Welcome to
Care of the Elderly  
E56

Portfolio of Learning Opportunities.

Student ...........................................

Mentor ...........................................

Date ..............................................
INTRODUCTION

Welcome to Ward E56

E56 is primarily a Care of the Elderly Ward, but occasionally takes patients from other specialties. Therefore a wide and varied range of experience can be gained during your placement with us. By using evidence-based practice, we aim to offer the highest standard of care possible.

Ward E56 is a mixed sex ward, comprising of 4 side rooms and 4 x 5 bedded bays. One of the side rooms has special ventilation for barrier nursing patients. We receive the majority of our patients from the admission units and some direct from home, clinic or accident and emergency.

Sunderland City Hospital has a restricted visiting policy. The daily visiting hours are as follows:

- 2pm – 5pm
- 6pm – 8pm

Visitors may also be asked to leave the bay for doctor’s rounds and in order to carry out of patient’s personal care requirements. The hospital now promotes a protected mealt ime initiative, which enables the patient to enjoy their meal free from interruptions and distraction.

We hope that you will enjoy your placement on E56. The opportunity to develop your knowledge in the understanding of various diseases as well as enhancing your clinical skills will be provided.

A series of competencies will provide direction during your allocation and facilitate your learning. A mentor will be assigned to you to guide you through your stay with us, providing support, advice, and expert knowledge. We would be also grateful if you could complete the evaluation form upon completion of your placement.
THE DIRECTORATE.
E56 comes under the directorate of Elderly Medicine.

Medical Staff.
Consultants :-

Registrar (Reg.) :-
Senior House Officer (SHO) :-
House Officer (HO) :-

Nursing Staff.
Senior Sister/Ward Manager Band 7
Junior Sister Band 6
Staff Nurse Band 5
Health Care Assistants Band 2
Other Members of Staff you may meet coming onto the ward.

Matron :-
Business Manager :-
Practice Development Nurse :-
Domestics
Springboard
Pharmacist (ward based)
Pharmacist Technician
Occupational Therapist
Physiotherapist
Physiotherapist Assistant
Speech and Language Therapist
Dietician
Medical Social Workers
Mental Health Liaison Nurse
Who’s Who on E56

Ward Manager
Navy uniform

Junior Sister
Navy uniform.

Staff Nurses
Light blue uniform/epaulettes

Health Care Assistants
Beige Uniforms/epaulettes, navy trousers.

Student Nurses
White uniforms, black trousers.

Physiotherapists
Light blue teashirts, navy trousers.

Springboard Trainees
Green uniforms.

Radiographers
Burgundy uniforms.

Occupational Therapist
Green uniform.

Off Duty / Mentors
You will be allocated a mentor prior to commencement of your placement. Your mentor will help co-ordinate your experience during your time with us. All mentors have been prepared for their role and will be familiar with your training requirements. If you are unhappy with your mentor or any other aspect regarding this placement, please speak to the Ward Sister.

Your Off Duty should be negotiated with your mentor or Ward Sister (please note, we expect you to work a minimum of 50% of your Off Duty with your mentor). It is your responsibility to be flexible, working as many shifts as possible alongside your mentor, thus making the most of your placement. To enable you gain insight into different aspects of total patient care you should try and work a variety of shifts (e.g. earlies, lates, weekends and night shifts...
where ever possible however, 1st year student nurses are unable to do night shifts.

**Off Duty Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Early</td>
<td>7:30am – 4:15pm</td>
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<tr>
<td>Early half</td>
<td>7:30am – 1pm</td>
</tr>
<tr>
<td>Late</td>
<td>12:30am – 8:30pm</td>
</tr>
<tr>
<td>Night Duty</td>
<td>8:15pm – 7:45am</td>
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</tbody>
</table>

Off Duty requests may be written in the off duty request book, situated in Sister's Office in the filing cabinet marked Off Duty, or at the nurse's station. Off Duty where possible is completed 4 weeks in advance.

**Team Nursing**

Staff upon E56 is divided into two Teams of Nursing:

- **Team A**  Bay 1 & 2 side ward 1 & 2
- **Team B**  Bay 3 & 4 and side wards 3 & 4

You will be allocated into the team where your mentor works on the first day of your placement.

Within the team you will be in you will be allocated patient's whose care you will be responsible for, delivering the care under the supervision of your mentor. Your mentor will orientate you to the ward's layout and supervise you throughout your in placement. All members of staff upon the ward are available for support and advice, please use us.

Team nursing involves the Team Leader (staff nurse) being good at time management and being able to divide the workload fairly and equally amongst it's team members, delegating responsibilities for specific patients according to the staff's skill level.

All members of the team have a particular interest within the group of patients and should be aware of the patient's medical conditions and needs from the verbal hand over received from the staff nurse at commencement of each
shift. A team usually consists of 1 Staff Nurse and 2-3 Auxiliary Nurses, and possibly a Student Nurse.

The organisational method of Team Nursing was devised primarily to provide the non – professional nursing personnel with more supervision from the Registered Nurses to allow them to give planned care rather than task allocation.

An important feature of Team Nursing is communication between members, informing the team Leader of any problems identified or changes in a patient’s status will allow prompt action, revise goals so that all team members can learn to participate in planning and evaluate care, whilst also at the same time having learning and teaching opportunity.

The Health care assistants upon the ward all undergo assessments for various competencies and have relevant forms signed to state that they are competent in a particular task, an example of this may be blood pressure monitoring or blood glucose monitoring. Some of our HCAs have undertaken and completed the NVQ level 2 and currently working towards NVQ level 3. All Auxiliary nurses upon the ward are very skilled and will be able to assist you with certain tasks.

**Transfer of Patients.**
When a patient is transferred onto the ward, we aim to introduce the Named Nurse almost immediately. We also maintain a safe environment for the patient to stay in whilst they are under our care. Patient's modesty, privacy and confidentiality are of utmost importance. The nurse should also when appropriate act as the patient’s advocate.

**Ward rounds** Monday morning
Thursday morning.
We also hold a Multidisciplinary Team (MDT) meeting in the sitting room based on the ward on a Wednesday morning this is attended by doctors,
nurses, occupational therapist, physiotherapist and occasional the speech and language therapist. This gives the whole team an opportunity to ensure the patients are receiving the appropriate care from all professionals. You will be invited to attend these meetings during your stay on the ward.

**Information and Research**

We encourage giving research and evidence based nursing care. We have regular teaching sessions on the ward, either informal or formal for all grades of nurses. We also have a Health Education / Information boards, which is changed on a monthly basis.

We also have link nurses to make it easier to identify whom to approach for various problems. There are information files set up by the link nurses with up-to-date articles and research on each topic. We keep a variety of nursing journals and some medical books in the Sister's Office. Please feel free to read and look at these, but DO NOT remove them from the ward.

**Learning Opportunities.**

The following opportunities may be available to you during you placement:

- To observe and participate in essential Nursing Care relevant to a variety of medical conditions, e.g. Assessing, Planning, Implementing and Evaluation care using adapted Roper, Logan and Tierney Models of Activities of Living and computerised HISS system.
- Care of patients who are confused, due to progressive dementing illnesses.
- Care of patients who are undergoing investigations and rehabilitation following falls.
- Care of patients who have had orthopaedic surgery eg repair of # neck of femur.
• Care of patients in need of pain control, care of the terminally ill and
dying patients, newly diagnosed conditions e.g. Myocardial Infarction,
Cerebral Vascular Accident, Diabetes and Asthma.
• Care and Rehabilitation of patients with reduced mobility.
• Patient’s requiring investigations of jaundice.
• Patient’s requiring treatment for Respiratory problems.
• Patient’s with Renal problems.
• Patient’s requiring Insulin treatment and Blood Glucose monitoring.
• There may also opportunities to insert Urinary catheters, preparation
and administration of medications and intravenous medication
including intravenous anti-biotics under supervision of your mentor or
qualified member of nursing staff.
• Participate in organising the safe transfer of a patient to another ward
or in their discharge home, from hospital.
• Referral to Medical Social Workers, Occupational Therapists and many
other activities, which will enrich opportunities to liase with other
members of the Multidisciplinary team.

Common tests and investigations you may wish to observe include:
• ECG recordings
• Phlebotomy
• X – rays
• Ultrasound Scans
• Endoscopy
• Exercise Tolerance Tests
• Tilt Table Tests
And many, many more.

You will also be given the opportunity to shadow members of the MDT, eg
social workers, occupational therapists, and our Mental health liaison nurse
who plays a large part in planning care for some of our patients.
**Remember** – it is your responsibility to approach your mentor and arrange to observe these procedures. During your placement with us it is your responsibility to fulfil your objectives, remembering that your mentor and all members of staff are there to help you and answer any questions you may have.

If you experience any problems during your placement please see your mentor or ward manager during your placement, problems cannot be rectified after you have left the ward.
## Abbreviations

### A
- A&E: Accident & Emergency
- A/W: Awaiting
- ABE: Acute Bacterial Endocarditis
- ABG: Arterial Blood Gases
- ACLS: Advanced Cardiac Life Support
- AF: Atrial Fibrillation
- AFB: Acid Fast Bacilli
- ALS: Advanced Life Support
- ALD: Alcoholic Liver Disease
- ANT MI: Anterior Myocardial Infarction
- APTT: Activated Partial Thromboplastin Time
- ARDS: Adult Respiratory Distress Syndrome

### B
- BD: Twice Daily
- BM: Boehringer Mannheim (Blood Glucose)
- BNO: Bowels Not Opened
- BO: Bowels Opened
- BP: Blood Pressure
- BPM: Beats Per Minute

### C
- C&S: Culture & Sensitivity
- CA: Cancer
- CAT: Computer Aided Tomography
- CABG: Coronary Artery Bypass Graft
- CBD: Catheter Bag Drainage
- CCF: Congestive Cardiac Failure
- CCU: Coronary Care Unit
- CE: Cardiac Enzymes
- CHB: Complete Heart Block
- CHEMO: Chemotherapy
- CLOS.D: Clostridium Difficile
- COAD: Chronic Obstructive Airways Disease
- COPD: Chronic Obstructive Pulmonary Disease
- CPR: Cardio Pulmonary Resuscitation
- CSF: Cerebrospinal Fluid
- CSU: Catheter Stream Urine
- CT: Computer Tomography
- CVA: Cerebral Vascular Accident
- CVP: Central Venous Pressure
- CXR: Chest X-Ray

Updated January 2010
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>D&amp;V</td>
<td>Diarrhoea &amp; Vomiting</td>
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<tr>
<td>D/C</td>
<td>Death Certificate</td>
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<td>DC</td>
<td>Direct Current</td>
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<td>DFWT</td>
<td>Daily Fasting Weight</td>
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<tr>
<td>DIC</td>
<td>Disseminated Intravascular Coagulation</td>
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<td>DN</td>
<td>District Nurse</td>
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<tr>
<td>DU</td>
<td>Duodenal Ulcer</td>
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<td>DVT</td>
<td>Deep Vein Thrombosis</td>
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<tr>
<td>DXT</td>
<td>Radiotherapy</td>
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<tr>
<td>ECG</td>
<td>Electrocardiograph</td>
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<td>ECHO</td>
<td>Echocardiogram</td>
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<tr>
<td>EEG</td>
<td>Electro-Encephalograph</td>
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<tr>
<td>ENDO</td>
<td>Endoscopy</td>
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<tr>
<td>ERCP</td>
<td>Endoscopic Retrograde Cholangio Pancreatography</td>
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<td>ETT</td>
<td>Exercise Tolerance Test</td>
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<tr>
<td>FBC</td>
<td>Full Blood Count</td>
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<tr>
<td>FBG</td>
<td>Fasting Blood Glucose</td>
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<tr>
<td>FOB</td>
<td>Faeces for Occult Blood</td>
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<tr>
<td>FWT</td>
<td>Full Ward Test</td>
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<tr>
<td>G.U</td>
<td>Genito Urinary</td>
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<td>GP</td>
<td>General Practitioner</td>
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<tr>
<td>GTN</td>
<td>Glycerin Tri Nitrate</td>
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<td>GU</td>
<td>Gastric Ulcer</td>
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<td>H/H</td>
<td>Home Help</td>
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<td>H/O</td>
<td>History Of</td>
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<tr>
<td>HB</td>
<td>Hemoglobin</td>
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<tr>
<td>HIV</td>
<td>Human Immunodeficiency Virus</td>
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<tr>
<td>HR</td>
<td>Heart Rate</td>
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<tr>
<td>HYPERCAPINA</td>
<td>Retention Carbon Dioxide</td>
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<tr>
<td>HYPOCAPINA</td>
<td>Decreased Carbon Dioxide</td>
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</table>
ICP  Intracranial Pressure
IDDM  Insulin Dependant Diabetes Mellitus
IHD  Ischemic Heart Disease
IM  Intramuscular
INF MI  Inferior Myocardial Infarction
IV  Intravenous
IVP  Intravenous pyelogram
IVT  Intravenous Therapy

Kg  Kilogram

L  Litre
LBBB  Left Branch Bundle Block
LFT  Liver Function Tests
LOC  Loss of Consciousness
LP  Lumbar Puncture
LVF  Left Ventricular Failure

MAO  Monoamine Oxidase
MAP  Mean Arterial Pressure
MCG  Microgram
MG  Milligram
MI  Myocardial Infarction
MOW  Meals On Wheels
MSU  Midstream Urine
MSW  Medical Social Worker
MVD  Mitral Valve Disease

NAD  No Abnormalities Detected
NBM  Nil By Mouth
NIDDM  Non Insulin Dependent Diabetes Mellitus
NGT  Nasal Gastric Tube
NPU  Not Passed Urine
NS  Normal saline (solution)
NSAID  Nonsteroidal Anti-inflammatory Drug
O
O/A  On Admission
O/D  Overdose
O2   Oxygen
OBS  Observations
OGD  Oesophageal Dilation
OPST Older Person's Support Team
OT   Occupational Therapist

P
P    Pulse
PBC  Primary Biliary Cirrhosis
PE   Pulmonary Embolism
Peds Pediatrics
PEFR Peak Expiratory Flow Rate
PEG  Percutaneous Endoscopic Gastrostomy
Physio Physiotherapist
PID  Pelvic Inflammatory Disease
PO   By Mouth
POST MI Posterior Myocardial Infarction
PR   Per Rectum
PRN  As Required
PT   Prothrombin Time
PTT  Partial Thromboplastin Time
PU   Passed Urine
PUT  Passed Urine in Toilet
PX   Prescribed

Q
QDS  Four Times a Day

R
RBBB Right Bundle Branch Block
RBC  Red Blood Count

S
S/C  Subcutaneous
SAH  Sub Arachnoid Hemorrhage
SL   Sublingual
SOB  Shortness of Breath
SOL  Space Occupying Lesion
SRC  Self Retaining Catheter
SVT  Supra ventricular tachycardia
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>T</td>
<td>Temperature</td>
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<tr>
<td>TDS</td>
<td>Three Times a Day</td>
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<tr>
<td>TIA</td>
<td>Transient Ischaemic Attack</td>
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<tr>
<td>U &amp; E'S</td>
<td>Urea &amp; Electrolytes</td>
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<tr>
<td>U/A</td>
<td>Unstable Angina</td>
</tr>
<tr>
<td>US</td>
<td>Ultra Sound Scan</td>
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<tr>
<td>UTI</td>
<td>Urinary Tract Infection</td>
</tr>
<tr>
<td>VF</td>
<td>Ventricular Fibrillation</td>
</tr>
<tr>
<td>VQ Scan</td>
<td>Ventilation-Perfusion Scan</td>
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<tr>
<td>VQ</td>
<td>Ventilation Quotient</td>
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<tr>
<td>VR</td>
<td>Ventricular Rate</td>
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<tr>
<td>VT</td>
<td>Ventricular Tachycardia</td>
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<tr>
<td>WBC</td>
<td>White Blood Count</td>
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<td>?</td>
<td>Query</td>
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</table>
Learning opportunities on E56

Communication skills, time management, organisational and delegation skills, care planning and evaluation, team working, delivery of holistic, person centred care, understanding of MDT roles and responsibilities.

Learning Opportunities on D40

<table>
<thead>
<tr>
<th>Learning Opportunities</th>
<th>Personnel / Information Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANATOMY, PHYSIOLOGY &amp; PATHOLOGY</strong></td>
<td>Registered Nurses / Doctors / Infection Control Link Nurse / Infection Control Nurse / Infection Control Policies / Literature.</td>
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<tr>
<td><strong>Infection</strong></td>
<td></td>
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<tr>
<td>- Causes</td>
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<td>- Spread</td>
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<tr>
<td>- Effects on patient wellbeing.</td>
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<tr>
<td>- Prevention</td>
<td></td>
</tr>
<tr>
<td><strong>Normal Anatomy, Physiology &amp; Pathology</strong></td>
<td>Books / Literacy Resources / Posters / Visual Aids</td>
</tr>
<tr>
<td>Abnormal Anatomy, Physiology &amp; Pathology (Examples you may encounter upon the Ward)</td>
<td>Registered Nurses / Cardiologist's / Cardiographer / Coronary Care Unit / Literature / Investigations / Diagnostic Procedures e.g. ECG, Angiogram.</td>
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<tr>
<td><strong>Disorders of the Cardiovascular System.</strong></td>
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<tr>
<td>- Cardiac Arrest</td>
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<tr>
<td>- Congestive Heart Failure</td>
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<tr>
<td>- Left Ventricular Failure</td>
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<tr>
<td>- Myocardial Infarction</td>
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<td>- Hypertension</td>
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<td>- Angina</td>
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<tr>
<td><strong>Disorders of the Respiratory System.</strong></td>
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<tr>
<td>- Asthma</td>
<td>Registered Nurses / Respiratory Nurse Specialist / COPD Specialist Nurse / Pulmonary Function Technicians / Doctors / Pharmacists. Investigations / Diagnostic Investigations e.g. CT Scans, US Scan, Sputum Culture, CT/US Guided Biopsies, Pleural Drainage.</td>
</tr>
<tr>
<td>- COPD</td>
<td></td>
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<tr>
<td>- COAD</td>
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<tr>
<td>- Pulmonary Effusions</td>
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<tr>
<td>- Chest Infections</td>
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<tr>
<td>- Drugs – nebulisers, inhalers, O2 therapy</td>
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<tr>
<td>- Tuberculosis</td>
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<tr>
<td><strong>Disorders of the Nervous System.</strong></td>
<td>Registered Nurses / Doctors / Specialist Nurses / Rehabilitation Nurses. Investigations / Diagnostic Procedures e.g. CT Scan, MRI Scan, Lumbar Puncture.</td>
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<tr>
<td>- Epilepsy</td>
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<tr>
<td>- Headaches</td>
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<td>- CVA</td>
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<tr>
<td>- Infection</td>
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<tr>
<td><strong>Disorders of the Endocrine System.</strong></td>
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<tr>
<td>- Diabetes Mellitus</td>
<td>Registered Nurses / Doctors / Diabetic Nurse Specialist / Laboratory / Literature Resources. Investigations / Diagnostic Procedures e.g. US Scan, US Guided Biopsies, ERCP, Blood Tests</td>
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<tr>
<td>- Pancreatitis</td>
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<tr>
<td>- Pancreatic cancer</td>
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<thead>
<tr>
<th>Learning Opportunities</th>
<th>Personnel / Information Resource</th>
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<tbody>
<tr>
<td><strong>Abnormal Anatomy, Physiology &amp; Pathology Continued...</strong> (Examples you may encounter upon the Ward)</td>
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<tr>
<td><strong>Disorders of the Liver and biliary System.</strong></td>
<td>Registered Nurses / Doctors / Specialist Nurses / Literature / Laboratory. Investigations / Diagnostic Procedures e.g. CT Scans, US Guided Biopsies, Blood Investigations</td>
</tr>
<tr>
<td>- Jaundice</td>
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<tr>
<td>- Alcoholic Liver Disease</td>
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<tr>
<td>- Cirrhosis</td>
<td></td>
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<tr>
<td>- Hepatic Failure</td>
<td></td>
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<tr>
<td>- Clotting Disorders</td>
<td></td>
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<tr>
<td><strong>Disorders of the Renal &amp; Urinary System.</strong></td>
<td>Registered Nurses / Doctors / Renal Ward / renal</td>
</tr>
<tr>
<td>- Acute / Chronic Renal Failure</td>
<td></td>
</tr>
<tr>
<td>- Urinary Tract Infection</td>
<td></td>
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</tbody>
</table>
### Disorders of the Gastro-Intestinal System.
- Polycystic Kidney Disease
- Nausea / Vomiting
- Dysphagia
- Diarrhoea / Constipation
- Gastro-Intestinal Bleeding
- Diverticular Disease
- Chronn's Disease / Ulcerative Colitis
- Gastric Cancer
- Oesophageal cancer

Dialysis Unit / Literature / Laboratory Investigations / Diagnostic Procedures e.g. Urine Culture, CT Scan and US of the Kidneys.

- Registered Nurses / Doctors / Specialist Nurses / library Resources / Speech & Language Team / Dietician / Surgical Team.
- Investigations / Diagnostics Procedures e.g. CT Scan, Barium Investigations, Endoscopic Procedures, Stenting.

### Acute Poisoning.
- Alcohol
- Drugs

Registered Nurses / Doctors / Pharmacist and Poisons Unit

### PRACTICAL NURSING SKILLS

#### Recording Physiological Observations.
- Temperature
- Pulse
- Blood Pressure
- Oxygen Saturation
- Blood Glucose
- Weight
- Urine Output
- Fluid Intake
- Etc…

Registered Nurses / Auxiliary Nurses / Doctor / Research Literature

### Learning Opportunities

Personnel / Information Resource

### Practical Nursing Skills Continued…

#### Administration of Medicines
- Oral Medication
- Intravenous Medication
- Controlled Drugs
- Intramuscularly Injections
- Subcutaneous Medications / Injections

Registered Nurses / Drug Administration Policy / Pharmacists / Doctors.

#### Care of …
- IV Infusions
- Medical Devices
- Venflons

Registered Nurses
<table>
<thead>
<tr>
<th>Administration of ...</th>
<th>Registered Nurses / Blood Transfusion Policy</th>
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<tbody>
<tr>
<td>• Blood</td>
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<tr>
<td>• Blood Products</td>
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<tr>
<td>Aseptic Technique</td>
<td>Registered Nurses / Pharmacy (wound care) / Research Literature</td>
</tr>
<tr>
<td>• Dressings</td>
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<tr>
<td>Nutritional Assessment</td>
<td>Registered Nurses / Dietician</td>
</tr>
<tr>
<td>• MUST Tool</td>
<td></td>
</tr>
<tr>
<td>Moving &amp; Handling</td>
<td>Registered Nurses / Moving &amp; Handling Facilitator / Physiotherapists.</td>
</tr>
<tr>
<td>• Use of Aids e.g. hoist, slide sheets</td>
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<tr>
<td>• Piling &amp; Handling Assessment Tool</td>
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<tr>
<td>Catheters</td>
<td>Registered Nurses / Doctors</td>
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<tr>
<td>• Insertion of the Catheter</td>
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<tr>
<td>• Care of the Catheter</td>
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<tr>
<td>Mouth / Skin / Pressure Area Care</td>
<td>Registered Nurses / Research Literature</td>
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<tr>
<td>• Oral Hygiene and it's Importance</td>
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<tr>
<td>• Braden Assessment Tool</td>
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<tr>
<td>• Bartel Assessment Tool</td>
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<tr>
<td>Risk Assessment / Patient Safety</td>
<td>Registered Nurses / Trust Protocols</td>
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<td>• Falls Risk Assessment</td>
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<td>Learning Opportunities</td>
<td>Personnel / Information Resource</td>
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<tr>
<td>Practical Nursing Skills Continued...</td>
<td>Registered Nurses / Medical Electronics Works Department.</td>
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<tr>
<td>Checking Equipment / Importance</td>
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<tr>
<td>• Emergency Crash Trolley</td>
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<tr>
<td>• Defibrillator</td>
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</tr>
<tr>
<td>• Ordering of Equipment From Library</td>
<td></td>
</tr>
<tr>
<td>Setting Up (trolley) For Various Procedures</td>
<td>Registered Nurses / Auxiliary Nurses / Doctors</td>
</tr>
<tr>
<td>• Ascitic Tap</td>
<td></td>
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<tr>
<td>• Wound Dressing</td>
<td></td>
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<tr>
<td>• Catheterisations</td>
<td></td>
</tr>
<tr>
<td>• Pleural Tap</td>
<td></td>
</tr>
</tbody>
</table>
- Lumbar puncture.
- Insertion of chest drain.

**Infection Control**
- Hand Hygiene
- Reasons for Patient Isolation
- Cleaning after MSRA, CD etc

Registered Nurses / Infection Control Policy File / Infection Control Nurses

**Preparation for Investigations**
- OGD
- Colonoscopy
- Sigmoidoscopy
- ERCP
- Broncoscopy

Registered Nurses / Doctors

**Consent / Information for Investigations and Procedures.**

Registered Nurses / Doctors

**Pressure Area**
- Care
- Prevention
- Use of appropriate equipment/dressings.

Registered Nurses

Wound care guidelines.

**COMMUNICATION SKILLS**

**Computer Skills**
- Use of HISS System
- Patient Information e.g. Investigation Results
- Single Assessment Process (SAP)
- Care Plans
- Evaluations
- Patient Assessments

Registered Nurses / IT Staff / Doctors

**Learning Opportunities**

Personnel / Information Resource

**Communication Skills Continued...**

**Use Of...**
- Nursing Model
- Philosophy of Care
- Nursing Policies
- Standards
- Protocols
- Documentation
- Telephone

Mentor / Registered Nurses / Policy Files / Standard File / Procedure File
<table>
<thead>
<tr>
<th>Management of Patient Care</th>
<th>Personnel / Information Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prioritising</td>
<td>Registered Nurses / Ward Sister / Mentor</td>
</tr>
<tr>
<td>• The Nursing Process: Assessment, Planning Implementation, Evaluation</td>
<td></td>
</tr>
<tr>
<td>• Dealing with Difficult Situations</td>
<td></td>
</tr>
<tr>
<td>HEALTH EDUCATION &amp; PROMOTION</td>
<td></td>
</tr>
<tr>
<td>Lifestyle Issues in relation to commonly presented conditions:</td>
<td></td>
</tr>
<tr>
<td>• Smoking</td>
<td>Smoking Cessation Advisor / Registered Nurses</td>
</tr>
<tr>
<td>• Obesity</td>
<td>Dietician / Practice Nurses</td>
</tr>
<tr>
<td>• Alcohol liver Disease</td>
<td>Dietician / Gastro-Enterology Consultants</td>
</tr>
<tr>
<td>• Diabetes</td>
<td>Dietician / Diabetic Specialist Nurse</td>
</tr>
<tr>
<td>• Heart Disease</td>
<td>Dietician / Cardiac Rehabilitation Nurses / Heart Failure Nurse</td>
</tr>
<tr>
<td>• Stroke Rehabilitation</td>
<td>Stroke Unit / Physiotherapist / Occupational Therapist</td>
</tr>
<tr>
<td>• Drug &amp; Alcohol Abuse</td>
<td>Drug &amp; Alcohol Team</td>
</tr>
<tr>
<td>• Bowel Disorders</td>
<td>Dietician / Upper Gastro – Intestinal</td>
</tr>
<tr>
<td>• Government Target Initiatives</td>
<td>Mentor / Library Resources / Trust Strategies &amp; Document</td>
</tr>
<tr>
<td>• Counselling</td>
<td>Macmillan Nurses / Clinical Psychologist</td>
</tr>
<tr>
<td>• Interface Between Hospital &amp; Community Care</td>
<td>Health Action Zones / Specialist Nurses / Health of the Nation Document / Government Target Initiatives / Trust Strategies and Documents</td>
</tr>
<tr>
<td>• Giving Appropriate Advice / Leaflets / Posters</td>
<td></td>
</tr>
</tbody>
</table>

| Learning Opportunities | |

<table>
<thead>
<tr>
<th>MANAGERIAL &amp; ORGANISATIONAL SKILLS</th>
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<tbody>
<tr>
<td>Organisational Skills</td>
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<tr>
<td>• Prioritising Skills</td>
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<tr>
<td>• Delegation Skills</td>
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<tr>
<td>• Time Management</td>
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<td>• Leadership Skills</td>
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<tr>
<td>• Off Duty</td>
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<tr>
<td>• Management of a Team</td>
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</tbody>
</table>

Updated January 2010
## Portfolio of Learning Opportunities

**Quality Issues**
- Policies
- Standards of Practice
- Clinical Audit's
- Changing practices
- Handling Complaints
- Research

**Resource Management**
- Stock Control
- Ordering Drugs
- Non – Stock Materials
- Stationary
- Budget Control

**Risk Management**
- Standards / Policies / Procedures
- Equipment / Environment Safety Checks
- Infection Control
- Clinical Supervision
- Moving & Handling

**Handling Emergency Situations**
- Fire
- Cardiac Arrest
- Violent Incident
- Accident / Near Miss Registrar
- Bed Alert's
- Patient Falls

**Staff Development**
- Clinical Supervision

**Learning Opportunities**
- Personnel / Information Resource

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Registered Nurses / Mentor / Policy Files / Performance & Government Departments / Quality Department / Library / Research & Development Department

Registered Nurses / Pharmacist / Ward Sister / Stores Management / Mentor

Registered Nurses / Policy Files / Procedure Files / Mentor / Control of Infection Nurse / Control of Infection Policy File / Ward Sister / Moving & Handling Facilitator / Physiotherapist

Fire Officer / Safety Department / Mentor / Registered Nurses / Mentor / Security Officer / Ward Sister / Doctors / Matron / Bed Coordinator / Family

Registered Nurses / Practice Development Nurse
<table>
<thead>
<tr>
<th>MANAGEMENT OF CARE</th>
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<tr>
<td><strong>Self Discharges</strong></td>
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<tr>
<td><strong>Religious Needs</strong></td>
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<tr>
<td>• Arranging Priest etc.</td>
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<tr>
<td><strong>Referrals to Other Agencies</strong></td>
</tr>
<tr>
<td>• Medical Social Worker</td>
</tr>
<tr>
<td>• Occupational Therapist</td>
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<tr>
<td>• Physiotherapist</td>
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<tr>
<td>• Discharge Liaison Team</td>
</tr>
<tr>
<td>• Specialist Nurse</td>
</tr>
<tr>
<td>• SALT</td>
</tr>
<tr>
<td>• Dietician</td>
</tr>
<tr>
<td>• Macmillan Nurses</td>
</tr>
<tr>
<td><strong>Appropriate Use of HISS System</strong></td>
</tr>
<tr>
<td>• Care planning</td>
</tr>
<tr>
<td>• Evaluation</td>
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<tr>
<td>• Transfer to D40</td>
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<tr>
<td>• Discharge Home</td>
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<tr>
<td><strong>Trust Drug Administration Policy Relating To</strong></td>
</tr>
<tr>
<td>• Controlled Drugs</td>
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<tr>
<td>• Intravenous Drugs</td>
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<tr>
<td>• Intramuscular Drugs</td>
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<tr>
<td>• Subcutaneous Drugs</td>
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<tr>
<td>• Oral Drugs</td>
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</tbody>
</table>
The Heart

The heart is a dual pump, circulating blood through two separate closed systems. Oxygen-carrying blood leaves the left ventricle through the aorta. It circulates through the body and returns, deoxygenated, to the right auricle via the superior and inferior vena cava. The right ventricle pumps this blood through the pulmonary artery to the lungs, where it exchanges carbon dioxide for oxygen. Oxygenated blood then returns to the left auricle of the heart, ready for arterial circulation, through the pulmonary veins.
Circulatory System

Jugular vein
Superior vena cava
Pulmonary vein
Inferior vena cava
Carotid artery
Left subclavian artery
Heart
Aorta
Brachial artery
Femoral artery
Saphenous vein
Femoral tibial artery
Anterior tibial artery

1“Human Systems,” Microsoft® Encarta® 98 Encyclopedia. © 1993-1997 Microsoft Corporation. All rights reserved.
Human Lungs

Though the right lung has three lobes, the left lung, with a cleft to accommodate the heart, has only two. The two branches of the trachea, called bronchi, subdivide within the lobes into smaller and smaller air vessels. They terminate in alveoli, tiny air sacs surrounded by capillaries. When the alveoli inflate with inhaled air, oxygen diffuses into the blood in the capillaries to be pumped by the heart to the tissues of the body, and carbon dioxide diffuses out of the blood into the lungs, where it is exhaled.
Skeletal System

- Skull
- Mandible
- Clavicle
- Scapula
- Sternum
- Ribs
- Humerus
- Radius
- Ulna
- Pelvis
- Carpals
- Metacarpals
- Phalanges
- Femur
- Patella
- Tibia
- Fibula
- Tarsals
- Metatarsals
- Phalanges
The Digestive System

- Mouth
- Esophagus
- Gallbladder
- Pancreas
- Stomach
- Liver
- Small intestine
- Large intestine
- Appendix
- Rectum

Microsoft Illustration
The Nervous System

Cranial nerves
Cervical nerves

Radial nerve
Median nerve
Ulnar nerve
Femoral nerve

Posterior tibial nerve

Brain
Brain stem
Spinal cord
Thoracic nerves
Lumbar nerves
Sacral nerves

Sciatic nerve
Tibial nerve
Lateral plantar nerve
Medial plantar nerve

Microsoft Illustration
The Endocrine System

- Pituitary gland
- Thyroid gland
- Parathyroid glands
- Adrenal cortex
- Pancreas
- Ovaries (female)
- Testes (male)
The Urinary System

- Diaphragm
- Adrenal gland
- Aorta
- Kidney
- Inferior vena cava
- Ureter
- Bladder
- Urethra

Microsoft Illustration
WHAT WE EXPECT FROM YOU

- Be on time for your shift.
- To make the most of the Educational Opportunities the ward has to offer.
- Inform the ward as soon as possible if you are sick and give a date for your return.
- Report for duty clean and tidy with minimum jewellery. Long hair should be tied back.
- Wear an identification badge.
- Remember that we can also learn from you.
- We encourage the use of up to date practices and welcome the sharing of the new information.
- Responsibility for the maintenance of confidentiality within the patient / nurse relationship, and within the Multi – disciplinary team.
- To ask if you are not sure of anything
- To be an active member of the ward team.
Learning Zones

N.B. it is important that when considering a visit to a Learning Zone that the competencies a student will have achieved will have been clearly identified and discussed with the assessor and student. The student must follow the visit, compile a Testimony of Witness and must have this countersigned by the practitioner with whom the competencies have been undertaken in order for the assessor to verify the competencies have been achieved.