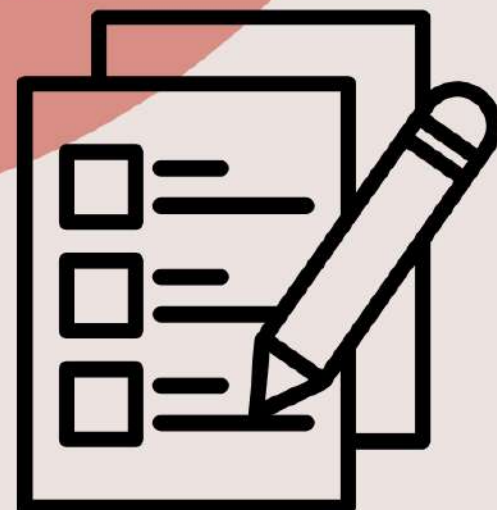
Ensure you organise your time and make an effort to space out your exams throughout the year so you can better track your progress, **DO NOT** leave them until the last minute.

We now implement that you must have completed your 'completed unassisted' tables prior to undertaking an assessment, with expectations only after discussion with Tash or the CLO team.

At least 1 assessment **MUST** be done with Tash or Hollie and 1 assessment **MUST** be done with either Chloe, Poppy, Cameron or Jenny.

A list of radiographers and what modalities they can assess in can be found in the student information folder.

Please ask the radiographer you have been working with throughout the day to complete the **DAILY FEEDBACK** form on pebblepad. This is the responsibility of the student to obtain, do not wait for radiographers to ask. At ULHT we prefer daily feedbacks to be obtained rather than weekly feedback.



# Failure to Progress



This document contains guidance and a pro-forma for the Student Failing to Progress - Cause for Concern process to be initiated between a student radiographer and the placement.

This process is a feature of the assessment process which aims to provide a managed focus in situations where the performance of a student requires additional attention beyond the normal systems of support and guidance. The process provides all parties with a formal way of addressing a range of concerns with a view to providing a positive support to the student. As such it is advised that the process should be triggered as soon as possible in order to allow the student to identify and respond to the concern(s).

What is a Student Failing to Progress - Cause for Concern? There may be occasions in placement when the performance of a student is such that additional action is required beyond the normal systems of support and assessment. In such cases Visiting Lecturers, Clinical Liaison Officer (CLO's) and/or Supervising Radiographers (SR) are required to set in motion the Student Failing to Progress - Cause for Concern process.

A Student Failing to Progress - Cause for Concern form should be initiated in cases of:

Lack of progress	A student is considered to be failing, or is judged to be in danger of failing, to meet the required standards for the particular stage of the course. Such cases may be resolvable if action is taken early enough
Lack of professionalism	For example: punctuality, dress, lack of self-critical awareness, unable or unwilling to accept professional criticism, difficult relationships with staff, and so on
Professional misconduct	The student is considered to be behaving in a way which is professionally unacceptable

# Failure to Progress



The purpose of initiating a Student Failing to Progress - Cause for Concern Form is to make certain that the student is aware of the concerns at the earliest possible stage in order that an appropriate supportive action plan can be agreed in partnership with the student.

Radiographic skills have to be learnt and some students who make a slow start can become very effective radiographers given the time to develop their skills and confidence. It is far better to report a cause for concern which then disappears than to wait for a week or so hoping for an improvement which does not materialise. In such cases it may be too late to make an effective intervention.

## **The kinds of actions which may be appropriate include:**

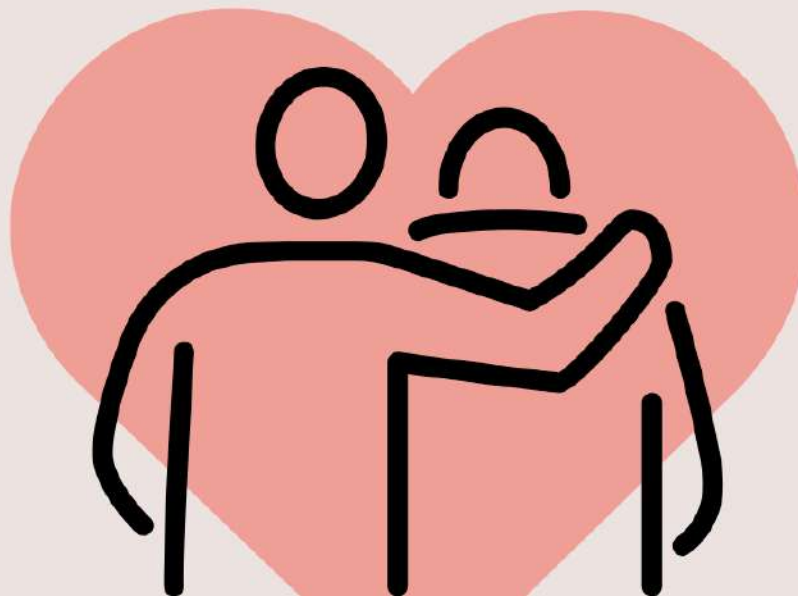
- Ensuring the student receives consistent guidance about action to be taken.
- Ensuring the difficulty and type of examinations undertaken is appropriate for the current situation.
- Arranging for the student to work alongside a designated experienced mentor in a support role. For example leading specific examinations to allow them to work to their strengths and hence develop successful practice.
- Providing extra support in developing the student's subject knowledge.
- Setting clear and unambiguous short-term achievable targets.

## **Who should investigate the Student Failing to Progress- Cause for Concern?**

Clinical Liaison Officer / Supervising Radiographer / Visiting Lecturer.

## **What is the process?**

The instigator should start filling in the Student Failing to Progress - Cause for Concern form in conjunction with formally informing the student that the process has been started.



# Failure to Progress



## THE STUDENT FAILING TO PROGRESS- CAUSE FOR CONCERN PROCESS

Evidence from observations in clinical practice

**A.** Following a period of time in which issues have been raised but not resolved by the student the CLO, VL or SR decides to instigate the Student Failing to Progress - Cause for Concern process. The student is informed to ensure clear awareness of the concern.

Action points identified with reasonable time scale for resolving issues

**B.** Consultation phase of interested parties followed by completion of first section of form including nature of Concern & Evidence for Concern.

**C.** VL, CLO, SR and student agree action, enter details on form and sign relevant sections.

**D.** Instigator sends copy of form to clinical coordinator and student places copy in their file.

Review of agreed action points as central focus for the weekly / daily progress meetings

**E.** CLO or designated SR supports student in meeting agreed action and notes progress made on

**F.** At date set for completion of agreed action VL, CLO, SR review progress and complete form. Mentor ensures copies are sent to relevant person.

**G. Quality Assurance Check.** If a quality assurance issue arises from the above process VL, CLO, SR completes section G.

## Concern Form

### STUDENT FAILING TO PROGRESS- CAUSE FOR CONCERN FORM

Name of Student	
Name of Clinical Liaison Officer	
Name of Supervising Radiographer	
Name of Visiting Lecturer	

A. Form initiated by		Role	
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B. Nature of Concern

Evidence for concern

C. Agreed action

Signature of Clinical Liaison Officer &/or Supervising Radiographer

Date

Signature of Visiting Lecturer

Date

D. I understand that if these targets are not effectively addressed, I may fail to meet the Standards for my clinical placement

Signature of student

Date

E. Monitoring of progress on agreed action

Dates

F. Conclusion of process

Date

G. Quality Assurance Check

	Yes	No
1. Are there any broader issues that affect quality assurance?		
2. Are there any issues related to safe practice		
3. Has the matter been referred to an appropriate Board/Committee?		

## Process Flowchart

# Radiation Protection

IRMER protocols are kept in the student information folder.

Local rules are kept in the student information folder.

Dose badges must be worn at all times (If lost, damaged or forgotten please inform the university as well as a CLO or RPS).

Lead aprons must be worn whenever you are in a controlled area, your supervising radiographer will instruct you how to put these on.

## WHAT IS A RADIATION INCIDENT?

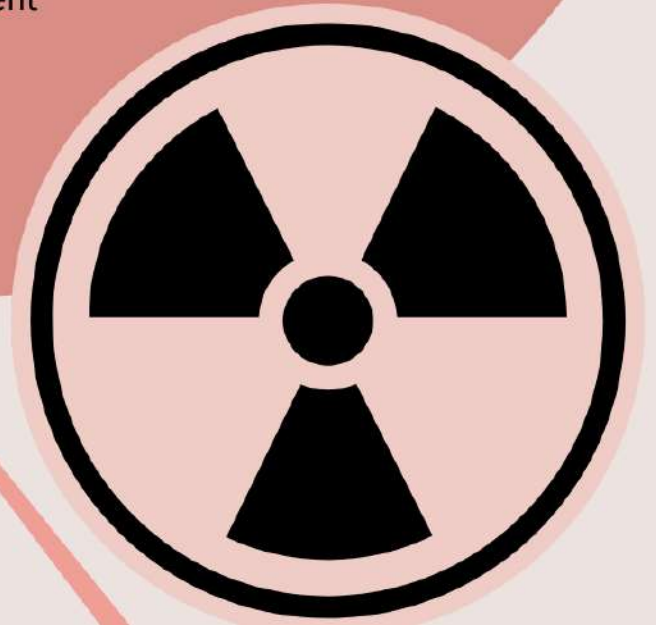
·Any time someone receives a higher radiation dose than expected including, x-raying the wrong patients, the wrong anatomy, using the wrong detector and staff not wearing lead aprons in theatre.

·All radiation incidents need to be reported to an RPS and an IR1 completed

·Our radiation protection supervisors are:

- o Tom Patterson
- o Lorenzo Medola
- o Ivan Dentella
- o Phway Phway OO
- o Natasha Bryan

Radiation incidents done by students also have to be reported to the university where Marcus will help you fill in the university form and write a reflective statement





# Medical Emergency

On the rare occasion there is a medical emergency in the department you must know the procedure

**2222** is the number to raise the alarm

You must say "Medical Emergency in x-ray/CT/US/MRI department Pilgrim Hospital"

The crash trolley in x-ray is kept outside Saturn next to Carol's office. This must be brought into the room as soon as the alarm is raised

Just knowing these two things can make your presence invaluable in a medical emergency and help contribute to saving a life.



## Useful Numbers

X-RAY MAIN RECEPTION: 01205 445428

X-RAY VIEWING AREA: 01205 445485

A&E X-RAY: 01205 445519

CT: 01205 445474

MRI: 01205 446071

SKEGNESS X-RAY: 01754 613517

SPALDING X-RAY: 01775 652164



# WT&E Midlands AHP Student Council



The Midlands AHP student council is looking for new members!

Our student council is fast approaching its first birthday and is looking for new members to represent the student voice within the Midlands region. This is a chance to raise issues that the student is passionate about, while gaining leadership and decision-making skills working closely with other students and qualified AHPs in the region.

For more information about the AHP student council please email [AlliedHealthProfessionsHE@Midlands@hee.nhs.uk](mailto:AlliedHealthProfessionsHE@Midlands@hee.nhs.uk) or to apply please scan the QR code

Students studying an AHP pre-registration programme at a higher education institute within the region, are invited to apply.



NHS England WT&E Midlands AHP  
Student Shared Decision-Making  
Council

