Student Induction Pack
Contents Page

Welcome............................................................................................................. 3
About Southern Health NHS Foundation Trust ........................................... 4
Our Services ....................................................................................................... 7
Pre Placement Checklist.................................................................................. 8
Your Responsibilities as a Student ............................................................... 9
Library information ........................................................................................ 11
Transport .......................................................................................................... 15
Student induction ............................................................................................ 16
Occupational Health Services ................................................................. 18
RiO.................................................................................................................... 20
Your notes ...................................................................................................... 21
Document Control ........................................................................................... 22
Welcome to Southern Health NHS Foundation Trust – Quality Care when and Where You Need It

Southern Health NHS Foundation Trust recognises the importance of the learning and development experience of all students placed within the organisation. As a student your placements will be across various Health and Social Care environments throughout Hampshire. We want you to enjoy your time here, and hope that you are able to learn in a positive, safe and supportive way, contributing measurably to patient experiences.

This handbook has been prepared to provide you with the important information you need to know within your first few days of working with us. Included in this booklet is general information about the Trust, as well as details about the procedures you will be expected to follow in your day-to-day clinical work.

I hope that you settle into your new role quickly and enjoy working here.

Welcome to the Trust.
About Southern Health NHS Foundation Trust (SHFT)

Our Trust provides community health services, specialist mental health and learning disability services for people across Hampshire and its surrounding area.

Visions and Values

What is Southern Health here to do?

Our overall aim and vision is to improve the health, wellbeing and independence of the patients we serve.

How are we going to achieve this?

It is clear that we need to undergo lots of change to transform the way that we provide health care for the better.

Our organisational strategy shows how we are going to bring about the change we need to within Southern Health.

This is split into three areas:

• Improving the experience patients and their families have of our services
  ▶ You will have a great experience whenever you come across Southern Health. You will receive excellent care, and a good service at all times
• Improving clinical outcomes for patients and their families
  ▶ We are looking at our targets all the time, making them better and making sure that we meet them, so we work with you to get the outcomes you need from your care
• Reducing the costs of our services, delivering more for less
  ▶ We know we need to save money, but there are lots of things we are doing
that we could do better that would give improved care, but also value for money.

Our Values

Our values give us an overall view of the things that our staff should live and breathe. They tell everyone how we are going to do the things we want to do, and how we plan to build a culture for Southern Health.

**Person and Patient Centred** – Everything we do is driven by what our patients and service users need. We will not stop trying to create and deliver excellent care.

**Valuing Achievement** – People enjoy their work and feel a buzz, especially when they achieve. Success is celebrated, and when we’ve done well we feel good about it. All staff will feel valued and are proud to work for Southern Health.

**Driving Innovation** – We use our imagination and open ourselves up to new ideas and concepts that will help us provide even better care. Solutions can be found quickly and without people getting bogged down.

**Delivering Value** - In the new economic landscape, we have to provide value for money from our services. We will release front line staff from unnecessary red tape and allow them to focus their energy on the things that matter. It is everyone’s responsibility for making sure that time and money are spent wisely.

**Forging Relationships** – The only way that we can create the very best care is by breaking down barriers and providing healthcare in partnership with other organisations. We are dedicated to making relationships work, and value everyone’s opinion and feedback.
Releasing Ambition – We insist on the highest standards for our patients and service users. OK is not good enough. We are constantly challenging what we do, and set ourselves ambitious, yet realistic goals. Problems are never ignored, and people are given clear boundaries and, inside of this, the space and freedom to do what they need to do.

How will these values be measured?

- In order for all of us to make these words a reality, we need to tie these to sets of behaviours. These behaviours will form a key part of the new appraisal process which is being put together at the moment. The beauty in this is that, not only will all staff know what our values are, but will be able to explain exactly the types of behaviours that will make sure that we are living these values every single day.
Our Services

Our services are at the heart of our Trust, providing our patients and service users with high quality treatment and care.

The Trust’s services are provided in partnership with non-NHS organisations. For example we work closely with local authorities to provide adult mental health and learning disability services. The Trust is a designated “Teaching Trust.” It has a partnership with the University of Southampton in conducting ground breaking research, and teaching the next generation of students.

The services we offer are split into five different groups, which are known as care directorates. Each care directorate deals with a different group of patients and service users.

Mental Health
We provide specialised mental health services for adults and older people, as well as forensic services.

Social Care services (TQtwentyone) provides personalised services to adults with learning disabilities and adults with past or present mental health needs.

Learning Disabilities
provides services for adults with learning disabilities, both in the community and in an inpatient setting.

Community health care services
Providing care and support to adults and children in the community and in local community hospitals.

Health and wellbeing
Quit4Life and sexual health services are provided as part of our health and wellbeing teams.

The underlined links can be seen in more detail on the website, www.southernhealth.nhs.uk
Pre-Placement Checklist

Contacting Your Placement

- It is best practice to contact your placement area at least 2 weeks prior to the start of the placement. An informal visit is encouraged wherever possible. This is so that arrangements can be made for both you and the placement area well in advance.
- Ensure you find out about the learning opportunities that are available to you whilst on the placement.
- Ensure that you know what you are expected to wear. It is essential that you wear your Identification at all times and adhere to the Trust’s uniform policy. [www.southernhealth.nhs.uk](http://www.southernhealth.nhs.uk)
- Find out the shift times.
- Find out about parking or transport links if you need to use public transport.
- Find out about meal provision, is there a canteen on site or will you need to bring your own food?
Your Responsibilities as a Student

Whilst on placement students have a responsibility to:

- Commit to learning and development and actively seek out learning opportunities. It is important to understand that students have a central role in maximising their learning experience during placement, taking responsibility in directing their own education through interaction with relevant staff and the creation of learning experiences.
- Familiarise themselves with handbooks related to their specific programme of study (these are correlated to practice placements and will include assessment of practice documentation).
- Recognise the purpose of the placement experience and ensure that they are clear about the expectations of the placement provider.
- Ensure that they have some theoretical knowledge relating to the placement. Contact the placement prior to starting.
- Highlight support needs or concerns to the mentor/supervisor/educator.
- Act professionally with regard to punctuality, attitude and image, and dress according to local uniform policy, wearing appropriate identification at all times.
- Maintain correct record keeping and uphold patient confidentiality in accordance with the Trust’s policies and procedures.
- Maintain effective communication with patients, mentors/supervisors/educators, and link personnel from both the placement and HEI.
- Understand your responsibility and accountability; always work under the supervision of a qualified member of staff.
- Respect the wishes of patients at all times.
- Identify yourself as a student to service users at the first opportunity. Show respect and courtesy to all service users and carers, safeguarding their well being.
What each Student can expect on a placement:

- To have an identified mentor/supervisor/educator at the start of the placement.
- To have their work shifts planned and where possible to work alongside their mentor/supervisor/educator.
- To have an initial interview within the first week of the placement focusing on their individual learning needs.
- To have regular meetings scheduled at appropriate times during their placement, and to receive constructive feedback on their progress.
- To negotiate and prioritise identified learning experiences to meet learning needs.
- The placement area to respect the learning needs of the student.

Local policies and guidelines

Please make sure you familiarise yourself with all other policies and guidelines linked to your placement area, for example health and safety, information governance, lone working and whistle blowing among others. This should be covered in your induction

For SHFT policies visit www.southernhealth.nhs.uk
Hampshire Healthcare
Library Service

Services to Student Members
[Southern Health NHS Foundation Trust]

www.hantshealthcarelibrary.nhs.uk
Membership

Library membership is available to students on placement with Southern Health. On registering at your nearest NHS library location, you will be given a SWIMS membership card. This card should be retained for the duration of your studies as all NHS libraries in Hampshire, IOW, South West and South Central England use the same membership card.

Membership only covers the library at or nearest your placement location. You are welcome to use other NHS libraries for reference.

Borrowing

To find out which books, reports, journals and audio-visual materials we have in stock, please use the SWIMS catalogue: www.swims.nhs.uk

Members may borrow up to 8 items
Books are issued for up to 28 days and most can be renewed twice
Library fines will apply on the late return of shorter loan items
Renewals can be made via the SWIMS catalogue, in person, by phone or e-mail

Outstanding fines and/or non returned items may affect your ability to borrow further stock from this or University libraries.

Journals may not be borrowed but individual articles may be photocopied for personal use.

Photocopying

Self service photocopying is available. There may be a charge. Check with the library for details.
Electronic Resources and Athens

Your University will provide a range of electronic journals and databases to support your course.

You are also eligible to register for an NHS Athens username to gain access to electronic resources through our website. Please note some of these will be the same as resources made available by your university.

Further support

All our libraries have PC access
24 hour access is available at some locations

The library team will do their best to help you with your enquiries, but please be aware that your university library is your main library for training and support.

Contact details and opening times for our libraries can be found at:
www.hantshealthcarelibrary.nhs.uk/libraries.asp

Hampshire Healthcare Libraries

Andover War Memorial Hospital
Tel: 01962 824420,
Email: library@wehct.nhs.uk

Ashurst Centre
Tel: 023 8074 2360
Email: ashurst.library@hantspt-sw.nhs.uk

Basingstoke and North Hampshire Hospital
Tel: 01256 313169
Email: library@bnhft.nhs.uk

Lymington New Forest Hospital
Tel: 01590 663275 Mob: 07766 731546
Email: lymington.library@hantspt-sw.nhs.uk
Ravenswood House, Fareham
Tel: 01329 836115
Email: library.ravenswood@hantspt-sw.nhs.uk

Southampton – Hawthorn Lodge, Moorgreen Hospital
Tel: 023 8047 5154
Email: library.moorgreen@hantspt-sw.nhs.uk

Southampton - Royal South Hants Hospital
Tel: 023 8071 3170
Email: rshlibrary@hantspt-sw.nhs.uk

Southampton - Sycamore Lodge, Tatchbury Mount
Tel: 023 8087 4231 Mob: 07766 731546
Email: library.tatchbury@hantspt-sw.nhs.uk

Winchester - Royal Hampshire County Hospital
Tel: 01962 824420
Email: library@wehct.nhs.uk
Transport Information

We recommend the following websites for both car and public transport.
Information for getting around Hampshire:

www.transportdirect.co.uk
http://www3.hants.gov.uk/transport

Other useful websites

For Trains: www.nationalrail.co.uk
For Cars: www.theaa.com/travelwatch/planner_main.jsp

Tourist and other information sources

http://www3.hants.gov.uk/tourism

Hampshire County Council & Local Council Information

http://www.hants.gov.uk/
Student Induction

All students will have an induction on their first day. Students should arrive at 0900, (unless otherwise advised) and will be welcomed by a member of the team and introduced to appropriate staff.

The student should also have an induction list as part of their paperwork from the university. The induction list must include sickness reporting, health and safety information files, location of policy files as well as modes of communication and mail points, email access, any teaching and learning resources and a brief overview of the structure of the team.

The mentor/supervisor/educator must be satisfied that the student induction meets the same standard as that required for staff and if necessary, the student should attend mandatory and statutory training elements that have not been covered by the University induction programme.

Temporary Staff Local Induction Form

It is essential that all staff that are not required to attend Organisational induction (i.e. NHS Professionals, nursing agency staff, bank staff, students and medical locums working less than 3 continuous months) complete a ‘Temporary Staff Local Induction Form’, as below, within 30 minutes of commencing a shift or period of duty (which may be several continuous days) in clinical areas that they have not worked in before or if they have not completed an Induction Form previously for that clinical area. Please see the Organisational Induction Policy NCP38 and PP32 for further information.
It is essential for all temporary/agency/locum/bank staff to complete this form with your supervisor/manager before you commence work on the ward – Managers should retain this document locally.

Name:

Employment Date(s):

Ward/Dept:

<table>
<thead>
<tr>
<th>Job specifics</th>
<th>Important information about ward/dept</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Role:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Main Duties:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Reporting to:**

Ward/Unit Telephone No.:

In an emergency contact:

- Medical
- On call arrangements
- Other

First Aid/Resus Arrangements:

Please tick the box when you have covered the following:

- Fire Evacuation Procedures/Fire Exits/Fire Extinguishers
- Reporting accidents/incidents
- Facilities (toilets/canteens etc)
- Pharmacy arrangements
- Psychiatric emergencies
- Medical emergencies
- Security procedures
- Tour of ward/dept
- Local Guidelines & policies
- Confidentiality
- Contact numbers
- IM & T arrangements/security
- Observation arrangements/policy

Raise any further questions with your supervisor/manager:

Staff Signature:

Manager/Supervisor:
Occidental Health Services

As University students non urgent occupational health services are available through Southampton University Hospitals Trust via the University.

However, whilst in practice, please access Southern Health NHS Foundation Trust Occupational Health services for any urgent practice related health issues. Please telephone 02380 874128 or 02380 713311

For example
- Needle-stick injury
- Accidents at work
- Contact dermatitis.

Needle Stick Injuries

Needle Stick injuries and contamination incidents should be reported immediately to the Occupational Health Department and out of hours to the nearest Accident and Emergency Department. All attendances at A&E should be followed by a call to Occupational Health on the next working day.

The Occupational Health Department is available to advise on any health issues, especially any that may put you at risk of infection or cross infection e.g. diarrhoea, eczema, dermatitis.

Staff Counselling services can be accessed via the Occupational Health Nurse Advisors, and are externally sourced.
Accident Reporting

The Trust has an accident/incident reporting system (Safeguard), which all staff members are expected to follow. Details are available from the Occupational Health Department and from clinical placement areas. Clinical incidents should be reported to your mentor/supervisor/educator who will report via Safeguard, the Trust's incident reporting system.
RiO is an electronic patient record system (EPR) which is being adopted across the Trust. The deployment of RiO is a once-only opportunity to standardise the way patient information is recorded; this will benefit everybody who has a commitment to patient care, including the patients themselves. RiO will ultimately replace legacy IT systems.

**RiO Access for Students**

If your practice placement is longer than 4 weeks you will need access to RiO. In order to access RiO you will need to have attended some training.

Your mentor/supervisor/educator will have a flow chart of the placement process if you have not been provided with information beforehand.

**Please note that RiO is still being implemented across the different services of Southern Health on a rolling programme. Please check with the area you will be accessing your placement as to whether you will be required to access RiO.**