



Orientation Booklet

For student nurses on clinical placement to **Out Patients**

Department who are undertaking the following programme:

Bachelor of Science (Nursing) Children's & General Integrated

Student Name:

Preceptor:

Philosophy of Care in Outpatients Department

The team in the Outpatients Department is committed to providing evidence based, courteous and effective service to all children and families attending the department. We view each child as a unique developing individual and plan our care accordingly.

Our philosophy is achieved by cultivating a relaxed and compassionate atmosphere, ensuring favourable first contact with the hospital services, ensuring the child's needs are paramount and by providing fully informed support to the family to ensure maximum benefit is gained from their visit.

Welcome to the Outpatients Department

This orientation programme has been planned to help you become a confident and effective member of our nursing team while on clinical placement in the outpatient's department.

A children's Outpatients Department facilitates a valuable learning experience that can be demanding, challenging and rewarding. There are a variety of different clinics facilitated in the Outpatients department (Please refer to list below). Each clinic is allocated to an area in the Main OPD or the Medical Tower. Each clinic starts at an allocated time.

Outpatient Department

The clinics in the Outpatients Clinic are run over two sites:

1. Main OPD (from OPD Car Park)
2. Medical Tower (Entrance 1 and 2)

Who works here in OPD?

The OPD Nursing Team consisting of:

CNM 2:	
CNM 1:	X 1 in ENT
CNEF:	X 1
Staff Nurses:	X 24
CNS Ophthalmology	X 2
Health Care Attendants:	X 8

The nursing staff in OPD work with a wide range of the multidisciplinary team:

Consultants and their team	Administration Staff (Appointments/Check in desk)
CNS	Phlebotomy
Dietitian	Pharmacy
Physiotherapists	Audiologist
Psychology	Psychiatry
Occupational Health	Technicians (ECG, ECHO and EEG)
Medical Records	Radiology
ANP's	

Clinics in Main OPD

- ✚ Surgical
- ✚ Orthopaedics
- ✚ Opthamology
- ✚ General Paediatrics
- ✚ Neonatal
- ✚ Rheumatology
- ✚ Limb reconstruction
- ✚ ENT
- ✚ Urology
- ✚ Nephrology
- ✚ Plastics

Clinics in Medical Tower (1&2)

- ✚ Cardiology
- ✚ Haematology
- ✚ Immunology
- ✚ Oncology
- ✚ Allergy
- ✚ Dermatology
- ✚ Gastroenterology
- ✚ Respiratory
- ✚ EEG

Guidelines and policies are located in the Nurses station

Documentation of nursing care:

All nurse care and procedures / investigations performed by the nursing team are documented in the patients' healthcare records.

All entries are countersigned in accordance with NMBI.

Should you have any concerns regarding your role in the department, please let your preceptor know. He / she will be glad to be of help to you or contact the CNM 2(Bleep 8347)/CNEF ext:6347 or contact your CPC.

While you are on clinical placement in the Outpatients department you will be "linked with your preceptor/co-preceptor/a registered nurse. If you have any information to feedback regarding your patient in the first instance report it to your preceptor/co-preceptor/a registered nurse, if they are not available report it to the CNM/nurse in charge/CNEF. Always handover your clinic and patient information before going on break or home to your link nurse.

Should you have any concerns regarding your role in the department, please let your preceptor know. He / she will be glad to be of help to you or contact the CNM 2(Bleep 8347)/CNEF ext:6347 or contact your CPC.

Hours of Placement (All Students)

You will be advised on how many days & weeks you must attend placement for (clinical shifts and reflective practice days) by the following:

Supernumerary & Rostered Nursing students: Student Allocations Liaison Officer (SALO)

PRCNS students: PRCNS Co-Ordinator

Off Duty

- Your off duty will be decided by the Clinical Nurse Manager 2.
 - Changes to your off duty may be facilitated but this is dependent on ward skill mix.
 - Duty may be swapped between students only with prior agreement of Clinical Nurse Manager 2.
 - During your placement you will be allocated a preceptor and a co-preceptor. We try as much as possible to facilitate students to work alongside your allocated preceptor so that your assessments are performed by nursing staff you have been closely linked with.
- **Reflective practice:** You will be facilitated to attend your mandatory reflective practice sessions in the CCNE (Centre of Children's Nurse Education) or online. Reading & unstructured reflective practice will be accommodated but must be undertaken within the department.

Absence Reporting:

If you are absent for any reason you must follow the reporting structure below:

Absence Reporting	
Supernumerary Nursing Students (1 st , 2 nd , 3 rd & 4 th yrs.)	Rostered Student Nurses (PRCNS & Interns)
1. Ring the Clinical Area	1. Ring Nursing Admin
2. Email: student.absence@olhc.ie	2. Ring the Clinical Area
	3. Email: PRCNS Co-Ordinator (PRCNS) / Email: student.absence@olhc.ie (Interns)
Please refer to the full guideline for further information hours, absences and returning to placement:	
➤ <i>Supernumerary students Guidelines on Absenteeism and Duty, Supernumerary Nursing Students BSc Nursing Children's and General -Nov. 2020</i>	➤ <i>CHI Crumlin Guideline on Duty Public Holiday Absenteeism for Rostered Stds 2021</i>

Preceptor (Signature): _____

Date: _____

Student (Signature): _____

The following are additional aspects of OPD which the student should tick as they observe and / or participate in.

Professional Practice	Observed	Participate in
Aware of Philosophy of care in the OPD	<input type="checkbox"/>	
Introduction to staff members	<input type="checkbox"/>	<input type="checkbox"/>
Management structures within the department	<input type="checkbox"/>	<input type="checkbox"/>
Student and Staff Nurses role/responsibilities: Scope of Practice	<input type="checkbox"/>	<input type="checkbox"/>
Work routine (critical areas, white board, OPD Diary etc)	<input type="checkbox"/>	<input type="checkbox"/>
Off duty	<input type="checkbox"/>	<input type="checkbox"/>
Hand Washing and Infection Control Policy	<input type="checkbox"/>	<input type="checkbox"/>
Areas you are interested working in (ENT, Cardiac, Surgical etc)	<input type="checkbox"/>	<input type="checkbox"/>

Outpatients Department Orientation	Observed	Participate in
Layout of department	<input type="checkbox"/>	
Familiarisation of equipment:		
• Resuscitation trolley, Cardiac monitors, Defibrillator monitor	<input type="checkbox"/>	
• O2 Saturation Monitors, Blood Pressure Monitor	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment in clinic rooms	<input type="checkbox"/>	<input type="checkbox"/>
Nurses Station	<input type="checkbox"/>	
Incidents procedures: patients, parents, staff	<input type="checkbox"/>	<input type="checkbox"/>
, lost property	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of role as health educator	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of OPD area and surrounding environment for clinics	<input type="checkbox"/>	<input type="checkbox"/>
Allocations	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety/ Occupation Health/ Awareness of needle stick Injury		
Awareness of educational folders		

Interpersonal Skills	Observed	Participate in
Computer	<input type="checkbox"/>	<input type="checkbox"/>
Use of telephones (Observe Telephone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>
Paging System, Cardiac Arrest Team, Security bleeps	<input type="checkbox"/>	<input type="checkbox"/>
Arrange to meet with CNS's working in OPD	<input type="checkbox"/>	<input type="checkbox"/>
Dealing with spillages, contacting janitor	<input type="checkbox"/>	<input type="checkbox"/>
Observe handover / ward / nurses from ward	<input type="checkbox"/>	<input type="checkbox"/>
Record keeping / documentation	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate an understanding of relatives needs	<input type="checkbox"/>	<input type="checkbox"/>

Incident Recording	Observed	Participate in
Missing Medical Health Care Records	<input type="checkbox"/>	
Parents complaints	<input type="checkbox"/>	
Accidents	<input type="checkbox"/>	
Aware of Educational Folders	<input type="checkbox"/>	

Protocols / Procedures / Guidelines (Locate and Read)	Observed	Participate in
Scopes	<input type="checkbox"/>	<input type="checkbox"/>
Insertion of eye medication	<input type="checkbox"/>	<input type="checkbox"/>
Dressings	<input type="checkbox"/>	<input type="checkbox"/>
Cast care advice	<input type="checkbox"/>	<input type="checkbox"/>
Taking Swabs e.g. MRSA / Wound	<input type="checkbox"/>	<input type="checkbox"/>

Did Not Attend (DNA) Patients Procedure	Observed	Participate in
New Patients	<input type="checkbox"/>	<input type="checkbox"/>
Return Patients	<input type="checkbox"/>	<input type="checkbox"/>

Nursing Student Clinical Learning Record

Date	Clinic Time	Clinic Name	Type of activities / learning opportunities obtained	Multi disciplinary team involved	Comments