

BSc General Nursing Student
Ward Based Learning and Orientation Workbook

Day Ward
Stage 1A



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.

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.

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.

Stage One Ward Based Learning Work

DAY 1

07.30 – 13.00 Take handover then prioritise morning nursing care (Includes coffee break) and medication round. Write same down and review with your preceptor / CPC.

Stage One

Handover

Please complete a handover under the following headings.

1. Identification of the patient's problem.
2. Goals to be achieved.
3. Nursing care assessment using the Roper Logan Tierney model of nursing
4. Outcome.

Roper Logan Tierney Model of Nursing

- a. Breathing
- b. Communication
- c. Controlling body temperature
- d. Elimination
- e. Washing and dressing
- f. Eating and drinking

- g. Mobilisation
- h. Sleeping
- i. Maintaining a safe environment
- j. Working and playing.
- k. Sleeping
- l. Expressing sexuality

Stage One Please tick each box indicating you have completed the weekly tasks.

Week 1	Week 2	Week 3
<p>A. Complete Orientation checklist with you preceptor and sign. <input type="checkbox"/></p> <p>B. Read what Students Can and Cannot Do Stage-One A. <input type="checkbox"/></p> <p>C. Familiarise yourself with Clinical Placement NCAT/ Skills List / Medication Workbook. <input type="checkbox"/></p> <p>D. Make sure your Glucometer number working do a Quality Control test (7169-Mercedes in the lab) <input type="checkbox"/></p> <p>E. Familiarise yourself with the student preceptor manual and location. <input type="checkbox"/></p> <p>F. Get your preceptor to complete your Preliminary Assessment Meeting of the NCAT</p> <p>Date of meeting-----</p> <p>Conducted by-----</p>	<p>A. Arrange date and time for Intermediate Assessment meeting for week 3. <input type="checkbox"/></p> <p>B. Observe white board in changing room for Reflection dates with the CPCs. <input type="checkbox"/></p> <p>C. Participate in patient care with direct supervision of the registered Nurses. Remember all written entries need to be co-signed. <input type="checkbox"/></p> <p>D. Commence medication workbook.</p> <p>E. Commence clinical workbook. <input type="checkbox"/></p> <p>F. Familiarise and complete following documentation EWS/MUST/Falls Risk Assessment/Fluid Balances/Urinalysis/Pain Assessment/Pressure Area Care/Blood Glucose Monitoring. <input type="checkbox"/></p> <p>G. Discuss with your CPC any difficulties with the above further educational support can be provided. <input type="checkbox"/></p>	<p>A. Request performance feedback from supervising nurse daily. <input type="checkbox"/></p> <p>B. Look up all Policies such as Infection Control and Tissue Viability. <input type="checkbox"/></p> <p>C. Observe with medication administration and select three medications for entry into your medication workbook. <input type="checkbox"/></p> <p>Ask preceptor to complete Intermediate Assessment Meeting of the NCAT.</p> <p>Date of Meeting-----</p> <p>Conducted by-----</p>
Week 4	Week 5	
<p>A. Arrange date and time for Final Assessment meeting for week 5. <input type="checkbox"/></p> <p>B. Continue working on your case study and Gibbs cycle as part of your clinical workbook/ NCAT as you will be presenting your findings to your CPCs. <input type="checkbox"/></p> <p>C. Continue to practice all aspects of care – including documentation under direct supervision of your RN. <input type="checkbox"/></p> <p>D. Observe/ participate with medication administration. Complete three medications for entry into your medication workbook. <input type="checkbox"/></p>	<p>A. Complete Medication Workbook. <input type="checkbox"/></p> <p>B. Complete Ward Evaluation Form and return to CPC's.</p> <p>C. Complete nursing record re allocations form and return to CPC's. <input type="checkbox"/></p> <p>D. Complete your Gibb cycle and case study. <input type="checkbox"/></p> <p>E. Ensure all your documentation is signed correctly, your Gibbs cycle, your final meeting and your medication workbook by your preceptor. <input type="checkbox"/></p> <p>Ask preceptor to complete Final Assessment Meeting of the NCAT.</p> <p>Date of Meeting-----</p> <p>Conducted by-----</p>	

Stage 1 Learning Outcomes

Professional values and conduct competence	Nursing practice and clinical decision making competences	Knowledge and cognitive competencies
<ol style="list-style-type: none"> 1. Apply principles safe moving and handling. 2. Adhere to 5 moments for hand hygiene. 3. Clarify all instructions which you do not understand. 4. Discuss how to maintain safety of a vulnerable person post endoscopy procedure. 5. Practise compassion/ respect/ dignity towards all persons maintaining within Scope of practice. 6. Give a report on a nursing activity you preformed- choose an activity of daily living (described above) relate to a patient post operatively. 7. Adhere to the principles of the code of professional practice. 8. Be aware of the different endoscopic procedures carried out in the Day Ward. 	<ol style="list-style-type: none"> 1. Assist the RGN with pre and post-endoscopy care of a patient. Assist with the documentation. Understand the importance of the pre-procedure checklist, consent and 'Fasting rule'. 2. Assist with re-evaluating the above patients and updating the documentation. Understand basic complication of having endoscopy procedures- post anaesthetics, respiratory complications, and circulatory complications. 3. Monitor, record and report accurately vital signs. 4. Understand the EWS and ISBAR monitoring system. 5. Record and understand assessment charts including fluid balances, Waterlow, MUST, Falls Risk, Moving and Handling. Understand how the outcomes affect the nursing intervention. Discuss two factors and how it would impact on the patient. 6. Understand and discuss basic principles of infection prevention and control (IP&C). 7. Assist a RGN with medication administration- observe and understand the process. 8. Understand what diabetes is and how blood glucose levels are taken and recorded, interpret the findings. 9. Discuss how to respond in an emergency situation. 	<ol style="list-style-type: none"> 1. Understand the anatomy and physiology of the GI Tract. 2. Understand how one condition can impact on the function of the GI tract. 3. Understand the anatomy of the skeleton. 4. Understand how a surgery impacts on the well- being of patients. 5. Discuss the assessment process of one patient you have encountered. 6. Understand how policies, procedures protocols and guidelines impact on nursing care and create standards. Be able to locate same.
Communication and interpersonal competences	Management and team competencies	Leadership potential and professional scholarship competence
<ol style="list-style-type: none"> 1. Understand and use verbal and non-verbal methods of communication to assess your patients. 2. Accurately report, record and document nursing observations. 3. Communicate effectively. Develop use of medical language and terminology. 4. Maintain confidentiality. 5. Discuss cultural diversity. 	<ol style="list-style-type: none"> 1. Communicate effectively with the MDT. 2. Develop and understand a team approach to nursing care of the patient. 3. Promote safety of colleagues, patients and equipment. Report concerns, understand importance of same. 4. Discuss how professional behaviour and attitude effects team dynamics. 	<ol style="list-style-type: none"> 1. Complete your Gibbs cycle reflecting on an aspect of patient care during your clinical placement. 2. Complete your case study on a nursing intervention/ condition you have experienced on your clinical placement. 3. Report situations beyond your personal competence. 4. Discuss with your CPC examples of your self-directed learning.

Ward Orientation checklist

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: _____