

Student Midwife Welcome Pack

Overview

Welcome to the Royal Berkshire NHS Foundation Trust for your clinical placements. We are pleased to have you join the team.

During your training you will be working in the following areas in the Maternity block:

- Community. Community Office is on Level 2. Will also include GP surgeries, Children centres & community hospitals.
- Antenatal Clinic (ANC)- Level 2
- Delivery Suite (DS) and Day Assessment (DAU) Unit- Level 3
- Marsh and Iffley ward (Antenatal and Postnatal wards)- Level 4
- Sonning ward (Gynaecology)- Level 5
- Rushey Midwifery Led Unit (MLU)- Level 6
- Buscot (Neonatal Unit)- Level 6
- Induction of Labour (IOL) – Level 4



Trust Values

Compassionate	All our relationships are based on empathy, respect, integrity and dignity. In every interaction and communication, we treat colleagues, patients and their families with care and understanding.
Aspirational	We strive to continuously improve, to be the very best that we can be – as individuals and as an organisation.
Resourceful	We live within our means. We respond to the challenges of today and tomorrow in effective, efficient, innovative and optimistic ways
Excellent	We commit to excellence in everything that we do – placing patient safety and quality at our heart. We learn from mistakes, we do what we say we are going to do and hold ourselves and colleagues to the highest standards

We have prepared a series of videos to let you know what work we are doing in maternity to ensure we deliver outstanding care to our service users and a leaflet which highlights the fantastic work by maternity staff. [You can view the videos and leaflet here.](#)

Your Clinical Placement Facilitators



Hi I'm Kirsty, I have been a midwife for 10 years. I did my degree with UWL and all my placements were at the RBH. They haven't got rid of me since! I have worked mainly in community, birth centre and homebirth team but have now been in education for around 5 years. I love it! I am the clinical placement facilitator for all September cohorts for UWL and BNU. I job share with Megan (See below) and work Mondays, Tuesdays and alternate Fridays.

My contact details are:

Kirsty.hawkins@royalberkshire.nhs.uk

Tel: 0118 3228380 / 07827955097



Hi I'm Megan, I have been a midwife at the RBH for 11 years, after training at Staffordshire University. I have worked in various areas within the unit, prior to becoming CPF I was the deputy manager of Delivery suite. I joined the education team in 2019 and I now work Wednesdays, Thursdays and every other Friday. I am allocated the April cohorts, apprentices and short course students.

I really look forward to working with you all.

Contact details: megan.brown@royalberkshire.nhs.uk

Tel: 0118 3228380 / 07827283973



Hi I'm Lotty, I qualified as a midwife in 2021 and trained at UWL. Since qualifying I have worked on Delivery Suite and in our Orchid Continuity of Care team supporting the women of Berkshire in all aspects of their care. I am currently working as the lead Collaborative Learning in Practice (CliP) Midwife which involves supporting you as student midwives to work together and to create a valuable learning environment. I work 2 days a week Monday and Thursday, you can find me in the Practice Development Team Offices on Marsh ward, Level 4.

I look forward to meeting you!

Charlotte.costello@royalberkshire.nhs.uk

Tel: 0118 3228380

FLU/Covid 19

We are still risk assessing all new staff/students. Before commencing placement you will need to have completed the risk assessment by your university as fit to practice and one with the Clinical Placement Facilitator (CPF).

In order to minimise the spread of Covid 19/FLU and protect yourselves, patients and others, appropriate PPE must be worn, the following videos from Public Health England must be watched and demonstrate how to put on and take off personal protective equipment safely (don and doff).

You will hear AGPs (aerosol generating procedure) referred to regularly. An (AGP) is a medical procedure that can result in the release of airborne particles (aerosols) from the respiratory tract when treating them.

The first demonstrates how to don and doff PPE for non-aerosol generating procedures (AGP):

https://www.youtube.com/watch?v=-GncQ_ed-9w&t=329s

This link demonstrates how to don and doff PPE for aerosol generating procedures:

<https://www.youtube.com/watch?v=oUo5O1JmLH0>

You are expected to follow the trust's guidelines on Hand hygiene and infection prevention (guidelines will have been emailed to you)

The following videos will demonstrate the PPE requirements during a resuscitation. If you have any questions regarding this, please contact **Resustraining@royalberkshire.nhs.uk**

Basic PPE

<https://www.youtube.com/watch?v=SuhJEuPolPk&feature=youtu.be>

Full PPE

<https://www.youtube.com/watch?v=PD85PxxgNquY&feature=youtu.be>

You will need to be fit tested for the FFP3 masks to wear in clinical practice, your CPF will book this for you.

Covid & Flu Vaccines

Staff/Students are encouraged to book their Covid & flu vaccine. Information on how to book with will be sent to your trust email.

IT Systems

The CPF Midwife will have given you your IT login details. These details will be the same to logon to the Trust computers and your email account for the first time.

To access your email account, you will need to login and change your password, as prompted, on a Trust PC first. You will then be able to access these remotely via the Workvivo app which can be downloaded on Google Play or App Store.

You will need to check you hospital emails weekly.



Electronic Patient Records (EPR)

You are allocated up to 4 hours for e-learning. The EPR e-learning needs to be completed prior to you starting your clinical placements. To access the e-learning please visit:

[Course: Student Midwife EPR Induction \(royalberkshire.nhs.uk\)](https://royalberkshire.nhs.uk)

Please ensure that you do NOT access the e-learning using Internet Explorer, if necessary please copy and paste the training link into another browser such as Google Chrome, Microsoft Edge, Apple Safari, etc.

Log on using your username and password that would have been given to you by your CPF.

If the username and password do not let you in, please contact **Clinical.SystemsTraining@royalberkshire.nhs.uk**.

You will only receive your EPR Username and Password once the e-learning has been completed successfully and you have sent the concluding activation form. This will then be processed and your log in details will be sent to your Trust email account. You will be able to claim 4 hours practice time for this.

If you have any issues logging onto this system or anything regarding your EPR training, please contact

Clinical.SystemsTraining@royalberkshire.nhs.uk.

Uniform

Your uniform is provided by the university, and your programme leader will arrange for you to receive them. Please refer to the Maternity and your university's Uniform Policy to ensure you wear your uniform correctly. If you need replacement uniforms during your training you will need to contact your university.

Ensuring our staff are "Bare below the elbows" has many benefits and reduces cross infection from clothing or items of jewellery. It ensures staff are able to wash or gel their hands and wrists thoroughly and it is a visible reassurance to the general public that we take infection control seriously.

"Bare below the elbows" embraces staff from all backgrounds and faiths, however we must ensure patient safety remains the primary concern on every occasion. Please ensure you wear no jewellery except a plain wedding ring. No wrist watches etc. are to be worn.

Please do not wear your uniforms to and from work whilst working in the hospital. All staff have access to lockers. They are available in some of the clinical areas which can be used on a shift by shift basis. We also have some lockers available in the staff changing room on Level 2 of maternity. If you need a locker please contact Teresa Jarvis

Teresa.Jarvis@royalberkshire.nhs.uk.

Car Parking

You must apply for a car parking permit using this link [APCOA RBH NHS Staff Portal](#) and enter the following information.

Permit type – medical trainee (seemed the best fit)

Assignment number – write ‘student midwife’

Working days – the average 3 or 4 I guess

Contracted hours – 31 – 35

Shift times – combination day/ night/ twilight

Salary – £0 – 3000

Department – urgent

Main site – RBH

Approver – Kirsty or Megan

We have attached the parking guide which explains the car parking at the Trust.

Allocation and Off Duty

Your allocation refers to the ward or department in which you will work for a specific period of time, and the off duty refers to the shifts you will work in each ward and department.

The off duty for shifts in each area is carried out by Student Champions.

Area	Email	Phone
Community	Rbft.communitystudentchampion@nhs.net	01183228059
DAU/ANC	DAUStudentChampion@royalberkshire.nhs.uk	01183228741
Intrapartum (delivery suite and Rushey)	charlotte.wellman@royalberkshire.nhs.uk	01183227303
Level 4	georgia.toms@royalberkshire.nhs.uk@royalberkshire.nhs.uk	01183227319
Sonning Ward	Sinini.Chikwiri@royalberkshire.nhs.uk	0118 3227198
Buscot Ward	sheula.barlow@royalberkshire.nhs.uk	01183227340
CCU	Lisa-Ann.Gray@royalberkshire.nhs.uk	01183225210
ICU	Princy.Suresh@royalberkshire.nhs.uk	01183227257
AMU	AMUandSSUPracticeEducators@royalberkshire.nhs.uk	01183226937
ED	EDPractice.Educators@royalberkshire.nhs.uk	01183228292
ADSU	Nwogu.Onyinyechi@royalberkshire.nhs.uk & charlotte.maddocks@royalberkshire.nhs.uk	01183228149
Recovery	Yasoda.paudel@royalberkshire.nhs.uk	
Hopkins	Rafaela.Suzano@royalberkshire.nhs.uk	01183227274

As per the NMC requirements for completing Midwifery training, you will be expected to work a variety of shifts. This will include day shifts, night shifts, weekends and on calls. On calls are worked in the community to support the national drive for continuity of care and homebirths. You will be expected to work the same shifts as your supervisors.

Please contact the student champion at least 8 weeks in advance to make shift requests. You are entitled to 4 priority requests per roster period. These should not all be in the same week to ensure that you have adequate rest periods.

Should you need to change a shift with short notice for any reason, this needs to be agreed with your CPF.

Breaks

Long shifts- 1 hour

Short shifts in the hospital- 30 minutes

Community day- 1 hour

Please fill in your orientation to each area in the MORA. The MORA should be available to your supervisor during every shift.

Timesheets should be completed for every shift you have worked, on the day that you have worked. This system is managed by your university should you have any problems.

Sickness

The Nursing and Midwifery Council do not make any allowance for ill health in the midwifery programme. This means that any sickness in either theory or practice has to be 'made up' and the hours accounted for. All students are required to report all sickness and absence in theory or practice to the University.

Sickness in practice needs to be reported to the Maternity Bleep Holder. The process for this is phone the hospital switchboard on 0118 322 5111 and ask to be put through to the 179 Bleep Holder. It is the responsibility of the bleep holder to inform the practice area you are not fit for work. In addition, please email the CPF's and university to update them on your likely return to work.

If vomiting and diarrhoea occur, there needs to be a period of 48 hours without symptoms before returning to work.

You need to plan and make up the time as soon as you are fit and well. The student midwife is only able to make up 10.5 hours in a week; this is to remain within the European Working Time Directive. If you have more than a few days sickness then you should consider making up 10.5 hours a week and using some of your next annual leave. Students are expected to have made up sickness in time for each year's progression point. If this is not achievable then you will need to discuss this with your programme leader or link tutor.

Pregnancy

All student midwives who become pregnant during their Midwifery Course need to have a risk assessment carried out by the Clinical Placement Facilitator and Link Tutor. A referral to Occupational Health may be required following this assessment.

Study Days

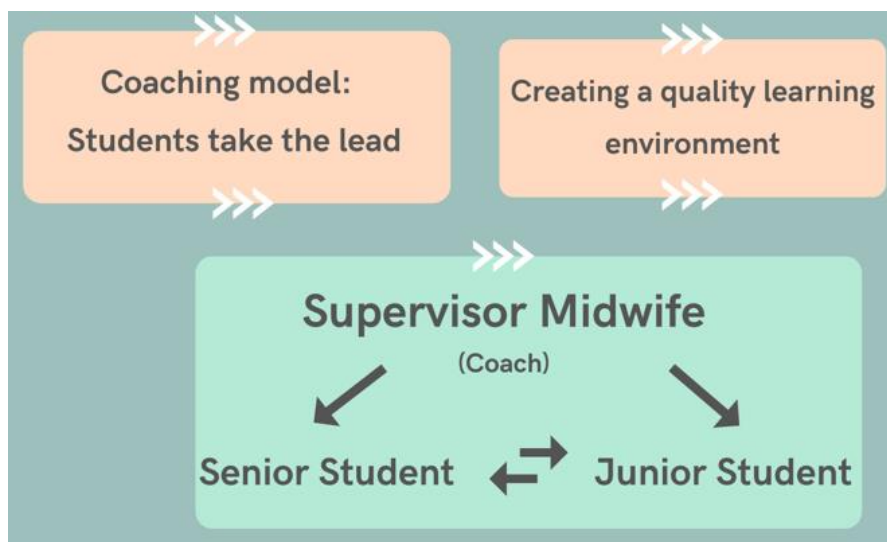
The study days which a student midwife can attend and can be included in their practice hours are:

- Fetal Monitoring- Year 1/2 (4 hours each)
- PROMPT - twice in the 3 years (5 hours per day)
- EPR – prior to commencing placement in year 1 (4 hours)
- Passport to Preceptorship – end of second year (7.5 hours)

Each universities requirements are slightly different, your CPF can clarify if you have questions.

Collaborative Learning in Practice (CLiP)

CLiP involves moving away from a traditional 1-1 mentoring model into a coaching approach to learning. The idea is to create a positive learning environment for student midwives and this will involve students working in pairs or small groups consisting of a senior student (3rd year or senior 2nd year) working with a junior student (1st year).



Working collaboratively, the 2 students will be supported by their supervisor midwife to take the lead in the care of women in a certain bay. The supervisor will help students with the planning of their work load following handover. During a shift the students should aim to take charge of all the aspects of care for their bay including changing beds, helping with breakfast, answering call bells, taking and recording observations, mum and baby checks, etc.

- The role of the supervisor in CLiP is to be there to help students identify their learning needs appropriate to their stage of training and to help with achieving proficiencies. The midwife will assist with any questions the students may have and is there to support with aspects of care that the students may feel unsure about or need help with. As usual all documentation will be countersigned by the supervisor at timely intervals. The supervisor should aim to ask open ended questions and use active listening skills to encourage students to identify their learning needs. A GROW (Goal, Reality, Options, Way Forward) coaching template should be used to help with these conversations.

An important aspect of CLiP is the addition of regular teaching sessions aimed at helping student midwives achieve proficiencies they may be struggling to meet in practice. These will be organised regularly during the week and will be facilitated by the lead CLiP midwife Lotty Costello.

Currently CLiP is in place on our Antenatal and Postnatal wards and soon to be coming to the Induction of Labour Suite and the Day Assessment Unit.

Professional Midwifery Advocate (PMA)

The role of a 'PMA' is to support and guide midwives with challenging situations and offer advice, you are able to use a PMA as a student. Aneta Hlophe is the PMA at the RBH, she can be contacted via email on :

pma@royalberkshire.nhs.uk



Social Networking

Used properly, social networking sites such as Facebook are a great way to find old friends, join interest groups and share information. However, nurses and midwives should remember that anything posted on a social networking site is in the public domain and is owned by Facebook to do whatever they want with your information. What may be letting off steam about a situation at work can potentially be read by someone who may take offence at the content of a posting. Midwives and student midwives could be putting their registration/training at risk when posting inappropriate comments about colleagues or women or posting any material that could be considered explicit.

It is not acceptable for student midwives to request their supervisors or trained staff to become friends on Facebook. Student Midwives should not be contacting supervisors/assessors through Facebook to change shifts etc., this should be done through the appropriate processes.

There is a RBH Student Midwives instagram **group**, where advice, support, textbooks for sale and updated guidelines are posted, but the above rules must be followed when posting on here. Please follow 'student_midwife_rbh' and ask to 'follow' the group.

Abbreviations you may need:

FH	Fetal heart rate
IV	Intravenous
IM	Intramuscular
IOL	Induction of Labour
FBC	Full Blood Count
G & S	Group and Save
GBS	Group B Strep
GDM	Gestational Diabetes Mellitus
GIDDM	Gestational Insulin Dependent Diabetes Mellitus
GA	General Anaesthesia
FM	Fetal Movements
VE	Vaginal Examination
ELCS	Elective caesarean
VBAC	Vaginal Birth after Caesarean
EMCS	Emergency Caesarean Section
EDD	Expected date of delivery
USS	Ultrasound scan
EBM	Expressed Breast Milk
TC	Transitional Care
EBL	Estimated Blood Loss
SVD	Spontaneous Vaginal Delivery
CX	Cervix
SROM	Spontaneous rupture of membranes
PU	Passed urine
CS	Caesarean section
CPAP	Continuous positive airway pressure
PPROM	Premature pre labour rupture of membranes
Ceph	Cephalic (head down)
PPH	Post-partum Haemorrhage
BW	Birth weight
NKDA	No known drug allergy
BCG	TB Vaccine
NBBS	Newborn blood spot screening
BF	Breastfeeding
NAD	Nothing abnormal detected
MW	Midwife
BPM	Beats per minute
BMI	Body mass index
MSW/MCA	Maternity support worker/Maternity care assistant
MSU	Midstream specimen of urine
BP	Blood pressure
BNO/BO	Bowels not open/ Bowels open
MOH	Major obstetric haemorrhage
BBA	Birth before arrival
MLC	Midwifery lead care
AF	Artificial feed
MP	Maternal pulse
ARM	Artificial Rupture of Membranes
MROP	Manual Removal of Placenta
MOWS	Modified Obstetric warning System
APH	Antepartum Haemorrhage

LVS	Low vaginal swab
ANC	Antenatal clinic
LMP	Last menstrual period
AN	Antenatal
IUD	Intrauterine Death
ABX	Antibiotics

Useful Resources

Trust Library

Your main library for the duration of your course is your university library. The hospital library is situated in the TEC (Trust Education Centre) on Craven Road. The Trust Library and E-Learning Hub are available to you while you are on placement. However, there are some restrictions to your access. You will be able to access electronic resources remotely via the University website with the relevant username/password.

The Trust Library will provide you with the following during your time on placement only:

- Loan and reference facilities (note that books that you borrow must always be returned to the library that lent them)
- Access to library computers with your own username and password
- Photocopying and printing (at a charge)

The Trust Library will refer you back to your university library for:

- Books and articles that need to be requested from other libraries
- Training in the use of electronic resources
- In depth enquiries, mediated literature searching and current awareness services

Take a look at the Midwifery tab on the RBH Evidence Hub produced by the Library

<http://www.netvibes.com/rbftlibrary#Midwifery>

Maternity Intranet

Only certain information can be accessed at work and not from personal computers at home. The maternity guidelines and information can be accessed by:

- Going onto the INTRANET
- Go into Policies and protocols
- Use search bar