



Medical Students induction talk

Signing-in procedures and where to go.

Please refer to your timetable.

St Luke's at Turnchapel. Signing in book on reception. It is essential to sign in and out on every occasion to meet fire regulations. (In the event of a fire evacuation this book will be taken out to the muster point at the end of the car park and used to identify whether you are on site and if so whether you are trapped inside the building.)

Brooklands (Crownhill). All students must sign in on arrival and departure.

St Luke's at Derriford. Please report to our offices located outside Brent Ward on Level 8 .

Procedures if you are off sick

If you are unwell or unable to attend your attachment for any reason the clinical liaison team at the medical school need informing; also please telephone our education team on 01752 964250 as soon as possible.

If you are absent and it is not agreed with the medical school or we are not informed then this may well become a professionalism issue.

Confidentiality

All matters relating to the internal affairs of St Luke's must be confidential and on no account should this confidence be betrayed.

Information concerning patients can only be given to relatives by a member of the Medical Staff, Matron or a senior member of the nursing staff.

Incident/near miss reporting procedures

We operate a no blame culture and you are strongly encouraged to complete an incident/near miss reporting form to document any incident that adversely affects the experience of a patient, relative or member of staff. It should also be used to record "near misses" or incidents that were narrowly averted.

These forms are kept in the nurses station at Turnchapel and can be completed anonymously if preferred.

Fire Alarm System/evacuation

St Luke's at Turnchapel operates a 2 stage fire alarm system similar to that at Derriford Hospital. If you hear intermittent bells you don't need to do anything but be prepared to evacuate the building if it goes into continuous bells. We have heat sensors located all over the building which are numbered and will light up.

On the display panel in the nurses station to enable the fire officer to identify the source of the fire. We do not encourage anyone to fight the fire or use a fire extinguisher, except to assist their own means of escape. As you will be working on the specialist unit at Turnchapel, it is important for you to understand that in the event of a fire you must evacuate the building. The nurses working on the unit will not be evacuating the building and have clear instructions that they have to follow in order to care for the patients.

Although you may wish to stay and help, you will actually be complicating their procedures and we therefore ask you to make your way to the muster point at the end of the car park and remain there until instructed that it is safe to re-enter the building.

If it is necessary for you to vacate the building via our Jennycliff meeting room at Turnchapel, then please ensure that you make your way to the car park muster point as soon as possible. If you are not there the fire officer will assume you are trapped and endeavour to rescue you.

Brooklands (Crownhill). The fire policy is to evacuate the building when hearing a continuous fire bell ringing and leave by the nearest exit. You should go to the fire muster point and report to the Fire Warden to register that you have left the building. You should not return to the building until advised to do so even if the alarm has stopped ringing.

Refreshment facilities at Turnchapel

In addition to food served throughout the day in our Driftwood Café, hot main meals can also be ordered at a discounted rate. Please ask reception for more information. Food is not available at Brooklands, Crownhill. Free tea and coffee are available free of charge across all sites.

Panic Alarms

There are panic alarms located in each room at Turnchapel except the kitchen, maintenance office and workshop. Please take time to familiarise yourself with the position of the nearest panic button to your location. There may be more than one in any location. The buttons are located on the underside of the box and both need to be pressed simultaneously for the alarm to sound. The alarm sounds and lights an indicator on the panel at the nurses station to inform staff of the location. The panic alarms are only to be used if you feel threatened, you are in danger and you need help. For all other assistance relating to the patients please use the nurse call bell system.

St Luke's smoking policy

Whilst St Luke's operates a no smoking policy, we need to be aware of the individual needs of patients and their relatives. Patients at Turnchapel have their own smoking room but if relatives need to smoke we encourage them to go to the far end of the car park or to the field opposite.

If staff or medical students need to smoke, we ask that they go off site and remove their identification badge so that they are not representing the charity.

We appreciate that due to the nature of the work here at St Luke's you may need to take time out, so please feel free to take the opportunity to explore the grounds at Turnchapel.

Parking

St Luke's at Turnchapel. You may use the main car park free of charge.

Brooklands (Crownhill). There is limited parking. Students are requested to park outside the grounds.

Useful contacts

Education department 01752 964250

St Luke's at Derriford 01752 436744

St Luke's at Turnchapel 01752 401172 (ask for clinical admin office)

Dr Doug Hooper – bleep 85553