


ACCIDENT AND EMERGENCY

Trust	Ashford and St. Peter's Hospitals  <small>NHS Foundation Trust</small>															
Address	St Peter's Hospital Guildford Road Chertsey Surrey															
Postcode	KT16 0PZ															
Telephone Number	01932 722025															
Type of Placement	Emergency Care															
Profile of Area	Emergency unit consisting of minors, majors and trolleys. Also has a Paediatric unit. Department sees 250-300 patients daily.															
Shift Patterns and Times	<table border="1"><thead><tr><th>Time</th><th></th><th>Breaks</th></tr></thead><tbody><tr><td>EARLY</td><td>7:15-15:15</td><td>30 minutes</td></tr><tr><td>Long Day</td><td>07:15-19:45</td><td>1 hour</td></tr><tr><td>LATE</td><td>12:00-20:00</td><td>30 minutes</td></tr><tr><td>NIGHT</td><td>19:15-19:45</td><td>1 hour</td></tr></tbody></table> <p>Staff work a mixture of shifts, including nights and weekends.</p>	Time		Breaks	EARLY	7:15-15:15	30 minutes	Long Day	07:15-19:45	1 hour	LATE	12:00-20:00	30 minutes	NIGHT	19:15-19:45	1 hour
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Placement Requirements	Contact the ward and arrange to visit at least 2 weeks prior to your start date. You can discuss any specific requests with the Nurse in Charge at this time. Students are encouraged to work alongside their mentor, for a minimum of 2 shifts a week.															
Professional Behaviour	You must adhere to the uniform policy at all times whilst on placement, paying special attention to hair, nails and jewellery. Smoking is not permitted anywhere on site															
Refreshment Facilities	See our webpages															
Public Transport	See our webpages															
Car Parking	Parking permits / swipe cards will be arranged during Locality Induction in Year 1															

Accident and Emergency

Welcome to your placement at **A&E** St. Peter's Hospital. We hope that you will find your time with us both educational and enjoyable.

This pack has been developed to help prepare for your placement with us, and to form part of your induction.

We suggest you read this as soon as you know are coming to A&E, print it out and do as much as you can to prepare beforehand. Don't forget to bring it with you on your first day.

Your name	
Mentor Name (s)	
Associate Mentor	
Ward Sister / Manager	Amrat Cobb/Kaye Finch
PLT	

Trust Information

Ashford and St. Peter's Hospitals NHS Trust manages two sites - Ashford Hospital in Middlesex and St. Peter's Hospital in Chertsey, Surrey.

The Trust as a whole provides acute hospital services to a large and diverse population, with a catchment of around 450,000 stretching from West Hounslow to Woking across the Boroughs of Hounslow, Spelthorne, Elmbridge, Runnymede and Woking

Philosophy of Care (Medical)

We aim to treat every patient as an individual

The care patients/relatives receive will be safe, provided by skilled healthcare professionals who whilst ensuring patient confidentiality will openly communicate effectively with both patient and relative

The care provided will be of a high standard and provided by professionals in a warm and friendly atmosphere

Religious and cultural beliefs will be promoted by all staff involved in care giving

Advice, support and counselling and health education will be provided to help patients and their families obtain the most from their stay with us in preparation for discharge

Aims of Service

In the ED we aim to see and treat patients within four hours, giving timely effective care at all times. Patients are prioritised according to their needs.

Team members

Students will work with and alongside all the members of the nursing team, including Ward Manager, Deputy Sister / Charge Nurse, Senior Staff Nurse, Staff Nurse, Health Care Assistant, Medical Support Worker, and the Ward Clerk.

There are a variety of other healthcare professionals who care for patients in the Emergency Department. These include the Consultants and their medical team, Discharge coordinators, Physiotherapists, Occupational Therapists, Pharmacists, and Dieticians.

Staff Development

Link Nurses

A&E supports the Link Nurse; the role is to ensure that all members of the team are aware of current practice and policies within their designated role. The link attends regular meetings to update their knowledge and also influence future practice through contributing to Trust policy development. You should find out who the Link Nurse is on A&E for the following specialities:

- Nutrition
- Infection Control
- Wound Care
- Palliative Care
- Continence
- Diabetes
- Minimal Handling
- Mentoring
- Falls

Professional Development

Nursing staff on A&E are able to undertake continuing professional development in care areas such as emergency care, trauma, gynaecology, medicine and surgery.

Daily Routine

Handover - The start of a shift begins with 'handover' or 'report' of patient information, this promotes continuity of care and allows staff to review and plan care. All patients are discussed with the nurse in charge.

Referral Criteria/ Admission methods

Patients who are going to be admitted are given a decision to admit (dta), they can then go to the ward. Many of our patients will be taken to the MAU or SAU to be assessed by the team.

Visiting Times

Anytime

Teaching Opportunities

Variety of clinical skills

Resus

Assessment

Minors

Pre hospital care

Paediatric

Policies & Procedures

You will need to access and read the following policies as part of your induction, they are located on the Hospital Intranet.

Fire, Health and Safety, Medicine Management, Minimal Handling, Infection Control, Confidentiality, Missing Patient, Falls

Other information that will be given on Day 1 of placement

Learning Resources:

Access to Trust intranet and internet is available on the Ward.

Hospital Library is on site.