


ASHFORD HOSPITAL OUTPATIENTS DEPARTMENT

Trust	Ashford and St. Peter's Hospitals  NHS Foundation Trust												
Address	Ashford Hospital Outpatients Department Ashford Hospital London Road Ashford Middlesex												
Postcode	TW15 3AA												
Telephone Number	01784 884584												
Type of Placement	OUTPATIENTS DEPARTMENT												
Profile of Area	Patients visiting as an OUTPATIENT – to all specialities – for initial consultation – through to diagnosis and follow up care.												
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>08:30 -18:00</td><td>30 minutes</td></tr><tr><td>LATE</td><td></td><td></td></tr><tr><td>NIGHT</td><td></td><td></td></tr></tbody></table>	Time		Breaks	EARLY	08:30 -18:00	30 minutes	LATE			NIGHT		
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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												

ASHFORD HOSPITAL OUTPATIENTS DEPARTMENT

Welcome to your placement at OUTPATIENTS IN ASHFORD HOSPITAL. 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 Ashford outpatients department. 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 – to provide an individualised and holistic patient experience

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 in the outpatients department. You may meet doctors, specialist nurses, Physiotherapists, Occupational Therapists, Pharmacists, and Dieticians.

Staff Development

Link Nurses

Outpatients support the link nurse roles 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 in outpatients

Wound Care

Minimal Handling

Mentoring

Professional Development

Nursing staff in outpatients are able to undertake professional development in areas such as mentoring, leg ulcer bandaging, personal and professional development, and leadership skills.

Daily Routine

Clinic nurses arrive at 08:30am and start to set up their clinics to start at 09:00 am – most clinics run until 12.30- 13:00 – the clinic areas are then tidied and set up for afternoon clinics which commence from 13:30 – lunch is taken in between clinics- the working day finishes at 18:00.

Teaching Opportunities

Variety of clinical skills

Consultant clinics

Specialist nurse clinics

Minor operations – dermatology and maxillo-facial
Pre assessment clinics
Infusion suite

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

Learning Resources:

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