

MAPLE 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	01932723137 / 01932723138												
Type of Placement													
Profile of Area	Endocrinology and Rheumatology Ward Acute Medicine 27 beds												
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>LATE</td><td>12:30 – 20:00</td><td>30 minutes</td></tr><tr><td>NIGHT</td><td>19:30 – 07:45</td><td>1 hour and 15 minutes</td></tr></tbody></table>	Time		Breaks	EARLY	7:15 – 15:15	30 minutes	LATE	12:30 – 20:00	30 minutes	NIGHT	19:30 – 07:45	1 hour and 15 minutes
Time		Breaks											
EARLY	7:15 – 15:15	30 minutes											
LATE	12:30 – 20:00	30 minutes											
NIGHT	19:30 – 07:45	1 hour and 15 minutes											
Placement Requirements	Staffs 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 Ward Manager 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												

MAPLE WARD

Welcome to your placement on **Maple 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 Maple 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 Manager	
Link Tutor	

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 ensure that the patient's stay with us will live up to their highest expectations.
- The care patients receive will be safely provided by skilled personnel with access to a range of specialised services
- The personal care will be of high standard and provided in an atmosphere of warmth and friendliness
- Implicit in the care delivered is the promise that confidentiality, open communication and respect for religious and cultural beliefs will be maintained by all staff involved.
- Advice, support, counselling and health education will be provided to help patients and their families obtain the most of their stay with us in readiness for discharge.

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 and the Ward Clerk.

There are a variety of other healthcare professionals who care for patients on Maple Ward. These include the Consultants and their medical team, Discharge coordinators, Social Services Care Practitioner, Physiotherapists, Occupational Therapists, Pharmacists, and Dieticians.

Staff Development

Link Nurses

Maple 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 nurse 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 for the following specialities on the list kept in the Ward Manager's office.

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

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. practitioner and therapists.

Multi-Disciplinary Team (MDT) meetings/board rounds - All patients are discussed with the doctors, nurse in charge, discharge coordinator, social services care

Protected Meal times

Maple 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.

12:30 – 13:30

17:00 – 18:00

Referral Criteria/ Admission methods

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

Visiting Times

2-4pm 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

Maple Ward information and welcome pack

Suggested pre placement reading

Difference between Type 1 and Type 2 DM

Managing hypoglycaemia

Types of Insulin

Learning Resources:

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

Hospital Library is on site.