

Developed by CPC Department SVHG 2018

BSc General Nursing Internship Student

**Ward Based Learning and Orientation Workbook**

Day Ward

DoCAT©4A/ 4B /4C

Welcome to the Day ward/Endoscopy Unit. We hope you enjoy your clinical experience in this department and gain as much knowledge and experience pertaining to patient surgical day care.

During your placement, opportunities will be available for you to gain the knowledge and experience to assist you in providing nursing care to patients from their arrival to the ward until their discharge.

**Our Specialities Are:**

Endoscopic procedures- Colonoscopy, Gastroscopy (OGD, Left Colonoscopy, Sigmoidoscopy, Bronchoscopy, Cystoscopy, Proctoscopy, Injection & banding of haemorrhoids,

Extra Mural Theatre (EMT) which runs minor surgical procedures.

**Who are we?**

**CNM2 – Sarah Carroll**

**CNM1 – Laura Reddin**

**We have RGN’s located both out on the floor and also trained staff to work in the Endoscopy unit.**

**We have 3 trained HCA who work in the decontamination unit.**

**Our aim is:**

* To deliver a high quality patient care
* To give the best possible service to our clients
* To promote a culture where best practice is embraced and poor practice is challenged.
* To provide a pleasant working environment for all staff.

The staff of the Day ward and Endoscopy Unit believe that our patients deserve the highest quality of care. We strive to treat our patients in a holistic way by working together as a team and appreciating the individuality and uniqueness of our patients. We see ourselves as partners with our community, providing the best care possible whilst protecting dignity, respect, privacy, compassion, justice and above all individuality in all situations. We strive to maintain excellence in clinical care, education and research. Every team member is valued and respected for their contribution to the service we provide to our patients.

# How do we do this?

* We promote an atmosphere that is as stress free as possible.
* Our aim is to give the best possible care to our patients.
* We encourage staff to assume responsibility on a daily basis allowing them to work from their own initiative and taking charge in decision making for a particular patient care load.

**What is expected of you?**

* It is required that you be on time and in the appropriate uniform each day.
* Behave in a professional and appropriate manner while on duty.
* If you are late, please inform your ward manager and give an explanation.
* It is your responsibility to know who your preceptor is and to know which ward area you are allocated to.
* You will be responsible for all your documentation for the duration of the placement.
* You are responsible for requesting your meetings with your preceptor and ensuring the appropriate person signs out your standards.
* It is your responsibility to read and familiarise yourself with the policies, procedure manuals and guidelines for the department and to know where to find information.
* Please see Learning outcomes.

# Aims & Objectives of Ward Based Learning

* To familiarise the student with the clinical area they are allocated to.
* Orientation / Identify with ward preceptor, learning objectives/outcomes. Reactivate Glucose Meter PXp No.
* To help the student identify any knowledge deficits before commencement of placement.
* To locate and identify policies and guidelines relevant to their particular clinical area.
* How to access blood results/policies (shared drive) on ward computer.

**Required Reading:**

* Become familiar with the Student/Preceptor Information Manual.
* The Code of Professional Conduct and Ethics for Registered General Nurses and Registered Midwives (2014).
* Scope of Nursing and Midwifery Practice Framework (NMBI, 2015).
* The Guidance to Nurses and Midwives on Medication Management (2007).
* Recording Clinical Practice. Guidance to Nurses and Midwives (NMBI, 2015).
* Guidelines and Policies relevant to your clinical area –Shared Drive.
* Guidance to Nurses and Midwives on social networking (NMBI, 2013).

**Most of the above are available in the Student/Preceptor Information Manual.**

# Internship Students D.o.C.A.T.© 4A/ 4B /4C

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| **Week 1**  | **Week 2**  | **Week 3**  |
| 1. Complete Orientation checklist with your preceptor and sign.
2. Read what Students Can and Cannot Do.
3. Complete your preceptor attendance sheet daily.
4. Familiarise yourself with Clinical Placement DoCAT©/ Skills List / Medication Workbook.
5. Make sure your Glucometer number is working do a Quality Control test (7169 -Mercedes in the lab).
6. Familiarise yourself with the bleep system / call bells / arrest code.
7. Prepare for your structured reflective day as necessary.
8. Get your preceptor to complete your Preliminary Assessment Meeting of the D.o.C.A.T.©.

Date of meeting ---------------------- Conducted by-------------------------  | 1. Observe white board in changing room for Reflection dates / Information.
2. Participate in patient care with direct supervision of the registered Nurses. Remember all written entries need to be co-signed.
3. Commence medication workbook 10 medication administrations, 5 medications to be learned off and skills list.
4. Organise, prioritise and manage a case load of 6-9 patients.
5. Give handovers under direct supervision.
6. Double check MDA’s and countersign per shift.
7. Be accountable for the safety checks at ward level- Cardiac Arrest Trolley / Hypo box etc.
8. Start organising your Clinical Directed Reflective Time 16 hours required. 4 hours of this must be on a Gibbs reflective cycle.
9. Familiarise yourself with the hospital policies on the Shared Drive(S).

  | 1. Arrange date and time for Intermediate assessment meeting for next week.
2. Request performance feedback from supervising nurse daily.
3. Participate with medication administration, start medication rationalisation, management of medication adjustments, medications being ‘Held’ and errors.
4. Be supervised and ***deemed competent*** in your skills. Remember to get each signed.
5. Observe, assess and implement deteriorating protocols for your patients as required.
6. Participate with ward rounds.

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# Internship Students D.o.C.A.T.© 4A/ 4B /4C

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| **Week 4**  | **Week 5**  | **Week 7 / Week 8**  |
| 1. Request performance feedback from supervising nurse daily.
2. Continue participation with medication administration, start medication rationalisation, management of medication adjustments, medications being ‘Held’ and errors.
3. Continue to be supervised and ***deemed competent*** in your skills. Remember to get each signed.
4. Observe, assess and implement deteriorating protocols for your patients as required.
5. Participate with ward rounds.
6. Prepare for your structured reflective day as necessary.

Ask preceptor to complete Intermediate assessment meeting of the DoCAT©. Date of Meeting---------------------------------Meeting conducted by------------------------.   | 1. Continue as per week 4 in relation to clinical practice.
2. Ensure half of your medication administrations are completed as per your medication workbook.
3. Ensure you have 5 medications documented in your medication workbook.
4. Take a medication record per patient and review the patient’s medication to their diagnosis.
5. Organise your Clinical Directed Reflective Time with a nurse specialist or clinic (if required . This is equivalent of 4 to 6 hours directed clinical reflection.
 | 1. Continue as per week 6 in relation to clinical practice.
2. Complete your medication administrations 10 in total as per your medication workbook.
3. Continue your Clinical Directed Reflective Time (16 hours). 4 hours of this must be on a Gibbs reflective cycle.
4. Arrange date and time for Final Assessment Meeting for next week.

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| **Week 6**  | **Week 9**  |
| 1. In relation to clinical practice organise the management of your patients care, all aspects from admission to discharge, from diagnosis, treatment, assessment, outcome and follow up, become involved with the MDT’s (related to DoCAT©4C especially).
2. Take a medication record per patient and review the patient’s medication to their diagnosis.
3. Continue your Clinical Directed Reflective Time (16 hours). 4 hours of this must be on a Gibbs reflective cycle.
4. Continue to be supervised and ***deemed competent*** in your skills. Remember to get each signed.
5. Prepare for your structured reflective day as necessary.

  | 1. Complete Medication Workbook.
2. Review skills list ensure skills are

signed to competent. 1. Complete your Clinical Directed

 Reflective Time (16 hours). 1. ***Ensure your Gibbs cycle is signed by a preceptor/ CNM/ CPC***.
2. Self-directed reflection documents
3. must be submitted one week before ore each
4. Complete Ward Evaluation Form and return to CPC’s.
5. Complete nursing record re allocations form and return to CPC’s.
6. Ask preceptor to complete Final Assessment Meeting of the D.o.C.A.T.©.

 Date of Meeting---------------------------- Conducted by------------------------    |  |   |
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**Please complete the following specific learning objectives for the clinical area to which you have been assigned**

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| **Internship** **D.o.C.A.T.**© **4. A/B/C**  | * Review the anatomy and physiology of the respiratory, cardiac, urinary and endocrine system.
* Participate in and understand the nursing care of the patient with COPD/respiratory disease – see oxygen therapy policy: Give the rationale of care.
* Review the theory behind non-invasive ventilation and the difference between CPAP and BiPAP  How do you organise home oxygen for a patient?
* Review palliative care in relation to end of life patients.
* What are the initial stages of patient management in the event of cardiac /respiratory arrest?

 D.o.C.A.T. © 4D – Internship Nurse should (with the above) * Refine nursing care- concentrating on accuracy, effectiveness and standard of care he/she is providing. Concentrating on detail, developing awareness of excellent versus ‘fast’ delivery of care.
* Manage case load of patients, up to 6 patient’s day duty and 9 patients’ whilst on night duty.
* Manage a team environment, working and delegating to colleagues and subordinates.
* Initiate emergency protocols.
* Recognise the deteriorating patient and initiate protocols.
* Attend and report on Consultant/ NCHD rounds. Complete Nursing documentation.
* Give handover / update to staff throughout the shift as required. Give handover to nursing administration.

 D.o.C.A.T. © 4D – Internship Nurse should (with the above) * Have at least one shift (6 hours as part of ward based reflective practice) with the Clinical Manager to organise the clinical area.
* Attend and coordinate morning report- allocate staff, organise escort duties, allocate preceptor/ students.
* Arrange staff breaks.
* Complete and delegate tasks from the ward diary- transport, examinations etc.
* Attend and report on Consultant/ NCHD rounds. Complete Nursing documentation.
* Give handover / update to staff throughout the shift as required. Give handover to nursing administration.
* Attend MDT meetings as required, organise follow up plans in relation to patient care.
* The Internship Nurse is required post the above experience to identify one management challenge and reflect on same (500 academic word assignment). This should be discussed and signed by the CNM2 with a comment placed in the D.o.C.A.T**©**.
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# Ward Orientation checklist

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| **Orientation Checklist**  | **Signature of Student**  |
| **Welcome & tour of the ward given to student by preceptor/CNM**  |  |
| **Introduction to staff in the clinical areas and reporting relationships.**  |  |
| **Identify & location of the Fire Exit and Fire Extinguishers for the ward**  |  |
| **Identify & location of the Cardiac Arrest Call System for the department**  |  |
| **What is the Emergency Number?**  |  |
| **Location and checking procedure of the Resuscitation Trolley.**  |  |
| **Outline the daily routine including hours of duty, ward report, uniform policy and break times**  |  |
| **Information given to student regarding preceptor & associate preceptor allocation**  |  |
| **Location of policies, procedure manuals and guidelines.**  |  |
| **Information given on consultants and the area speciality.**  |  |
| **Demonstrate how to bleep a member of the multidisciplinary team.**  |  |
| **Location of the drug storage area.**  |  |
| **Location of the equipment & supplies storage area for the Ward.**  |  |
| **Discuss the procedure for dealing with a spillage of fluid in the department.**  |  |
| **Discuss the protocol for dealing with a sharps injury/blood borne splash.**  |  |
| **Discuss Learning objectives for Placement.**  |  |

**Orientation completed by Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preceptor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ward:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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