

**ARC Practice Environment Profile (PEP) example**

**(Please see some suggestions for each box below but feel free to individualise further)**

**Organisation/Trust Welcome**

A general student welcome which will be the first page the student sees when logging onto their placement details within POW:

Welcome to XX Trust Therapy Service. We are an integrated Physiotherapy and Occupational Therapy service based on two sites - XX and XX.

**OR**

XX is a Community Interest Company and we are part of the growing social enterprise movement. We employ over 1,700 staff, the majority of whom are highly skilled frontline clinicians. Our aspiration is that our organisation is fully owned by the employees and any surpluses are reinvested back into developing our services. We operate for the good of the communities that we serve.

We offer a variety of health services to the XX community over a wide patch stretching from XX to XX. Your placement will be based within one of our teams providing services which include: community nursing, prison health care, intermediate care, urgent care, community learning difficulties, and other specialist services. Whilst on placement with us, you can expect to be allocated a named mentor/s to provide support and guidance throughout your placement and to optimise your ability to achieve your learning outcomes.

**OR**

XX is a musculoskeletal outpatients department working with XX. The aim is to provide exceptional evidence-based practice in an efficient manner in order to maximise recovery. The department has 12 Physiotherapists, 5 Exercise Rehabilitation Instructors (ERIs) plus 3 administration staff.

More information including trust policies and procedures are here:

Insert link

**Organisation/Trust Facilities**

Library Location:

Insert address. If no library please state.

Library Hours:

Insert opening hours

Library Contact Information:

Insert link or named contacts

Library Facilities:

Trust networked PCs with internet access. Students from UWE can also access Eduroam on their own personal devices. We also provide literature searches, printing, photocopying and scanning facilities.

Library staff are happy to conduct an induction with all new students. If needed they can provide specific training/ tailored/bespoke sessions.

Other Facilities:

PCs, photocopier, study space, Wifi, print and electronic resources.

Assistance/training available.

For more details see: <https://librarymph.wordpress.com>

**Speciality and Client Groups**

Placement Speciality:

Musculoskeletal Outpatients/ Older People's Rehabilitation/ Critical Care/ Respiratory Medicine/ Neurology/ Palliative Care.

Description of client group/Caseload:

Patient's >65 years of age with an acute medical diagnosis and often multiple co-morbidities requiring hospitalisation and assessment and treatment.

OR

Critically ill patients from a variety of specialties including Acute Medicine, Trauma, Surgery, Respiratory and Neurology. We will often then see these patients in the ward setting although the majority will be from respiratory medicine and surgical specialties.

Mission Statement/Philosophy of Care:

To put our patients first by working as one team, leading and listening, and striving for the best. Together, we make the difference.

**OR**

To provide high quality of care in a safe, effective and efficient manner.

**OR**

Enabling people to maximise their potential to live well.

**Expectations**

Placement expectations of student:

The student should have a drive and determination to improve, learn and develop their skills. They should be able to display an awareness of their scope of practice and be prepared to ask questions. Students are expected to actively participate in the placement to the best of their ability but within the level of knowledge/experience relevant to their stage on the programme.

Take responsibility for creating and embracing every opportunity to achieve your learning outcomes.

Complete Induction pack.

Adhere to the local uniform policy.

Be punctual.

Respect the patient.

Adhere to XX's Security policy and guidance on maintaining personal safety and security during your placement

Student expectations of placement:

To be assigned to a named qualified PE and be supernumerary in practice.

To be guided to develop clinical skills in the above specified area with support of an educator and the wider therapy team.

A student induction and orientation to the particular area.

An initial meeting with your educator in the first week and timetabling of further reviews.

Support and guidance with achieving learning outcomes.

Students will work in integrated teams with supervision delivered by a named educator(s). This may include some supervision from other professionals such as an Occupational Therapist.

**Service Hours and Shifts**

Service Hours:

Mon- Thurs 0800-1700 and Fri 0800-1300

**If late/weekend shifts are expected, UWE must be informed so allocation is appropriate.**

Shift Patterns:

You will be expected to match the hours of your educator, working 37.5 hours a week. Students are expected to arrive by XX ready to start work.

Dress Code:

Standard university uniform. Professional appearance required at all times

Click on uniform and dress policy – provide link. If in doubt speak to your educator.

**OR**

White tunic or polo shirt and navy blue trousers. Shoes that cover the whole of the foot and provide good support and protection. Navy blue jumpers and cardigans may be worn but not during clinical activity. UWE ID badges must be visible at all times.

All clinical staff must be “bare below the elbow” for patient care activities, in line with infection prevention and control procedures and good practice. Clinical staff may wear one ring. This must be a plain band without stones.

Staff may wear one pair of earrings of a plain stud type. Piercings must be removed before going on duty where they are a risk to health and safety. If in a clinical environment, any items of jewelry that creates the potential for an act of violence or the possibility for entanglement (eg large hoops in earlobes, large rings, necklaces or tongue piercings) must be removed whilst on duty.

Hair and beards should not compromise health and safety. Hair should be kept neat and long hair should be tied back when clinical staff are with patients. Beards must be neatly trimmed unless this reflects the individual’s religion where it must be tidy. Headgear worn for religious purposes is permitted. A Hijab must be worn in a way that the wearer’s face remains visible. The Hijab should be fixed in such a way that it allows quick release.

Tattoos must be appropriately covered where possible in line in line with infection prevention and control procedures and good practice.

Nail varnish including clear nail varnish, nail decorations and false nails are not permitted for clinical staff. Nails must be sufficiently short to ensure safe patient contact. Nails and fingertips should be maintained in good condition and if there should be any open “wounds” these should be covered.

**Facilities**

Computer & Wi-Fi Access; Study Area:

Please state if information is needed from students prior to placement to arrange access to electronic systems. Provide any links to forms if possible, deadlines for providing the information and instructions for contact.

IT access in department and library. Wi-Fi is available. Study area available in the libraries

**OR**

Computers are available in the Education centre and in some team offices. There is no Wi-Fi access to Students - 3G and phone reception is limited throughout the Trust buildings.

Mobile phones must NOT be used in clinical areas. USB devices must be encrypted.

**OR**

To acquire staff access for policies and procedures etc please register on the website. A login will then be sent to you. Please do not use a personal email address to register with. Ideally it should be an @nhs.net address or you can use an @live.uwe.ac.uk email address. Access will only be granted once you have started on placement.

Catering Facilities:

Staff room and kitchenette. Tesco in walking distance. Mobile food van.

Tea and coffee making facilities and fridge available. Full restaurant and retail outlets available.

Bring own tea/coffee/milk etc

Changing Facilities:

Staff changing rooms and showers - bring your own towel.

Showers, changing rooms and free lockers

Other Facilities:

Shops and garage nearby- all walking distance

Bicycle lock up available.

Disability Access:

Full lift facilities throughout the Trust.

Please advise us of any other requirements prior to the start of your placement. It is the student’s responsibility to inform placement staff of any agreed access plan or disability that may impact on their learning, or any learning support/reasonable adjustments that could be made to address specific access needs. These will be treated in confidence.

**Finding Us**

Placement Address:

Insert address

Is a car essential for this placement?

Not for the placement but there is limited public transport and a car would be useful to get here.

Parking permit available, refundable deposit required. Contact department secretary. Parking limited but usually street parking available within walking distance.

Travel Information:

There is an inter-site bus available free of charge if students have a Trust photo ID badge

**OR**

HUBS Bus service (Free) is provided from Bristol Temple Meads.

The Bus station is a 3 minute walk.

First Bus and Wessex have multiple bus routes serving Bristol City Centre - 5 minute walk.

First Bus route 50, 51, 75 and 76 serve XX.

**OR**

Parking around XX is very limited with multiple areas of resident permit only parking zones so please plan before your placement starts if you aim to drive. You will not be entitled to a staff parking permit. Parking is available at XX.

Top Tips:

Be keen, prepared to learn and enjoy the experience.

As per Trust Uniform Policy please arrive to placement in your own clothes and change onsite.

If attending for respiratory placement (or similar) please bring your stethoscope if you have one.

Come prepared having done your pre-placement reading.

Bring a pocket sized notebook and pen with you to record learning points/questions.

Pre-Placement Reading & Learning Activity:

**Please always state that the information below is not for 1st year observation students.**

**It is recommended that you separate this section into at least two sections with an easier option for earlier placements (1, 2a and 2b) and a more advanced option for later placements (2c, 3a and 3b). The educator handbook contains information about what is covered in each module as well as the module leader’s email to help with this.**

**If suggesting books it’s useful to identify specific chapters where possible, e.g.:**

- Petty & Moore (2001) Neuro-musculoskeletal Examination and Assessment: A Handbook for Therapists. Focus on: chapter 2 (Subjective Examination), chapter 3 (Objective Examination) and chapters 5-15 (Individual Examination).

**It’s useful to identify essential reading and further/desirable reading, e.g.**

**Essential Reading:**

- Evans P. (1980). The healing process at cellular level: A review. Physiotherapy 66:8 p 256-9.

- Special Tests (from any appropriate Orthopaedic medicine text).

- Psychosocial Yellow Flags. Chapters 2, 3, 4 in Topical Issues in Pain 2. Physiotherapy Pain Association (PPA).

**Optional Further reading:**

- Clinical Standards Advisory Group (CSAG) 1994 Clinical Guidelines for the Management of Acute LBP.

-The Physiology of the Sensory Dimensions of Clinical Pain, Physiotherapy 1997, 83(10), p526-536.

-Flagging the danger signs of LBP (red flags), chapter 1 in Topical Issues in Pain.

**If recommending websites state which sections to focus on.**

Student Pack: Insert link or attach document