**F3 Ward Student Welcome Pack**

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 **Revised January 2018**

 **Introduction**

**Welcome to F3/ Surgical Assessment Unit. We hope you enjoy your time with us. We operate a ‘student circuit’. Our aim is to provide an insight into the services we provide.**

**Hubs and Spokes**

**We aim to provide exposure in all areas bearing relativity to this placement.**

**Spoke placements are available THAT ARE RELEVANT TO PRACTICE.**

**Please find a list of placements, either on our student notice board, or in the student information folder.**

**May I take this opportunity to offer you a warm welcome.**

**During this placement, you will be allocated a Mentor and a Registrant.**

**You will work a minimum of 40% of time, predominantly with your Mentor. The remaining time will be spent with your Registrant and other members of F3 staff of all denominations.**

**Whilst on placement here, you will be exposed to a variety of patients from the age of 16 to unlimited.**

**You will meet people who have different backgrounds; socially, culturally and spiritually. This is a fantastic opportunity to learn from these people. They will educate you and enable you to be able to meet their individual needs.**

**You will primarily be exposed to patients who have been admitted to hospital via A&E, GP referral, Ambulatory Care Unit, (ACU) and from our Surgical Acute Referral Clinic, (SARC).**

**We hope your time with us will be enjoyable and productive in your progression of knowledge and skills.**

**Don’t be afraid to ask questions, get involved and experience excellent team-working. 2**

**We are here to guide you through your nurse training-practically, emotionally and spiritually.**

**I have done surgical questions to help you with acute conditions come through f3/SAU**

**Pain team have also developed pain information booklet for you to complete they will send you certificate when it is completed**

**All the Best.**

**Amanda jones (****Amanda.jones2@boltonft.nhs.uk** **) contact me any time**

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 **Ward Information**

**F3 is a 25 bedded mixed-sex unit. This consists of 3 bays and 4 sidewards. We have a variety of patients requiring emergency surgical admission and interventions. Where there are shortages of medical beds, we also care for patients that require medical intervention. These patients are termed as ‘medical outliers’.**

**We also have a GP assessment room. This allows an area where the Drs can carry out initial assessments, and where the nursing staff can carry out their nursing assessment.**

**We work in teams of 3:**

**Team 1 consists of bay 1 and sidewards 1 and 2.**

**Team 2 consists of bay 2 and sideward 3.**

**Team 3 consists of bay 3 and sideward 4.**

**Using the Roper, Logan and Tierney model of nursing, we assess previous and present independence/dependence.**

**Using risk assessments from the information gained from an individual patient, we are able to formulate plans of care for intervention and evaluation.**

**We have a variety of charts to monitor and evaluate patient’s conditions and progress. IT IS PARAMOUNT THAT THESE CHARTS ARE MAINTAINED.**

**SOME OF THESE ARE:**

**Fluid balance charts**

**Food charts**

**Stool charts.**

**Skin bundle**

**Comfort Diary**

**Observations are recorded on hi pads (training is available )**

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 **Orientation/Housekeeping**

**On your first day, you will receive a local induction and general orientation. This will include:**

**Induction on PAR**

**Geographical Layout**

**Fire exits/alarms/break-glass points and fire-fighting equipment**

**Resuscitation trolley and procedure.**

**Staff Facillities.**

**Familiarise yourself with:**

**Off-duty file ( you will be allocated in bay with your mentor if your not with your mentor I will allocate you with another staff member )**

**Pod system ward and department team members**

**Policies and procedures files, which are around the ward and accessible via the intranet.**

**Off-Duty**

**Off-duty is composed by the PEL. You will be on eroster system. The aim is to enable the Student to spend as much time as possible with their Mentor/Registrant. The Universities stipulates that Students work a minimum of 2 weekends out of 4. Should you have specific off-duty requests, the PEL will endeavour to meet these. Please be mindful, there are other Students within this placement. THE MAXIMUM NUMBER OF STUDENTS ON ANY ONE SHIFT IS 3. The maximum number of Students on any one night-duty is 1. This is to ensure the Student’s learning needs and time for documentation/meeting points are met. If you need to swap a duty due to last minute circumstances, please speak to the PEL.**

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**Sickness/ Absence**

**Sickness/Absence must be reported to the Senior Nurse for that shift on that day. We need to know the reason for absence, length of absence and when you intend to return. You must also contact the University on the same day. The contact numbers for ward F3 are:**

**01204390328**

**01204390404**

**Shift Patterns**

**Early Shift: 07.30 – 15-30, (30 minute break included).**

**Late shift: 12.00 - 20.00, (30 minute break included).**

**Long Day: 07.30 - 20.00, (2x30 minutes breaks included).**

**Night Duty: 19.30 – 08.00, (60 minute break included).**

**\*At the Ward Manager’s discression, long days are for Students from year 2 upwards.\***

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