



Salford Care Organisation
Northern Care Alliance NHS Group



THEATRES PLACEMENT

Nursing & ODP Learners

Theatres – Welcome Pack

February 2022 Edition

WELCOME

The staff in theatres would like to extend our welcome to you. We will work hard to ensure your time with us will be both pleasant and instructive. Staff will aid you in developing a sound knowledge base and practical skills that you can apply throughout your nursing career.

The intention of the welcome pack is to help guide you through your placement with us.

There are many opportunities within the department which will be beneficial for your future career. The theatre area is highly specialised and split in to 3 distinct areas:

- ▶ Anaesthetics
- ▶ Scrub
- ▶ Recovery

Your placement will be divided into each area.

THEATRES

The theatre department is split over 2 floors (level 1 and level 3), and you will be expected to work on both levels. You will have been assigned an assessor and a supervisor, and they will be responsible for completing your documentation. As you rotate around the department you will be allocated a named staff member to work with within each speciality.

Our department consists of many different specialities offering a wide range of surgeries.

Neuro speciality includes cranial, spine , ear nose & throat and maxillofacial procedures.

General speciality covers a vast range of procedures including upper GI, colorectal, urology, gynae, dental, renal and general. And orthopaedics includes elective cases such as knee replacements but mainly consists of trauma and plastics.

SHIFT PATTERN

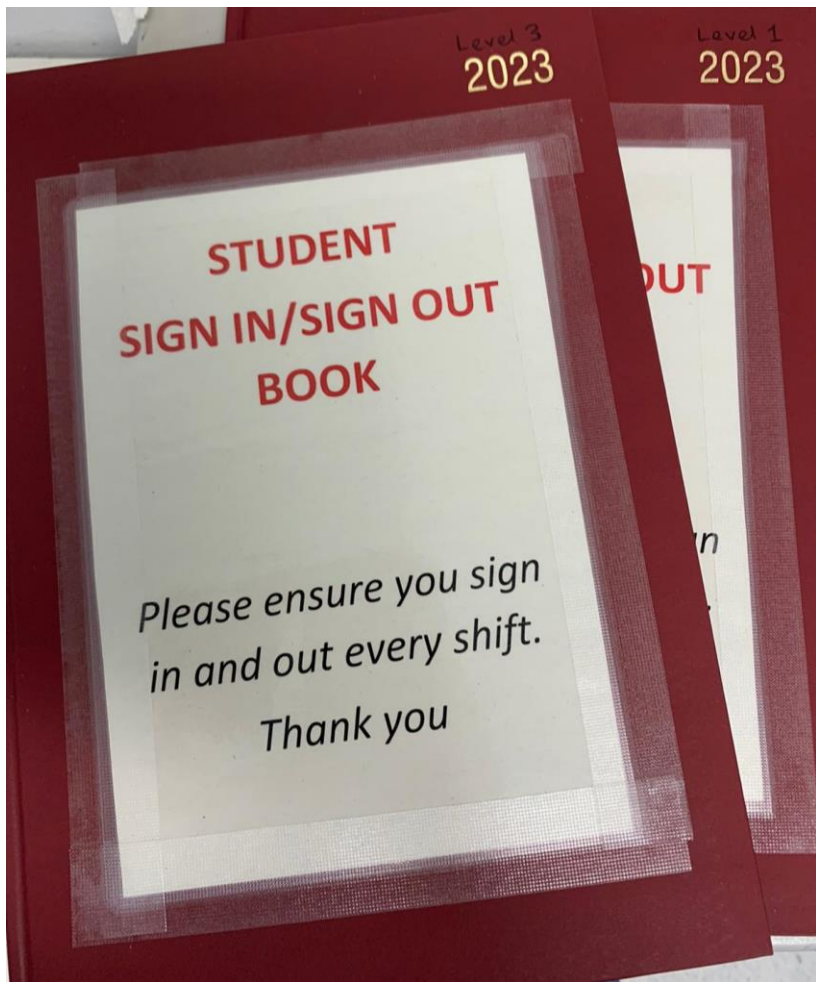
Learners should make every effort to follow the shift pattern of their named assessor/supervisor at all times. This means working a combination of 3 and 4 day weeks, that may also involve some weekend work.

The working shift pattern differs with each speciality as follows:

- ▶ Anaesthetics: 7.30-20.00
- ▶ Scrub: 7.30-20.00
- ▶ Recovery: Different shift times – 7.30-20.00, 8.30-21.00 and 9.30-22.00

Over a 12 hour shift you are entitled to two 30 minute breaks.

If learners experience any difficulties with the shift patterns due to disability or childcare arrangements, please discuss with one of the PELs or your assessor as soon as possible. All reasonable requests will be considered.



STUDENT SIGN IN/SIGN OUT BOOK

At the start of each shift (whether working in recovery or in another area) please sign your name in the diary on the relevant day.

There is a diary in each level of recovery.

A recovery nurse will then sign against your name at the end of your shift to acknowledge that you have left the department.

This is for health and safety reasons in case of a fire or major incident.

SICKNESS AND ABSENCE REPORTING

You should only attend placement if you are feeling fit and well. If you are unwell, or if there is another reason why you cannot attend placement, please **CALL** placement to notify us as soon as possible. Emails will not be acknowledged as this is not correct sickness/absence reporting.

- ▶ Please call Theatre Co-ordinator: 0161 206 8042 or 0161 206 8349
- ▶ And state YOUR NAME, your ASSESSOR/MENTOR NAME, your SHIFT TIME and REASON FOR ABSENCE.

If you can't get through on the above phone numbers, you may call Recovery and speak to the nurse in charge on 0161 206 5079.

You are also expected to notify your university of your absence.

When you are well enough/able to return to work you need to call again to notify placement what day you will return so that we are expecting you.

Practice Education Lead:

Jenny Smith
Staff Nurse
Recovery
0161 206 3218
jenny.smith3@nca.nhs.uk

**Practice Education Lead &
Clinical Skills Facilitator:**

Claire Marshall
Sister
Anaesthetic Support Team
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claire.marshall@nca.nhs.uk

Practice Education Lead:

Jennifer Appleton
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**Practice Education
Facilitator:**

Andrea Surtees
Practice Education Facilitator -
Synergy Lead for Salford Care
Organisation
Division of Surgery & Theatres

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Andrea.surtees@nca.nhs.uk

Clinical Skill Facilitator:

Tom Welsby
SODP
Anaesthetic support
Team
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Thomas.Welsby@nca.nhs.uk

**PEL AND PEF
CONTACT
DETAILS**

Practice Education Lead:

Emma Scott
Sister
Neuro Scrub
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Emma.Scott@nca.nhs.uk

Practice Education Lead:

Olivia Ragasa
Staff Nurse
Recovery
0161 206 5079
Olivia.Ragasa@nca.nhs.uk

Practice Education Lead:

Nuria CotareloMiron
Staff Nurse
Orthopedic Scrub Team
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Nuria.cotareloMiron@nca.nhs.uk

Practice Education Lead:

Jonathan Stockton
Staff Nurse
Recovery
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Jonathan.Stockton@nca.nhs.uk

RAISING CONCERNS

If you have any problems whilst on placement or wish to raise a concern please discuss with your assessor, supervisor, PEL, or PEF (please see contact details on previous slide) and we will try to resolve the issue together.

If you do not feel comfortable to do this, please speak to your personal tutor or academic assessor.

There is also a flowsheet regarding raising concerns on the student notice board. Please ask your assessor, supervisor or PEL where this is located.

You are also welcome to speak to one of the managers within the theatre department to raise concerns (please see management contact details on next slide).

THEATRE MANAGEMENT CONTACT DETAILS

John Fairhurst
Assistant Director of Clinical Services -
Peri-Operative Care
John.Fairhurst@nca.nhs.uk
0161 2060815

Meryl Matthews
Lead Nurse - Peri-Operative Care
Meryl.Matthews@nca.nhs.uk
0161 2061615

Claire Goulbourne
Team Manager - Neuro Scrub & Support
Emma.Goulbourne@nca.nhs.uk
0161 2061948

Cora Matthews
Team Manager - Orthopaedic/Trauma Scrub &
Support
Cora.Matthews@nca.nhs.uk
0161 2065820

Cigy Joseph
Team Manager - General Scrub & Support
Rachel.Mellor@nca.nhs.uk
0161 2065377

Jack Fraser
Team Manager - Anaesthetics
Jack.Fraser@nca.nhs.uk
0161 2069881

Chris Hamilton-Dardis
Team Manager - Recovery
Chris.Hamilton-dardis@nca.nhs.uk
0161 2069881

Jennifer Klunder-Rosser
Team Manager - Practice Education
Jennifer.Klunderrosser2@nca.nhs.uk
0161 2063243

UNIFORM & HOUSEKEEPING

- ▶ Whilst working in Theatres, you are required to change into scrubs. Blue scrubs are located inside the changing rooms on level 1 and level 3. You must get changed into scrubs at the start of your shift and change out of them before you leave the hospital. Please place them in the white linen bags provided in the changerooms.
- ▶ Everyone must wear non-conductive washable footwear that is designated for use in theatres. The shoe must completely enclose the front of the foot. The shoes may not be worn outside of the hospital. Learners may make use of the communal shoes/clogs in the changerooms and borrow a pair when working in Anaesthetics or Scrub. If you leave the hospital at any time during your shift, you will need to change out of scrubs and theatre footwear.
- ▶ Learners must always have their university identification badge visible, whether in student uniform, or in hospital scrubs. Lanyards are not to be used. If you require a ID badge holder please ask to see the theatre housekeeper.

UNIFORM & HOUSEKEEPING

- ▶ Whilst on placement, long hair must be tied back. Earrings are not encouraged; however plain sleepers or studs may be worn. Necklaces are not to be worn. Necklaces with spiritual significance may be worn underneath your uniform or scrub top and shouldn't be visible.
- ▶ We operate a bare below the elbow policy in theatres which means all jewellery, watches and nail varnish must be removed. A plain gold wedding band is allowed.
- ▶ Theatres can become quite cold at times. You may wear a plain black vest or t-shirt (short sleeved) under your uniform or scrub top. Long-sleeved tops are not permitted.
- ▶ **MOBILE PHONES MUST NOT BE TAKEN INTO OR USED IN CLINICAL AREAS AT ANY TIME.**
Special permission may be granted by the shift co-ordinator if there is a genuine need to carry your personal mobile phone.

UNIFORM & HOUSEKEEPING

Theatre Hats

We have a colour coding system in theatres as follows:

- ▶ **PINK HATS: Visitors, Learners, Non-NCA staff**
- ▶ **BLUE HATS: All NCA Staff**
- ▶ **GREEN HATS: Team Leader of the theatre. Please speak to this member of staff if you have and questions or issues**

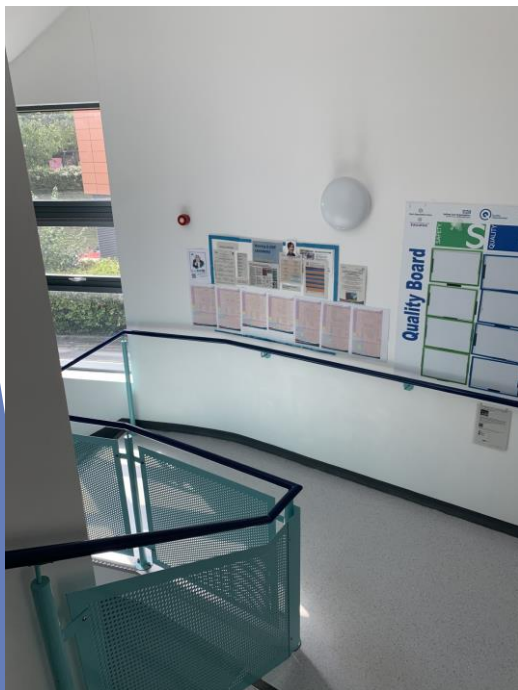
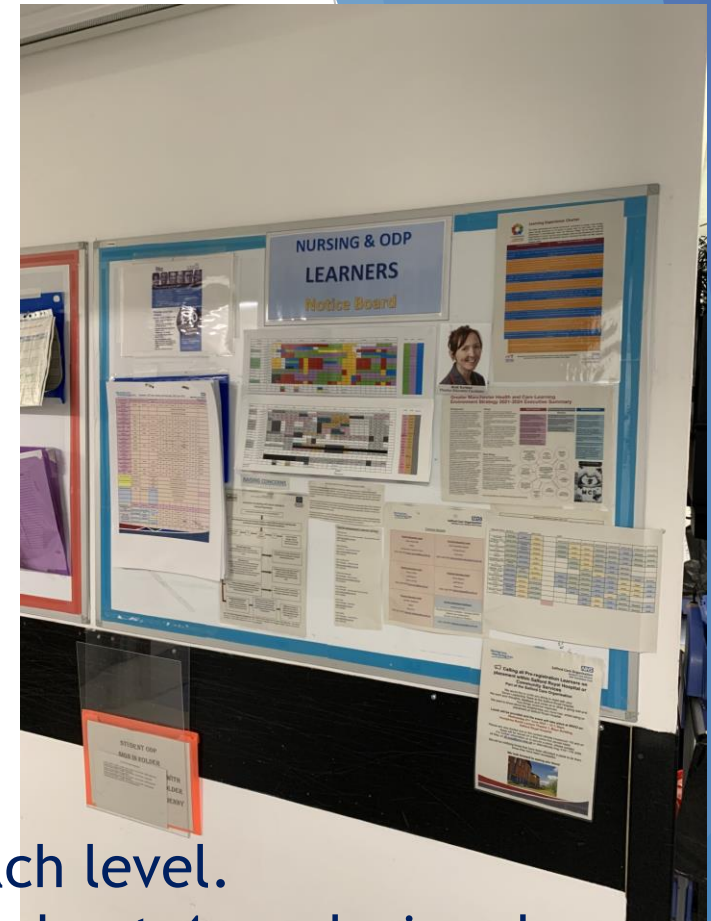
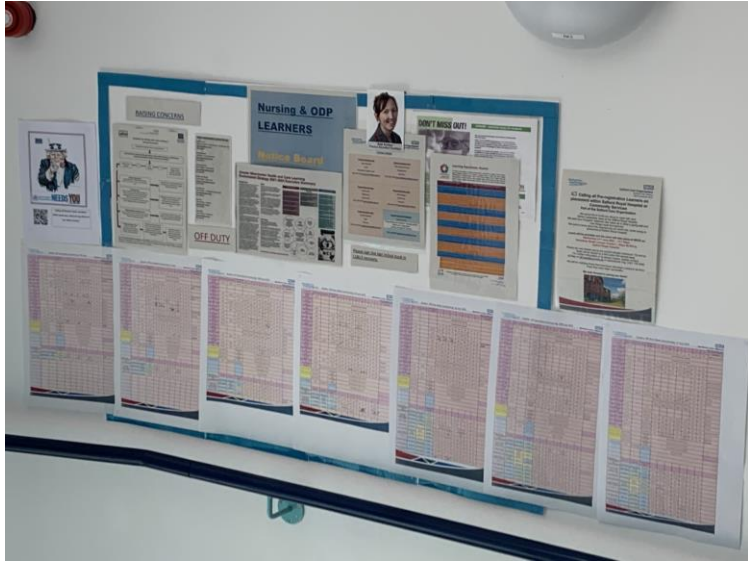
If you leave the department at any time you must remove your theatre hat. This is for infection control reasons.

UNIFORM & HOUSEKEEPING

Break rooms

- ▶ Both levels of theatres have a main coffee room with a kitchen which provides tea and coffee making facilities, microwaves and toasters with vending machines available with food and drink to purchase.
- ▶ Each kitchen also has a fridge for you to store your own food. Please remember to label all food stored in the fridges on both theatre levels, with your name and the current date.
- ▶ If you choose to leave either level of theatres for your breaks please inform your mentor as this is for health and safety reasons. We have 2 restaurants, a café, Marks and Spencer and WH Smith.
- ▶ If you smoke, you must change in to your own clothing and footwear – you must not smoke wearing scrubs or go outside in theatre footwear.
- ▶ There will be small lockers available in the Student Hub rooms to use for personal belongings. **Please bring a lock to use these lockers.**

STUDENT NOTICE BOARDS



- There are student notice boards on each level.
- They have your off-duty displayed for about 4 weeks in advance, as well as your assessor, supervisor, and what area you will be working in that week (this is also emailed to you before you start placement)
- On level 1, the board is located on the stairwell down to the coffee room (as shown in the pictures on the left)
- On level 3, the board is located opposite the staff kitchen (as shown in the picture on the right)

RESOURCE ROOM AND STUDENT HUB

The PEL team is currently in the process of creating 2 rooms for student use which will be a resource room/student hub.

One is a room on Level 3 corridor between theatres 2 and 3.

One is on level 1 in an office opposite theatres A and B.

These rooms will provide learners with:

- ▶ Computers for use on placement
- ▶ Extra reading resources and learning opportunities
- ▶ A monthly awareness topic
- ▶ Will showcase what clinical skills can be learnt within each specialty of scrub, anaesthetics and recovery and provide development and career opportunities in these

THEATRE ROLES

- ▶ **Day Surgery Unit/Surgical Admissions Lounge** - comprises of a group of nurses and support workers who prepare the patient for theatre. Patients are admitted to the hospital from home for their elective surgeries with admission times staggered throughout the day to ease pressures and for patient comfort. Pre-op checks are carried out and patients are prepped for surgery. If the patients are going home the same day, they will return here after their recovery period to be discharged.
- ▶ **Surgical team** - usually consists of a consultant surgeon and a surgical registrar/s. Depending on the complexity of a case this can change, for oesophagectomies or big spinal cases, two consultants sometimes work together due to the complexity of the case, to tackle fatigue and to ensure the best care for the patient.
- ▶ **Anaesthetic team** - Typically made up of a consultant anaesthetist, anaesthetic associate, anaesthetic trainee/registrar and ODP (Operating Department Practitioner). The ODPs also cover the angio suite which delivers 24-hour care to patients to treat strokes, blood clots and brain aneurysms. ODPs also work in the MR scan and assist with resus calls in A&E.
- ▶ **Scrub team** - The scrub team is typically made up of two scrub practitioners (can either be qualified nurse, ODP or nursing associate) and one support worker. There may be new staff, classed as supernumerary, who are training/learning.

THEATRE ROLES

- ▶ **Recovery/Post Anaesthetic Care Unit (PACU)** – the recovery department is staffed with nurses and porters working a wide range of different shift patterns. In recovery it is one to one nursing care for the patients post anaesthesia. Porters help to assist with personal cares of the patient and to assist with transporting patients to post-surgical wards.
- ▶ **Theatre Coordinator** – they manage the department for the day, one on each level. They are involved in ensuring that there are appropriate staffing levels throughout each theatre, help coordinate the running of emergency theatres, assist when any issues arise and escalate problems to clinical managers. They communicate with many staff members including anaesthetists, surgeons, scrub nurses and support workers. They also liaise with bed managers to ensure patients have beds post-operatively.

RECOVERY

- ▶ These 2 photos show the layout of recovery on both levels
- ▶ Each bay is for a single patient looked after by a nurse. The ratio is 1:1 care
- ▶ Each bay consists of:
 - ▶ A monitoring screen which displays the patient's observations and is programmed to take the patient's blood pressure regularly
 - ▶ A computer for the recovery nurse to document the patient's observations and any notes on the patient documenting system
 - ▶ A small trolley with an assortment of items that may be needed while the patient is waking up and recovering from anaesthesia

A wide-angle photograph of a hospital recovery room on Level 1. The room is brightly lit with overhead fluorescent lights. It features several patient bays, each equipped with a monitoring screen and a computer workstation. The floor is a light-colored tile with red and blue markings. The room is clean and organized.

LEVEL 1



ANAESTHETIC ROOM



- ▶ Anaesthetic machine on the right with anaesthetic gases, ventilation and patient monitoring
- ▶ Anaesthetic drugs and anaesthetic equipment such as cannulas and syringes are kept on the left
- ▶ Many different procedures happen in here including intubation, central and art lines, urinary catheters, spinal blocks, limb blocks and lumbar punctures

THEATRE

- ▶ Anaesthetic machine at the far end. The patient is disconnected from the machine in the anaesthetic room, moved in to the theatre and reconnected to the machine inside
- ▶ Operating table in the middle of the purple square – this indicates the clean air zone
- ▶ Scrubbing trolleys on the right with sterile instruments prepared for a case
- ▶ The scrub area consists of the scrub sink with sterile scrub solutions for the surgical scrub and sterile gowns and gloves used for surgical procedures



LEARNING OPPORTUNITIES

ANAESTHETICS	<ul style="list-style-type: none">• Collecting and 'signing in' patients• Observing and assisting in various types of anaesthesia (general, local, spinal, sedation)• Medicines management in peri-operative care• Airway management• Patient monitoring• Positioning patients for a wide range of surgery• Insertion and management of lines and devices (central line, arterial line, peripheral cannula, urinary catheter, endotracheal tube, nasogastric tube)
SCRUB	<ul style="list-style-type: none">• You will learn how to surgically scrub• Don a theatre gown and gloves aseptically• Observe a variety of surgical procedures• Learn different instruments• Assist in setting up the operating theatre before a case, and assist circulating staff during the case• Learn the importance of a safe and clean environment and how this is maintained in theatres• Learn how to maintain asepsis during surgery• The importance of consumable and instrumentation checks
RECOVERY	<ul style="list-style-type: none">• Airway management• ABCDE (assessment, management and care)• Pain management• Patient monitoring• Management of lines and devices• Medicines management• Communication (regular giving and receiving of systematic patient handovers)• Safe discharge and transfer of a post-operative patient

FEEDBACK

- ▶ You will receive regular, clear, specific feedback throughout your placement.
- ▶ You will receive feedback from your assessor, supervisors, or any other professional you are working with.
- ▶ Feedback given to you can take many forms including:
 - ▶ FORMAL feedback - at your initial, mid-point and final interviews.
 - ▶ INFORMAL feedback - ‘on-the-job’, conversational, ad hoc observations and comments.
 - ▶ MOTIVATIONAL feedback - to help you build confidence, celebrate your success, give you praise.
 - ▶ DEVELOPMENTAL feedback - to highlight performance or behaviours that require improvement/development
 - ▶ COACHING feedback - requires you to reflect, and give feedback to yourself, be accountable for your own learning.
- ▶ It is very important that you feel like you are receiving feedback throughout your placement. If you feel like you are not receiving feedback, please get in touch with the PEL team as soon as possible.

EXPECTATIONS OF LEARNERS

- ▶ Will be welcomed as part of the team
- ▶ Will have an appropriately timed orientation to the placement including layout, routine, staff, policies and procedures and receive this student handbook
- ▶ Will have a named assessor and supervisor and be introduced as soon as possible
- ▶ Will receive their off duty at least one week in advance
- ▶ Will receive continuous feedback on their progress and any problems/issues recognised by staff will be raised with the Learner
- ▶ Will not be regarded as 'an extra pair of hands' and their role as a learner will be respected
- ▶ Will have the opportunity to learn and participate in new skills whilst acknowledge any limitations in their knowledge or competence
- ▶ Will be aware of their role during emergency procedures (fire, crash call etc.)
- ▶ Wherever possible, initial, midpoint and final assessments will be carried out at the correct times

EXPECTATIONS OF STAFF

- ▶ Learners will arrive punctually on shift and inform the coordinator as soon as possible if they are ill or delayed
- ▶ Learners are expected to show initiative to learn and participate in care, whilst acknowledging any limitations in their knowledge and competence
- ▶ Learners are expected to develop competency in core clinical skills as identified by the University of Salford, School of Nursing.
- ▶ Should any personal or professional problem arise that will affect the placement, this must be raised as soon as possible with an appropriate member of staff so that the appropriate support can be given
- ▶ Learners must adhere to the uniform policies as set by your university and the trust
- ▶ Learners will, wherever possible, work the same shifts as their assessor. This may involve some weekend work
- ▶ Learners should bring relevant assessment documentation on a daily basis for use at appropriate times

PATIENT JOURNEY

Whilst on placement you will have the opportunity to follow the patient through their peri-operative journey. This includes:

- ▶ Surgical Admission/Collecting the patient from the ward
- ▶ Anaesthetic Room - observing the patient being anaesthetised
- ▶ Operating Theatre - observe the surgical procedure the patient is having
- ▶ Recovery - observe and assist with recovering the patient after anaesthesia
- ▶ Post Op Care - observe and assist with discharging the patient from recovery to day surgery or to a ward



SPOKE PLACEMENTS

There are a variety of spoke placements that you may be able to access whilst on placement in Theatres. Please discuss with your Assessor if you feel that a spoke placement will enhance your learning and this can be arranged for you.

The most common spoke placements from theatres include:

- ▶ Surgical Admissions Lounge level 1 or 3
- ▶ Day Surgery Unit
- ▶ Angiography Suite
- ▶ Pain Team

**WE LOOK FORWARD TO WELCOMING
YOU TO SALFORD ROYAL
PERI-OPERATIVE DEPARTMENT**