

## **Information for students coming to Sherwood Forest Hospitals NHS Foundation Trust for placement.**

### **Sherwood Forest Hospitals covers 3 sites.**

Kings Mill Hospital is the main site with smaller hospitals at Newark and Mansfield Community Hospital. The hospital telephone numbers are:

- Kings Mill: 01623 622515.
- Mansfield Community Hospital: 01623 785050
- Newark Hospital: 01636 681681

Our facilities are state-of-the-art with over 50% of patients being cared for in single-occupancy rooms with their own en-suite.

The Trust has gone through a time of great transition with latest Care Quality Commission (CQC) inspection report showing vast improvements in identified areas. We are CQC rated Outstanding for Caring and Good overall. As a Trust there is continued work to build on this success and to strive to achieve an overall outstanding rating.

During your placement- you may to work with student nurses from other universities. At present we take pre-registration Nursing students mainly from Derby, Nottingham Trent University, Lincoln, Nottingham and Sheffield Hallam Universities. You may also find Return to Practice Nurses and many other students from other professions such as Pharmacy, Physiotherapy and Occupational Therapy from different universities.

Our staff will welcome you to the Trust and hope that they are able to support you to have an enjoyable learning experience.

### **Timekeeping**

Whichever method you use to travel to placement you must be on-time. This means that you must be changed into 'uniform' and ready to start work at the time agreed with your Ward Leader / Practice Assessor/Supervisor.

**Mobile phones** should be off or on silent if carried in your pocket – ideally they should be kept in bags away from the clinical area. They can be used during breaks and lunchtime whilst away from the clinical area. They must not be used when on a clinical area.

## Facilities

Each clinical area has a staff room some of which have microwaves, toasters, kettles to use during your break / lunchtime.

Please make sure you take breaks as allocated – you need to have regular drinks and time allocated away from the working area.

Cash Machines are available in WHSmiths at KMH, the Co-op near Newark Hospital and at ASDA near Mansfield Community Hospital.

\*Please note that if you are leaving any of the hospital premises to get cash or shop you must change out of your uniform as per hospital policy.

There are several areas available to buy food and drink :-

### Kings Mill Hospital (KMH)

#### Daffodil Café, King's Treatment Centre

Offering a wide choice of hot and cold snacks and drinks at reasonable prices.

The café is service with a smile run by the friendly volunteers with all profits being used to enhance the patient experience.

Support our volunteers and come and have a coffee.

#### Spice of Life Restaurant

Opening times: 8.00am - 3.00pm, 7 days a week

Located on level 6

This 100 seat restaurant for visitors and staff provides a panoramic and picturesque view of the reservoir, whilst you enjoy the wide range of hot and cold snacks, including jacket potatoes, sandwiches, salads and cold desserts, available all day.

Breakfast 8.00am - 11.00am

#### Deli Marche

Vending facilities only - open 24 hours

Located on level 6

Comfortable leather sofas offer a relaxed atmosphere from which to enjoy the panoramic and picturesque view of the reservoir

#### Costa Coffee

Located on the ground floor near the main entrance

Offering hot and cold drinks and a wide range of paninis, sandwiches and pastries.

#### Vending services

24hours a day, 7 days a week

Located at convenient points with a range of machines offering cold snacks and sandwiches.

There is also a hot food vending machine located in Deli Marche on level 6 of KMH

#### Other facilities

There is a post box and cash machine (within WHSmiths) at King's Mill Hospital

WHSmiths – selling newspapers, magazines, cards, cold snacks, confectionery

### Newark Hospital

#### Tea Bar (downstairs in outpatients)

open 09.00 – 16.00 Monday to Friday

serving hot and cold drinks, sandwiches, crisps, cakes and confectionery

#### Mary Taylor Café (upstairs)

open 10.30 – 16.00 Monday to Friday

serving hot and cold drinks, sandwiches, crisps, cakes and confectionery

## Canteen

open 12.00 – 14.00 Monday to Friday  
serving hot and cold food, sandwiches, crisps etc

## Sickness and Absence

Sickness should be reported to your Ward /Dept Leader or Nurse-in Charge **and** your University.

## Accident / Injury reporting

Any injuries, e.g. needle-stick, should be reported to the Ward /Dept Leader or Nurse-in Charge immediately in accordance with the Trust policy, so that the necessary action can be taken. A Datix incident form will need completing too. Even minor injuries should be reported since this may highlight a problem otherwise unknown and possibly prevent others from harm. If you sustain an injury whilst on placement your University personal tutor will be advised accordingly.

## Social Media and photographs

You are not allowed to take photographs on Trust premises at any time, even if a patient asks you to do so. If photographic evidence is required for your portfolio or to demonstrate learning during your elective placement please contact the Information Governance Department or contact Clinical Illustration and ask for them to take the photograph for you.

Similarly you should **never** put anything on Facebook / Twitter or other social media sites about the Trust, your placement area or any patients or staff. If you do this it is a disciplinary matter. Be very careful in general what you “post” on social media. This is a professional area and the Trust requires high standards of conduct and behaviour both in and out of the Trust / placement setting. Whilst on placement in this Trust or any other you are seen as part of Trust staff.

There are strict policies on confidentiality.