


OAK WARD

Trust	Ashford and St. Peter's Hospitals  NHS Foundation Trust												
Address	St Peter's Hospital Guildford Road Chertsey Surrey												
Postcode	KT16 0PZ												
Telephone Number	01932 722714 01932 722395												
Type of Placement	Paediatric Day Ward												
Profile of Area	A 12 bed day ward which caters for day surgery across a wide range including ENT, Eyes, Dental and other surgical procedure as well as food challenges, allergy testing, medical investigations, scanning procedures, blood transfusions and phlebotomy services.												
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>LONG DAY</td><td>7:15 – 20:00</td><td>1 hour and 15 minutes</td></tr></tbody></table> <p>Oak Ward is open from 7:15 – 20:00, Monday to Friday. Students will all work long days.</p>	Time		Breaks	EARLY	7:15 – 14:15	30 minutes	LATE	13:15 – 20:00	30 minutes	LONG DAY	7:15 – 20:00	1 hour and 15 minutes
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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												

OAK WARD

Welcome to your placement on **OAK 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 us, 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	
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

Our open mindedness enables us to respect the values and opinions of our patients & families, and to build relationships which help the child and families gain the skills and confidence they need to care for the child at home.

Acceptance of the importance of child and family centered care allows us to meet the individual needs of the children and their families.

Knowledge of the physical, emotional, cultural and spiritual needs of our patients and their families enables us to deliver outstanding care and treatment.

Working as a team with the children, their families and other health professionals we provide the best possible care.

Approachable with an open and flexible manner making it easy for children and parents to ask questions and talk about their concerns; ensuring they feel safe and welcome within the hospital environment.

Recognizing that families have a right to make informed decisions about the care of their child.

Delivering compassionate care at all times, to each child as if they were our own.

Aims of Service

To provide safe, effective, efficient family-centred care in a timely manner to facilitate a prompt discharge.

Team members

Students will work with and alongside all members of the ward team, including the Ward Manager, Deputy Sisters, Staff Nurses, HCAs, a Housekeeper and the Ward Clerk.

There are a variety of other healthcare professionals who care for patients on Oak Ward including Consultants and their team, CAMHS, Physiotherapists, Pharmacists, and Dieticians.

Staff Development

Link Nurses

Oak Ward supports the Link Nurse; their role is to ensure that all members of the team are aware of current practice and policies within their designated speciality. They attend 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:

- Infection Control
- Constipation
- Allergy
- Diabetes
- Manual Handling

Professional Development

Nursing staff on Oak Ward are able to undertake continuing professional development in areas such as drug administration, mentorship, child protection and advanced life support.

Daily Routine

Oak Ward opens at 7:15 and patients with surgery planned for the morning are asked to come in for 7:30. These patients are admitted by the nursing team then reviewed by a member of the

surgical team and the anaesthetist. Most patients are discharged by the nursing team by lunch time in order to prepare the beds for patients coming in for the afternoon list.

Referral Criteria/ Admission methods

Patients are admitted via booked admission.

Visiting Times

Parents are able to stay with their child throughout the admission although siblings are discouraged.

Teaching Opportunities

Variety of clinical skills

Theatre visits to observe a surgical procedure

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 Patients

Other information that will be given on Day 1 of placement

Rota

Mentor

Suggested pre placement reading

Learning Resources:

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

Hospital Library is on site.