



Sherwood Forest Hospitals
NHS Foundation Trust



Welcome to Ward 25 – Children’s services

An orientation package



INDUCTION CHECKLIST

NAME:

START DATE:

NMC PIN:

SUPERVISOR/ASSESSOR/PRECEPTOR/MENTOR/BUDDY:

ACTIONS REQUIRED

PRINT & SIGN: (S/A/P/M/B) & DATE BELOW

Orientation /preceptorship package received	
Preceptor/Assessor/Supervisor /Mentor/Buddy identified	
NMC registration confirmed/photocopy on file (If applicable)	
Trust orientation booked/completed (If applicable)	Booked: _____ completed: _____
Section 1: Ward orientation checklist (complete within supernumerary period)	
Section 2: Documentation checklist	
Key policies and procedures overview/where to locate	
Induction/Insight visit timetable provided (If applicable)	
Supernumerary shifts identified (If applicable)	
IT contacted for email account activation & Orion account activation (If applicable)	
Employee online account activated (If applicable)	
Drug administration assessment (If applicable)	
Oxygen administration assessment (If applicable)	
Security access permits/car parking permits	



WARD PROFILE

Ward 25 is an Infant, children and young people's (ICYP) ward, which can accommodate patients with varied health needs within one inpatient facility. ICYP requiring medical care are predominantly nurse on "A" side of the ward whilst ICYP requiring planned or emergency surgical care are generally nursed on "B" side of the ward. This enables our patients and their parents/carers to be cared for by appropriately skilled nursing staff in an appropriate environment of care delivery.

"A" side of the ward comprises of two four-bedded bays and ten single occupancy cubicles. ICYP are referred to the ward from either the Emergency Department, Childrens assessment unit (CAU) community GP's, "out of hours" GP services Midwifery services and via healthy families teams. We also accept patient referrals from neighbouring hospitals when ICYP may be transferred to our service to have their care needs met more locally. ICYP who have chronic or complex health care needs can also access our service using the "Hotline access" facility. This enables patients with a long term health need experiencing an acute episode of illness to access care and support in a timely manner. Short term hot access is also available and is subject to an individual patient assessment, the aim being to provide a "safety net" for ICYP and their parents/carers who have been discharged following a recent admission, by enabling access to the ward following a telephone call to the paediatricians in the event of on-going needs for non-emergency care.

The ward also has a two-bedded high dependency unit. This is a spacious and well-equipped clinical area with appropriate monitoring facilities and is located in close proximity to both the nursing stations and ward resuscitation area. Infants, Children and young people who require on-going high dependency and intensive care can be retrieved from our unit and cared for at our regional tertiary centre.

“B” side of the unit comprises of two four-bedded bays and can also accommodate children and young people in the six single-occupancy cubicles that are available. Patients are referred under a wide range of specialities including Orthopaedics’, Ears, Nose and Throat, Maxillofacial, General Surgery, Ophthalmology, Urology and Gynaecology. Patients can be admitted under clinicians within these specialities both in an emergency and elective capacity.

The unit offers a well-established day case surgery pathway. This has had a hugely positive impact on the experiences of children, young people and their parents/carers by enabling a prompt discharge home by minimizing length of hospital stay. It is widely acknowledged that children and young people do not benefit from unnecessary hospital stays in terms of the impact on their emotional health and wellbeing. Children, young people and their parents/carers begin their day case journey by being admitted to the ward through a designated surgical assessment unit. SAU is a recent initiative, which has transformed the surgical service that children and young people receive by enabling care delivery to be facilitated by a designated nurse, who oversees the day case journey, in collaboration with our surgical and anaesthetic colleagues, our theatre team staff and our hospital play team. The patient journey is coordinated, and patient focused. The day case pathway is central to family centred-care: a cornerstone of the ward philosophy.

The ward operates a Children’s Assessment Unit from 1400hrs to 2200hrs; Monday until Friday inclusively, during winter months CAU hours are generally extended. CAU has had a positive impact on the patient journey and enables ICYP to be seen and assessed in a purpose-built area, following a referral to the on call Paediatric Consultant. This has enabled children and young people to be seen, assessed and managed promptly without the need for admission to the acute ward area. In most instances for ICYP referred to the CAU, this has resulted in avoidance of a lengthier hospital stay.

Ward 25 offers many shared facilities that include, a resuscitation area, a young-person friendly treatment room, a designated play therapy team, an outdoor play area, an adolescent area “The Den”, a children’s therapy department and sensory area, a parent’s accommodation suite and kitchen, a purpose built dining area and a safeguarding suite.



FACILITIES FOR PARENTS AND CARERS

The ward 25 team fully embrace the concept of family centred, patient focused care and recognise that parents/carers are partners in care. Parents and carers are encouraged to stay with their child throughout their admission, the exception to this being where there may be patient-specific safeguarding issues that would be outlined during team briefing (which occurs at the beginning of every shift). These patient specific issues would be discussed in more depth during individual patient handover. A visitor bed is provided in each cubicle or bed-space. It should be made clear to parents/carers that whilst both parents/carers are welcome to stay with their child, only one visitor bed will be provided. Where there are exceptional circumstances, this would be negotiable with the Nurse-in-charge (NIC). To promote family centred care the ward operates an “open visiting” policy. Friends and family may visit throughout the day, although visitors must be encouraged to adhere to infection prevention and control measures, which are usually highlighted on posters on the doors of cubicle’s, otherwise universal precautions (hand washing, alcohol gel use) must be encouraged.

We provide a range of services and facilities to enable parents/carers to stay with their child and these include access to breakfast facilities for all resident carers, access to meals for all breast feeding mothers, a parent’s kitchen with facilities to heat and store meals, access to hot and cold drinks.

Breakfast is self-service and is provided for patients and all parents/carers who stay with their child. Unfortunately the unit can **only** offer breakfast facilities for parents/carers whom are resident. The ward operates an open-visiting policy to enable parents/carers to have the flexibility to leave the ward to access the restaurant facilities on site. The unit also has a well-equipped parent's suite with a kitchen so if desired; parents and carers can bring food into hospital and store/prepare using the parent facilities available. The ward hostess will visit each family every morning and ensure that the child/young person has access to a food menu, ordering their meals for the day accordingly, with additional snacks also being available.

PATIENT MEAL TIMES

Breakfast: from 0800hrs

Lunch: from 1200hrs

Tea: from 1700hrs

The ward has parent/career washrooms and shower facilities and our team can provide a small supply of toiletries and towels, a hair dryer and straighteners upon request. Parents/carers who's' child may require a longer stay in hospital should be encouraged to provide their own personal care belongings.

For ICYP who may require a lengthier hospital stay, Ward 25 hosts a parents/carers accommodation suite. Wherever possible the team try to facilitate timely discharges but for some children and their families, this is not achievable. We recognise that any hospital admission places huge demands on families, not least emotional ones. To support families where a lengthy hospital stay is needed, our families/carers are able to access the accommodation suite. It is situated on the ward but is not central to ward activity. It is a place where parents and carers can stay with our without their child, but has the benefits of a few additional "home comforts".

CAR PARKING FOR PARENTS/CARERS/LEARNERS

There are no formal car-parking concessions for children's services. We do, however have a small supply of free parking passes but these are only provided to families in exceptional circumstances and this is at the discretion of the Ward Sister/Charge Nurse or NIC.

Nursing Students can gain car parking permits from the fire and security office located in the Kings Treatment Centre.

WELCOME!!

The Ward 25 team would like to take the opportunity to welcome you to our service. We hope that your experience here is positive, and that you embrace the wealth of learning and development opportunities that we have to offer. The provision of family centred-care is central to our nursing care philosophy and we embrace the concept of working in partnership with our patients and their parents/carers. We value a team approach in delivering care and it is anticipated that you will care for Infants, children and young people whilst working collaboratively with the multi-agency team, fostering an approach to care which is targeted to meet the needs of the child/young person and their parents/carers.

The nursing care of children and young people is dynamic and challenging, should be embedded in a contemporary evidence base, and delivered by an appropriately skilled nursing team. It is therefore vital that the training and development needs of those professionals providing care to our patients are recognised, learning opportunities organised accordingly and that our team members have the opportunity to learn, develop and reflect within a team that embraces a culture of learning.

We will support you along your learning journey!



WHAT YOU CAN EXPECT FROM YOUR NEW STARTERS INDUCTION

This package, coupled with a planned and supported induction period (where appropriate) has been designed to enable you as a learner to develop the knowledge and skills necessary to provide high standards of nursing care. This will be achieved by guiding you in learning about services and policies, procedures and guidance available within children's services at the Trust. We aim to provide you with both planned and informal learning opportunities to enable you to develop, supported by experienced colleagues and a named Preceptor/Mentor/Supervisor/Assessor/Buddy, to support you on your learning journey.

This orientation package will provide you with some of the basic information you will need as you begin your allocation to the ward and can be used to support all individuals who are allocated to Ward 25. It has been designed as a tool to compliment the preceptorship package if you are a preceptee. You will find that, if you are a preceptee, some of the information within the pack is duplicated within the preceptorship package - We do not expect you to duplicate information, just cross-reference where needed. If you are an experienced nurse and are newly recruited to the team then the pack will support you by pointing you in the direction of resources and services, so you can develop the competence needed to carry out your duties as a new member of the nursing team. If you are a nursing student/trainee nurse associate, the package can be used to support your allocation and to inform achievement of proficiencies/outcomes by showcasing the learning opportunities that are available.

Whilst this package has been designed to facilitate your orientation, it is vital that as an adult learner you take responsibility for your own learning and development and you should work alongside your Preceptor/Mentor/Supervisor/Assessor/Buddy to identify your personal development plan, and identify any areas where you feel that access to specific training opportunities may be required.

Your orientation, complimented by this package should:

- Enable you to consolidate your knowledge and skills so you can independently care for your patients (where appropriate) dependent on your individual learning needs
 - Enable you to be aware of, and have an understanding of key policies, procedures and guidelines
 - Enable you to understand your role within the clinical area.
 - Support you in accessing training and development opportunities
- Enable you to find your way around the ward so that you can locate equipment and supplies needed for you to carry out your nursing care duties
- Enable you to explore the roles and responsibilities of other professionals/allied staff groups within children's services through planned insight visits (where appropriate)
- Enable you to "Find your feet" within a new working environment without having the direct responsibility for a clinical case load during a supernumerary period, if this is considered to be appropriate for you
- Support you in developing both personally and professionally whilst you develop the skills and knowledge that are essential to your role.





OUR PLEDGE TO YOU

- You will receive support, mentorship and guidance from a named Preceptor/Assessor/Supervisor/Mentor/Buddy who should be identified before your allocation and should be fully prepared for the supporting role (If appropriate)
- As a preceptee, you will have the opportunity to work in a supernumerary capacity following successful completion of the Trust induction programme. Supernumerary working opportunities may also be negotiable for newly appointed staff who are not newly qualified.
- You will have the opportunity for regular feedback and review of your progress in accordance with the requirements of your role (this will vary across the varied groups of learners supported on Ward 25)
 - You will have access to a range of training and development opportunities to support you in gaining the required knowledge and skills. This will be negotiated using the appraisal process for Trust employees and through appropriate progress review opportunities for nursing students and trainee nurse associates.
- If you are a preceptee then you should expect formal progress reviews at day 30, day 60 and day 90 as a minimum. The Trusts preceptorship policy for Registered Nurses & Nursing Associates (SFH, 2019) offers additional information.
 - Preceptees should have access to specific preceptorship support via the preceptorship team.
 - As a preceptee you should have a preceptorship package to support your learning which should be completed alongside the unit induction package
- You will be encouraged to speak openly and honestly about your progress and be involved in developing a personal learning plan with objectives that are **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imed (SMART)



SUPPORT FOR YOU

Working in healthcare is rewarding, working with children, young people and their parents/carers is a privilege. What we know is that our roles are challenging at times and we should not underestimate the impact that our caring roles may have on us, both professionally, personally and emotionally.

Whilst it is widely recognised that for newly qualified nurses, the transition from nursing student to qualified nurse can be challenging, throughout our careers as professional carers we will experience periods that are personally and professionally difficult and stressful, it is important that we equip ourselves with the resources we need to deal with these challenges, so ask for support, don't be afraid to say if you are not ok!

We spend a lot of our time at work and as an organisation we believe that work-life balance, as well as having fun at work, is essential to being happy in the job that we do. An engaged, well-motivated and healthy workforce is also vital for the delivery of high quality care and in supporting us in our vision to become outstanding. That's why it's so important that we help to support your wellbeing at work.

"Happy, Healthy & Here" is a dedicated approach to this and has been designed to guide you through the key support options, make you aware of the services that you can access and to tell you about the staff benefits available to you.

There are a variety of services available to you to support you in being "Happy, Healthy and Here" for further information visit the **"staff health and wellbeing" intranet page**.



A JOURNEY THROUGH OUR SERVICE

Infants, children and young people require their care to be delivered in a coordinated way, needing a multi – agency approach to care delivery both in the hospital setting and in the community. This means that our patients will very likely come into contact with many professionals in order to provide care that is tailored specifically to meet their needs throughout their health care journey... from admission to discharge.

We aim to provide you with a valuable insight into this journey through our services by providing you with the opportunity to work alongside specialist nursing services, as well providing you with planned insight visits so you can explore children’s services trust-wide, enabling you to gain an insight into the care provided, and the roles and responsibilities of our allied team members. As a newly appointed member of the team, you may have a specific insight visit timetable planned for you, during your supernumerary period if this is felt to be beneficial for your learning – this will be negotiated with the Ward Sister/Charge Nurse. Learners allocated to ward 25 may also be able to negotiate insight visits dependant on individual needs and the educational requirements of your course/programme of study.

SPECIALIST NURSING SERVICES

Respiratory Nurses Specialist Role and Service

The Respiratory Specialist Nursing service consists of two Respiratory Nurses. Bernie Barlow and Susannah Morelle. We cover a 5 day service Monday-Friday.

Bernie works **Monday, Tuesday and Friday**.

Susannah works **Tuesday, Wednesday and Thursday**.

Contact: 01623-622515 ex 3905 Bernie Mob 07970903195 Susannah 07917246076

Email Bernadette.barlow@nhs.net Susannah.morelle@nhs.net

Our service is provided for children and young people with asthma, allergy and cystic fibrosis, the service can be delivered in the child/young person's home or on an inpatient or outpatient basis.

Children & young people with asthma who have an inpatient stay would be seen on the ward if possible, otherwise they would be seen as an outpatient in asthma clinic. The aim of seeing these children is to check knowledge of their condition, treatment and management, including inhaler technique and respiratory tests if they are old enough. We provide a written management plan for the families to follow and we offer advice if the child/young person has an acute asthma attack.

We would also see children & young people with allergies who would require training on the adrenaline auto injector for anaphylaxis and provide an allergy action plan if the child has a severe allergic reaction. We also visit school and nursery if they have not had the appropriate training in how to use the AAI. Children and young people may also have a food challenge on ward 25 which is facilitated by the ward staff.

We have a cohort of children and young people with Cystic fibrosis. Some of them have a two week inpatient stay every three months for IV antibiotics and physiotherapy. We see the children on the ward and regularly in clinic (every three)

months. At this clinic appointment they will see the MDT including the nurse, doctor, physiotherapist and dietician. We make a plan of care to include visits to home and school, offering support to the families and school staff.

Clinics

We have two nurse led asthma clinics per week normally seeing six children each. We assess asthma control and management, alter medication and initiate treatment. We provide education for the family and school; we also support consultants in allergy and respiratory clinics at KMH and Newark. During allergy clinic we assess, perform allergy testing and give advice on avoidance and management.

Ward

We see children and young people with respiratory problems and allergies on the ward. We can provide education and written information, and support staff with training. If we are not available before the child goes home, we can follow up with a phone call or a face to face appointment. Children and young people are provided with a plan to go home.

School and home visits

We provide training opportunities for school and nursery staff to enable them to look after children with respiratory problems and severe allergic conditions, especially if the child is starting school or moving school. We also do home visits to assess severe asthmatics or children & young people with cystic fibrosis in the home, assessing for environmental triggers, such as smoking which can make the condition worse.

Training

We provide training on the ward: - Asthma inhalers and technique with spacer devices, adrenaline auto injector training, demonstrating to the staff the different types and how to use them.

Our team support in the delivery of RREAD Training for staff six times a year

We also support in the delivery of training in ED training twice yearly.

Asthma and allergy training for school staff: - They attend study session at KMH three times a year. Staff will receive an update and practical training session on how to use the inhalers, spacers and adrenaline auto injector pens. (AAI)

We are both happy to receive e-mails or telephone calls if you have any questions.





The Children & Young Peoples Diabetes Specialist Nursing Service

Who are we?

The Children and Young people's Diabetes Nursing Service consists of three Paediatric Diabetes Specialist Nurses (Helen Marsh, Sarah Hodgkinson and Glyn Feerick) who work from Monday to Friday 9am until 5pm, although these working hours are flexible depending on the needs of the service.

We each have our own individual caseloads and support children, young people and their parents/carers predominantly with type 1 Diabetes, we do however support some children and young people with type 2 diabetes. We support children and young people from 0-19 years of age.

We also support in the delivery of a unique on call service where parents/carers can access specialist diabetes advice outside of traditional working hours. This enables children, young people and their families to access specialist advice and support 24 hours a day, seven days a week. This is extremely advantageous for our patient and their families and can often play a part in avoiding an unnecessary hospital admission, by supporting in managing non- emergency diabetes related problems in the community.

Contact Details:

The PDSN team are based in the Children and Young people's outpatients department, we work across varied areas and support children and young people across the outpatient service, throughout hospital stay and provide on-going support in the community setting:

Phone numbers: Helen Marsh-07764897941, Sarah Hodgkinson-0780575153, Glyn Feerick-07769284228

An overview of our service:

When children and young people receive a diagnosis of diabetes, this can be a huge challenge for them and their parent/carers, very often resulting in significant changes to all aspects of the lives of both the child/young person and their parents/carers.

When children and young people are diagnosed with type 1 diabetes, they will need to have an injections of insulin at meal times - all meals and snacks require cover with the correct amount of insulin and the child/young person generally learns how to do this, as well as any parents/carers or family members who have a responsibility for caring for the child.

Children, young people and their parents/carers also need to learn how to manage carbohydrate counting – this is where the insulin dose is individually matched to the amount of carbohydrate a young person eats. The support of the Dietician who works alongside the diabetes team is really important in supporting children, young people and their families to learn these essential skills.

Children, young people, and their parents/carers are also required to undertake frequent blood glucose testing which entails “fingerpricking”, a technique taught by the PDSNs in collaboration with ward based staff.

Some children and young people will have insulin pumps to deliver their insulin continually via a small needle which sits under the skin. The PDSNs support these children too and will assist in managing any technological issues, as well as accessing personal data to support care delivery and amendments to dosage that are patient specific.

A considerable amount of education and support is provided by the paediatric diabetes nurse specialists to support the child, young person and their parents. There is initially an intensive focus on education for newly diagnosed patients and moving forward, on-going support and education is tailored to meet individual patient need. Upon diagnosis the team utilise and electronic learning platform called “DEAPP”

DEAPP is an animated education tool specifically designed for children and young people with type 1 diabetes and fosters a flip learning approach – the learning programme is generally commenced when the child/young person is well enough whilst in hospital following an initial diagnosis.

Our service can also offer extra support to children, young people and their parents/carers where diabetes is poorly controlled.

Children and young people receive regular multidisciplinary reviews and are required to attend clinic at least three monthly – they will also see the wider multidisciplinary team in between clinic appointments.

The support that our team offers is on-going throughout the diabetes journey, this is especially important during times of significant change, for example when a young person moves into secondary school or university.

Our roles extends beyond supporting children, young people and their families/carers – we offer education for health care professionals , staff working in schools and education facilities, and other individuals who may come into contact with our patients.

If you would like to work alongside the Paediatric Diabetes Specialist Nursing team to inform your learning and to broaden your understanding of the work we do with children, young people and their families then please do not hesitate to contact us on the numbers outlined above or via email.





Kirsten Johnson

Roald Dahl Sapphire Epilepsy Nurse Specialist

Based in children's clinic 11

email kirsten.johnson4@nhs.net

Tel: 01623 622515 ext. 6178 - 07973193840

- My role is to support children and young people with a diagnosis of epilepsy.
- I support families, schools and other setting caring for children and young people with an epilepsy with information and education allowing children and young people to continue to access all their usual activities.
- I can be available to support children, young people and their families while attending the Emergency Department or on Ward 25.
- I provide a Hotline telephone service that provides timely support and advice, minimising the need for extra clinic appointments or hospital attendances (this is not an emergency service).
- Nurse led seizure clinic at Kings Mill on Tuesday afternoon and at Newark Hospital on Wednesday morning.
- Seizure clinic ever Thursday afternoon led by Dr Dunkley.
- Teenage clinic 1st Monday of each month led by Dr Dunkley.
- Neurology clinic led by Dr Whitehouse 5 times a year Thursday afternoon.
- Neuro-disability seizure clinic led by Dr Clements 5 times a year Wednesday afternoon.



Community Paediatric Specialist Nurses (SpN)

The Team consists of 3 nurses who specialise in Autism and ADHD we have varied and complimentary backgrounds and interests:

Elizabeth Ball (Learning Disabilities Nurse and SCPHN) – Learning disability, Sleep, Autism

Emma Jones (Adult trained with significant mental health experience) Mental, ADHD, Autism

Hilary Street (Paediatric Nurse and SCPHN) Transition, Prescribing, ADHD

We sit within the community paediatrics department who are responsible for neurodevelopmental disabilities as well as wider functions.

The main role of the SpN is to offer independent clinics which focus on psychosocial and parent education around diagnosis, emotional health and sleep as well as offering medication reviews. We offer multiple clinics each week mostly in community locations, we offer school observations, attend MDT meetings, liaise with external professionals and frequently advocate for our patients. We also deliver training to parents, students and other professionals. As nurses we are becoming increasingly involved in assessment and diagnostic work as well as writing policies and influencing service development. We are available to offer advice to paediatric staff within the hospital who are offering services to children with neurodevelopmental needs who perhaps require additional support or reasonable adjustments.

Please feel free to contact us if you would like to shadow a clinic or if you require and specific advice – we can be contacted on extension 6452.

emma.jones67@nhs.net

hilary.street@nhs.net

Elizabeth.ball5@nhs.net

THE ROLE OF THE HOSPITAL PLAY TEAM

There are 5 members of the play team that work across all areas of Children and Young People's services, we are visible and can be identified by the colour of our uniform, and our tops are pink making us stand out from the rest of the team. We are all qualified nursery nurses with either an NNEB or NVQ level 3 qualification. Our role within clinic 11 is very variable and we have a responsibility to provide a range of activities:-

- We provide every day play in the waiting rooms and other clinical areas; we ensure that toys and craft supplies are available for the children and puzzles for the young people along with other time engaging activities. The provision of activities helps the children to be more relaxed whilst they are waiting to see the Doctors and/or nurses.
- Distraction play – this can come in many forms from distracting whilst the children/young people are a procedure done i.e. Blood test, blood pressure, being weighed and measured. We have an I Pad that can be used, books (finding Wally/ unicorns), bubbles, musical toys and many other toys that can be used.
- Preparation- we will prepare children/young people for procedures that are commenced and completed in clinic as well as preparing children and young people for procedures within the wider hospital setting (X-rays, ward 25 admissions, operations, MRI's).
- Making the environment child and family friendly is also a vital part of our role by displaying children's work and health promotion displays.
- We ensure that play equipment is clean and well-maintained.
- We can support the team as well as the child and their family by chaperoning Doctors and Nurses during procedures.
- We are available to spend time with children to enable parent's carers to speak freely with the doctors.
- We are able to advocate for children, young people and their families.
- We can support the nursing team, within the scope of our knowledge and skills.

SECTION 1: WARD 25 INDUCTION CHECKLIST

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
Guided tour of ward to include location of "A" side and "B" side, resuscitation area, treatment room, clean & dirty utility, case notes storage, nursing stations, staff offices etc.			
Orientation to staff rest room, changing facilities and storage of personal items via "Hot locker "system			
"Who's who" staff introductions			
<ul style="list-style-type: none"> • Patient allocation whiteboard/Nervecentre© Process • Separate Nervecentre© training should be provided on Trust Induction for employees 			
Explanation of handover procedure to include: <ul style="list-style-type: none"> • Patient safety briefing • Individual patient handover • Use of accountable handover process • Coordinator handover 			

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
<ul style="list-style-type: none"> • "Backboards" over bed spaces 			
Ward round process & care update huddles			
Explanation regarding ward entry/exit doors, CCTV, general ward security and obtaining a ward security pass card.			
Identification of location of fire safety equipment and fire exits			
Explanation of fire alarm procedures and alarm recognition			
Emergency number for paediatric emergency/fire/security "2222"			
Location of: <ul style="list-style-type: none"> • Paediatric emergency box (Blue) including overview of content • Paediatric resus trolley (PREM) • Adult resus trolley • Ligature cutter • Portable oxygen • Portable suction • Blood glucose monitor • Blood ketone monitor 			
Location of general storeroom and ward storage points			

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
Tour of resuscitation area to include: <ul style="list-style-type: none"> • Paediatric resus trolley • Location of oxygen and suction • Emergency drugs cupboard • Intranet based emergency protocols • Emergency drug prescription record • Resus documentation • Contents of storage cupboards for airway, breathing, circulation, fluids, procedures Explanation regarding daily resuscitation equipment checks and associated documentation			
Location of equipment for moving and handling			
Discussion around independent two-nurse medicine checking procedure – to be linked with drug administration assessment			
General storage room and storage/cleansing of equipment			

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
Bedside checks at shift change: <ul style="list-style-type: none"> • Oxygen delivery • Suction/filter check and change • Checking of upper and lower limits on patient monitoring • Patient ID band • Completing backboards at head of patients bed • Procedure for gaining and documenting parent/carer/patient consent for undertaking nursing cares • Equipment boxes in bays/cubicles 			
Parent/carer facilities: <ul style="list-style-type: none"> • Sleeping arrangements • Hygiene facilities • Parents suite and kitchen • Meal provision • Breastfeeding mothers • Car parking 			
Adolescent facilities – The Den			
Visiting arrangements (to include procedure for visitation when there are safeguarding issues)			

SECTION 2: DOCUMENTATION

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
Explanation of admission documentation: <ul style="list-style-type: none"> • Children and young person admission document • Day case document • Re-admission document • CAU pathway 			
Explanation of admission process: <ul style="list-style-type: none"> • Documentation required • Procedure for requesting patient records • Procedure for electronically admitting patient onto the bed state • Alerting medical team of patient "to be seen" 			
<ul style="list-style-type: none"> • Use of Paediatric early warning scoring including: • chart selection (where appropriate) • Identification of triggers 			

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
<ul style="list-style-type: none"> • Escalating concerns using SBAR and documentation required • Ward teaching session via PEWS link nurses/PDM • Nerve centre© escalations & requirement for manual backing up of escalations 			
<ul style="list-style-type: none"> • Location of core care plans via Marsden Intranet link • Paediatric intranet resources • LIP, CHIP, PEEP 			
<p>Surgical admission documentation to include:</p> <ul style="list-style-type: none"> • Theatre safety checklist • Appropriate consent form • VIP chart • Anaesthetic chart • Drug treatment chart • PEWS chart (if appropriate) 			
<p>Location of supplementary documentation/charts in the "Nursing resources" section of the "Paediatric Intranet" page.</p>			

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
Safeguarding documentation to include: <ul style="list-style-type: none"> • Yellow chronology sheet • Yellow general communication sheet • Placement of alert sticker • Placement of safeguarding divider • Relevant documentation to be completed upon discharge • Process for online safeguarding referrals 			
York hill malnutrition score			
Glamorgan score			
Pain assessment tools			
Sepsis six care pathway			
Signature banks			

SECTION 3: KEY POLICIES AND PROCEDURES

ACTION	DATE ACHIEVED/ ORIENTATED	SIGNATURE OF PRECEPTOR/MENTOR/SUPERVISOR/ ASSESSOR/BUDDY	SIGNATURE OF LEARNER
<p>The Learner can provide an overview of the key features of the following policies, and knows how/where to locate them:</p> <ul style="list-style-type: none"> • Safeguarding children and young people • Infection prevention and control • Confidentiality • Consent • Information governance • Sickness and absence • Health and safety • Escalation policy • Self-harm • Medicines • Incident reporting and the use of "Datix" 			
<p>The Learner can access the "Paediatric intranet page" and has been shown how to access resources</p>			

MANDATORY TRAINING LOG

In order to ensure that you are able to deliver high quality, evidence-based nursing care you should be supported in accessing mandatory training offered at the trust, ensuring you are updated with regard to current practice standards. Lifelong learning is a concept that is embedded in nursing practice and as a registered nurse, you are professionally required to maintain your knowledge and competence in accordance with NMC standards and in preparation for professional revalidation. The list of training opportunities outlined within the training log is by no means exhaustive and should be used as a guide for both yourself and your mentor/preceptor to identify your training needs and access the appropriate training at the appropriate time. Please liaise with your preceptor/supervisor and line manager to ensure that training is applied for appropriately and in accordance with trust policy.

TRAINING ACTIVITY REQUIRED	DATE APPLIED FOR	DATE ATTENDED	SIGNATURE OF NEW STARTER/PRECEPTEE	SIGNATURE OF SUPERVISOR/PRECEPTOR
Mandatory update				
Safeguarding children & young people				
Conflict resolution/restraint & restrictive practice training				
Information governance				
PILS				
Fundamentals of Care				
Focus day one				
Focus day two				
Focus day three				
Domestic abuse				
RREAD				

AND FINALLY.....

We sincerely hope that you enjoy your allocation on ward 25, and that you have found this package useful in guiding your learning and exploring your new working environment. This package is a new initiative and as such, we would really appreciate your feedback. Please take a few moments to complete the evaluation form... anonymously if you prefer and return to:

Kerry Morris – Paediatric Practice Development Matron

What I found most useful..**What I feel could be improved/added/removed...**