

Welcome

We would like to welcome you to the Emergency Department in Forth Valley Royal Hospital. You are due to start a 5 week placement with us. You should receive a Google document with the rota for your time here separately. We operate a self-roster system to allow you to plan your own time whilst you are with us. We expect that you spend at least 110 hours in the department; and for any keen beans you are welcome to do more! Further details of how this is decided are to be found in the Google document which you will be given access to at induction.

The department is a friendly one and we are excited to welcome you to be part of our team for 5 weeks. Should you encounter any issues or problems we would like to hear about these sooner rather than later. Please speak to your Supervisor whilst you are here or any the doctors listed below.

We expect that you fully participate in the learning experience provided to you in the ED. You will self-roster but we expect you to turn up on time for your shifts and to call ahead for any absences. Details of how to notify absences can be found below in the Housekeeping Section. Please wear your University scrubs and your ID badge at all times.

Department overview

The Emergency Department (ED) comprises of 3 clinical areas:

- a resuscitation suite (6 spaces)
- a majors / trolleys area (14 cubicles)
- a minors / treatments area (8 cubicles).

The department is staffed by a range of nursing and medical staff: consultants, middle grade doctors, junior doctors, ENPs / ANPs (emergency nurse practitioner & advanced nurse practitioner) and several tiers of nursing staff (bands 2-8). The ED is open 24 hours a day, 7 days a week and staff handovers occur at 0800 (multi-disciplinary), 2000 (nursing only) and 2200 (medical only).

Within the ED there are 4 permanent members of the medical staff who are responsible for your educational supervision – you will be allocated one of these people during your attachment:

- Dr Stephen Feltbower (Consultant & Clinical Lead)
- Dr Beth Harrison (Consultant)
- Dr Kirsty Morgan (Specialty Doctor)
- Dr Aqeel Safdar (Specialty Doctor).

FV ED is a mixed department, seeing adults and children. You should gain a good range of experience and see many interesting patients. We are aware that the ED is also a place which can be stressful, and where difficult issues, eg death, are encountered more frequently than in many other clinical areas. For some of you this may be your first experience with death and vulnerable people in extremis. This can provoke all sorts of emotions and reactions and we would encourage you to talk about these things with us. If you are feeling overwhelmed, recognise this, step away if needed and make sure that someone on shift with you knows what has happened. This is not a sign of weakness and we do not want anyone to feel that they need to hide how they have felt in a situation.

Placement overview

Induction:

On the first Monday of your rotation you will have a generic hospital induction and welcome to FVRH. You should receive the details of this separately. Following from this you will be taken to the ED where we will go over the important things that you need to know during your ED placement. You will also choose which shifts you are going to work throughout the placement. We will aim to run from 10am until approximately 1pm.

What a shift in the ED looks like:

During your first couple of shifts it may be more appropriate to shadow a Care Provider, doctor or Nurse Practitioner, to see and understand how an Emergency Medicine assessment is carried out. Whilst you are observing, we would encourage you to turn these into active learning moments. One way to do this is to set yourself a question to reflect on whilst you watch. For example, 'what do I think the most likely diagnosis is? What else do I think should be on a differential diagnosis list? What investigations do I think need to happen (if any)?' In other situations you may want to focus on how the care provider elicits the information: what questions are most effective? How do they steer the conversation? By setting yourself questions and becoming an active listener you will get much more out of each encounter.

Once you have shadowed some patient encounters, we would encourage you to see patients independently. Ask a senior doctor or the nurse in charge who is best to see next. Leave the patients clinical notes where they are but put a note on the front card to say that you are seeing the patient and what time you are starting your assessment. Make your notes on a separate piece of paper, clearly stating that you are a medical student, attach a patient label and these can be added to the patient's notes.

When presenting your patient to the next available doctor, try to make sure that you use medical language and organise the information in a structured fashion. The doctor may ask you what your differential diagnosis and management plan are. Don't worry if you aren't sure, it's good to still have an attempt at these. If you are asked a question and you don't know the answer, for example you have not asked the patient or have not performed a specific part of the examination, be honest! Please do not be tempted to guess the answer – this has potential consequences for the patient.

You should also have plenty opportunities to brush up on clinical skills: there are plenty of opportunities to take bloods, site cannulas, perform ECGs etc.

Shift allocation and self-rostering

There are 3 main types of shift available for you to work during your time with us: day shift, back shift and night shift. You will self-roster, aiming to spend at least 110 hours in the ED over the course of the placement. As part of induction on your first day you will be shown the Excel sheet and will have the opportunity to decide what shifts you would like to work over the next 5 weeks. Please bring your diary with you!

Once the shifts have all been allocated the document will be locked but if you need to make any changes, swaps or want to add in any extra shifts then you can do this by emailing Kirsty Morgan (kirsty.morgan@nhs.scot) or the ED PAs, Marion Nicol and Tracey Ashworth.

Teaching Opportunities:

The majority of the learning opportunities will happen whilst you are seeing patients and on the shopfloor. However, there are also several formal educational opportunities that we would like you to join in with. Firstly, there will be a full day simulation course that has been designed specifically for undergraduate EM block. You will be provided with further information about this. Secondly, there is departmental junior doctor teaching every Thursday afternoon 1400-1600. We would encourage you to join this each week. Lastly, there is regional teaching on the 2nd, 3rd and 4th Tuesday of each rotation. The University should provide you with information regarding this.

Learning Objectives:

The specific learning objectives will be contained in your university curriculum and ILOs. Please download your Logbook from the university website.

General learning objectives:

- To act professionally with the highest standards of personal integrity and reliability.

- To use the appropriate knowledge base of clinical subjects.
- To communicate effectively with colleagues, patients and patients' relatives.
- To be able to obtain a history and perform an examination related to all body systems and record and present the findings in an organised fashion.
- To be able to interpret findings from history, examinations to produce an appropriate differential diagnosis and learn how to institute relevant management.
- To be able to assess prognosis and to plan and undertake continuing care.
- To be able to assess the urgency of a clinical situation and know when to seek the help of others.
- To be able to perform relevant clinical procedures.
- To be able to work as a member of a team recognising the role of other health professionals.
- To develop an ability to analyse personal strengths and weaknesses, with a life long commitment to learning.

Clinical learning objectives

- The purpose of your clinical block is to learn the practical and clinical skills required of a doctor in training. You should embed yourself in the ED and try to obtain experience of the different areas and different types of patient groups. You can choose to shadow a doctor assessing a patient, review new patients and present them to a care provider and then follow the patient on their journey through investigations and treatment.
- The specific assessments and DOPs are detailed in your university logbooks.
- You should try and gain experience of the ED at different times of the day. We would recommend that you work at least 1 back shift and 1 weekend, and that you consider working a night shift. Look at the FV ED rota for more information regarding shift times and expectations.

Assessment:

During your placement please complete 5 portfolio cases. These should be across a spectrum of different types of patient groups: medical, surgical, orthopaedic, paediatric, critical care, and frailty. Your portfolio cases should cover at least 4 of these patient groups. Ideally present to a doctor ST3 or above, or a permanent middle grade (though we recognise that this may not be possible for every case.)

You will have a list of CAPS (core clinical procedures). We would like you to complete at least 12/16 of the procedures on the list during your block. If you are struggling to do these things please make contact with your supervisor before the end of the 3rd week of the placement so that there is still opportunity to help you with this.

Finally, we would like you to complete a reflective case on an aspect of the patient journey through the ED. The goal is that you identify a case during the first 4 weeks of the placement which you then present on the final round-up session. You can focus on anything that you like: the limit is your imagination! You could think clinically and focus on the case or diagnosis; but perhaps you are more interested in the patient experience or the human factors surrounding how the diagnosis was made?

We would like you to produce 2 powerpoint slides with a brief synopsis and a key learning point. The time that you will have for presentation is only 1-2 minutes maximum so aim to make it snappy!

Completion of mini-CEXs and CBDs whilst you are here is entirely optional.

Housekeeping and General Hospital Information:

Information Booklet:

Please read and retain the information contained in this booklet and link to the [website](#) as it contains details of your timetable and commitments during your attachment. Many opportunities for learning are contained in this information booklet which you will need to organise and it is up to you as to how you best use the facilities available in Forth Valley. The booklet also refers to important issues such as information security, infection control and guidelines for medical students. Please give us feedback before you leave exactly what you think of the student experience in Forth Valley, what works well and what you feel needs improvement. This will help to improve the experience of medical students that follow you.

Student Concerns:

If you have any concerns whatever, patient safety, personal, learning, staff issues etc please tell your supervisor in the first instance or feel free to discuss with any of the Medical Education Undergraduate Team.

Undergraduate Team

- Dr Kate Patrick Director of Medical Education (DME) 67399 kate.patrick@nhs.scot
- Dr Chris Kelly Deputy DME and Hospital Sub Dean (Glasgow) 66846 chris.kelly@nhs.scot
- Dr Alasdair Cooper Clinical Teaching Fellow (CTF) 67836 Kirsty.chaplow3@nhs.scot
- Dr Lucy McNally Clinical Teaching Fellow (CTF) 67478 lucy.mcnally@nhs.scot
- Margot Robinson Undergraduate Co-ordinator 67619 margot.robinson@nhs.scot

Absences:

Planned Absences: Please note that any planned absence for your attachment must be approved in advance by your educational supervisor. You should then notify Margot Robinson, the Forth Valley Undergraduate Co-ordinator who can be contacted on FVRH Extn. 67619 or by email at margot.robinson@nhs.scot.

Unplanned Absences: If you are absent due to ill health you should telephone or e-mail Margot Robinson as soon as possible. For the Emergency Department, please phone either Marion Nicol on

01324 566132 or Tracey Ashworth on 01324 566105. You should also observe your Universities absence reporting self certifying procedures.

Accurate information regarding your planned/unplanned absence is essential from a Health & Safety point of view as we need to be able to account for your whereabouts in the event of a hospital emergency. We have been instructed by the University to report all absences to them.

Locker Key:

There are lockers available near the library and Undergraduate office at FVRH. Please ask the undergraduate co-ordinator for a key.

Swipe Card Access for FVRH:

Many areas in FVRH are only accessible by swipe card access, learning centre, theatres etc. Student swipe cards are available from the undergraduate co-ordinator. These cards also entitle you to staff discount in Starbucks.

Accommodation:

Limited accommodation is provided on the FCH site in the Junior Doctors Residence. Do not give your room keys to anyone else and do not exchange rooms without the prior permission of the Accommodation Manager, Karen Nimmo, or ring "0" for the switchboard and ask them to page you a domestic supervisor if you have any problems with your accommodation. Cooking facilities are available in the residences.

Please take care of your room keys and at the end of your attachment leave the keys in your room and ensure the room is locked before leaving. If you do not return the key this may mean another student will not have accommodation at the start of their attachment.

Travel expenses, to the equivalent rate of the bus fare, will be paid to students preferring not to stay in the accommodation.

Parking:

If you have a car with you it can be easily parked at the Falkirk site. There is access to the overflow purple car park at Larbert where the barriers are always raised. We would ask you not to park in the front visitor's /patient car park at FVRH

Public Transport

For students who do not have their own transport Forth Valley will provide weekly vouchers for First Buses. There is a Number 38 bus which travels between Stirling and Falkirk and which calls at FVRH en-route. This service runs approximately every 15 minutes. When handing your voucher to the bus driver ask for a One Zone weekly ticket

There is also an excellent bus service from Buchanan Street Bus Station which comes into the FVRH Hospital Grounds, X27, which takes about 35 minutes.

Dining Facilities:

FVRH: The restaurant is open 7.30am to 7.30pm.

Library/Computer Access:

The Library is situated on the 2nd Floor, above the restaurant at FVRH, within Clinical and Medical Education Services. Contact the Librarian, Elizabeth Carney, on 01324 567406 or email: fv-uhb.forthvalleylibraryservices@nhs.net

The library is manned Monday – Friday from 8.30am to 4.30pm. Access is available at all times using a valid swipe card.

Library Facilities

The Library and computer room in FVRH are located on the second floor of F block, which is the round building at the front of the hospital, there is 24 hour access to the library and computer rooms, after hours they can only be accessed from the second floor ward corridor.

NHS Forth Valley Library Services provide free membership to medical students. The library stocks a range of books on the Knowledge Network, together with journals and educational resources which are available through the internet. There are many computers within the Library to facilitate access to the resources and study space where you can use your own device.

<http://nhsforthvalley.com/health-services/library-services/>

The Knowledge Network is NHS Scotland's National eLibrary available from any computer at: <http://www.knowledge.scot.nhs.uk>. Among the wealth of resources, the Knowledge Network provides: Full text journal articles, abstracts and citation; Electronic books; Point of care resources including evidence summaries; Assistance to enable users to keep up to date in their field of interest, A wide range of apps; and access to Library Search, the national catalogue Scottish Hospitals Library Catalogue.

An Athens password is required to access NHS Scotland's Knowledge Network on-line resources. You can apply for an Athens password on line by visiting www.knowledge.scot.nhs.uk and clicking 'register' at the top right hand corner

Support is available to enable staff to develop their information and knowledge skills. Please call or email us if you would like to come along for a tutorial. Or if you have any questions.

A multi function device is available to facilitate printing, copying, scanning... Please note that a print code is required to use this device; codes will be provided together with your computer log-in.

The library has a portable DVD player as some volumes contain DVDs. When using the library please have respect for other users.

Access to Clinical Systems

You will be given access to the following clinical systems whilst you are on placement:

Clinical Portal - Using your generic computer log-in

TrakCare - A username and password will be provided but you must complete two Turas Learn Modules in order to activate this as follows: 'Introduction to TrakCare' and 'TrakCare Acute Inpatient modules'.

Undergraduate Medical Education Facilities:

Postgraduate Teaching: (Currently virtual)

Should your timetable permit you are welcome to attend the Foundation Year 1 and 2 Core Curriculum Programme the FY2 session is on Wednesday 12.00pm to 1.00pm. The FY1 session is on Thursday 12.00pm to 1.00pm. The sessions are held in the Learning Centre 3rd Floor Block F in FVRH and available via Teams.

Paging/Bleeping

To bleep a doctor in dial 68100 and follow instructions. If you wish to contact a Doctor on the Stirling or Falkirk sites dial the SRI hospital switchboard on 01786 434000 and ask for the Doctor .

Contacts:

1. Director of Medical Education

Dr Kate Patrick

Medical Education Services

2nd Floor Block F

Forth Valley Royal Hospital

Stirling Road

Larbert FK5 4WR

Extension 67399

2. Glasgow Medical School Sub-Dean

Dr C Kelly

Department of Medicine

Forth Valley Royal Hospital

Stirling Road

Larbert FK5 4WR

Extension 66846

3. Undergraduate Co-ordinator

Margot Robinson

Medical Education Services

2nd Floor Block F

Forth Valley Royal Hospital

Stirling Road

Larbert FK5 4WR

Margot Robinson is the undergraduate co-ordinator for Forth Valley she can be contacted at Extension 67619 or by email @scot.nhs. Please feel free to contact her at any time during your stay.

4. Emergency Department Administration Staff

Marion Nicol on 01324 566132 or Tracey Ashworth on 01324 566105.