

Sherwood Forest Hospitals Therapy Services Student Induction

Firstly, welcome to Sherwood Forest Hospitals, we are very excited to have you join us for your physiotherapy placement. My name's Leanne Horsley and I'm the Physiotherapy Placement Co-ordinator here.

Here at SFH we're really proud to offer high quality placements to our future physiotherapists. One of the ways we aim to achieve this is by making our induction process as streamlined and painless as possible – we all remember how stressful it was to start a new placement! By the end of your first day, we hope that you will have everything you need to start work in your clinical areas straight away. Below you will find a time table for your first morning with us, but first it's important to know about the following things:

1. It is against our hospital policy to travel to and from placement in your uniform. Please travel in your own clothes and you will be provided with somewhere to get changed when you arrive.
2. Due to COVID-19 we currently have 'Meet & Greet' teams at our main entrances to avoid non-essential visitors in the organisation and to support any vulnerable patients attending appointments alone. Please show these teams your university ID badges and tell them you are a student on your first placement day and then will let you in. Be aware, there may be a queue when you arrive – please remember to factor in time for this!
3. As is currently the case in all public areas, you are required to wear a face covering to enter all of our buildings. A key difference at SFH is that this has to be a surgical standard facemask and you will be provided with one and asked to use hand gel on arrival. You are not permitted to wear your own face masks whilst inside our buildings on placement.
4. Upon entering the hospital, walk into the main foyer and turn left down a big, open corridor with several sets of stairs along the left hand side. Walk along the corridor towards the very end and go down the last flight of stairs on the left towards Clinic 10. This is Therapy Services! Please wait outside in the main corridor and I'll collect you at **8.30am**, our waiting area is currently closed as it is not large enough to enable social distancing.

Travelling to and from placement at Kings Mill Hospital

Driving?

Please park in one of the gravelled car parks opposite Morrison's on your first day as these have no barriers that you need to enter. Leave a note in your car saying 'Student Physiotherapist on first day of placement, awaiting permit' and we will arrange a permit on your first day. At the time of writing, car parking is free though this may change at some point soon.

Public Transport?

The local train stations of Mansfield and Sutton-in-Ashfield only link with Nottingham train station and **NOT** Sheffield or Lincoln. If you are travelling from Sheffield or Lincoln, the nearest train station is Alfreton.

Travel from Mansfield/Sutton-in-Ashfield Bus Station

Walking from either Mansfield or Sutton-in-Ashfield train station to KMH will take approx. 40mins.

Buses from Mansfield = Takes 15 minutes, leaves every 5 minutes. Bus number = 3B, 3C, 9.1, 141, Black Cat

Buses from Sutton = Takes 10 minutes, leaves every 5 minutes. Bus number = 3A, 3B, 3C, 9.1

Travel from Alfreton bus station

Walking is not possible as Alfreton bus station is 7 miles away from KMH.

Buses from Alfreton = Takes 40 minutes, leaves every 20 minutes. Bus number = 9.1, 9.3

Cycling?

Some of our students prefer to cycle to placement, or get the train and cycle the last section. There are spaces within clinic 10 where you may be able to store your bike, please contact Leanne if this sounds like a suitable option for you.

Need Accommodation?

We realise it's not everyone's idea of fun, but sometimes accommodation is the only way to get through a placement and luckily we have some on site!

Contact the accommodation office on 01623 482838 between 8:00 – 4:00 Monday – Thursday or 8:00 – 3:00 on Friday or email; kings.mill@pahousing.co.uk to confirm your booking and arrange collection of a key. Click [here](#) to find out more about our supplier.

Concerned about paying? This is arranged between yourself and your university so speak to your placement leads for further information.

What will I get up to on my first day?

Your first morning will be all about getting you set up for clinical work so that you can access all the things you need. We're talking things like windows passwords, car parking permits and lockers, but it all makes a difference to you getting settled in quickly. Your first morning will look like the time table below and will be delivered by Leanne.

Time	Topic
8.30 – 9.30	SFH introductions, COVID-19 update and risk assessments and taste tests
9.30 – 10.15	Orientation to department, lockers, catering facilities
10:30 – 11:30	Departmental and student expectations, accessing of IT accounts.
11:30 – 12.00	Wider tour of hospital, issuing of car parking permits (optional for students working on other sites) and FIT testing
12.00 – 14.00	Meeting your clinical educator and placement teams, lunch and an hour in your placement area
14:00 -15:00	Meet Leanne outside Clinic 10 again to collect security swipe cards

Please bring with you £10 in CASH for your security cards, this is refundable at the end of your placement.

In the afternoon you will be shown around your clinical area by your Clinical Educators and given some idea of what it is like to work in the team, this may involve shadowing or a more formal 1:1 induction, your Clinical Educator will discuss this with you before the placement starts. If you have not received contact from your clinical educator a week before you placement start date, please contact Leanne on Leanne.Horsley1@nhs.net ASAP.

What do I need to do before my placement starts - Checklist

- Contact Leanne on Leanne.Horsley1@nhs.net so that she can put you in touch with your Clinical Educator/s.
- Check your start and finish times with your clinical educator – we're happy to be a little bit flexible to allow for public transport but we need to know up front! Have an honest chat with us if it all feels incredibly early.
- Check with your educator for any pre-placement tasks or reading (and do some of them!)
- Allow your educator access to electronic systems (if you have them). - Some of our students don't, so don't worry!
- Ask your educators if you'll need FIT testing for your clinical area and make sure your university risk assessment suits this clinical area. Any concerns? Contact Leanne and we'll iron out any issues together.
- Do I need a smart card? Always check, if it's a yes and you've not got one? Give Leanne a bell ASAP and we'll get you one.
- Please let us know about any learning needs in advance, feeling nervous? Don't worry! We're pretty good at inclusive learning; we can be even better with a little bit of advanced warning!