



General Practice Handbook for Student Nurses



**Coventry and
Warwickshire
Training Hub**

Welcome!

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

The aim is to provide Student Nurses with first-hand experience of Primary Care and give you the opportunity to work alongside Registered Nurses, GPs, Clinical Pharmacists, Nurse Practitioners, Health Care Assistants and the wider Primary Care Team.

The placement will offer high quality learning and will provide you with an understanding of the complexities and diverse work undertaken in Primary Care with the objective of providing each student with an enjoyable and rewarding experience, and hopefully encourage a future career in primary care nursing.

The following information in this handbook is included to provide a comprehensive and contractive schedule, as well as overall guidance in protocols and policies whilst undergoing student training at the Practice. We understand you will have objectives to fulfil whilst you are here, and this will help to form structure to your placement as there are many components to practice nursing. Please log onto our website to gain some background information on the practice, the team, and the services we provide.

Practice :

Website:

Policies

Student Nurse Support

During your placement at the practice, you will be supported by:

Assessor: _____

Lead Nurse: _____

CW Training Hub: _____

University Link: _____

Uniform Policy

You are required to wear your uniform, always presenting a professional image whilst on duty. It is your responsibility to ensure that your uniform is clean and presentable following the 'bare below the elbows' standard procedure. You should always wear your name badge whilst on duty.

Sickness and Absence

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

In brief, you should telephone as soon as practicable (night/day before) and no later than between 7:30 – 8:15am for that day's duty to report in sick.

Policies

Sickness and Absence

Please contact the below contacts to report a sickness or absence.

Practice Assessor (Name/Number): _____

Practice Manager (Name/Number): _____

Practice Telephone: _____

Policies

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

- **Health and Safety**
- **Uniform**
- **Confidentiality**
- **Infection Control**
- **Sickness and Absence**

These can be found in: _____

Confidentiality

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

Policies

Health and Safety

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

Prior to starting any clinics, you will undertake a Health & Safety Induction, usually with the Assistant Practice Manager.

This will include:

- Location of First Aid box, defib and oxygen
- Location of Accident Reporting and Accident Book
- Tour of the building, including locations for fire extinguishers
- Emergency exits, and outside meeting point location
- Evacuation procedures
- Emergency procedures on finding a fire
- Display screen/VDU workstation information and assessment
- Significant event procedure and how to record any events
- Manual handling
- Handwashing policy
- Handling samples received from patients
- Infection control

Policies

Infection Control

It is the Practice's responsibility to provide all students with the correct equipment and resources to adhere to the required standards of infection control.

The Practice undertakes infection control audits, which you might be part of during your placement. If you notice any breach of infection control this should be reported to your Assessor/ Supervisor or Infection Control Lead.

Clinical Placement

Practice Assessor:

Days Available:

Other Nursing Team Members:

Placement Dates:

Clinical Areas

This list is intended to be a guide to be used by the Assessor and student to ensure the student is involved in a wide range of duties during the placement. Your practice may not offer all the services listed below.

Please note - student nurses must always be supervised by a registered nurse but can work with other members of the team. If you have any queries on student competencies, contact the University Link Lecturer.

- The assessment and management of patients presenting with injuries
- Wound care – acute/ chronic/ surgical
- Leg assessments/ Dopplers
- Aseptic and clean techniques
- Observing the management of patients presenting with medical emergencies
- Hypertension monitoring
- ECG
- Cervical cytology
- Contraception advice and pill checks
- Observing and giving intramuscular injections including:
- Depo injections (contraception)
- Prostate treatments (Prostap/Decapeptyl and Zoladex injections)
- Other injectables- adult vaccinations (Pneumonia/Shingles/B12) and child immunisations
- Travel vaccination/schedules
- Understanding travel advice for specific travel needs
- NHS health checks
- Phlebotomy
- Clip and suture removal

Perform Observations - Vital Signs

- Blood pressure
- Pulse
- Temperature
- Oxygen saturation
- Respiratory rate
- Urinalysis
- ECG
- Blood glucose monitoring
- Height
- Weight BMI

Health Education Observations and Give Advice

- Diet
- Exercise
- Alcohol intake
- Smoking
- Lifestyle intervention

Long Term Conditions Management

Diabetes

- Foot checks
- Advice given
- Complex patients
- Multiple co-morbidity patient management plans
- Insulin starts and discussions

Clinical Areas

Asthma

- Observe asthma education
- Demonstrate inhaler technique
- Patient management plans
- Complex and multiple co-morbidity patient management plans

COPD

- Spirometry
- Reversibility
- Inhaler technique
- Smoking cessation – referral

Cardiac Heart Disease/Failure & other cardiovascular conditions

- Hypertension reviews
- Condition and symptom monitoring and management
- Kidney Disease

Other LTC Reviews

- Mental health
- Learning disability

Anti Coagulation

- Observe and partake in using the coaguchek machine to obtain a sample for NPT

Clinical Areas

Observe

- GP consultation
- Physio
- Social prescriber
- Dispensary and Pharmacist
- Administration team
- Reception team
- Midwives

Observe and where possible, participate in meetings

- Lead nurse/practice manager
- Significant events
- Nurse team meeting
- Palliative Care
- Safeguarding adults/children
- Management meetings
- MDT meetings

Summary

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

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

We are very much looking forward to having you as part of our team.

Glossary

This is a list of terms and abbreviations commonly used in general practice.

LTC: Long term Condition

T1DM: Type 1 Diabetes Mellitus

T2DM: Type 2 Diabetes Mellitus

COPD: Chronic Obstructive Pulmonary Disease

HF: Heart failure

CHD: Cardiac Heart Disease

CKD: Chronic Kidney Disease

TIA: Transient Ischemic Attack

PAD: Peripheral Arterial Disease

VLU: Venous Leg Ulcer

Smear: Cervical Cytology

POP: Progesterone only pill

COCP: Combined oral contraceptive pill

Common blood tests:

U & E's: Urea and electrolytes

FBC: Full blood count

LFT: Liver function test

Lipid: Full cholesterol blood check

INR: International Normalised Ratio

TFT: Thyroid function test

PSA: Prostate Specific antigen

CRP: C Reactive protein

HbA1C: Glycated Haemoglobin

Suggested Reading

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

The GPN 10-point Plan:

<https://www.england.nhs.uk/nursingmidwifery/delivering-the-nhs-ltp/general-practice-nursing/>

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

<https://www.gov.uk/government/statistics/quality-and-outcomes-framework-2019-20>

Immunisation against infectious diseases:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954759/Greenbook_cover_Jan21.pdf

Coronavirus Vaccination in Primary Care:

<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/C1038-covid-19-vaccine-deployment-in-community-settings-lvssop-v3.2.pdf>

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

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

Tissue Viability:

<https://www.cornwallft.nhs.uk/download.cfm?doc=docm93jim4n15669&ver=41798>

Suggested Reading

Respiratory Links

These are the guidelines we follow when diagnosing a patient with Asthma and treatment plans.

<https://www.brit-thoracic.org.uk/qualityimprovement/guidelines/asthma/>

NICE Asthma guidelines – BTS and NICE contradict each other with their guidelines. We tend to use just BTS, but it is included here for reference. www.nice.org.uk/guidance/ng80

Asthma UK – Info for patients, their carers and professionals.
www.asthma.org.uk

British Lung Foundation – This provides very good information for both patients with COPD and Asthma. www.blf.org

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

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

Global Initiative for Asthma (GINA) Guidelines –
<https://ginasthma.org/wp-content/uploads/2019/06/GINA-2019-major-report-June-2019-wms.pdf>

Global initiative for Chronic Obstructive Pulmonary Disease (GOLD)
<https://www.goldcopd.org>

Suggested Reading

Diabetes Links

<https://www.kernowccg.nhs.uk/your-health/long-termconditions/diabetes/>

https://www.diabetes.org.uk/resources-s3/201711/understanding_diabetes.pdf

Cardiovascular Links

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

Secondary prevention of CHD:

<https://cks.nice.org.uk/topics/misecondary-prevention/>

British Heart Foundation - Information about all heart conditions and their treatments: Information for those affected by heart and circulatory diseases

<https://www.bhf.org.uk/>

Cancer Links

https://breastcancernow.org/sites/default/files/strategy_nhs_booklet_0.pdf

<https://www.macmillan.org.uk/healthcareprofessionals/innovation-in-cancer-care/personalised-care>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/181054/9333-TSO-2900664NCSI_Report_FINAL.pdf

Checklist

	Trainers Initials	Date Completed	Signed By Student	Signed By Trainer	Comments
Layout of Premises (See checklist)					
Fire Prevention/Fire Drills inc. Sign In Board					
Rules/Conditions/Policies Where are they stored? (ie. Intranet)					
Reporting Accident/Significant Event/Whistleblowing/Complaints					
Smoking and Alcohol Policy					
First Aid Procedures					
Patient Records/Confidentiality					
Infection Control/PPE/Equipment					
Telephone System					
Reception Staff & Responsibilities					
Set-up Clinical IT System and arrange Smartcard if required					
How to use Clinical IT System					
Emergency Call System					
Reporting Sickness/Absence					
Mobile Phone Usage					
Other:					

Premises Checklist	Signature of Student
Reception Administration Areas	
Waiting Room (If in use)	
Clinical Consulting Rooms	
Parking/Staff Room/Kitchen Facilities	
Toilet Facilities (Patients and Staff)	

Specific Items Location Checklist	Signature of Student
Emergency Equipment/Resus/Defib	
Oxygen Cylinders and Masks	
Emergency Spill Kits	
Fire Exits	
Sharps Bins	
Stock Cupboards (Clinical and Non-Clinical)	
Sluice Area	
ECG Machines	
Vaccine Refrigerators/Cold Chain Policy	