**Welcome to Bolton**

**Neonatal Intensive Care and Special Care baby unit**



**Welcome to Bolton Neonatal Unit**

We would like to welcome you to NICU/SCBU. We hope you enjoy placement.

We are an intensive and special care cot unit providing medical care to premature and sick neonates. We are also a regional referral centre for the North West for extreme premature babies and neonates requiring cooling therapy and nitric therapy. We strive to encourage family centred care in our approach. We aim to support your own learning and development needs regular meetings of progress and on-going feedback.

**Student induction**

If you have not had a placement at Bolton before please let us know as soon as possible as you will need to attend Trust induction for your mandatory training requirements.

All students will be given an orientation to the unit on their 1st day and will be introduced to key people in the Team.

**General information**

**Shift times:**

7.30- 2000 – Day shift

1930 - 0800 – night shift

½ hour break for lunch and tea

Students are expected to work 37.5 hours a week (apart from midwifery students who will have 30 hour week and 7.5 hours study time) working a mixture of days, nights and weekends following their supervisor/assessor as much as possible. Students are not required to work bank holidays. If there is a problem with your off duty please either speak to your supervisor/assessor or liaise with Education team who will inform the PEL for Neonates, Emma Hamer.

**Supervisor/Assessor:-**

You will be allocated 2 supervisors and 1 assessor upon commencement of your placement. However we do operate a team mentoring approach in that if your supervisor/assessor swaps a shift or is off sick, another supervisor will be sought for you who will then feed back to your main supervisor/assessor.

You will be working predominantly with your allocated supervisors and occasionally with your assessor. If there are any issues with this please speak to a member of the education team in the first instance or Emma Hamer PEL for this placement who will investigate for you.

**Midwifery students: -** As your placements are often split, we will endeavour to give you the same supervisor/assessor but there may be times when this is not possible for a variety of reasons.

**Security:**

Please adhere to trust policy by wearing your ID badge at all times.

**Car parking**

Students coming here on placement should already be aware of the new parking system and have registered online before they start the placement here. (Please park in staff car parks at all times).

In the event that you have not registered prior to starting placement on your first day of placement please ask your mentor to email ifmcarparkingservices@ifmbolton.co.uk with your details including your vehicle registration and they will add a pass for 7 days to the system which will allow you time to register on line.

To register on line please use the link below to apply for a parking permit.

[https://www.cpppermitsystem.co.uk/boltonnhsfoundationtrust/login.php](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cpppermitsystem.co.uk%2Fboltonnhsfoundationtrust%2Flogin.php&data=01%7C01%7CLinda.Oliver%40gmmh.nhs.uk%7C783a414d0cea477a44dc08d8353a8888%7C0a8053324f1b4f7e9fc9d4b8f03d6174%7C0&sdata=IYZzzmqoZlB6pbhVgtdY%2FyFHFRIqcd6udltK8gdYl%2FA%3D&reserved=0)

You will need to select the “General Staff” permit category. Then add “Student” in the payroll section. Parking will be free for students throughout their placement here.

Please use the below email address for any other enquiries:

**ifmcarparkingservices@ifmbolton.co.uk**

**Health and Safety:**

Due to current events regarding Covid-19, it is necessary for all students to wear appropriate PPE whilst on the unit. Staff rooms and changing rooms have a set amount of allocated people allowed in at any one time which is stated on the doors. The PEF team is able to provide fit testing for students, if unable to arrange then liaise with PEL Emma Hamer for fit testing on the unit.

It is the responsibility of all staff to read and adhere to trust health and safety policies regarding moving and handling, Fire, Uniform and Infection control. This will be covered on your induction. Please let us know if there is a health issue we may need to be aware of such as back injury, epilepsy or pregnancy so that the necessary risk assessments and adjustments can be put into place for you.

**Uniform:**

It is unit policy, for infection control purposes that you must travel in your own clothes and get changed into uniform on the unit. Due to Covid-19, students also must change back into their own clothes at the end of each shift and dirty uniform to put into a sealed linen/plastic bag.

Please note black full shoes must be worn, Crocs are against trust policy.

It is trust and unit policy that only a single plain wedding band can be worn to confirm to infection control policy. Hair must be tied back and off your collar.

**Sickness and absence:**

If you are ill and unable to attend placement, it is important that you telephone the unit to inform the team of your absence. You should also telephone the university to inform them too. Unreported sickness is marked as absence.

**Accountability:**

As a pre-registration student you are never professionally accountable in the way in which you will be after you qualify and register with the NMC. It is the registered practitioner of whom you are working with that is responsible for your actions or omissions. This is why you must always work under the direct supervision of a registered practitioner.

**Assessment documentation:**

Students should ensure they meet with their supervisor/assessor as soon as possible so that the initial meeting can take place and future dates for mid-point and final can be allocated on your off duty. Please ensure your paperwork is available at all times.

**Medical Devices:**

Please ensure you have received correct training before use of any equipment. Please speak to shift co-ordinator or education team if you require further training. You should not use any equipment without supervision

**Emergency Procedure:**

If you are asked to summon help in an emergency, pull the red emergency call button and /or phone **2222**

**State you require NEONATAL CRASH TEAM and give your location e.g.**

**“Neonatal emergency requiring crash team in BAY 2”**

You may also be asked to fast bleep a consultant. Again this is **2222** asking for **NEONATAL CONSULTANT** e.g.

“**Neonatal emergency – Please can Neonatal Consultant on call attend BAY 2”**

**What you can expect from us:**

* You will receive an induction into your work area to ensure you are familiar with the environment and are able to practice safely
* You will discuss your learning needs and outcomes at the beginning of the placement
* During your placement you will be allocated 2 supervisors and 1 assessor to work alongside
* Your supervisor/assessor will assess your performance against course learning outcomes and provide feedback to help you develop your skills
* You will be supernumerary and be supervised throughout your placement
* You will be actively encouraged to be a member of our team and can expect full support from all members of our multidisciplinary team
* We will listen to feedback and respond to any issues raised sensitively and confidentially

**What we can expect from you:**

* We expect you to ensure your supervisor/assessor is aware of your learning outcomes, your personal development plan and any specific learning requirements.
* We expect you to arrive on time for shifts and/or any other activities organised by your supervisor/assessor
* We expect you to act in a professional manor at all time
* We expect you to dress in accordance with University uniform policy
* You must inform both the unit and the university if you are unwell and cannot attend your shift. This will be covered in your induction
* We would like you to raise any concerns or issues with your mentor in the 1st instance, and either the PEL or Matron, of which contact details are within this booklet. If you feel this is not possible please contact your link lecturer or personal tutor

***Philosophy for the Neonatal Unit***

The Neonatal Unit provides low birth weight and sick newborn babies with the specialised care appropriate to their needs and gives support to their families.

We recognise that each baby is an individual who has a right to be treated with empathy and dignity in all circumstances.

We believe that the care we provide for the babies and their families should be founded on research.

We believe communication of information is a vital element to enable parents to participate fully in discussions regarding care if their baby and in making informed choices.

We believe partnership in care is important and we encourage parents to participate in the care of their baby both physically and emotionally.

We recognise that learning is improved in an environment which is supportive to students and where there is a commitment to sharing knowledge.

We acknowledge that many people have a role in the work of the Neonatal Unit and value their individual skills and contributions.

We recognise the importance for individuals to be able to further their personal and professional development.

**Useful things to know...**

Care plans

We use numbers in our nursing evaluations which represent our care plans.

For example: Number 1 represents maintaining a safe environment e.g. ensuring emergency equipment is checked and working, ID bands are in situ, alarm limit parameters are appropriate.

It would be useful to familiarise yourself with these care plans as soon as possible as we use them in every nursing entry we record. Our nursing care plan folders can be found within each area.

IV Fluids

|  |  |
| --- | --- |
| **Day 1**  | 60ml/kg/day |
| **Day 2** | 90ml/kg/day |
| **Day 3** | 120ml/kg/day |
| **Day 4** | 150ml/kg/day |

Babies usually commence on IV when they are admitted onto the neonatal unit. The chart above demonstrates how fluids are usually calculated for babies, depending on how many days old they are. Although this can vary depending on if the baby has issues with their blood sugars or weight gain for example, in which case fluid volumes will be altered to suit each baby’s needs.

Unit Policy Alarm Limits

|  |  |
| --- | --- |
| **Oxygen Saturations** |  Baby less than 32 weeks gestation 90%-95% Baby more than 32 weeks gestation 92%-98% Baby more than 37 weeks gestation 94%-98% |
| **Heart Rate** |  100-200 beats per minute |
| **Respiratory Rate** |  20-80 breaths per minute |
| **Blood Glucose** |  2.6mmol/L – 12mmol/L (Guide only) |

Temperature Control

We aim to maintain our baby’s temperature between 36.8$°$c – 37.2$°$c.

Incubators need to be set to 29$°$c at a minimum before they can be moved into a cot and baby’s need to weigh >1.6kg. Once in a cot an axilla temperature should be taken 3-6 hours.

Feeding

We encourage mothers to start expressing as soon as possible, preferably within 6 hours of birth. This is extremely important for our premature babies. We advise mothers to express 8-10 times daily including at least once in the night. When mothers struggle to lactate, the use of donor EBM can be used, however the baby needs to meet the criteria for it.

For mothers who wish to bottle feed, we can provide SMA on the unit. If parents would like to use a different brand of milk then they need to supply it themselves. We also have a supple of Nutriprem for parents who require halal milk.

**Useful information:-**

There is a student folder of resources available in the education office covering a range of neonatal conditions and aspects of care. Please ask your supervisor/assessor to photocopy any of the resources you would like from this folder. These are not compulsory but may assist your learning. There are also theory books available in the education office.

**Useful Resources**

Bliss Website

Unicef Website- Breastfeeding

[Neonatal Intensive Care Nursing](http://www.amazon.co.uk/Neonatal-Intensive-Nursing-Glenys-Boxwell/dp/0415203392/ref%3Dsr_1_4?ie=UTF8&qid=1308329566&sr=8-4) by Glenys Boxwell

[Nursing the Neonate](http://www.amazon.co.uk/Nursing-Neonate-Maggie-Meeks/dp/1405149744/ref%3Dsr_1_1?ie=UTF8&qid=1308329566&sr=8-1) by Maggie Meeks, Maggie Hallsworth and Helen Yeo

[Neonatology at a Glance](http://www.amazon.co.uk/Neonatology-at-Glance-Tom-Lissauer/dp/0632055979/ref%3Dsr_1_13?ie=UTF8&qid=1308329566&sr=8-13) by Tom Lissauer and Avroy A. Fanaroff

**Useful contacts**

Unit number:- 01204 390748

Education office: ext. 4276

M4/M5 – postnatal wards ext. 4626

PEF Team: Ext: 5984

PEL- Emma Hamer – ext. 4276 – emma.hamer@boltnft.nhs.uk

M4/M5 – postnatal wards ext. 4626

Link lecturer:- Rob Kennedy – 0161 295 2717 – R.Kennedy@salford.ac.uk

Kisma Anderson Kisma.anderson@boltonft.nhs.uk