



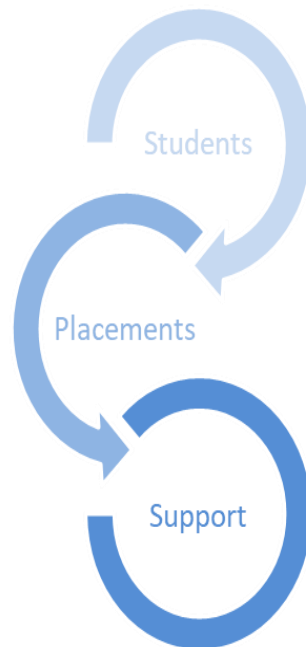
York and Scarborough
Teaching Hospitals
NHS Foundation Trust

York and Scarborough Teaching Hospitals

Student Support Toolkit for Nursing Placements



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Introduction

Welcome to your placement in York and Scarborough Teaching Hospitals NHS Foundation Trust. This toolkit was developed to benefit all students and apprentices undertaking placements in our nursing practice areas. It is an opportunity for us to provide you with the essential contacts and information to support and guide you through your placement learning journey.



Support on Placement

As part of the York and Scarborough Teaching Hospital NHS Foundation Trust we have a designated Practice Education Team. Our role is to provide you with the best possible learning experiences throughout your time with us. As a Trust we make sure we are meeting the standards to ensure your experiences are of the highest quality by working alongside clinical areas and our university partners.



Practice Education Team contact details

Practice Education Team Support - group email	yhs-tr.PracticeEducationTeam@nhs.net
Practice Education Team generic telephone number - York	01904 725274
Practice Education Team generic telephone number - Scarborough	01723 385325
Sarah Kelly, Clinical Teaching Fellow – across sites	sarah.kelly105@nhs.net

We welcome you to stop and chat to us in the placement areas, and also offer periodic face to face Student Drop-Ins, as well as weekly Placement Support Online Hubs for students to attend should they have anything they would like to discuss.

Each Placement area has a Learning Environment Manager (LEM) who is informed of allocations before placements begin. We work closely with them to ensure that the wards and departments are in a position to accommodate students/apprentices accordingly. You will also have a number of staff including Practice Supervisors and Assessors to support you in practice.

As a Trust we support a wide range of student professions from Nursing and Midwifery regulated by the Nursing and Midwifery Council (NMC) to Allied Healthcare Professionals or AHPs who are regulated by the Health and Care Professions Council (HCPC).



What we expect from you:

- To always have a professional attitude.
- As a Nursing, Nursing Associate, or Midwifery student you must act in accordance with the NMC, Code of Conduct (2018).
- All Allied Health Care Professional students to abide by the Standards of conduct, performance, and ethics for students HCPC (2016).
- To explore learning opportunities that can enhance and contribute to your knowledge and proficiencies.
- To support each other.
- To be open to new experiences.
- To work within your limitations and know what these are.

What you can expect from us:

- * Continued placement support from start to finish.
- * An allocated Practice Education Facilitator for each placement area.
- * To audit and maintain quality assurance for each placement.
- * To provide additional learning experiences.
- * To provide pastoral support when needed.

Important information

Where can I find out details about my placement area?

You can search your placement area on PARE and look at the profile which will give you details such as contact names and numbers, a brief bit about the area, and any recommendations before you arrive.

PARE is also the site where many students can evaluate their placement. Regardless of the system your University supports for evaluations, we encourage you to provide honest, constructive feedback in a professional manner. This provides us as a Trust with valuable insight into what is working well, and what we might need to change.

Travel and Parking

All of our main sites are covered by public transport networks.

Cycle parking is available across sites.

Students can also apply for car parking permits on our main sites via the Nexus platform. Please ask the LEM in your placement area for support with this.

Uniform policy

When on placement Students/Learners are expected to adhere to the Trust Uniform Policy at all times. This can be found on Staffroom. Please also wear your University ID badge.

IT Training/ Log on

Prior to commencing placement you should receive an email inviting you to IT training (please also check your junk mail for this). Please attend this training in order to receive your log on details to our systems. If you haven't received an invite for IT training by the time you have started your placement, please contact the LEM or the Practice Education Team for guidance.

Meals

Staff fridges are available on many placement areas to store meals.

Canteens

York – Ellerby's open: 7am to 10pm Mon – Fri, 9am to 10pm Sat – Sun

Scarborough – Pat's Place 7.30am to 6.15pm

Library

We encourage and welcome you to use our libraries based on both the York and Scarborough sites.

Social Media

Social Media can be a useful tool and there are many ways of using it within healthcare. You are encouraged to use a variety of tools to enhance your learning as long as it is done appropriately. Inappropriate use of Social Media in any clinical area is a professional issue and will be brought to the attention of the LEM, Practice Education Team and Universities to be dealt with appropriately. There are times when you will need to use your mobile phones such as to upload documents onto Pebble Pocket, please make a staff member aware that you need to do this and then move into an appropriate area such as the staff room.

Absences

There may be times you are unable to attend placement. We ask that at the earliest opportunity, you contact your placement area via telephone to inform them if you are not able to attend placement for your agreed shift(s).

This is in addition to contacting your University and following their separate processes.

Emailing placement, or any other routes of contact, is not deemed appropriate. Therefore, prior to commencing your placement please ensure you have two contact telephone numbers for the area.

On telephoning, please ask for the Nurse in Charge of the shift. You will need to provide them with a brief outline of your reason for absence, and an estimated return date if known. Prior to returning you will need to telephone the placement to communicate (again, with the Nurse in Charge) that you are now fit to attend.

All of the above helps us to ensure your safety, and allows you to meet your required 'Professional Values' outcomes.

Pastoral Support

Support is always available through your University. In addition to this you could contact services such as the below:

[Student Minds - Home](#)

[Mental Health UK - Forward Together \(mentalhealth-uk.org\)](https://www.mentalhealth-uk.org)

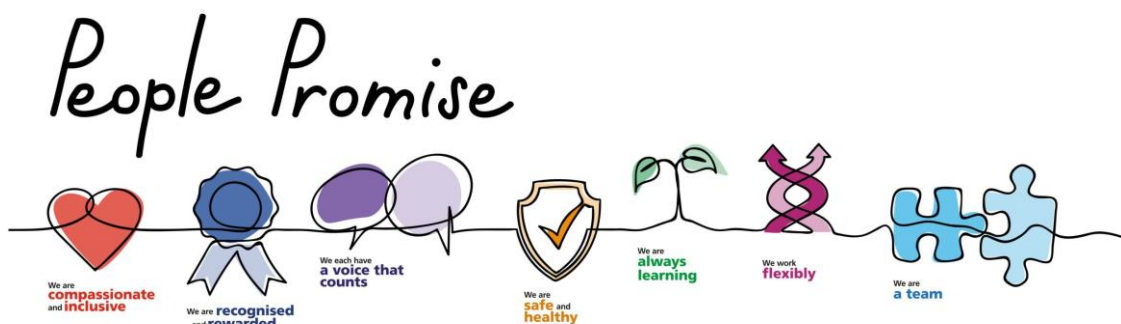
[Mental Health Foundation](#)

[Home | Mind, the mental health charity - help for mental health problems](#)

[Mental health - NHS \(www.nhs.uk\)](https://www.nhs.uk)

You can also access Trust Resources:

[Staff Wellbeing Hub | York and Scarborough Teaching Hospitals \(yorkhospitals.nhs.uk\)](https://www.yorkhospitals.nhs.uk)



FAQs

What if I don't know enough about the topic my placement area covers?

The placement profile on PARE may guide you as to some pre-placement reading. Remember, your placements are there as an opportunity for you to learn, you are not expected to know everything about any area you go to in advance.

What will happen when I go to my first placement area?

After you have been allocated a placement you will be able to look on PARE to find out about this area and who to contact, you will then be expected to contact the area to arrange at least your first weeks' shifts, find out who your Assessor will be and ask if there is anything else you need to know. When you arrive at your placement, you should report to the Nurse in Charge and be given an Orientation by one of the staff members. Within your first week you should have your Initial Interview and create your goals for the placement as well as having a discussion with your Assessor around expectations from both sides.

What if I haven't been allocated a Practice Assessor when I arrive?

Please ask the Nurse in Charge or Learning Environment Manager to be allocated an Assessor or Supervisor as soon as possible that day. If there are any problems obtaining this, please contact the Practice Education Team. Please remember, you can work with a number of Supervisors throughout your placement.

What do I do if I feel I am not achieving my competencies?

If you are concerned that you will not achieve your competencies within a placement, have a discussion with your Supervisor, Assessor or LEM and tell them the reasons for your concerns. We also now have a Clinical Teaching Fellow in our Practice Education Team who can support with this.

It might be that you are unable to achieve them within that area but you can arrange a spoke in order to do so. You may also have enough time to complete them within your next placements so this may not be a problem.

On my previous placement I was always doing 'Healthcare Assistant jobs' and this is unfair!

As a Student, every experience is an opportunity to learn. You are expected to undertake all aspects of care and begin your career by building on the foundations of basic care first. As you progress you will always be expected to be able to provide this regardless of your level/role at the time and you will be expected to encourage those junior to yourself to see the importance of this also. We request students do not to refer to this level of care as 'Healthcare Assistant jobs', as the patients are cared for by a team which includes a range of professionals at differing levels who all have the same aim. The patient must receive the best care possible in a safe and effective manner from all who are involved.