


ASPEN WARD

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	01932723907 or 3920												
Type of Placement	Medical ward												
Profile of Area	Aspen is an acute medical ward with the aim of providing acute Respiratory and Haematology care for our entire patient. We have 27 beds of 4 bays and 8 side rooms.												
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 – 14:15</td><td>30 minutes</td></tr><tr><td>LATE</td><td>13:15 – 20:00</td><td>30 minutes</td></tr><tr><td>NIGHT</td><td>19:30 – 07:45</td><td>1 hour and 30 minutes</td></tr></tbody></table>	Time		Breaks	EARLY	7:15 – 14:15	30 minutes	LATE	13:15 – 20:00	30 minutes	NIGHT	19:30 – 07:45	1 hour and 30 minutes
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Placement Requirements	Staff work a mixture of shifts, including nights and weekends. 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												

ASPEN WARD

Welcome to your placement at **Aspen Ward** at 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 Aspen Ward, 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	
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

We aim to care for varieties of acute respiratory problems, to improve and promote their independence and well-being.

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 on Aspen Ward. These include the Consultants and their medical team, Discharge coordinators, Physiotherapists, Occupational Therapists, Pharmacists, and Dieticians.

Staff Development

Link Nurses

Aspen Ward 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 Aspen ward for the following specialities:

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

Professional Development

Nursing staff on Aspen are able to undertake continuing professional development in care areas such Respiratory care and Haematology module.

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 and therapists.

Multi Disciplinary Team (MDT) meetings

Protected Meal times

A Ward has protected meal times at lunch and supper; this time allows the nursing staff to facilitate serving of the meal and to monitor the food consumed.

Referral Criteria/ Admission methods

Patients are admitted to via a number of different routes: from A&E, a booked admission, after attending an outpatient's clinic, discharge from Medical High Dependency Unit or transferred from another hospital.

Visiting Times

3-4:30pm and 6-8 pm daily

Teaching Opportunities

Variety of clinical skills

Multi-disciplinary meetings

Consultant rounds

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

Suggested pre placement reading

A&P Respiratory system

Learning Resources:

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

Hospital Library is on site.