



Health & Social Work

Diploma in Higher Education

**Adult Nursing, Learning
Disabilities & Operating
Department Practice
(PLYMOUTH)**

**Induction Information
Academic Year 2006/7**

If you require a copy of this handbook in an alternative format please contact a member of the Faculty of Health and Social Work Admissions Team who will be happy to send it to you.

Telephone: 01752 233842 or
Email: healtheducation@plymouth.ac.uk

Faculty of
Health & Social Work
HELPING TO SHAPE THE FUTURE



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Appendices

- A** On Line Enrolment Instruction Sheets
- B** Placement Planning Form (separate form this pack)

Diploma Checklist

The following checklist has been designed so that you can ensure you have remembered everything.

Return your University card application form and photo to the Card Office by **Friday 18 August 2006**

Return Placement Planning Form to Admissions Team by **Wednesday 30 August 2006**

Send 2 passport photographs with your name printed on the back to the Admissions Team by **Wednesday 30 August 2006**

Register Online **after 1 September but before 18 September 2006**

Register Online for Computing Account User Name and Password **after 1 September and before 18 September 2006**

Check with Doctor prior to induction if MMR and Meningitis injections are up to date

Educational Qualifications If you have gained any qualifications since receiving your offer please bring original certificates to Induction (see 3.7)

1. INTRODUCTION

This booklet contains all the information you will need regarding your induction into the Faculty of Health & Social Work on the Plymouth Campus starting on **Monday 18th September 2006**. Please take the time to read its contents **BEFORE** you arrive.

One important aspect of health diplomas at the Faculty of Health & Social Work at the University of Plymouth is the shared learning that takes place between Adult, Learning Disabilities, Mental Health nursing students and Operating Department Practitioner students at Plymouth.

2. INDUCTION ACTIVITIES

During induction week you should use the time available to familiarise yourself with your new surroundings, meet other students and find out more about your programme of study. There are certain activities that **MUST** be undertaken in week one, which include; registering with the University and Academic Services (*so that you will be able to access computing facilities and work through the IT workbook that will be provided*) and the Students' Union. You will also need to be fitted for your uniform and meet with Occupational Health.

During the week you will be asked to complete a number of forms, some of which may require duplication of information. Please be patient as we have to provide information to a number of different sources. This is unavoidable and we apologise in advance.

The induction week is a non-teaching week and on day one, Monday 18th September 2006 you should report to:

Venue	Time
Room 005, Babbage Building	10.30a.m

* See Section 20

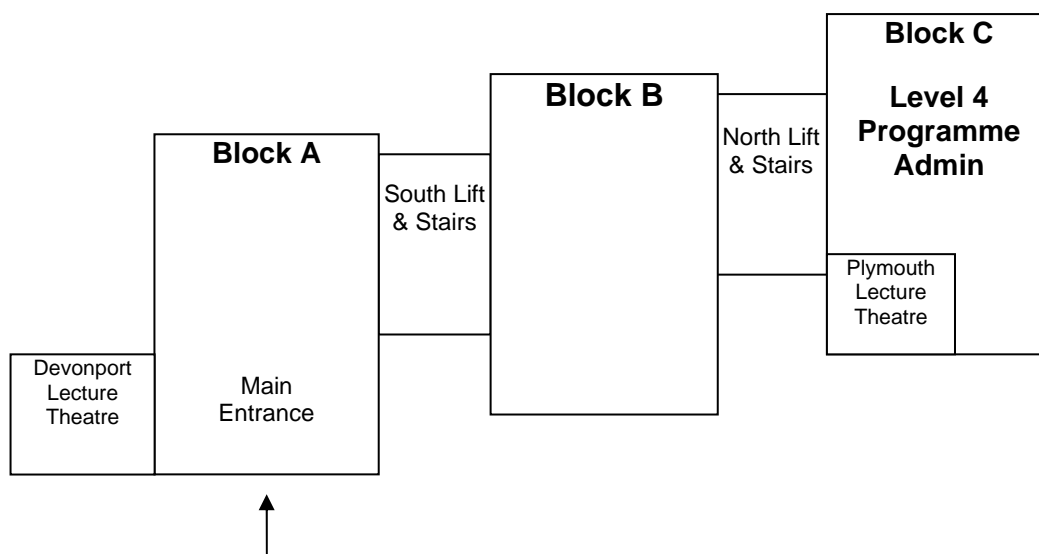
The first session will start **promptly** so make sure you are not late! If for some reason you are delayed please contact **Programme Admin on 01752 233888** and let them know. There is an out of hours answerphone on this number.

2.1 Where to find Programme Administration and Academic Staff

Programme Admin can be found in Block C of the Portland Square development. Once in the building follow the signs for North Lifts and Stairs. Take the stairs or lift up to Level 4 and go through the glass double doors marked with the letter N. Turn left through two sets of double doors and the entrance to Programme Administration is on your right hand side (Room Number C407).

Opening Hours are 9.00 a.m. until 4.00 p.m.

Portland Square Building Layout



The following schedule indicates the general times you will need to be available during induction. A more detailed timetable of the week will be issued on your first day outlining specific activities and venues.

Induction Week – days	Times
Monday	10.00 am – 3.30 pm
Tuesday	09.00 am – 3.30 pm
Wednesday	09.00 am – 4.30 pm
Thursday	09.00 am – 3.30 pm
Friday	09.00 am – 3.30 pm

3. REGISTRATION

What is University Registration?

This is when you officially register as a University of Plymouth student. Failure to attend registration may result in late payment of your bursary. You will also be unable to collect your ID card, join the library, students' union or more importantly, start your course. **University registration is a staged process and begins with:**

3.1 On-line Enrolment

The first stage is where we collect information from you about your personal details and the course you are studying. The University collects this data on-line.

Appendix A details how to access the on-line enrolment screens and guides you through the process. It is recommended that on-line enrolment is completed **prior** to your arrival here at Plymouth. Alternatively you can use one of the computers in a designated open access room on campus when you arrive but bear in mind there will be queues which may result in a delay.

Once you have completed on-line enrolment you will be able to print an Enrolment Certificate which should be used in stage 2 of the process to register with the University. You will not be able to proceed to the next two stages of enrolment **without the certificate**.

3.2 Student Computing Accounts

After you have completed your on-line enrolment you will be directed to a page where you can get your computing account username and password to access the Student Portal. The Student Portal is a web based utility provided to all students providing information on courses and modules.

3.3 University Registration

This is the stage of the registration process where we check (at induction) that you have completed everything you need to.

You will need to take your **Enrolment Certificate** (Refer to section 3.1) to your University Registration session.

This is a busy day and unfortunately you may have to queue for a while. Please be patient - our staff will be working as quickly as they can.

At University Registration you will be given a University Card which will enable you to access the Library.

3.4 What do I need to bring with me in September?

- Your enrolment certificate printed once you have completed on-line enrolment
- Secondment details (if applicable)

3.5 ID Cards

You will recently have received a form to apply for a University of Plymouth Identification Card (buff coloured). This should have been completed and returned to the University of Plymouth Card Office, together with a passport photo. If you have not already returned this, can you please make sure you do so **NOW**. This should have been returned to the Card Office by no later than **Friday 18th August 2006**. If you return your forms on time you should be able to collect your student ID card during enrolment.

3.6.1 Photos

In addition to the above photo, **two** further passport photos will be needed to be supplied to the Admissions team, one will remain on your student file and one will be used to create a student gallery of photos for your discipline/year. Please return by **Wednesday 30th August 2006** in the freepost envelope provided. **Print your name** on the back of each photo.

3.7 Educational Qualifications

If you have gained any further educational qualifications since attending your interview or being offered your place, please bring appropriate certificates of proof with you. You will need to mention these additional qualifications during enrolment on the first day where they will be verified by programme administration.

3.8 Additional Information

You can expect to receive the following important information during the first week of your course:

- A University of Plymouth student handbook
- A Diploma in Higher Education student handbook
- A Practice Portfolio and
- IT workbook

These handbooks will provide you with much more information and will be needed during your course of study and should not be mislaid.

During the first week you will also be given information on completing experience work sheets and travel claims. You will also be given information on what you can and can't claim for.

4. DATA PROTECTION

On some occasions we may be asked to share data with placement providers regarding your CRB status in order to secure placements. We would therefore ask you to sign a section within our Placement Planning Form, (see Section 7 and **Appendix B**) which will allow us to do so.

If you have any objection to us sharing this information you **MUST** let us know. Unless we hear from you to the contrary we assume that you have no objection to us providing data to our collaborative institutions and placement providers.

Any shared information is dealt with in a confidential manner.

4.1 ODP students

It will be necessary for us to share minimal data between ourselves and the NHS Trust that you will be assigned to before you enrol/register, This will enable Trusts to organise mandatory training sessions and order appropriate uniforms/footwear.

If you have any objection to us sharing this information you **MUST** let us know. Unless we hear from you to the contrary we assume that you have no objection to us providing data to our collaborative institutions and placement providers.

Any shared information is dealt with in a confidential manner.

5. OCCUPATIONAL HEALTH

All health students have to attend a talk which focuses on occupational health issues for health professional students. You are required to attend this before you will be able to work in a practice placement area and again this should not be missed.

In addition, all students undertaking health related courses require occupational health appointments. Occupational Health will be on the Plymouth Campus on Wednesday 20th September 2006 for Operating Department Practitioner students and Wednesday 27th September 2006 for Nursing students. You will be notified of when and where you need to attend your individual occupational health appointment. Occupational Health will provide you with your Hepatitis B immunisation (if required). You are advised to wear loose sleeved clothing for this appointment!

5.1 Immunisation and Fitness to Undertake Clinical Placement

As part of your Induction Programme, you will require an occupational health vaccination check. In order to minimise delay in confirming your fitness to commence clinical placements, it would be helpful if you could bring any documentary evidence, regarding your vaccinations that you may have received from your GP or current occupational health service, to this vaccination check appointment.

We are particularly interested in:-

Hepatitis B immunisation and immunity

Hepatitis C screening

Chickenpox screening

TB screening (e.g. heaf/mantoux results or BCG vaccination)

Documentation confirming 2 doses of MMR vaccine or blood test confirmation of mumps/measles/rubella status.

It is important this information is brought to your vaccination appointment, as the occupational health nurse will then be able to make an informed decision of your vaccination requirements.

Should you have any queries regarding these requirements, you will have an opportunity to discuss this with the nurse at your appointment.

5.2 Medical Awareness

5.1.1 Meningitis

Many of you coming to the University for the first time will have received the new Meningitis C vaccination at school, in your 6th Form, or at college. However, if you are 24 or under and are not sure if you have received this vaccine, please check with your doctor before you get here. A leaflet is enclosed with this pack outlining signs and symptoms to look out for.

5.1.2 Mumps, Measles and Rubella (MMR)

These are all infectious diseases which you can be vaccinated against. Please refer to the leaflet enclosed and consult your GP if you have not received the MMR vaccine.

6. UNIFORMS

As a health professional you will be required to wear a uniform when you attend placements. The Faculty of Health & Social Work will supply nursing students with the appropriate uniforms for use in placement areas.

6.1. Operating Department Practitioner (ODP) Students

Operating Department Practice students will be issued with suitable clothing by Trusts when going into the placement areas you have been allocated to. You will need to let us know your foot size for specialist footwear which will be ordered through your Trust. There is a section on the placement planning form (Appendix B) which you must **complete and return** by Wednesday 30th August, 2006.

6.2. Nursing Students

As a health professional you may be required to wear a uniform when you attend placements. The Faculty of Health & Social Work will supply you with appropriate uniforms, including a University of Plymouth logo for use in placement areas. The options are listed below:

Branch	Option 1	OR	Option 2
Adult Nursing	3 dresses		3 tunics and 3 trousers
Learning Disabilities Nursing*	2 dresses and 2 polo shirts		2 tunics & 2 trousers and 2 polo shirts
Mental Health*	2 dresses and 2 polo shirts		2 tunics & 2 trousers and 2 polo shirts

* Only Learning Disabilities and Mental Health nursing students are given the polo shirt option.

As you will note female nursing students have the choice between dresses or tunics and trousers. There is no option to mix and match between these choices. The University will only pay for one option and the uniform fitters, Boyd Cooper, have been instructed which options are available for which disciplines.

Learning Disability and Mental health students only tend to wear formal uniforms in clinical settings. When undertaking branch placements dress tends to be less formal and to this end 2 polo shirts, which can be worn with the students own clothing are provided.

6.3. Uniform Fitting

During induction week, you will be given the opportunity to try on a uniform and be checked for measurement. From past experience, it is better to go for a uniform that is slightly larger than you would normally wear to allow for bending and stretching. Our experience also shows that we tend to gain weight rather than lose it! It is important that you try on the garments as sizes do vary.

You will receive your uniforms **BEFORE** you are due to go out on placement and will be advised on collection dates by Programme Administration.

6.4 Additional Uniforms

It is possible for students to purchase additional uniforms should you so wish. This is something that you organise directly with Boyd Cooper our uniform supplier. If you wish to order additional uniforms you can do so by obtaining order further information and/or order forms from your programme administration office.

We have listed below some approximate costs for your information. Please note these are approximate and exclude postage and packing.

Item	Cost
Female Dress	£22.50 (includes vat)
Female Tunic	£17.99 (includes vat)
Female Trousers	£14.00 (includes vat)
Male Tunic	£17.99 (includes vat)
Male Trousers	£14.00 (includes vat)
Unisex Polo Shirt – Learning Disabilities & Mental Health	£13.50 (includes vat)

7. PLACEMENTS & CRIMINAL RECORDS BUREAU CHECKS (CRB)

7.1. Placements

Practice placements are an essential component of **ALL** health related diplomas and account for a large proportion of your programme. Placements are central to the curriculum as a means of achieving programme outcomes namely, fitness for award, practice and purpose. Practice placements offer opportunities for a wide range of clinical experiences within both traditional environments such as acute and community hospitals and in emerging services such as prisons and the voluntary sectors.

7.1.1 Placement planning

In order for us to start this process we need all students to complete and return the enclosed Placement Planning Form (**Appendix B**) to the admissions team by 30th August 2006. This form provides us with information to feed our allocation process. More information on the placement process will be available during induction and the first teaching block.

All practice placements are secured by practice placement teams and allocated according to individual student's learning needs and previous experience. We **DO NOT** guarantee to place students close to home addresses. Students **ARE NOT** permitted to make their own placement arrangements.

7.1.2 Placement completion

These professional programmes require students successfully to complete periods of clinical/professional placement as a condition of progression and graduation. These placements are provided by external agencies such as health service providers.

Please note: The University will take every care in ensuring that providers are advised of requirements in advance and in securing placements for all students at the requisite time. However students should be aware that circumstances beyond the University's reasonable control may occur in which, as a result of changes within the Health Service or other external factors, it is not possible for providers to meet placement requirements. In such circumstances, while the University will use its best efforts to make alternative arrangements

for students to meet the requirements of their programme, including identifying suitable alternative placements wherever possible, students should be aware that it is possible that the completion of their programme may be unavoidably delayed and/or that the alternative arrangements put in place may cause them some inconvenience. In such circumstances any student who does not want to accept the alternative arrangements would be entitled to terminate their studies and receive an appropriate refund of fees and recognition of their academic achievements.

7.2. CRB Check Information

Some placement providers require us to confirm the outcome of your Criminal Record Bureau Check before they will accept you on placement. The Placement Planning Form (**Appendix B**) has a sub section which you **MUST** sign and return to confirm that you are or are not in agreement for us to share this information. **Please return this form by the 30th August 2006.** All information is treated in the strictest of confidence.

7.2.1. ODP Students

ODP students need not complete the section on travel or release of CRB information as they are attached to specific clinical areas within agreed Trusts. But you **do** need to let us know if you are being seconded by your existing employer.

7.3. GP Surgery Name & Location

We ask Nursing students to provide this information to ensure that we do not place you at the surgery where you are registered as a patient.

7.4. Seconded Students

Some students are seconded from their employers to undertake Nursing and ODP courses at the Faculty of Health & Social Work, University of Plymouth. If this applies to you then you need to let us know. There is a section on the Placement Planning Form for you to complete which asks you if you are being seconded and if so by which Trust/Organisation.

If you are still in the process of applying for a secondment, or are awaiting a decision of a trust answer please answer pending on the form. Then as soon as you know the answer let programme administration know as there are different funding mechanisms for seconded students.

8. STUDENTS WITH DISABILITIES

Help for students who have a disability may be available in the form of The Disabled Student's Allowance (DSA). The DSA can cover costs arising from attending your course, which have to be a direct result of your disability. Further information on DSA allowances will be made available during induction week when you attend the session "An Introduction to University Services".

9. TIMETABLES

Timetables are still being finalised at present, but they will be available during your induction week. Please familiarise yourself with the location of the student notice boards(outside programme admin). This is where any important changes that occur will be posted and it is **YOUR** responsibility to check for changes.

9.1. Teaching Block 1 – key dates September 2006 intake

The following are useful key dates. These activities will be incorporated onto your timetable. These dates were correct at the time this booklet was prepared but you do need to check in case any changes are made.

Date	Activity
18th September 2006	Induction Week
18th December 2006	Christmas Break
8th January 2007	Return from Christmas Break

10. FINANCES

You should by now have made contact with your LEA regarding student loans and the Student Grant Unit (SGU) regarding bursary eligibility.

10.1 The Student Grant Unit

You should by now have made contact with the Student Grant Unit (SGU) regarding bursary eligibility. If you have not done so then it is likely there will be a delay in receiving your bursary. We have provided some answers to frequently asked questions below.

Q: If I am awarded a bursary how is the Bursary paid?

Your Bursary award is calculated on an academic year basis and covers a period of 12 months. For each year of your course, payments commencing in the first month of training will normally be made in 12 equal monthly instalments, regardless of your actual days in attendance. On enrolment however, your first Bursary instalment (in the first year only) will normally be an advance payment to cover the first two months of training. This will be paid into the bank/building society nominated on your application form, usually within 10 working days of starting your course.

Subsequent payments will be made directly into your bank account on the 3rd Friday of each month by the Bank Automated Credit System (BACS). These automated payments will normally start in the 3rd month of training. It is, therefore, essential that you open a bank account, which accepts BACS payments.

Your last Bursary payment will normally be made in the last month of your final academic year.

Any practice placement costs payable will be reimbursed monthly in arrears by BACS.

We suggest that you make sure that you bring sufficient funds with you to get you through this initial period in case there is a delay in payment.

Q: Do I need to have a bank or building society account?

Yes, you do. You should check that your bank or building society account accepts payments by the Bank Automated Credit System (BACS). If you change your bank or building society **after** you have sent your details to the SGU please advise them immediately.

Q: Can I receive a bursary if I am being seconded?

No. If you are currently employed by the NHS and your Trust has offered to second you whilst you train they will continue to pay you your salary and therefore you will not be entitled to a bursary.

Q: What if I am unhappy with the service I receive, or disagree with your decision about my bursary?

You should write to the SGU using the contact details below, and ask them to explain what has happened. If you are not satisfied with their reply then you can lodge a formal complaint or appeal by writing to Paul Matthews, Head of Unit.

If you have any specific questions relating to the SGU please contact them direct there contact details are as follows

NHS Student Grants Unit,
Hesketh House, 200-220 Broadway,
Fleetwood,
Lancashire
FY7 8LG
Telephone 0845 358 6655
email enquiries@nhspa.gov.uk.

On all correspondence please quote your SGU student reference number (which is shown on the top right hand corner of your application form).

10.2. Access to Learning (hardship) Fund

All students in receipt of a bursary will be able to apply for help from the Access to Learning (hardship) Fund. Application can be made throughout the year for either a Standard Award (for course-related expenses or ongoing hardship) or a Non-standard Award (for running out of money or unforeseen emergencies).

Application forms can be obtained by post from:
The Student Funding Unit, Hepworth House, University of Plymouth, Drake Circus, Plymouth PL4 8AA or you can ring the Student Funding Unit on 01752 232152 for further information.

11. Curriculum 2006

We are including in this booklet some information about the modules you will study in the first teaching block.

Our current student evaluations suggest that you do not purchase specific books until you commence the course.

CODE	TITLE
NUR 125	Personal and Professional Development
NUR 126	Psychology for Healthcare Practice
NUR 127	Biology for Health Care
NUR128	Clinical and Professional Skills

NUR125: Personal & Professional Development

Learning Outcomes:

1. Demonstrate the principles of academic writing and manipulate basic numerical concepts.
2. Access and use appropriate evidence from a variety of sources.
3. Recognise and describe the importance of evidence based practice and research approaches for health care.
4. Identify the key professional issues inherent within health care practice.
5. Demonstrate competence in those skills/attributes identified in the practice assessment.

This module will enable you to develop personal, academic and professional skills such as are necessary for safe practice. You will begin to develop a personal and professional portfolio to demonstrate acquisition of key skills, including numeracy, academic writing, finding and reading academic literature, professional behaviour and presentation skills. The assessment is the completion of a workbook that comprises a number of activities related to the learning outcomes. There is also the requirement to pass practice.

NUR126: Psychology for Health Care

Learning Outcomes:

1. Identify the elements of theories of social, cognitive, developmental and health psychology.
2. Relate these theories to the behaviour and experience of self and others – e.g. service users, nurses and other health care professionals

Behaviour is a major determinant of health status. This module will provide an introductory understanding of the causes of health related behaviours. You will apply psychological theory to questions related to health care. The assessment will be a multiple choice questionnaire examination.

NUR127: Biology for Health Care

Learning Outcomes:

1. Explain the link between patient/client assessment and biological processes.
2. Identify the major structures and processes involved in maintaining homeostasis.
3. Outline how body needs change during the human life cycle.
4. Describe how human development and health are influenced by genetic and environmental factors

Health care professionals require a knowledge base and understanding of the biological sciences in order to practice as effective members of the multi-professional health care team. This module provides a foundation in key bioscience topics which underpin health care. The module is assessed using five seen scenarios in timed exam conditions. During the exam, two scenarios must be answered from a choice of three.

NUR128: Clinical and Professional Skills

Learning Outcomes:

1. Contribute to meeting the core health needs of patient/client/user
2. Respond appropriately to emergency situations.
3. Describe the importance of infection control in health care practice.
4. Perform a range of monitoring and therapeutic interventions in patient/client/user care.
5. Demonstrate achievement of the summative practice outcomes

This module introduces you to healthcare practice and provides opportunity to develop the core skills that are central to clinical practice. You will be assessed by means of an Objective Structured Clinical Examination (OSCE). There is also the requirement to pass practice.

Assessed learning outcomes:

At the end of a module the learner will be expected to be able to:

1. Contribute to meeting the core health needs of patient/client/user
2. Respond appropriately to emergency situations
3. Describe the importance of infection control in health care practice
4. Perform a range of monitoring and therapeutic interventions in patient/client/user care
5. Demonstrate achievement of the summative practice outcomes

11.2 ODP

The first year of your course comprises of six modules. These are delivered within an academic year which is divided into two teaching blocks (1 and 2). The first commences in September and the second in January.

In Teaching Block 1, you will be introduced to the concept of professional practice and to the essential skills needed. The three modules that you will study in Teaching Block 1 are

CODE	TITLE
HEAA105	Operating Department Practice (1)
HEAA106	Developing Competence in Operating Department Practice
HEAA115	Anaesthetics and Surgery (1)

Module Code: HEAA 105

Module Title: Operating Department Practice (1)

Module Summary

Operating Department Practice (1) (HEAA 105) is a 20 credit, level 1 module and runs concurrently with HEAA 106 and HEAA 107 during teaching block 1. The module provides you with a framework for the principles of operating department practice and the application of identified skills, knowledge and understanding associated with level one study and practice. You will also be enabled to identify your role as an Operating Department Practitioner within the framework of the multi-professional team.

Indicative content

Pre-placement preparation - security within the workplace; the moving and handling of patients and equipment; basic life support.

Content - Operating theatre design and relevant equipment; issues of health and safety, including universal precautions; the control of substances hazardous to health (COSHH); principles of basic physics; decontamination and sterilisation; organisational policies and procedures; introduction to methods of effective communication; the practitioner's role in relation to others in the work team.

Teaching methods

This module is delivered by means of Lead Lectures by academic staff and expert clinicians. Clinical based tutorials, supported by practical experience and self-directed learning are also used.

Indicative Reading

Allsop, J & Saks, M (Eds) (2002) *Regulating the Health Professions* London: Sage Publications

AODP *Code of Conduct* (2001) Association of Operating Department Practitioners

Arnold, E & Boggs, K (1999) *Interpersonal Relationships: professional communication skills for nurses* Philadelphia: W.B. Saunders Co. Ltd

Bird, M (1998) *Medical Terminology and Clinical Procedures* London: Magister Consulting Ltd

Clancy, J., McVicar, A., & Baird, N (2002) *Fundamentals of Homeostasis for Perioperative Practitioners* London: Routledge

Davey, A & Ince, C.S (Eds) (2000) *Fundamentals of Operating Department Practice* London: Greenwich Medical Media

Hind, M & Wicker, P (Eds) (2000) *Principles of Perioperative Practice* Edinburgh: Churchill Livingstone

Lakhari, S.R., Dilly, S.A. & Finlayson, C.J (1998) *Basic Pathology: an introduction to the mechanism of disease* London: Arnold

Websites:

www.natn.org.uk

www.AODP.org

Module Code: HEAA 106

Module Title: Developing Competence in Operating Department Practice

Module Summary

Developing Competence in Operating Department Practice (HEAA 106) is a 20 credit, level 1 module. This module will enable the student to develop the confidence and competencies for level one practice outcomes and will enable the student to become familiar with perioperative care delivery by working in a clinical area under the supervision of qualified practitioners.

Indicative Content

1. Record keeping
2. Drug administration
3. Assessing, planning, delivery and evaluation of care
4. Maintaining a practice portfolio
5. Working as part of a team
6. Communication skills
7. Assuming responsibility for own learning

Teaching Methods

The main focus of delivering this module will be via discussion of a number of 'practice based' scenarios and reflection on and discussion of relevant practice experiences.

Indicative Reading

Johns, C. & Graham, J. (1996) *Using a Reflective Model of Nursing and Guided Reflection*. Nursing Standard. 11 (2): pp 34-38.

Palmer, A. Burns, S. & Bulman, C. (Eds) (1994) *Reflective Practice in Nursing: The Growth of the Professional Practitioner*. Blackwell Science, London.

Teasdale, K. (1996) Using Personal Profiles in Reflective Practice. *Professional Nurse*. 11 (5), pp 23-26.

Wotton, S. (1997) *The Reflective Tool as a Process for Learning: A Personal Account (Student's Perspective)* Paediatric Nursing 9 (2), pp 6-8.

United Kingdom Central Council for Nurses Midwives and Health visitors (1992) *Code of Professional Conduct*. UKCC, London.

Module Code: HEAA 115

Module Title: Anaesthetics and Surgery (1)

Module Summary

Anaesthetics and Surgery (1) (HEAA 107) is a 20 credit, level 1 module. This module will enable the student to apply knowledge and understanding of human biology underpinning perioperative clinical interventions.

The student will also be enabled to develop the confidence, skills and competencies associated with both theory and practice at level one.

Indicative Content

Basic human histology; structure and function of major body systems; disease causation and classification; methods of scrubbing and gowning; principles of wound healing and asepsis; types, purpose and function of basic surgical equipment, instruments and materials; types, purpose, function and methods of basic airway management and equipment; IV access equipment / fluids; relevant basic pharmacology; introduction to patient positioning for clinical procedures; methods and equipment for monitoring physiological parameters; relevant organisational policies, procedures and practices.

Teaching Methods

This module is delivered by means of Lead Lectures by academic staff and expert clinicians. Clinical based tutorials, supported by practical experience and self-directed learning are also used.

Indicative Reading

Alijafri, A.M & Kingsnorth, A (Eds) (1998) *Fundamentals of Surgical Practice*. London:Greenwich Medical Media

Al-Shaikh, B & Stacey, S (2001) *Essentials of Anaesthetic Equipment*. London: Churchill Livingstone

Clarke, P & Jones, J (Eds) (1998) *Brigden's Operating Department Practice*. London: Churchill Livingstone

Fortunato, N.H (2000) *Berry & Kohn's Operating Room Technique*. New York: Mosby –Year Book Inc

Ince, C.S., Skinner, A., Strong, B. & Whelan, E (Eds) (2002) *Clinical Operating Department Practice* London: Greenwich Medical Media

Kumar, B (1998) *Working in the Operating Department*. London: Churchill Livingstone

Simpson, P.J & Popat, M.T (2002) *Carrie's Understanding Anaesthesia*. Oxford: Butterworth Heinemann

Waugh, A & Grant, A (2001) *Ross & Wilson's Anatomy and Physiology in Health & Illness*. 9th Edition London: Greenwich Medical Media

Wilson, J (2001) *Infection Control in Clinical Practice*. London: Bailliere-Tindall

Websites:

www.yoursurgery.com

www.anaesthesiologyonline.com

12. SUGGESTED READING TEXT

You will be provided with full reading lists when you meet your programme leads during induction week.

Nursing Students Only

Adult, Learning Disabilities and Mental Health Nursing Students, in order to comply with Nursing & Midwifery Council and European directives, are **expected to purchase** the following text:

Foundation Studies for Nurses Using Enquiry Based Learning. Sue Grandis, Gareth Long, Edward Alan Glasper and Pam Jackson. ISBN no 0333777387 priced at £20.99.

The following are local stockists of this book or they can obtain it for you.

Cornwall - Truro Bookshop, Royal Cornwall Museum, 25 River Street, Truro, TR1 2SJ, 01872 272185

Taunton, Brendon Books, Bath Place, Taunton TA1 4ER - 01823 337742

Exeter, Waterstones, 252 Roman Gate, High Street, Exeter - 01392 424822

Plymouth, Waterstones, 65-69 New George Street, Plymouth PL1 1RE - 01752 256699

Plymouth, University Bookseller, 42 Drake Circus, Plymouth PL4 8AB - 01752 660423

Plymouth, Marjons Bookshop, College of St Mark & St John, Derriford Road, PL6 8BH

Some of the bookshops do offer a discount on course books upon production of a letter confirming a place on the course, or a University ID card once you've enrolled. Please clarify with the individual bookshop before you purchase.

We also suggest you try the amazon.co.uk site where the price may be cheaper.

13. ONLINE SUPPORT PACKAGES

13.1 Biology

All students undertaking health degrees and diplomas at the University of Plymouth undertake modules containing biology elements. Some students have studied biology before they enter their health course and therefore may not need to access this resource. However a sizeable number have no formal qualifications in the subject and it is particularly for this latter group that the *Headstart in Biology* package has been prepared, together with a suggested text.

Biology tutors at the University of Plymouth originally designed *Headstart*, specifically for nursing students in the Faculty of Health & Social Work but it is suitable for all disciplines and we are advising **ALL** health professions students to look at this package. The original intention was that once you have been accepted onto your course and if you feel a bit uncertain or

apprehensive about your ability to understand biological concepts, you can register on-line for *Headstart*. The registration process is free with simple on-line instructions to follow. You will need to choose a username and password to register (containing no spaces or symbols) and it is important that you remember these each time - and also whether you used capitals or lower case letters!

Current students (as well as new students about to start their studies) are using the package as a supplement to their normal Biology lectures and as a way of revising topics. We believe that by accessing this resource, you will complete your course with a greater degree of confidence and interest with regards to the health-related biology content.

Headstart Address: <http://www.headstartinbiology.com>

Headstart assumes that you are not familiar with biology or, for that matter, with science. Therefore, it begins with a brief insight into the process of scientific observation and measurement and takes a look at what makes science different from other sources of knowledge. We call this *Biogallery 1*. There is a multi-choice quiz at the end of this section to allow you to self-test the main points covered and then you can move onto the next level.

Biogallery 2 is an introduction to the world of atoms, molecules and chemical interactions. Again there is a quiz for you to attempt at the end of the gallery before moving on.

Biogallery 3 takes a closer look at the special molecules that are so important in living systems and we call this the chemistry of life. There is another brief quiz at the end of the gallery.

Biogallery 4 reviews the arrangement of the human body. By now you are beginning to fit together all the ideas introduced so far to better understand the structure and function of the body. You are also becoming familiar with the on-line quizzes!

After completing the quiz for part 4, you can progress to *Biogallery 5* where a rather different view of the body is developed; this level reflects the understanding that you will need as a healthcare practitioner. In this level you will consider important aspects of normal living such as what we need to take in, how homeostasis is maintained, how and why we move around and how communication occurs within the body and with the outside world: the activities of life. One last quiz occurs at the end of this level and then the more structured part of *Headstart* is complete.

What you do next is up to you – if you wish, you can leave at this point, feeling more confident that you will be able to make sense of the biology component of your course. Or, if you have the time and interest, you can sample some of the exciting developments that are occurring in contemporary biology right now – for example the Human Genome Project, improvements in our understanding of cancer and the possibility of preventing at least some birth defects. We have placed these glimpses of current biological thinking in the section that we call *BioViews*, at the ‘top’ of the *Headstart* resource. You see we are hoping above all that as you explore *Headstart* you will discover biology is really quite interesting in its own right!

Please note **it is not compulsory** to access *Headstart* before you arrive, nor do you need to ‘know’ all its content. The main intention of the resource is to support your studies both before and during your time at the University but you may decide that you do not need this help – which is fine!

At the bottom of each page on the *Headstart* site you will find a number of hyperlink buttons. These links allow you to e-mail the Biology tutor or post queries to a discussion board or send feedback on what you thought about the site. We hope that you will find the time to interact with this resource and also let us know what you think.

Those students who **do not** have a biological background may want to begin familiarising themselves with course content before they come. Consequently, if you are not confident in your biological knowledge, then we recommend that you consider purchasing a copy of the

book 'Campbell's Physiology Notes for Nurses' by John Campbell (2003, Whurr Publishers). Whilst the title implies it is only for nurses, it is useful for any students studying in a health care context. This is a simple and easy to read handbook that will support your early biology studies. It is not intended to replace a more comprehensive physiology textbook but if somebody wants to buy you a 'leaving' present, then you may find this book very useful! You can always sell this book afterwards to another new first year...

13.2 Maths

Once you have enrolled, and can access to the university Student Portal, you can visit the following site for any support and help with maths. <http://staff.plymouth.ac.uk/sumup/>

14. CATERING

There are plenty of catering facilities on the Plymouth campus offering a range of options. They are located in the following buildings: -

- Basement, Cookworthy Building – refreshments only
- Floor 4, Babbage Building – full refectory
- Pilgrims Café near the Robbins Building – full refectory
- Students' Union Building – full refectory
- Portland Square Cafe Block A, Ground Floor – refreshments only
- Loafers sandwich bar – sandwich and baguette bar - next to the Student Union Building
- Costa Café is a new venue situated in the library complex. Refreshments only.

Section 20 includes a Plymouth campus map which will help you find your way to these venues.

15. CAR PARKING

Unfortunately there are no car parking spaces available for students on the Plymouth campus unless you are registered disabled and in possession of a blue badge. There are public car parks (pay & display) close by (*please see Section 20: Plymouth campus map*).

Plymouth also operates a convenient Park and Ride service for those travelling straight into the City Centre. Three services operate:

- Milehouse, close to Plymouth Argyle Football Club
- Coypool, located close to the Marsh Mills roundabout, just off the A38
- The George Hotel, Roborough

16. TRANSPORT

The train station, bus station and city centre are all within a five minute walk from the University Drake Circus Campus.

For up-to-date travel information contact Traveline on 0870 608 2 608 or visit their comprehensive website at <http://www.traveline.org.uk/>

17. CONTACT NUMBERS

The following numbers may be useful for you as you start your course.

Name	Contact Telephone Number
Programme Administration Office – Plymouth Site	01752 233888/233820/233830
Accommodation Office	01752 232062
Chaplaincy	01752 232261
International Office	01752 233318
Mature Student Enquiry Service	01752 232691
Medical Centre (Term-time only)	01752 222341
Student Records / Registry	01752 232188
Students' Union	01752 238500
Student Grants Unit (SGU)	08453 586655
City Bus	01752 222221
First Western National Bus Service	08706082608/01752 402060
National Express Go By Coach	08705 808080
National Rail Enquiries	08457 484950
City Centre – Residents' Parking Scheme Enquires	01752 306767

18. CASH POINTS

There are two HSBC (Midland) Bank cash points situated beside the Smeaton Building (please see campus map - Section 20).

All major banks have branches in the City Centre.

19. GOOD LUCK

Thank you for taking the time to read this booklet. We look forward to seeing you on Monday the 18th September 2006. Induction sessions will give you the opportunity to meet academic and administrative staff and should provide you with the majority of information that you need to get started.

If you have questions don't be afraid to ask. The Programme Administration team on the Plymouth Site are very knowledgeable. If they don't know the answer to your question they'll point you in the direction of a person who does.

It only remains for us to wish you good luck with your studies during your time at the University of Plymouth.

Michael Paisey
Marketing & Admissions Manager
Faculty of Health & Social Work

20. USEFUL MAPS

The following are campus maps and give directions to the University of Plymouth Drake Circus Campus.

ON-LINE ENROLMENT

GUIDANCE NOTES

Online enrolment is available from
1 September 2006

- As a new student at the University of Plymouth you will enrol on-line before the start of the Academic Year
- You will check the information about yourself, the course and modules you should be taking, as currently held on the University computer records system. *(If there are no modules showing or you are unsure, **do not worry**, as advice will be given when you arrive.)*
- It will give you the chance to amend certain personal information
- You **must attend** the Enrolment sessions which will take place during the first few days of the induction week, starting Monday 18th September 2006.
- Please note that your enrolment will not be complete until we have received a signed copy of your enrolment certificate and you have either paid your tuition fees, or made an arrangement to pay.

HELP!

e-mail on enrol@plymouth.ac.uk

If you find that you are really stuck on any particular section and need to contact the University for help, send an email to enrol@plymouth.ac.uk. Include your full name and student reference number and indicate as clearly as possible what has stopped you from proceeding. We will respond to your query as soon as possible (within normal office working hours).

Requirements

- Access to a computer and the internet with Microsoft Internet Explorer V5 (or above) or Netscape Navigator V7 (or above). We cannot guarantee compatibility with any other browser.
- Access to a printer.
- Your UCAS/GTTR number or your University Student Reference Number.

If you do not have any of the above please refer to the section headed '**Problems**' at the end of these instructions.

Logging on

First of all you have to connect through the Internet to the University's website. If you have any problems please check the accuracy of the data you are entering.

If you are a new student to the University of Plymouth log on as follows:

1. Enter the following website address into your browser - <http://www.plymouth.ac.uk/applicants>
2. Enter one of the following numbers:-
 - UCAS applicant reference number
 - GTTR
 - University Student Reference Number (this appears on the top of the letters we have sent you during the year)
3. Enter your date of birth
4. Enter your surname
5. If you have successfully connected a menu page will be displayed
6. Select the "Complete my on-line enrolment" to start

If you are progressing from one of our Partner Colleges you must log on to the applicant portal via the University Website as above.

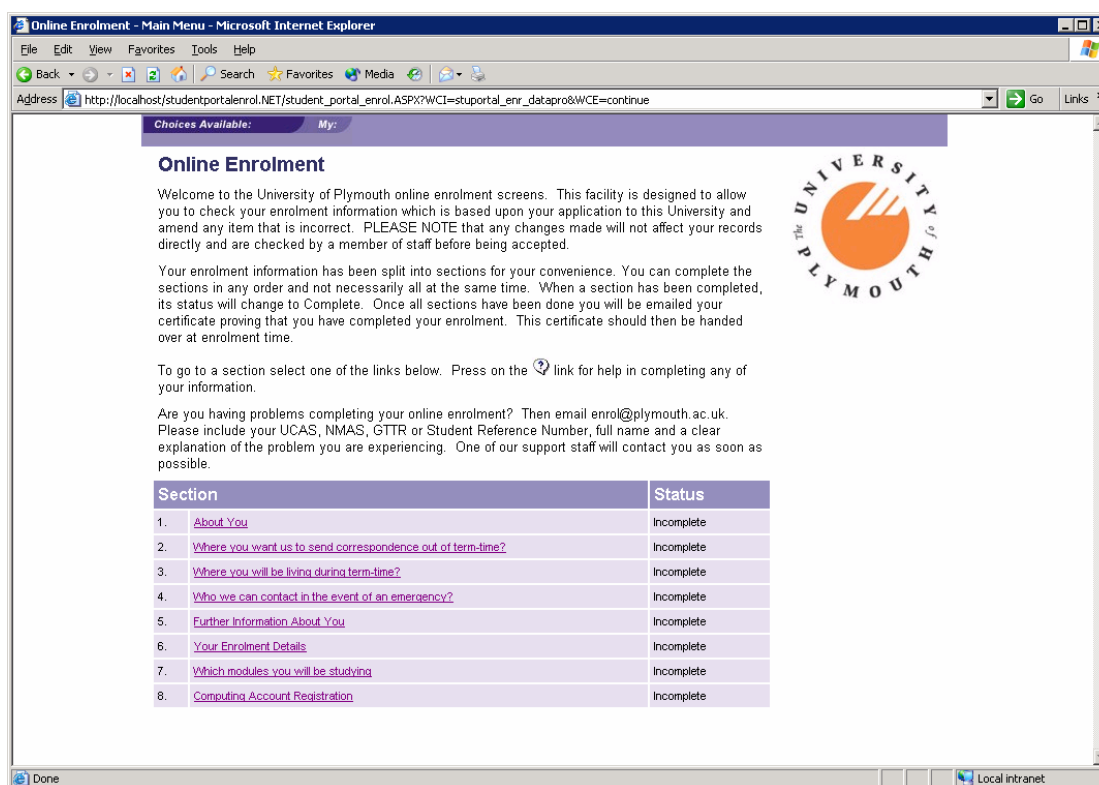
If you have previously studied at the University of Plymouth log on as follows:

1. Enter the following website address into your browser - <http://www.plymouth.ac.uk>
2. Click on the students link in the top left-hand corner where it says "Internal Staff & Students"
3. Enter your Computing account and password
4. If your details are correct you will see your Student Portal homepage
5. Select the Personal Details option from the myEdesk menu

6. Enter your computing account and password again
7. You will then see the e@admin authentication page. Enter your Date of Birth and/or Middle Name if applicable. Click the Proceed button to continue
8. You will then see your e@admin homepage
9. Select the “Complete my on-line enrolment” to start

Working through the screens

Once you have acknowledged compliance with University regulations on the Introduction page, you will see your Online Enrolment menu similar to the one below:



List of Sections

This page lists all of the sections you must visit in order to complete the process. As you complete each one the ‘Status’ on the right hand side will change from ‘Incomplete’ to ‘Complete’. To get to any of the sections just click on the underlined title. You do not have to complete in any particular order, but it is set out in what we hope is a logical sequence.

- As you go through the sections you will need to check and confirm that what is shown is correct.
- If there are any blanks in ‘compulsory fields’ (marked with an ‘i’), you will need to enter the required information before you can complete the section.
- Click on the ‘?’ symbol next to a field for information particular to that field, or click on the ‘?’ above the form for help on an entire section.

- At the bottom of each section enter a **tick (✓)** in the confirmation box shown then click on **'Save'**.
- Section 7 –"The modules you will be studying". *If there are no modules showing or the modules are incorrect this does not preclude you from on-line enrolling, **do not worry** you can amend your modules at an enrolment session*

Once you have entered all the required information for a Section the status will change to **'Complete'**

If you need to go back you can click on the **'Cancel'** button to cancel any changes and return to the List of Sections; or click on the **'Undo'** button and start the section again.

Computing Account Registration

If you are a new student you **must** create your computing account in Section 8. Once you have completed this section make sure you record your username and password in a safe place as you will need these details to access the university computers and your computing account, student portal etc. **Note:** your password is **case sensitive** and that you can change it once you have logged on to your account.

The Certificate

Once you have completed all of the sections required (see the List of Sections, which should all say 'Complete') and are happy that all your enrolment information is correct you should click the **'complete enrolment'** button.

Online Enrolment

Welcome to the University of Plymouth online enrolment screens. This facility is designed to allow you to check your enrolment information which is based upon your application to this University and amend any item that is incorrect. PLEASE NOTE that any changes made will not affect your records directly and are checked by a member of staff before being accepted.

Your enrolment information has been split into sections for your convenience. You can complete the sections in any order and not necessarily all at the same time. When a section has been completed, its status will change to Complete. Once all sections have been done you will be emailed your certificate proving that you have completed your enrolment. This certificate should then be handed over at enrolment time.

To go to a section select one of the links below. Press on the link for help in completing any of your information.

Are you having problems completing your online enrolment? Then email enrol@plymouth.ac.uk. Please include your UCAS, IMAS, GTR or Student Reference Number, full name and a clear explanation of the problem you are experiencing. One of our support staff will contact you as soon as possible.

Once you are happy that your enrolment information is correct press the Complete Enrolment button. PLEASE NOTE: at this point you will NOT be able to update any more information. Only confirm when you are sure that ALL information is correct. An enrolment certificate will be sent to your University email account which you will need for the next stage of the enrolment process. You can also return to this page if you need to email your enrolment certificate again.

Unfortunately it has not been possible to complete the installation of the web payment facility and so this is currently unavailable. Please continue with your enrolment using one of the other payment methods detailed to you.

Section	Status
1. About You	Completed
2. Where you want us to send correspondence out of term-time?	Completed
3. Where you will be living during term-time?	Completed
4. Who we can contact in the event of an emergency?	Completed
5. Further Information About You	Completed
6. Your Enrolment Details	Completed
7. Which modules you will be studying	Completed
8. Computing Account Registration	Completed

Please note that once you have done this you can no longer change your enrolment information.

An email with then automatically be sent to your computing account which will include your enrolment certificate.

To access your email you will have to log on to the Student Portal at <http://intranet.plymouth.ac.uk> via your internet browser, or by clicking on the Student Portal icon on the desktop if you are using a university computer.

A security message will appear and you will be asked for the **username** and **password** of your computing account, please enter this information carefully.

There should be a link on the front page of the portal that will take you straight to the email containing your certificate which can then be printed.

Or, you can access your email by clicking on the **myEdesk** menu and choosing **OWA** (Outlook Web Access) which will open in a new browser window.

Your Inbox will now be displayed – this is where new mail arrives, and you can access the email containing your certificate from there.

You must print out the certificate sign it and bring it with you to the relevant pre-arranged enrolment session. You should save the email so if you lose your certificate you can return to the email and re-print the certificate.

Please note that your enrolment will not be complete until we have received a signed copy of your on-line enrolment certificate and you have either paid your tuition fees, or made an arrangement to pay.

Problems

If you do not have access to:-

- *Computer*
- *Internet*
- *Printer*

Staff will be available to assist you at the following University Facilities as detailed:-

Plymouth Campus

Monday 11 – Friday 22 September 2006	09:00 – 17:00	Babbage 102
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We would appreciate your co-operation in enrolling via the Internet off campus and not using the University's facilities, **unless it is absolutely necessary**.

APPENDIX B



Faculty of Health & Social Work
University of Plymouth

PLACEMENT PLANNING FORM

NURSING & ODP DIPLOMAS

In order to assist in planning your practice placements we would ask you to provide us with the following information. All information received will be treated in confidence.

Name:	Branch: <i>(e.g. Adult/Mental Health/LD/ODPetc)</i>		
Date of Birth: NI number	Site:		
Term Time Address:	Home Address:		
Do you have a full drivers licence?	Yes	No	
Do you have access to transport which can be used to attend placement?	Yes	No	
Do you expect to be in receipt of a means tested bursary?	Yes	No	
Doctor's Surgery Name & Location:			
This information will help us avoid basing you at the surgery where you are registered as a patient.			
Name: Address:			
Caring Experiences: Please list your previous caring experience. This information will help us avoid placing you in areas where you have been placed or have previous experience. If you have no experience then leave blank.			
Job Title	Length of Service	Locality <i>(Hospital & Ward Name)</i>	

Criminal Record Bureau (CRB) Information:

Some placement providers require us to confirm the outcome of your CRB check before they will accept you on placement. In order that we can provide this information (if required) we need you to indicate below that you are in agreement for us to release details.

Are you in agreement that we can confirm the outcome of your CRB Check to Placement Providers if necessary?	Yes	No
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Seconded Students:			
Are you being seconded by a Trust?	Yes	No	Pending

If you have answered Yes to the above question it is essential that you let us know which Trust is seconding you:	Trust:
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If you are in the process of or are awaiting a trust interview please answer Pending to the above question and let us know which Trust. Please let us know the outcome as soon as possible .

Practice placements are an essential component of Nursing degrees. They account for a large proportion of the programme and include assessed hours. They are central to the curriculum as a means of achieving programme outcomes namely; fitness for award, practice and purpose. Practice placements offer opportunities for a wide range of clinical experiences within traditional and emerging services.

All practice placements are secured by teams and allocated according to individual student's learning needs and experiences. We **DO NOT** guarantee to place students close to home addresses. Students **ARE NOT** permitted to make their own arrangements for placements.

I have read the statements above and understand the content. I agree to abide by the policies, recommendations and regulations of the Faculty of Health & Social Work.

Signed..... Date.....

ODP Students only	Foot size for theatre clogs:	Size:
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Please return to: The Admissions Team
Faculty of Health & Social Work
University of Plymouth
Drake Circus
Plymouth
PL4 8AA

By: **Wednesday 30th August, 2006** in the envelope provided