**GENERAL**

**PRACTICE**

**HANDBOOK FOR STUDENT NURSES**

**SURGERY:**

**WELCOME TO OUR SURGERY**

The whole of our Practice team are looking forward to welcoming you to your student nurse placement. We are working with Plymouth University and the Cornwall Primary Care Training Hub, with a view to developing learning opportunities in General Practices for Pre-Registration Nurses.

The aim is to provide Student Nurses with first-hand experience of

Primary Care and give them the opportunity to work alongside Registered Nurses, GPs, other nursing team members, and the wider Primary Care Team.

The placement will offer high quality learning and will provide the student with an understanding of the complexities and diverse work undertaken in Primary Care with the objective of providing each student with an enjoyable and rewarding experience, and hopefully encourage a future career in primary care nursing. The following information in this handbook is included to provide a comprehensive and contractive schedule, as well as overall guidance in protocols and policies whilst undergoing student training at the Practice. We understand you will have objectives to fulfil while you are here and this will help to form structure to your placement as there are so many components to practice nursing. Please log onto our website to gain some background information on the practice, the team, and the services we provide:

**WEBSITE ADDRESS:**

# Student Nurse Support

During your placement at the Practice, you will be supported by your

Assessor................................................, the Lead

nurse………......................... the Cornwall Primary Care Training

Hub.....................................................and your university link……….....................................................................................

# Uniform Policy

The student is required to wear their uniform, always presenting a professional image whilst on duty. It is the student’s responsibility to ensure that their uniform is clean and presentable following the ‘bare below the elbows’ standard procedure. You should always wear your name badge while on duty.

# Sickness and Absence

Should a student be absent for any reason, it is their responsibility to inform both the University and the Practice at which they are placed. This must be done as soon as they know that they are unable to attend work. Please refer to the University’s procedure for reporting sickness and absence. The Practice will also have a policy for sickness and absence reporting which the student must adhere to. In brief, you should telephone …….........................

Contact …................................ (Head of Dept*)* on …....................…..

Contact ....................................(Manager) on .................................... as soon as practicable (ie night/day before) and no later than between 7:30 – 8:15am for that day’s duty to report in sick.

The surgery telephone number for reporting sickness within working hours is ............................................................ 8.30am – 6.30pm.

Both organisations will require updates concerning duration of absences and planned return dates.

# Policies

As part of your induction, it is important to familiarise yourself with your Surgery policies. These set out specific expectations from the surgery and from the Student to enable active learning in a safe environment.

These can be found in..............................................………………….

Health and Safety

Uniform

Confidentiality

Infection Control

Sickness and Absence

# Confidentiality

The Practice Manager will ask all students to sign a confidentiality agreement whilst working at the Practice. Any breaches will be fully investigated and could lead to disciplinary action/cessation of placement.

# Health and Safety

Whilst undergoing training at the Practice, the student will be made aware of and will adhere to the Health and Safety Policy. It is the student’s responsibility to ask for any assistance regarding Health and Safety issues, should they be required. If you witness any breach to health and safety this should reported to your assessor or the supervisor you are working with.

Prior to starting any clinics, the student will undertake the Health &

Safety Induction with the Asst. Practice Manager – this will include:

Prior to starting any clinics, the student will undertake the Health & Safety Induction with a member of the Management team.

This will include:

First Aid - location of First Aid box in emergency cupboard Accident Reporting and Accident Book - location in reception area.

Secondary tour of the building explaining all the locations for fire extinguishers,

Emergency exits, all fire call points to sound bells and the location outside in the car park

When the building has been evacuated

Fire Plan and full explanation of emergency procedures on finding a fire

Display screen/VDU workstation information and assessment Significant event procedure and how to record any events.

Manual handling/lifting (define responsibilities/limits)

Hand Washing Policy

Handling samples received from patients.

New members of staff employed in the Dispensary or Clinical Teams will require further induction from their Head of Dept regarding infection control, PPE, uniform policies etc.

# Infection Control

It is the Practice’s responsibility to provide the student with the correct equipment and resources to adhere to the required standards of infection control. The Practice undertakes infection control audits, which you might be part of during your placement. If you notice any breach of infection control this should be reported to your Assessor/ Supervisor or Infection control lead. **You should have a full induction for the special measures of IPC due to the COVID-19 Pandemic and ensure you have access to all required PPE.**



**CLINICAL PLACEMENT INFO:**

Assessor:

Days Available:

Supervisors:

Other nursing team members who you will work with:

Placement dates:

Initial, mid-point and end point assessment dates agreed:

Initial date :

Mid point date :

End point :

# CLINICAL AREAS

This list is intended to be a guide to be used by the Assessor and student to ensure the student is involved in a wide range of duties during the placement.

Note: Student Nurses must always be supervised by a Registered Nurse but can work with other members of the team. If you have any queries on student competencies, contact the University Link Lecturer.

Treatment Room:

The assessment and management of patients presenting with injuries

Wound care – acute/ chronic/ surgical

Leg assessments/ Dopplers

Aseptic and clean techniques

Observing the management of patients presenting with medical emergencies

24-hour blood pressure monitors

24-hour ECG monitoring

Cervical cytology

Contraception advice and pill checks

Observing and giving intramuscular injections including:

Depo injections (contraception)

Prostate treatments (Prostap/Decapeptyl and Zoladex injections) Other injectables- adult vaccinations (Pneumonia/ Shingles/Covid -19) B12/ other cancer treatments.

Travel vaccination/schedules

Understanding travel advice for specific travel needs

Ear irrigation and advice

NHS health checks

Phlebotomy

Clip and suture removal

**Perform observations – vital signs:**

Blood pressure

Pulse

Temperature

Oxygen saturation

Respiratory rate

Urinalysis

ECG

Blood glucose monitoring

Height

Weight BMI

**Health education observations and give advice:**

Diet

Exercise

Alcohol intake

Smoking

Lifestyle intervention

**LONG TERM CONDITION MANAGEMENT:**

**Diabetic clinics:**

Foot checks

Advice given.

Complex patients

Multiple co-morbidity patient management plans

Insulin starts and discussions

**Asthma clinics:**

Observe asthma education.

Demonstrate inhaler technique.

Patient management plans

Complex and multiple co-morbidity patient management plans

**COPD clinics:**

Spirometry

Reversibility

Inhaler technique

Smoking cessation – referral

**Cardiac Heart Disease/ Heart failure and other cardiovascular conditions:**

Hypertension reviews

Condition and symptom monitoring and management. Chronic Kidney Disease

**Other LTC reviews**

Mental Health Rheumatoid Arthritis Dementia.

**Anticoagulation clinics:**

Observe and partake in the INR clinic.

Use coagucheck machine to obtain a sample for NPT.

Warfarin clinic pathway for housebound patients

Discharge from secondary care

**Childhood vaccination clinic:**

Cold chain policy/storage

PGDs and schedules

Consent

Administration

**Observe:**

GP consultation

Physio

Social prescriber

Dispensary and Pharmacist

Administration team

Reception team

Midwives

Community Matron and DN

**Observe and where possible participate in meetings:**

Lead nurse/practice manager

Significant events

Nurse’s meeting

Palliative Care

Safeguarding adults/children

Management meetings

MDT meetings

If you are new to practice nursing you will see that we draw on many different skills, some of which you may not have been exposed to up until now. We would like your experience to be as interactive as possible.

The Cornwall Primary Care Training Hub have developed a 10-week program to help you consolidate your learning. This is attached below and due to the ongoing Covid Pandemic will be delivered via MS Teams.

This surgery also has access to other training provided by the Hub and where appropriate it may be possible to attend some of this training while you are on placement with us.

We will aim to ‘group’ your learning into weeks so that you have time to digest and conduct self-directed study, for example one week your main focus will be on Respiratory conditions while another week you will be more focused on Diabetic health. By doing this you will hopefully not only learn how to do things but also understand why.

## We are very much looking forward

**to having you as**

**part of our team.**

😊

**GLOSSARY OF TERMS AND**

**ABBRIVEIATIONS COMMONLY USED IN GENERAL PRACTICE:**

LTC: Long term Condition.

T1DM: Type 1 Diabetes Mellitus

T2DM: Type 2 Diabetes Mellitus

COPD: Chronic Obstructive Pulmonary Disease

HF: Heart failure

CHD: Cardiac Heart Disease

CKD: Chronic Kidney Disease

TIA: Transient Ischemic Attack

PAD: Peripheral Arterial Disease

VLU: Venous Leg Ulcer

Smear: Cervical Cytology

POP: Progesterone only Pill COC: combined oral contraception Implant: contraceptive implant.

Common blood tests:

U & E’s: Urea and electrolytes)

FBC: Full blood count

LFT: Liver function test

Lipid: Full cholesterol blood check

INR: International Normalized Ratio

TFT: Thyroid function test

PSA: Prostate Specific antigen

CRP: C Reactive protein

HbA1C: Glycated Haemoglobin

**SUGGESTED READING LIST**:

Below is a list of suggested reading before you start your placement. This will really help you have some understanding of what we do and is highly recommended.

**The GPN 10-point Plan:** [https://www.england.nhs.uk/nursingmidwifery/delivering-the-nhsltp/general-practice-nursing/](https://www.england.nhs.uk/nursingmidwifery/delivering-the-nhs-ltp/general-practice-nursing/)

**Quality and outcomes framework (QOF) Income and best practice guidance for GP practices.**

[https://www.gov.uk/government/statistics/quality-and-outcomesframework-2019-20](https://www.gov.uk/government/statistics/quality-and-outcomes-framework-2019-20)

**Immunisation against infectious diseases.**

[https://assets.publishing.service.gov.uk/government/uploads/system/u ploads/attachment\_data/file/954759/Greenbook\_cover\_Jan21.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954759/Greenbook_cover_Jan21.pdf)

**Coronavirus Vaccination in Primary Care:**

[https://www.england.nhs.uk/coronavirus/wpcontent/uploads/sites/52/20 20/12/C1038-covid-19-vaccine-deployment-in-community-settings-lvssop-v3.2.pdf](https://www.england.nhs.uk/coronavirus/wpcontent/uploads/sites/52/2020/12/C1038-covid-19-vaccine-deployment-in-community-settings-lvs-sop-v3.2.pdf)

**Travel Health and Vaccination:**<https://nathnac.net/>

**Sexual Health and Contraception:** <https://www.fsrh.org/home/>

[**Tissue Viability**: https://www.cornwallft.nhs.uk/download.cfm?](https://www.cornwallft.nhs.uk/download.cfm?doc=docm93jijm4n15669&ver=41798)

[doc=docm93jijm4n15669&ver=41798](https://www.cornwallft.nhs.uk/download.cfm?doc=docm93jijm4n15669&ver=41798)

**Respiratory Links**

British Thoracic Society (BTS/SIGN) – These are the guidelines we follow when diagnosing a patient with Asthma and treatment [plans.https://www.brit-thoracic.org.uk/qualityimprovement/guidelines/asthma/](https://www.brit-thoracic.org.uk/quality-improvement/guidelines/asthma/)

NICE Asthma guidelines – Unfortunately BTS and NICE contradict each other with their guidelines so that’s why we tend to stick to just BTS, but it is included here for you to look at. [www.nice.org.uk/guidance/ng80](http://www.nice.org.uk/guidance/ng80)

Asthma UK – Info for patients, their carers and professionals. [www.asthma.org.uk](http://www.asthma.org.uk/)

British Lung Foundation – This provides very good information for both patients with COPD and Asthma. [www.blf.org](http://www.blf.org/)

Right Breathe – this website has been really handy during C19, it is a way of patients watching how to take their inhalers correctly with the exact inhaler they are prescribed. [www.rightbreathe.com](http://www.rightbreathe.com/)

Asthma UK Recovery and Reset for Respiratory: Restoring and improving basic care for patients with lung [disease.www.asthma.org.uk/283059c7/globalassets/campaigns/public ations/restarting-basic-care-final.pdf](http://www.asthma.org.uk/283059c7/globalassets/campaigns/publications/restarting-basic-care-final.pdf)

Global Initiative for Asthma (GINA) Guidelines – [https://ginasthma.org/wp-content/uploads/2019/06/GINA-2019-mainreport-June-2019-wms.pdf](https://ginasthma.org/wp-content/uploads/2019/06/GINA-2019-main-report-June-2019-wms.pdf)

Global initiative for Chronic Obstructive Pulmonary Disease (GOLD) [Global Initiative for Chronic Obstructive Lung Disease - Global Initiative for Chronic Obstructive Lung Disease - GOLD (goldcopd.org)](https://goldcopd.org/)

**Diabetes Links** [https://www.kernowccg.nhs.uk/your-health/long-termconditions/diabetes/](https://www.kernowccg.nhs.uk/your-health/long-term-conditions/diabetes/)

[https://www.diabetes.org.uk/resources-s3/201711/understanding\_diabetes.pdf](https://www.diabetes.org.uk/resources-s3/2017-11/understanding_diabetes.pdf)

**Cardiovascular Links:**

Heart failure: <https://www.nice.org.uk/guidance/ng106>

[Secondary prevention of CHD https://cks.nice.org.uk/topics/misecondary-prevention/](https://cks.nice.org.uk/topics/mi-secondary-prevention/)

British Heart Foundation: Information about all heart conditions [and their treatments: Information for those affected by heart and circulatory diseases | BHF](https://www.bhf.org.uk/informationsupport/)

**Cancer Links:**

[https://breastcancernow.org/sites/default/files/strategy\_nhs\_bookl et\_0.pdf](https://breastcancernow.org/sites/default/files/strategy_nhs_booklet_0.pdf) [https://assets.publishing.service.gov.uk/government/uploads/syst em/uploads/attachment\_data/file/181054/9333-TSO-2900664NCSI\_Report\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/181054/9333-TSO-2900664-NCSI_Report_FINAL.pdf) [https://www.macmillan.org.uk/healthcareprofessionals/innovation-in-cancer-care/personalised-care](https://www.macmillan.org.uk/healthcare-professionals/innovation-in-cancer-care/personalised-care)