



# STUDENT HANDBOOK

Student Name:

Mentors:

Buddy:

Your first 2 weeks off duty:

<b>Monday 25th</b>	<b>Tuesday 26th</b>	<b>Wednesday 27th</b>	<b>Thursday 28th</b>	<b>Friday 29th</b>	<b>Saturday 30th</b>	<b>Sunday 31st</b>
<b>Monday 1st</b>	<b>Tuesday 2nd</b>	<b>Wednesday 3rd</b>	<b>Thursday 4th</b>	<b>Friday 5th</b>	<b>Saturday 6th</b>	<b>Sunday 7th</b>

# General Medicine Ward E7

Welcome to General Medicine ward E7.

**Our ward contact details are:-**

**Main Ward Telephone number: - 02381206509**

**Office Telephone number: - 02381206409 or 02381204640**

**Extension 6509 whilst within the hospital**

We are a 26 bedded unit comprising of 5 bays and 2 side rooms for isolation. We have mainly general medicine patients however there could be patients with other medical conditions.

To promote patients privacy and dignity we practice same sex accommodation. E7 is predominantly female ward however male patients are sometimes admitted to the side rooms.

Our Matron is Katie McEvoy and our Ward Senior Sister is Suzie Elliott. There are 2 other Ward Sisters Olayinka Oni, Zayla Estales and Charge Nurse Binu Thomas who are happy to provide support and advice.

All placement time is supernumerary in order to assist you to develop your skills and competencies. We will strive to provide a good learning experience with nursing staff and other multidisciplinary teams. You will be allocated a mentor with a buddy and will be expected to work at least 40% of the time with your mentor.

You will be allocated off duty on HealthRoster system working with your mentor /buddy, if either unavailable then you will work with other suitable nursing staff. These shifts can be changed if for some reason you are unable to work them. Just speak to Karen (Secretary) or your mentor.

If for any reason you are having problems concerning your placement please highlight to your mentor or one of the Sisters, ward secretary or link tutor.

The off duty is completed with approximately 6 weeks in advance; you may request 6 duties/days off within a four week period.

### **Shift Patterns**

Early- 07:30-15:30

Late- 12:00-20:00

Long day- 07:30-20:00

Night- 19:30-20:00

Most staff works a pattern of 2 short days and 2 long days a week. You can work 5 short shifts if you would like.

### **Sickness and absence**

If you are unable to attend your rostered shift due to sickness you must telephone the ward at your earliest convenience and all sickness or absence must be made up. Preferably on the placement you are attending at the time.

Please give a contact number to Karen (ward secretary) just in case the ward needs to contact you.

If you do not arrive on the ward when you are expected with no phone call we have no choice but to contact the University.

### **Appearance**

We expect you to arrive on the ward in a timely manner in your correct uniform and shoes with your ID badge on view.

## Ward Routine

<u>Day Shift</u>	
07:30-08:00	Handover of shift
08:00-09:00	Morning drug round and patient breakfast
09:00	Patient care (continues throughout the morning)
09:30	Dr's ward round
12:00	Late shift arrive and handover
13:00	Observations
15:00-20:00	Visiting times
17:00	Drug round and supper time
19:30-20:00	Handover to night staff

<u>Night Shift</u>	
19:30-20:00	Handover of shift
20:00-21:00	Observations and settling patients
21:00	Night time drug round, and tidy trolleys
06:00	Observations
07:30-08:00	Handover to day staff

## Student tips

- Only one student on a night shift at a time.
- Students must not work more than 2 long days in a row.
- Must work with buddy or mentor including nights and weekends.
- No more than 4 students on a shift at one time.
- Contact the ward if you are unable to attend your shift.
- Please give your contact number to Karen (ward secretary) .
- Must take your breaks and leave shift at agreed end of shift time.

**We hope you enjoy your placement on E7**