

Medical Students Induction Talk

Signing-in Procedures and where to go.

Please refer to your timetable.

Hospice - 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 - All students must sign in on arrival and departure

Derriford Hospital – Report to palliative care 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 Lauren Morgan (education team) at (01752) 964256 as soon as possible.**

If Lauren is not available please leave a message with one of the medical secretaries.

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 Hospice 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 and can be completed anonymously if preferred.

Fire Alarm System/Evacuation

The hospice 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 in-patient unit, it's 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 Jennycliff 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 – 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.

Turnchapel Tour,

Servery –refreshment facilities available at the servery.

Booking Lunch (Hospice) - ordering book in the post room just inside the main entrance.

Lunch can be ordered by filling in your details in the book. You will need to pay for your order at reception any time prior to lunchtime and they will give you a ticket to hand in at the kitchen. (Show students the kitchen and where to wait (Health and Safety) and take them into the dining room on lower floor and explain facilities.

Prices are very reasonable for lunch:

Soup = £1.20 Soup with roll = £1.50

Sandwich, veggie or cheese = £1.50 Sandwich meat or fish = £1.75

Take Away lunch = sandwich, crisps, biscuit bar and drink = £3

Main meal = £3 Dessert = £1 Cheese and biscuits = £2

NB - THERE ARE LIMITED LUNCH FACILITIES AT BROOKLANDS. However, there are Coffee and Tea making facilities.

Panic Alarms

There are panic alarms located in each room of the hospice except the kitchen, maintenance office and workshop. Please take time to familiarise yourself with the position of the nearest panic button to you 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.

Hospice Smoking Policy

Whilst the hospice operates a no smoking policy, we need to be aware of the individual needs of patients and their relatives. Patients have their own smoking room but if relatives need to smoke we encourage them to go down pigeon path or on the field.

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 hospice.

We appreciate that due to the nature of the work here at the hospice you may need to take time out, so please feel free to take the opportunity to go down the Pigeon Path, sit by the pond or go up on Jennycliff.

Parking

Hospice – Students may use the main car park

Brooklands - There is limited parking. Students are requested to park outside the grounds

Any questions please contact any member of staff but particularly Debbie Hutchinson (at Turnchapel), Lauren Morgan (at Brooklands) or Jenny Francis (at Derriford). Or myself Doug Hooper (on bleep 89427).