

Information on Medical Practice Placements at The Hospice of St Francis Berkhamsted, Hertfordshire Rapid Access to Palliative Care Training (RAPT)

(Version 4 - Dec 2008 – Review July 2009)

Dear Colleague,

Thank you for your interest in a practice placement at the Hospice of St Francis. We are delighted that you wish to spend some time with us. The Hospice of St Francis is a multi professional centre for palliative care based in Berkhamsted, Hertfordshire.

Aim of Medical Practice Placements:

To provide an understanding of palliative care in practice

Objectives:

1. To observe the multi disciplinary palliative care team approach to decision making and symptom control
2. To observe the medical role in decision making and symptom control
3. To observe health care professional, patient and carer communication in the hospice setting

For your placement with us we respectfully ask:

1. You apply for study leave with your organisation who will liaise with us about dates and availability.
2. That as you may be having face to face experience with patients or their families you agree to our bedside teaching code of conduct (and your own professional code of conduct will apply at all times).
3. That you also complete our health and safety check list on your arrival
4. We also recommend that you complete a short reflective evaluation after your time with us for our records and your own (hospice version will be supplied).
5. You will find attached on the next page the outline of your time with us.
6. Other learning forums available here include time spent in the inpatient unit, day hospice, specialist nursing team, allied health care professionals, family support team, medical team, Tuesday teaching handover, Clinical think tank, clinical update, and our ongoing education programme.
7. Please note that at the hospice there is plenty of free parking.
8. You are welcome to bring your own refreshments or order every morning from our staff menu for a small cost.

We look forward to having you here with us, if you have any questions or queries about your time with us please contact

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The Hospice of St Francis - Information on Medical Practice Placements

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	Tuesday	Wednesday
0845	Arrive at hospice, complete bedside conduct and health and safety documentation	
0900 - 1000	Handover on inpatient unit	
1000 – 1300	Shadowing on inpatient unit with medical team	Shadowing on inpatient unit with Dr S Chadwick
1300 – 1330	Lunch in Bistro	
1330 - 1430	Handover on inpatient unit	
1430 – 1530	Tuesday Teaching Handover/Shadowing on inpatient unit with medical team	Prescribing in palliative care with Dr Ros Taylor
1530	Close	
<p>Please note</p> <ul style="list-style-type: none"> ○ this timetable is subject to change due to clinical events ○ Visitors are also welcome to attend all educational events held during their visit with us ○ Visitors are welcome to access our resource area for information 		

Medical Practice Placements at the Hospice of St Francis
End of Life Care Skills Confidence Survey

Please complete column A prior to your placement
Please complete column B at the end of your placement

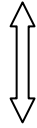
Name:

Date of Placement:

Purpose:

1. To assess your self-confidence in the performance of 6 end-of-life clinical skills domains, pre, immediately after and 6 weeks post placement
2. To assess learning objectives taken into practice

Please rank your degree of confidence with the following end of life topics, using the following scale:

- 
- 4 = Confident to perform independently
 - 3 = Confident to perform with minimal supervision/coaching
 - 2 = Confident to perform with close supervision / coaching
 - 1 = Need further training/coaching before doing any of the below

		A. Prior to placement	B. At end of placement	6 weeks post placement
1.	Perform a pain assessment			
2.	Knowledge of prescribing for the dying patient			
3.	Discussing prognosis with a dying patient			
4.	Discussing advance treatment options with patients (e.g. stopping active treatment, place of death etc)			
5.	Conducting a family meeting to discuss important end-of- life decisions (e.g. resuscitation, withdrawing treatment etc)			
6.	Assessing the patients decision – making capacity			
	At the end of this placement what are the 3 key learning points you are going to take into practice?			
	6 weeks post placement have you taken your 3 key learning points into practice			
	Yes No			
	Comment:			

Thank you for completing this survey – please now return to your medical mentor and we will contact you in 6 weeks for you to complete the 6 weeks post placement evaluation

Teaching by the Bedside: Code of Conduct For Mentor and Student

To be completed and signed on first day of placement

I agree to the following:

1. The medical or nursing mentor is responsible for my teaching by the bedside experience.
2. I adhere and am responsible to my own professional code of conduct.
3. That consent to use a patient or family for my teaching by the bedside experience must be agreed in advance from the patient or family and that I respect the patient and families' confidentiality and dignity.
4. That an appropriate time to teach by the bedside must be agreed with the ward staff (e.g. to accommodate patients needs, drug rounds, meal times etc)
5. Boundaries will be respected which are agreed before hand with patient and family and which may be further negotiated by the patient, family or ward staff during teaching by the bedside (e.g. how long we spend by the bedside, what we discuss etc)
6. To avoid too much use of technological language in front of the patient.
7. That patient and family participation is welcomed and valued.
8. Thanking the patient and family afterwards and checking that they do not have any further questions or issues to discuss.
9. Updating the ward staff of any changes or issues during my teaching by the bedside session
10. To discuss with my mentor any queries or issues arising from my teaching by the bedside experience (including perceived clinical actions which do not make sense to me).

----- (Students Name and Signature)

----- (Mentors Name and Signature)

----- (Date)

(Copy to be kept with practice placement records)

Based upon: Wee B(2007:117) Bedside Teaching in Education in Palliative Care: Building a Culture of Learning, Oxford University Press

Health and Safety Check List For clinical placements at St Francis

To be completed and signed on first day of placement

(Please circle answers)

1. Moving and Handling – have you had an update in the last 12 months?
 - a. Yes
 - b. No (please note that we therefore advise that you are not involved in any moving and handling|)

2. Layout of the building explained:- including fire exits Yes/No

3. Fire alarm and fire assembly point in main car park explained Yes/No

4. How to:
 - a. Call (9) 999 for emergencies explained Yes/No
 - b. Report a broken item/equipment explained Yes/No
 - c. Complete an accident form if necessary explained Yes/No

5. Where emergency equipment is kept explained Yes/No

------(Students Name and Signature)

------(Mentors Name and Signature)

------(Date)

(Copy to be kept with practice placement records)

RAPT MEDICAL PRACTICE PLACEMENT EVALUATION FORM

To help us to continually improve and develop placements we would be most grateful if you would complete this form and return it to your mentor

Name:

Date of placement:

Excellent Good Adequate Poor
(Please circle 1, 2, 3 or 4)

Please consider the *content* of your placement:

- | | | | | |
|---------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 1. Relevant Learning objectives | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |
| 2. Relevant to my professional role | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |
| 3. Correct amount and depth of topics | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |

Please consider the *delivery* of the placement:

- | | | | | |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 4. Timetable was well structured | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |
| 5. Topics were appropriate | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |
| 6. Teaching sessions were well delivered | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |

Please consider the *venue*:

- | | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 7. Comfortable and appropriate | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |
| 8. Easy to travel to | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |
| 9. Booking placement was | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="4"/> |

Additional Comments:

12. What were the best aspects of your placement?

13. What were the worst aspects of your placement?

14. Any other comments?

15. May we use your comments for future promotional material?
(please circle)

Yes/No

'Education Booking Form'

Please photocopy as necessary

