


## Holly Ward

<b>Trust</b>	Ashford and St. Peter's Hospitals  <small>NHS Foundation Trust</small>												
<b>Address</b>	St Peter's Hospital Guildford Road Chertsey Surrey												
<b>Postcode</b>	KT16 0PZ												
<b>Telephone Number</b>	01932 722011												
<b>Type of Placement</b>	Medicine												
<b>Profile of Area</b>	30 bedded female ward  Stroke / acute medicine / elderly care												
<b>Shift Patterns and Times</b>	<table border="1"><thead><tr><th>Time</th><th></th><th>Breaks</th></tr></thead><tbody><tr><td><b>EARLY</b></td><td><b>7:30 – 15:30</b></td><td><b>30 minutes</b></td></tr><tr><td><b>LATE</b></td><td><b>12:30 – 20:30</b></td><td><b>30 minutes</b></td></tr><tr><td><b>NIGHT</b></td><td><b>20:00 – 08:00</b></td><td><b>1 hour and 15 minutes</b></td></tr></tbody></table>	Time		Breaks	<b>EARLY</b>	<b>7:30 – 15:30</b>	<b>30 minutes</b>	<b>LATE</b>	<b>12:30 – 20:30</b>	<b>30 minutes</b>	<b>NIGHT</b>	<b>20:00 – 08:00</b>	<b>1 hour and 15 minutes</b>
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<b>Placement Requirements</b>	Staffs works 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.												
<b>Professional Behaviour</b>	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												
<b>Refreshment Facilities</b>	See our webpages												
<b>Public Transport</b>	See our webpages												
<b>Car Parking</b>	Parking permits / swipe cards will be arranged during Locality Induction in Year 1												

## HOLLY WARD

Welcome to your placement at **Holly 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 Holly 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.

<b>Your name</b>	
<b>Mentor Name (s)</b>	
<b>Associate Mentor</b>	
<b>Ward Sister / Manager</b>	
<b>PLT</b>	

### 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**

To give every patient the highest quality evidence based care.

### **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**

Holly 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 Holly Ward for the following specialities:

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

#### **Professional Development**

Nursing staff on Holly Ward are able to undertake continuing professional development in care areas such Acute Stroke and Care of the Older Person.

### **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**

Board round daily at 08:00 hours

**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**

3-4:30 pm 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**

General induction of the ward

Mentor allocation and work rota

Information pack regarding the 'acute Stroke and Brain Injury Unit'

**Suggested pre placement reading**

National Service Framework for Older People

Acute Stroke Nursing *Williams J, Perry L, Watkins C 2010*

**Learning Resources:**

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

Hospital Library is on site.