**STUDENT WELCOME PACK**

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Occupational Health at Salford Royal NHS Trust.

**Who are we?**

The Health and wellbeing department is complex and intriguing and covers an area of nursing which previously has not been experienced within the normal nursing training programme.

Although the department deals with the health and wellbeing of its staff, a lot of knowledge can be taken away and applied to the “normal” areas of nursing.

By working in Occupational Health the student will understand how we are able to provide support for staff who are employed within the trust; this can take the form of emotional, mental and psychological support and physical support with services. We offer services such as skin surveillance and physiotherapy as well as support with the management of different health conditions.

The student will gain further insight into how the condition that has brought the patient into hospital may affect their daily life, and how that condition may affect their future employment and return to work.

The area of Health and Wellbeing is diverse and challenging and is truly multidisciplinary.

**Our team** **includes the following;**

The Head of Health and Wellbeing Services

Occupational Health Physician

Occupational Health Advisors

Occupational Health Nurse

Occupational Health Technician

Mental Health Advisor

Counsellors

Physiotherapists

All of the above are fully supported by an excellent administrative team. We also provide a service to external companies who have differing needs.

The diverse areas within the department offer a variety of learning opportunities and varying types of learning: observation, on-line training,

participation, self-directed study, reflections, simulations which may need to be used as your learning is assessed to fit your learning needs.

We as an Occupational Health team have all had different experiences working in different health care settings, and our joint wealth of experience of working within healthcare brings a wealth of knowledge to Occupational Health.

Students encourage staff to maintain their own level of expertise and remain current with the ever changing developments.

The opportunity to showcase Health and Wellbeing is extremely important to us all as a team, as this enables the department to clarify the aims and undertakings of Health and Wellbeing in our teaching to students, thus helping dispel the often negative view of the department. We have worked hard to make your time spent in Occupational Health a positive experience and we hope that you enjoy it. We welcome all feedback and would be grateful if you could leave a letter for future students, so that they will be able to understand the positives and negatives that you encountered on your journey.

As a team, we feel it is important to offer as wide a variety within the placement as possible in order for the student to achieve their learning outcomes.

We encourage a planned placement with ongoing support throughout to ensure that the learning objectives are being met at all times. The differing abilities of student’s needs also need to be acknowledged and the relevant support offered.

We feel that it is essential that time is factored into any placement to frequently visit and revisit goals thus ensuring the deadlines for completion of student paperwork is met. With this in mind, a good relationship with the student is essential, as is ensuring that the mentor and the whole team are accessible and approachable at all times during the placement.

We hope that during your time in Occupational Health you feel relaxed, supported, motivated, interested, able and willing to learn, and we ask that you remain professional.

**Before your placement starts**

As Health and Wellbeing deal with staff health, it is necessary for us to have extremely strict confidentiality policies. All students, before starting placement, are kindly asked to read a copy of our confidentiality agreement. You will find a copy of this agreement included in this pack. If you have any questions about this, please feel free to speak to your assigned mentor during your initial meeting. You will be asked to sign the agreement on your first day of placement.

Please do not hesitate to contact the department via telephone or email prior to your placement commencing with any questions you may have. At the beginning of the placement we will ask you to complete an on line immunisation programme, which will give you the knowledge base that you require to administer immunisations to staff.

We will provide you with your off duty and details of your named mentor before your placement starts.

**Assessment**

You will be assigned a mentor prior to starting your placement who will complete your documentation, however please be aware that we use a group approach to mentoring. Feedback will be requested from all members of the team with whom you have worked in order to gain a good and reliable impression of your progress during your placement.

We will ask you to prepare a short presentation to be given at the end of your placement. We would like you to summarise what you have gained from your time with us as well as feeding back to us the positive and any negative aspects of your time with us. This will help us to monitor our progress as a student hub, and identify any necessary changes which may be needed for us to support future students more effectively.

You will also be asked to complete a written feedback form at the end of your placement, in order to help us improve our mentoring techniques.

Please note the student noticeboard is situated outside the kitchen area. On the board you will find information that will enrich your placement in Occupational Health.

Introduction to department

**Staff within Health and Wellbeing department and contact details**

Address: Health and Wellbeing

 3rd Floor Ladywell Building

Purple Area

Hope Hospital

Stott Lane

Salford

M6 8HD

Email: occhealth@srft.nhs.uk

If using an outside telephone line place 20 in front of the internal telephone number for e.g. (20) 60140.

In case of sickness, lateness or annual leave, please contact 0161 206 5768. Please do not just leave a message and remember to also let your personal tutor know at university.

Maxine Pamphlett: Head of Occupational Health 68027

Elaine Hobson: Senior Occupational Health Advisor 60144

Heidi McDonnell: Specialist Mental Health Advisor 60094

Rebecca Newton: Occupational Health Advisor 60936

Helen Brookfield: Occupational Health Advisor 61667

Claudette Lovell: Occupational Health Nurse 60140

Anne O’Regan: Health and Wellbeing Technician 60153

Rivka Meyer: Health and Wellbeing Secretary 60582

Occupational Health reception 65768

Occupational Health fax no 65767

Hours of business: Monday to Friday 7am till 4pm

Main Switchboard :- Dial 0 from any internal telephone

**Trust Emergency Number: 2222**

**SPOKE PLACEMENT OPPORTUNITIES**

**Within each area we will ask you to bring back some feedback , it may be a reflection or specific work that we have set, but we hope that you can identify how all of the spoke placements link into Occupational health.**

***Health and Safety***

***Infection Control***

***Kath Briody (Back Care Advisor)***

***Human Resources***

***Smoking Cessation Team***

***Weight Management Team***

***Bereavement Team***

***Pain Team***

***Rheumatology***

***Dermatology***

**Additional learning opportunities are also available within the department and include:-**

**Working with the Physiotherapists**

**Sickness Absence Management**

**Participation in the Health Surveillance programme.**

**Inter professional learning (IPL)**

**Feedback.**

**How much have you learnt? Try this small quiz to assess your learning at the end of your placement**

1. **What is the role of the Health and Wellbeing Department within the trust?**
2. **What is the purpose of pre-employment screening?**
3. **What is the purpose of health surveillance?**
4. **Why is the completion of a consent form important within the Health and Wellbeing department?**
5. **Explain what is meant by the term ‘multi-disciplinary working’?**
6. **What are the benefits of multi-disciplinary working?**
7. **What number do you call internally if there is a ‘crash’ call?**
8. **Explain what is meant by the term ANTT?**
9. **What is the rationale behind vaccination programmes?**
10. **Define ‘herd’ immunity?**