

Maternity Department

Trust	Ashford and St. Peter's Hospitals  NHS Foundation Trust															
Address	St Peter's Hospital Guildford Road Chertsey Surrey															
Postcode	KT16 0PZ															
Telephone Number	Labour Ward: 01932 722663 Joan booker Ward: 01932 722378															
Type of Placement	Maternity															
Profile of Area	The Maternity Department consists of a mixture of clinical areas: Community and Homebirths, Antenatal clinic, Labour ward and Triage, Joan Booker ward (Antenatal and Postnatal ward, Special Care unit), Abbey Birth centre. You may also have placements on NICU, Ultrasound, GUM clinic etc.															
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>7:30 – 14.00</td><td>30 minutes</td></tr><tr><td>LATE</td><td>13:30 – 20:00</td><td>30 minutes</td></tr><tr><td>LONG</td><td>7.30 – 20.00</td><td>1 hour</td></tr><tr><td>NIGHT</td><td>19.30 – 08:00</td><td>1 hour</td></tr></tbody></table> <p>Staff work a mixture of shifts, including nights and weekends.</p>	Time		Breaks	EARLY	7:30 – 14.00	30 minutes	LATE	13:30 – 20:00	30 minutes	LONG	7.30 – 20.00	1 hour	NIGHT	19.30 – 08:00	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 Ward Manager at this time. Students are encouraged to work alongside their mentors, for a minimum of 40% of their shifts.															
Professional Behaviour	You must adhere to the uniform policy at all times whilst on placement, paying special attention to hair, nails and jewellery. Click here for the Dress Code Policy (2014) 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															

Maternity Department

Welcome to your placement in the **Maternity Department** 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 you 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 our Unit, 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.

We will then give you a more comprehensive Induction pack, which will give you details about our ethos, wards, contact numbers and clinical information.

Your name	
Mentor Name (s)	
Associate Mentor	
Ward Sister / 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.

We have on average 4000 deliveries per year, a well known level 3 NICU and a new Birth Centre. We hope we will soon become a fully accredited Baby Friendly (BFI) Hospital.

Philosophy of Care

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.

Aims of Service

The aim of our services is to provide excellent and highly skilled maternity care which is comprehensive and flexible enough to respond to the clinical and social needs of each family. The care we give is based on "best practice" and is research based.

We are continuously auditing our care and revising our working practices in the light of new evidence and the national service framework for maternity services. We have strong mentorship support for students and believe that students get a full cycle exposure to all midwifery aspects of care (low and high risk care: antenatal, intrapartum, postnatal and neonatal).

Midwifery managers and Supervisors of midwives provide a 24-hour on-call service should you need to refer to them. Primarily all referrals should be discussed with the maternity bleep holder to ascertain who the most appropriate person to contact is.

Team members

Students will work with and alongside all the members of the midwifery team, including Lead Midwives, Ward Managers, Senior Band 7 midwives, Core Staff midwives, Maternity Care Assistant, Nursery Nurses, Ward Clerks and Housekeeping staff.

There are a variety of other healthcare professionals who care for women. These include the Consultants and their obstetric team (Registrars and SHOs), GPs, Physiotherapists, Pharmacists, Social Workers, Health Visitors, Nurses and Dieticians.

Professional Development

We would like you to be pro-active in your training and attend as many education opportunities as possible. Training and education opportunities will be advertised on the training notice board in the allocated work area, alternatively ask your mentor or the practice development team.

We offer a variety of learning opportunities in order to broaden your midwifery knowledge. There is a strong practice development team. The team is responsible for the educational strategy of the unit and aims to improve continuously the multidisciplinary training, knowledge and skills of the staff. There are regular mandatory study days and various extra educational events. There are boards across the unit, where you can find updates about these events or other opportunities.

Supervision

Supervision is a statutory duty. All Supervisors of Midwives have a minimum of three years midwifery experience and provide support and guidance to all practising midwives. Supervision offers quality care for mothers and babies. She/ he gives professional advice to midwives and enables the on-going development and maintenance of high standards of midwifery practice. A

supervisor is available on a 24hr basis, a list can be found in each Maternity Area. Every cohort will have an allocated supervisor and you can contact her/ him, as described above.

Mentorship

At the beginning of the course you are allocated to a community team, the Team leader will allocate a specific mentor to you whilst on this placement. When in the maternity unit your mentors for both Labour Ward and Joan Booker ward will be allocated to you along with shifts for those areas. Your mentors are allocated to you and cannot be changed, except in exceptional circumstances. You have to work at least 40% with your assigned mentor/ mentors for them to be able to assess you responsibly.

On occasions you will work with other midwives from the unit in order to broaden your experience, though some may not have completed their mentorship course, but can sign professional behaviour and attendance forms. Off-duty is done monthly and is kept on the T drive on the Trust computers and is printed out and kept on each ward.

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 shift co-ordinator; the high risk cases also are discussed with the Consultants and their team.

Multi Disciplinary Team (MDT) meetings and skills and drills are encouraged throughout the unit as part of daily activities.

Referral Criteria/ Admission methods

Women are referred via a number of different routes: usually via their GPs or as self-referrals, they might also be transferred from another hospital etc.

Visiting Times

There is open visit during the day. No more than three visitors per patient.

Children: Only siblings are allowed to promote bonding with the baby/ babies.

Partners are encouraged to go home during the night to rest, but individual needs will be met as required.

Teaching Opportunities

Variety of clinical skills

Abbey birth centre

Multi-disciplinary meetings

Consultant rounds

Specialist clinics (midwifery or consultant)

Parent craft classes

Study days (in-house or external visitors)

Policies & Procedures

You will need to access and familiarise yourself with the hospital and the maternity policies as part of your induction, they are located on the Hospital Intranet like Fire, Health and Safety, Medicine Management, Minimal Handling, Infection Control, Confidentiality, Missing Patient, Falls etc

Other information that will be given on Day 1 of placement

Student's Induction Pack

Suggested pre placement reading

NICE maternity and neonatal related guidelines:

<http://www.nice.org.uk/guidance/population-groups/infants-and-neonates>

<http://www.nice.org.uk/guidancemenu/conditions-and-diseases/fertility--pregnancy-and-childbirth>

RCOG Green Top guidelines:

<https://www.rcog.org.uk/guidelines>

RCM Policies:

<https://www.rcm.org.uk/clinical-practice-and-guidelines>

Midwifery Textbooks

Please check the UNiS for suggestions

MIDIRS and other database

NCT website

<http://www.nct.org.uk/>

La Leche League website

<http://www.llli.org/>

Learning Resources:

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

Hospital Library is on site in the PGEC.