

August 2020

Dear student

Welcome to SFH! There are a few things you need to know for your placement at SFH:

- Surgical face masks need to be worn throughout the hospital. They need changing on entrance and exit to any clinical areas you may need to go to. (Please use a tiger bag for disposal of masks)
- There is a one way system for walking in the corridors (signs are on the floor)
- Only 4 people at any one time in a lift.
- NO travelling to or from placement in uniforms, they need to be laundered at 60°C

We know you will already have had a risk assessment completed by your University prior to coming out on placement, in order to extend that support your Practice Supervisor/Assessor will also do a risk assessment called an ISRA within your first few days in practice to ensure we are supporting you correctly.

We also want to enhance your University's prep for practice. In order to do this **we expect you** to complete some further reading, as detailed below. This can be completed during your first few days on placement by accessing our intranet while on site, **OR YOU CAN WATCH THOSE NOW BY FOLLOWING THE INFECTION PREVENTION AND CONTROL LINK BELOW GENERAL INFORMATION ON THIS PAGE**

Once on the home page select "Coronavirus information" (highlighted)

The screenshot shows the intranet home page with the following elements:

- Header: "Welcome to the Intranet" and "Sherwood Forest Hospitals NHS Foundation Trust" logo.
- Navigation: "Home", "A to Z", "Open Quicklinks", "Phone book".
- Grid of tiles:
 - Hot weather advice (with sun icon)
 - STAFF EXCELLENCE AWARDS 2020 (with award icon)
 - Coronavirus Information** (with virus icon, circled in orange)
 - Policies, Procedures & Guidelines
 - Nursing and Midwifery
 - Declarations of Interest
 - Datix logo
 - nervecentre logo
 - Vacancies

This will take you to this page:

Welcome to the Intranet

Sherwood Forest Hospitals
NHS Foundation Trust

Home
A to Z
Open Quicklinks
Phone book

Communications Intranet

Welcome
Star of the Month Awards
Trust membership
Engagement
Meet the team
Media enquiries
Social media
iCares and Learning Matters
Branding, templates and consent forms
Staff Bulletins
Patient information
Staff Briefings
#TeamSFH Strategy
Factsheets
Recognition Week 2019
#TeamSFH Staff App
Current Screensavers
Coronavirus
Coronavirus - DAILY UPDATES
Doctor's Awards 2020

Coronavirus

Please see below for all up to date information on Coronavirus (COVID-19)

By now you will be aware that the UK has now moved from the containment phase to delay phase of our response to COVID-19. The latest guidance around self isolation and staying at home can be found here.

People do not need to call NHS111 to go into self-isolation, if their symptoms worsen or are no better after seven days contact NHS111 online (if they have no internet access they should call NHS111) and for a medical emergency call 999.

Visitors Policy

Individual Staff Risk Assessment Documentation (ISRA)

Communication for all staff
 Covid-19 Risk Assessment - July 2020 - Updated 17 July 2020
 ISRA Flowchart - Updated 17 July 2020
 Manager's Guidance on ISRA - Updated 17 July 2020

HR

Letter for Key Workers
 Communication for Changing Work
 A quick guide on how to protect yourself from COVID-19
 School Closure Guidance
 Dietician Advice during Coronavirus
 RAG assessment 03/07/20
 Recording Coronavirus on ESR or Health Roster 26/6/20
 Keeping in touch with self-isolated staff 18/3/20

Please ensure you look at and familiarise yourself with this page. Pay particular attention to:

- End of Life Care - COVID-19 - updated 15 July 2020
- PHE Infection Control general guidance
- CPR during Covid-19 23/4/20





In addition to reading those items please ensure you **MUST** watch all the videos highlighted below and familiarise yourself with the quick guides to donning and doffing for non AGP.

Posters and Leaflets
Collection of Coronavirus specimens via swab
Posters for use on entrances to the hospitals

PHE Covid-19 Donning - quick guide
PHE Covid-19 Doffing - quick guide
Putting on PPE for non-aerosol generating procedures

Videos
VIDEO - Advice for staff on how to protect themselves, colleagues, patients and visitors
VIDEO - Donning PPE for aerosol generating procedures

VIDEO - Doffing PPE for aerosol generating procedures
Coronavirus - Recognising the risks 13/04/20
Safe use of surgical face masks 14/04/20
Infection Control: Tips on protecting yourself

Dedicated to *Outstanding* care Communicating and working together Aspiring and improving Respectful and caring Efficient and safe    

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Please remember that you are not on your own, you are supported in practice by experienced staff, utilise this. Our infection control team visit wards twice a week, so please do feel free to speak with them about any questions or queries – they are a highly experienced mine of information!

Above all if you are unsure of anything please ask before acting!

Please do let me know if you need further support or guidance.

Kind regards

Nic

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Professional Education and Training Team

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