

Welcome to Darley Court



Student Name :

Base Unit:

Practice Supervisor:

Practice Assessor:

Welcome to Darley Court..

This package has been designed to help you as a student to familiarise yourself with the services at Darley court. There are many learning opportunities available to you whilst on this placement. Your coach will guide you through placement so you can gain exposure to situations which will facilitate learning. You have been assigned a coach as identified on front page, but also a supporting coach who will support you if your primary coach is unavailable. It is important that you don't work solely with your coach so that you gain a wider experience working with other members of the team.

We ask that students clarify any university study days or leave with the Coach Co-ordinators at the start of placement so that off duty can be arranged around these days. Study Sessions are also available at Darley court for you so that you can gain clinical knowledge and skills that will enhance your placement and future career.

The Student Coach Co-ordinators names are: Matron Samantha Kearns, Senior Sister Vikki Rowswell and SR Emma Roberts.

Please feel free to discuss any issues with them or any concerns that you may feel that you can't discuss with your Supervisors.

Darley Court

Intermediate Care Residential.

‘Intermediate care services support the prevention of unnecessary admission to hospital or long term care. Where a period of further assessment, rehabilitation, and completion of treatment or recuperation is needed following discharge from hospital, patients can be supported either in their own home or in an intermediate care home. The main aim is to allow patients to remain at home or return home when safe to do so, and as soon as possible.’

We provide nursing care to patients over the age of 18 years who reside within the Bolton boundary and have acute medical conditions. We also care for patients requiring palliative care, pain management, assessment of future needs and those needing intermediate care.

Our patient referrals are made from the acute wards at Royal Bolton Hospital and are made via an intermediate care fax/email referral and patients are assessed on the ward to decide if they are appropriate and which IMC service is required (Darley court, Laburnum lodge, Wilfred Geere).

We also admit patients directly from the community which could be from home, respite care or residential care home. This is known as step up and we accept direct referrals from Laburnum lodge.

Darley Court.

Contact Number : 01204 337833

We are intermediate care residential facility available 24 hours a day and are provided by Bolton NHS staff supported by social care workers.

We are part of the Royal Bolton Foundation Trust and share their values and adhere to their policies and procedures.

We are registered with the Care Quality Commission (CQC)

We have 30 bedrooms and 5 extra bedrooms for winter pressure. The nursing care is provided within 3 ten bedded units. Each patient has their own private room and each unit has shared toilet and bathroom facilities. Each unit has a communal lounge/dining area. The units are named after parks in Bolton, Mere, Moss, Queens and Barlow.

The units are headed by a Sister/Charge nurse (Band 6) who has overall responsibility for the provision of care delivered by the unit. Reporting to the Senior Sisters and Matron.

The unit team consists of: Staff Nurses, Health care Assistants, Care Assistants and care supervisors.

We have medical cover Monday to Friday 09.00am til 17.00pm, medical cover outside of these hours is provided by BARDOC the Out of Hours GP Service and Nurse Practitioners.

MDT is held weekly for each unit and attended by Dr Egbe. The team consists of: Doctors, Occupational Therapists and Therapy Assistants, physiotherapist and Therapy Assistants, Assistant Practitioners, Social Workers, Clerical Staff, Pharmacist and Pharmacy Assistants.

Red to Green Board rounds are held week days to progress patients.

Darley Court Learning Opportunities.

As a student on placement here you will gain the opportunity to experience a vast variety of holistic treatments/care.

There is a variety of specialities that are responsible for patient journey, and you will be encouraged to work alongside them as part of the multi disciplinary team and be fully involved in patient's admissions, care planning, evaluation of care and discharge planning. Many other professionals regularly visit the unit.

Arrange time to experience care with:

- ◆ Physiotherapist
- ◆ Occupational therapist
- ◆ Pharmacy
- ◆ Dietician
- ◆ Doctors.
- ◆ Social worker
- ◆ Tissue Viability Nurse
- ◆ District Nurse
- ◆ Intermediate Care at Home, Home First
- ◆ IV Therapy team
- ◆ Speech and language Team (SaLT)
- ◆ Palliative/Macmillan Nurses
- ◆ Infection Control Nurses
- ◆ Nursing Assistants
- ◆ Laburnum Lodge.

Emergency Procedures.



Cardiac Arrest Procedure.

In the event of a cardio-respiratory arrest and you was to find the patient, please pull the emergency alarm on the nurse call system and shout for ‘help’.

As a student, your role can either be as an active observer or participant. This would depend on the situation occurring and your training, own personal choice. However, such situation can provide you with the opportunity to familiarise yourself with the equipment and the emergency drugs that are used.

The crash trolley is situated outside Queens Unit nurses station. There is a defibrillator on the top of the Trolley and an oxygen cylinder.

We have no crash team as within a hospital setting; we need to call for an ambulance by dialling **9- for outside line then 999**
The trolley is checked daily at night.



Nurses call System.

A nurse call system operates at Darley court. If a single bleep sounds a patient is requesting assistance and the location will be highlighted on the display panels or on the handheld pager.

A continuous fast bleep indicates emergency assistance is required from nurses/carer.

Ask your coach to demonstrate the system and become familiar with how it works.



Fire Procedure.

As part of your induction your mentor will explain the evacuation procedure and make you aware of where the fire exits are situated and extinguishers ,Upon discovering a fire **NEVER PUT YOURSELF AT RISK!**, evacuate the area and raise the alarm immediately.

To call the emergency services from Darley court dial **9- for outside line then 999**, giving as much information as possible.

Darley Court

Shepherd Cross Street, Bolton

BL1 3EJ.



Health and Safety/ Risk Assessments.

You can find electronic copies of risk assessments and hospital policies on the intranet (BOB) similarly; incident reporting can be accessed via BOB

As a student you will receive a log in and password from your Practice Education Facilitator.

DO NOT become involved in moving and handling procedures unless you have been trained to do so, ensure that you adhere to local policy throughout your placement.

REMEMBER – NEVER LIFT!

If you are unsure refer to your link nurse within the unit.

If you find any issues with the building, ie Leaking pipe or faulty electrical sockets etc, please inform senior staff or care supervisors and colleagues if unsafe to use and block the fault to stop any accidents.

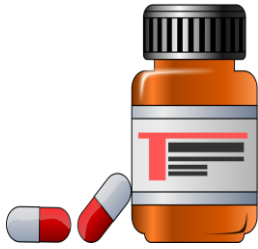
SAFETY IS EVERYONE’S RESPONSIBILITY.



Confidentiality.

DO NOT discuss any information without first discussing it with the nurse coaching you. It is NOT appropriate to disclose any details of diagnosis, treatment or results, Refer to both your NMC code of Professional Conduct (2015) and the Hospital policy available on the intranet.

Handover sheets **MUST BE DESTROYED** in the confidential bin at the end of **EVERY** shift.



Medications.

Medications are administered at 08:00am, 12noon, 16:00pm and 20:00pm, Students are encouraged to participate in Medication administration under supervision with relevant knowledge, Year 1 students are welcome to participate at lunchtime and teatime. Controlled drugs must be administered by 2 qualified staff nurses only.

Please highlight any Placement Competencies to be achieved.

STUDENTS ARE NOT TO ADMINISTER MEDICATIONS WITHOUT SUPERVISION.

COMPLAINT

TO: NURSE NURSE OTHER: NURSE SA NURSE

WHOSE FAULT: MINE YOURS OTHER: LITIGATION RESTITUTION

DESIRED OUTCOME: APOLOGY EXPLANATION PROMOTION CHANGE

COMPLAINANT: ANONYMOUS

Complaints.

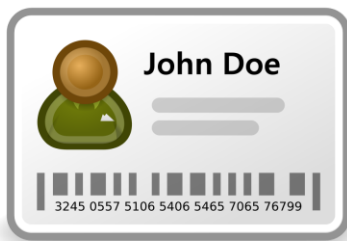
Please refer any complaints from patients or relatives to the nurse in charge. **BE AWARE** of the trust policy and procedures. This is available on the intranet.

In the event that a patient or relative does make a complaint to you, remember this is **NOT** a personal attack on you!



Security.

If at any time a situation /incident occur that you feel your safety or your patients safety is being compromised by a particular situation which requires the presence of security personnel, we have no service in place and would need to get attention from colleagues to assist and/or call the police by dialling **9- for outside line then 999.**



Identification .

Students must wear an identification badge at all times, It is to be worn visually on outside of pockets. It is a legal requirement to have your full name displayed.

Student Responsibilities.



Sickness and Absence.

If you are unable to attend work due to sickness please telephone **01204 337833**, and speak to your coach or another member of the nursing team as early as possible. You must also follow the university protocol for reporting of your absence.



Uniform Policy.

You must be presentable and wear the correct uniform as per the uniform policy.

NO gel/acrylic/false nails, nail varnish, stoned rings, 1 plain wedding band, stud earrings, suitable footwear and socks/tights. Hair must be tied up off the collar.



Shift Times.

You will be required to work a variety of shift patterns to experience the 24 hour care provision. Shift times are as followed :

Early – 07.30am til 15.30pm

Late – 12.00pm til 20.00pm

Long Day – 07.30am til 20.00pm

Night - 19.30pm til 08.00am.

Example Placement Timetable: (inc potential spoke placements)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	Induction MDT LD	Red to green Doctors Unit routine LD		Physio OT Pharmacy LD			
Week 2	 LD		 LD	Home First LD			
Week 3		Admission Avoidance LD	 LD		Laburnum lodge LD		
Week 4	IV Team LD	 LD		 LD	 LD		
Week 5	 LD			Nurse Practitioner LD	 LD		

We will try to accommodate special requests as reasonably possible, please discuss with mentor as soon as possible any needs for allocation.

Please ensure that you arrive promptly for the commencement of your shift to enable handover to start promptly.



Professionalism.

You must be professional and courteous at all times, Listen/support other colleagues and patients/relatives.

Demonstrate to seek opportunities for learning and take advantage of spoke placements during time on placement.

Familiarise yourself with relevant policies, computer available in. Resource room also available with journals and learning packs for assistance with knowledge/skills building.

Student notice board available for up to date rota/information.

You are encouraged to voice concerns in an appropriate manner any concerns you may have on any aspect of your placement without fear of judgement.

Ensure practice documents/PARE are prepared and kept up to date for signing off to assist with timely completion.

You are encouraged to give constructive feedback concerning the placement at Darley court so that we, as a unit, can offer you and future students the most rewarding experience possible.

The Staff hope you enjoy your placement with us and wish you all the best in your future career.

