

## Information for students coming to Sherwood Forest Hospitals NHS Foundation Trust for their placement.

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Sherwood Forest Hospitals covers 3 sites.

Kings Mill Hospital is the main site with smaller hospitals at Newark and Mansfield Community Hospital. The hospital telephone numbers are:

**Kings Mill:** 01623 622515.

**Mansfield Community Hospital:** 01623 785050

**Newark Hospital:** 01636 681681

All our placement areas are audited as per Nursing and Midwifery Council (NMC) guidelines to ensure that they provide a safe environment for students alongside appropriate learning opportunities. Ensuring that there are sufficient mentors in each area to support the number of students allocated to that area and sign-off mentors for management students.

Our facilities are state-of-the-art with over 50% of patients being cared for in single-occupancy rooms with their own en-suite.

The Trust has gone through a time of great transition with latest Care Quality Commission (CQC) inspection report showing vast improvements in identified areas. As a Trust there is continued work to build on this success and to strive to achieve an outstanding rating.

During your placement you may have an opportunity to work with student's during other years of training and from other Universities. At present we take pre-registration Nursing students from Lincoln and Nottingham Universities. However, you may well find that there are also Cadet Nurses, Return to Practice Nurses and many other students from other professions such as Pharmacy, Physiotherapy and Occupational Therapy.

Our staff will welcome you to the Trust and hope that they are able to support you to have an enjoyable learning experience.

I hope this guide will answer any questions you may have if not please do not hesitate to contact me – Sue Froggatt – [Sue.Froggatt@sfh-tr.nhs.uk](mailto:Sue.Froggatt@sfh-tr.nhs.uk) or 01623 622515 x 2786.

## **Travel and access to the sites**

You will need an access card – these can be obtained as follows:-

Lincoln students – see Sue Froggatt or colleagues in the PETTS Team, level 1, training & development at Kings Mill Hospital. You will be asked for a £10 deposit which is fully refundable on return of the card.

Nottingham students – see Dawn Barnes in Fire & Security, TB3 (this is the temporary building at the top of the hospital site).

## **Travelling by car – post code = NG17 4JL**

We will give you access to our staff car parks – this will cost you £6 per month. An application form can be obtained when you collect your access card along with instructions on how to pay for your parking. You must display the parking permit issued to you in your windscreen. Your access card will be activated to allow you via the barriers into staff car parks around the site(s). You must always park within a marked parking bay – never park on grass verges / pavements or similar areas – otherwise you will get a parking ticket which is your responsibility to pay.

If you are planning to sort out parking on your first day then press the buzzer as you approach the barriers and inform security that you are a student here on your first day – put a note in your windscreen to this effect – they will lift the barrier for you on this one occasion.



## Travelling by bus

There are regular buses from surrounding areas many of which stop outside the hospital. Mansfield train station is only a short distance away from Kings Mill and Mansfield Community Hospital as is Sutton Parkway station. Newark Castle station would be the closest station to Newark Hospital.

There are maps of the hospitals on our Trust Internet including a 3D one which can be accessed via:- [www.sfh-tr.nhs.uk/index.php/find-us](http://www.sfh-tr.nhs.uk/index.php/find-us)

## Timekeeping

Whichever method you use to travel to placement you must be on-time. This means that you must be changed into uniform and ready to start work – staff from the previous shift will be waiting to hand over.

## Accommodation

Some of you may live quite a long distance away or transport may not be convenient – there is accommodation at the side of the hospital. This is limited and is not managed / maintained by the Trust. You will need to speak to your allocations Team who will help to arrange this via Leicester Housing ( Val Pearce – on 01623 622515 ext 2838 ). Any problems with your accommodation you must contact Val at Leicester Housing directly. Occasionally there is insufficient accommodation to satisfy demand – you may therefore be placed in local hotels for which you may be able to claim some costs back from your University.

## Uniform

You will have been provided with uniforms from your University – this should be worn at all times whilst in clinical areas and be clean, in good repair and fit properly. In some areas like Theatres you will wear “scrubs” like the rest of the staff, which will be provided for you in that specific clinical area. You will wear a clean pair each day. Uniforms should **never** be worn outside the hospital.



Appropriate shoes should be worn ( as per the University uniform policy) – remember that you could well be doing lots of walking each shift.

Jewellery should not be worn apart from one pair of stud-style earrings and a plain band wedding-ring.

Other than pierced ears you should not have any other visible piercings including oral.

Nails should be short and clean. Nail polish (including clear) / gel nails / extensions / false nails are not allowed in any clinical areas.

The Trust operates a strict bare-below-the-elbows policy.

Mobile phones should be off or on silent if carried in your pocket – ideally they should be kept in bags away from the clinical area. They can be used during breaks and lunchtime whilst away from the clinical area.

## **Infection Control**

We adhere strictly to our Infection Control policies and procedures. These can be viewed via Trust Intranet. In addition to regular and effective hand washing you should use the alcohol gel provided extensively in clinical areas. Should you have a skin problem that makes the use of any products a problem please speak to the Nurse-in-Charge, Ward/Department Manager and the University as a referral to occupational health may be necessary.

## **Facilities**

There are several areas available to buy food and drink :-

Kings Mill:

Daffodil Café, King's Treatment Centre

Offering a wide choice of hot and cold snacks and drinks at reasonable prices.



The café is service with a smile run by the friendly volunteers with all profits being used to enhance the patient experience.

Support our volunteers and come and have a coffee.

Monday to Friday, 8.00am – 6.00pm

Saturday, 10.00am – 4.00pm

## **Spice of Life Restaurant**

Opening times: 8.00am – 3.00pm, 7 days a week

Located on level 6

This 100 seat restaurant for visitors and staff provides a panoramic and picturesque view of the reservoir, whilst you enjoy the wide range of hot and cold snacks, including jacket potatoes, sandwiches, salads and cold desserts, available all day.

Breakfast 8.00am – 11.00am

Lunch 12.00pm – 3.00pm

## **Deli Marche**

Vending facilities only – open 24 hours

Located on level 6

Comfortable leather sofas offer a relaxed atmosphere from which to enjoy the panoramic and picturesque view of the reservoir.

Costa Coffee

Located on the ground floor near the main entrance

Offering hot and cold drinks and a wide range of paninis, sandwiches and pastries.



## Vending services

24hours a day, 7 days a week

Located at convenient points throughout our hospitals, there is a range of vending machines offering cold snacks and sandwiches.

There is also a hot food vending machine located in Deli Marche on level 6 of King's Mill Hospital.

## Other facilities

There is a post box and cash machine (within WHSmiths) at King's Mill Hospital for patients and visitors to use.

WH Smiths – selling newspapers, magazines, cards, cold snacks, confectionery and lottery tickets. This well-stocked shop also sells toiletries and nightwear.

There is also a Morrison's supermarket nearby.

Mansfield Community Hospital:

Tea bar - open from 9.30am – 4.00pm and 5.30pm – 7.00pm, Monday to Friday, and from 2.00pm – 4.00pm on Saturday and Sunday serving hot and cold drinks, crisps, cakes and confectionery - plus stamps and toiletries.

Courtyard restaurant - open from 8.30am – 6.30pm with hot food available between 8.30am – 10.30am (breakfast), 12noon – 1.30pm (lunch) and 4.00pm – 5.30pm (supper)

There is also an Asda supermarket nearby.



## Newark Hospital:

Outpatient's tea bar, open 9.00am – 5.00pm,  
Monday to Friday

Situated on the ground floor within the outpatients department and run by our volunteers. The tea bar sells hot and cold drinks, confectionery, filled rolls and sandwiches and newspapers – all at reasonable prices.

Mary Taylor coffee lounge, open 10.00am – 6.00pm, Monday to Friday and 2.00pm – 6.00pm on Saturday and Sunday

Located on the first floor and run by our volunteers. It sells a wide range of refreshments, confectionery, toiletries, stationery items, stamps, greeting cards, wrapping paper, toys, gifts, books and jigsaw's – all at reasonable prices.

Restaurant - the ground floor restaurant at Newark Hospital is open for breakfast from 8.30am – 10.45am, lunch from 12.00pm – 1.45pm serving hot meals, jacket potatoes, sandwiches and sweets, and from 2.30pm – 7.00pm for sandwiches and snacks.

## There is also a Co-op supermarket nearby.

Each clinical area has a staff room some of which have microwaves, toasters, kettles to use during your break / lunchtime.

Please make sure you take breaks as allocated – you need to have regular drinks and time allocated away from the working area.

Cash Machines are available in WH Smiths at Kings Mill, at the Co-op near Newark Hospital and at the Asda near Mansfield Community Hospital.\*Please note that if you are leaving any of the hospital premises to get cash or shop you must change out of your uniform as per hospital policy.



## Mentors / staff supporting you

Your placement area should have been informed well before the date you start and you should have been allocated a mentor – usually 2. In some areas due to the number of staff and their working patterns you may be allocated more (for example in ICCU). You may also have been allocated a Healthcare Support Worker (HCSW) as part of your identified support team.

The Allocations Team are responsible for placing hundreds of students onto placement areas in several different Trusts. Occasionally placements are changed for a variety of reasons and Emails are missed. If you ring up a placement or turn up for your first shift and they aren't expecting you this doesn't mean that you are not welcome – you are very much welcome and mentor(s) will be sorted out.

You will be orientated to the placement as soon as possible – this may be by your mentor / associate mentor / Nurse-in-Charge / Ward or Department leader or HCSW. Please ensure the orientation / induction to the ward sheet is completed and signed in your assessment documentation.

You should also find out who the Practice Learning Team (PLT) representative is. All areas have at least one PLT rep whose role it is to co-ordinate student allocations / liaise with your University and have a particular interest in student learning.

PLT reps meet quarterly and if there is a meeting whilst you are on placement you are more than welcome to attend the meeting with them or attend as their representative and feed back if no-one else can attend.

There is a tremendous amount to learn from HCSW's – please work alongside them during your shift. HCSW's are able to sign any witness statements and liaise with your mentor but they cannot sign your student documentation.





If your mentor is on leave then another member of staff will be identified to work alongside you for that shift.

Please remember that you need to spend at least 40% of the time you are there with any mentor.

Everyone is different in how they may approach a particular job and you may find it an advantage to see different ways of working as you work alongside different staff, thereby helping you develop the best approach for you.

Personalities differ and this is the same on any placement – if you should find that there is a real personality clash with your mentor that cannot be resolved then speak to the Ward/Department leader or ideally the PLT rep who may be able to change your mentor. Most issues like this arise from a simple misunderstanding.

Similarly it is unlikely that you will enjoy every hour of every placement throughout your training. However there is something to be learned from every placement – positive or negative.



## Raising Issues

We want you to enjoy your placements at SFHT and gain the most you possibly can from them. If you are unsure or unhappy about anything please report this as soon as possible ideally to your mentor or Nurse-in-Charge. Please don't leave this to mention at your end-of-placement evaluation – this is too late and we would like the opportunity to change things and make it right for you.

Occasionally you may not feel comfortable raising an issue with the placement staff. In this case you can speak to a Head of Nursing or Practice Learning Lead Sue Froggatt – based in training & development.

Each placement area has a University link lecturer.

Lincoln University – Kerry Welch and Louise Brereton cover Kings Mill, Mansfield Community Hospital and Newark Hospital.

Nottingham University – Lesley Strouther covers Medical areas, Thomas Stackpoole & Kate Simpson cover Surgical & Acute areas and Bryan Smith covers Newark Hospital.

Students should contact the appropriate link lecturer if they do not feel they are getting the advice or support in the placement area and/or feel unable to speak to placement / Trust staff.

## Placement information

Each placement has a “placement booklet” – many of these are on the University websites, such as PEMS for Lincoln students but may also be given out when you arrive. These will give you specific details about the placement including shift times.

## Working hours:

You can arrange to work long or short shifts – during your first 6 months you do not have to work nights unless you choose to. Otherwise the full range of shifts should be done during your placement – this does include weekends and Bank holidays if appropriate.



## Assessment in Practice

Mentors have annual leave so please make sure that you have arranged for your documentation to be completed before the end of the placement bearing in mind days off and annual leave. Please bring your student documentation with you to each shift to enable mentors to continually complete and work through with you. It is not reasonable to expect mentors to spend hours and hours in their own time completing paperwork or come into work on their days off.

Things happen – if you need to change a shift / have an appointment or an emergency occur make sure you inform your mentor or other staff.

## Sickness and Absence:

Sickness should be reported to both placement and the university allocations teams. Placement staff tend to ring allocations too so that your correct amount of absence is logged.

Should you feel unwell during your placement please advise the staff that you are working with.

## Insight visits:

There are a range of insight visits (\* also see section below) you can access. These should be relevant to the placement area and discussed and agreed with your mentor. It is up to you as students to arrange these – not your mentors. You will however be expected to inform your mentor(s) of the Insight visit arrangements you have made and obtain and present evidence of attendance. There is also a range of generic insight visits to access – a list is attached which is regularly updated more can be obtained from Sue Froggatt.

Things happen – if you need to change a shift / have an appointment or an emergency occur make sure you inform your mentor or other staff. Sickness should be reported to both placement and the university allocations teams.



## Accident / Injury reporting:

Any injuries such as needle-stick should be reported to the manager / nurse-in-charge immediately, in accordance with the Trust policy, so that the necessary action can be taken. A Datix incident form will need completing too. Even minor injuries should be reported since this may highlight a problem otherwise unknown and possibly prevent others from harm. If you sustain an injury whilst on placement your University personal tutor will be advised accordingly.

During induction you should be informed about the completion of Datix incident forms – students should themselves complete this where applicable maybe under the guidance of mentors. You will receive an acknowledgement and be informed of the outcome if applicable.

## Observations

You will be allowed different levels of independence by the staff / your mentors dependent on experience and level of competence and stage in the programme.

Observations are electronic and you should report any problems to your mentor / supervisor immediately. Your placement area will be able to set you up with a temporary log-in to enable you to use the monitoring devices.

All entries to patient's nursing notes should be countersigned.



## IT access

You will be allowed IT access whilst here.

Your mentor or PLT rep can arrange this by accessing Customer Portal on Trust Intranet and selecting Accounts. You will then have to contact NHIS yourself for password details.

Lincoln University students wishing to access their email account = [www.lincoln.ac.uk](http://www.lincoln.ac.uk) then student gateway.

Nottingham University students wishing to access their email account = [email.nottingham.ac.uk](http://email.nottingham.ac.uk)

If you are living in the accommodation and need to access the library / IT facilities out-of-hours your access card will allow this.

You are not allowed to take photographs on Trust premises even if a patient asks you to do so. If photographic evidence is required for your portfolio or to demonstrate learning during your elective placement please contact the Information Governance Department or contact Clinical Illustration and ask for them to take the photograph for you.

Similarly you should never put anything on Facebook / Twitter or other social media sites about the Trust, your placement area or any patients or staff. If you do this it is a disciplinary matter. Be very careful in general what you “post” on social media. Nursing is a profession requiring high standards of conduct and behaviour both in and out of the Trust / University / placement settings. Whilst on placement in this Trust or any other you are seen as part of Trust staff.

There are strict policies on confidentiality. Please also refer to the Universities regulations on confidentiality and anonymity.



## Student Focus Groups

Your opinion and comments about our placements is very important to us. Sue Froggatt – Practice Learning Lead and Teresa Shaw – Preceptorship Support Nurse hold quarterly focus groups. This is your opportunity to say whatever you like positive or negative about your placement experience either your current one or a previous one. You will not be identified from your comments – your name / University of study are not recorded. As students you are accountable for your feedback / actions and need to be able to raise and deal with issues that arise as future registered practitioners. These comments are used to improve the placement experience for others. The focus groups are open to students of all professions.

A report listing your comments is taken to Trust Board.

## Inter-professional Learning

We try to arrange or get students of all professions involved in as many inter-professional learning sessions / events as possible.

There is an organised programme of sessions where students from all professions meet to learn together and from each other about a specific subject alongside a Specialist from that area. Falls, Infection Control, Sepsis and Nutrition are examples of sessions held. Please look out for information / flyers advertising these. Most students have to be involved in some sort of inter-professional learning and this provides good evidence of that.

Students from other professions such as Pharmacy have insight placements throughout the Trust. Try and work alongside one of these students for a day – they are here to learn about other professions and how they will fit into the “bigger picture”.



The Resuscitation department will sometimes invite students to attend courses to be mock patients for junior doctors or you may be able to take part in any inspections by such organisations as Health Education England (HEE) or CQC. Please take every opportunity to be involved to enhance knowledge and understanding.

## Evaluations

You will be expected by your University to complete an evaluation at the end of your placement.

These are extremely valuable to us. From these a report is produced which is presented to Trust Board.

We welcome any additional comments made to explain further points raised in the evaluation. Please be honest. However, if you do need to report a concern, do not leave this until your evaluation. Please discuss matters with your mentors, PLT rep, Ward/Department manager or Sue Froggatt. If you are not enjoying your placement please give us the opportunity to address this and try and improve things for you, raising concerns after you have finished is too late for us to help you. We do understand that it is not always easy to report some issues but please be assured that mentors will not assess you negatively for this – there is always someone you can approach.

## Elective placements

We have many areas that offer an elective placement – usually for 4 weeks. These areas include those placements to which students are allocated plus a range of others including:-

Tissue Viability, Infection Control, Research & Innovation, Dialysis Unit, Drugs & Alcohol Liaison Team, Safeguarding Team and Training & Development. Our senior nursing team also welcome students wishing to spend time with them. We are happy to arrange bespoke elective placements to suit your requests.



To discuss any elective placement please contact Sue Froggatt who can advise and send you an application form to complete. Some areas are very popular so please have alternatives wherever possible.

## **Qualifying & Preceptorship**

You may already be thinking about future employment. We have an established Preceptorship programme which is led by Preceptorship Support Nurse Teresa Shaw who should be contacted for any information or to discuss options. Teresa can be contacted via extension 3947 or [Teresa.Shaw@sfh-tr.nhs.uk](mailto:Teresa.Shaw@sfh-tr.nhs.uk).

You can also arrange a visit to look at specific areas or see the hospital in general.

