General Practice Handbook

for Student Nurses

(Insert you own picture here)

Welcome to ………. Surgery

…………Surgery is 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:

INSERT WEB ADDRESS HERE



Page to insert own team 😊

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………… (insert number) or ……….. (Asst Manager) (insert number) 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 is ………. if within working hours 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 familiarize yourself with ………. 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………………….

* 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:

* 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Layout of premises (see checklist) and door codes | AH |  |  |  |  |
| Fire prevention and fire drills | AH |  |  |  |  |
| Rules and conditions –Policies/Intradoc | AH |  |  |  |  |
| Smoking and Alcohol policies | ST |  |  |  |  |
| Significant event reporting/ whistleblowing/ complaints | DJ |  |  |  |  |
| First Aid Procedures | AH |  |  |  |  |
| Sign in board | AH |  |  |  |  |
| Patient records/ Confidentiality | DJ |  |  |  |  |
| Infection Control/PPE clothing & equipment | JS |  |  |  |  |
| Reporting of accidents | AH |  |  |  |  |
| Telephone system | AH |  |  |  |  |
| Reception staff and responsibilities | AH |  |  |  |  |
| System 1/ smart card | AH |  |  |  |  |
| Computer system | ST/AH |  |  |  |  |
| Emergency call system | AH |  |  |  |  |
| Reporting sick/absent | ST/AH |  |  |  |  |
| Mobile phones | ST/AH |  |  |  |  |
| Others: |  |  |  |  |  |

Layout of Premises

|  |  |
| --- | --- |
| Area | Signature of Student |
| Reception Areas |  |
| Waiting Rooms |  |
| Treatment/Consulting Rooms |  |
| Parking/Staff Rooms/Kitchen facilities |  |
| Toilet facilities (patient and staff) |  |

Location of Specific Items

|  |  |
| --- | --- |
|  | Signature of Student |
| Item |  |
| Emergency equipment/ resuscitation equipment/defibrillator |  |
| Oxygen cylinder and masks |  |
| Emergency spills kit |  |
| Fire Exits |  |
| Sharps bin |  |
| Stock area |  |
| Dispensary or drug stock cupboard |  |
| Dressings and supplies. |  |
| ECG |  |
| Vaccine refrigerator/ Cold chain policy |  |
| Sluice: |  |

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 your university link support.**

* **Treatment Room:**
* The assessment and management of patients presenting with minor injuries
* Wound care – acute/ chronic/ surgical
* Leg assessments/ Dopplers/ ABPI
* Aseptic and clean techniques
* Observing the management of patients presenting with medical emergencies
* 24-hour blood pressure monitors (ABPM)
* 24-hour ECG monitoring
* Cervical cytology
* Contraception advice and pill checks
* Observing and giving intramuscular injections including:
* Contraceptive injections.
* Prostate treatments (Prostap/ Decapeptyl and Zoladex injections)
* Other injectable- 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
* **Cardiovascular disease reviews.**
* Hypertension
* Cardiac heart disease
* Chronic Kidney Disease
* Heart failure
* Stroke/TIA/Peripheral arterial disease.
* **Other LTC reviews**
* Mental Health
* Rheumatoid Arthritis
* Dementia.
* Learning Disabilities.
* **Anticoagulation clinics:**
* Observe and partake in the INR clinic.
* Use INR machine to obtain a sample for POCT.
* Warfarin clinic pathway for housebound patients
* Discharge from secondary care
* **Childhood vaccination clinic:**
* Cold chain policy/storage
* PGDs and schedules (including legalities of giving medicines under a PGD/PSD)
* Consent
* Administration
* Observe:
* GP consultations/Home visits
* Physio
* Social prescriber
* Care Co-Ordinator’s.
* Dispensary and Pharmacist
* Administration team
* Reception team
* Midwives
* Community Matron and DN
* Members of the wider PCN team.
* **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 program to help you consolidate your learning. This is attached below and is currently delivered by 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 Hemoglobin

**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.

What is a PCN? [NHS England » Primary care networks](https://www.england.nhs.uk/primary-care/primary-care-networks/)

**Quality and outcomes framework (QOF)** Income and best practice guidance for GP practices. [NHS England » Update on Quality Outcomes Framework changes for 2022/23](https://www.england.nhs.uk/publication/update-on-quality-outcomes-framework-changes-for-2022-23/)

**Immunization against infectious diseases.** [Immunisation against infectious disease - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book)

**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?doc=docm93jijm4n15669&ver=41798>

**Cancer Links**: <https://breastcancernow.org/sites/default/files/strategy_nhs_booklet_0.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/healthcare-professionals/innovation-in-cancer-care/personalised-care>

[Prostate cancer - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/prostate-cancer/)

**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/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 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/publications/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-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-term-conditions/diabetes/>

<https://www.diabetes.org.uk/resources-s3/2017-11/understanding_diabetes.pdf>

**Cardiovascular Links:**

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

Cardiac Heart Disease: [Overview | Acute coronary syndromes | Guidance | NICE](https://www.nice.org.uk/guidance/NG185)

**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/).

[Heart Failure Foundation – Heart Failure Information for Patients (pumpingmarvellous.org)](https://www.pumpingmarvellous.org/)