

WELCOME

To Your T Level Placement Guide



Our Aim

To provide you with a welcoming and insightful T Level placement.

During your time with us we will provide you with up-to-date, accurate and accessible information, whilst ensuring you are supported to learn and ask questions in an engaging environment.

Our hope is to inspire a lifelong career in an administration setting and look forward to welcoming you on this stage of your journey.

T LEVEL STUDENTS

currently studying
Business Management &
Administration

A graphic of a heart shape with a rainbow gradient. Inside the heart, the following text is written in white: 'Put people first', 'Take ownership', 'Respect others', 'Be positive', and 'Listen, learn, improve'.

Put people first
Take ownership
Respect others
Be positive
Listen, learn, improve

Our Values



Who we care for

University Hospitals Plymouth NHS Trust is the largest hospital in the Southwest peninsula, providing comprehensive secondary and tertiary healthcare. Our geography gives us a secondary care catchment population of 450,000 with a wider peninsula population of almost 2,000,000 people who can access our specialist services.

A regional specialist teaching hospital

We provide comprehensive training and education for a wide range of healthcare professionals. The Trust works in partnership with both Plymouth University Peninsula Medical School of Medicine and Dentistry and the University of Exeter Medical School. We also support the Universities of Plymouth and Exeter in the delivery of courses for the Faculty of Health and Social Work. With university campuses in Plymouth, Exeter, Truro and Taunton, along with teaching facilities in Bristol, the Faculty of Health and Social Work is one of the largest providers of nursing, midwifery, social work and health professional education and training in the Southwest.

At University Hospitals Plymouth NHS Trust, we are working hard with partners across Devon STP (Sustainability and Transformation Plan) and more locally in Plymouth to improve the services available for patients.



OUR HOSPITALS AND CENTRES

WE PRIDE OURSELVES ON LEADING WITH EXCELLENCE AND CARING WITH COMPASSION. WE PROVIDE SERVICES FOR PATIENTS AT THE FOLLOWING MAIN SITES AS WELL AS THROUGH CLINICS AT OTHER LOCAL HOSPITALS AND CARE CENTRES:



DERRIFORD HOSPITAL

Derriford Hospital is the largest specialist teaching hospital in the southwest peninsula and the region's major trauma centre. Our staff here offer a range of specialist services including:

- Immunology
- Kidney transplant
- Pancreatic cancer surgery
- Neurosurgery
- Cardiothoracic surgery
- Bone marrow transplant
- Upper Gastro-intestinal surgery and many more!

ROYAL EYE INFIRMARY (REI)

A brand-new state-of-the-art facility providing both outpatient and surgical eye care located on William Prance Road, Derriford.



CHILD DEVELOPMENT CENTRE (CDC)

Developmental services for young children are provided at the Child Development Centre, Scott Business Park.

MOUNT GOULD HOSPITAL

We also have wards for general rehabilitation, stroke rehabilitation and discharge assessment at Mount Gould Hospital.



A Big Employer and City Player

We recognise our role in the city as a big employer with circa 10,000+ staff and volunteers and as an influential organisation, for example in our ability to attract investment into research. Our role as host for the Southwest Defence Medical Group connects us to the military tradition of the city. Our Trust's services benefit greatly from the skills of military clinicians, particularly in Trauma & Orthopaedics, Radiology, and the Emergency Department.

Many of them bring unique experiences and knowledge from their deployments and this, in turn, benefits University Hospitals Plymouth NHS Trust and our patients.



YOUR PLACEMENT

Uniform Requirements

As a T level business student you will **not** be required to wear a uniform. All clothing should be clean and ironed and your overall appearance should be of a smart, professional person. Footwear should be comfortable, and practical for the task in hand with no flipflops or open toes shoes. All colleagues should maintain a high level of personal hygiene and appearance. If you are required to wear Personal Protective Equipment (PPE) as part of your placement this will be provided by the Trust

Lanyards and ID Badges

On arrival to the Trust you will be provided with a yellow 'T Level student' lanyard and standard Trust ID badge. You must wear this at all times when on site along with your college/provider ID.

Bare Below the Elbow

The Trust's 'bare below the elbows' requirements apply to all workers working in or visiting a clinical environment and includes nurses, medical and dental staff, ward clerks, receptionists and volunteers. The only exception is where PPE rules apply.

The Trust requires staff to wear short sleeves/rolled up sleeves, and no wrist watches or jewellery (except for one wedding type band) below the elbows. This includes no extended, false or painted nails.

The rationale behind bare below the elbows is to facilitate effective hand washing to reduce the risk of cross infection through harbouring harmful organisms.

Attendance / Time Keeping

Our role as a placement provider is to offer a safe place for you to work and learn whilst ultimately ensuring the safety of our patients and colleagues. If you are feeling unwell, please do not attend your placement as this may put others at risk.

If you are unable to attend your planned placement for any reason you should telephone your host or department on the number provided before your shift is due to start. We respectfully ask you refrain from relying on text messages or emails as a method of communication as this can often be unreliable. In addition, your college/provider have a duty of care to you as a student and therefore you will also need to contact your placement co-ordinator if you are unable to attend.

If you have sickness or diarrhoea, please ensure you are symptom free for a minimum of 48 hours before returning to your placement.

If you suspect you have any respiratory symptoms including suspected COVID-19 and/ or feel unwell, please do not attend your placement and contact your host/ ward manager for help and support.

We also appreciate that from time to time you may be unexpectedly delayed on your journey to work. Out of courtesy we kindly ask that you follow the process above and inform your host/ward as the team will be expecting you.

Useful Contacts

**Derriford
Switchboard**
01752
202082

**City College
Plymouth**
01752
305297



A Warm Welcome

On your first day with us here at UHP you will be invited to attend our face to face welcome event between 08:30am – 12:30. Our Welcome Event is interactive, so I encourage you to get involved and network with other new colleagues in the organisation.

The afternoon will be protected time for you to undertake your mandatory training via E-Learning.

Your Electronic Staff Record system (ESR) logins will be emailed by your T Level coordinator prior to commencement, but should you not receive these or have any issues please email the team on plh-tr.apprenticeships@nhs.net. Please also check your junk/spam folders.

We would encourage you to test your username and passwords before the day to ensure the smoothest experience on the day.

Once logged on, if you experience any system or performance issues for ESR/Mandatory training content, please email plh-tr.elearning@nhs.net for support.

Your First Day

On arrival at your placement, you will be greeted by your host and provided with a local induction to your area. This will include a tour of the department or area, local health and safety, fire and freedom to speak up escalation plan.

Your host/buddy has been requested to ensure that you are supported and guided at all times.

In the event of an accident or incident during a shift your host/buddy will provide supervision and pastoral support. If you feel you wish to discuss your experience further, we would also encourage you to seek support from your T Level coordinator within the Trust.

To get the most out of your experience here at UHP we encourage you to be inquisitive and learn from other members of the team. We have also provided a reflection log so you can document your time with us and reflect on what you have learnt.

Confidentiality

University Hospital Plymouth takes seriously the importance of handling personal information in a legal, secure, efficient, and effective way and requires us to have processes and procedures in place for dealing with corporate information.



Matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, or personal details of staff or patients, should in no circumstances be passed on to any unauthorised person or persons along with any other information covered by the Data Protection Act.

You must not disclose information to an unauthorised person, under any circumstances. It is natural to wish to discuss your experience on your placement with friends and family. However, you must ensure that you do not disclose confidential information which could identify an individual patient or member of staff, or information about the business of the organisation.



You must also let your supervisor know immediately if you know any patient personally. This applies even if they are a patient of a service which is different to the area of your placement.



Travelling to the hospital

The Trust is committed to providing high-quality travel to and from the hospital for staff, patients and visitors. Being a health provider, it is important to support and set an example regarding healthy travel, while the need to reduce our environmental impact means sustainable modes of travel are of equal importance. It is recognized that some of these healthy and sustainable modes of travel may not be suitable for everyone. These pages are designed to inform you of all travel arrangements to and from the trust.



Cycling, Walking & Running

Cycling, walking and running are the cheapest, most hassle-free, healthy and environmentally friendly modes of travel.

The Cycle Derriford project has been funded by Cycling England and aims to make cycling more convenient for as many people as possible.



Public Transport

Derriford Hospital is served well by public transport. All bus shelters are equipped with live screens displaying information on the next buses as well as being well-lit and providing seating.

[Click Here](#) for Plymouth Public Transport Network Map showing all major bus routes across the City.



Railway Station

Plymouth has a number of smaller stations throughout the city and the main station is located in Plymouth City Centre.

In order to reach the hospital you will need to choose an additional method as above.

The station is served well by public transport and cycling networks.



Ticket Prices

If your journey will require you to travel with a number of different public transport providers, the council do provide a 'Skipper Ticket' which may prove a cheaper option than individual fares.

To find out more please [Click Here](#)

Staff Facilities

University Hospitals Plymouth NHS Trust has a range of shops and catering facilities for colleagues. The Trust's main restaurant, **Goodness at Greens**, located on Level 7. The facility is open seven days a week (Monday to Friday 7am to 4pm and Saturday and Sundays 8am to 2pm) and sells a wide range of hot meals, sandwiches, salads, snacks plus hot and cold drinks.

Coffee bars are located in the Terence Lewis Building on Level 3 and Level 5, the latter is a staff only facility. Vending services are also available across the trust.



The main concourse and entrance area on level 6 houses a number of other shops and facilities.

Fresh from Warrens serves a range of hot and cold snacks, soups, sandwiches, and drinks and is open 24 hours a day 7 days a week.

WHSmith sells a wide selection of magazines, newspapers, books, greeting cards as well as convenience foods and snacks.

The Trust's **League of Friends** has two shops, a small pre-owned book shop and a fruit and gift shop selling a range of produce, gifts and some hospital essentials. All profits from both shops are donated to Charitable Funds and used to purchase hospital equipment in order to improve patient care.

M&S Simply Food is located adjacent to the main entrance. Open 7 days a week the stores also operate a click and collect service from the M&S online store.

Barclays have two free to use cash machines, one just outside the main entrance and a second outside the Goodness at Greens restaurant on Level 7.

The Pharmacy, next to the hospital's main outpatient department provides outpatient dispensing services for the Trust but also stocks over the counter medicines and a range of pharmacy and toiletry products.

Bircham Park Multi Storey Car Park houses a Costa Coffee, Subway, Pizza Hut and Koh Thai Noodle Bar.



Meet the Team



CORRINA BOWERS

T Level Facilitator
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LEAH BROOKS

Apprenticeship Lead
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SAM DUNN

Apprenticeship Asst Facilitator
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As part of the Learning and Organisational Development team we are based at :

**Level 2
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Breast Road
Derriford
PL6 5YE**

If you have any questions at all please do
not hesitate to get in touch

Thank you for reading!

