



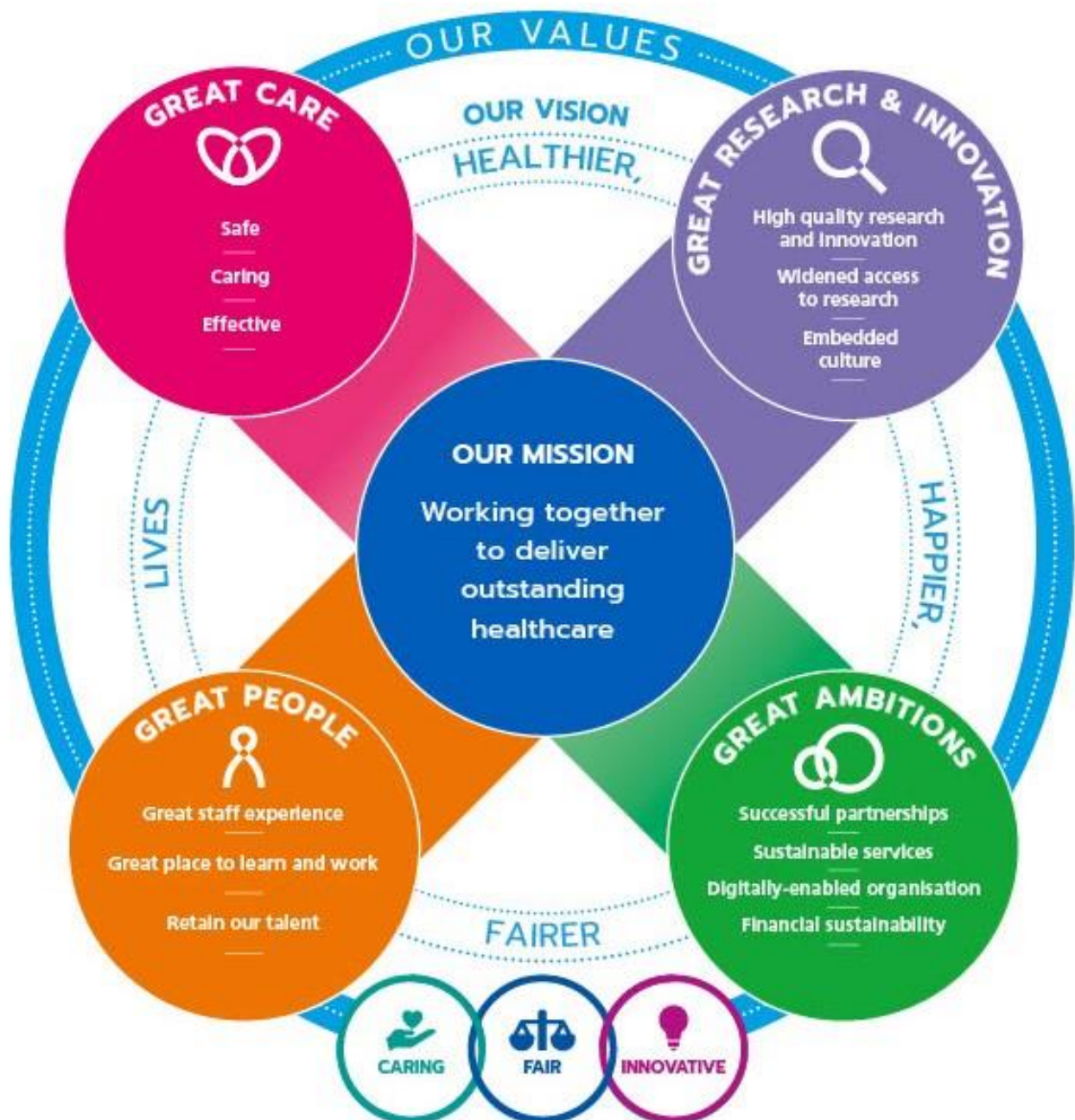
Liverpool University Hospitals  
NHS Foundation Trust

# Student Doctor Induction E-Booklet

LIVING OUR VALUES



# Our Future Together



# Contents

## Section

[Welcome](#)

[Visions and Values](#)

[Maps and Travel information](#)

[Staff shuttle service](#)

[Identification badges](#)

[E-Registration](#)

[Attendance and leave](#)

[Important policies](#)

[Support Networks](#)

[Needle stick and Blood Borne Virus Injury Policy](#)

[Knowledge Services](#)

[Mental Health and Wellbeing](#)

[Guardian for Safe Working and Reporting Concerns](#)

[Placement Charter](#)

[Feedback and Service Improvements](#)

Jump to the page  
by tapping the title  
of the section



[Aintree Hospital  
information](#)



[Broadgreen and Royal  
Hospital information](#)

All underlined links can be clicked/tapped on to open that link. Some links can only be accessed via a Trust computer.

Some links within this document take you to external websites and require an internet connection on your smart device or computer.

This document is designed to be an introduction and guide to access further information to assist you during your time with us.



Useful tips will appear  
throughout the document  
like this

# Welcome

## A welcome message from the Chief Executive

On behalf of the board, I would like to welcome you to the Liverpool University Hospitals NHS Foundation Trust. I hope that you find your time here both engaging and inspiring, and that your experience whilst on rotation in our hospitals is a rewarding one. Your future career starts here and we look forward to welcoming you into the NHS.

## A welcome message from the Directors for Medical Education

On behalf of your Programme Directors and the Medical Education Team we would like to personally welcome you to Liverpool University Hospitals NHS Foundation Trust. We hope that you enjoy your time with us, and we are keen that you are well supported both educationally and pastorally during your time here.

We invite you to address any concerns or issues you have promptly with us or the relevant personnel at whichever site you are working. This handbook has been created to facilitate your transition into the Trust and your onwards training, providing you with sign posting to sources of knowledge and helpful information throughout your time with us.

**Dr Daniel Komrower (Aintree) and Dr Rachael Ellks (Broadgreen and Royal)**

## Practice Education Facilitators for Medical Education

We are Medical Education Facilitators, here as an additional layer of support. You will see us on the wards, clinics, and in lectures to ensure your environment delivers safe and effective learning. We are always happy to assist you with any problems or concerns which you may have. Our contact details can be found in the site specific sections of this e-booklet.



Contact details for all the teams across the different locations can be found in the site specific parts of this document.

# Our Values

Our values	Behaviours
 <p><b>We are Caring</b> We treat people equitably and value their different experiences</p>	<p><b>We know we are doing this when:</b></p> <ul style="list-style-type: none"><li>◆ We <b>value everyone</b> for their unique contribution to our Trust whatever their diverse backgrounds.</li><li>◆ We are <b>kind</b>, always showing <b>compassion</b>.</li><li>◆ We praise good effort and good results, always showing <b>appreciation</b>.</li></ul>
 <p><b>We are Fair</b> We are good role models (to each other and the public we serve), being accountable for what we do and how we behave</p>	<p><b>We know we are doing this when:</b></p> <ul style="list-style-type: none"><li>◆ We are confident in presenting new ideas - we <b>speak up</b> and we support our colleagues to do the same, particularly those colleagues from diverse backgrounds.</li><li>◆ We are <b>open and honest</b>.</li><li>◆ We <b>learn from mistakes</b>, aiming to get things right first time, exploring new ideas when we can.</li></ul>
 <p><b>We are Innovative</b> We work as one team to deliver, improve and transform care through continuous improvement.</p>	<p><b>We know we are doing this when:</b></p> <ul style="list-style-type: none"><li>◆ We are <b>professional</b>, always seeking to do the right thing.</li><li>◆ We <b>create and share knowledge</b> with patients, each other and our professional communities.</li><li>◆ We <b>continuously strive</b> to make things better and to pioneer new ways of doing things.</li></ul>

# Getting to us and Staff Shuttle

To help you get to our three main sites please see the useful links below which cover maps, public transport and much more. For Aintree click [here](#), Broadgreen click [here](#) and for Royal click [here](#). ★

The Trust operates a shuttle service between sites during normal business hours Monday to Friday.

- ❑ **Aintree** pick-up / drop-off point is outside [Aintree Lodge](#).
- ❑ **Broadgreen** pick-up / Drop-off point is outside the [Alexandra Wing](#)
- ❑ **Royal** pick-up / Drop-off point is outside the [Education Centre](#)

**There are two separate routes which operates at different times:**

- ◆ **Royal - Broadgreen** (and return) operates on the hour and half past the hour (07:30 - 17:30)
- ◆ **Aintree - Royal** (and return) operates at quarter past and quarter to the hour (07:45 - 17:15)

The Broadgreen service uses larger minibus style vehicles, the Aintree service uses smaller people carrier style vehicles.

This service is free and operates on a first come first served basis. Priority is always given to Doctors and Nursing staff over Student Doctors and Administration Staff. ★



Click the links below to **Helpful** open the  
**in Google Maps**



**Hospital department maps can be found in the site specific parts of this e-booklet**

# Identification Badges

During your placement you are required to wear your Student Photo ID from the university. You will be provided with a swipe card for access to the Trust on your first day.

You must wear your badge at all times when on placement. If you do not wear your badge, you may be refused access to clinical areas and will not be permitted to take part in any procedures.

## Student doctors must wear their colour co-ordinated lanyards

Year 2	Yellow	
Year 3	Purple	
Year 4	Orange	
Year 5	Green	
Year 5 (PFA)	Blue	

# Daily Registration

**Please sign in at the start of every day via the e-registration screens provided:**

- ♦ **Aintree** - e-registration screens are situated in the Student Common Room, on the first floor of the Clinical Sciences Centre.
- ♦ **Broadgreen** - e-registration screen is on the reception desk at Kent Lodge.
- ♦ **Royal** - e-registration at the reception desk at Education Centre.

# Attendance

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The Liverpool School of Medicine guidance on attendance can be found in your university 'Handbook for Undergraduate Students'. Your attendance is monitored and we hope you strive to achieve 100%.

**Expected hours for years 2, 3 and 4 are:**

- ♦ 08:00 - 16:00 - Surgical placements
- ♦ 09:00 - 17:00 - Medical placements

In year 5, we aim to prepare you for the foundation year 1, so you will be provided with a rota that will include weekends, on calls and nights when you are on A&E placements.

## Leave, Sickness and Lateness

**Anticipated Leave** - should be requested at least two weeks before your absence. You should complete an Anticipated Absence form, which may be obtained from the undergraduate medical education office.

**Sickness / Lateness** - You should call and email the relevant administration team to inform us of any sickness or absence before 10am. **It is also your responsibility to inform your clinical team.**

Following your absence, you must complete an absence form and return this to the undergraduate administration team at your relevant site.

# Important Policies for Student Doctors

Please ensure you check for any specialist changes or restrictions in relation to the COVID-19 Pandemic. Changes to uniform policy will be communicated directly from the Trust and the University. Remember, you must change into your scrubs when you arrive at the hospital. You can access the COVID Hub by clicking here \_\_\_\_\_

As you will have seen in your induction video, and will be told during your initial welcome there are some important policies which you must be aware of. These include:

- ♦ Bullying and Harassment
- ♦ Needle-stick
- ♦ Uniform Guidance\*
- ♦ Equality and Diversity
- ♦ Information Guidance
- ♦ Health & Safety



Trust policies can only be accessed from a Trust computer once you've been given your IT accounts.

All these policies can be access from a Trust computer once you have your log in details. Open this document on your Trust computer and click [here](#) to access the policy database. From here you can access the live policy information.

\* The Trust uniform policy can be accessed from any Trust computer click [here](#) for access. Uniform Policy is the same as you have been instructed by the University. Please be aware, if you don't adhere to the uniform policy as instructed by the University you may be asked to leave your placement. The university will also be informed.

## Networking and Support Groups

During your time at the Trust you may wish to network with some of our Equality and Diversity groups. Within these networks you can seek advice, support and guidance during your time with us and moving forward. Information can be found on the Trust Intranet from any Trust computer for networking groups supporting:

- ♦ Pride in health for LGBTQ+ staff
- ♦ BAME network
- ♦ Disabled staff network

# Needlestick and Blood Borne Virus Injury Policy

## Background

1

Adoption of single process due to merger. This document supersedes legacy documents: RLH Needlestick/Exposure Policy, AUH Safe Use of Sharps Guidance, RLH Safe Use and Disposal of Sharps Policy, RLH BBV Policy

## Why it matters

2

The safe handling of sharps is a critical factor for the successful reduction of Needlestick injuries and Blood Borne Virus (BBV) incidents. It is therefore imperative that all staff adhere closely to the following precautions and procedures in order to minimise the risks to staff, associated with the use of sharps.

## What to know

3

- ♦ Staff must complete relevant training prior to using any sharps device and must only use devices they are trained to use.
- ♦ Staff must never handle sharps devices, used or otherwise that patients have brought in from home; this includes insulin pens and needles
- ♦ Personal Protective Equipment (PPE) is provided, and must be used/worn at all times when using sharps devices.

## What to do

4

If a sharps/splash injury is sustained, the employee must immediately follow the First Aid Actions, report the injury to their line manager and attend Occupational Health or the Emergency Department out of hours.

The injured party must also complete a DATIX incident form.

## What to do

5

### First Aid Actions

- ♦ DO NOT SUCK INJURY
- ♦ Bleed injury
- ♦ Rinse injury
- ♦ Wash injury (soap and water)
- ♦ Cover injury

## Questions to consider

6

The immediate management of a staff member sustaining an injury or exposure event will be dependent on the initial Post Exposure Risk Assessment (PERA) of the donor patient, this must be completed by Doctor in Charge of the Patients Care on the Ward.

[Click here for the PERA form](#)

## Additional information

7

For more information visit  
<https://www.liverpoolft.nhs.uk/hse/safety-document-library/>

# Knowledge Services

Liverpool University Hospitals NHS Foundation Trust Library and Knowledge Service will provide the resources you need to support your personal and professional development and lifelong learning. We have a physical Library based on each site.

## Royal

The library is located on the ground floor of the Education Centre. It is accessible 24/7 via your Trust ID Badge and is staffed during office hours. This library has the centralised book stock for LUHFT. In addition, there is a suite of 34 computers available, a quiet study room and photocopying, printing and scanning facilities and an enquiry service.

## Broadgreen

This site has a study room with computers which is located within Kent Lodge. It is open Monday - Friday during office hours.

## Aintree

The 'Knowledge Centre' is located on the first floor of the Clinical Sciences Building. Facilities include an IT area featuring 27 PCs, WiFi, a quiet study room, a training room, printer, scanner and photocopier and an enquiry service. The Knowledge Centre will usually be staffed during office hours but accessible until 8pm Monday - Friday via your Trust ID Badge. Although textbooks are centralised at the Royal site there is a same day service for delivery of textbooks to Aintree Library.

## The Library Website

<https://www.royalliverpoolacademy.nhs.uk/services/library-information-service/> provides quick links to all of our online resources including UpToDate, BMJ Best Practice, Anatomy. TV, BMJ Case Reports, Medline, Embase, PsychInfo, Clinicalskills.net and much more.

On this site you can also register to join the library, check our book catalogue, find an online journal, sign up for an NHS Athens account, request articles and literature searches and much more.

Contact the Library and Knowledge team:

E: [library.service@liverpoolft.nhs.uk](mailto:library.service@liverpoolft.nhs.uk)

T: 0151 706 2248 (Royal)

T: 0151 529 3879 (Aintree)



**To look after your patients you must first look after yourself**

Susannah Shore Undergraduate  
Sub Dean. Royal

The universities guide to wellbeing for student doctors can be accessed [here](#).

There is a **24/7** staff support service available to you should you find yourself needing some support. Don't suffer in silence, please ask for help.

[www.merseycarehealthandwellbeingnetwork.co.uk](http://www.merseycarehealthandwellbeingnetwork.co.uk)

[www.merseycare.wellbeingzone.co.uk](http://www.merseycare.wellbeingzone.co.uk)

**0151 330 8103**

### **Anxiety UK**

03444 775 774

[www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)

### **CALM**

0800 58 58 58

[www.thecalmzone.net](http://www.thecalmzone.net)

### **Samaritans**

116 123 (free)

[www.samaritans.org.uk](http://www.samaritans.org.uk)

During your time at the Trust you will be exposed to situations you may find stressful and may affect you emotionally, mentally and physically. You can always talk to your Year Lead or Sub Dean about these experiences.

If you feel unable to speak to one of the Education Team, or the Trust 24hr phone line there are other charities and organisations you can talk to in confidence. On the left are three well known charities which you may find useful.

**It's ok not to be ok...**

# Sharing concerns and Freedom to Speak Up

Both the University and the Trust have avenues to share concerns and provide freedom to speak up. To access the universities Sharing Concerns form please click [here](#). This can also be accessed through Pebble Pad.

Email the Trust Freedom to Speak Up Guardian Lorraine Heaton [here](#) or call 07794 071 021

**Freedom to speak up Guardian**

**NHS**  
Liverpool University Hospitals  
NHS Foundation Trust

**A Question:** Are you concerned about something that could be affecting patient or staff safety?

If **"yes"** Please seek advice, raise your concern, speak up

The most effective way to do this is to tell the person who is responsible for the care and processes in the affected area.

But if you feel that: The issue remains unresolved or You're not sure who you can discuss your concerns with then, **Speak Up to Me** – Lorraine Heaton, your Freedom to Speak Up Guardian

I will listen to your concerns, maintain confidentiality and work with you to decide and agree on best next steps to resolve the issue.

**As Freedom to Speak Up Guardian, my role is to help:**

- Protect patient safety and the quality of care
- Improve the raising concerns experience of workers
- Promote learning and improvement

**By ensuring that:**

- Workers are supported in speaking up
- Barriers to speaking up are addressed
- A positive culture of speaking up is fostered
- Issues are raised as opportunities for learning and improvement.

## Placement Charter

This Charter demonstrates the Placement's commitment to provide a safe and high quality learning environment for all learners to prepare them for their future roles working collaboratively in multi-professional teams. Health Education England (North West) Placement Charter can be read [here](#)

# Inspire Medical Education

Be the change



Send your ideas and innovations to improve and/or change medical education



Please use the QR code  
or alternatively email  
[InspireMedEd@liverpoolft.nhs.uk](mailto:InspireMedEd@liverpoolft.nhs.uk)

”

We cannot solve our  
problems with the  
same thinking we  
used when we created  
them.

**Small print**

The Trust is still in the process of integrating some services, and as such some departments and locations may change. All details were correct at the time of introduction of use. If ever you are unsure of anything within this document, please check with your respective administration team. LUHFT accept no responsibility for data usage when using links within this document. All links are managed and controlled by outside agencies or the main LUHFT Communications team. All images and information contained within remain the property of the respective owners and is used with permission. Original concept designed and created by AV Technicians RLH. This version is designed for 2020/2021 Academic Year

# Aintree Hospital Information



# Contents

## Section

[Contact Information](#)

[Facilities - lockers, catering, parking, cycling\(changing rooms\) and cash machines](#)

[Resuscitation Trolley Checklist](#)

[Practice Education Facilitation, Education Quality Assurance, Policies and Patient Safety](#)

[Mandatory Teaching](#)

[IT and Knowledge Centre](#)

[Maps, Transport links and Useful links](#)

[Bleep system and Ward extension numbers](#)



**Main Induction  
e-booklet**



**Broadgreen and Royal  
Hospital information**

 **Aintree  
University  
Hospital** 

**Clinical Sciences Centre**  
for Research and Innovation

# Contact Information

The Medical Education Team at Aintree would like to welcome you. We feel honoured to be a small part in your journey to becoming a Doctor!

Ms Jane Hughes, Clinical Sub-Dean	
Dr D Komrower, Associate Medical Director for Medical Education	
Sally McCreith, Head of Medical Education	0151 529 6021
Joanne Baker, Practice Education Facilitator for Medical Education	0151 529 5125
Linda Milligan, Undergraduate Team Leader	0151 529 5809
Deb Linacre, Senior Undergraduate Education Administrator	0151 529 5869
Jennifer Gunning, Undergraduate Education Assistant	0151 529 6744

## Clinical Year Leads

2nd Year, Dr T Miller, Consultant Anaesthetist

3rd Year, Dr R Shankland, Consultant for Diabetes and Endocrinology

4th Year, Dr N Kinawy, Consultant Ophthalmology

5th Year, Dr J Wong, Consultant in Critical Care & Dr Anne Allan, Consultant in AMU

## University Contacts

Student Wellbeing	<a href="mailto:wellbeing.mbchb@liverpool.ac.uk">wellbeing.mbchb@liverpool.ac.uk</a>
Attendance	<a href="mailto:absences.mbchb@liverpool.ac.uk">absences.mbchb@liverpool.ac.uk</a>
Year 2	<a href="mailto:yr2mbchb@liverpool.ac.uk">yr2mbchb@liverpool.ac.uk</a>
Year 3	<a href="mailto:yr3mbchb@liverpool.ac.uk">yr3mbchb@liverpool.ac.uk</a>
Year 4	<a href="mailto:yr4mbchb@liverpool.ac.uk">yr4mbchb@liverpool.ac.uk</a>
Year 5	<a href="mailto:yr5mbchb@liverpool.ac.uk">yr5mbchb@liverpool.ac.uk</a>
Clinical Skills (Teaching or Learning Zone)	<a href="mailto:clinicalskills.mbchb@liverpool.ac.uk">clinicalskills.mbchb@liverpool.ac.uk</a>
E-Portfolio	<a href="mailto:eportfolio.mbchc@liverpool.ac.uk">eportfolio.mbchc@liverpool.ac.uk</a>

# Facilities

## Clinical Sciences Building

The building will be open from 8am-5pm. After 5pm access will be by swipe card only. The Student Doctor Common Room is situated on the ground floor of the Clinical Sciences Centre and is equipped with free tea/coffee; there is also a student fridge and microwave. *Please kindly note that the administration team may challenge you if you are found in the common room areas during timetabled events.*

We would ask that you keep this room clean and please wash and put away any dishes you have used before leaving the common room.

If you have any queries, or need any help, please do not hesitate to contact a member of the Medical Education Administration Team. Our office is based on the ground floor of the Clinical Sciences Centre and is opposite the Student Common Room.



The code to the Education Offices/Student Common Room: Key in 7890 and then press the 'OK' button three times.

## Lockers

There are lockers available for students on a first come, first served basis. Please provide your own padlock and remove it at the end of your teaching term. Please note that items are left at your own risk.

## Facilities at Aintree

Aintree Hospital is very fortunate to have a wide variety of catering facilities, providing food options for all dietary requirements. For further information about where to find our dining hall and cafés, as well as information in regards to cash machines and Amazon lockers, please click [here](#).

## Car Parking and Cycling

All learners can purchase a car parking permit whilst on placement at Aintree. For further information about car park pricing and shuttle bus services, please click [here](#). For cycling to working information, please click [here](#).

## Stethoscope, Notebook and Pen

It is important to be prepared when you turn up for your clinical placement. Be ready to take notes and examine patients. Make the most of your opportunity.



The locker room is situated next door but one to the Sub-Dean's Office. The code is C37890.

# Resuscitation Trolley Checklist

The following will show an image of what equipment is required on the resuscitation trolley. The resuscitation trolley must be checked daily and a **full** check carried out by breaking the plastic seal every **Monday**. This check must be carried out by a registered member of staff as per Trust policy.

The trolley checklist should be the main tool in which to use when checking your trolley. The images below will outline what needs to be on your Resus trolley.

## Top and middle of Resuscitation Trolley



1. Defibrillator (Daily test completed and plugged into charge.
2. Defibrillator pads x2 (in date and sealed).
3. Pocket mask x1 (with filter).



1. Oxygen cylinder + flowmeter (min 3/4 full) - if not must be replaced immediately.
2. Suction device in date (PAT tested 4 yearly) - if out of date ring EBME to test.
3. Suction device set up, tested and functional - 1 litre disposable bags must be used in the suction device (replacements can be found in ward 13 Resuscitation stock cupboard)
4. Bag valve mask (size 4/5) with **oxygen tubing connected**.





1. Sharps bin - Empty
2. Drug box (in date and sealed)
3. Non-sterile gloves (S,M,L)
4. Slide sheet (unopened)
5. Cardiac Arrest Proforma

**5**

Aintree University Hospital NHS Foundation Trust

PATIENT I.D. (Sticky Label)

**CARDIAC ARREST PRO-FORMA**

1. To be completed by Medical Emergency Team  
 2. Medical Emergency Team: FAX form to 5396 *without delay*  
 3. File in patient's casenotes

Consultant Name:	
Did the patient have a DNAR	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diagnosis preceding CA:	
Admission diagnosis	
Had the patients MEWS been 4 or more in the last 24 hrs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes had the patient had a medical review in this time period? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes grade of reviewer .....	
ARREST DATE:	
Location:	
Time 2222 Call	
Time Team arrived:	
Collapse Witnessed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
BLS Started?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Airway	O <sup>2</sup> <input type="checkbox"/> BVM <input type="checkbox"/> LMA <input type="checkbox"/> Intubated <input type="checkbox"/>
Time first rhythm analysis	
Presenting Rhythm	PFA <input type="checkbox"/> Asystole <input type="checkbox"/> VF <input type="checkbox"/> VT <input type="checkbox"/>
First shock administered at:	
First shock administered by:	Medic <input type="checkbox"/> Non Medic <input type="checkbox"/>
Number of Shocks	
Drugs administered:	Adrenaline <input type="checkbox"/> Amiodarone <input type="checkbox"/> Other <input type="checkbox"/>
IV Site:	Fluids administered <input type="checkbox"/>
CPR stopped at:	
Reason CPR stopped	Alive <input type="checkbox"/> DNAR Identified <input type="checkbox"/> Futile <input type="checkbox"/>
Transferred	Stayed on Ward <input type="checkbox"/> CCU <input type="checkbox"/> Critical Care <input type="checkbox"/> Other <input type="checkbox"/>
Form Completed by:	
PRINT NAME:	SIGNATURE:
GRADE:	SPECIALITY:

**FOR OFFICE USE ONLY:**

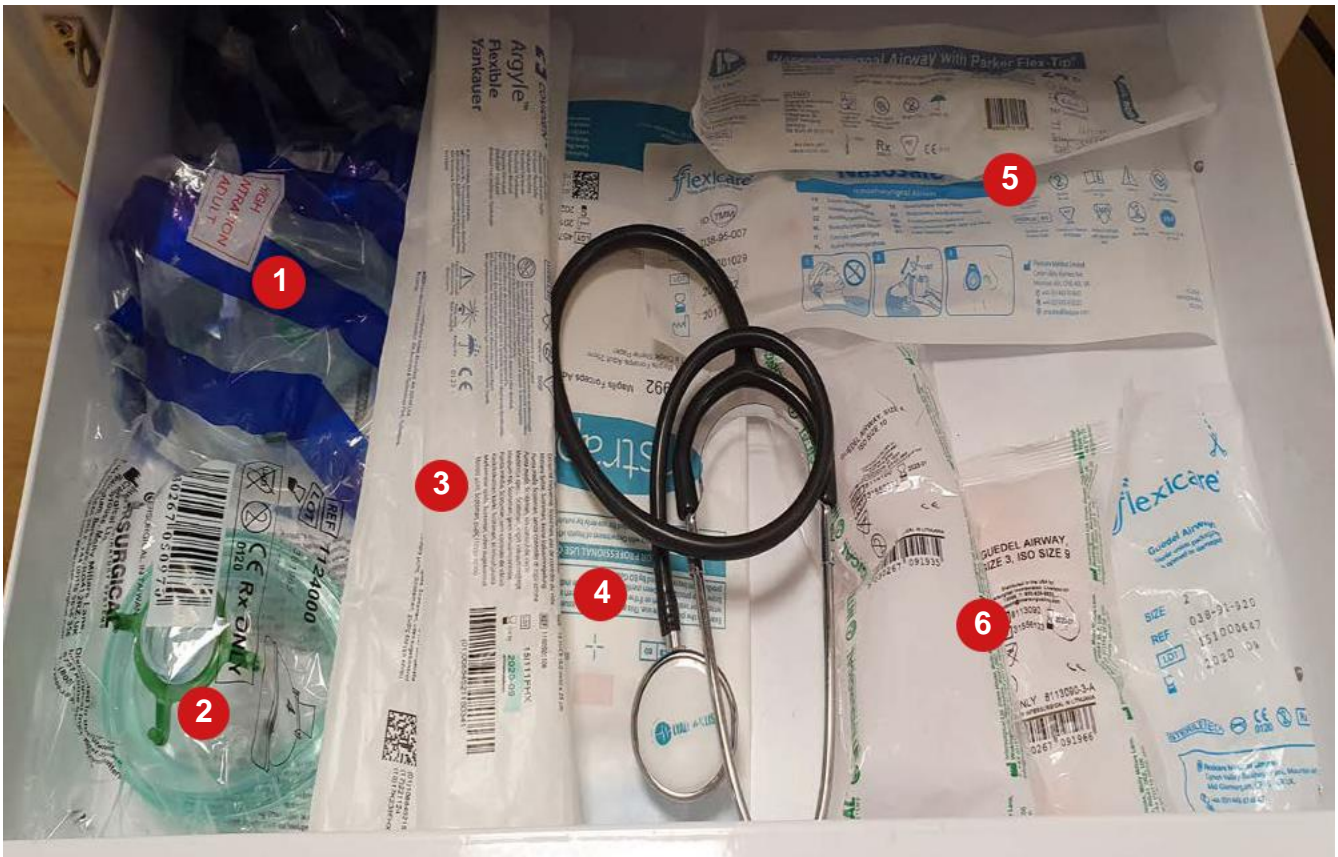
Date of Admission: ..... Et  
 Medical or Surgical: ..... D  
 Date of Discharge or death: .....  
 Date Notes checked: .....

Helpful  
Tips!

This can be stored in  
the folder in the middle  
part of Resuscitation Trolley

## Top drawer of resuscitation trolley (Airway and Breathing)

Full drawer check must be completed every Monday or if seal is broken



1. Non-rebreather oxygen mask with tubing x2
2. Anaesthetic clear facemask (size 4)
3. Yankuer suction catheter x2
4. Magills forceps and Stethoscope
5. Nasopharyngeal airway (sizes 6 and size 7)
6. Guedel airway (size 2, size 3, size 4)

If tag code doesn't match the previous code, full trolley check to be completed

All equipment must be in date and dates checked when doing a full drawer / trolley check

## Bottom drawer of resuscitation trolley (Circulation)

Full drawer check must be completed every Monday or if seal is broken



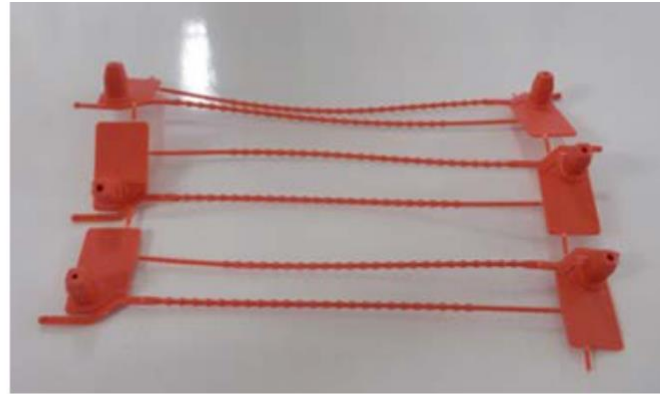
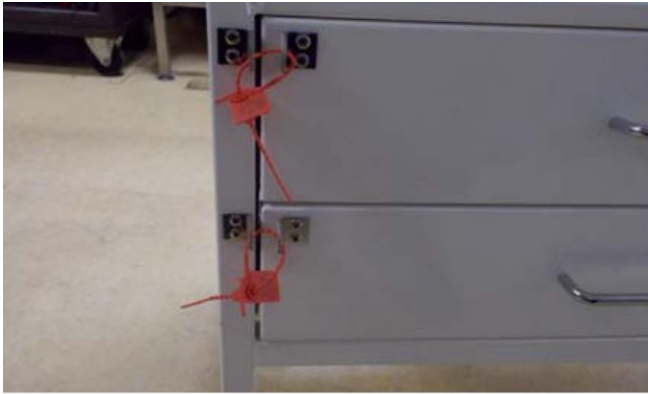
1. Blood giving set x3 sets
2. PORTED Cannula: 14g-Orange, 16g-Green, 20g-Pink x4 of each
3. Cannula dressing x4
4. Syringes 2ml, 5ml, 10ml, 20ml x4 of each
5. Safety needles 21g, 23g, 25g x4 of each
6. Small Chloraprep for Cannulation and Blunt fill filter needle 18g x4 of each

**You can only place ECG electrodes in this drawer if you are a specialised area with pacing defibrillator**

**If tag code doesn't match the previous code, full trolley check to be completed**

**All equipment must be in date and dates checked when doing a full drawer / trolley check**

## Trolley tags



**Trolley tags must be checked daily and their serial/code number written on the resuscitation trolley checklist sheet**

**If tag code doesn't match the previous code, full trolley check to be completed**

## Troubleshooting for your resuscitation trolley

### What is stock is missing?

If when checking the trolley you come across an item(s) missing or out of date stock, this can be replaced from the ward 13 resuscitation stock cupboard. Access is via a key which can be obtained from security staff at the main reception desk on production of your Trust ID badge.

### What if the trolley needs to be used?

In the eventuality that the trolley is required to be used the seal can be broken by pulling the drawers open. Once the trolley has finished being used a full trolley check must be conducted as soon as possible, equipment replaced and a new seal placed in situ. This should be documented and signed on the trolley checklist ensuring the trolley complies with Trust standards.

### What if I find the seal broken?

If you happen to notice the trolley has not been used but the security label is broken then the trolley must have a full check performed as it is possible that the contents have been tampered with and may be missing. This should be documented on the trolley checklist.

### What if the tag number doesn't match the one on the checklist?

If the tag numbers on the trolley don't match the ones documented on the checklist a full check should be completed and new tags should be applied ensuring it is documented on the checklist.

### Should trolley checks be taken out by a registered member of staff?

As per Trust Policy a registered member of staff should carry out the checks on the resuscitation trolley's and or counter sign the work done by a non-registered member of the NHS Health Care staff.

# Practice Education Facilitation, Education Quality Assurance, Policies and Patient Safety

## [Important Policies](#) (please click here to access all LUHFT policies)

Every policy is available on the Trust Intranet, every policy is important, but please do take time to go through the following:

- ☐ Speak out Safely Policy (Raising Concerns)
- ☐ Anti-Bullying and Harassment
- ☐ Health and Safety
- ☐ Infection Prevention and Control Policy
- ☐ Prevention and Management of Inoculation Injuries and Blood Borne Virus related incidents and Events Policy
- ☐ Data Protection Policy

Please also click [here](#) for links to LUHFT social media accounts and the 'Social Media do's and don'ts' **Please note - these links are only accessible via a Trust PC.**

## Patient Safety Concerns

All employees of Liverpool University Hospitals NHS Foundation Trust are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.

Familiarisation with and adherence to the Trust's Safeguarding policies is an essential requirement of all employees as is participation in mandatory/statutory training.

If you have any concerns regarding patient safety please contact or call into the Undergraduate office and speak to the undergraduate team.

## Practice Education Facilitator for Medical Education (MPEF)

This role will be supporting the student doctors, FY1/FY2s and PA students whilst on placement, during their training, and beyond. Any issues during placements can be brought to the attention of the MPEF as well as members of the wider Medical Education Team for further advice or escalation where necessary.

The MPEF will aim to support the Educational Leads in the learning environment, ensuring the quality of the educational experiences and post graduate trainees is high. *The MPEF is based on the ground floor of the Clinical Sciences Centre.*

We are sent a transfer of information from the university regarding any risk assessments they have completed. This enables the Trust to complete reasonable adjustment assessment prior or on arrival to the Trust. The Trust wish to support you as much as possible and we understand that the pressures of being a student in an acute Trust can appear overwhelming. Even if you have not had a risk assessment at university but feel that you need reasonable adjustment, or you would like to discuss any health or wellbeing issues please contact Joanne Baker, MPEF;  
joanne.baker@liverpoolft.nhs.uk

# Mandatory Training

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## Mandatory Teaching and Virtual Teaching

Please note, all teaching is mandatory and it is extremely important that you attend any organised teaching sessions. If for any reason you are unable to attend you must let the relevant clinical teacher, or staff in the Undergraduate office know.

Due to the Coronavirus pandemic some of your teaching sessions may take place using systems such as Zoom or Microsoft Teams. Details will be provided prior to any sessions taking place.

## Bedside Style Teaching

Bedside style teaching is any teaching which takes place with a Consultant outside of the Education Centre. It doesn't need to be at a patient's bedside. You are required to log any bedside style teaching using a QR Code which all Student Doctors will have on their ID Badge.

Like the feedback form, once you've accessed the form for the first time you can save the link as a favourite for easy access in the future.

## Electronic sign in

Please sign in at the start of every day via the PC which is located in the Student Common Room. The Liverpool School of Medicine guidance on attendance can be found in your university 'Handbook for Undergraduate Students'.

Your attendance is monitored and we hope you strive to achieve 100%. Expected hours for years 2, 3 and 4 are:

- ♦ 08:00 - 16:00 (Surgical Placements)
- ♦ 09:00 - 17:00 (Medical Placements)

## Teaching Feedback

It is important to us that you have a high quality, valuable education experience whilst on placement at Aintree. After every teaching sessions, feedback can be provided using the QR code. Your feedback can have a positive impact on any future sessions that are held at Aintree.

## New classroom

Many teaching sessions at Aintree will be based in our new Student Doctor Teaching room (SDTR). This is located in Aintree Hall, please see map and directions to the room below. The classroom will have a key coded lock, if you require the number please call into the Undergraduate Office.

# IT and Knowledge Centre

## **Knowledge Centre at Aintree**

This is located on the first floor of the Clinical Sciences Building. Facilities include an IT area featuring 27 PCs, Wi-Fi, a quiet study room, a training room, printers/scanners/photocopier and an enquiry service. The Knowledge Centre will usually be staffed 8am-6pm. Monday - Friday and is accessible via your Trust ID Badge.

Although textbooks are centralised at the Royal site, we will be operating a same day service for delivery of textbooks to Aintree Library. The library service will provide the resources you need to support your personal and professional development and lifelong learning.

<https://www.liverpoolft.nhs.uk/internal-news/library-services/>

## **IT - Patient Information Systems**

Student Doctors in 3rd, 4th and 5th year and also 5th year Student Doctor SAMPS, have read only access to patient information systems. 2nd Year Student Doctors will receive a basic IT account. Please call into the Sub-Dean's Office and a member of staff will organise your username and complete the relevant online request for an IT account. If you have trouble accessing your account please call the IT service desk who will be able to assist - 0151 529 3243.



# Maps, Transport Links and Useful Links

## Transport Links and travelling to Aintree

Aintree is well served by public transport systems. We encourage our staff, patients and visitors to use public transport where possible - this helps ease congestion and saves car parking spaces for those who must use a car.

### Travelling by bus

The following bus routes travel close to the hospital with stops in Lower Lane and Longmoor Lane: 17, 20, 62, 102, 122, 159, 209 and 218. The 102, 122 and 159 buses travel into the hospital grounds.

### Travelling by train

Rail users can travel to nearby Fazakerley railway station which has regular service connections with central Liverpool and Kirkby stations.

The station is on the opposite side of the road from the Longmoor Lane entrance to the hospital grounds. It is approximately a 15 minute walk to the Main Entrance/Outpatients Area.

Please call Traveline on 0870 608 2 608 for further information on public transport connections to Aintree University Hospital. Lines are open from 8am - 8pm seven days a week. You can also visit [www.traveline.org.uk](http://www.traveline.org.uk) or [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk) for information.

### By taxi

There are freephone direct lines to local taxi companies and these can be booked using the freephones which are situated in the main entrances of our hospital.

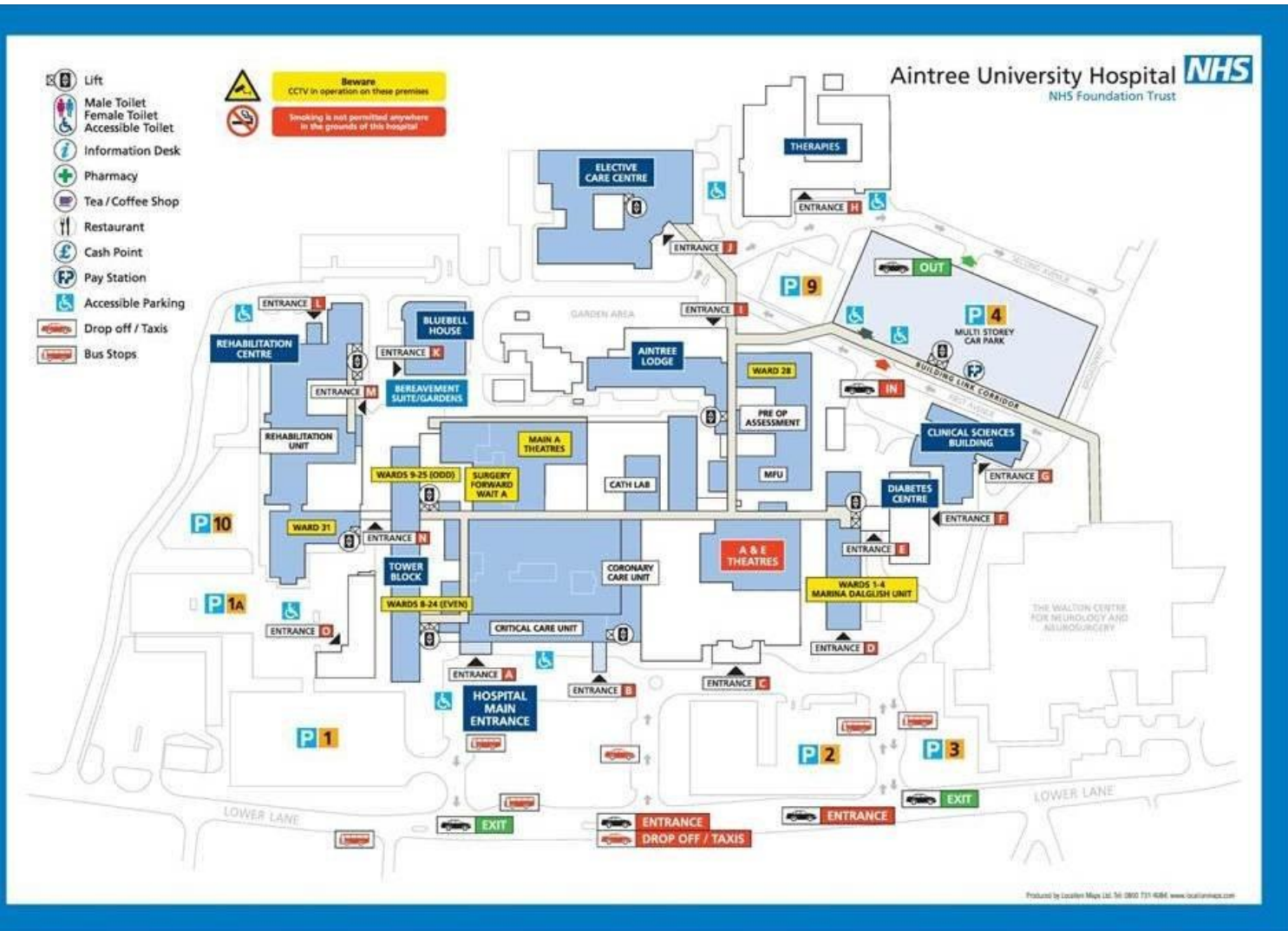
Aintree Hospital is easily accessible from the UK Motorway Network via M6 and M62. You can enter the hospital postcode L9 7AL on the relevant travel sites or on your SatNav.

### Traffic congestion

Traffic congestion around the inside of the hospital site can sometimes be high so you may need to allow extra time for your journey as queuing for the car parks can occur at peak times.

If you have difficulty walking far, there are drop off and pick up points outside all of the main entrance.

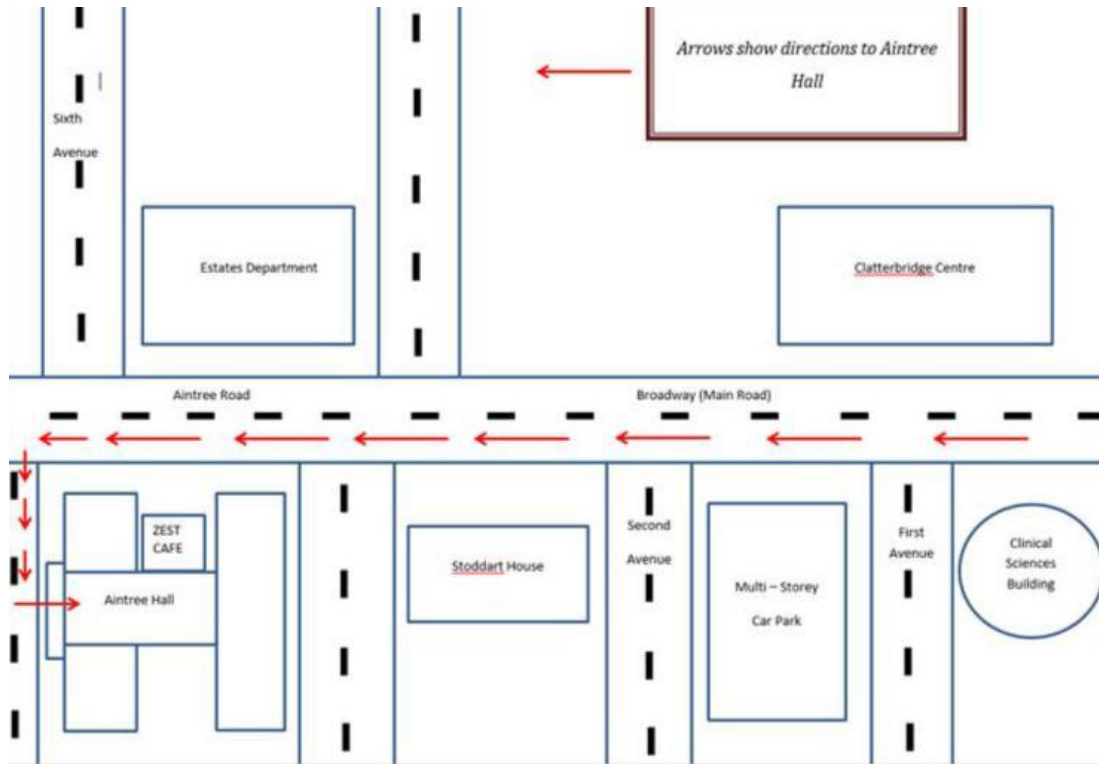
# Aintree University Hospital



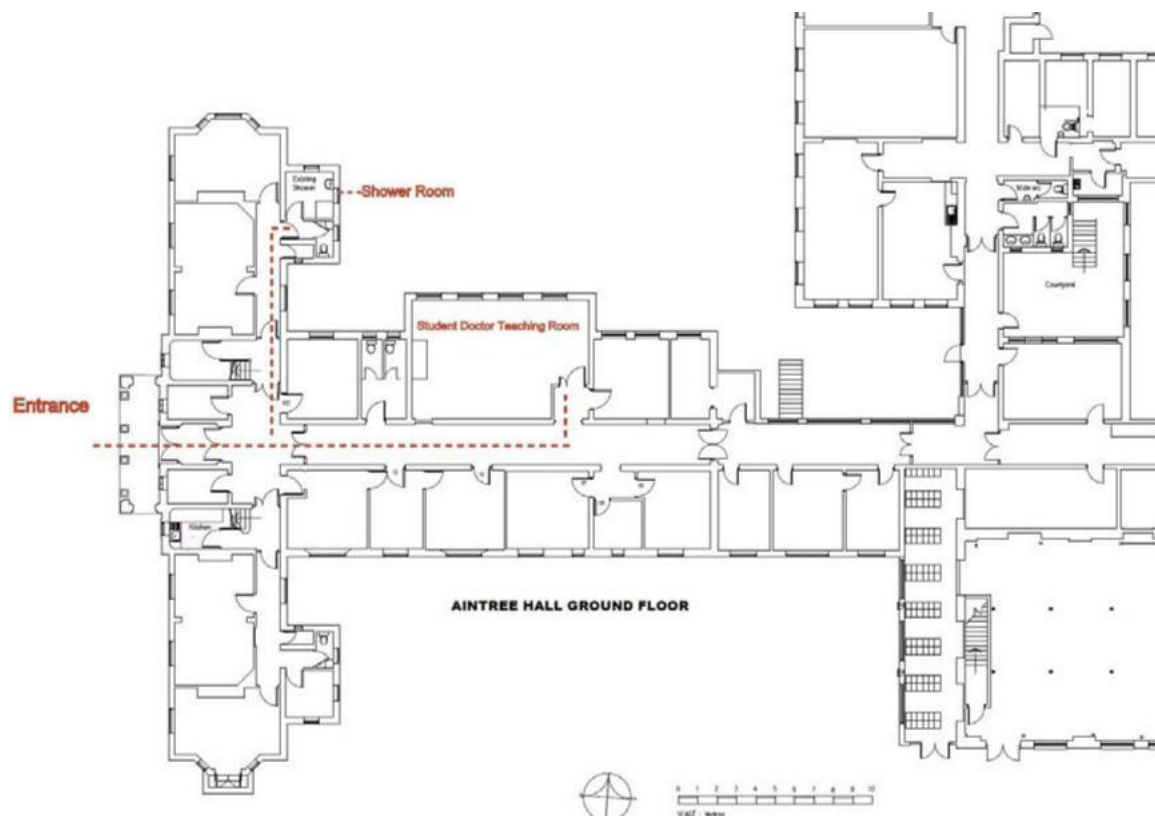
## New classroom

Many teaching sessions at Aintree will be based in our new Student Doctor Teaching room (SDTR). This is located in Aintree Hall, please see map and directions to the room below. The classroom will have a key coded lock, if you require the number please call into the Undergraduate Office.

## Directions to Aintree Hall



## Directions to the Student Doctor Teaching Room located in Aintree Hall



# Useful links

**Liverpool University Hospitals**

[www.liverpoolft.nhs.uk](http://www.liverpoolft.nhs.uk)

## Coronavirus 19 Information

**Liverpool University Hospitals NHS Foundation Trust**

[www.liverpoolft.nhs.uk/covid-19-hub/](http://www.liverpoolft.nhs.uk/covid-19-hub/)

**University of Liverpool**

[www.liverpool.ac.uk/coronavirus-advice-and-guidance/covid19/](http://www.liverpool.ac.uk/coronavirus-advice-and-guidance/covid19/)

**National Health Service**

[www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)

**UK Government**

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)



# Bleep System and Ward Telephone Numbers

Ward	Speciality	Telephone Extensions
1	Emergency Surgery	3846
MTW	Major Trauma Ward	6255
3	General Medicine	6590
4	Upper GI / Liver / Colorectal	3494
8	Cardiology	4458
10	Gastroenterology	3526
11	Gastroenterology	3510
15	Renal / Dialysis	8825
16	Orthopaedics	3514 / 3427
17	Orthopaedics	3511 / 3822
6-VIC	Ventilation	3602 / 8429
Waterloo Dialysis Unit	Dialysis	
21	Medical / Diabetes	3513 (Male) / 3816 (Female)
22	Chest Medicine	3817 / 3530
23	Chest Medicine	3566 / 3514
24	Haematology / Rheumatology	3820
25	General Medicine	8451 / 2008
Pre-op Assessment Unit	Pre-op Assessment	8266
AMU	Acute Medicine	5960 / 5962 / 8241 / 8323
28	Head and Neck	5239 / 6412
SAU	Surgical Assessment	3846
Frailty	Frailty	2654 / 2474
A2H	Aintree 2 Home	2903 / 6076
30	DME	2662 / 6568 / 6570 / 6594 / 8969 / 6931
32	Medical / Elderly	3656 / 8020 / 8031
33	Acute Stroke Rehabilitation	2660 / 8037
34	DME Rehabilitation	8061 / 3632
OPD	Outpatient Department	
Sefton Suite	Private	5019 / 8646 / 8364
ECC - Endoscopy	Endoscopy	403
ECC ward / Recovery	Elective Care	118
ARDU	Aintree Rehabilitation Day Unit	8793
Critical Care Unit	Critical Care	2733 / 2734
Interventional Theatres	Surgery	2368
Main A Theatres	Surgery	8239 / 3211
Main B Theatres	Surgery	5175
AED Theatres	Surgery	2572
ECC Theatres	Surgery	150
AED	Accident and Emergency Department	2517
Cardiac Cath Lab	Cardiac Catheterisation	8551
Rheumatology CNS	Rheumatology	

## Guide for 'Bleep System'

Before you start, ensure you know the number of the phone you are dialling from.  
It is an automated service, so you will be talked through the steps you need to take.

1

- ♦ Dial '75'.

2

- ♦ Key in the number you are 'Bleeping' i.e. 1234.

3

- ♦ Key in the number of the phone you are ringing from i.e. 5678.

4

- ♦ You will be asked to wait.
- ♦ You will then be told if the process has been successful and asked to replace the receiver.

5

- ♦ You will then have to wait for the recipient to call you back.

**2222 - for MET Emergencies**  
**3333 - for Security Emergencies**  
**2810 - for General Security**

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We do hope you enjoy your time at Aintree, the Undergraduate team are here to help and support you. If there is anything we can do to help, or if you have any worries or concerns concerning patient care, clinical placement, timetables or educational supervision please do call into the office and speak to either Lin, Deb or Jenny.

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# **Royal and Broadgreen Hospital Information**



# Contents

Welcome to the Royal and Broadgreen section of this e-booklet. Medical Education is fully managed and administered from the Royal site. Whilst there are satellite facilities at Broadgreen you will use the Royal contacts for any assistance you require during your rotation with us.

If you have any questions over this part of the e-booklet please do not hesitate to contact us in the administration office at the Royal.

## Section

[Meet the team](#)

[Email addresses](#)

[Doctors directory, Wards contact details and Department details](#)

[The new Royal](#)

[Facilities - lockers, common room](#)

[IT accounts and internet](#)

[Online virtual teaching](#)

[Royal and Broadgreen Bleep](#)

[Bedside style teaching](#)

[Useful apps](#)

[Useful contacts](#)

[Office and Education Centre opening times](#)



**Main induction  
e-booklet**



**Aintree Hospital  
information**

# Meet the Team (Royal)

Name	Position	Telephone No.
Dr Rachael Ellks	DME (Royal) & Consultant GUM	Ext. 3740
Sally McCreith	Head of Education & Quality	Ext. 3740
Amanda Kane	Medical Education Manager	Ext. 4360
Miss Susannah Shore	Undergraduate Sub Dean	Ext. 3740
Dr Leo Khoo	2 <sup>nd</sup> Year Lead (Consultant Intensivist)	Ext. 3740
Miss Rebecca Hamm	3 <sup>rd</sup> Year Lead (Consultant Urology Surgeon)	Ext. 3740
Dr Richard Harris	4 <sup>th</sup> Year Lead (Consultant Gerontology)	Ext. 3740
Dr Joe Abbott	5 <sup>th</sup> Year Lead (Consultant Emergency Medicine)	Ext. 3740
Dawn Bullen	Practice Education Facilitator for Medical Education	Ext. 2307
Linda Milligan	Undergraduate Team Leader	(0151 529) 5809
Chloe Kennedy	Senior Undergraduate Administrator	Ext. 3744
Katy Badrock	Undergraduate Administrator	Ext. 3742
Megan Brady	Undergraduate Administrator	Ext. 3816
Angela Cockburn	Medical Education Admin Assistant	Ext. 2206
George Sillwood	Educational Pharmacist	Ext. 6065
Kelly Hughes	Clinical Skills & Sim Team Manager	Ext. 3156
Angela Hall	Library Services Manager	0151 706 2248
Jenny Doran	Librarian (Royal)	0151 706 2248
Gena Leask	Clinical Skills Facilitator	0151 706 3156
Natalie Lunt	Clinical Skills Facilitator	0151 706 3156
Stacey Andrews	Clinical Skills Facilitator	0151 706 3156
Rachel Page	BGH Surgical Skills & Kent Lodge Team	0151 706 6292
Fran Sheridan	BGH Surgical Skills & Kent Lodge Team	0151 706 6292
Elaine Royston	Reception Desk & Bookings	0151 706 3740

## Educational Supervisors

Your Educational Supervisor will be the Educational Lead from the first specialty you are placed in each rotation. For example, if you are placed on a respiratory ward, your Educational Supervisor will be the Respiratory Lead for the entire rotation.

## Undergraduate Support

If you have any concerns you wish to raise privately you can always ask to speak to a member of the team. If you need to email someone: [firstname.surname@liverpoolft.nhs.uk](mailto:firstname.surname@liverpoolft.nhs.uk)

## Doctors, Wards and Departments

As the Royal and Broadgreen sites are combined all the information can be found collated on our main website, the key links are below. *Aintree services are still separate at the time of publication.*

- ☐ [The main departments](#)
- ☐ [The Consultant Directory](#)
- ☐ [A full list of wards](#) along with their contact details

## The new Royal Hospital

The new Royal Hospital is being built next door to the existing Royal. More information can be found [here](#), including some videos.



# Facilities

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Here are a series of useful links to services which are offered on site (and nearby) at both the [Royal](#) and [Broadgreen](#) sites such as shops, cash machines etc.

## **Student lockers**

Lockers are available within the Education Centre and the Student Common room at the Royal and within Kent Lodge at Broadgreen for you to store your external clothes etc. Please kindly note that lockers must be emptied each night and locks may be removed if left outside of student hours. All items are left at your own risk. You will be required to provide your own padlock to use them.

## **Student Common Room**

The Student Common Room (Royal site) is located on the first floor Linda McCartney Centre, which includes changing rooms and a kitchenette area. Additional lockers are located in the Education Centre as well as the common room.



# IT Accounts

You will be provided IT account details on your first time in the Trust. If you are a returning student from a previous year or rotation, you may find you simply need to call IT (click [here](#) to jump to useful phone numbers) and ask them to re-activate your account.

As year 2, 3 or 4 Student Doctors you will have read only access to PENS (our patient record system), year 5 Student Doctors will have read only access to other systems.

Your main IT account will also enable you to get onto the University systems such as Pebble Pad in the Staff Library. Computer access is available 24/7 on the Royal site. By using our systems you are bound by the Trust computer usage and Data Protection Policy in addition to the University policy.

## Online Virtual Teaching

We are currently developing online and virtual teaching resources to enable us to adhere to social distancing rules following the COVID-19 pandemic.

As such, some of your teaching sessions may take place using systems such as Zoom, GoToMeeting, YouTube Live or Microsoft Teams. Details will be provided prior to any sessions taking place.

## Using the Bleep System

Dial from your telephone handset '84' then your bleep number followed by the extension number that you are dialling from e.g. 84 4000 3000 and listen to the recorded message.

## Feedback

We use a confidential and anonymous system within Office 365 to register attendance, provide feedback as well as other systems.

There are also QR codes in all the Educations rooms. Once you've scanned the code for the first time you can save it as a favourite on your smart phone.

## Bedside Style Teaching

Bedside style teaching is any teaching which takes place with a Consultant outside of the Education Centre. It doesn't need to be at a patient's bedside.

You are required to log any bedside style teaching using a QR Code. The QR code is also located on the Student competency posters which are found in every ward of the hospital.

Like the feedback form, once you've accessed the form for the first time you can save the link as a favourite for easy access in the future.

## Useful Apps

There are some free smart phone apps which come recommended by our Doctors and Medical Staff at the Royal. Whilst these are not compulsory, you may find them useful during your time with us. The Trust accepts no responsibility for their use.

**Simply search your app store for the most recent version:**

- ♦ Induction (Hospital information sharing)
- ♦ BNF (British National Formulary)
- ♦ RLEMH (Royal Liverpool Emergency Medicine Handbook)



# Useful contacts

To contact any department in the hospital sites from a mobile device, use the telephone numbers below. If you are using a phone on that site just dial the extension number.

- ♦ **Aintree:** 0151 529 then extension number
- ♦ **Broadgreen:** 0151 282 then extension number
- ♦ **Royal:** 0151 706 then the extension number

You can contact the Trust switchboard by dialling '0' (zero) from any Trust phone and then asking for the department or person you need.

The switchboard number for Royal and Broadgreen from a mobile device is:

## 0151 706 2000

Team / Department	Extension number
Royal Education Centre	(0151 706) 3740
Aintree Education Centre	(0151 529) 5809
Undergraduate Team	(0151 706) 3816 / 3783
Postgraduate Team	(0151 706) 3744
Clinical Skills Team	(0151 706) 3156
Library Service Desk	(0151 706) 2248
Security (General)	(0151 706) 2200
Emergency (Fire/Medical etc.)	(0151 706) 2222
IT Help Desk	(0151 706) 5499 ( <i>option 1</i> )
Broadgreen Reception	(0151 282) 6292

## Admin Team Office Opening Times

Royal Administration team is available Monday - Friday 8:30am - 4:30pm.



**Liverpool University Hospitals**  
NHS Foundation Trust



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**LIVERPOOL**

Working in partnership